



FERRYHILL PRIMARY SCHOOL

2017/18
School Handbook



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WELCOME TO FERRYHILL SCHOOL

Ferryhill Primary School is one of the largest primary schools in Aberdeen. The school - which is co-educational and non-denominational - provides a warm, inclusive environment for Nursery through to Primary 7. With a school roll of around 320 pupils and 80 nursery children, we are one of the largest primary schools in Aberdeen.

We look forward to having your child with us. Your child is someone special and it is our aim to make his/her time at Ferryhill a happy and profitable one. By providing an interesting, stimulating and secure environment we hope to create a community in which every child is eager to play his/her part.

To enable us to achieve this for the children in our care, we ask for your assistance and cooperation. We fully believe that it is only when school staff, parents and pupils work together that your child will receive the full benefit from his or her time with us.

This handbook has been prepared to answer all of your questions about Ferryhill School, what it has to offer and what we aim to achieve for your child.

If you have any questions that are not answered fully in this handbook, please don't hesitate to contact your class representative, your teacher, or our head teacher Mr David Wallis.



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1. ABOUT OUR SCHOOL

We are proud of our school – its old granite walls, its 140 years of history, its purpose today and the pupils, staff and parents that make up the school's fabric. In this overview, we'll try to give you a flavour of our school, what we stand for, our values, ethos, and aspirations for our pupils.

School Overview

Ferryhill Primary School was opened in 1877 with the addition of an Annexe in 1935. Although in outward appearance it remains relatively unchanged what happens within the walls has changed considerably. It is a substantial granite building which in recent years has had new windows installed, ceilings lowered and new lighting installed throughout.

The school provides a good environment in which to educate children. In addition to the 14 classrooms and 2 nurseries, we have a library, computer suite, music room, gym and utility rooms which are used for various activities including Music, Movement and Drama. The library and the computer room have recently been refurbished. Interactive white boards are available in each classroom.

The school's outdoor grounds include a separate playground for lower stages (P1-3) and upper stages (P4-7), whilst the lower-stage playground contains a separate nursery play area. There is a grass playing field attached to the school, which we use extensively for a variety of activities.

The school catchment area is bounded by Holburn Street, Great Southern Road, Riverside Drive/North Esplanade West, Market Street and Union Street thus making it one of the largest primary school zones in the city. However, a large part of the area is composed of Commercial Properties.

There is an excellent social mix in the school with the children coming from local authority housing, rented accommodation and private developments.

Culturally, Ferryhill is one of the most diverse schools in Aberdeen and its' 400 pupils currently represent at least 28 different nationalities.

Ferryhill itself, has a strong community identity with a definite "village" feel to it despite it being adjacent to the city centre.



Our Vision

“ Ferryhill is a fair, safe and happy school where everyone achieves and is treated with respect. ”

We aim to do this by all working together to:

- Be honest
- Be inclusive
- Aim high
- Be tolerant and respectful of others
- Celebrate our successes

(Reviewed August 2015)

Our vision is underpinned by the United Nations Convention on the Rights of the Child (UNCRC).

Rights Respecting School

The UN Convention on the Rights of the Child (UNCRC) sets out the rights of every person under 18 and how these rights should be met.

The UK government has agreed to follow the UNCRC and UNICEF has developed an award program within schools to promote the 54 articles laid down by the UNRC. Our school was awarded Level 1 in December 2015 and we are proud to be working towards level 2.



The four main principles of the UNCRC are:

- **Non-Discrimination** (Article 2) – The convention applies to everyone: whatever their ethnicity, gender, religion, abilities; whatever they think or say; whatever type of family they come from.
- **Participation** (Article 12) – Every child has the right to say what they think in all matters affecting them and to have their views taken seriously.
- **Best Interest** (Article 3) – The best interest of the child must be a top priority in all things that affect children.
- **Life, Survival, and Development** (Article 6) – Every child has the right to life and governments must do all they can to ensure that children survive and develop to their full potential.

To implement these principles and achieve our aims, the school has a Rights Respecting steering committee made up of pupils from P4 to P7, staff, parent representatives, and members of the community.

Pupils learn about the articles appropriate to their level of understanding. A class charter - drawn up by the class teacher and pupils on the articles they think relate to them - is displayed in each classroom. This charter is signed as a contract by all the children, the teacher and the PSAs.



How can you help?

You can help by talking to your child about the articles chosen by the class. You can ensure you promote and encourage your child to achieve a healthy lifestyle by providing healthy snacks and lunches. You can also encourage your child to take part in any physical, artistic or cultural activities offered by the school or community. Encourage your child to be mindful of their actions and any behaviour that may impact on others' rights.

The difference a Rights Respecting school makes goes beyond the school gates. Research has shown that the Award has resulted in children feeling safe and valued, improved wellbeing and emotional resilience, improved engagement in their own learning and children who are more engaged in their local communities.

For more information: <https://www.unicef.org.uk/rights-respecting-schools>

Wellbeing

Central to improving the wellbeing of our children are the eight indicators for wellbeing as identified in the *Getting it right for every child* approach (GIRFEC). These indicators are: Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included (SHANARRI). Staff reference these indicators when planning and delivering the curriculum.

If you would like more information or are keen, as a parent, to join the Rights Respecting steering group, please contact Mrs Macpherson.



Visit: <http://www.gov.scot/Topics/People/Young-People/gettingitright/well-being>

Health-Promoting Schools

Our school aims to provide every pupil with a positive, successful school experience and to help every pupil acquire the skills, knowledge and self-confidence needed for their future.

“ We aim through our activities to enable all our pupils, staff, and wider community to experience mental, emotional, social and physical wellbeing.



For young people to contribute effectively, learn successfully, and become confident and responsible people, they need to enjoy their school work, the company of their fellow pupils and have positive relationships with the adults around them.

In our Associated School Group (ASG), we aim to promote wellbeing through:

- Supporting youngsters appropriately in relation to the Wellbeing indicators
- Providing opportunities for youngster to participate in activities
- Positive learning conversations setting challenges which pupils can meet
- Listening to the views of pupils, parents and staff
- Partnership working with other agencies to ensure positive outcomes and destinations for our youngsters
- Promoting positive behaviours and attitudes
- Celebrating success and recognising achievement

Taking account of our aims we endeavour to:

- Provide at least two hours of physical activity per week for all children.
- Review and evaluate existing health promoting activities on a regular basis with relevant parties.
- In all activities to provide an environment which minimises health and safety risks.
- Provide programmes which address major public health and safety concerns.
- Ensure activities are appropriate to the needs and development stage of the children.
- Maintain active links with the school's parent community and external agencies.

Pupil Voice

Ferryhill pupils are actively involved in various areas of everyday school life. Starting as early as P1, pupils have the opportunity to serve on Pupil Council, represent the school's Eco Committee, or become involved as ambassadors for the Rights Respecting Steering Committee.

Members for each of these committees are chosen using a fair and balanced process appropriate to the pupils' age and stage. For each committee, two representatives are elected from each class within the school (with the exception of nursery classes).

Each of these committees meet regularly as a group. School staff are represented at these meetings whilst in the case of the Rights Respecting Steering Committee, parents, parent council members and other community representatives may be involved.

The committees also regularly organise events such as waste awareness week, World Water Day, Fairtrade Fortnight, International Week, Build a Den day and other themed events to raise awareness on agreed-upon topics.

School Houses

Ferryhill has a house system with pupils divided into subunits called 'houses'. Pupils are allocated to a house upon enrolment in the school. At Ferryhill, we have four houses named after local castles. These are Crathes (yellow), Dunnottar (green), Fraser (red), and Drum (blue).

Each house has a P7 House Captain, often along with a Vice Captain and Sports Captain. Pupils are elected for these roles following the presentation of their manifestos.

Houses compete against each other at sports and other events and provide a way for pupils to form positive relationships across classes and ages.

Weekly Assemblies

The school has weekly assemblies. Some of our assemblies are linked to religious observance and lead by a visiting chaplain. Any parent wishing to withdraw their child from religious observance should contact the school and confirm this in writing.

Community Links

The school has strong links with its local community. A community centre and outdoor sports centre are both located in the school's immediate vicinity; both venues offer facilities and activities for Ferryhill pupils and parents. The school makes use of the local Church of Scotland for its end-of-term celebrations and other larger events.

The school also actively supports various community and charity initiatives. These are often pupil-lead events.

2. THE SCHOOL DAY: PRACTICAL INFORMATION

The following section aims to provide practical information about the school day, communication, procedures in case of illness, etc. Additional information can be found on the school blog, twitter account, in school newsletters, via the class rep email system and/or in class newsletters sent home by class teachers.

School Hours

School start and end times are staggered according to stage. Currently, school hours are as follows:

Nursery (2 sessions)	Morning	8:40am - 11:50am
	Afternoon	12:30am - 3:40pm
P1-3	Morning	8:45am - 12:00pm
	Lunch	12:00pm - 1:00pm
	Afternoon	1:00pm - 3:00pm
P4-7	Morning	8:55am - 12:10pm
	Lunch	12:10pm - 1:15pm
	Afternoon	1:15pm - 3:15pm

Children also have a mid-morning break. During break times children are in the school playground except in cases of severe weather.

School Holidays

Details about school holidays and in-service days can be found on the school blog at www.ferryhill.aberdeen.sch.uk as well as on the Aberdeen City Council website http://www.aberdeencity.gov.uk/education_learning/schools/scc_SchoolHols.asp

School Drop Off / Collection

Parents should be aware that no staff are available to supervise children either before 8:55am or after children are dismissed from class. Infants (P1-3) should not be left unattended before 8:45m or to await older siblings between 3:00pm and 3:15pm.

Infants are to be dropped off at the lower stages playground. Afternoon collection is from the upper stages playground.

Parents are reminded that they may not stop on the yellow zig-zag lines outside the school grounds between 8:00am and 5:30pm. This is strictly enforced by the Community Wardens. Please also avoid idling when dropping off/collecting children.

School Uniforms

It is the policy at Ferryhill School to have a school uniform and we welcome parents' support in this. The uniform consists of grey/black skirt, white blouse and blue sweatshirt/ cardigan for the girls and grey/black trousers, white polo shirt and blue sweatshirt for the boys.

The school provides two options for school uniforms:

- **WCS Scotland** – This supplier is based in George Street. Order forms are available from the school office or can be requested via info@wcscotland.com
- **Koolskools** – Koolskools is a provider of ethically manufactured Fairtrade school uniforms. Orders can be placed online at www.koolskools.co.uk.

A selection of second-hand school uniforms is available for purchase at the school's winter and summer fairs. School clothing may also be purchased from regular retail outlets provided the colour scheme is honoured.

For PE classes, children are expected to wear shorts and T-shirt and appropriate footwear. We would request that children do not wear football strips or football colours for gym or generally in the school.

School Meals & Packed Lunches

Pupils can choose whether to bring a packed lunch to school or attend school dinners. School dinners are provided free of charge to all pupils in P1-3 and parents are encouraged to take advantage of this benefit.

Packed Lunches

An area is set aside at lunchtime where pupils from all stages can consume a packed lunch brought from home. The designated area is currently room 16.

Pupil Support Assistants are on duty to oversee the packed lunch room and to provide a level of supervision within the school building over the lunch period.

School Meals

School meals are provided for all pupils who request them. For P1-3 pupils these meals are free of charge. For pupils in P4-7 a charge applies. Meals are provided by Aberdeen City Council and are supplied from Abbotswell Primary School.

School meals are pre-ordered at the start of the school day in the classroom using a smart card called a "Kidz Card". This card is kept in the school and linked to an electronic account for parents/carers to top up online at <http://www.accordaberdeen.co.uk>.



Application forms for free school meals may be collected from the School Office. Once verified, the free school meal entitlement will be atomically loaded to the Kidz Card.

Please note that children who stay at school over the lunch break are not permitted to leave the school grounds for any reason.

Attendance

It is important that children attend school regularly and punctually. The class teacher should be informed in writing of any need to withdraw a child from school during normal school hours.

It is expected that an adult will collect the child from school. Under no circumstances will a pupil be allowed to leave school for 'appointments' unless he/she is met at school by a parent/other adult.

Parents and carers should inform the school on any day their child is to be absent during the hours of 8:30am – 9:15am. If a parent fails to contact the school informing them of their child's absence, then the school will contact the parent/carer. Frequent or unexplained absences or persistent lateness will be investigated by the School Welfare Officer.

Lost Property

Parents should ensure that any items of clothing and footwear liable to be lost during school hours should be **clearly labelled**. Any losses of property should be reported immediately to the class teacher and/or Janitor. Money or valuables should never be left in the cloakroom area. The school cannot accept responsibility for items lost unless they have been given to a member of staff for safe keeping, but nevertheless every effort will be made to trace any missing items.

We make every endeavour to trace lost items and parents are invited to look over lost property in the "Lost & Found" area adjacent to the dining hall but items unclaimed after a year may be given to charity or sold off.

It does help if the child's name is on ALL the items they bring to school. Labels can be ordered via Mine4Sure, the school's fundraising partner.

Mobile Phones

Phones may only be taken to school by pupils who require them at the end of the school day. While on the school premises phones must be switched off and kept out of sight. The school takes no responsibility for loss of or damage to mobile phones.

Safety education

Regular instruction is given in all aspects of Safety Education and parents are asked to supplement this instruction particularly in road and home safety education. It is important that all pupils understand how to safely cross roads and understand the importance of obeying the instructions of Crossing Patrol Officers when they are on duty.

Periodic Fire drills are undertaken which exercise pupils and staff in the timely and safe evacuation of the school buildings.

As part of our safety focus, cycling proficiency training is made available to P6 pupils.

Supervision of Children

It is a prime concern of ours that your children should be safe at school.

Pupil Support Assistants (PSA) are employed to be on duty in the playground at morning interval and during lunch times. PSA staff also supervise school meals and packed lunches.

Supervision in the playground does not mean 'a constant physical presence'. There is no way that one person could possibly see the whole of Ferryhill School playground at any one time.

In bad weather, children will remain in school during breaks and the PSA staff will look after them within the building. Children going home for lunch should return as near the end of the lunchtime break as possible.

Secure Access

Access for all parents visiting the school is through the front door in Caledonian Place where a buzzer entry system is in operation. All visitors should report to the Office where they will receive an ID badge for the duration of their stay in the school. This badge should be signed for and returned to the Office when leaving the building. All staff carry ID badges.

All other access doors are on time locks to allow pupils access at peak times e.g. before 8.45am, playtimes and lunchtimes. At all other times the doors are locked. Pupils released at home time are let out from the relevant tunnel doors.

All Nursery Parents should use the door nearest the main school in the Senior Playground. Parents should also leave by this door as an alarm will be activated if they leave by any other door. A separate buzzer entry system will operate on this door for a brief period within the normal nursery drop off / collection times. Outside this period, nursery parents will have to use the front door in Caledonian Place using the buzzer entry system.

The Senior Playground door will also be in operation for the After School Club and again all parents should enter and leave by this door only. Latecomers will have to access the school by the door in Caledonian Place using the buzzer entry system.

Pupil Insurance

No insurance is held by the City Council to provide automatic compensation for pupils in the event of personal accident or death. It is your responsibility as a parent to insure your child for personal accident or death if you feel this is appropriate.

The City Council does hold third party liability insurance which indemnifies the Council for claims from third parties (e.g. parents of pupils) who have suffered injury, illness, loss or damage arising from any negligence of the Council. However, if there is no negligence, no claim would be accepted by the Council.

Emergency Procedures / Emergency Closure

In the event of an emergency closure, parents will be contacted by phone and announcements made on local radio. Children would not normally be sent home unless we knew someone was there. It is important that the school has up-to-date Emergency Contact Numbers should we be unable to contact the Parent/Guardian if such a situation did arise.

Head Teachers have the total discretion as to the closure of schools when they anticipate weather conditions which would put pupils at risk.

School Information Line

The School has an Information Line that can be used to inform parents /guardians of emergency arrangements and important announcements e.g. early closure arising from adverse weather conditions/failure of heating system etc.

The number for this is **0870 054 1999** and the Pin Code for Ferryhill is **011330**

3. CURRICULUM, ASSESSMENT & REPORTING

This section provides an introduction to the Curriculum for Excellence framework, the school's role in teaching the curriculum, homework guidelines and the principles in place for assessing a pupil's progress.

Curriculum for Excellence

The Curriculum for Excellence is intended to help children and young people gain the knowledge, skills and attributes they will need to thrive now and in the future.

“The curriculum aims to enable all children to become successful learners, confident individuals, responsible citizens and effective contributors.



It was designed to achieve a transformation in education in Scotland by providing a coherent, more *flexible* and *enriched* curriculum from 3 to 18. The term curriculum is broader than the classroom – it includes everything that is planned for children throughout their education.

The curriculum includes four contexts for learning:

- The ethos and life of the school as a community
- Curriculum areas and subjects
- Interdisciplinary projects and studies
- Opportunities for personal achievement

School staff are responsible for designing the learning experience for the pupils in their care, using the following seven broad principles:

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

The Curriculum is divided into two phases: the broad general education and the senior phase. The learning of children at Ferryhill is based on the broad general phase which continues to the end of S3.

During the broad general education, children and young people should:

- achieve the highest possible levels of literacy, numeracy and cognitive skills
- develop skills for learning, skills for life and skills for work
- develop knowledge and understanding of society, the world and Scotland's place in it
- experience challenge and success so that they can develop well-informed views and the four capacities.

The Curriculum in Action

Pre-school children do not see their world made up of separate subject areas but rather as one large, exciting, sometimes bewildering environment waiting to be explored. During this exploration, many things are experienced, many valuable lessons learned.

At Ferryhill, we build on this by way of a holistic, integrated approach, presenting the children with a rich variety of planned experiences suitable for the needs of the individual. To this end, the class will study a number of contexts for most of the learning that takes place.

Throughout their seven years at Ferryhill, the children will work within the following curriculum areas:

- Expressive arts
- Health & wellbeing
- Languages
- Mathematics
- Religious & moral education
- Sciences
- Social studies
- Technologies



Skills are not taught in isolation but rather in a context, either real or simulated, which allows the children not only to appreciate the relevance of what is being taught but also to develop the ability to apply what is learned to real-life situations.

Within the framework of the contexts, the teachers - along with pupils - plan a series of activities which ensures that the children develop those skills and attitudes, necessary for taking their place in society.

The cross-curricular approach encompasses many "subject-areas" and at times children do work within these discreet boundaries to ensure a balanced progression.

Homework

Homework given to pupils may take many forms. Spelling, language work, mathematics, research work, collecting material for class work, are all tasks which may be set. On occasion, pupils may also be required to complete an assignment at home which should have been finished in school.

Homework assignments are purposeful, geared to the level of ability of the child and for the benefit of the child. It should, on average, take no longer than thirty minutes to complete.

If a parent has any query about the homework which has been set or the length of time it takes to complete, they should arrange to discuss the matter with the appropriate member of staff in the first instance.

The school welcomes the support of parents in order that any homework set is completed satisfactorily.

Assessing Pupil Progress

The school has embedded the principles of "Assessment is for Learning" in each classroom. This involves the staff gathering and interpreting information on how well children are learning and progressing. The information gathered as part of these 'formative assessments' is built into the teachers' daily plans and is used to inform next steps for all pupils.

This approach ensures learning experiences are appropriate and challenging by focusing on:

- What children have already achieved
- What they need to learn
- What needs to be done to improve their work
- Who can help



In addition, more formal, 'summative assessment' will take place at various stages in a pupil's progress through the school.

Your child's teacher's judgements as to the progress of your child across the whole primary curriculum are reported to you when the school reports to parents.

For more information on the principles behind assessment for learning, visit: <http://www.gov.scot/Publications/2005/09/20105413/54164>

Parent Evenings

Parent evenings take place twice annually, usually in October/November and April/May each year. During these evenings parents will have the opportunity to review their child's work and discuss their child's progress with their teacher.

It is the policy of the school that parents should have ample opportunity to ask about their child's performance and well-being at school or to discuss any other matter with the child's class teacher, Head of Department or Head Teacher.

Should you wish to see your child's teacher, please make an appointment via the school office as it can then be ensured that the teacher will be free from class responsibilities to talk to you. If an appointment has not been made for you to see the child's teacher, you may be able to see the Head Teacher if available.

4. HEALTH & WELLBEING

The school cares about the health and wellbeing of your child. During the course of the school year, your child's health will be reviewed at regular intervals. If your child has or develops any medical conditions, please ensure the school is made aware of these.

Illness at School

If a child is taken ill at school, the school will contact the child's parent/carer to make arrangements for the child to be sent home. In the event of the parent/carer not being at home, the school should have an alternative contact (e.g. a friend, relation or neighbour) who is able to collect the child if necessary. Please explain this arrangement to your child.

If a child has an accident at school it may be necessary to take him/her to hospital. Every effort will be made to contact the parents as quickly as possible.

Please ensure that all personal details as well as your work address and telephone number are always kept up-to-date in the school records.

First Aid

Minor cuts and bruises are dealt with in the school. In the event of anything more serious every effort will be made to contact parents as quickly as possible. Parents are informed of any first aid which is given to their child either by a standard note which the school uses or by direct contact.

Medicine in School

No child should simply arrive in school with medication and a verbal message from parents relayed by the child him/herself. If it is under medical advice that a pupil returns to school with an instruction to take medication during the school day, then the Class Teacher or Promoted Member of Staff should be informed in writing as to how and when it has to be administered. A form for this purpose is available at the school office.

If possible, we recommend that where medication can be administered over a lunchtime, the family assumes responsibility for this.

Complete Medical Examination

Your child will have a complete medical examination during his/her first year at school. This enables the doctor to identify any conditions which have not been previously noted and which might have an effect on the child's ability to benefit fully from his/her education. We hope you will attend and be able to discuss your child's health with the doctor.

Screening Tests

Screening tests for hearing and vision are carried out at intervals within the primary school and anything important will be brought to your attention.

Continuous Review

Your child's health is kept under review and the class teacher, school nurse or parent may refer any problems arising to the School Doctor.

Living & Growing

In Primary 5, 6 and 7 children follow a programme called Living and Growing as part of their general Health Education and Personal and Social Development. This deals with areas of human development and sex education. Health care is a continuing factor in the school curriculum at all stages from P1 to P7.

Professional Support

At times, a child may need professional support in addition to the support provided by the school's teaching staff. If a potential need for support is identified and the parent agrees, the school will contact the appropriate professional e.g. health visitor, educational psychologist, speech therapist, occupational therapist etc. to assess a child's need for support and then give any particular help that may be necessary.

5. PARENTAL INVOLVEMENT

Parents are welcome at Ferryhill and the school recognises the importance of a positive partnership between parents and school staff. Parents are involved in a number of ways including volunteer duties in/outside the classroom, extra-curricular activities, being involved in parent council, supporting the various on-going fundraising efforts or serving on specific committees or projects.

Parent Council

The Ferryhill School Parent Council was established in accordance with the Scottish Schools 2006 Parental Involvement Act. The act recognises that in order for children to realise their full potential, schools and parents need to form an effective partnership.

The aim of the act is to strengthen parental involvement across three key focus areas:

1. **Learning at home** – recognising the vital role that parents and other carers play in children's learning and development.
2. **Home/school partnerships** – reflecting the shared role and responsibility that schools, parents and the community have in working together to educate children.
3. **Parental representation** – Providing a framework for ensuring that parents have the opportunity to express their views and have these taken into account on matters affecting the education of their children.

The key functions and aims of a Parent Council as described in the act are summarised as follows:

- To support the school and promote a partnership between the school, its pupils, all parents/carers, and the local community.
- To develop and engage in activities which support the education and wellbeing of the pupils
- To identify and represent the views of the parent forum on the education provided by the school and any other matters affecting the education and wellbeing of the pupils.
- To provide parent representatives for interview panels for the selection of senior staff.

The school has a very active Parent Council which aims to help parents and teachers work together to help children become more confident learners.

“ The effect of parental engagement over a student's career is the equivalent to adding two to three years to their education.

– John Hattie, 2008

How can I get involved?

You already are. All parents/carers with children at Ferryhill are part of the parent forum and are encouraged to attend all parent council meetings, events, discussions, etc.

Our facebook page (<https://www.facebook.com/groups/FerryhillParentForum>) is the primary means of communication for the Parent Council but information is also distributed via the information board outside the school reception.

Membership of the Parent Council is on an election basis at the annual general meeting. Currently, the Parent Council consists of up to 20 members representing all ages and stages across the school from Nursery to P7.

The current chairperson of the Parent Council is Mrs Angela Wigham. The Parent Council can be contacted at PCFerryhill@aberdeencity.gov.uk.

More information and additional resources:

- Parental Involvement Act – http://www.legislation.gov.uk/asp/2006/8/pdfs/asp_20060008_en.pdf
- Parentzone - www.parentzonescotland.gov.uk
- National Parent Forum Scotland - <http://www.npfs.org.uk/>

Parent Teacher Association (PTA)

The school has a thriving Parent Teacher Association which brings together parents, teacher and others to raise money and to support the school. It provides an opportunity for everyone to work together towards a common goal.

All parents can become involved in the PTA even if they only have a small amount of time available. The school benefits greatly from the money raised by the PTA. PTA meetings are a social event and a good way for new parents to become involved in the school.

What does the PTA do?

- Raise funds to help the school provide 'extras' for the pupils, e.g. reading books for the children and equipment for the playground.
- Run social events for parents and children
- Provide support for school trips, outings and other social events, e.g. pay for the buses on school trips.

The PTA is a valuable asset to the school and needs the continuing support of parents.

The current chairperson of the PTA is Mrs Angela Barnett. The PTA can be contacted via the school office.

6. SCHOOL STANDARDS & POLICIES

No school can operate without a framework of policies and standards. Some of the school's core policies and standards are included in this chapter. A full list of all policies is available via the school office. Anyone wishing to view the policies should make contact with the office in the first instance.

Child Protection

Given ongoing public concern on the subject of child abuse, and changes in the law, schools are now required to report if we think that any child has come to harm as a consequence of possible abuse.

Each school now has a Designated Officer appointed to be responsible for Child Protection matters and specially trained for this task. In Ferryhill Primary this is the Head Teacher.

Should you wish to talk further about Child Protection and the safety of children please feel free to contact the Head Teacher.

Where there is a possibility that a child could be at risk of abuse or neglect, the school is required to refer the child to Social Work, the Police or the Children's Reporter and under these circumstances, the parent would not normally be consulted first

Anti-Racist and Multi-Cultural Policy

As a school, we actively promote attitudes and values that enable the children to recognise the worth of every individual. The children are encouraged to respect themselves and others, be it in pupil-pupil relationships, pupil-staff relationships and relationships with others in the school and wider community. Tolerance and understanding of others is promoted among the children and staff who are encouraged to appreciate individual differences.

Through our general routines in school and in the classroom we strive to ensure that our practices and procedures are not discriminatory in any way.

As a school, we acknowledge and respond to the differing needs of all individuals whatever their cultural or ethnic background and experiences. Therefore all individuals receive equality of opportunity in our school. Where necessary the curriculum can be adapted so as to respond to the particular needs of a group of children, for example where English is a second language.

Staff try to eliminate any bias towards or against any particular group or individual. They are asked to respond positively in their approach to incidents relating to race or religion be it in the classroom or the playground or with parents.

Standards of Behaviour

For Ferryhill School to function properly and safely, it is necessary that certain standards of behaviour are set down and adhered to.

Any school rule that exists, does so for the safety and well-being of all those who use the school. It is, therefore, important that everyone concerned is aware of the rules and why they exist.

Pupils are expected to carry out all reasonable instruction given by a member of School Staff

Pupils are expected to arrive at school punctually and not to be absent without reasonable cause.

Pupils should treat all other members of the school community with courtesy, and have a right to expect the same consideration.

Pupils must take care of the school building and all the resources and materials therein so that others may continue to benefit from what the school has to offer.

Pupils should bring appropriate clothing to school for the various school activities. Pupils should exhibit the proper attitude to work be it in school or homework and should not inhibit the right of others to learn.

Should unsatisfactory behaviour occur then we have at our disposal certain sanctions which have been carefully considered as a means of developing self discipline in pupils.

Sanctions include:

1. **Discussion** – A one-to-one discussion between the pupil and teacher followed by the head teacher. Where appropriate, such discussion may be widened to include other pupils.
2. **Admonition** – Verbal admonition by the class teacher, depute head or head teacher.
3. **Classroom sanctions** – A punishment exercise done at a suitable time in school. This may include withdrawal of privileges or isolation of the pupil from his/her group within the classroom.
4. **Referral to promoted staff** – Associated with the discussion and admonition sanctions available to promoted staff. This may include exclusion from privileges such as school outings or extra-curricular activities, restitution, detention, or isolation under supervision.
5. **Parental involvement** – Repeated or serious breaches would necessitate parental involvement and the school would appreciate the support of parents on these occasions.
6. **Exclusion** - This is obviously a serious step and can only be enacted by the Head Teacher or his Deputy. Before this stage is reached, parents will have been closely involved and all other measures will have been tried. Conditions should be stated which must be met before the child is re-admitted.

Anti-Weapon/Knife School Rules

In accordance with the Aberdeen City Council's rules, all pupils at Ferryhill have signed a letter pledging their support of the council's anti-weapon strategy. Signing the pledge means that the pupil has agreed that they will:

- Never carry a weapon/knife
- If they see or hear that someone is carrying a weapon or knife, they will share this information.

Photo Consent

As part of the block consent form provided by Aberdeen City Council, parents can provide or withhold consent for photos of their child/ward to be used to promote activities in the Establishment/Council. To change consent at any time, parents should contact the school office.

Additionally, photos may be taken at school events, shows, and other occasions. The school will always aim to seek permission from parents and/or the children involved prior to posting photos on the school blog. Parents may not upload photos of children on any social media unless they have the permission from the parents of the children concerned.

Complaints Procedure

If you have a query or a problem which you feel has not been reasonably addressed by the school staff, please in the first instance contact one of the following:

- Mr David Wallis (Headteacher)
- Mrs Jeanette MacPherson (Depute Headteacher)
- Miss Rebecca Watt (Depute Headteacher)

The key principle of the Education Service's customer care procedure is that concerns and issues should be resolved as close to the point of delivery as possible and the school will aim to resolve queries quickly and satisfactorily.

If you feel the query has still not been reasonably addressed, please contact:

Mark Hearn - Quality Improvement Officer
Marischal College
Business Hub13
Level 2 North
Broad Street
Aberdeen
AB10 1AB
Tel: 01224 522000

7. ASSOCIATED SCHOOL GROUP INFORMATION

An Associated School Group (ASG) consists of schools within the catchment area of the local secondary school and performs the function of giving the opportunity for support, advice and liaison between the feeder primaries and the associated secondary school.

This system allows for regular meetings and discussions on all issues affecting the schools and also provides the opportunity to develop the curriculum in a way that is common to all. This ensures continuity of experiences and learning when pupils transfer from different primary schools to the same secondary school.

The schools in the Harlaw Academy ASG are as follows:

Kaimhill Primary ,	Pitmedden Terrace	Aberdeen	- Head Teacher: Ms S Webster
Broomhill Primary ,	Gray Street,	Aberdeen	- Head Teacher: Mrs Reid
Ferryhill Primary ,	Caledonian Place,	Aberdeen	- Head Teacher: Mr D Wallis
Harlaw Academy,	18/20 Albyn Place,	Aberdeen	- Head Teacher: Mr D Innes
Hanover Street,	Beach Boulevard,	Aberdeen	- Head Teacher: Mr Markey

Secondary Transfer

Pupils living in the Ferryhill School Zone normally transfer - at the end of Primary 7 - to the Comprehensive School of the neighbourhood, which is:

Harlaw Academy

18/20 Albyn Place

Aberdeen

AB 10 1RG

Telephone: 01224 589251



Under the terms of the Education (Scotland) Act 1981, parents have a choice of schools for their children, subject to there being places available in the particular school.

Any parent living outwith the Harlaw Academy catchment area and who wishes their child to attend Harlaw, is advised to contact the Head Teacher, Mr D Innes, for advice on the procedure to be followed.

8. MANAGEMENT TEAM

At present Ferryhill has one Head Teacher and Two Depute Head Teachers who make up the Senior Management Team.

Head Teacher

Mr David Wallis

Job Purpose

To manage the affairs of the school, enabling the delivery of a quality education through the appropriate involvement of the pupils, staff and the community it serves, as set out in the Authority's Strategic Plan and the school's Development Plan, and in accordance with current legislation and within national and local agreements.

Major Tasks

- To be responsible, together with the Senior Management Team, for the formulation of whole school aims and policies, and the monitoring of their implementation.
- To be responsible for standards and quality in the school.
- To be responsible for management of the school staff
- To be responsible for management of the school's financial and physical resources.
- To ensure appropriate support for pupils and undertake such teaching duties as necessary.

Depute Head Teachers

Mrs Rebecca Watt (special responsibility for Nursery and Early Stages)

Mrs Jeanette MacPherson (special responsibility for Upper Stages)

Job Purpose

To assist and where necessary deputise for the Head Teacher in the conduct of the affairs of the school to the benefit of the pupils, staff and the community it serves through pursuing objectives and implementing policies set by Aberdeen City Education Authority in accordance with current legislation and within the agreements of the SNCT.

Major Tasks

- *Policy* - To share the responsibility, together with the Management Team and teaching staff, for the formulation of whole school aims and targets as contained in its Development Plan and for their implementation.
- *Personnel Management* - To share in the personnel management of the school.
- *Resource Management* - To contribute to the school's resource management.
- *Administration* - To contribute to the effective administration of the school.
- *Teaching and Pupil Welfare* - To provide support for pupils and to undertake such teaching responsibilities as allocated.

QUESTIONS?

This handbook attempts to portray life at Ferryhill School but it is no substitute for the real thing. Parents are welcome in the school - indeed parents are a vital part of school life.

All attempts have been made to include relevant and up to date information on all topics. Please do let us know if you spot any errors or omissions as we want this handbook to be a useful guide to all parents and carers.

Any queries about the contents of the handbook or about Ferryhill School should be addressed in the first instance to the Head Teacher who can be reached at 01224 586755.

Thank you!