

Kittybrewster School



School Handbook Session 2020/21

Please note our School Handbook has been updated to reflect current restrictions in place due to COVID-19

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Welcome

Dear Parent / Carer

This handbook contains a range of information about our school which may be of interest to you and your child.

It provides an overview of the ethos of the school and offers advice which you may find helpful in supporting and getting involved in your child's education.

Our aim is to provide a happy, secure and stimulating environment for all pupils.

Kittybrewster School is committed to working closely with parents as equal partners in your child's education, in the life of the school and developments city-wide in education.



About our School

Address

Kittybrewster School
Great Northern Road
Aberdeen
AB24 3QG

Telephone

(01224) 484451

Email

kittybrewsterschool@aberdeencity.gov.uk

Head Teacher

Mr Ross Watson

Website

<https://kittybrewster.aberdeensch.uk/>

Twitter

[@KittybrewsterSc](https://twitter.com/KittybrewsterSc)

Kittybrewster is a non-denominational school providing both primary and pre-school education. Our current pupil role is 315 including children from our Nursery which accommodates 60 pupils. The zoned Secondary School is **St Machar Academy**.

Our school is housed in a large Victorian granite building which first opened in 1899. We have two large playground areas in addition to a large wild garden space. The nursery is located on the ground floor next to the front entrance with its own fully enclosed outside area providing a safe environment for outdoor learning.

We have individual classrooms which are located across three floors. Our school also incorporates an Art room, Nurture provision and a Library which recently underwent significant upgrade, stocking an extensive list of books and learning resources for pupils to access.

Our catchment area is bordered to the North by Hilton Road and extends east to the main Aberdeen-Inverness railway line, taking in the Fersands area.

Vision, Values and Aims

At Kittybrewster School, our vision, values and aims will be at the heart of everything we do. Our **vision** is to build a community of resilient, independent thinkers who aspire to be the best they can be.

Our shared school community **values** are:



**Kindness
Aiming High
Respect
Responsible
Trust**

So that our pupils can realise their full potential, we **aim** for them:

- **To grow up feeling loved, safe and respected.**

We will do this by making sure children receive the right help, at the right time, from the right people.

- **To be confident in themselves, their ability and to have self-respect.**

We will do this by helping children to understand themselves and others.

- **To become successful, confident lifelong learners.**

We will do this by supporting their progress and achievement and by helping them to understand how to learn and improve.

- **To be responsible citizens who contribute to their community, society and the environment.**

We will do this through pupils working with the community and supporting local, national and international causes.

- **To progress towards positive post-school destinations.**

We will do this by children learning about careers and developing skills for life, learning and work.

As a school, **we aim** for pupils and families to have an equitable experience where everyone has the opportunity to succeed. **We aim** for there to be no cost to the school day and to remove poverty-related barriers where possible.

The School Day

Nursery Session Times

Morning Nursery: 8.40am - 11.50am

Afternoon Nursery: 12.30pm - 3.40pm

To reduce the number of children in the playground and to encourage social distancing, school has staggered start/collection times currently in place. Parents and carers who are dropping off/collecting children are asked to wear a face covering.

Class	Teacher	Arrival Time	Collection Time
P1T	Miss Taylor	9.00am	3.00pm
P1M	Mrs McClelland	9.00am	3.00pm
P2C	Miss Crane	8.50am	2.50pm
P2S	Miss Sadler	8.50am	2.50pm
P3C	Mrs Cooper/Mrs Hill	8.40am	2.40pm
P3M	Miss Morrice	8.40am	2.40pm
P4	Ms Gutsche	9.00am	3.00pm
P4/5	Ms Pirnie	8.50am	2.50pm
P5	Mr MacDonald	9.00am	3.00pm
P5/6	Mrs Aftyka	8.50am	2.50pm
P6	Ms Heaney	8.40am	2.40pm
P7	Miss Massie	8.40am	2.40pm

Pupils should make their way to the class line at their allocated time slot. If arriving late, pupils should still make their way to their playground and will be marked as late by a member of the Senior Management Team. Pupils arriving late after 9.10am, should report to the school office.

Term Dates - Session 2020/21

For future dates please see link below to Aberdeen City Council Website.
<https://glo.li/2MAAF4>

Term 1

10 August 2020 to 9 October 2020

- In-service day - Monday 11 August 2020
- Term starts - Tuesday 12 August 2020 *this is subject to change and parents will be informed if so.
- September holiday - Friday 25 September to Monday 28 September 2020
- Term ends - Friday 9 October 2020
- October holiday - Monday 12 October to Friday 23 October 2020

Term 2

26 October 2020 to 18 December 2020

- Term starts - Monday 26 October 2020
- In-service day - Friday 20 November 2020
- Term ends - Friday 18 December 2020
- Christmas holiday - Monday 21 December 2020 to Monday 4 January 2021

Term 3

5 January 2021 to 26 March 2021

- Term starts - Tuesday 5 January 2021
- Mid-term holiday - Monday 15 February 2021
- In-service day - Tuesday 16 February 2021
- In-service day - Wednesday 17 February 2021
- Term ends - Friday 26 March 2021
- Spring holiday - Monday 29 March to Friday 9 April 2021

Term 4

12 April 2021 to 2 July 2021

- Term starts - Monday 12 April 2021
- May Day holiday - Monday 3 May 2021
- In-service day - Tuesday 4 May 2021
- Term ends - Friday 2 July 2021

Admission

Primary School

You can apply for a school place within Aberdeen City online. Once you have set up an account, you can make an application for the school of your choice. Based on the postcode you have entered the system will automatically provide details of the catchment school. You will also have the option to apply for schools outside of your zone. The system will require parents to upload documentation such as proof of address and a birth certificate. Further information can be found here <https://glo.li/2W1sV00>

Once an offer of a school place has been made, an appointment will be made for you to visit school with your child to look around and we can answer any questions you may have at this time.

School Enrolment

Registration for Primary 1 and S1 Secondary takes place in January each year.

Nursery (Early Learning & Childcare) Enrolment

Application for new nursery entry (3-5 year olds) takes place in January each year. However applications can be made at any point throughout the year. Parents are required to visit the school office to obtain an application form which should be returned along with supporting documentation such as proof of address and a birth certificate. Children are eligible to start nursery in the term following their third birthday. Parents should note that any child who attends Kittybrewster Nursery but does not live in the school catchment zone, will not automatically be allocated a place for Primary 1. Further information can be found here <https://glo.li/3e1zpx6>

Admission Paperwork

Parents will be asked to complete admission paperwork prior to your child's enrolment date. Aberdeen City Council collects personal data and information about your child in order to provide them with an education. The information held by Aberdeen City Council is used to assess, plan, coordinate, deliver and quality assure the education services to your child. We will keep this information for a period of 5 years from the maximum school leaving age of your child, as required by The Pupils' Education Records (Scotland) regulations 2003, unless we have a legal responsibility to keep the information for a longer period of time.

Data Protection

You have legal rights about the way the Council handles and uses your data, which include the right to ask for a copy of it, inaccurate data to be updated/amended, and to ask us to stop doing something with your data. Please contact the Council's Data Protection Officer by email:

DataProtectionOfficer@aberdeencity.gov.uk or in writing at: The Data Protection Officer, Legal and Democratic Services, Level 1 South, Marischal College, Aberdeen, AB10 1AU.

More information about your rights is available on Aberdeen City Council's website. <https://www.aberdeencity.gov.uk/your-data>

Lunch Arrangements

Due to the size of our school roll, year groups visit the dining hall in stages.

Presently our lunch times are being staggered to allow for social distancing measures.

Home Lunch

Due to current restrictions, no home lunches will be permitted until further notice.

Packed Lunch

Many of our pupils opt to bring a packed lunch from home which is eaten in the dining hall. Please note that regrettably we do not have the facility to re-heat hot food. Pack lunch boxes should be taken home daily and each class has their own designated storage box.

Allergies

In order to ensure that pupils are not exposed to food they are either allergic or intolerant to, parents are asked to complete an allergy questionnaire which is issued as part of the admission process. Any known allergies are noted on your child's record and details are transferred to the catering system. This means that your child will be unable to select a lunch choice containing any ingredients they are not meant to have. We ask parents to update us with any new allergies if they occur.

Cashless Catering

At Kittybrewster School we operate a Cashless Catering System. Each child will select their lunch in the morning and the orders are sent electronically to the kitchen to be prepared. Lunch cards are retained in school however parents are able to sign up for weekly balance alerts in order to top up funds on their child's account online.

Free School Meals

Presently, children in P1-3 are entitled to free school meals. A reminder will be sent to P3 parents prior to their child moving up to P4 that the free meal period is ending, so that they can either apply to continue with free meal provision (providing they meet the criteria) or set up an account to top up their child's lunch card online.

Applications for Free School Meals should be completed online at <https://glo.li/3m0V0KH>

Pupils are eligible for free school meals if their parents or carers receive one of the following benefits:

- Income Support
- Income-based Job seekers Allowance (JSA)
- Any income related element of Employment and Support Allowance (ESA)
- Child Tax Credit (CTC) but not Working Tax Credit (WTC), with an income under £16105 with effect from 6 April 2015.

- Both maximum Child Tax Credit and maximum Working Tax Credit and your annual income is under £6,900
- Support under Part V1 of the Immigration and Asylum Act 1999
- Universal Credit and your monthly income is equivalent to or less than £610

Pupils in P1-P3 are automatically entitled to free school meals. If your child is in P1-P3 there is no need to apply for free school meals.

Practical Information About Our School

Travelling to/from School

The school is situated in a busy area and there can be a high volume of traffic in the morning. There are Lollipop Patrols on both St Machar Roundabout and immediately outside the school on Great Northern Road. The safety of the pupils is priority, to this end, we ask parents to observe the traffic and no parking signs either side of the building. The area is regularly monitored by City Wardens. Parents entering the school grounds should wear a face covering.

General Supervision

Before and after school the playground is not supervised by school staff, therefore pupils should not arrive at school until as near to start time as possible. During intervals and lunch our playgrounds are supervised by Pupil Support Staff.

Health Service

A team of specialist Health Service staff work together to provide support throughout your child's years at primary school. Health screening is carried out periodically. This includes P1 height and weight monitoring, ChildSmile dental health and the annual flu vaccination programme. Appointments can be made with our school nurse. Please contact the office staff if you require an appointment.

Appointments

We appreciate that medical appointments cannot always be made out with the school day. If you need to collect your child for an appointment, please inform the office. When arriving to collect your child, please call the office and remain outside the front entrance until your child is brought out. Please do not enter the building.

School Uniform

At Kittybrewster we strongly advocate the wearing of School Uniform. A standard form of school dress can help promote a sense of identity and belonging.

Sweatshirts & Polo shirts with the school embroidered logo can be purchased from our supplier which is The Dug Out WCS (Scotland) Ltd, 687 George Street, Aberdeen. Telephone (01224) 658381 or Email info@wcscotland.com. Alternatively, plain sweatshirts / cardigans in school colours can be purchased from any large supermarket. P1-6 wear Royal Blue sweatshirts and our P7's wear Black sweatshirts. WCS Scotland also stock our red Nursery T-shirts.

Please note: Due to current restrictions, pupils are unable to change their clothing for Physical Education and other physical activities. There is an increased emphasis on

outdoor learning and as such, pupils should have a warm jacket and appropriate footwear for being outside. Leggings or black jogging bottoms can be worn.

School Clothing Grant

Parents in receipt of certain benefits including Job Seekers Allowance and Housing/Council Tax Benefit can apply for assistance with the purchase of essential clothing and footwear for their children.

Please make an application online via the Aberdeen City Council website. <https://glo.li/3gtQSQk>

Holidays during Term Time

You will be aware that there is a drive nationally and locally to reduce the number of absences from school, particularly avoidable absences since this means that children are being denied their legal rights to full time statutory education and therefore advise you that this absence will be registered as unauthorised. Parents who wish to take their child out of school during term time are asked to notify the school office by email so that we can record the absence officially in the register.

Dogs in the Playground

To ensure the safety of children, please note that dogs **are not permitted** in the playground under any circumstances. The risk is a dog becoming aggressive or foul in the school grounds where children play.

Valuables

Whilst every effort is made to ensure pupil's belongings are stored in a secure manner, we cannot accept responsibility for any loss or damage which may occur. We advocate that pupils do not bring expensive items to school.

Lost Property

Pupils are encouraged to check for missing belongings and Parents are strongly advised to sew or write names onto children's clothing. We cannot guarantee the return of unmarked items and unclaimed lost property will be regularly recycled.

Communication

Parents and carers can contact the school by calling the office between **8.45am and 3.45pm** Monday to Friday. Out with these times please leave a message on our answering machine. The school emails are monitored at regular points throughout the school day.

We respectfully ask parents to email or call school, as we are unable to allow access to the school building (including the office) at the present time due to COVID restrictions. We thank you for your support and co-operation with this.

The vast majority of communication between school and home will be sent via Groupcall. Text messages will be used to circulate urgent information or to follow up attendance. Newsletters and general information will be sent by email or Xpressions. Please ensure the office has your **most up to date mobile number, email address and emergency contact** information at all times. Please assist us by informing us of

any changes so that we retain the correct information in the event.that we need to contact you.

We encourage parents to download the Groupcall Xpressions app. This provides school with a cost-effective means of communicating quickly and effectively with parents and carers. Instructions on how to download the app are here. <https://glo.li/37pDIGd>

If you have any concerns or require additional information, please contact the office to make an appointment to speak with your child's class teacher in the first instance. If you wish to speak with the Head Teacher or a member of our Senior Management Team, please make an appointment.

School Security

The safety and security of pupils and staff when attending or working in school is of the utmost importance to us. There are several security measures in place within the building. All members of staff can be identified by their ID badges, visitors to the school are asked to sign in at the front desk and will be issued with a visitor badge. The school grounds will be locked between 9.15am and 3.00pm each day. All visitors are required to access the grounds via the front entrance on Great Northern Road. All doors on the ground floor operate on a timed alarm. The only entrance into the school at this time is via Great Northern Road.

Attendance

Parents have a legal obligation to ensure that their child attends school. Aberdeen City Council recognises that regular school attendance and taking part in learning is vital to your child getting the best possible start in life. School will actively support all parents with any difficulties to ensure your child attends regularly and is punctual.

Pupils who miss the class line should enter school via the main office where they will be recorded as late. Being late for school impacts on learning time and pupils often miss vital input at the start of the school day. Late arrivals are regularly monitored.

If your child is absent from school, please contact the office with an explanation for the absence. If your child is marked as absent and no explanation is provided, school will contact you via telephone or Groupcall. All unexplained absences will be followed up and a letter may be issued to you. The letter will state clearly that the absence coding will change to unexplained/unauthorised/truancy if an explanation is not provided by you.

If school becomes concerned about your child's attendance, we may initiate Aberdeen City Council's Attendance procedure. A copy of which can be found on our school website: <https://glo.li/2MCuIn4>

Wrap Around Care

Woodside Community Partnership operates a chargeable independent breakfast and after school club provision from within the school. They can be contacted on (01224) 524927 should you wish to make enquiries about booking a place with their service for your child.

Due to COVID-19 restrictions, Breakfast Club provision is not currently available. An After School Club provided by Woodside Partnership operates Monday to Friday in another location a short walk from the school. Woodside Partnership staff collect children from school and travel to the provision on foot.

Child Protection & Safeguarding

Kittybrewster School is committed to ensuring that all children and young people get the best start in life and are safe from harm. In order to achieve this Kittybrewster School has systems and processes to identify and address any potential risks to pupil wellbeing.

Kittybrewster School places great importance on empowering children and young people to understand their rights and know how to keep themselves safe by making informed decisions and confidently taking action.

Copies of our Policies can be found here:

Safeguarding <https://glo.li/2UkibaS> Child Protection <https://glo.li/3dGaEXx>

Parental Involvement

Kitty Parent Voice

We value and recognise the important contribution made by parents and carers. We are very fortunate to have a committed Parent Council (Kitty Parent Voice) who assist us in:

- Supporting the school in its work with pupils and their families.
- Support the head teacher and the school in how to involve parents in their children's learning and in the life of the school.
- Represent and provide a voice for parents in the school and Aberdeen City Council on issues that are important to their children and families.
- Encourage links between school, parents and carers, pupils, pre-school nursery groups and the wider local community.
- Actively engage in fundraising activities to purchase items which will benefit pupils across all stages of the school.

Kitty Parent Voice meets on a monthly basis and new members are always welcome.

Contacts:

Chair - Helen Whimster

Vice Chair - Joyce Knox

Secretary - Laraine Eukwu

Treasurer - Kelly Auchnie

Email - pckittybrewster@aberdeen.npfs.org.uk

The Curriculum

Curriculum for Excellence (CfE) is the national curriculum for Scottish schools for learners from age 3 to 18. It aims to raise standards, prepare our children for a future they do not yet know and equip them for the jobs of tomorrow in a fast changing world. Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. From Early, Learning and Childcare (ELC) to Secondary S3, children progress through the Broad General Education. In Secondary S4 pupils progress into the Senior Phase.

The purpose is to help pupils achieve the four capacities:



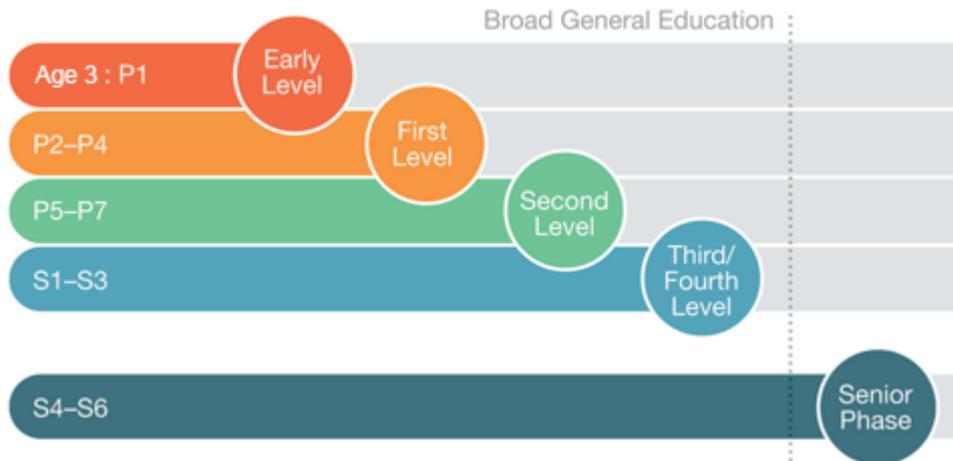
At Kittybrewster School, children's learning and experiences will be planned within the four Curriculum for Excellence contexts for learning: The Ethos and Life of the School as a Community > Curriculum Areas > Interdisciplinary Learning > Opportunities for Personal Achievement

There eight CfE Curricular Areas are:

Expressive Arts	Health & Wellbeing	Languages	Mathematics
Sciences	Social Studies	Technologies	Religious & Moral Education

Assessment and Reporting

Curriculum of Excellence is assessed across five levels. Early, First, Second, Third and Fourth as illustrated in the following diagram:



Assessment is an important part of each child's development. It is the means of obtaining information that allows the teachers, the pupils and parents to make judgements and provide a clear picture about a child's progress. Assessment evidence can be gathered from a variety of sources e.g. Photos/video, Group Presentation, Portfolio Assessment, Individual Presentation.

Teachers, as part of a daily routine, are continuously assessing the children in their class in order to plan programmes of work and check on the effectiveness of teaching methods and resources. Children are encouraged to reflect on their own learning and are given Success Criteria which help them understand the learning process. Also, there are specific assessment tasks set by the teacher to check the attainment of a particular aim or target. These assessments are used to plan the child's next steps in learning and when writing the end of year report to be discussed at parents' evenings.

All schools in Aberdeen City also use standardised assessments to ensure pupils progress to the best of their ability, and to track individual progress.

During the session if a child is having difficulties, parents will be contacted so they can discuss the problem and find out how they can help staff tackle the situation. Parents should also feel free to contact the school if they feel there is a problem.

Religious and Moral Education

As part of the curriculum, pupils will learn about all aspects of world faiths including Christianity. Kittybrewster School has a close relationship with High Hilton Church and the whole school may visit to mark particular religious festivals such as Easter and Christmas. It is the right of the individual parent to withdraw their child from RME. Please make your preferences known to the class teacher.

Support for Pupils

All children learn differently and have varying skills and abilities. At Kittybrewster School we work in partnership with a number of specialist colleagues such as Educational Psychology, School Doctor/Nurse Service, Speech and Language and Autism Outreach to ensure our pupils reach their full potential. A staged intervention process is currently in place to establish potential barriers to learning so that we can plan effectively to provide any support a child may require.

Levels of support within the staged intervention framework fall into the following categories:

Universal Support

Support is delivered by the class teacher through effective differentiation. When appropriate the class teacher will be guided by other professionals in school with particular expertise.

Targeted Support

Is delivered by class teacher and other school staff. When appropriate, support will be provided by services across Education and Children's Services and will be planned through the development of a Child's Plan.

Specialist / Multi-Agency

This support is delivered by the school and others and likely to be highly individualised. Support will be planned and coordinated through the development of a Child's Plan and may involve multiple agencies. This support may be provided on a short- or long-term basis and will be reviewed regularly to ensure your child is progressing.

The attainment of pupils is regularly monitored and for children who may be experiencing difficulties, a discussion will take place between the Class Teacher, Support for Learning Teacher and the school Senior Leadership Team to agree a plan on how best to support your child. Intervention from Nurture or Additional Support for Learning staff is allocated based on need.

To obtain further information on any aspect of additional support needs, please visit Enquire <https://enquire.org.uk/>.

Barnardos Northern Star Support

Currently, we use dedicated a percentage of our Scottish Government Pupil Equity Funding (PEF) to employ the services of a Northern Star Worker. This support is instrumental in identifying and assisting pupils who may benefit from year-round services which provides a link between home and school.

Standards, Quality and Improvement

A copy of our current Standards, Quality and Improvement Plan can be found here: <https://glo.li/3qffVvP>

Education Scotland Inspection reports are available here: <https://glo.li/2VRKjhA>

Our Early Learning and Childcare Provision is regulated by The Care Inspectorate. Care Inspectorate reports are available here: <https://glo.li/3qG97r6>

School Policies

Kittybrewster School policies are regularly reviewed in line with local Authority and National guidance. Copies of school and Aberdeen City Council Policies can be found on our website. <https://glo.li/2Jtl6q3>

Medication in School

Should you require medication to be administered for your child during the school day, parents are asked to call the office so that arrangements can be made to complete the required documentation which will provide details of the medication and any instructions to our staff.

Whilst every effort will be made to support the administration of medication in school, we respectfully ask parents to ensure that no child brings medication into school in their bag and that we have supporting information for all items which should be handed in clearly marked with the child's name.

Phone calls or verbal permission no longer suffice regarding this matter.

A link to our Medication in School Policy can be found here: <https://glo.li/3gYKxNz>

Feedback

Our school recognises the vital role that parents play in supporting their child's learning and is committed to building positive relationships with parents. No matter how strong partnerships are, or how good our policies are sometimes things can still go wrong and there may be occasions when you as a parent wish to express unhappiness or dissatisfaction with Council services, policies or staff behaviour.

Please give us the opportunity to put things right first by contacting the Head teacher or any member of the Senior Leadership Team by telephone, email or in person.

If you are not satisfied that your issue has been resolved, you can then make a complaint using our online form:

<https://www.aberdeencity.gov.uk/services/have-your-say/make-complaint>

You can also make a complaint in person at any council office or by contacting our Customer Feedback Team by telephone or in writing:

Customer Feedback Team
Telephone 01224 523058
Business Hub 6
First Floor South
Marischal College
Broad Street
Aberdeen
AB10 1AB

Our Customer Feedback team follows a complaint handling procedure to make sure that every complaint is dealt consistently and quickly as possible.

Please note that while the information in this handbook is correct at the time of printing, some minor changes may occur by the time it reaches parents.