

Abernethy Primary School

Handbook

2022-2023



Green Flag
Award Holder
Since 2007

The current pandemic has affected the normal running of schools in many ways.

This Handbook reflects the way the school *usually* runs but does not cover all of the changes that we have made because of the pandemic. Our arrangements have changed in many ways this session, and may well change again, depending on how the pandemic develops.

For the most up-to-date information about any aspect of the work of the school, please make contact and we will be able to tell you about our current arrangements.

For the latest information about how the pandemic affects children, young people and families across Scotland, please visit the Scottish Government website, which has helpful information [about Coronavirus and its impact on education and children](#).

Dear Parents and Carers,

A very warm welcome to Abernethy Primary School. I hope this handbook gives you all the information you need as your child begins school with us. If you require further information, please come into the school office which is staffed Mondays and Wednesdays 8.00-4.00pm and alternate Fridays 8.00-1.00pm. Alternatively, leave a message on the school answer phone and we will return your call as soon as we can.

At Abernethy we strive to create a happy, caring and welcoming environment for all our pupils, parents, staff and visitors. Parents are invited in to school to attend pupil consultation meetings, information workshops, assemblies and concerts or to offer support as volunteers. We issue regular newsletters to keep parents informed about events and activities and the Abernethy Primary School Website and class blogs deliver up to date news, information and photographs.

Our school is always open to parents. If you have any queries or concerns about your child, please contact their teacher in the first instance or myself.

Yours sincerely

Rhona Bootle
Head Teacher

Contact Details:

Abernethy Primary School
Nethybridge
HIGHLAND
PH25 3ED

Telephone: 01479 821274
abernethy.primary@highland.gov.uk
www.abernethyprimary.com

The information contained within this handbook is correct at the time of publication and is updated annually.

Abernethy Vision, Values and Aims

Vision: Moving Forward Together

Values: United, Motivated, Aspirational, Active, Creative

Aims: At Abernethy Primary School we aim to:

- Be a happy, safe and nurturing school
- Promote a positive ethos of achievement and encourage and support the development of positive attitudes and lifestyles.
- Provide quality teaching and learning experiences through active, outdoor and collaborative learning.
- Actively promote partnerships with pupils, parents, professional agencies, businesses and the wider community.



Abernethy School Profile

Abernethy Primary School is situated on the outskirts of Nethybridge in a woodland setting. The building is spacious and well equipped to meet the demands of today's curriculum.

The children enjoy the use of an attractive play area of field and woodland. A wildlife area and garden have been created. The school has a large gymnasium and an excellent stage.

Two full-time and two part-time teachers currently staff the school. The school currently has a roll of 62 primary pupils and 16 nursery pupils. Specialists in Physical Education and Support for Learning visit the school every week. The Nursery class is staffed by three Early Years Practitioners.

The school's Standards and Quality Report and its School Improvement Plan are available on request from the school office and on the school's website.

The school has a very active and supportive Parent Council who meet regularly to discuss matters relating to the running of the school. The school's Eco School committee consists of pupils, staff, parents and members of environmental agencies. The school is very proud of its Green Flag status and received its fifth 'Green Flag' after a successful inspection in June 2018.

PARENTS/GUARDIANS/CARERS AS PARTNERS

We believe that much of the strength of the school lies in the positive relationships between staff, pupils and their parents. These relationships must be nurtured by a healthy exchange of information between teachers and pupils, between home and school. We always welcome parental interest in the welfare of our pupils. Whatever the nature of the issue, you can be assured of our help.

The school works very hard to keep parents informed regarding their child's progress and any key decisions being made about their education. This includes:

- Parents' evenings
- Progress checks
- Target Setting
- Information on the school website

The support of parents in their children's education is key to the success of young people. Taking time with them, discussing work, practicing language, helping them manage their homework and encouraging responsibility are important ways of supporting children's learning.

The school always seek to involve parents in any key decisions about their child's education and keep parents informed about progress.

Parental information is obtained from questionnaires issued regularly.

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: www.parentzone.gov.uk

Abernethy Primary School Staff for 2021/22

Head Teacher:	Mrs Rhona Bootle
Principal Teacher:	Adele Law
P1/2 Teacher:	Megan Sunde (Monday/Tuesday) Jackie Convery (Wednesday – Friday)
P3-5 Teacher:	Blaze Lambert
P5-7 Teacher:	Hugh Cain
Support for Learning Teacher:	Jenny Steven
Clerical Assistant:	Sam Thurlbeck
Early Years Practitioner:	Jade Jacob
Early Years Practitioner:	Sandra Roberts
Early Years Practitioner:	Fiona Wells
PE Teacher:	Jane Nicol
Pupil Support Assistants:	Trisha Taylor/Jenny Gibson/Alice Bootle
General Auxiliary:	Heather Tucker
Playground Supervisor:	Heather Tucker
School Cook:	Jackie Asher
Cleaners:	Julia Bird and Anne Quinn

School Hours for Pupils

Nursery	9am – 3.30 pm Monday to Thursday 9am – 1.00 pm on Friday
Primary 1-3	9am - 2.55 pm Monday to Thursday
Primary 4-7	9am - 3.30 pm Monday to Thursday
All school pupils:	9am - 12.40pm Friday
Morning interval	10.45am - 11.00am
Lunch break	12.30pm - 1.20pm Monday to Thursday

Enrolment

The school year starts in mid-August and finishes at the end of June or early July. Children who will reach their 4th birthday by the end of February are normally enrolled to start school in August the same year. However, parents may defer entry until the following session if their child is born later than August, especially in the case of a child who is very young, with a birthday falling towards the end of February. Further information can be obtained from:

<http://www.highland.gov.uk/learninghere/schools/informationforparents/>

Enrolment for Primary 1 and the Nursery Class takes place in late January or early February each year. Details are advertised in the local press and admission forms can be obtained from the Highland Council website or from the school office. Children take part in a planned induction programme and parents are invited in to school for information workshops with the Primary 1 teacher.

Placing requests

Each school serves its own particular catchment area and pupils whose homes are located in that area will have priority. However, parents do have the right to specify the school in which they wish to place their child. Applications for placing requests should be made to the Area Education Manager and forms can be obtained from: http://www.highland.gov.uk/info/878/schools/11/school_enrolment/2

If pupils live out-with the school catchment area and parents wish them to attend Abernethy please contact the school to arrange a visit.

Transportation to and from school, for placing request pupils, is a parental responsibility therefore enquiries should be made to the Local Transport Officer.

School Uniform

We encourage the wearing of school uniform as it adds to the sense of community within the school and reduces the need for unnecessary expenditure for parents to meet changes in fashion. Our uniform consists of blue sweatshirts and turquoise or white polo shirts with the school logo, available from [Zippy Embroidery in Grantown-on-Spey](#). These worn with grey, navy or black skirts or trousers provide a smart and comfortable uniform. Shorts and T-shirts should be worn for gym and shoes or slippers worn indoors. Labelling clothing is strongly recommended to help with identification and prevent the loss of items.

School meals

School meals are cooked on the premises and cost £2.30 per day. These are eaten in the school canteen, where tables are also provided for children with packed lunches. Dinner money is payable to the cook on Mondays for the full week if possible. Menus are issued to parents to enable pupils to make their daily choice and this helps the cook with orders and prevents waste. P1-5 are entitled to free school meals and other pupils who may be eligible can apply online at: <http://www.highland.gov.uk/info/878/schools/9/school.meals>

Health

The school has regular visits from the Dentist and School Nurse. General health, eyesight, hearing, speech and teeth are checked and parents are entitled to attend such examinations if they wish. These include:

- Examination of entrants at P1
- Vision testing of children
- Screening of hearing
- Provision of Speech and Language Therapy
- Review of P7 pupils on their transition to the secondary school.

- **Administration of Medicines**

Minor First Aid will be carried out in school but we request the name and address of the family doctor in case of emergencies. It is also helpful if parents notify us about any disabilities or conditions which affect their child and which require specific medication or treatment.

Staff can only administer medicine to children if they have clear written guidance from parents detailing doses and times. If your child requires medication please contact the school office to complete the necessary forms.

Promoting Positive Behaviour

We are a caring community whose values are built on mutual trust and respect for all. The school's positive behaviour policy promotes an environment where everyone feels happy, safe and secure. Positive behaviour strategies are used in the school and children are rewarded for good behaviour as we believe that this will develop an ethos of kindness and co-operation.

Golden rules are displayed in classrooms and children are awarded golden tickets for exceptional behaviour. Weekly assemblies allow children the opportunity to share their achievements and individuals are rewarded with Star of the Week Certificates.

Our school policy for promoting positive behaviour can be found at:
<https://abernethyprimary.com/>

The Curriculum

Curriculum for Excellence provides a coherent, flexible and enriched curriculum for young people from 3-18. It is firmly focused on the needs of the child and designed to enable them to develop the four capacities. These are:

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

The curriculum takes account of the National Priorities in Education for Scotland and also includes initiatives such as health promotion, raising achievement, skills for learning, life and work, citizenship and inclusion.

The curriculum is based on the following principles:

- **Challenge and enjoyment**
- **Breadth**
- **Progression**
- **Depth**
- **Personalisation and choice**
- **Coherence**
- **Relevance**

At Abernethy our aim is to provide a wide range of opportunities for learning. We make the best use of our local environment and are committed to Outdoor Learning via Forest Schools and Eco Schools. Pupils in primary 6 and 7 have the opportunity to take part in residential trips to Lagganlia and Edinburgh.

The eight areas of the curriculum are:

- **Maths and Numeracy**
- **Languages and Literacy**
- **Health and Wellbeing**
- **Religious and Moral Education**
- **Expressive Arts**
- **Sciences**
- **Social Subjects**
- **Technologies**

Mathematics and Numeracy

The aim of primary mathematics is to allow children to relate their mathematical experience to solving real life problems. Their ability in problem solving and enquiry should involve Information Handling, Number, Money and Measurement and Shape, Position and Movement.

Practical mathematical experience and numeracy skills are given equal value and integrated with other areas of the curriculum.

We use a variety of approaches but TeeJay Mathematics is used as the core teaching material throughout the school and the computer is used to reinforce skills and solve problems.

Languages and Literacy

Talking, listening, reading and writing are at the heart of children's learning: it is through language that they acquire much of their knowledge and many of their skills. The curriculum gives high priority to developing the functional language processes and the ability to express ideas and opinions.

The teaching of writing skills is given a strong emphasis in the school with weekly lessons. The school follows the Highland Literacy and Big Writing Programmes

Languages

The Scottish Government's report "Language Learning in Scotland: A 1+2 Approach" was published in 2012. All pupils at Abernethy Primary will be learning French and Mandarin, the languages chosen by their associated school group.

Their studies in these languages will continue into secondary school.

French is timetabled for two sessions per week and is taught through songs and games throughout the curriculum, with new topics and vocabulary, being introduced where appropriate. Mandarin is also taught by our visiting Mandarin teacher.

Health and Wellbeing

Health education enables young people to explore and clarify their beliefs, attitudes and values, develop personal and interpersonal skills, and increase their knowledge and understanding of a range of health issues.

We encourage pupils to acquire the relevant knowledge and understanding of the human body and how it works, but also of the social and emotional factors that influence health. Health education is supported by external health and caring agencies such as the School Nurse, Dentist and the Police.

Personal and Social Development

The aims of PSD are to help children develop positive attitudes to themselves and others. We hope they will develop a tolerance and respect for each other and a willingness to co-operate and share. They will learn to work independently and take responsibility for their own learning as they progress through the school. Through the use of Circle Time all classes are given the opportunity to listen to other people's feelings and opinions.

Religious and Moral Education

Our Religious Education programme encourages an understanding and appreciation of moral values, attitudes and global beliefs. Children learn about themselves, their Christian heritage and other world religions, beliefs and festivals. Our programme enables children to explore questions relating to the meaning of life and to develop responsible attitudes.

The school chaplain visits the school and we visit the church at Christmas and at the end of the summer term. Religious Education is required by statute to be

included in the curriculum but parents may withdraw their child from RME and from religious observance if they wish.

Expressive Arts

We encourage children to express their feelings and emotions through music, art and design, drama, PE, dance and movement. Expressive arts are an essential part of the curriculum providing opportunities to develop creative talents and abilities and encourage individual expression.

The school encourages children to perform and values the benefits to confidence, communication skills and self-esteem that performance offers. Regular concerts, celebrations and assemblies provide children with many opportunities to share their talents and interests. Children, from P4 upwards have the opportunity to learn to play the fiddle, chanter, woodwind instruments and to have instruction in singing.

Sciences and Technology

Science and Technology are taught within a topic where possible, where links are made with other aspects of the curriculum. We aim to develop children's knowledge and understanding, to promote children's investigative and research skills and to develop their ability to plan and evaluate their own investigations.

Teachers promote an active approach to science and technology amongst pupils, encouraging them to plan and carry out investigations and interpret and evaluate their findings.

Social Studies

Social Studies is the curriculum area in which children acquire and develop the skills, attitudes, knowledge and understanding they need to understand themselves and the world around them. This area includes Social Subjects, Technology and Science and is delivered within thematic, cross-curricular learning experiences throughout the year.

Information Communication Technology

This subject is taught across the whole curriculum. Computers are used in most subjects to support and develop the children's learning and when appropriate, specific lessons are given in the subject.

Assessment and Reporting

As children progress through the levels of a Curriculum for Excellence we use a combination of assessment methods to gain the best picture possible of a child and their progress.

Teachers continually assess whether children are learning successfully. This is done informally through observations, questioning and key assessment tasks. In addition, Scottish National Standardised Assessments take place annually for children in P1, P4 and P7 and tracking of pupil progress is carried out by teachers in consultation with the Head Teacher in November and May.

Pupil Profiles are shared regularly with parents throughout the year. Parent consultations take place in October and June with Summarised Pupil Reports being issued towards the end of June. Pupil reports cover all aspects of the curriculum and include a learner's statement and achievement across the wider curriculum.

Additional Support Needs

Class teachers, in partnership with the Additional Support Needs Teacher monitor the progress of pupils with additional support. We follow The Highland Practice Model staged approach to assessing, identifying and supporting additional support needs. 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.

If you have a concern about your child in primary school please contact your child's class teacher in the first instance or the 'named person', who will usually be the Head Teacher.

Sometimes a Child's Plan may be put in place to help organise, monitor and regularly review your child's progress. Parents and pupils will be involved in these procedures and reviews. More information can be found about Highland Council's model for support and child's plans at:

Support for Learners Website

[http://www.highland.gov.uk/info/886/schools - additional support needs/1/support for learners](http://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners)

Children in the Highlands Information Point (CHIP+) also provides information for families. Information sheets are available at: www.chipplus.org.uk click on Education.

Other useful websites:

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

Scottish Child Law Centre, an organisation providing free legal advice to young people <https://sclc.org.uk/>

Promoting Equality and Diversity

Abernethy Primary School is committed to creating an environment for the whole school community that demonstrates shared values of inclusion, equality, fairness and respect.

Our school recognises and celebrates difference within a culture of respect and fairness, and aims to meet the needs of every child in line with the principles of Getting it Right for Every Child (GIRFEC).

We work together with our children and young people, families and staff to ensure that inclusion and equality are part of all our activities. Our policy aims to:

- Promote positive attitudes and behaviours towards equality and diversity
- Promote understanding of equality and diversity through the school curriculum and ethos
- Help the school to meet these aims and fulfil our legal obligations

We are committed to meeting the statutory duties of the Equality Act 2010 and this policy includes information about how we will comply with our duties and also provides guidance about our approach to promoting equality and diversity.

We recognise that these duties also reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

We also have equality commitments to our staff under the Highland Council HR policies.

This policy and associated guidance will be reviewed every 3 years.

For more information please see: <https://abernethyprimary.com/school-handbook/>

Attendance and Absence

Parents are responsible for ensuring that their children attend school regularly. They should inform the school of their child's absence by 9.15am on the morning of the first day of absence. If we have an unexplained absence we will make contact by telephone. It is important that parents also let the school know of any prearranged absences, e.g. attendance at a hospital appointment or other unavoidable event, prior to the absence taking place.

Requests for absence for any other reason should be made to the Head Teacher. Authorised absences during term time cannot be given except in exceptional circumstances and will be recorded as **unauthorised**.

Extra-curricular Activities

The school is dependent on the willingness of staff, parents and volunteers for extra-curricular activities. With help from our Active Schools Co-ordinator we have in the past been able to offer the following activities to pupils: football, art club, yoga, hockey, badminton, golf, orienteering, cross-country running, archery and music.

Homework

Homework can provide children with the extra practice they may require to consolidate the skills they have learned in school. This extra practice can improve children's speed and confidence in maths, reading and spelling etc.

Please feel free to contact your child's teacher if you require information and guidance about homework.

Transfer to Secondary School

At the end of Primary 7, pupils transfer to Grantown Grammar School. A transition programme takes place in the summer term which offers reciprocal visits with staff and pupils to familiarise them with their new school and teachers. Children are also invited to Grantown Grammar School for a Christmas disco and for The Rock Challenge in March.

Transport

Transport is provided according to statutory requirements. Pupils aged under eight living more than two miles from the school by the shortest route are entitled to transport. For pupils over eight the relevant distance is three miles. If there are spare seats on school transport these are usually made available to other children on the route according to age and distance.

Please note that transport is not a school responsibility and any queries should be addressed to the Local Transport Officer, Transport Office at 01479 812992

<http://www.highland.gov.uk/learninghere/schools/informationforparents/>

Travelling to School during Adverse Weather

Head Teachers, especially in rural areas, have the discretion to close the school when anticipated weather conditions would put children at risk. Information about school closures can be obtained in the following ways:

- Parents are asked to use the Highland Council telephone message service on **0800 5642272** to hear the latest news from the school.
- (pin number: **041290**)
- Parents who have access to the internet can check the winter weather website on:- <http://www.highland.gov.uk/schoolclosures>
- Parents are asked to listen to Moray Firth Radio or Radio Highland if in any doubt about the school opening.

The school updates its procedures for adverse weather closure annually, and asks parents to provide an alternative address, close to the school, which may be used by their children in emergencies.

It is the responsibility of parents or carers to decide if a pupil should attempt to travel to school by transport or on foot, in adverse weather conditions. The Education Authority encourages full attendance at school but in severe weather conditions the safety of pupils is much more important.

Access to Pupil Records

The Pupils' Educational Records (Scotland) Regulations 2003 extend to parents the right of access (with certain specific exceptions) to any record held by the Authority in relation to their child. Parents may make application to the Head Teacher.

Data Protection Act 1998

Information on pupils, parent and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by data protection legislation and may only be disclosed in accordance with the codes of practice.

Further information can be obtained from:

<http://www.gov.scot/Topics/Statistics/ScotXed>

Transferring educational data about pupils

The Scottish Government and its partners collect and use information about pupils through the *Pupil Census* to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Careers Scotland 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 examination results. Accurate and up-to-date data allows us 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 which influence pupil attainment and achievement,
- share good practice,
- target resources better.
- enhance the quality of research to improve the lives of young people in Scotland

Data Policy

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any action in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

The individual data collected by Scottish Government through the Pupil Census is used for statistical and research purposes only.

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here:

https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the data protection legislation. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. Data protection legislation gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website <http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation>

The Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. 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 of the Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that this data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with colleagues within and outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis at ScotXed@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.

Child Protection

From time to time incidents can occur within the school setting 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 regard the welfare of children as paramount and this will be the priority for Education Service staff. The Head Teacher is Child Protection Officer for the school.

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available from the school office or online at:

http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection

Complaints Procedure

If a parent has any concerns they should contact their child's teacher in the first instance, or the Head Teacher for more serious issues.

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 Officer, Kenny Murray, at Highland Council Headquarters, Glenurquhart Road, Inverness. IV3 5NX

Similarly, Parentline Scotland is a free service available to parents for confidential advice and support:



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

Abernethy Primary Parent Council

The school has a very supportive Parent Council and new parents are actively encouraged to attend meetings. Minutes are distributed by email and regular updates are issued via school newsletters and on the Abernethy Parent Council Facebook page.

The Parent Council can be contacted via the school office or by email at abernethyprimarypc@gmail.com

OFFICE BEARERS

CHAIRPERSON	Mrs Rachel Causey
TREASURER	Ms Abigail Elce
SECRETARY	Ms Emma Stewart

Highland Council School Policies can be found at:



www.highland.gov.uk/learninghere/schools/

Useful Websites:



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



www.abernethyprimary.com

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