

# Ellon Academy Community Campus

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## Handbook 2019/20

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All information in this handbook is correct as of 30 November 2018

# Introduction to Ellon Academy Community Campus School

*Welcome to Ellon Academy Community Campus.*

*As Head Teacher my aim and vision for Ellon Academy is to continue to be a school with high expectations and aspirations so that all pupils have opportunities to develop their skills and release their full potential here and for their future lives and careers.*

*We aim to provide a wide curriculum which meets the needs of all learners and encourages learning and progression towards success for all. Our vision is based on six key themes:*

*Lifted Leadership, Limitless Learning, Transformational Teaching, Aspirational Achievement, Excellence and Equity and Promoting Partnerships.*

*These six themes form the basis of all our work which is focussed on improving outcomes for all learners at Ellon Academy.*

*Pauline Buchan, Head Teacher*

## **School Contact Details**

Pauline Buchan

01358 720715

Ellon Academy Community Campus

Kellie Pearl Way

Ellon

[www.Ellonacademy.aberdeenshire.sch.uk](http://www.Ellonacademy.aberdeenshire.sch.uk)

AB41 8LF

[ellonacademy@aberdeenshire.sch.uk](mailto:ellonacademy@aberdeenshire.sch.uk)

Twitter @AcademyEllon

Parent Council email:

[nicktopping@hotmail.com](mailto:nicktopping@hotmail.com)

Parent Council Social Media:

Ellon Academy Parent Council Facebook page

## **Adverse weather and emergency closure**

<https://online.aberdeenshire.gov.uk/Apps/schools-closures/>

Information Line 0370 054 4999 02 10 40 (Please do not use this line to leave messages for the school.)

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**Ellon Academy Community Campus** is a non-denominational school with a role of 1072. The school serves Ellon and the surrounding area.

Devolved budgets are managed in accordance with authority guidelines in order to support planned improvements in the school.

The school day at Ellon Academy Community Campus begins at 8.25am each morning with a warning bell at 8.20am. Registration lasts 10 minutes, there is a 15 minute interval at 10.15am with lunch at 1.00pm (Monday and Tuesday) or 12.10pm (Wednesday to Friday). The school day finishes at 3.30pm (Monday and Tuesday) or 2.50pm (Wednesday to Friday). Each day comprises 6 or 7 periods, each 50 minutes in length.

### Relationships and partners:

Ellon Academy has excellent relationships with all stakeholders and has built positive and supportive partnerships with external support agencies and broadened our links with local groups, businesses and employers as part of the Developing the Young Workforce agenda.

	REGISTRATION	Period 1	Period 2	Interval	Period 3	Period 4	Period 5	Lunch	Period 6	Period 7
<b>Mon</b>	8.25 - 8.35	8.35 – 9.25	9.25– 10.15	10.15- 10.30	10.30- 11.20	11.20- 12.10	12.10– 1.00	1.00 – 1.50	1.50– 2.40	2.40 – 3.30
<b>Tu</b>	8.25 - 8.35	8.35 – 9.25	9.25– 10.15	10.15- 10.30	10.30- 11.20	11.20- 12.10	12.10– 1.00	1.00 – 1.50	1.50 – 2.40	2.40 – 3.30

		Period 1	Period 2	Interval	Period 3	Period 4	Lunch	Period 5	Period 6
<b>Wed</b>	8.25 - 8.35	8.35 – 9.25	9.25– 10.15	10.15- 10.30	10.30- 11.20	11.20- 12.10	12.10 – 1.10	1.10 – 2.00	2.00 – 2.50
<b>Thu</b>	8.25 - 8.35	8.35 – 9.25	9.25– 10.15	10.15- 10.30	10.30- 11.20	11.20- 12.10	12.10 – 1.10	1.10 – 2.00	2.00 – 2.50
<b>Fri</b>	8.25 - 8.35	8.35 – 9.25	9.25– 10.15	10.15- 10.30	10.30- 11.20	11.20- 12.10	12.10 – 1.10	1.10 – 2.00	2.00 – 2.50

Our focus is to support our pupils to develop their skills and talents and to set this in context of preparing them for lifelong learning and work. We want our young people to leave school as confident individuals having maximised their potential whilst at school and to progress to positive destinations in their career journeys. We aim to ensure that our young people are global citizens who are able to participate in and contribute to our community and beyond.

We are fully committed to improving outcomes for all learners in an ethos is high

expectation and aspiration.

**Our staff team**

**The Senior Leadership Team**

<b>Rector</b>	<b>Mrs Pauline Buchan</b>
<b>Depute Rector (Cheyne / Keith)</b>	<b>Mr Fraser McLachlan</b>
<b>Depute Rector (Forbes)</b>	<b>Mr Peadar McCabe</b>
<b>Depute Rector (McDonald)</b>	<b>Mrs Kim Hall / Mr Niall Corser</b>
<b>Depute Rector (Sinclair)</b>	<b>Ms Tracy Booth</b>
<b>School Service Support Manager</b>	<b>Mrs Susan McGill</b>

A full list of the staffing complement can be found on the website  
[www.Ellonacademy.aberdeenshire.sch.uk](http://www.Ellonacademy.aberdeenshire.sch.uk)

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# Our Vision, Values and School Ethos

Ellon Academy is a large rural, comprehensive secondary school with a long tradition of excellence and positive relationships with the local community.

Ellon Academy moved to the new Community Campus in August 2015. This state-of-the-art building has excellent educational and community facilities. From being the ancient capital of Buchan, serving a vast outlying rural community, Ellon has developed dramatically over the years to become a thriving and popular commercial town serving both the local community and Aberdeen, the oil capital of Europe.

In the past thirty years these changes have been reflected in the growth of the academy. In 1979 the school catered for only 500 pupils; today approximately 1,088 pupils attend the school and are supported by 80 teaching staff.

Our Vision is to ensure positive outcomes for all learners and to foster a positive growth mindset to ensure that all young people believe in their own ability to progress and succeed. Our Growth Mindset vision includes our Learner Mark which is based on our Five Pillars of Successful Learning: Punctual, Prepared, Participating, Persevering and Progressing.

<u>The Five Pillars of Successful Learning</u>					
<u>Criteria for Ellon Academy Learner Mark</u>					
	<u>Am I?</u>	<u>Achieved all 3</u>	<u>Achieved 4 or 3</u>	<u>Achieved 2 or 1</u>	<u>Achieved None</u>
1	Punctual	1	2	3	4
2	Prepared	1	2	3	4
3	Participating	1	2	3	4
4	Persevering	1	2	3	4
5	Progressing	1	2	3	4

Our new Core Values consultation has brought the following core values forward which form the basis of all we do at Ellon Academy:

Respect, Responsibility, Excellence. Equality, Aspiration, Dedication and Integrity.



# Curriculum

Within Ellon Academy Community Campus, we aim to provide a curriculum that is both inclusive and ambitious for all – a curriculum which is both academically challenging and also provides opportunities to develop skills for learning, life and work.

Our curriculum will be based around the four capacities of Curriculum for Excellence – to ensure our pupils are successful learners, confident individuals, effective contributors and responsible citizens. Our curriculum will also reflect the principles of curriculum design to ensure breadth, depth, personalisation & choice, challenge & enjoyment, progression, coherence and relevance. Therefore we will have a curriculum which we will adapt continuously over time to meet the needs of our pupils.

Following the principles of Curriculum for Excellence, achievement of children and young people is celebrated in its broadest sense. This means looking beyond formally assessed learning, to also recognise activities like volunteering and participation in arts, sports and community-based programmes. This approach complements the nurturing and aspirational outcomes of Getting It Right for Every Child, and our aim in Aberdeenshire to overcome inequality by Raising Attainment for All, promoting Equity and Excellence in schools, and Closing the Gap. Further information on the schools approach to Curriculum for Excellence including information for parents, can be found on the school website at: [www.Ellonacademy.aberdeenshire.sch.uk](http://www.Ellonacademy.aberdeenshire.sch.uk)

## **The Broad General Education (S1-S3) at Ellon Academy**

To reflect the principles of Curriculum for Excellence, all Aberdeenshire pupils will study a Broad General Education through to the end of S3 followed by an S4-S6 Senior Phase curriculum.

Throughout the S1-S3 Broad General Education, your child will have the opportunity to build on prior learning from his/her primary school and will continue to experience success across each of the four capacities. To maintain motivation, pace of learning and interest throughout the Broad General Education, your child will have the opportunity to personalise his/her curriculum through choice at the end of S2. To maintain breadth of learning and meet the requirement of a Broad General Education, in S3, all pupils will study courses covering each of the eight Curricular Areas. The subject choice process will take place in February/March of S2. Towards the end of S3, your child will have the opportunity to 'refresh' his/her choices as preparation for the Senior Phase (S4-S6). The Senior Phase will be the starting point for engagement with Scottish Qualification Award (SQA) and other award bearing qualifications.

### **Broad General Education (S1 – S2)**

Your child will study a common curriculum throughout S1 and S2, including interdisciplinary opportunities based on literacy, numeracy and health and well being outcomes and experiences.

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### **Broad General Education (S3)**

Your child will have the opportunity to personalise his/her learning in S3. Depending on your child's progress in S2, a degree of subject choice will be available within each Curricular Area.

As the curriculum is based upon outcomes and experiences, some subjects may be offered across Curricular Areas. Throughout S3, your child will collate successes gained from a variety of different sources into his/her S3 Profile.

During January/February of S3, your child will begin the process of choosing the subjects to be studied in S4. Approximately 80% of pupils in your child's current class will return to school for S5. For these pupils we advise strongly that they consider a two or three year Senior Phase 'qualification journey' based on what they want to achieve throughout this time. The 20% of pupils planning to leave at the end of S4 will focus on a curriculum that best prepares them for college or work.

### **The Senior Phase (S4-S6) at Ellon Academy**

In the S4-S6 Senior Phase, your child will continue their 'learning journey' through a range of personalised curricular pathways. As your child progresses through the Senior Phase, he/she will experience a greater depth of learning as well as formal recognition of achievements.

In S4, most Ellon Academy pupils will study National 5 qualifications with some, depending on their progress through the Broad General Education, following National 3, National 4 or Higher Grade qualifications.

In S5 and S6 similar flexibility on academic progress will continue. Most pupils, however, will study Higher and Advanced Higher Grade qualifications.

In addition to SQA qualifications in the Senior Phase the opportunity to broaden learning beyond traditional boundaries exists. Numerous 'achievement opportunities' through for example; work related learning placements, voluntary work, community placements, Duke of Edinburgh etc as well as partnership working with the North-East Scotland College ensure our pupils are well prepared for meeting the challenges of post-school life.

### **Senior Phase (S4)**

The Senior Phase will combine pupils from S4, S5 and S6. Pupils from S4, S5 and S6 may be in the same classes. In S4 your child will continue to personalise his/her curriculum and begin to build a portfolio of National Qualifications. Most (but not all) students will be assessed at National 5 with a few at National 4 and National 3. The possibility to be assessed at the end of S4 at Higher Grade level, will exist.

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Throughout S4, your child will continue to study the core areas of English, Mathematics, Modern Foreign Language (French or German), RMPS, PE and PSE and then have a 'free' choice across the Curriculum Areas. In S4, in addition to English, Mathematics and his/her Modern Foreign Language, your child will study a number of other National Qualification courses which will reflect his/her academic progress through the Broad General Education.

At Ellon Academy almost all pupils will study seven certificated courses in S4. This number of courses provides your child the opportunity to gain deeper learning in his/her chosen 'learning journey' through the Senior Phase. Depending on your child's ability and progress it may be possible to study some courses over a two-year period of the Senior Phase. This flexibility will provide further breadth to your child's learning.

### **Senior Phase (S5 and S6)**

In S5 and S6 courses are planned around six choices of five periods per week. It is recommended that for S5 pupils, five of these six choices, pupils follow SQA qualification courses with the sixth choice available for 'broader achievement' opportunities. This further personalisation provides your child with the opportunity to gain deeper learning in his/her chosen SQA subjects. Advanced Higher Grade courses are also offered during the Senior Phase. A key requirement for these courses is the ability to study independently. Therefore the amount of teaching time allocated to these courses will be reduced. For S5 and S6 pupils the opportunity to relate learning to a future career exists through our Work related Learning course. Your child will continue to study the core areas of PE and PSE in S5 and S6.

### **Development of Spiritual, Moral, Social and Cultural Values**

In our school we are committed to providing appropriate opportunities for the development of pupils' spiritual, moral, social and cultural values through both the ethos of the school and the curriculum.

Ellon Academy Community Campus is a non-denominational school, which aims to develop core values, which include respecting others. We aim to create a curriculum and climate for learning, which promotes moral, social and personal responsibility towards self and others.

All pupils in S1-S4 will have a curricular experience which will explore aspects of society, values and issues affecting young people today.

Parents wishing to withdraw their child from Religious and Moral Education should contact the Head Teacher so that acceptable alternative arrangements can be made.

### **Extra-Curricular Activities**

A wide and varied programme of educational and extra-curricular activities runs throughout the term at Ellon Academy Community Campus. We give our pupils the opportunity to participate in a range of exciting, interesting and valuable experiences.

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These include Art Club, Drama Club, a variety of musical groups/bands/orchestras, the Lego Club, Coding Club, Warhammer, Film, Eager Bunch (Garden club) to name just a few.

Extra-curricular sporting activities also figure prominently at all levels of the school. Pupils participate in various sporting activities such as:

*football, hockey, badminton, rugby, netball, swimming, athletics, cheerleading.*

A great deal of success has been achieved both by school teams and individual pupils. Ellon Academy pupils are regularly selected to represent local and national teams.

At the start of every session an Activities Fair is held to introduce and encourage pupils to get involved.

## **1 1+2 Approach to Language Learning in Aberdeenshire**

The Scottish Government has introduced a policy 'Language Learning in Scotland: A 1+2 Approach'. Children are growing up in a multilingual world and to allow them to take their place as global citizens, they need to be able to communicate in many settings. This approach entitles every child and young person to learn two languages at school in addition to their mother tongue language.

In Ellon Academy Community Campus the first foreign language will be either French or German. This language will be learned from P1 (in Primary School) through to S3 (in secondary school). For more information go to [www.aberdeenshire.gov.uk/schools](http://www.aberdeenshire.gov.uk/schools)

If you would like your child to access Gaelic Medium Education and they have not yet started to attend a primary school you can make a request for an assessment of need for Gaelic Medium Primary Education (GMPE). For more information, please go to:

<http://aberdeenshire.gov.uk/schools/information/gaelic-in-schools/>

The parent or carer of any child or young person can make a request for their child to attend to any school which offers GMPE. This will enable your child to be taught by specialist staff. As there are currently no schools in Aberdeenshire which have GME provision learners are transported to school in Aberdeen City.

## **2 Further Information**

Further information on the schools approach to Curriculum for Excellence including information for parents, can be found on the school website at: [www.Ellonacademy.aberdeenshire.sch.uk](http://www.Ellonacademy.aberdeenshire.sch.uk)

More general information on Curriculum for Excellence and the new Qualifications can be found by clicking on the hyperlinks below.

**Policy for Scottish Education:**

<https://education.gov.scot/scottish-education-system/policy-for-scottish-education>

**Early Learning & Childcare:**

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<https://www.education.gov.scot/scottish-education-system/Early%20learning%20and%20childcare>

**Broad General Education (Pre school – S3):**

<https://education.gov.scot/scottish-education-system/Broad%20general%20education>

**Senior Phase and beyond (S4 – 16+):**

<https://education.gov.scot/scottish-education-system/senior-phase-and-beyond>

**National Qualifications:**

<https://education.gov.scot/nationalqualifications/>



# Assessment and Reporting

Pupils move through the curriculum at their own pace. A wide range of assessment techniques are used in school depending on what is being assessed and the reason for the assessment e.g.

- Observation of what the pupils “say”, “write” and “do”.
- Homework
- Self and peer assessments
- Marking of class work and other individual/class assessments
- Ongoing tracking and monitoring procedures in school
- Scottish National Standardised Assessments (P1, P4, P7 and S3)

Progress will be evidenced using a variety of approaches that best reflect the learning that has taken place, and will track the skills that your child or young person is developing.

Assessment is ongoing throughout the Broad General phase and is a continuous process which influences the goals set for your child. As part of assessment, each year children and young people in P1, P4, P7 and S3 will participate in the Scottish National Standardised Assessments (SNSA). These national assessments are completed online and provide teachers with immediate feedback on each child or young person’s progress in literacy and numeracy. Children and young people do not have to prepare or revise for the assessments, which take place as part of normal learning and teaching. The assessments do not have any pass/fail mark and the results are used to help teachers plan the next steps in learning for each child/young person. Further information on SNSA is available at

<https://standardisedassessment.gov.scot/>

The results of children’s achievements are discussed with them regularly so that they are involved in taking responsibility for their own learning. This may take the form of oral discussion and/or written comment. In this way, it is hoped to assist the pupil identify what has been learned and the next steps to their learning. Children regularly set targets in their work.

Parents will be informed of progress:

- through pupil profiles/learning logs
- through parent consultation evenings and other meetings
- through curriculum/learning events/parent workshops
- by the annual school report
- Individual Education Plans and associated documents

(see school reporting calendar in APPENDIX)

Parents and carers are encouraged to contact the school at other times throughout the year to discuss their child’s progress.

Secondary schools: Assessment & Reporting in the Senior Phase (S4-S6)

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In the Senior Phase pupils embark on the National Qualifications.

As pupils enter this phase they are set an aspirational target grade for each subject they are studying. This forms the basis for learning conversations between staff and pupils to discuss progress and identify next steps. This is shared with parents/carers through TRACKING Reports.

Further Information on Assessment, Reporting & Profiling can be found on Parentzone:

<https://education.gov.scot/parentzone/learning-in-scotland/assessment-and-achievement>

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# Transitions (Moving On)

## TRANSITIONS & TRANSFER TO SECONDARY SCHOOL

An Induction Programme is in place to help ease the transition into S1. P7 pupils spend 3 days at Ellon Academy towards the end of the summer term. Further information is communicated to parents about the induction visit to Ellon Academy around February each year. Parents also have the opportunity to visit Ellon Academy where information will be shared and questions can be asked.

Liaison between our associate Primary Schools and Ellon Academy is very good. During the P7 year, pupils have many opportunities to join with P7 pupils from the other Ellon Community Schools Network. Transition projects, sports festivals, trips, invites to the academy and other activities are arranged for P7 pupils to get together.

Information about our P7 pupils is shared with guidance staff at the academy to help support appropriate continuity of education. Parents are welcome to attend these information sharing meetings, especially when additional support has been provided previously.

Ellon Academy staff also visit our pupils in the Ellon Community Schools Network where information is shared and questions can be asked.

Annually, Primary 7 parents are also invited to visit the school during a working day, to meet the Head Teacher, tour the school and ask questions about the education offered at Ellon Academy. These visits generally take place in January / February.

Where parents, who live out of zone, opt to send their child to Ellon Academy, following a successful placing request, Ellon Academy supports any alternative transition arrangements wherever possible.

### Transitions between Stages

For some pupils, the thought of moving onto the academy or progressing through the school can be an anxious time. At Ellon Academy we have structures in place to support these transitions. Teachers share planning and work together on school improvement projects helping to ensure a commonality of expectations and approaches. Systems are in place for teachers to hand over information regarding the learning needs of the pupils transferring from school to school or class to class.

Visit Parentzone for more information about transitions:

<https://education.gov.scot/parentzone/my-child/transitions>

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### 3 Admissions

#### Nursery Admissions.

All parents should submit an application form for their child, to the nursery of their choice during the admissions period. The application form can be found here:

<http://aberdeenshire.gov.uk/schools/information/early-learning-and-childcare-information/>

#### Primary Admissions

New entrants to P1 are enrolled early in the calendar year for entry to school in August. This is for children who will be five on or before the school start date in August. Those that have their fifth birthday between the August start date each year and the end of February the following year, may also be admitted. Go to:

<http://aberdeenshire.gov.uk/schools/information/primary-school-registration/>

### 4 Placing requests & School Zones

For all advice and information on placing requests and guidance on school catchment/zones go to:

<http://aberdeenshire.gov.uk/schools/information/choosing-a-school>

Your child would normally attend a school within the school catchment area (zone) close to where you live. However, you can request that your child attends a school in another zone (out of zone). Please follow the links for more info:

<https://aberdeenshire.gov.uk/media/22768/out-of-zone-placing-request-policy-may-18.pdf>

<https://aberdeenshire.gov.uk/media/14819/electronic-placing-request-application-form-aug18.pdf>

### 5 Skills Development Scotland

The Careers advisor for ***Ellon Academy Community Campus School is Jennifer Hill***

The aim of the service is to help pupils' career plans and move smoothly from school to employment, training or further/higher education.

All pupils have access to the Careers Advisor though most time is spent with S4/5/6. Pupils may meet with the Careers Advisor during class, in a group setting or for a one-to-one interview. The Careers Advisor may also be available for parents to seek advice during some of our events\*

For more information about Skills Development Scotland go to:

<https://www.skillsdevelopmentscotland.co.uk/>

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## 6 Developing Young Workforce

As part of the curriculum, pupils will develop skills for learning, life and work. More detail about these key skills can be found using the link below:

<https://www.npfs.org.uk/skills-in-a-nutshell/>

Throughout their time in school, from Early Years onwards, all pupils will have an opportunity to engage with employers, through experiences like workplace visits, career talks, employability events and courses, work experience and curriculum based activities. They will also have the opportunity to learn about further and higher education, and the work done by training providers, as well as different career pathways into employment.

In S4-6, pupils will be given the opportunity to study for vocational qualifications alongside the more traditional qualifications.

Further information for parents can be found on the Aberdeenshire DYW website:

<http://dywaberdeenshire.org/parents/>

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# Support for Children and Young People

## 7 Getting it Right for Every Child

Getting It Right for Every Child (GIRFEC) is the national policy approach in Scotland which aims to support the wellbeing of all children and young people, by offering the right help, at the right time, from the right people. Certain aspects of this policy have been placed in law by the Children and Young People (Scotland) Act 2014.

Wellbeing of children and young people sits at the heart of the Getting it Right for Every Child approach. Eight Wellbeing Indicators shown below, outline the aspirations for all Scotland's children and young people.



The Getting It Right approach means services will work in partnership with children, young people and their parent/carer(s) and we want every child at Ellon Academy Community Campus to feel happy, safe and supported to fulfil their potential.

Getting it right for every child at Ellon Academy Community Campus aims to improve outcomes for all our young people. It promotes a shared approach that:

- Builds solutions with and around young people and their families
- Enables our young people to get the help they need when they need it
- Supports a positive shift in culture, systems and practice
- Involves working together to make things better

Getting it Right for Every Child is the heart of our work with all pupils and young people.

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The Getting it Right approach looks at eight areas of 'well-being'.

These are recognised as areas in which children and young people need to progress in order to do well now and in the future. They allow those responsible for the care and support of pupils, including members of their own families, to look at a situation in a structured way that will help them identify any needs and concerns and plan with the child/young person and their family for any support and interventions which will help.

The approach gives a common language and a way to gather information about a child/young person's world, making sure the child/young person is growing and developing, and has everything they need from the people who look after them both at home and in the wider community. This approach also encourages practitioners to think about who else might need to be involved (for example a teacher might need to contact other professionals to make sure that an education improvement plan with the child and family was meeting all the child's needs).

### **Guidance and Pastoral Support**

Each pupil belongs to one of five House Groups, which are the responsibility of the Principal Teachers of Guidance. Their role is to know well and support each pupil in their House, providing a focus for the pupil, parents, staff and outside school contacts.

At all times PTs Guidance work towards promoting high standards of behaviour and positive relationships, working with learners to set learning targets and to review and discuss overall progress. They are also the main point-of-contact for parents and carers throughout a young persons' secondary school career. They provide a programme of regular pupil progress interviews and can offer help and advice to pupils on a wide range of topics, as well as being a 'listening ear'.

Principal Teachers of Guidance also teach the Personal and Social Education (PSE) programme. Core topics within PSE include health (including alcohol and drugs awareness education), sexual health and relationships education and careers education. Each pupil also has a Register Teacher who sees them for a ten minute registration period each morning throughout their time at the school.

The Five House Groups are:

House	Principal Teacher of Guidance
Cheyne	Paula Waugh
Forbes	Nicole Jeffrey
Keith	Kris Findlay
McDonald	Claire Kaczmarek
Sinclair	May Watt / Niall Corser

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## 8 The Named Person

Prevention and early-intervention are seen as key to the Getting It Right approach in achieving positive outcomes for children and young people. By providing support at an early stage, most difficulties can be prevented from escalating.

One way the Scottish Government has decided this should be taken forward, is by making a Named Person available to every child and young person in Scotland. The Education Service provides the Named Person Service for all children on entry to Primary One, until aged 18 (or beyond where a young person remains at secondary school). In Aberdeenshire the Named Person will be either the Primary Head Teacher or Deputy Head Teacher and in Secondary School, the Named Person will be that young person's allocated Principal Teacher of Guidance (with a few exceptional circumstances).

The purpose of the Named Person role is to make sure children, young people and parents have confidence that they can access help or support no matter where they live or what age the child is. Acting as a central point of contact, the Named Person can help children, young people or parents/carers get the support they need, if and when they need it.

The Named Person can help by:

- Providing advice, information or support
- Helping a child, young person, or to access a service or support
- Discussing or raising a wellbeing concern about a child or young person.

There is no obligation for children and young people or parents to accept any offer of advice or support from the Named Person. Non-engagement with a Named Person is not in itself a cause for concern.

For more information you can contact your child or young person's Named person directly, or go to:

<http://www.girfec-aberdeenshire.org/for-parents-carers/what-is-the-named-person/>

Here at Ellon Academy Community Campus the Named Person for your child/young person is Fraser McLachlan

## 9 Educational Psychology

The Educational Psychology Service (EPS) provides a service across Aberdeenshire from pre-birth to 24 years old. We work with children, young people, families, educational staff, local authority colleagues and a wide range of other professionals including health professions, social work, early years partner providers and post school training and education providers.

When there are concerns about a child or young person's learning or wellbeing, an Educational Psychologist can support others to problem solve their way through potentially difficult and complex situations. Consultation with people who know the child best forms the basis of Educational Psychology assessment. Its purpose is to

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explore and understand the concern, and support people to come up with solutions that will work in that particular context.

The EPS also offers a range of services that help improve learning and wellbeing for all children and young people. We do this through action research, development work with schools, training, and contributing to strategic developments.

<http://aberdeenshire.gov.uk/schools/eps/>

## 10 Enhanced Provision & Community Resource Hubs

Aberdeenshire Council is committed to supporting children and young children to be educated in local schools through providing the right support in the right place at the right time. By enhanced provision we mean that a local primary and secondary school has an enhanced level of resources, such as access to a sensory room and life skills area; and support for learning staff who have an enhanced level of expertise to meet a range of needs.

Further enhancement is available through the community resource hub, for a small minority of children with severe and complex needs, who regardless of chronological age are making very small steps in learning and are at the early levels of learning. The enhanced provision centres and community resource hubs can offer outreach support to mainstream schools, short term assessment placements, flexibility (e.g. blended places) and access to a variety of therapies.

For more information on all of our resources and policies go to:

<http://asn-aberdeenshire.org/>

## 11 Support for Learning

At times in their lives all children may require support for learning for a range of reasons. Some children may need a lot of support all the way through school. Others may need only a small amount for a short time.

A child is said to have additional support needs if they need more, or different, support to what is normally provided in schools or pre-schools to children of the same age. Reasons for requiring support might include:

- Missing school because of an illness or long-term condition
- Having a physical disability
- Being a young carer
- Communication difficulties
- Being particularly able
- Changing school a lot
- Being looked after or in care
- Difficulty in controlling behaviour
- Having a difficult family situation
- Suffering a bereavement
- Being bullied

Each school cluster has an allocation of Teachers of Additional Support for Learning (ASL) who are employed to support pupils with additional support needs. They work across each cluster in primary and secondary. In partnership with school staff, parents and other professionals (if appropriate), they identify barriers to learning,

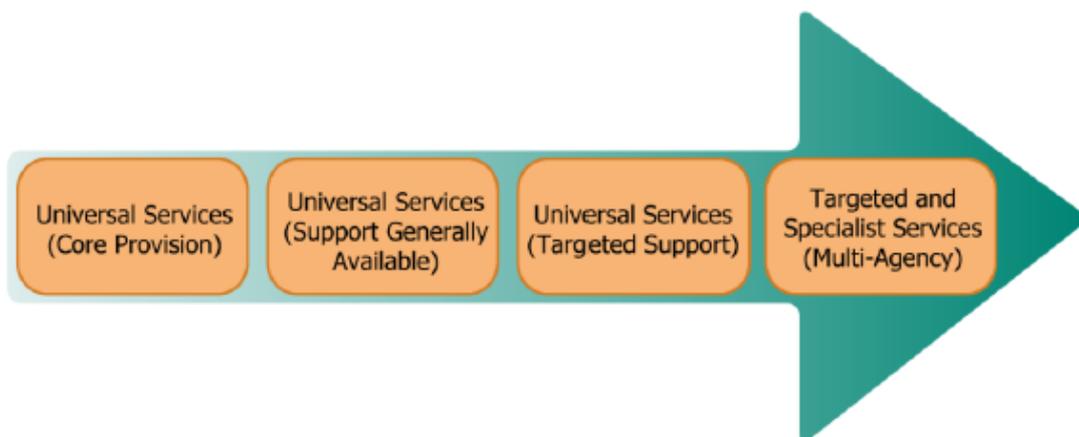
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assess children's needs and support learning and teaching through a relevant curriculum.

Pupil Support Assistants (PSAs) assist teachers in promoting achievement and raising the standards of pupil attainment. They provide general support in relation to the needs of the class and individuals' care, health and wellbeing and safety and to ensure a secure and safe environment.

## 12 The Child's Plan

The Getting It Right approach makes sure children and young people are provided with a range of support, which is proportionate and put in place to meet assessed need. This is reflected in Aberdeenshire's staged approach to assessment and planning for individual children and young people, shown below.



For a small minority of children or young people, there might be higher levels of need or risk identified. These children may require a level of targeted support, coordinated on a single or multi-agency basis through a Child's Plan.

Where a child or young person needs one or more targeted interventions, the benefit of a Child's Plan will be discussed with them and their parents/carers. An assessment would identify any affected wellbeing indicators (Safe, Healthy, Active, Nurtured, Achieving, Resected, Responsible, Included), looking at both strengths and pressures in the child's situation, and fully involving the family in discussions.

The Child's Plan will outline what action will be taken by the child, their family and professionals, and detail how these supports aim to help improve the child or young person's Wellbeing and overcome any difficulties.

A Lead Professional will help to co-ordinate and manage any Child's Plan.

Information is available on the Aberdeenshire Getting It Right Website:

<http://www.girfec-aberdeenshire.org/parents-carers/girfec-for-parentscarers/>

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## 13 Child Protection

Child protection is the responsibility of all who work with children and families regardless of whether or not they come into direct contact with children. All workers must be fully informed of their responsibilities in respect of keeping children safe. All services working with children, young people and families are expected to identify and consider the wellbeing of children and to share concerns appropriately.

Within Ellon Academy Community Campus we have a designated member of staff appointed to be responsible for Child Protection matters. If there is the possibility that a child could be at risk, the school is required to follow the Child Protection Procedures laid out for Education.

This may mean that the child is referred to Social Work, the Police or the Children's Reporter. Here at Ellon Academy Community Campus the designated officers is Depute Head Teacher Fraser McLachlan.

Remember – if you suspect a child is at risk, do not rely on someone else to notice. If you would like to speak to someone, seek help or pass on information or concerns: Social Work Monday to Friday during office hours contact your Children & Families local Social Work Office  
Evenings & Weekends call the Out of Hours Service on 03456 08 12 06  
Police Emergency 999, Non-Emergency 101

Signs of abuse can range from poor personal hygiene and hunger to unexplained injuries or self-harm.

If a young person tells you they are being abused:

- stay calm and listen to them
- never promise to keep it a secret – tell them you must let someone else know
- remind them that they are not to blame and are doing the right thing
- report it, but leave any investigation to child protection agencies

Protecting Aberdeenshire's children and young people is everyone's business, go to: <http://www.girfec-aberdeenshire.org/child-protection/>

## 14 Further Information on Support for Children and Young People

The following websites may be useful:

**Getting It Right For Every Child (GIRFEC)**

<http://www.girfec-aberdeenshire.org/>

**Aberdeenshire Council**

<http://www.aberdeenshire.gov.uk/schools/additional-support-needs/>

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**Support for All**

<https://www.education.gov.scot/scottish-education-system/Support%20for%20all>

**Enquire**

<http://enquire.org.uk/>



# Parent & Carer Involvement and Engagement

In Ellon Community Campus we recognise that parents are the single most important influence on their children's development, learning and achievement. The involvement and engagement of parents in their children's learning is recognised as a key element in raising attainment, through support, help and encouragement given at home and whilst at school.

## 15 Parental Involvement

Parental involvement describes the ways in which parents can get involved in the life and work of the school. Parental involvement includes parental representation in the development of policies, improvement plans and key decisions. It can include involvement in the life and work of the school. Parental involvement can also include help with homework and on-going, two-way communication between home and school.

## 16 Parental Engagement

Parental engagement is about parents' and families' interaction with their child's learning. It can take place in the home, at school or in the community: where it takes place is not important. The important thing is the quality of the parent's engagement with their child's learning, the positive impact that it can have and the interaction and mutual development that can occur as a result of that interaction.

## 17 Communication

The school uses a range of approaches to share information about your child's learning and progress. These include:

- Use of Groupcall to text and email (Xpressions)
- School Website: <http://ellonacademy.aberdeenshire.sch.uk>
- Social Media: Ellon Academy Facebook Page and Twitter feed - @AcademyEllon
- Termly Newsletters
- School Events
- Family Learning Events
- Parent Evenings (both curricular and pastoral)
- Parent Information Evenings

The school calendar highlights planned opportunities where we welcome you into school for events, and opportunities to talk about your child's progress, wellbeing and behaviour (see Appendix).

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## 18 Learning at Home

Learning at home is the learning which happens in the home, outdoors or in the community. Your home is a great place to support learning. Your child can try out new activities or practice familiar learning, at home and in their wider community.

At Ellon Academy Community Campus we provide materials for you to work with your child to develop key skills at home. For explanation of this please go to our homework policy

<http://ellonacademy.aberdeenshire.sch.uk>

## 19 Parent Forum and Parent Council

The Parent Forum is a collective name for all parents, carers or guardians in the school.

The Ellon Academy Parent Council is a group of parents selected by the Parent Forum to represent the views of all parents, carers and guardians in the school. The Parent Council works with the school to support learning and teaching, school improvement and parental and community engagement.

Contact the Parent Council Chairperson Karen Gray or Head teacher for more information about getting involved in the Parent Council or email: keilghary@hotmail.com

## 20 Parents and School Improvement

Ellon Academy has a range of priorities that we work on each year which are explained in our School Improvement Plan (SIP). Parents often have helpful and creative ideas about how to improve their child's school and what can be done to improve the quality of children's learning. At Ellon Academy we will consult with parents in a number of ways. These may include:

Impact teams/working groups/focus groups which any interested parent is invited to be part of

questionnaires and surveys

consultation with the Parent Council

## 21 Volunteering in school

There are many opportunities for you to support learning in school. These may include:

- volunteering to share the skills and knowledge you have
- supporting children and young people in the classroom
- supporting or lead extra-curricular activities
- directly supporting with specific skills (paired reading for example)

More detail about this can be found using the link below:

<http://jobs.aberdeenshire.gov.uk/volunteer-with-us/> or contact your Head teacher.  
<http://jobs.aberdeenshire.gov.uk/volunteer-with-us/> or contact your Head teacher.

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## **22 Collaborating with the Community**

Ellon Academy Community Campus work with many local organisations, community groups and businesses to ensure our children and young people benefit from further resources, experiences and opportunities. If you are interested in working with the school, please contact the Headteacher



# School Policies and Useful Information

School Policies such as the Homework Policy; Promoting Positive Relationships; our Mobile Phone etc. are published on the school website and can be found by clicking the parents tab at the top. Please go to: [www.Ellonacademy.aberdeenshire.sch.uk](http://www.Ellonacademy.aberdeenshire.sch.uk)

All Aberdeenshire Council Education policies can be found here:

<http://www.aberdeenshire.gov.uk/council-and-democracy/about-us/service-structure/education-and-childrens-services-policy-framework/>

## 23 Attendance

### What pupils need to know:

**Lateness:** If you are late for school, report to the Office where you attendance will be noted. You will be given a late slip to hand to your class teacher for signature.

**Permission for absence from school:** if you have permission to be absent from school this will be recorded on your attendance record. Pupils who need to leave school early for an appointment or are returning to school following an appointment should report to the Office. Please note that during the school day, entry and exit is via the Community Reception Door.

**If you are absent,** please ensure that your parent/carer contacts the school to advise of your absence. On your return to school, a note should be provided explaining the reason for absence and confirming the periods of absence. The note should be signed by your parent/carer and dated.

**If you feel ill,** tell your class teacher and ask permission to report to the First Aider. If appropriate, office staff or the First Aider will arrange for you to be collected from school.

### *What parents needs to know:*

#### Unplanned Absence

It is important to note that if a child/young person does not arrive at school and there is no reasonable explanation provided for his/her absence then members of staff will be required to ascertain the whereabouts and safety of the individual child. In order to avoid causing unnecessary concern for staff and parents, the importance of good communication between home and school cannot be over-emphasised.

Parents are asked to assist school staff in the manner detailed below:

- If your child/young person is unable to attend school through illness/other reason please telephone the school between before 9:30am on the first day of his/her absence, or send a signed note via a brother or sister where applicable.
  - When you contact the school it would be helpful if an indication could be given as to the child's expected length of absence. If you are not able to do this please try to let the school know on a daily basis.
-

- If your child is home for lunch and becomes unwell at lunchtime making them unable to return in the afternoon please telephone before the beginning of the afternoon session to inform the school.
- On your child's return to school, a note should be provided explaining the reason for absence and confirming the periods of absence. The note should be signed by a parent and dated.

Under normal circumstances we do not send work home in the case of absence. For medical or dental appointments the register teacher/school should be informed beforehand in writing. Where possible, on these occasions, pupils should always be collected and returned by an adult. As far as possible such appointments should take place out with the school day.

### Planned Absences

As part of Government Regulations we are required to record all absences as "authorised" or "unauthorised". Authorised absences are due to illness or family bereavement and can also include time off to attend, e.g. sporting events or music exams.

The school follows the Aberdeenshire Attendance Policy:

[http://www.aberdeenshire.gov.uk/media/19805/attendance-policy\\_april-2015.pdf](http://www.aberdeenshire.gov.uk/media/19805/attendance-policy_april-2015.pdf)

Procedures for following up on pupil absence are based on the Education (Scotland) Act 1980 which requires by law that parents/carers ensure that children attend school regularly. The Home/School Liaison Officer has a key role to play, providing a vital link.

## 24 Holidays during term time.

The Scottish Government has deemed that holidays taken during term time should be recorded as unauthorised absence unless there are special, exceptional circumstances. Should you wish to remove your child from school to attend a family holiday you must inform the Head Teacher. This will be recorded as unauthorised absence though there may at times be exceptional family circumstances previously discussed with the Head Teacher. Parents are advised to limit the number of holidays taken during term time, to minimise disruption to a child's education. For annual holiday dates for Aberdeenshire schools please see the section at the back of this book, contact the school office or go to:

<http://www.aberdeenshire.gov.uk/schools/parents-carers/school-term-dates-and-in-service-days/>

## 25 Ellon Academy Dress Code

Our Dress Code was developed in partnership with parents, pupils and staff to encourage and promote a positive ethos of achievement.

We strongly encourage all pupils to wear our school dress.

We believe the benefits of a School Dress Code are:

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- Differences between pupils are minimised, this reduces isolation and bullying
  - The self-esteem of particular groups of pupils can be improved – it is easy to spot who does and who does not belong to a school community
  - Pupils can feel a strong sense of belonging and commitment to the school
  - It can improve the image of the school in the local community
  - It can create a sense of purpose within the school environment
- 
- Ellon Academy School Dress is Black and White. (No other colours)
  - All pupils should all wear a school tie with a white shirt and an Ellon Academy black sweatshirt/jumper/cardigan
  - Black footwear
  - There is a senior tie for S4-6 and a junior tie for S1-3. A polo shirt, with a tie, is acceptable for S1-3 pupils. Each pupil is given a tie. Replacement ties are available at the school office at a cost of £5 each.
  - A black blazer is optional for S6 pupils

For health and safety reasons, pupils should not wear any facial jewellery.

Please also consider the changeable nature of weather conditions and provide your child with appropriate outerwear and footwear to suit.

Suppliers: School dress is available from Grays and Excell Sports, in Ellon town centre.

Physical Education. PE Kit consists of: t-shirt, shorts/leggings/tracksuit bottoms and a change of footwear. No football shirts are allowed.

Parents should note their responsibility to ensure all clothing and belongings brought to school should be named or marked in some way, as it is difficult for children to distinguish their own clothing from that of others.

## 26 Clothing Grants

Some families may be entitled to a school clothing grant of £100 per year. More information about this can be found at:

<http://www.aberdeenshire.gov.uk/schools/parents-carers/assistance/school-clothing-grants/>

## 27 Transport

In order to qualify for free Home-to-School Transport, Primary school pupils must reside more than 2 miles from and attend their zoned school whilst Secondary school pupils must reside more than 3 miles from and attend their zoned school.

These distances are the shortest available route from the pupil's house to the school gate and can take into account main roads (including dual carriageways), tracks and paths. Application forms for free transport, Form PTU100 can be obtained from the school office.

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## 28 Privilege Transport

Transport provision is also made available for pupils who are not entitled to free transport. Privilege transport is provided on school transport services subject to spare seating capacity, at a fixed annual charge. Discounts are available for pupils in receipt of the clothing grant, and to families with 3 or more children travelling to the same school.

As School Transport routes are determined by the pick-up locations required for pupils who are entitled to free school transport, Privilege Pupils are required to meet the bus on the existing bus route. For further information and application forms, see the Council website.

<https://www.aberdeenshire.gov.uk/roads-and-travel/school-transport/school-transport/>

Alternatively, copies of Privilege forms or further information can be requested by emailing: [school.transport@aberdeenshire.gov.uk](mailto:school.transport@aberdeenshire.gov.uk)

## 29 Early Years Transport

Transport to early year's settings will not be provided by Aberdeenshire Council, unless there are relevant exceptional circumstances. Where there are significant additional support needs, transport may be provided. In such instances this requirement should be discussed with the Head Teacher in conjunction with the Early Years Quality Improvement Manager.

## 30 Special Schools and Enhanced Provision

Aberdeenshire Council may provide free transport where necessary for pupils who attend a school with enhanced provision proposed by the Authority. In certain cases, pupils may be encouraged to make their own way to school by public transport, and where this is authorised, bus passes are issued. Where a pupil's address falls in the delineated area of a resourced school, and is within reasonable walking distance, the Authority will take advice from the Community Child Health Service before deciding if free transport should be provided

## 31 School Closure & Other Emergencies

Head Teachers decide if and when schools should close due to bad weather or another emergency. In bad weather they will decide this after receiving information about local weather conditions. This decision can be made during any time, day or night. These guidelines outline the procedures for dealing with school closures during bad weather or other emergencies.

### ***If children are at school...***

***School transport contractors*** have been told not to allow children to walk home alone from drop-off points under any circumstances during extreme weather conditions. If you can't meet or arrange for your child to be met, the school transport will return them to a designated location.

***Public service vehicles*** – drivers of these vehicles follow a specified route and keep to timetables – they cannot make special arrangements.

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If your child attends a Nursery, Primary or Special School, which is to close early, the school will contact you by telephone. If this is not possible the school will contact your named 'emergency contact'. No child will be released from school without contact being made. It is important contact details are current and the people named are available – particularly during bad weather.

If your child attends a Secondary School, because of the large number of pupils in Secondary Schools, parents will be contacted via text/email to inform them of closure.

If you are concerned about local weather conditions contact the school. You may wish to collect your child yourself and are free to do so provided you make arrangements with the school.

***Before the start of the school day...***

During bad weather some staff may not be able to get to school or bus routes may not be safe to travel on – so the school may have to close. Headteachers will advise parents and carers using the following communication tools:

Outwith school hours, your local radio station is a good place to find out information on school closures. The following radio stations receive updated information every 30 mins from our website:

**Northsound 1**

FM 96.9

**Northsound 2**

MW 1035 kHz

**BBC Radio Scotland**

FM 92.4 - 94.7 MW 810 kHz

**Moray Firth Radio**

FM 97.4 MW 1107 kHz

**Waves Radio**

FM 101.2

**Original 106 FM**

**Twitter**

<http://twitter.com/aberdeenshire>

**Aberdeenshire Council Website**

<https://online.aberdeenshire.gov.uk/Apps/schools-closures/>

You also have the option to sign up to receive email alerts when your school(s) updates their closure status:

<https://online.aberdeenshire.gov.uk/myAberdeenshire/>

**School Information Line**

Tel: 0370 054 4999 then 02 10 40 If you cannot get through first time, please do not put this number on redial. This will only lead to the line being busier.

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## 32 Storm Addresses

When there has been severe snow storm during the day it may be prudent for pupils who live some distance from the normal bus routes not to attempt to reach their homes but to spend the night in alternative accommodation nearer school. It is the parents responsibility to inform school about any pupils who may be at risk in such situations and to provide the name and address of a relative or friend who is willing to provide overnight accommodation.

## 33 Change of address and Parental Contact Details

To enable us to make easy contact with parents, the school would appreciate if any changes of address, telephone number of circumstances is notified in writing to the School Office. It is also important that the school has details of an Emergency Contact should it prove impossible to get in touch with parents in the event of an emergency.

## 34 Anti-bullying Guidance

What is Bullying?

Aberdeenshire Council Education and Children's Services define bullying as the following:

Bullying takes place when the actions of an individual or group of people cause harm to someone by taking advantage of an imbalance of power within a relationship (whether perceived or real). Bullying behaviour can be persistent and/or intentional, but often it is neither.

Bullying can be verbal, physical, mental/emotional or cyber and is behaviour and impact. It can be intentional or unintentional, direct or indirect, persistent, or a one off incident. The impact is on a person's ability to feel in control of themselves.

What will the school do about it?

Schools should promote consistency of response to instances of bullying behaviour using a 6 step approach. They will:

1. Record the Incident
2. Speak to the individuals involved having frank and honest dialogue
3. Speak to parents
4. Utilise Restorative approaches
5. Monitor the situation
6. Review and increase response accordingly

More information can be found in Ellon Academy Community Campus' anti-bullying guidance at

<http://publications.aberdeenshire.gov.uk/dataset/b9bb8c35-50b7-401e-a7e3-30833f69cc73/resource/8d5ff96d-775f-4516-9f6b-c15ce425f407/download/ecs-002-edu---anti-bullying-policy.pdf>

Copies of this school guidance can also be accessed via the School Office.

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The document above has been updated in line with “Respect for All: The National Approach to Anti-bullying for Scotland’s Children and Young People”.

<https://www.gov.scot/Resource/0052/00527674.pdf>

### **35 School Meals**

It is Aberdeenshire Council policy to provide meals and facilities for the consumption of packed lunches in all schools where these are required.

Primary 1-3 pupils are provided with school meals free of charge.

Primary 4- S6 pupils are currently charged £2.30 for a school meal unless they qualify for Free School Meals.

For more information and how to apply for Free School Meals, go to:

<http://www.aberdeenshire.gov.uk/schools/parents-carers/assistance/free-school-meals/>

For information about school meals and menus go to:

<http://www.aberdeenshire.gov.uk/schools/meals/>

Aberdeenshire Council provides an online payment service to pay for school meals.

To register for online payments you will be provided with a reference number by your school for each child. Parents and carers of pupils who qualify for Free School Meals are encouraged to create an account to see meal selection histories and to pay for non-food items such as school trips and activities when that option becomes available.

The first step in accessing the online payment service is to visit Pay facility located on the Aberdeenshire Council web site home page. Alternatively you can register by following the link:

<https://www.aberdeenshire.gov.uk/schools/meals/online-payments/>

Parents should be aware that they can request a special diet for their children if there are medical or religious reasons for doing so. Children who require medically prescribed or modified diets should be identified during the admission process. Parents and Carers are advised to complete Admission Form D which is available from the school administration office.

### **36 Healthcare & Medical**

Every child’s health and welfare is very important to the school. Parents who have any concerns should let school know by telephoning or writing in. Alternatively parents can inform the Health Visitor or their own GP. Parents are requested to let the school know of any hospital appointments.

Parents/carers are requested to keep children at home for 24-48 hours if the child has diarrhoea, flu-like symptoms or is clearly unwell.

Always seeks a GP’s advice before sending a child back to school. Please remember that other children can be vulnerable to infection.

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The school is fortunate to have a nurse in attendance to undertake Health Interviews and provide advice on health matters for pupils. The school doctor will play a vital role in monitoring a child's health and well-being.

Although our medical staff provide help and advice as appropriate, all pupils must be registered with a doctor in general practice who should be consulted about health matters as they arise. Parents should provide us with the name and telephone number of their child's doctor and an up-to-date emergency contact for themselves in case it becomes necessary for a child to be sent home during school hours because of illness.

Aberdeenshire Community Dental Service inspect P1 and P7 children in schools as part of the National Dental Inspection Programme. Written parental consent is not required for dental inspections, but parents will be informed in writing approximately one week before the inspection date.

Immunisation against Diphtheria, Tetanus and Poliomyelitis is provided for all pupils during the third year. If a pupil is unable to keep the school appointment, parents are advised to request immunisation from their own doctor.

HPV Immunisation to protect against cervical cancer is offered to all girls in S2. This is a series of 3 injections over a six month period commencing in September each year. A catch-up programme is also in place for girls who miss any of their injections.

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term; perhaps finishing a course of medication to combat an infection.

Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having health care needs. Most children with health care needs are able to attend school regularly and, with some support from the school can access most school activities. However, school staff may need to take extra care in supervising some activities to ensure that pupils are not put at risk.

Planning formats may include either:

- Individual Pupil Protocol (IPP) (Med form 7).
- Health Care Plan written by Health professionals for very specific medical needs.

A risk assessment should also be completed.

The above can help schools to identify the necessary safety measures to support pupils with medical needs and ensure that they and others are not put at risk.

Please find our Medication Policy here:

<http://asn-aberdeenshire.org/wp-content/uploads/2017/08/Supporting-Children-Managing-Medicines-Educational-Establishments.pdf>

Sunscreen - As children are outdoors for learning and for play, parents should apply this prior to sending children to school or nursery. School staff do not supply, nor do they apply, sunscreen creams.

If your child has long term medical conditions such as asthma or diabetes, which may require on-going support, this should be fully discussed with the school. In certain cases specific training of staff about a child's treatment may need to be given. In

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addition, some children have conditions which may require occasional staff intervention e.g. severe allergic conditions such as anaphylaxis.

### **37 Exclusion**

Where pupils who repeatedly display behaviours which compromise the good order of the school i.e. disruption of learning and teaching, unsafe practices, bullying and other forms of abuse and where other forms of support and sanctions have proved unsuccessful, the Authority exclusion policy will apply. For further information on exclusions contact the school or go to:

[http://www.aberdeenshire.gov.uk/media/3901/policy\\_disc\\_exclusion.pdf](http://www.aberdeenshire.gov.uk/media/3901/policy_disc_exclusion.pdf)

### **38 Educational Visits**

We offer various educational visits during the course of the school year. We believe that 'hands on' experiences greatly enhance a child's education, while also helping to make the necessary links between learning in school and life outwith school. Staff members and parent volunteers provide supervision to standards laid down by Aberdeenshire Education & Children's Services. We give parents as much notification as possible with regard to visits their children will participate in.

### **39 Instrumental Tuition**

From Primary 4 onwards, tuition is available for a range of musical instruments. All disciplines are taught in the secondary schools however not all disciplines are available in primary schools due to limited resources. Orchestral string instruments are not normally available to beginners at secondary level. Tuition is subject to availability. In Ellon Academy Community Campus some pupils currently receive tuition in brass, percussion, string and woodwind instruments.

For further information go to:

<http://aberdeenshire.gov.uk/schools/ims/>

### **40 Education Maintenance Allowance**

An Educational Maintenance Allowance (EMA) is a weekly payment paid directly to young people from low income families to enable them to stay on in further education at school or college after they reach statutory school leaving age. This is funded by the Scottish Executive. Further information on EMA's and how to apply can be found here:

<http://aberdeenshire.gov.uk/schools/parents-carers/assistance/ema/>

### **41 Comments, Compliments & Complaints**

To reflect our commitment to working with you, it is imperative that if you have any concerns these are shared and discussed with us as a school. We work hard to make sure you feel listened to as parents or carers, and find many difficulties can be easily resolved through the opportunity for direct discussion. However if you are dissatisfied about our action or lack of action, or about the standard of service provided by us, you can submit a complaint.

To explain our complaints service and how the process works please go to:

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<http://publications.aberdeenshire.gov.uk/dataset/072f6c0d-955a-4f4c-a228-568e30884391/resource/52439609-98b5-45eb-b1e6-0d418371ba27/download/full-complaints-procedure-customerv6.pdf>

Where complainants continue to be dissatisfied with a stage 2 response, complaints can be referred to the Scottish Public Services Ombudsman. Further information and guidance can be found at:

<http://aberdeenshire.gov.uk/contact-us/have-your-say/have-your-say-guide/>

## 42 Support for parents/carers

**For more information on Support and Advocacy contact:**

Enquire, Princess House  
5 Shandwick Place  
Edinburgh EH2 4RG  
Helpline: 0845 123 23 03  
Email: [info@enquire.org.uk](mailto:info@enquire.org.uk)  
Website: [www.enquire.org.uk](http://www.enquire.org.uk)

**For local advocacy contact:**

Advocacy North East  
Thainstone Business Centre  
Inverurie  
Aberdeenshire  
AB51 5TB  
Tel: 01467 622674

Scottish Independent Advocacy Alliance can be reached at:

Website: <https://www.siaa.org.uk/>

Additionally, information for the Scottish Child Law Centre can be found at:

[www.sclc.org.uk](http://www.sclc.org.uk)

## 43 Public Liability Insurance

Aberdeenshire Council holds third party liability insurance, which indemnifies the Council against claims from third parties, e.g. parents on behalf of pupils who have suffered injury, illness, loss or damage arising from the negligence of the Council or its employees. In these circumstances all claims are handled on behalf of the Council by external Insurers and Claims Handling Agents and compensation is dealt with on a strict legal liability basis. This means that there is no automatic compensation, the Council has to be found negligent in order for any compensation to be offered by our Insurers and / or Claims Handling Agents.

## 44 School Off Site Excursion Insurance

Aberdeenshire Council has in place a School Excursion Insurance policy, whereby both pupils and teachers are covered for offsite activities / trips both within the UK and abroad (offsite meaning off the school premises). The policy covers medical expenses, loss of baggage, cancellation ( as specified in the policy) , curtailment and

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change of itinerary (along with other sundry benefits) etc. for worldwide trips and adventurous activities (including winter sports), subject to policy terms and conditions being met.

If personal items such as jewellery, phones/tablets, watches etc. are taken on a school trip then these are taken at an individual's own risk and are not covered under the policy, unless damage or loss is caused by an Aberdeenshire Council employee. Should a parent or carer want such items to be covered then this would need to be arranged by parents/carers independently of the school.

Parents may wish to consider their own insurance arrangements in terms of appropriate extensions to their household insurance or arranging their own separate covers. Personal / individual cover is seen as a parental responsibility and it is your decision as to whether you feel it is appropriate to obtain this.

Please be advised, however, that the Duty of Care aspect below is not insurance related:

### **Duty of Care**

The Authority has a duty of care in respect of pupils in its charge during school hours and as such has to take reasonable steps to ensure the safety of all primary and secondary pupils.

It may be necessary to provide supervision for primary children on school premises before or after normal school hours if their early arrival or late departure is due to the timing of official school transport. This general duty of care continues if the children go home by way of school transport and ends when the child gets off the bus, at which point the parents then become responsible.

### **45 Data we hold and what we do with it.**

As you are aware the new General Data Protection Regulations (GDPR (EU) 2016/769 came into force on Friday 25<sup>th</sup> May, 2018. This change to the law gives parents/carers and young people greater control regarding how their personal data is used.

Aberdeenshire Council is committed to full compliance with these regulations. When you are asked for information by Education & Children's Services, we will tell you why we are collecting the information, how long we will hold it and the legal basis for gathering this information. A Privacy Notice has been issued to all schools relating to the information we hold on yourself and your child/ward.

### **46 The information we collect from you**

Aberdeenshire Council collects personal data and information about your child in order to provide your child with a school education.

We will normally only share information (other than in child protection situations) in order to provide services for your child as part of his/her school education. We collect

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special category data about your child and process this because it is in the substantial public interest.

The information held by Aberdeenshire Council is used to assess, plan, coordinate, deliver and quality assure the education services to your child. The Council does not use an automated process for making decisions about your child or the services required; decisions are made with you. We will keep this information for a period of 5 years from the maximum school leaving age of your child, as required to by The Pupils' Educational Records (Scotland) Regulations 2003, unless we have a legal responsibility to keep the information for a longer period of time.

#### **47 Your Data, Your Rights**

You have legal rights about the way the Council handles and uses your data. More information about all of the rights you have is available on our website at: <https://www.aberdeenshire.gov.uk/online/legal-notice/>. Alternatively you can contact the Council's Data Protection Officer by emailing [DataProtection@aberdeenshire.gov.uk](mailto:DataProtection@aberdeenshire.gov.uk) or in writing at: The Data Protection Officer, Town House, 34 Low Street, Banff, AB45 1AY.

You also have the right to make a complaint to the Information Commissioner's Office, ([www.ico.org.uk](http://www.ico.org.uk)). They are the body responsible for making sure organisations like the Council handle your data lawfully.

#### **48 Legal Basis for Processing**

The Council, as an Education Authority, is legally required to deliver an education to your child under the terms of the Education (Scotland) Act 1980 as amended.

#### **49 Parental Access to Records**

Access Requests are the formal process by which individuals can seek information held about them (or their children) by the council. The requests can be broad, in terms of everything that is held, or quite specific - everything held by a specific department, establishment, team or individual. We have a legal requirement to provide the information under the Data Protection Act 2018. An Access Request is wider than an Educational Record in that it will include all personal data held about a child not just their educational record. Further information can be found at:

<https://ico.org.uk/your-data-matters/>

The Pupils' Educational Records (Scotland) Regulations 2003 means that you can get access to your child's records. Details of the regulations and process for obtaining information specific to pupils are available by contacting the school directly or can be found at:

<https://education.gov.scot/parentzone/my-school/general-school-information/My%20child's%20record>

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## **50 ScotXed**

If you have any concerns about the national ScotXed data collections you can email the Head of Schools Analysis, Mick Wilson, at [mick.wilson@scotland.gsi.gov.uk](mailto:mick.wilson@scotland.gsi.gov.uk) or write to The ScotXed Support Office, Area 2D, Victoria Quay, Leith, EH6 6QQ.

Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

## **51 Information Sharing**

In terms of effective communication, including sharing relevant and proportionate information, where appropriate, Aberdeenshire Council in accordance with the Data Protection Act 2018 and Human Rights Act 1998 adheres to this as part of our current routine practice.

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# Appendix

## School Improvement Plan:

<http://ellonacademy.aberdeenshire.sch.uk/parent-zone/>

## Members of Parental Groups

Parent Council Chair: Karen Gray

<http://ellonacademy.aberdeenshire.sch.uk/parent-zone/>

## Stats for attainment etc

<https://education.gov.scot/parentzone/find-a-school/aberdeenshire/5231132>

## School Events Calendar & holidays

<http://ellonacademy.aberdeenshire.sch.uk/parent-zone/>

## Reporting Calendar

<http://ellonacademy.aberdeenshire.sch.uk/parent-zone/>

Please also find a link to the annual holiday calendar:

<http://aberdeenshire.gov.uk/media/16718/school-holiday-planner-2015-2020-updated-003.pdf>

## Map of catchment area

