

Turriff Academy

Handbook
2018/19



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

Introduction to Turriff Academy

Welcome to Turriff Academy, as Head Teacher I would like to welcome you to Turriff Academy School Handbook. Here you will find information on our school aims, vision and values, our educational provision in its widest sense and important background information to help your child make the transition to Turriff Academy.

Turriff Academy is a six year comprehensive secondary school serving a large, predominantly agricultural catchment area. We have 9 associated primary schools, Auchterless, Crudie, Easterfield, Fintry, Fisherford, Fyvie, King Edward, Turriff Primary School and Monquhitter. The Academy has a roll of 670 pupils and over 80 teaching and non-teaching staff. The accommodation of the school provides an excellent learning environment for our pupils and teaching environment for our staff.

School Contact Details

Lee Menzies	01888 530900
Turriff Academy	
Victoria Terrace	www.turriff.aberdeenshire.sch.uk
Turriff AB53 4EE	turriff.aca@aberdeenshire.gov.uk
	Facebook: Turriff Academy@turraacademy
	Twitter: @turriffacademy1
Parent Council Email	turriffacademypc@hotmail.com

Adverse weather and emergency closure

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

Information Line 0370 054 4999 Pin Number 021140 (Please do not use this line to leave messages for the school.)

Turriff Academy is a non-denominational school with a role of 660. The school serves Turriff catchment area.

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

Our Vision, Values and School Ethos

Respect, Ambition, Achievement

Turriff Academy is a community which fosters Respect, Ambition and Achievement for All.

At Turriff Academy we value

- Highest achievement for all
- Hard work and perseverance
- Trust, honesty and integrity
- Equality, fairness, diversity and inclusion
- Care for self and others
- Care for the local and global environment

At Turriff Academy we aim to uphold these values by

Respect

- Developing respect for self and others
- Building strong, positive relationships and a sense of personal responsibility
- Developing effective participants in society with a sense of belonging and community

Ambition

- Building on individual talents, interests and ambitions by providing opportunities for all
- Providing challenge and motivation
- Building personal, social and emotional resilience

Achievement

- Providing interesting, enjoyable and creative learning opportunities
- Communicating reflectively, while working independently and co-operatively

At Turriff Academy, we are committed to developing each individual pupil and to providing many opportunities for young people to achieve success. Through high quality teaching and learning from a dedicated and caring staff, we provide a supportive and challenging educational experience. Our curriculum is designed to meet the needs of our pupils while our programme of extra curricular activities, trips and other events enhance pupils' learning and develop a range of skills for learning, life and work.

Turriff Academy is a community which fosters Respect, Ambition and Achievement for all. We have high expectations of achievement, behaviour and dress. In ensuring that your child is happy at Turriff Academy, we recognise the benefit of strong

partnerships with parents. All parents are welcome to contact the school at any time and I invite you to strengthen your partnership through involvement in Parents' Evenings and events or by joining the Parent Council or PTA.

We are very proud of the achievements of our pupils and as we continue to realise the opportunities afforded in Curriculum for Excellence, we will ensure that our pupils are prepared for life, work and learning beyond.

We are delighted to have been awarded UNICEF's Rights Respecting School Award at Level 2.



SCHOOL OPENS: 8.45

**SCHOOL CLOSES: 3.50 on Tuesday and Thursday
3.00 on Monday, Wednesday and Friday**

THE SCHOOL DAY:

Note:

Warning bells ring at 8.40 and 1.15 each day.

These are a signal for pupils to make their way to class.

Day	Monday Wednesday & Friday		Tuesday & Thursday	
	Start	Finish	Start	Finish
Reg	8.45	9.00	8.45	8.50
Period 1	9.00	9.45	8.50	9.45
Period 2	9.45	10.35	9.45	10.35
Interval	10.35	10.50	10.35	10.50
Period 3	10.50	11.40	10.50	11.40
Period 4	11.40	12.30	11.40	12.30
Lunch	12.30	1.20	12.30	1.20
Period 5	1.20	2.10	1.20	2.10
Period 6	2.10	3.00	2.10	3.00
Period 7			3.00	3.50

THE SCHOOL OFFICE

**Hours of opening: 7.45 until 4 Monday Wednesday and Friday
7.45 until 4.30 Tuesday and Thursday**

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TURRIFF ACADEMY

SESSION 2018-2019

1. TEACHING STAFF

Name	Post	Code	Name	Post	Code
Senior Leadership Team			Mathematics		
Ms Lee Menzies	HT	HT1	Mrs Debbie Tocher	PT(F) - 0.8 fte	MA1
Mr John Martin	DHT	HT2	Mrs Jacqui Massie	PT (F)	MA2
Ms Debbie Ewen	DHT	HT3	Mrs Lindsey Drysdale		MA3
Mrs Jane Bisset	DHT	HT4	Mrs Moira Nicoll	p/t (0.8 fte)	MA4
Mr Lindsay Rouse	SSC	SM1	Miss Valerie Mitchell	p/t (0.6 fte)	MA5
Mrs Kate Clarke	DHT	FT			
Technologies			Modern Languages		
Mrs Christine Cooper	PT(F)	BT1	Ms Deborah Grenet	PT(F)	ML1
Mr Hugh Conway		BT2	Mr David West		ML2
Mr Robert Haines	p/t (0.7 fte)	BT3	Mrs Joanna Phelan		ML3
Mr Christopher Meechan		BT4			
Ms Kelsey Swan	Probationer	BT5	Physical Education		
Mrs Liz Bourne	p/t (0.8 fte)	CT1	Mr David Laing	PT	PE1
Mr John McCallum	Supply	CT2	Mr Alan Shearer		PE2
			Ms Alyx Harrison	Probationer	PE3
English			Science:		
Mrs Caron Sievwright	PT(F)	EN1	Physics		
Mrs Dawn Murray		EN2	Mr Jamie McHugh		PH1
Mrs Paula Wilson	p/t (0.6 fte)	EN3	Mrs Abi Gibbon		PH2
Mr Paul Grant		EN4			
Ms Dawn Gavin		EN5	Biology		
			Mr David Russell	PT(F)	BI1
			Mr Alan Stickle		BI2
			Mrs Louise Deans		BI3
Expressive Arts :			Chemistry		
Music			Mr Chris Dubbels		CH1
Mrs Zoe Hall	PT(F)	MU1	Miss Kat Barnard		CH2
Mrs Morven McNeil		MU2	Mr Stephen McNeil		CH3
Drama					
Mrs Alicia Johnstone		DR1	Support for Pupils:		
			Guidance		
Art & Design			Mrs Vicki Ferguson	PT	GU1
Mrs Moira Tedcastle	p/t (0.4 fte)	AD1	Miss Emma Marshall	PT	GU2
Mr Robbie Duncan		AD2	Mrs Brenda Grant	PT	GU3
Ms Fiona Michie		AD4	Mrs Karen Tetlow	PT	GU4
Home Economics			Support for Pupils		
Ms Helen Paterson	PT	HE1	Mrs Margaret Ramage	PT	
Mrs Ann Beveridge	p/t (0.8 fte)	HE2	Mr Ronald Burnett		
			Mrs Maciej Lenicki		
Humanities:			Mrs Joanne Ingram	p/t (0.6 fte)	
History			Mr Ronnie Strachan		
Mr George Baird	PT(F)	H11	Mrs Flora Murdoch		
Mrs Fran Mottashaw		H12	Mr Tim Skinner		
Geography			Mr George Davidson	Supply	SU1
Mr Michael Forsyth		GE1			
Miss Shakira Alecio		GE2	Library Resource Centre		
			Ms Lesley Slater	LIB	LB1
Modern Studies			Mrs Lynda Bain	LIB	LB2
Mr Charley Buchan		MS1			
Miss Amy Alexander	p/t (0.6 fte)	MS2			
Religious, Moral & Philosophical Studies					
Mrs Stephanie Chalmers		RS1			

ABBREVIATIONS:

HT:	Head Teacher	p/t:	part-time
DHT:	Depute Head Teacher	j/s:	job share
PT(F):	Principal Teacher (Faculty)	LTT:	Long Term Temporary
PT:	Principal Teacher	LIB:	Librarian
Act.:	Acting	Prob:	Probationer

**TURRIFF
ACADEMY****STAFF
LIST
(continued)****SESSION 2018-
2019****2. HEALTH TEAM**

Mrs Liz Gill		School Nurse/ Health Adviser
Mrs Angie Milton	0.66fte	School Nursing Assistant

3. MUSIC INSTRUCTORS

Mr Gareth John	Thurs PM	Cello/Double Bass
Mrs Isobel John	Tuesday	Percussion
Mrs Carol Bell	Mon, Wed 11.50 on	Woodwind
Mr Fabrizio Oddo	Monday to 13.20	Brass
Ms Andrea Ralston	Friday	Violin/Viola
Mr Doug Watt	Thurs to 13.20	Piano/Keyboard
Mr Paul Holroyd	Wednesday	Guitar

4. SUPPORT STAFF**Administrative / Clerical Support**

Mrs Fiona MacKay		Admin Support Officer
Mrs Karen Bremner		Admin Assistant
Mrs Joy Street		Admin Support Assistant
Mrs M Thom	0.66fte	Admin Support Assistant

Janitorial Team

Mr Jonathan Mooty		Supervisory Janitor
Mr Ian Mann		Janitor
Mike Henry and Fred Grant		Network Janitors

Library Resource Centre

Mrs Dawn Harper		Library Assistant
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Pupil Support Assistants

Mrs Allison Gray	0.4 fte
Mrs Aileen McHardy	
Mrs Elizabeth Norrie	0.4 fte
Mrs Lorraine Smith	
Mrs Amanda Allan	
Mrs Ruth McKee	0.8 fte
Mrs Sophie Fisher	0.6fte
Mrs Lesley Chapman	
Mrs Kerry Gerrard	

Technician Team

Mrs Catriona Dubbels		Science Technician
Mr Andrew Smith		Whole School Technician
Mrs Diane Johnstone		Technical Assistant
Mrs Janice Beedie	0.5 fte 9 hrs	Technical Assistant
Ms Joanne Cathcart	p/w	Technical Assistant
Mrs Liz Grieve	0.5 fte	Technical Assistant

M/Tu//T - 830 to
11.30

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Mr Steven Shorrocks

Technical Assistant

ICT

Mr Jordan Taylor

ICT Technician

Mr Stefan Adams

ICT Technician

5. TURRIFF COMMUNITY SCHOOLS NETWORK STAFF

Mrs Janice Beedie

0.5 fte

Senior Clerical Assistant (p/t)

Mrs Clair Lawrence

1.0fte

Pupil Support Worker

Mrs Sophie Fisher

0.6fte

Pupil Support Worker

Curriculum

Within Turriff Academy, 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: turriff.aca@aberdeenshire.gov.uk

S1-S3 Curriculum Plan

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33						
S4,5,6 REG	Option 1			Option 2			Option 3			Option 4			Option 5			Option 6			PE																				
	Blocks consisting of courses leading to SCQF levels 5-7 (5 x 50 mins)																																						
	Options 1 - 5 to provide pathways to meet positive destination needs.																																						
	Option 6, which will be timetabled against all other columns, consists of PSE, PE and Personalisation and Choice through Leadership & Study																																						
	Work Experience, College Experience catered for as appropriate																																						
S3	Languages and Literacy: English (4) Mod Lang. (3)			M & N: Mathematics (4)			Social Studies (3)			Sciences (3)			Technologies (3) BEIT, C&D, GC, HE			Exp Arts (3) A&D, Dance/PE, Drama, Music			P&C (3)			SD			HWB/CORE (5) PE(2), PSE(2) RMPS(1)			#	1X Personalisation and Choice Column (3) and 1X Skills Development										
	S3 - 3 Periods of one subject in Social Studies, Science, Technologies and Expressive Arts, with one extra choice column (again 3 periods)																																						
S2	Languages and Literacy: English (4) Mod. Lang. (3)*			M & N: Mathematics (4)			Social Studies (4)			Sciences (4)			Technologies (3) BEIT (1) CDT (2)			Exp Arts (3) A&D (1), Drama(1), Music(1)			HWB/CORE (7) HE (2), PE (2), PSE (2) RMPS (1)			#	No HE/CDT Rota																
	S2 - Pupils choose either French or German and continue with that choice in S2 and S3. S2 Social Studies - combined course or 1 period per week.																																						
S1	Languages and Literacy: English (4) Mod. Lang (3)			M & N: Mathematics (4)			Social Studies (4)			Sciences (4)			SD			Technologies (3) BEIT (2) CDT (1)			Exp Arts (3) A&D (1) Drama (1) Music (1)			HWB/CORE (6) HE(1) PE (2) PSE(2) RMPS(1)			#	HE/CDT Rota													
	S1 - all pupils follow a common timetable																																						

Curriculum Map – Draft Proposal 1

S1 HE/CDT Rota plus 1 Skills Development

S2 No HE/CDT Rota

S3 1 x Personalisation Column plus 1 X Skills Development

S4-S6 Curriculum Plan

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	
S4,5,6	REG	Option 1			Option 2			Option 3			Option 4			Option 5			Option 6			PE/PSE								S4 would have 2 X PE and 2 X PSE S5/S6 would have 1 X PE and 1 X PSE						
S4, S5 and S6 Pupils will choose 6 subjects (5 Higher and 3 Advanced Higher Pupils Excepted)																																		
# S5 and S6 pupils will be able to choose only 5 subjects where they are studying 5 Highers, or 3 Advanced Highers. # Where S5/S6 pupils have only 5 courses their 6th choice will be dedicated/subject Study Leadership will be available to S5 and S6 pupils as a choice (where certification will be expected) ie First Aid, Sports Leaders, etc # Alternative Pathways will be available for a significant number of pupils. These Pathways could include College, Career Ready, Work Experience, Volunteering, etc built into pupil timetables.																																	#	#
S3	Languages and Literacy: English (4) Mod Lang. (3)			M & N: Mathematics (4)			Social Studies (3)			Sciences (3)			Technologies (3) BEIT, C&D, GC, HE			Exp Arts (3) A&D, Dance/PE, Drama, Music			P&C (3)			SS	HWB/CORE (5) PE(2), PSE(2) RMPS(1)			#	1X Personalisation and Choice Column (3) and 1X Skills Development							
S3 - 3 Periods of one subject in Social Studies, Science, Technologies and Expressive Arts, with one extra choice column (again 3 periods)																																		

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 and the curriculum. This will be undertaken in partnership with parents and will take account of the individual needs of pupils and the views of parents.

Our school welcomes and encourages diversity and individuality, while emphasising our common commitment to moral values such as honesty, respect for others, compassion and justice. It is a fundamental principle of our school that all who are involved in the life of our school has the right to be respected as individuals and carry the responsibility to act in a considerate and respectful manner towards others. We implement the Council policy for Equal Opportunities and ensure that all pupils have access to the full range of educational experiences available within the resources of the school. We are firmly committed to the elimination of any form of discrimination on the grounds of age, race, religion, gender, sexuality or disability.

RELIGIOUS MORAL & PHILOSOPHICAL EDUCATION

In accordance with the policy of the Education Authority, there is a department of Religious Moral and Philosophical Education and all pupils are time-tabled for the subject up to S4. The school's programme in Religious, Moral & Philosophical Education has been drawn up in accordance with Scottish Office 'National Guidelines' and is presented under three broad headings:

Christianity, Other World Religions and Personal Search.

A broad-based approach to the subject is taken where pupils have an opportunity to study the beliefs and practices of Christianity, other selected World Religions and some non-religious stances for living. Pupils are encouraged to explore for themselves question of meaning, value and purpose relating to many aspects of life. As such, the courses are considered to be appropriate for all pupils, regardless of their own personal religious beliefs. Pupils can gain an RMPS Award at National 4 or 5 for this core course.

Pupils at S4 also have RMPS as an option choice at National 4 and National 5. Pupils in S5/6 can continue to progress in RMPS to National 5, Higher or Advanced Higher as an option choice.

RELIGIOUS OBSERVANCE

Opportunities for pupils to experience Religious Observance are provided on a regular basis, in line with guidelines set out by Aberdeenshire Council. These take place at morning assemblies held, to celebrate those important events in the Christian calendar such as Remembrance, Christmas and Easter

Parents wishing to exercise their right to withdraw their child from Religious Observance should contact the Head Teacher so that acceptable alternative arrangements can be made.

EXTRA-CURRICULAR ACTIVITIES

Activities out with and beyond the classroom are many and varied.

The school's programme of activities will, from time to time include some, or all, of the major sports - football, hockey, badminton, tennis, netball, swimming, volleyball, athletics. The School has two gymnasiums for formal work in Physical Education as well as negotiated access to the Sports Centre and Swimming Pool nearby. It's playing fields are also within easy reach of the main buildings. The Assembly Hall is used for activities such as volleyball, badminton and table tennis.

Further details about the organisation of practices and fixtures are available from the staff concerned. Opportunities are also available for pupils to become involved in a variety of musical and dramatic activities and in various clubs and societies.

A major contribution to this part of school life is the annual Inter-House Championship event which runs throughout the session, starting with the team event in October, Swimming Gala in December, and the Athletics Championship in June. The Veronica Thomson Public Speaking Competition is a major event in the school calendar.

School Trips of both an educational and recreational nature take place regularly throughout the year and several educational/leisure excursions are arranged each session, including trips abroad to broaden our pupils' horizons. There is an annual Leisure Event to encourage the positive use of the increasing leisure time available to young people.

This is but a brief outline of some of the extra-curricular opportunities available at the Academy. Activities of this kind play a vital part in the life of the school because they provide educational opportunities for pupils which complement those provided in the formal classroom situation. We are indebted to the dedication of staff who provide time, commitment and support in the encouragement of this aspect of school life. Considerable emphasis is placed on the pupils themselves taking some responsibility for the running of these Clubs and Societies. Parents are invited to support the school policy of encouraging pupils to participate in these activities as an integral part of their education. It is often the case that participation in extra curricular activities enables pupils to benefit from opportunities within the more formal aspects of school life.

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

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 Turriff Academy the first foreign language will be French with opportunities to develop the second language German as pupils progress through BGE. This language will be learned from P1 (in Primary School) through to S3 (in secondary school). (Amend depending on cluster) For more information go to www.aberdeenshire.gov.uk

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:

turriff.aca@aberdeenshire.gov.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:

<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

Please see www.turriff.aca@aberdeenshire.sch.uk, parental calendar for reporting dates.

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)

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>

Transitions (Moving On)

TRANSFER TO SECONDARY EDUCATION

Most children from the 9 primary schools within the Turriff Network attend Turriff Academy. Turriff Academy is part of the Turriff Children's Services Network.

An induction programme for Primary 7 is in place to help support transition into S1. The programme includes a 4 day transition experience to the Academy towards the end of June. Further support is offered to children who require additional visits through Bridging Support. This is a half day visit over a period of 5 weeks from May to June. A Parent Information evening is held during the four day visit where information is shared and questions can be asked. Parents are shown round the school and meet with Guidance Teachers and Support for Learning staff. Information regarding the full induction programme is communicated to parents in January each year.

Liaison between Primary Schools and Turriff Academy is excellent. Primary pupils have the opportunity to come to the Academy for a number of events including school shows and concerts. Staff from the Academy, in particular Guidance Teachers and Year Head, visit the Primary Schools during the session.

Information about P7 pupils is gathered over the session by the Support for Learning team and shared with Guidance Staff at the Academy to help support appropriate continuity of education. Transition meetings with staff, parents and other professionals are held for pupils who require additional support.

This is also an opportunity for parents to meet their child's teacher/**Guidance Teacher** and to ask any questions or share any information about your child's needs which will help support them through any transition.

Visit Parentzone for more information about transitions:

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

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 (S) Skills Development Scotland

The Careers advisor for Turriff Academy is Scott Sloan.

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 Parents' Evenings

For more information about Skills Development Scotland go to:

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

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/>

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 Turriff Academy to feel happy, safe and supported to fulfil their potential.

HOUSE SYSTEM

When pupils enter the Academy, they are allocated to one of four 'Houses' - Craigston, Delgaty, Forglan, and Hatton. Each House is in the charge of a Principal Teacher of Guidance in whose care pupils remain for as long as they attend the Academy. Children from the same family are always allocated to the same House. In this way, it is hoped to promote continuity, genuine interest in the pupils and their families a feeling of belonging to an identified group within the school and a close relationship between school and parents.

The school invites and welcomes comments and queries from parents at any time of the year about any matter relating to their child's progress or welfare. In the first instance, parents are requested to ask for their child's Guidance Teacher. The

Guidance Teachers are responsible for the general welfare of their pupils and, as such, they try to get to know them all individually.

Their role in the school involves them in the induction of P7 and 'new' pupils into the Academy, the development and teaching of the school's programme of Personal and Social Education, individual counselling, subject choice, careers guidance and behavioural matters - a role that places them in the best position to advise you on any matter related to your child's attendance at Turriff Academy.

Currently the Guidance Teachers are as follows:

Craigston	Mrs Vicki Ferguson
Delgaty	Ms Emma Marshall
Forglen	Mrs Brenda Grant
Hatton	Mrs Karen Tetlow

REGISTER TEACHERS

The Academy operates a Registration system in S1 - S6.

Registration Groups spend the first five minutes of each school day with their House Tutor, 15 minutes on a Monday, who acts as the main communication link between the school and his or her group of pupils. During this time attendances are recorded, absence notes received and relevant school information is passed on to pupils.

In addition, the House Tutors are playing an increasing role in the wellbeing of their pupils, in which they aim to be able to establish a closer relationship with their group in the relatively informal tutor group situation. By this means, they try to offer consistent and regular support to pupils and to work closely and co-operatively with the Principal Teachers of Guidance in the best interest of their pupils.

ADDITIONAL SUPPORT FOR LEARNING (ASL)

All children and young people may need support at some time to help them benefit from school education. Most of the time the class teacher is able to provide the support required. However, a pupil may be referred to the ASL team for specialist, targeted provision.

In Turriff Academy we have 1 Principal Teacher of Pupil Support and their remit covers

- Assessments of pupils' needs
 - Follow up specialised programmes as identified by above
 - Assessment Arrangements for each pupil.
 - ICT programmes such as "Read Write Gold", use of digital exam papers
 - Analysis of Attainment data
 - Primary Secondary transition liaison.
 - Chairperson for Admissions and review meetings for LDSS and SpLDSS
 - Timetabling of ASL teachers and PSAs
 - Managing the support of pupils who are out of class
 - SEMM (Social Emotional Mental Health) counselling support
 - ASDAN
-

- Bridging group
- Liaising with FE college/s

In addition pupils with additional support needs are supported in the Academy by a further 6 ASL teachers and 10 Pupil Support Assistants (PSAs).

As DHT Support for Pupils, Mr Martin has overall responsibility for ASL provision.

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 Turriff Academy the Named Person for your child/young person is:

Craigston	Mrs Vicki Ferguson
Delgaty	Ms Emma Marshall
Forglen	Mrs Brenda Grant
Hatton	Mrs Karen Tetlow

8 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 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/>

9 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/>

10 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
-

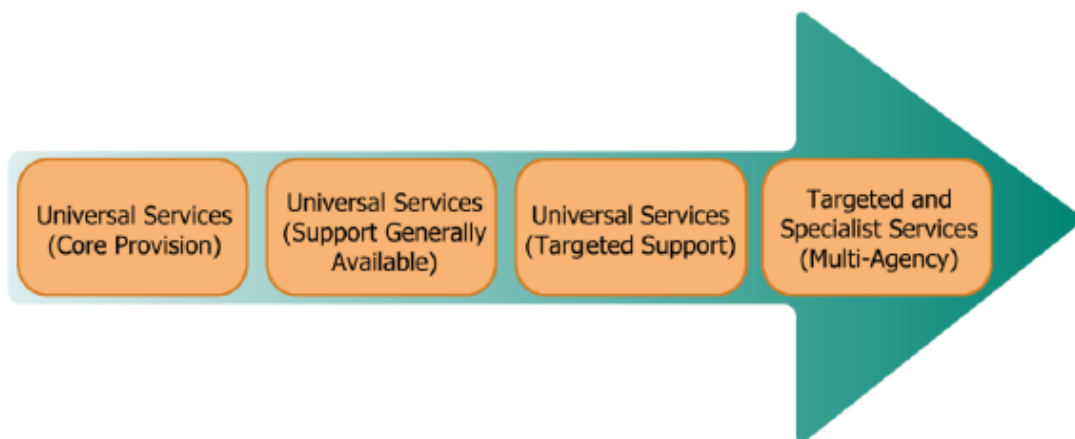
- Changing school a lot
- Being looked after or in care
- Difficulty in controlling behaviour
- Having a difficult family situation
- Suffering a bereavement
- Being bullied

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, 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.

11 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, Respected, 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/>

12 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 Turriff Academy we have a designated member of staff appointed to be responsible for Child Protection matters. Our child protection Office is John Martin. 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 Turriff Academy the designated officer is John Martin

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/>

13 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/>

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 Turriff Academy 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.

14 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.

15 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.

16 Communication

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

- Texts to parents including Groupcall
- Individual invitations to parents' evenings and prize givings
- Monthly "School Report" in the local newspaper
- Annual written report and parents' evening for each year group
- Tracking reports for S4 to S6
- S4-S6 Progress/Intervention letters where necessary
- Parent Council and PTA
- Contact by Guidance or Support for Pupils staff
- School website
- Facebook
- Twitter
- Newsletter

Parents are also invited to get in touch with the school about any matter concerning their child's education. The Guidance teacher should be the first point of contact. To help us, please telephone and make an appointment (telephone 01888 530900) -

unless it is an emergency. This will enable us to obtain any background information and respond to your query or concern as efficiently as we can.

If you wish to speak to a member of the Senior Management, please contact the Year Head in the first instance.

The Year Heads are as follows:

S1 & S4 Year Head

Mrs Kate Clarke, Depute Head (Acting)

S2 & S5 Year Head and Support for Pupils

Mr John Martin, Depute Head

S3 & S6 Year Head

Ms Jane Bisset, Depute Head

Each Year Head has a range of duties in relation to their year groups including

- Enrolment of new pupils
- Choice of course
- Attendance/punctuality and behaviour issues

Again, please telephone the school to make an appointment with the Year Head to help us deal with your concern effectively.

In addition the Head Teacher is, of course, happy to meet with parents at any time and it would be appreciated if, other than in the case of an emergency, an appointment could be made.

Any general enquiries about the school e.g. school times, holidays, free school meals and transport should be made to the School Office on 01888 530900.

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

17 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 Turriff Academy 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 guidance at turriff.aca@aberdeenshire.gov.uk

18 Parent Forum and Parent Council

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

The Turriff 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 Mrs Carol Walker or Head teacher for more information about getting involved in the Parent Council or email: turriffacademypc@hotmail.com

19 Parents and School Improvement

Turriff 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 Turriff Academy we will consult with parents in a number of ways. These may include:

working groups/focus groups which any interested parent is invited to be part of
questionnaires and surveys
consultation with the Parent Council

20 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.

21 Collaborating with the Community

Turriff Academy 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, Lee Menzies

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: turriff.aca@aberdeenshire.gov.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/>

22 Attendance

The school follows the Aberdeenshire Attendance Policy:

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.

In line with updated Aberdeenshire Council's Updated Attendance Policy, please take note of the following procedures which should help us to ensure we are kept up to date with your child's attendance:

The vision for Scotland's children and young people is for them to reach their full potential and be successful learners, confident individuals, effective contributors and responsible citizens. A 1% increase in attendance can raise attainment by 5%.

Getting It Right for Every Child (GIRFEC) aims to ensure all children and young people are fully supported by keeping their wellbeing at the heart of the approach. School attendance is key to GIRFEC, regular attendance is key to children making the progress they should.

Parents and school have important key roles to ensure the process is rigorous.

Parents are asked to telephone/email/text the school prior to morning registration whenever your child is absent. If your child has an appointment, dental or medical, for example, parents are asked to notify the school as far in advance as possible. A message can be left on the school answering machine before 8 am.

School will contact parents by text/email/telephone if the child is recorded as absent at morning registration and parents have not made contact with the school.

In the Academy, attendance is monitored period by period. The same process will apply if a child is found to be missing from class at any time during the school day.

Parents are asked to respond without delay. Schools need to know that parents/carers know that their child is safe.

School will continue to make contact through all known contact and emergency numbers for the next hour. (It is therefore extremely important that you inform us immediately of changes to contact details as and when they arise).

In the event of no contact being made the Guidance teacher will be informed and a decision will be made as to what happens next – this could include contacting the police, social work or other appropriate agency.

Vulnerable children are likely to be declared missing. This will trigger a call to Social Work or Police to support us in our tracking of the missing child.

We appreciate your assistance in helping us put these procedures in place.

Lateness

Persistent lateness can have the same adverse effect on the progress and wellbeing of children as poor attendance. Good timekeeping is a life skill and good habits need to be encouraged at school and at home. There are many reasons for children failing to get to school on time. Working with parents/carers, action needs to be taken before bad habits are established.

School will monitor late arrivals and contact parents/carers by letter when concerns arise – normally after 5 instances of lateness. A meeting will be arranged to discuss and address the issues.

23 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/>

24 Turriff Academy School Dress Code

Dress code

The school Dress Code provides a framework within which pupils and their parents can operate and within which there is still the opportunity to express individual preferences. Details of the school's Dress Code are available on the school website and pupil planner.

Reasons

The school strongly encourages all pupils to follow our school dress code and wishes parents to support us in this task. We believe that there are a number of good reasons to do so, namely:

- Encouraging a culture of dressing in an appropriate manner for school
 - Avoiding the culture of being seen with the "right label" and the bullying/harassment that can arise from this
 - Demonstrating a positive attitude by taking a pride in supporting the school
-

- Health & safety reasons (i.e. The potentially dangerous flammable nature of modern sportswear clothing)
- Providing another means of promoting a positive image of the school to the Turriff Community

Monitoring

Monitoring of the school dress code is undertaken by House Tutors at morning registration, the Senior Leadership Team in and around the school campus and by Guidance Teachers at PSE classes. Particular emphasis is placed on ensuring that banned items are not worn in school. Pupils who persistently fail to follow the School's Dress Code will be encouraged to conform by:

- Being spoken to by their Year Head and a note put in their pupil planner
- Pupils being asked to change into a plain black or white tee shirt.
- Parents being informed by letter or text
- Being sent home to change or having parents come in with a change of clothing.

Dress code for P.E.

Where Physical Education is concerned, parents should realise that in the interest of health and safety they should make every effort to ensure that their children come to school with the recommended items of clothing and footwear.

It is essential that all pupils have a complete change of clothing for use during activities and a towel for use after showering.

Essential

A plain top (an extra top for outdoor wear)

Shorts

Training shoes, preferably with light coloured soles Sports socks

Swimming trunks or one piece Swimming costume

Optional

Football boots, Hockey boots, Dancing/Gymnastic shoes

Notes;

1. Most training shoes are designed for outdoor use with relatively inflexible gristle soles which do not hold well on smooth wooden floors, metal and wood apparatus, etc., and are potentially dangerous. Indoor shoes should be carefully selected.
 2. A tracksuit is a desirable extra garment, particularly for the enjoyment of outdoor activities in colder weather.
-

3. Jewellery must be removed before pupils participate in physical activities. These and other valuables must not be left in the changing areas but should be placed in the lockers provided. Padlocks are provided for this purpose.
4. It is also recommended that pupils with shoulder length hair (or longer) should tie it back during activity and wear a swim cap in the Pool.

Conclusion

In conclusion, we strongly encourage you to support us in our aim to ensure that the pupils of Turriff Academy, through their adoption of our dress code:

- Are working in a safe environment while at school
- Are presenting a positive image of the school and their parents
- Gain some self confidence from being "part of the team"
- Learn about society's requirements for appropriate dress habits

We look forward to receiving your support for our school dress code policy which aims to ensure that Turriff Academy pupils dress in a manner that is appropriate for attending school and enhances the very positive image they present of themselves through their support of their school in so many other worthwhile and constructive ways. Together we can ensure that we present the strongest, most positive advertisement of all that is good about our school.

Some families may be entitled to a school clothing grant. More information about this can be found at the back of this book.

PUPIL'S PROPERTY

Inevitably pupils mislay some of their belongings from time to time. Lost property is usually handed to the Janitor or the Office staff and can be reclaimed from them.

It cannot be stressed too strongly, however, that parents ensure that the pupil's name is on every item of clothing or other property brought to school. Cases of theft are not common in Turriff Academy, but it is obviously in the best interests of pupils that temptation is not put in the way of the potential pick-pocket. Thus it is essential that pupils remove all money and valuables from coats, jackets etc., which they leave in the cloakroom. In general, pupils should be discouraged from bringing to school large amounts of cash or belongings of considerable value. However, if it is necessary for a pupil to do this, the item concerned may be deposited in the Office for safekeeping. No responsibility will be taken for any items not so deposited. The school has a stock of personal storage lockers which may be rented by pupils for a small annual fee. Again, neither Turriff Academy nor Aberdeenshire Council will be liable for damage to or loss of contents of a locker. Pupils should provide their own padlock and key once their locker has been allocated

CARE OF SCHOOL PROPERTY

No charge is made for the textbooks, jotters etc., which are issued to pupils, but, since books are very expensive nowadays, and it is assumed that these will be

returned to the school in reasonable condition. If a book is lost or damaged through ill-use, the pupil will be expected to pay for the replacement of the book.

Similarly, if any item of school furniture or furnishings (lampshades, window panes, etc.) is broken because of carelessness, or a deliberate act, on the part of a pupil, a charge will be made to recover at least part of the cost of repairs.

25 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/>

26 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.

27 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

28 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.

29 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

30 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.

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 - 94.7MW 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 021140. If you cannot get through first time, please do not put this number on redial. This will only lead to the line being busier.

31 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.

32 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.

33 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 Turriff Academy School's anti-bullying guidance at

<http://turriff.aberdeenshire.sch.uk/turriff-academys-anti-bullying-policy/>

<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.

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>

34 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 £2.70 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.

35 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.

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

36 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

37 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.

38 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 Turriff Academy some pupils currently receive tuition in percussion, woodwind, brass, piano/keyboard, string and bagpipe instruments.

For further information go to:

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

39 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/>

40 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:

<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/>

41 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
Website: 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

42 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.

43 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 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.

44 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 25th 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.

45 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 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.

46 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-notices/>. Alternatively you can contact the Council's Data Protection Officer by emailing 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). They are the body responsible for making sure organisations like the Council handle your data lawfully.

47 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.

48 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>

49 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 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.

50 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.

Appendix

School Improvement Plan

<http://turriff.aberdeenshire.sch.uk/wp-content/uploads/Electronic-Turriff-Academy-Improvement-Plan-2016-19-September-2016.pdf>

Members of Parental Groups

<http://turriff.aberdeenshire.sch.uk/parent-council-2/>

Stats for attainment etc

To look at attainment statistics for Turriff Academy please click on the link below:

<https://public.tableau.com/profile/sg.eas.learninganalysis#!/vizhome/SchoolInformationDashboard-Secondary/Introduction>

School Events Calendar & holidays

<http://turriff.aberdeenshire.sch.uk/wp-content/uploads/Parent-Calendar-2018-19-August-Final.pdf>

Year/termly plan of learning

<http://turriff.aberdeenshire.sch.uk/parents-area/parents-calendar/>

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

Details of the school catchment area can be found on the Aberdeenshire website at the following address

<http://www.aberdeenshire.gov.uk/schools/index.asp>

Click on Secondary schools – Turriff Academy- Catchment area.

