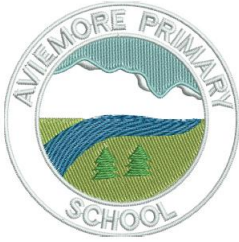


# Aviemore Primary School



SESSION: 2019/2020



Aviemore Primary School  
Muirton  
AVIEMORE  
PH22 1SF

Dear Parents/Carers,

May I take this opportunity to welcome you as the parent/carer of a new pupil to Aviemore Primary School. When your child joins Aviemore Primary it is the start of a partnership in which home, school and community work together to enable each child to be a successful learner, confident individual, responsible citizen and effective contributor.

Aviemore Primary School and Early Learning and Childcare Centre provides learning opportunities for children from the age of three to Primary 7. From August 2017 we have become one service and work together to provide a seamless transition between nursery and school. Please see our ELC booklet for further information, specific to your child's nursery experience.

I hope that you find the information contained within this booklet useful. For further information about our current School improvement Plan, please see our website.

I look forward to welcoming you and your child to Aviemore Primary School.

Please do not hesitate to get in touch if you would like any further information or have any questions.

Yours sincerely,

Emma MacCallum  
Headteacher

Headteacher: Miss E MacCallum  
Tel: 01479 813120 (School) 01479810738 (Nursery)  
Email: [aviemore.primary@highland.gov.uk](mailto:aviemore.primary@highland.gov.uk) or [aviemore.nursery@highland.gov.uk](mailto:aviemore.nursery@highland.gov.uk)  
Website: <http://aviemoreprimary.co.uk>

## CONTENTS

2	Our School		
3	Vision, Values and Aims		<b>General information</b>
4	Staffing	16	Enrolment Uniform
5	Class Structure The School Day	17	Lost Property Lunch/Interval arrangements
6	Holiday/Term Dates		
7	Our School Culture & Ethos	19	Pupil absence First Aid, Absence & Illness
8	Curriculum	20	Child Protection Transport
9	Assessment & Reporting	21	Attendance
10	Homework Pupil Groups	22	Visitors Emergency Contact Adverse Weather
11	Additional Support PR1 Class Nurture Room	23	Fire precautions Road safety Cycling
12	Further links Professional Support Transition	24	Active Schools Getting involved General Concerns Sharing of Information
13	Parents as Partners		
14	Home/School Liaison		
15	Parent Helpers	25	Complaints/Request for Service Data information

### **OUR SCHOOL**

Aviemore Primary School was built in 2012 and is part of a community building comprising School, Gym, Library, Service Point, Nursery and Community facilities: Meeting room, Fitness suite and Dance studio. There is a sports pitch on the campus. The playground for younger children is well-provisioned with permanent play features chosen by pupils. There is an adjacent play park and kickabout area, which the children have limited access to.

There are various extra-curricular activities some of which are run by Highlife Highland.

The school has 274 pupils housed in 2 ‘wings’ - Craigellachie and Cairngorm. Our facility has 12 mainstream classrooms, shared open areas and a vast learning support base all of which equip up to provide a broad range of experiences to enable **all** pupils to develop skills for life and work.

We understand that you want the very best for your child and want them to be happy, safe and successful in school.

Every member of staff shares this wish and works very hard to ensure that everyone in the school community receives the very best provision.

We set high standards and encourage each pupil to achieve a personal best for themselves. We also aim to help each child develop a real sense of self-worth and personal responsibility.

We constantly monitor and evaluate our work and strive for continual improvement in the provision we offer.



## VISION, VALUES, AIMS

### **Our Vision Statement**

At Aviemore we are:

*Always learning*

*Always growing*

*Always positive*

### **Our Values**

*Aviemore Primary*

*Values are:*

*Inclusion*

*Everyone learning and happy*

*Motivated*

*Open-minded*

*Respectful, resilient and responsible*

*Exploring new things*

### **Our Aims**

- *To provide a safe and welcoming environment where children can play and learn.*
- *To work with parents and partners to provide the best care and opportunities for our children and families.*
- *To make links with our local community and use our environment as a learning resource.*

## STAFFING

Head Teacher	Miss E MacCallum	Principal Teacher ASN	Mrs S Kinsella
Acting Depute HT	Mrs R Blackhall	ASN Teacher	Mrs K Johnson
Acting Principal Teacher	Miss J Fleming		Mrs A Johnstone
Teachers	Mrs J Creber		Miss E Killan
	Mrs A Hull		
	Mrs S McIntyre		
	Mr A McLean	<b>Visiting Staff</b>	
	Mrs C McMaster	Violin	Mr J Rutter
	Mrs E Menzies	Chanter	Mr C Thomson
	Mrs S Millar	Woodwind	Mr C Delmonte
	Mrs S O'Brien	Singing	Mr C Josey
	Mrs S Pentland		
	Mrs M Swinton		
	Mrs Tannock-Josey		
	Miss A Wilson	Cleaning Operatives	Mrs I Bell
			Mr J Addy
			Mr E Coombes
			Ms S Milne
Pupil Support Assistant			
	Miss L Bamford	Cook-in-Charge	Miss K Fraser
	Miss N Beattie	Cook 1	Mrs I Bell
	Mrs J Cain	Cook 1	Mrs P Kerr
	Mrs L Cairney	Cook 1	Mrs A Shearer
	Mrs C Darroch		
	Mrs A Davies		
	Mrs L Gillard	Facility Manager	Mr S Gibb
	Miss C Harris		
	Mrs C Johnson		
	Mrs K Kovacs	Secretary	Miss J Gordon
	Mrs W McKay		
	Mrs A Murray		
	Miss C Treanor		
	Mrs J MacKellaig		

Nursery staff – see nursery booklet

**School Roll (at 03.12.18) - 274**

## CLASS STRUCTURE

Aviemore Primary School caters for pupils from P1 to Primary 7. For information on our nursery please see separate booklet.

We currently have 11 mainstream classes and one additional support needs class.

In accordance with current regulations, single stream classes contain no more than 25 pupils in P1, 30 pupils in P2 to P3 and 33 pupils in P4 – P7.

Composite classes contain no more than 25 pupils.



### The School Day

	Class	Morning Session	Afternoon Session
Mon – Thurs	P1-3	8.50am – 12.25pm	1.15pm – 2.45pm
	P4-7	8.50am – 12.25pm	1.15pm – 3.15pm
Friday	P1-3	8.50am – 12.15pm	
	P4-7	8.50am – 12.45pm	

Morning break for all classes is from 10.30am until 10.45am.

**Lunch is available on Fridays**



## HOLIDAY/TERM DATES

### Holiday dates for 2018/2019 session are as follows:

#### School Opens

Monday 7th January 2019  
Tuesday 23<sup>rd</sup> April 2019

#### School Closes

Friday 5<sup>th</sup> April 2019  
Wednesday 3<sup>rd</sup> July 2019

### Other closures

Mon/Tues 18<sup>th</sup> & 19<sup>th</sup> Feb 2019 Holiday  
Wednesday 20<sup>th</sup> Feb 2019 Inset day  
Monday 6<sup>th</sup> May 2019 Holiday  
Monday 3<sup>rd</sup> June 2019 Inset day

### Holiday dates for 2019/2020 session are as follows:

#### School Opens

Tuesday 20<sup>th</sup> Aug 2019  
Monday 28<sup>th</sup> October 2019  
Monday 6<sup>th</sup> January 2020  
Tuesday 14<sup>th</sup> April 2020

#### School Closes

Friday 11<sup>th</sup> October 2019  
Friday 20<sup>th</sup> December 2019  
Friday 27<sup>th</sup> March 2020  
Thursday 2<sup>nd</sup> July 2020

### Other closures

Mon/Tues 16<sup>th</sup> & 17<sup>th</sup> Sept 2019 Inset days  
Mon/Tues 17<sup>th</sup> & 18<sup>th</sup> Feb 2020 Holiday  
Wednesday 19<sup>th</sup> Feb 2020 Inset day  
Monday 4<sup>th</sup> May 2020 Holiday  
Monday 1<sup>st</sup> June 2020 Inset day



MG

**OUR SCHOOL CULTURE  
AND ETHOS**





Essential to effective learning, is a safe and supportive environment

We are a Rights Respecting School and we follow class and playground charters built upon these principles:

In our school we are:

RESPONSIBLE - we look after people and property

RESPECTFUL - we think well of ourselves and others

And say kind things

RELIABLE - we trust each other and count on each other.

**School Staff are expected to:**

- Provide a safe and supportive learning environment.
- Provide inclusive and engaging learning experiences.
- Initiate and maintain constructive communication and relationships with all pupils, staff and parents/carers.
- Promote the skills necessary to be Confident Individuals, Responsible Citizens, Effective Contributors and Successful Learners.

**Pupils are expected to:**

- Participate actively in lessons.
- Take responsibility for their learning and behaviour.
- Show respect for themselves, other members of the school community and the school environment.

**Parents and Carers are expected to:**

- Be actively involved in their child's social and academic development.
- Cooperate with the school to achieve the best outcomes for their child.
- Support school staff in maintaining a safe and respectful learning environment.
- Initiate and maintain positive and respectful communication and relationships with school staff regarding their child's learning, wellbeing and behaviour.
- Contribute positively to all behaviour support plans and attend all meetings concerning their child.

Our Equalities and Diversity Policy and Positive Relationships Policy can be accessed on our school website.

We promote positive behaviour, good relationships and aim to motivate pupils. We value the health and wellbeing of all children and adults in our school community. Our approach to positive behaviour is restorative, solution focused and nurturing.

## CURRICULUM

The curriculum is built around nationally agreed aims (capacities); these are for children to become:-

- ✓ Successful learners
- ✓ Confident individuals
- ✓ Responsible citizens
- ✓ Effective contributors

In Aviemore Primary School the child is always at the centre of learning and teaching whether it is -

- ✓ Ethos and life of the school as a community
- ✓ Curricular areas and subjects
- ✓ Interdisciplinary learning
- ✓ Opportunities for personal achievement

All children in Scotland follow Curriculum for Excellence (CfE) from the ages of 3 to 18.

Experiences and Outcomes set out expectations for learning and development in eight curricular areas; Expressive Arts, Language and Literacy, Health and Wellbeing, Mathematics and Numeracy, Religious and Moral Education, Sciences, Social Studies and Technologies.



Our aim is to provide learning which is challenging, engaging, motivating and encourages high aspirations and ambitions for all.

Aviemore Primary School provides a broad range of experiences enabling children to be active in their learning and have appropriate opportunities to develop and demonstrate their creativity.

### **RELIGIOUS OBSERVANCE (Withdrawal)**

Special arrangements will be made for pupils whose parents do not wish them to participate in religious observance.

We continually strive to improve and include staff, children, families and partners in evaluating our school. Each year we update our Improvement Plan with our current priorities. Our School Improvement Plan can be found on our website.

## **ASSESSMENT AND REPORTING**

As a school, we seek to provide information to pupils, parents and staff to assist in the effectiveness of learning and teaching process and in raising attainment.

Teachers will use the assessment process as an evaluative, diagnostic and formative tool to provide evidence of pupil attainment and progress and to inform learning and teaching approaches and pupil targets.

Pupils should view the assessment process as a motivating experience which takes place within the overall context of a supportive school. Pupils should make use of feedback, in all its forms to inform next steps for the improvement of their own learning.

Parents will receive feedback on their son or daughter's progress through pupil reports, progress checks, and target setting information.

Pupils will reflect on their progress, achievement and best work on their e-portfolio.

### **Progress**

Parents wishing to enquire about a pupil's progress are invited to get in touch with us.

## HOMEWORK

Our aim at Aviemore Primary School is for homework to:

- Provide an opportunity to involve parents in their child's learning.
- Encourage positive family interactions.
- Provide children with meaningful and active learning experiences.

### Home Learning Grids

Home Learning Grids contain sixteen activities. Some are compulsory and should be completed every week; others are a selected from all areas of the curriculum.

Children will complete grids at the appropriate Curriculum for Excellence level:

Early – P1

First P2-4

Second P5-7

Home Learning Grids are given in the first week of term and should last for a whole term.

Why is encouraging children to be 'active' learners so important?

After 2 weeks we tend to remember:

10% of what we read

20% of what we hear

30% of what we see

50% of what we see and hear

70% of what we say

90% of what we say and do

## PUPIL GROUPS

**Pupil Council** – Pupils from across the school are elected by their peers to the Pupil Council. Pupil Council meets regularly and reports to all classes.

**Pupils** can also be members of ECO committee, Junior Road Safety Officers, ARC Buddies, Rights Respecting School Steering Group and Young Leaders

**House Captains** - will reinforce golden rules in weekly house meetings, praising and rewarding those who are setting a good example.



## ADDITIONAL SUPPORT

### Additional Support Needs

All children need support to help them learn. Some children require more help than others. We follow The Highland Practice Model staged approach to assessing, identifying and supporting additional support needs. In this model every child has a 'named person' who is responsible for making sure that the child or young person has the right help to support his/her development and well-being. At Aviemore Primary School the 'Named Person' is Emma MacCallum, Headteacher.

If you wish to find out more about The Highland Practice Model or the Child's Plan you can access more information at: <http://forhighlandschildren.org/>

At Aviemore Primary School we have 1 Principal Teacher of Additional Support Needs, 2.6 FTE Support for Learning Teachers and 14 Pupil Support Assistants, who form the Additional Support Team.

Sometimes a Child's Plan may be put in place to help organise, monitor and regularly review your child's progress.

Individualised Educational Plans set out appropriate targets and a broad curriculum for pupils who require this. These Plans (IEPs) are drawn up through partnership with parents and through a multi-agency approach via consultation with other professionals who may be working with the children. Parents are involved at all stages and regular home-school communication is a priority – this is implemented in the form of home/school diary, meetings and communication via telephone as and when required.

Other agencies, who might be involved in supporting pupils' learning may include: Social Work Department, Educational Psychology Department and other health services.

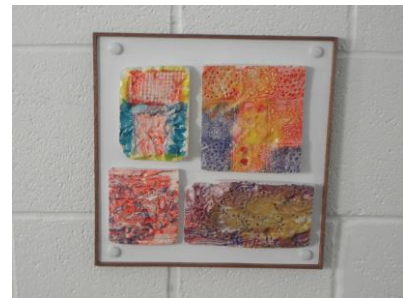
### PR1 CLASS

Aviemore has an enhanced provision which can cater for an extensive range of severe and complex needs. The provision itself has PR1 – Rainbow class; Nurture room – The Bothy; Sensory and Soft Play rooms; Life Skills; Safe space and ASN Garden. We have a number of staff trained to deliver a wide range of interventions including Physiotherapy; MOVE; Emotional Literacy activities; Deep Pressure Massage; Art Therapy and Rebound Therapy. A number of staff who work in the specialist provision are trained to support communication in a range of ways, including: Picture Exchange Communication (PECs), Makaton, Intensive Interaction and Assisted Technology Applications (such as an electronic talking aid).

### NURTURE ROOM – THE BOTHY

Nurture rooms offer an opportunity for children to re-visit early experiences, providing new and different chances for them to develop the skills needed to do well at school: making and maintaining friendships, being resilient, dealing more confidently and calmly with the challenges that life brings: giving better life choices.

Children who attend nurture, remain an active part of their mainstream class. They spend appropriate times within the nurture group, according to their need and typically return full time to their own class within two to four terms.



### FURTHER LINKS

- Enquire – the Scottish advice and information service for additional support for learning <http://enquire.org.uk/>
- My Rights, My Say – an advocacy and advice service for young people over 12 with additional support needs <http://enquire.org.uk/myrightsmysay/>
- Scottish Independent Advocacy Alliance, an advocacy service to support parents and children
- Scottish Child Law Centre, an organisation providing free legal advice to young people

### **PROFESSIONAL SUPPORT**

The school draws on a wide range of other professionals to help support children. You are very likely to meet at least some of them in the course of your time with us. All of the professionals mentioned below are in the school regularly and welcome enquiries from parents. All can be contacted via the Principal Teacher of ASN – Miss Killan.

Educational Psychologist:	Miss V Morrison
Community Paediatrician:	Dr C Livingstone
School Nurse:	Mrs P Sayer
Health Visitor	Mrs B Murdoch
English as Another Language:	Ms A Roy
Speech & Language Therapist:	Miss H Williams
Children's Service Worker	Miss K Cameron
Physiotherapist:	Mrs S Lowther
Primary Mental Health:	Mrs G Sermani
Occupational Therapist:	Mrs J Pickering

### **TRANSITION**

Moving from class to class or from school to school can be a very stressful time and so we ensure that all aspects are planned carefully and managed sensitively.

We have a well organised and varied transition programme for Nursery pupils, which starts in September and continues until the children actually join us the following August.

Most of our P7 pupils transfer to Kingussie High School and take part in a visit in Term 4, in addition to other experiences over the session. The work undertaken by P7 pupils in primary is extended in S1 in secondary.

Pupils with identified needs enjoy a tailored Enhanced Transition.

### **SECONDARY SCHOOL**

The school to which pupils from this school normally transfer for their secondary education is:-

Kingussie High School,  
Ruthven Road,  
KINGUSSIE,  
Inverness-shire.  
PH21 1ES

Tel: 01540 661475  
Head Teacher - Mr I Adamson

### **PARENTS AS PARTNERS**

The Scottish Schools (Parental Involvement) Act 2006 recognises the vital role that parents play in supporting their children's learning by modernising and strengthening the framework for supporting parental involvement in school education. It places a new duty on Scottish Ministers and education authorities to promote the involvement of parents in children's education and the wider life of the school.

What are the benefits of parents getting involved?

**The benefits for the children are:**

- It is easier for children to learn when they get encouragement at home
- They will do better and achieve more when their parents are involved
- Children get access to more activities in and out of school when there are more adults to help
- Their concerns can be sorted out quicker when their parents have a positive relationship with school staff
- They are happy when their parents are enjoying events in the school.

**The benefits for parents are:**

- Their children do better when they are involved
- They are better able to help and encourage their children
- They have more information about their children's education
- Parents can build their own confidence and skills
- Parents get reassurance that their children are receiving a good education.



**The benefits for the school are:**

- Parents bring skills which complement teachers' skills and expertise
- Parents contribute their time, so together parents and teachers are able to do more activities with pupils than teachers can do on their own
- Pupils' attainment and behaviour improve
- Parents have ideas about how the school can best support the children
- Teachers have people with whom they can talk over ideas and get help when developing plans for the school
- Parents can give advice and help around reaching other parents.

You can help your child by:-

- ✓ Spending time talking to your child, discussing homework, shopping, excursions etc.
- ✓ Encouraging your child to read for pleasure.
- ✓ Providing your child with materials to stimulate interests e.g. books, paint, crayons, musical instruments, construction materials etc.
- ✓ Reading daily and playing games with your child.
- ✓ Promoting good study habits at home.
- ✓ Developing the skills involved in everyday tasks such as writing letters, shopping, caring for animals and plants etc.

Useful information for parents and how to get involved in your child's education, how to support the school, information on curriculum developments can all be found at Parentzone:

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

## HOME/SCHOOL LIAISON

**You are always welcome here at school.**

Parents/Carers are welcome to make an appointment to meet with their child's class teacher at any time – please contact the school office to arrange a suitable appointment; arranged at the earliest opportunity. More information can be found in our Access Policy on our school website.

Newsletters giving relevant information about school activities, forthcoming events and dates for the diary are issued termly. All class teachers produce a Termly Planner which can be viewed on your child's class webpage from the second Friday of each new term. This contains important dates for

your diary and an overview of the work planned. We also regularly post updates on our social media pages – Twitter and Facebook.

**Open mornings/afternoons** are arranged so that parents can visit school, to see pupils work and meet the staff and have fun.

### Parents Evening

In the second term parents have the opportunity to meet with Class Teachers, Learning Support and Head Teacher to discuss their child’s progress.

### Assessment and Reporting

Assessment is a central part of everyday learning and teaching for children.

Teachers gather evidence on an ongoing and informal basis through asking questions, observing children working together and making comments on their work.

Children may assess their own work or that of their classmates.

Some assessment is more formal. From June 2016, teachers of P1, P4 and P7 classes are being asked at the end of every school year whether children have achieved the relevant Curriculum for Excellence level for their stage in reading, writing, talking and listening (literacy), and their ability to understand and work with numbers (numeracy).

Most children are expected to have achieved the early level by the end of P1, first level by the end of P4, and the second level by the end of P7.

From August 2017, new, national standardised assessments will be introduced in all schools in Scotland. These assessments will provide an additional source of nationally consistent evidence for teachers to use when assessing children’s progress.

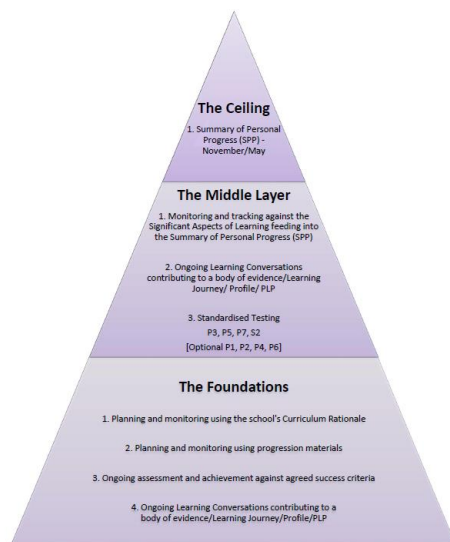
Teachers remain best placed to know how the children in their class are progressing. Their professional judgement will continue to be the most important way of assessing your child’s progress at school.

**Interim Report** – In February of each year you will receive an interim report which is intended to provide you with an update on your child’s attitude to learning, behaviour and attendance.

**Continuous profiling** – Parents/Carers will no longer receive an end of year report and profile and will instead have the opportunity to see and discuss their child’s learning throughout the year they make progress in across all areas of the curriculum.

Children are consulted regularly about what they want to learn about. They are using targets to build their awareness of what they do well and what they need to improve further. Much of this is recorded in their learning journals and learning logs which they share with parents/carers.

This change is intended to enhance the dialogue with learners and their families, strengthen the relationship between profiling and reporting, and to ensure learners and their families felt confident in the learning process.



### PARENT HELPERS





Parents with some time to spare would be welcomed as helpers. The commitment need not be on a regular or weekly basis but if you have time to help with specific tasks e.g. escorting swimmers to and from pool, Food Bank, photocopying, outside visits, displaying work or working in the library, please contact the school.

### **PARENT COUNCIL**

Our Parent Council was established this session. Office bearers are –

Chairperson: Mrs J Thurlow  
Vice-Chairperson: Mrs S Roberts  
Treasurer: Mrs T Hughes  
Website/Secretary: Mrs L Warden  
Teacher Representative: staff rota  
The Council is supported by other parent members

Parents are important and make a real difference to children's learning – when parents are involved children and young people do better and achieve more. We are here to work together with everyone involved in school life – parents, learners, teachers, school staff and the wider community to support the school. We are here to make sure that all parents have a say in their children's education – and are able to express their views & wishes. We are here to build links and involve parents with the wider learning community – nurseries and pre-school groups, other schools & services. If you would like to join us in making a difference please contact any member of the Parent Council (we are listed on the Aviemore Primary School Website <http://www.aviemoreprimary.co.uk/> under heading parent council) or email us at [aps\\_parentcouncil@hotmail.co.uk](mailto:aps_parentcouncil@hotmail.co.uk) Log onto the Aviemore Primary School website and visit us under the parent council where we list our forthcoming events. We look forward to hearing from you.

## GENERAL INFORMATION

### Enrolment

For pupils starting school for the first time, enrolment takes place at the end of January/beginning of February. There is always a notice in the local press and the local Partner Centre is informed. Children starting P1 in August should be 5 years of age by the 28<sup>th</sup> February the following year.

### PLACING REQUESTS – PARENTAL CHOICE

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. Application must be made to the Area Education Manager, Mrs K Ralston. Placing request forms can be obtained from [http://www.highland.gov.uk/info/878/schools/11/school\\_enrolment/2](http://www.highland.gov.uk/info/878/schools/11/school_enrolment/2)

Transportation to and from school, for placing request pupils, is a parental responsibility. If pupils live outwith the school catchment area and their parents wish them to attend Aviemore Primary School they can contact us on 01479 813120 to arrange a visit.

### School Uniform

We believe that the School uniform plays a valuable role by: setting an appropriate tone; instilling pride; supporting positive behaviour and discipline; encouraging identity with, and support for, our school ethos; ensuring pupils of all races and backgrounds feel welcome; protecting children from social pressures to dress in a particular way; and, nurturing cohesion and promoting good relations between different groups of pupils. For these reasons, we also believe that school uniform supports effective teaching and learning.

Your child may be entitled to help with the cost of uniform, for more information please see [http://www.highland.gov.uk/info/899/schools-grants\\_and\\_benefits/10/free\\_school\\_meals\\_and\\_assistance\\_with\\_clothing](http://www.highland.gov.uk/info/899/schools-grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

### Children are expected to wear the following school uniform:

- Purple sweatshirt, cardigan or school hoodie
- Plain white or purple shirt, t-shirt or polo shirt (with or without school logo)
- Plain trousers, skirt, shorts or leggings – dark colours such as grey and black
- Purple gingham dress or Black/Grey Pinafore Dress
- Grey School fleece (optional)
- School tie (optional)
- ***Children are not permitted to wear track-suit bottoms or jeans (unless permission has been sought via the Head Teacher in advance).***

### Shoes:

- General outdoor: sensible shoes or trainers
- General indoor: any safe, clean shoes which are **not used outdoors** (*these can be the same shoes used for indoor gym*)
- Winter: wellington boots or snow boots are encouraged
- Summer: sandals are permitted providing that they are securely fastened to the feet
- Children are encouraged to wear velcro or zip fastening shoes until they can tie their own laces.

***Children are not permitted to wear high-heels or flip-flops.***

### P.E. Kit

- Shorts, leggings or track suit bottoms

- Purple t-shirt
- Gym shoes (must be well fitted)
- Bobble (for children with long hair)
- Plasters or medical tape (to cover earrings that cannot be removed)

*Children are **not** permitted to wear Football strips and must remove **all** jewellery before participating in curricular PE activities.*

### **Jewellery**

Children are permitted to wear small stud earrings, *but no hoops or dangles*.

Children are permitted to wear watches.

Necklaces and bracelets may be worn, providing that they are not visible (*kept under clothing*).

Discretely painted nails are acceptable (pale colours)

Rings are not permitted

### **Water**

Children are strongly encouraged to bring water to school in non-breakable containers – these can be filled from water fountains during the day.

### **Lost Property**

It is advisable to ensure that all personal items brought to school are clearly labelled with your child's name and class so that lost items can be returned immediately.

Un-named items will be collected and placed in a box, which is located at the end of the corridor in each shared area.

Items which remain uncollected will be placed on display. Items which continue to remain uncollected will be disposed of.

## **Lunchtime/Interval Arrangements**

We operate a 'rolling' lunch hour with the youngest children in first. Special arrangements can be made for those children who are slower eaters.



### **School Lunch**

Meals are cooked on the premises and the cost is £2.30 per day, £11.50 per week. You can pay for lunches by –

- Sending the money into school in an envelope, preferably on a Monday, with your child's name and class on it (envelopes available from school office).
- Pay online by logging into Highland Council website or by clicking on this link - [http://www.highland.gov.uk/info/878/schools/9/school\\_meals/2](http://www.highland.gov.uk/info/878/schools/9/school_meals/2) . You will require your child's SCN number which can be obtained from the school office.

### **Free School Meals for Primary 1-3**

All Primary 1-3 children are entitled to a free school meal.

This Scottish Government funded initiative will entitle all Primary 1 to 3 children to a free school meal at lunch time only – you will still need to provide your child with money for any other service provision in school such as morning break or breakfast. The meal is completely optional and all the choices provided are healthy and nutritious and meet all the requirements of the Scottish School's Health Promotion and Nutrition Act.

There is no application form involved for a child in Primary 1-3 to have a school meal however you will still need to apply for clothing grants where applicable. If your child has a medically confirmed special diet an application form (available on request from school) must be completed and returned to the Head Teacher.

This initiative does not cover children in Primary 4 to 7, who, if entitled still need to apply for Free School Meals following the usual process.

All Highland Primary Schools have been awarded the bronze Food for Life Catering Mark, for more information on school meals and to view school meal menus please visit – [www.highland.gov.uk](http://www.highland.gov.uk).

For the Clothing Grant and Free School Meal Application log on to Highland Council website or click on this link - <http://www.highland.gov.uk/info/899/schools-grants-and-benefits/10/free-school-meals-and-assistance-with-clothing>

### **Packed Lunch**

Children may bring packed lunches to school and these will be eaten in the dining hall under supervision. Lunches should be securely packed in a box which is clearly labelled with your child's name. Water & fruit juice may be brought to school to have with packed lunches, however, for safety reasons, these must not be in tin cans, glass bottles, or glass-lined thermos flasks. No fizzy drinks please.

Children are encouraged to put all **empty** packed lunch rubbish into the bin provided. Children are not permitted to put bags of uneaten sandwiches, whole sausage rolls, un-touched pieces of fruit and other such items in the bin as many years of experience has told us that parents/carers prefer to know if their child has not eaten the food provided.

### **Intervals**

At all intervals all children must stay inside the school grounds, unless they are going across to the adjacent sports pitch (which is supervised by school staff).

During intervals children are expected to go outside to play unless the weather is such that it is impossible for them to do so. **The children should come to school dressed appropriately for the weather.** There are ample covered spaces around the school for children to take shelter.



The play park adjacent to school is not part of the school grounds and will be unsupervised should your child choose to use it before or after school.

House Captains and Pupil Support Assistants (PSAs) support children in any concerns that may arise during break time.

**All children are expected to display a high standard of behaviour during intervals and play-fighting/rough play is not permitted.**

## **Pupil Absence procedure**

### **Parents/carers must:**

- Inform the school of any prearranged absence, e.g. attendance at a hospital appointment or other unavoidable event, prior to the absence taking place.

- To inform the school of their child's absence by 9.15am on the morning of the first day of absence. For afternoon sessions, parents/carers must inform the school no later than half an hour into the session.
- To respond promptly to contacts from the school.
- To provide written confirmation of absence as soon as possible.
- Parents/carers will note that where contact cannot be established in relation to an unexplained absence, schools may inform other relevant service, e.g. social work and /or police.

### **First Aid, Accidents and Illness at School**

We have a purpose built medical room that is equipped with a selection of First Aid resources. Many staff hold certificates for basic First Aid training and are able to deal with a wide range of minor injuries.

A minor incident will result in a child being given an accident or illness report. This details the event that caused the injury/illness and the treatment given. **It is important that you sign the slip and return it to school so that our records can be kept up-to-date.**

In the case of more serious incidents, the emergency contact(s) will be phoned. For this reason, it is imperative that your child's details remain accurate throughout their time at school.

If further medical assistance is required, we will contact the local Surgery and will also contact the emergency contact(s) to inform you of the situation.

If a pupil becomes unwell at school, parents are contacted and are requested to collect their child. Pupils will not be sent home unaccompanied or to an empty house. Parents should not send their child to school if they are unwell. The school must be informed if a pupil has an illness/ medical condition which might put other pupils at risk.

If your child has had suffered from vomiting or diarrhoea, **they must not return to school for a period of 48 hours**, from the time of their last episode.

It is important that the school is informed about any long term medical condition or disability that your child has e.g. asthma, epilepsy, autism, etc. This information will be treated as confidential and should be noted on their enrolment form and subsequent detail update forms, which are sent out annually.

Medical and Dental appointments should be made for times outwith school hours. When such appointments are made for a child during school hours, the school should be informed beforehand and arrangements made for the child to be collected from the school either by parent or by a responsible adult. **Children must be collected from school for such appointments.**

### **Medicines at School**

Sometimes Doctors give prescriptions which require medicines to be taken during the day. If your child requires medication within school hours, please contact the school to inform us of this. Staff are only permitted to administer/supervise the administration of prescribed medicines if written permission has been received. **Cough sweets are not permitted in school.**

### **Head Lice**

Parents are asked to regularly examine their child's hair for head lice and inform the school if they find them. Further information about the treatment of head lice is available from the chemist or from your doctor.

### **Child Protection**

From time to time incidents may be noted which cause concern and could indicate that a pupil is suffering some form of abuse.

In terms of Highland Child Protection Committee Inter-agency Protection Guidelines, Education Service staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation.

All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this is a priority for Education Service staff.

More information about Child Protection Procedures can be obtained on the Highland Council website or by clicking on the link below -

[http://www.highland.gov.uk/info/1361/childcare\\_and\\_family\\_care/438/child\\_protection](http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection)

### **Parentline**

A national, confidential helpline providing advice and support to anyone caring for or concerned about a child. The helpline number is 0800 028 2233. There is also an email address which people can use: Email: [parentlinescotland@children1st.org.uk](mailto:parentlinescotland@children1st.org.uk)

Parentline: <https://www.children1st.org.uk/help-for-families/parentline-scotland/>

### **Transport**

Transport is available for children who live more than three miles from the school. Currently a bus transports children from Glenmore and Rothiemurchus. This service delivers pupils to school by 9.00am and departs from school at 3.20pm. Please note:-

1. Only children who have applied for transport may use it. Space is not available for anyone who has not made an application.
2. Children who live within the limits for transport may be granted a concessionary seat on the vehicles if space permits.
3. Forms to apply for the use of school transport are available from the school.

Currently the bus service is provided by: Weir Taxis (07783 926444)



Please note that transport is not a school responsibility and any queries should be addressed to the Transport Development Officer, Highland Council, Glenurquhart Road, Inverness, IV3 5NX, or [public.transport@highland.gov.uk](mailto:public.transport@highland.gov.uk).

### **Attendance**

Any absences from school, however short, will have an adverse effect on your child's learning. Parents are asked to co-operate with the school by keeping their children's absences to a minimum and by keeping the school informed. It is **vital** that you contact the school by phone if your child is absent. In the event of a planned absence please contact the school by letter. If no notice is given you will be contacted by text in the first instance.

Parents should try whenever possible to take their holidays in the designated holiday period. However, it is understood that those involved in some jobs, e.g. the tourist industry, often have to take their holidays at unseasonal times. Any holiday taken in term time will be treated as unauthorised.

When parents are considering whether or not to remove their children from school for a family holiday, they should be aware that such a decision:

- will result in a significant loss in classroom experience;

- will result in a pressure to ‘catch up’ on missed work by pupils;
- could result in pupils missing assessments with consequential impact on pupils and teachers;
- could result in the loss of curricular activities;
- will affect school attendance records and efforts to raise standards of attendance;
- under the guidance issued at a national level, most family holidays will be coded as unauthorised absence, only in exceptional cases will the absence be recorded as authorised.

In conclusion, we would ask parents to be aware of these considerations when making decisions on planning holidays during term time. We have enclosed a link to the school term dates on the Highland Council website to aid parents in planning any holidays they may be considering  
[https://www.highland.gov.uk/info/878/schools/32/school\\_term\\_dates](https://www.highland.gov.uk/info/878/schools/32/school_term_dates)

If parents decide to make holiday arrangements during school term, this should be confirmed in writing to the Head Teacher

Pupils on holiday in term time are encouraged to read books and to keep a diary of events which they can subsequently share with the class on their return to school.

Attendance is monitored by the Senior Leadership Team monthly. Where attendance falls below 90% a letter will be sent home. This should be signed and returned to the school office at your earliest convenience.

Each year the school has to inform the Education Authority and the Scottish Office of the number of authorised and unauthorised absences.

### **Lateness**

When a pupil arrives late, they miss out on essential instructions and may feel uncomfortable arriving in the classroom when everyone else is settled. This can be disruptive for everyone and can compromising learning.

The school playground is supervised from 8:40am, which enables children to arrive in good time for the bell which rings at 8:50am.

All children arriving at school after 8.50am must report to the school office where they will be issued with a late slip.

Lateness is monitored by the Senior Leadership Team on a monthly basis. Where children have been late 4 times or more in a period of a month, a letter will be sent home by post. This should be signed and returned to the school office at your earliest convenience.

Where children have persistent lateness, the head teacher will invite parents/carers into school for a formal meeting.

### **Visitors**

For security reasons **all** visitors to the school must report to the school reception.

### **Emergency Contact**

It is vital that parents provide emergency contact addresses and **keep them up to date**.

In times of bad weather it is sometimes necessary to send home early the children who travel on the school bus, and in very extreme conditions it may be necessary to close the school. Parents are asked to make arrangements for children to go to an emergency address in these circumstances if they are unlikely to be at home for their children.

### **Adverse Weather**

Each year you will be sent a copy of our Adverse Weather Procedure in November so that you know what happens in the event of bad weather. **The Schools Information Line will also have up-to-date information (0870 5642272 Pin no. 041460) as will the Highland schools website [www.winter.highlandschools.org.uk](http://www.winter.highlandschools.org.uk).**

#### School Closures Online

- [www.highland.gov.uk/learninghere/schools/schoolclosures](http://www.highland.gov.uk/learninghere/schools/schoolclosures) will also be updated with information for individual schools.
- The school website will also show any closures – [www.aviemoreprimary.co.uk](http://www.aviemoreprimary.co.uk)

### **Public Broadcasts**

Radio Stations request that, since telephone lines are always busier at such times, parents should not telephone in for advice, but listen to appropriate broadcasts.

#### **Moray Firth Radio (96.6FM)**

Hourly news bulletins and half-hourly summaries will carry local information on weather, roads and conditions affecting schools. **In severe conditions normal programmes will be interrupted more frequently to carry emergency bulletins.**

If at any time you are concerned about weather conditions in your area please let us know. Such advice is important in helping us ensure the children are safe.

#### **BBC Radio Highland**

6.55am – 7.00am                      7.50am – 8.00am                      12.55pm – 1.00pm                      4.55pm – 5.00pm

In extreme conditions Radio Highland will interrupt Radio Scotland transmissions, usually on the hour, to carry emergency bulletins

### **Fire Precautions**

Should there be a fire or a major incident all staff and pupils are familiar with the evacuation procedure and practices are held regularly. A Major Incident Plan is in place.



### **Road Safety**

#### **Safer Routes to School**

Children are provided with fluorescent vests on request and are encouraged to wear them in the dark winter months. **They should be returned clean and undamaged to the school in April.** Children are expected to cross Grampian Road using the traffic lights situated near the ambulance station, the Spar shop and Dalfaber Drive.



Parents of children who travel on the School Bus are asked to encourage them to behave in a responsible manner when travelling to and from school and to take the greatest of care when boarding or alighting from the bus.

### **Cycling/Scootering**

Children wishing to cycle or scooter to school must first obtain a Permit from the school office. Because of the dangers of cycling/scootering on the main road there are a number of rules which must be obeyed, and these are set out on the Permit application. **Permits are only available for children in classes P4 - 7, and must be applied for each year.**

**Children in P1-3 who cycle/scooter to school should be accompanied by an adult.**

**Any child cycling/scootering to school must wear a safety helmet.**

### **Active Schools and volunteers**

#### **Active School Co-ordinator**

Active Schools is a key element of the Scottish Government's drive to get Scotland more active, a commitment outlined in the National Physical Activity Strategy, Let's Make Scotland More Active. The fundamental aim of the Active Schools Network is to offer children and young people the opportunities and motivation to adopt active, healthy lifestyles, now and into adulthood. The Active Schools Co-ordinator for Aviemore Primary School is Tina Gibson.

#### **Getting involved**

Getting involved – Active Schools needs volunteers to assist in the delivery of activities which are linked to your school. A volunteer is someone who does work on our behalf and is undertaken by choice and unpaid. Active Schools offers a variety of activities to children and could not operate without drawing upon a wide range of volunteers to help with –

- Admin
- Young Leaders/Sports Leaders
- After School Clubs (sport specific, targeted, etc)
- School Holiday Programmes
- First Club Golf

Active Schools believes that our relationship with our volunteers is one of mutual responsibility and commitment, within which Active Schools and our volunteers both have rights and responsibilities. We hope that volunteers will enjoy their involvement and gain from it in terms of their own personal objectives.

To become an Active Schools volunteer or for more information please contact Matthew Allan on 01540 662485 or email [matthew.allan@highlifehighland.com](mailto:matthew.allan@highlifehighland.com)



#### **General Concerns/Sharing of Information**

To create an environment where pupils, staff, parents and the wider community feel welcome, safe and valued, visits by parent/carers must be managed carefully to maintain safety for all.

For this reason, parents/carers must enter school via the main entrance. Permission to access the building will only be granted with a prior appointment or if a member of staff is available to escort

you. The school gates will be locked while the children are in class and only opened to allow children to enter or leave the premises or when the playground is being supervised by adults.

Parents/Carers are warmly welcomed to make an appointment to meet with a child's class teacher at any time – please call in to the school office to arrange a suitable appointment or alternatively, telephone the school or contact us via email. Rest assured that an appointment will be made at the earliest possible convenience.

If you need to share general information or your child has an appointment, you are welcome to write a note to the class teacher. This can be handed in at the office or given directly to the teacher by your child.

The class teacher should be your first point of contact, however if concerns are unresolved, a member of the senior leadership team will be happy to meet with you.

If your concern is urgent, the Head Teacher will endeavour to see you without an appointment.

### **COMPLAINTS AND REQUESTS FOR SERVICE**

If a parent/carer has any concerns they should contact their child's Named Person (Head Teacher) in the first instance.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership.

Should a situation not be resolved, parents can contact the Area Education Manager:

### **AREA EDUCATION MANAGER**

The Area Care & Learning Manager (South) is Mr K Murray. He can be contacted at:-

Highland Council  
ECS Offices,  
Glenurquhart Road,  
INVERNESS.  
IV3 5NX                      TEL: 01463 702799

**Or** Highland Council: [www.highland.go.uk/complaints](http://www.highland.go.uk/complaints)  
**Or** by telephoning 01349 886606

Any further information can be found at: <http://www.aviemoreprimary.co.uk/>

This brochure was prepared in terms of the Education (School & Placement Information) (Scotland) Regulations 1982. It contains information which was correct at the time of preparation but which may have since altered.

### **Transferring Educational Data About Pupils**

Education authorities and the Scottish Executive Education Department (SEED) have collected data about pupils on paper forms for many years. We are now working together to transfer data electronically through the ScotXed programme.

What pupil data will be collected and transferred?

Data on each pupil is collected by local authorities and SEED. The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education authority but they are not passed to SEED. Your postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by SEED

Providing national identity and ethnic background data is entirely voluntary. You can choose the ‘not disclosed’ option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

Why do we need your data?

**In order to make the best decisions about how to improve our education service, SEED and education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better exam results. Accurate and up-to-date data allows SEED, education authorities and schools to:**

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors that influence pupil attainment and achievement,
- target resources better.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website ([www.scotxed.net](http://www.scotxed.net)).

SEED works with a range of partners including HM Inspectorate of Education and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control and prior agreement of the Data Sharing Panel in SEED, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual.

Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at **[Peter.Whitehouse@scotland.gsi.gov.uk](mailto:Peter.Whitehouse@scotland.gsi.gov.uk)** or write to The ScotXed Support Office, SEED, Area 1B, 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

Whilst the information in this handbook is considered to be true and correct at the date of publication, changes in circumstances after the time of publication may impact on the accuracy of the information.