

KEITHHALL PRIMARY SCHOOL

SCHOOL HANDBOOK

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INTRODUCTION

The staff and pupils of this school would like to welcome you to Keithhall.

It is our hope that your child's experience of primary school will be enjoyable and memorable.

This brochure is designed to familiarise you with the organization of the school in general and to provide you with education information.

Constructive and productive liaison between school, home and the community is vital and we look to you as parents to help us build a successful, happy and well disciplined school.

The information contained in the booklet is as accurate as possible at the time of writing but can be subject to alteration to accommodate changing circumstances.

Please keep this information and add any amendments or additions, which may be issued in the future.

MARIAN YOUNGSON
HEAD TEACHER

OUR SCHOOL AIMS

The school aims were agreed on in consultation with both staff, parents and pupils taking into account the performance indicators from "How Good is Our School?".

At Keithhall School we aim to:

1) Curriculum

Provide a broad, balanced and coherent curriculum which ensures continuity and progression in line with the 5-14 Guidelines

2) Attainment

Through careful assessment, encourage every pupil to achieve his/her potential in all aspects of school life

3) Learning and Teaching

Create an active learning environment where high quality activities are planned and delivered by suitably qualified staff which result in maintaining or improving standards by inspiring and motivating the children to become independent learners

4) Support for Learning

Provide caring support to meet the educational needs of every pupil regardless of gender, race, religion, background or ability.

5) Ethos

Maintain a positive, well-disciplined atmosphere where pupils, staff and parents are proud of Keithhall School and take pride in their own and the achievements of others

6) Resources

Maintain and make the best use of the school buildings and grounds and to ensure that there are adequate resources to deliver the curriculum and other school activities

7) Management, Leadership and Quality Assurance

Ensure the school is well led and managed in a transparent, rigorous and accountable way whereby all stakeholders are appropriately consulted and a system for quality assurance is embedded into all aspects of school life

8) Health and Safety

Keep Keithhall School a healthy, happy and safe place for pupils, staff and visitors

"In a truly educational environment, ideas and activities interact to create insights and knowledge which feeds the seed of wisdom"

BACKGROUND INFORMATION

Keithhall is a small, rural primary school situated approx 2 miles north-east of Inverurie on the Whiterashes Road. It currently has 44 pupils, taught in two classes.

Inverurie is a thriving town some 16 miles west of Aberdeen. Originally the market town for the Garioch district, it has grown considerably during recent years to encompass its share of the increased population which has come to many towns and villages within commuting distance of Aberdeen as a result of the growth of the oil industry. It now boasts an excellent shopping centre, a comprehensive range of leisure pursuits and is the seat of local government for the Gordon Area.

Keithhall offers the seclusion and safety of a small rural school, combined with quick and easy access to all the facilities of a bustling town centre.

The school was built in 1874 and was used as a junior secondary as well as a primary school. After the school leaving age was fixed at fifteen in 1947 the secondary department of the school was closed.

The school comprises of an older main building with one classroom, and a general purpose room which is used for Art, Music, Drama, P.E. and school meals. Several years ago the Early Stages classroom was added

There is a tarred playground, and the school is fortunate in having the use of a sports field which is adjacent to the school grounds and can be used for recreation as well as for games and sports of an organised nature.

The school is surrounded by the woodland of the Keithhall Estate, which abounds with wild life and provides a rich resource for environmental studies as well as a truly idyllic setting.

Our school address is:

Keithhall Primary School
Keithhall
Inverurie AB51 OLX
Telephone : 01467 620497 Fax : 01467 624778
Email : keithhall.sch@aberdeenshire.gov.uk
Website : www.keithhall.aberdeenshire.sch.uk

SCHOOL STAFF
2005 / 2006

HEAD TEACHER (teaches P4-7 approx 3 days, management duties 2 days per week)	Mrs Marian Youngson
EARLY STAGES TEACHER (full time P1-3 class)	Mrs Lynn Anderson
HEAD TEACHER RELIEF (teaches P4-7 class approx 2 days per week)	Mrs Fiona Duncan
SUPPORT FOR LEARNING (visits school 1 morning or afternoon per week)	Mrs Sarah Barrett
VISITING SPECIALIST - PHYSICAL EDUCATION (Term 1 and 3)	Mrs Melanie Begg
VISITING SPECIALIST- DRAMA (Term 2 and 4)	Mrs Margaret Hearne
VISITING SPECIALIST - MUSIC (Term 3)	Mrs Lisa Fletcher
VISITING SPECIALIST - ICT (Term 4)	Miss Holly Lyon
VISITING SPECIALIST - SCIENCE (Term 1, 2 and 4)	Mrs Sue Rucklidge
SCHOOL CHAPLAIN	Mrs Margaret Robb
SCHOOL ADMINISTRATOR (Mon, Wed, Fri mornings)	Mrs Julia Wilkie
SUPPORT FOR LEARNING AUXILIARY / CLASSROOM ASSISTANT (total 18.75 hours per week)	Mrs Heather McKay
SUPPORT FOR LEARNING AUXILIARY	Mrs Anne Barnes
LUNCHTIME AUXILIARY / PLAYGROUND SUPERVISOR / CLERICAL ASSISTANT	Mrs Betty Jamieson
SENIOR CATERING SUPERVISOR	Mrs Jackie Low
CLEANER	Mr Gordon Duncan
JANITOR (visits school Wed afternoons)	Mr Kenny Moir

<u>THE SCHOOL DAY:</u>	Primary 1 – 3	9.00am - 10.30am 10.50am - 12.20pm 1.15pm - 2.30pm
	Primary 4 – 7	9.00am - 10.30am 10.50am - 12.20pm 1.15pm - 3.15pm

ENROLMENT

Enrolment to Primary 1 usually takes place in January of each year following notification by the Education Authority in the local press.

The Primary 1 induction programme will take place between Easter and summer each session. Visits are organised for the new entrants and/or their parents to come into school and spend some time meeting with their new teacher, staff members, other parents, and of course, the pupils.

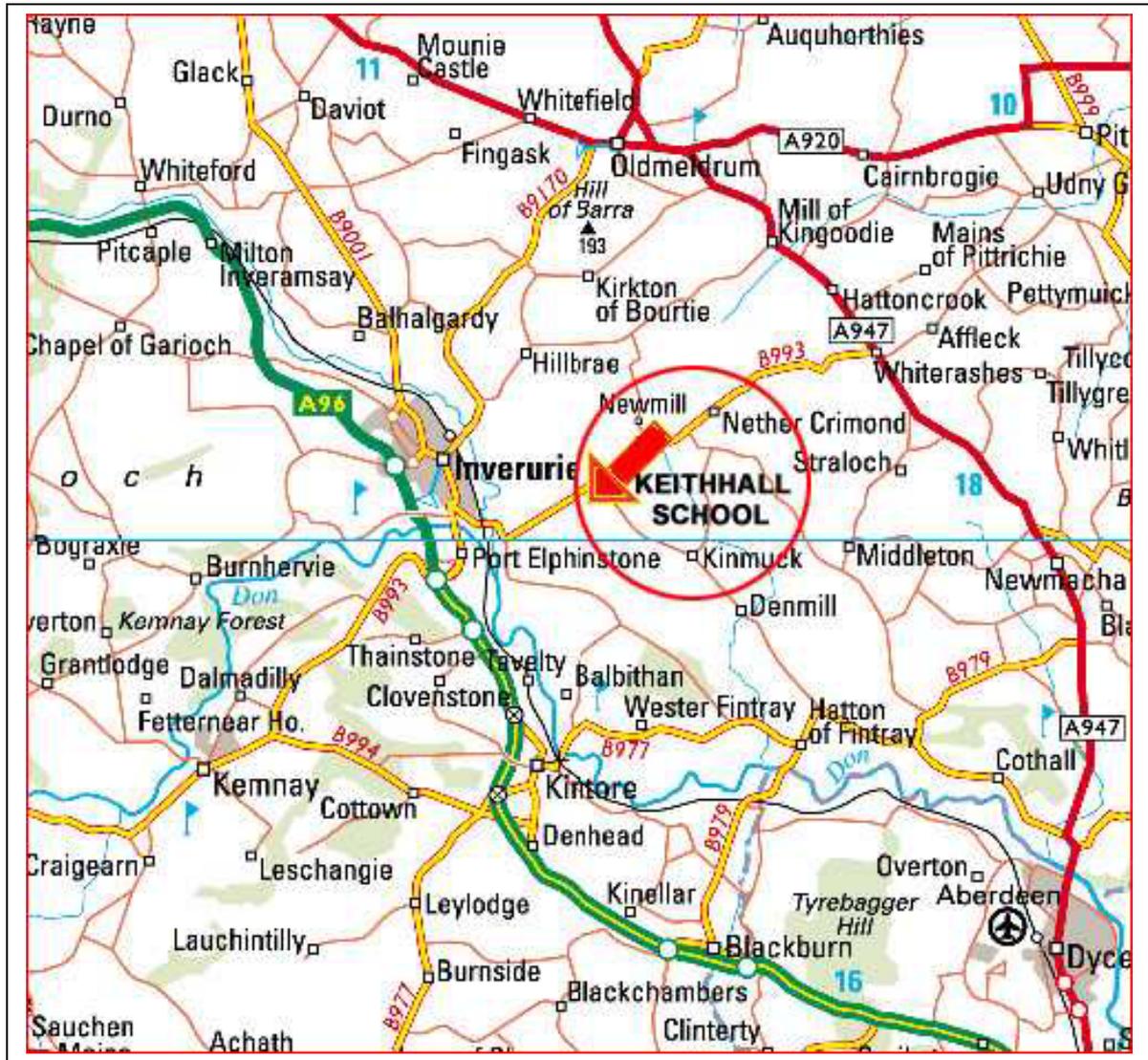
Our new entrants attend school for half days initially and will be attending school full time after four weeks.

New Admissions / In-Session Transfers

Parents who wish to enrol their children at the School are asked to make an appointment with the Head Teacher. A visit is arranged to allow the family to meet their child's teacher and class.

At Keithhall School we are pleased to show parents and children round the School and do all we can to make them feel welcome.

WHERE TO FIND US



THE CURRICULUM

The curriculum followed at Keithhall School is that laid down in the Scottish 5 - 14 Guidelines.

The curriculum consists of the following subject areas:

- English Language (Reading, Writing, Talking, Listening)
- Mathematics
- Environmental Studies
- Enterprise Citizenship
- Expressive Arts
- Religious and Moral Education (R.M.E.)
- Health
- Modern Language (M.L.P.S.) - French
- Personal and Social Development

Obviously there is a considerable overlap in the above areas and this is reflected in the school's planning and teaching.

English Language

English Language consists of four areas, Reading, Writing, Talking and Listening, all of which interlink.

Without an understanding of language, progress in any curricular area, and indeed in life in general, is difficult. We therefore give it high priority and try to encourage our children to read fluently, both for information and pleasure, to write neatly and accurately, creatively and factually, to listen attentively and to talk confidently and expressively. We try to give them some understanding of the basic principles of language, its structure and usage.

Mathematics

The main areas of the mathematics curriculum are:

Number, money and measurement.

This includes addition, subtraction, multiplication and division as well as money, all types of measure, vulgar fractions, decimal fractions, percentages, ratio, pattern and sequence.

Shape position and movement.

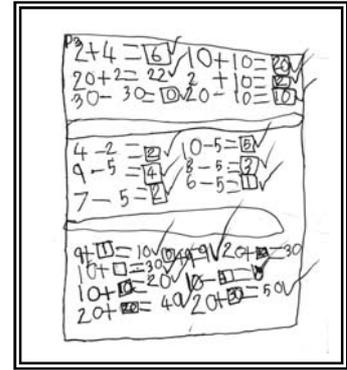
This area covers the properties of 2 and 3 dimensional shapes, symmetry, angles, direction and co-ordinates.

Information handling.

This involves the gathering, organising, displaying and interpreting of data.

Problem solving.

This area allows children to apply their mathematical skills to solve problems as well as to experience and discover different problem solving strategies.



Environmental Studies

The central aim of Environmental Studies is to provide children with experiences through which they can achieve knowledge and understanding of the environment, develop positive attitudes to it and acquire skills which will enable them to interact effectively with it.

The environment, past and present, near and far, provides an invaluable resource. From this resource pupils can develop their knowledge, skills and attitudes.

Environmental Studies consists of the following main components:

- Science
- Social Subjects
- Technology

The school's Environmental Studies programme includes Enterprise Education and Citizenship. There is also a strong emphasis on ecological matters and Keithhall is currently working towards Green Flag status as an Eco-School.

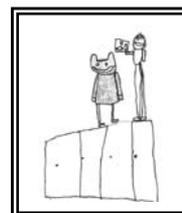
Expressive Arts

The Expressive Arts are:

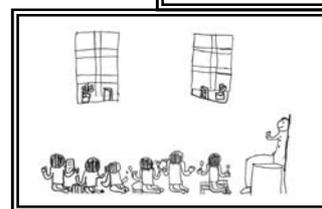
- Art and Design
- Drama
- Music
- P. E.

Art and Design activities promote discovery and understanding of ideas and feelings and provide a means of expressing these. Children are enabled to work in a variety of media and to display their work attractively.

Drama extends and builds on children's natural tendency to use imaginative play to explore, order and make sense of themselves and their world. Our children are encouraged to use language, movement and mime to express feelings, ideas and thoughts.



Music is an important part of social culture and can enrich the lives of our children, promoting their personal, intellectual and social growth. They learn to make their own music, listen and respond to music, and develop some knowledge and understanding of what music is.



P.E. provides an opportunity for children to develop practical, social and perceptual skills as well as promoting aesthetic development. At Keithhall we aim to give every child stimulating and enjoyable experiences to this end. We also aim to promote positive attitudes towards health, fitness and recreation for the future

Religious and Moral Education (R.M.E.)

Religious and Moral Education (R.M.E.) may be taught as a discrete subject, or as part, for example, of an Environmental Studies topic. In common with all subjects the development of pupils' spiritual, moral, social and cultural values is given due regard.

The three components of R.M.E. are:

- Christianity
- Other World Religions
- Personal Search

Regular assemblies are taken by the Head Teacher, School Chaplain, Staff, Visitors to the School, or by the pupils themselves.

Parents have the right to withdraw their child/children from Religious Education and/or Observance. These requests, however, should be made in person or by letter to the Head Teacher.

Modern Languages

Experience of other languages is an area of learning which we believe to be extremely valuable.

French is taught to Primaries 4, 5, 6 and 7 several times a week. Aberdeenshire can arrange to teach Gaelic or other lesser used languages. This may be at another school or centre. Please ask for further details.

Liaison takes place between other primary schools which feed to Inverurie Academy in order to help ensure that pupils transferring to secondary school do so with the same basic grounding in either French or German.

Personal and Social Development (P.S.D.)

Throughout their primary schooling, pupils at Keithhall School will be taught and encouraged to learn and practise skills which will enable them to look after their personal needs, work independently, participate effectively in groups; make their own decisions and assess their own abilities and capabilities. P.S.D. is planned and taught in individual classes through lessons and Circle Time. Whole school assemblies which take place weekly also cover P.S.D. issues. Through a variety of approaches pupils will develop self-awareness and self-esteem and also develop their interpersonal relationships, their independence and their interdependence.

Health

Health Education is taught through a cyclical programme of work which covers physical, emotional and social health. Within these headings issues such as drug education, nutrition, safety, relationships and looking after your body.

Sex Education

As part of Health Education we use the Channel 4 Sex Education Programme to help the children discuss and understand their physical and emotional development.

Senior girls are made aware of the availability (and siting) of sanitary towels when they require them, every effort being made to maintain privacy and discretion on this sensitive issue.

ADDITIONAL SUPPORT NEEDS

In line with the Education (Additional Support for Learning) (Scotland) Act 2004, the term special educational needs will no longer be used. The term additional support needs will be used instead.

A child or young person may need additional support if they

- are being bullied
- have learning difficulties
- are deaf or blind
- are particularly talented
- have been bereaved
- do not attend school regularly

All children and young people may need support at some point to help them benefit from school education. Most of the time the class teacher is able to provide the help that many children and young people need.

If Class Teachers have concerns about a child, these will be shared with parents. The school recognises the importance of working in partnership with parents at all times.

The Support for Learning Teacher can offer support to those pupils who have additional support needs. Tests may be administered which help diagnose problems with learning and also identify specific difficulties.

The Support for Learning Teacher works closely with the Class Teacher to devise and implement work plans that meet the specific needs of pupils. The policy of Early Intervention is accepted by all school staff and pupils will be supported as early as possible in their school life.

Some children may only need support for a short time while others may receive support throughout their time at Keithhall.

Should children require it we can call on the expertise of Speech and Language Therapists, Occupational Therapists, Educational Psychologists, Behaviour Support Staff, School Nurse and School Doctor.

The school's Educational Psychologist works in partnership with the school to support pupils.

During routine visits to the school, the Psychologist meets with teachers to discuss concerns about whole school issues, class management and meeting the needs of individual pupils. Many of these consultation meetings are informal and aim to develop strategies the teacher can use to bring about positive change. The Psychologist may spend time observing in classrooms or in the playground to support teachers in assessing how different circumstances and teaching approaches affect learning and behaviour.

When concerns persist, the school and Psychologist may feel that a more formal meeting is needed. If the concern is about a pupil, the school will ask parent's

permission to hold a formal consultation meeting. This is a problem solving discussion led by the Psychologist, with school staff and sometimes other professionals who may be able to help. Parents will be invited to take part and the child or young person can also be helped to contribute. The aim is to agree a plan of action to bring about positive changes for the child or young person.

There may be a few children and young people who may need more help than the school can give. They may need significant help from, for instance, health services or social work services. In these cases a Co-ordinated Support Plan will be written which will state the help that is being given. The authority in partnership with schools, health and social work are developing procedures to put these in place.

Parents who have concerns about their child should as a first step discuss them with the relevant teacher or Head Teacher. Priorities for the Psychologist's work in school are negotiated between the Psychologist and the Head Teacher.

Further information about the Educational Psychology Service is available from the school.

FORMATIVE ASSESSMENT AND NATIONAL ASSESSMENTS

Children's progress is continuously monitored by teachers through day to day class work, homework, formative and summative assessments. Teachers share learning intentions and success criteria and children are actively encouraged to be involved in self assessment and peer assessment where appropriate. At Keithhall we aim to help our pupils become responsible for their own learning

All assessments are used to provide formal reports to parents every year in order to inform them of their child's progress.

When a child leaves Keithhall School his/her progress records will be sent to the new school.

National Assessments in Reading, Writing and Mathematics may be carried out at anytime during the course of your child's time at school. When your child's class teacher believes that the child has attained a Level then he/she will sit a National Assessment. You will be notified when your child attains a Level. In Mathematics, Reading and Writing.

Level A - should be attainable by the end of P3 by almost all pupils.

Level B - should be attainable by most pupils by the end of P4.

Level C - should be attainable by most pupils by the end of P6.

Level D - should be attainable by most pupils by the end of P7.

Level E - should be attainable by most pupils by the end of S2.

Level F - should be attainable in part by some pupils, and completed by a few pupils in the course of P7-S2.

REPORTING TO PARENTS

At Keithhall School we follow a system of reporting to parents which is as follows:

- a parent interview in October to discuss the child's early progress at their new stage
- an official Aberdeenshire Council report is issued to all parents in May
- a parent interview in May to discuss the child's progress over the session and the suggested further development

Parents should feel free to contact the school if they have any query about their child's work or progress. Parents are also urged to make contact if they feel that their child is experiencing behavioural or emotional difficulties in order that parent, child and teacher may work together to solve the problem.

Open afternoons where you can visit your child's class and join in activities take place twice a year.

EDUCATIONAL TRIPS

Class Outings may be just in the close proximity of the school (within walking distance), or can extend further a field, where transport is required. Outings throughout the session are usually connected with some aspect of classroom work. Children who go on school outings must have a permission slip completed by a parent or guardian.

When transport is required, a permission form must be completed.

BEHAVIOUR AND DISCIPLINE

Good behaviour and discipline are essential ingredients for a happy and safe school community.

While at Keithhall School pupils are expected to behave with respect for others and for themselves, they are also expected to respect the school building, its grounds and property.

The good relationships which exist between members of staff, pupils and each other are of great benefit to us here at Keithhall. The behaviour problems we meet are generally minor and can be dealt with in an informal manner. Our Discipline Policy is contained in Appendix I. We would ask that parents please support this policy.

C.A.L.M.

Certain members of our staff have been fully trained on a behaviour management programme called C.A.L.M. (Crisis and Aggression Limitation Management). This was organised for us by Aberdeenshire Education Authority. We use this programme to help a child return to a calmer frame of mind by de-escalating and re-directing some situations that cause them distress.

On very rare occasions it may be appropriate for us to stop a child from hurting him/herself by gently holding them until their crisis has passed. Staff try always to be aware of children's 'triggers' and the first steps would always be to re-direct and divert attention. If this intervention were necessary parents would of course be told immediately and have this confirmed in writing.

ATTENDANCE

Parents are legally obliged to ensure that their children attend school regularly. All schools in Scotland are required by the Government to collect figures on "authorised" and "unauthorised" absences. We request that children who have been absent bring a note for their teacher with a brief explanation for their absence or for the parent to telephone the school.

ABSENCE

If a child is to be absent parents should inform the school by 9.30am. If the school has not received notification by 9.30am, a member of staff will telephone the child's parent or emergency contact to ascertain that he/she is safe. Your child's safety is our priority

SCHOOL MEALS

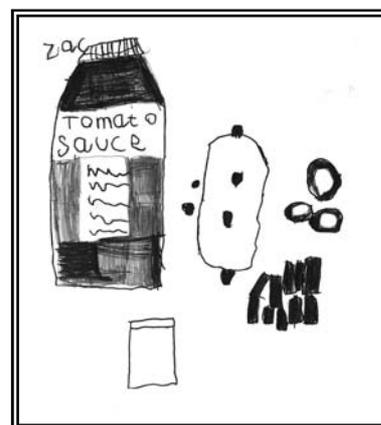
Our school meals are cooked at Inverurie Academy and transported to us here at Keithhall.

Special diets, e.g. vegetarian are available on request.

Packed lunches may be brought to school.

Our dining attendant sells lunch tickets on Mondays.

Supervision at lunchtime is carried out by the Lunchtime Auxiliary.



Any parent who is in a position to claim free meals may do so by speaking directly to the School Administrator who deals with the applications in strict confidence.

The meals served at Keithhall School are varied and of good quality.

CLOTHES FOR SCHOOL

At Keithhall we believe that wearing school sweatshirts gives the children a sense of identity both in school and also when out of school on visits, outings, etc.

Our school sweatshirts, polo shirts and fleeces with the school logo are ordered at intervals during the school year and can be obtained by contacting the School Administrator.

Any parent who is in a position to claim a Clothing Allowance may do so by speaking directly to the School Administrator who deals with the applications in strict confidence.

We would welcome parental support in discouraging the wearing of make-up and unsuitable items of jewellery, e.g. dangling earrings, and encouraging school uniform and sensible dress.

For Health & Safety reasons, pupils must remove ear-rings and other items of jewellery before taking part in Physical Education lessons to prevent any accidents which might occur – ear lobes- being torn, for example by ear-rings being pulled.

CLOTHES FOR SCHOOL (contd.)

Where a pupil is unable to remove jewellery, for some medical reason, he/she must cover these with sticking plaster.

Special Clothes

In the interest of hygiene and safety children must change for Physical Education. They should bring shorts, t-shirt and gym shoes on the appropriate days. It should be noted that all items of jewellery should be removed before participating in Physical Education classes.

Parents may wish to provide painting overalls to protect their children's clothes during art or other potentially messy work. An old shirt is ideal.

Footwear

In order that the fabric of the school is preserved in good condition it is essential, particularly in bad weather that a change of footwear is provided. There is no obligation to provide a particular type of footwear: slippers, sandals, shoes or gym shoes are all acceptable.

We would ask all parents to please mark all clothes, clearly with their child's name - in particular gym shoes.

Outdoor Weather

The children are frequently outside in all sorts of weather. Please ensure your child **always** brings a jacket to school regardless of weather. Warm clothes including gloves and hats are essential in winter. A sunhat is advisable during sunny weather.

Please note, fleeces are not windproof and are not a suitable alternative to a jacket.

There are no drying facilities at school. A spare pair of socks is useful to keep in you child's school bag in case of wet feet.

HOMEWORK

All Pupils at Keithhall are set homework to help develop independent learning skills and to sometimes help develop, revise and consolidate homework. The pupils will never knowingly be asked to initiate a new concept at home without having learned the appropriate skills necessary. Parents are asked to please encourage and assist their children when necessary by providing, for example, a suitable time and place for homework.

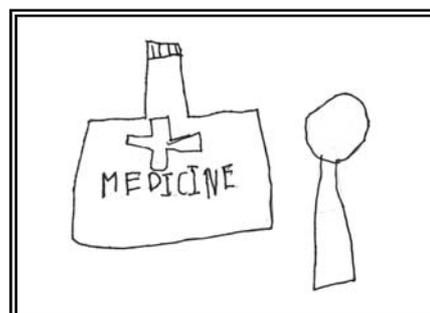


Our Homework Policy is to be found in Appendix 3.

HEALTH AND SAFETY

Health Care

The Education (Scotland) Act, 1962, provides that school children shall be medically examined from time to time to try to ensure that ill-health does not affect their education. A medical inspection, by the school nurse, is usually carried out on all infant entrants some time during their first year at school. Follow-up examinations of ears, eyes, etc. are also carried out for certain age groups.



Dental Inspection

The same act provides that school children shall be examined for dental health from time to time. However, where any treatment is required thereafter, this will be carried out after consultation with, and the consent of, the parents.

Speech Therapy

Pupils are referred to the Speech Therapist on the advice of the Head Teacher after consultation with the parents whereupon the therapist may provide any necessary treatment.

Audiologist

The audiologist visits occasionally and tests the hearing of various age groups.

Psychologist

From time to time the school may ask parents' permission to refer a child to the school psychologist. This may be for a variety of reasons, social or educational and should be seen as positive additional support.

HEALTH AND SAFETY (contd.)

Medical Conditions

Parents are requested to inform the school of any significant medical condition in order that staff may be made aware and any precautionary steps taken.

Parents can, from time to time, request the school to issue medication to pupils, using the appropriate forms. Copies are found in Appendix 4.

You are asked to please note the following:

- a) children who are feeling ill should not be sent to school
- b) there is no legal duty which requires school staff to administer medication; this is a voluntary role

Accidents/Injuries

Any minor injuries will be dealt with by staff. However, if there is any doubt as to the seriousness of the injury the parent will be notified as soon as possible. It is very important, therefore, that the school has up-to-date emergency contact information.

All staff, pupils and users of the school should familiarise themselves with the location of the First Aid Boxes (by the sink in the P4-7 classroom and P1-3 classroom).

Head Lice

If a child is reported to have head lice, all parents will be notified by letter. You would also receive information regarding the treatment of head lice.

Fire Drill

Fire Drill procedures are posted throughout the school. All staff, pupils and users of the school must familiarise themselves with these procedures.

Fire Drills are held at least once per term under varying circumstances.

Cycling Proficiency

To encourage safe road usage and to heighten the children's safety awareness, we arrange for those children who are eligible (they must be 9 or over) to take their Cycling Proficiency Test. This is done every second year and we rely on parents to assist with this, in collaboration with the Area Accident Prevention Officer and Head Teacher.

HEALTH AND SAFETY (contd.)

School Security

After entering through the Security Door all visitors to the school must sign in and report to a member of staff.

Child Protection

As every teacher has an obligation to report abuse or suspected abuse, the following statement has been prepared and agreed across the three local authorities of Aberdeenshire, Aberdeen City and Moray, for inclusion in School Handbooks.

“Given on-going public concern on the subject of child abuse, and changes in the law, schools are now required to report if we think 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 the task.

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 Reporter and under these circumstances, the parent would not normally be consulted first.”

EMERGENCY CONTACTS / SCHOOL CLOSURE

Although it rarely happens, on occasion if a child becomes ill, or has an accident and we are unable to contact either parent it is necessary for us to have the name, address and telephone number of someone who can take responsibility for the child. Forms are distributed for this purpose on an annual basis.

On occasions the school must be closed unexpectedly, either because of inclement weather conditions, or some other unforeseeable emergency. There should be a telephone number of someone to whom a child can be sent if we fail to contact his/her parents. This is different from the emergency contact in that the latter can be a relative or friend who lives anywhere **within travelling distance of the school** but a storm contact **MUST** be **within easy** reach for obvious reasons. I would emphasize that no child will be sent anywhere without parents or contact being informed. The names, addresses and telephone numbers of storm contacts are also collected annually.

Copies of Aberdeenshire Education & Recreation and Keithhall School Adverse Weather Guidelines can be found in Appendix 5.

SCHOOL TRANSPORT

Pupils living more than 2 miles from the School are entitled to free transport if they live within the school's designated zone.

Children are expected to wait no more than 15 minutes in stormy weather and 30 minutes in other conditions for school transport. If transport does not arrive any parent who transports their child to school will be responsible for taking that child home again. In stormy weather, if school transport does not arrive it will automatically mean the school will be closed. Moreover I would stress that parents should keep their children at home if their knowledge of the area in which they live suggests that the weather is going to make it difficult for them to get home later in the day.

We expect all pupils who travel by school transport to behave accordingly while on the vehicle.

Forms of application for transport are supplied for you when your child is enrolled at Keithhall School. If you have any queries with regard to school transport, please contact either the school or the Public Transport Unit, tel 01224 664581.

Farepaying pupils can purchase a School Term Privilege Pass from the Public Transport Unit. Farepaying pupils who use school transport may purchase 10 Journey Privilege Tickets from the school.

INSURANCE (Aberdeenshire Council position)

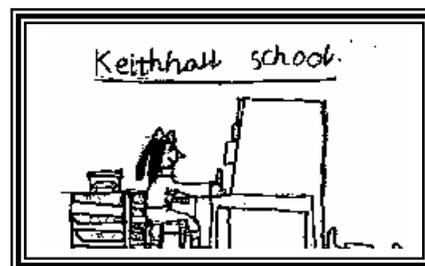
No insurance cover is held by Aberdeenshire Council to provide automatic compensation in the event of a personal accident or death. It is your responsibility as a parent to insure your child for personal accident or death if you feel this is appropriate.

Aberdeenshire 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 the negligence of the Council or its employees. However, if there is no negligence, no claim would be accepted by the Council.

From time to time parents are asked to drive groups of children on visits, outings, etc. All parents are asked however to check their own insurance policies to ensure they are covered for this purpose before offering this service.

PARTNERSHIP WITH PARENTS AND THE COMMUNITY

All of us at Keithhall School are committed to fostering early links between School, home and our local community. We believe these links are vital to the happy and smooth running of any School.



Communication

There are various ways in which you may be kept up to date about school information:

- by telephone
- by letter
- by notes, in, for example, homework books
- by the children
- parents' evenings
- P. S.A.
- School Board

Letters/notes home are issued to the children. Please, please, check your child's bag on a regular basis! Remember too, that if you have any problems please get in touch with the School. You may drop by for an informal chat at the end of the school day or you can telephone the school during breaks and lunchtimes.

Parental Involvement

We value greatly the considerable input which parents provide at Keithhall especially those who volunteer their help in school and at home. We believe that as our curriculum broadens every parent has something to offer in the way of support. If you feel you can help in any way please contact the school. We would be delighted to hear from you! All volunteers who help in schools must complete a Disclosure Scotland form. These are available from the school office.

The School in the Local Community

As a rural school Keithhall is at the heart of the community. We benefit from the experiences of the local population to help us with many of our school projects.

At Keithhall School we believe we must work in partnership with members of the community - parents, school staff, pupils, friends, businesses, church, etc.

TRANSFER TO SECONDARY AND SCHOOLS CLUSTER

On completion of Primary Seven our pupils usually transfer to Inverurie Academy.

Each year in June a member of the Guidance Staff from Inverurie Academy visits our school to talk with the P7s about their transition to secondary school. The P7s also spend two whole days at the Academy in early.

There is also an evening meeting at the Academy for parents to find out about and discuss their children's future education at secondary school.

Inverurie Community Schools Network

Keithhall School is one of ten primary schools associated with Inverurie Academy. Belonging to a group like this ensures a similarity in approach in transition from primary to secondary school, fosters relationships and co-operation between the schools and acts as a support for curricular change and its implementation/application.

PARENT STAFF ASSOCIATION

The entire parent body as well as staff constitute the P.S.A. at Keithhall School. We meet once a term or more often if necessary, and our function is primarily but not exclusively concerned with fundraising and parental involvement. The P.S.A. provides much needed funding for additional activities. The strong support and commitment by its parent members is much appreciated.

SCHOOL BOARD

Keithhall has a caring and committed School Board which meets 6 times a year. Parents and members of the public are welcome to attend meetings as observers unless anything of a confidential nature is being discussed. Any parent who has any queries for the Board or wishes to bring something to the Board's notice should contact any Board member.

Rights and Duties of the School Board

The School Boards Act has given the Board various rights including the following:

- to receive advice and reports from the Head Teacher
- to approve the Head Teacher's plans for the use of capitation allowance
- to receive financial information from the local authority concerning past and future expenditure on the school
- to have any matter raised at a School Board meeting considered by the Head Teacher and the Education Authority

SCHOOL BOARD (contd.)

The duties of the School Board include:

- to promote contact between school, parents and the community
- to find out what parents views are, to agree to parents requests for meetings and to consider any resolutions passed at a meeting of parents
- to report to parents at least once a year and to make documents relating to School Board meetings available at the school
- to participate in the selection of promoted staff
- to control use of the school premises outwith school hours, subject to any direction by the Education Authority
- to encourage community use of school premises

This is a brief summary of the rights and duties of the School Board. For further information please contact any School Board member.

KEITHHALL SCHOOL
SCHOOL BOARD MEMBERS

Chairperson	Mr Keith Eagles 2 Beechfield Keith Hall Inverurie AB51 0LW Tel : 01467 672337	
Members of Board	Mr Simon Robson West Tower Keith Hall Inverurie AB51 0LD Tel : 01467 620182	Mr Robert Stather The Beeches Bankhead Steading Keith Hall, Inverurie AB51 0LQ Tel : 01651 882377
	Mr Alasdair Fergusson Craigharr Steading Keith Hall Inverurie AB51 0LN Tel : 01651 882756	
Staff Member	vacancy	
Co-opted	A Stuart Upper Crimond Keith Hall Inverurie Tel : 01651 882215	Mr Alasdair Fergusson Craigharr Steading Keith Hall Inverurie AB51 0LN Tel : 01651 882756
Councillor	D Cameron Elm Lodge 30 Forest Road Kintore Tel : 01467 632341	
Clerk to School Board	Mrs Julia Wilkie 19 Maitland Path Inverurie AB51 4ZT Tel : 01467 624549	

APPENDIX 1
KEITHHALL SCHOOL
DISCIPLINE POLICY

Introduction

In order to create and maintain a safe, secure and caring environment and a relaxed, happy atmosphere for learning a policy on standards of behaviour must exist. It is, therefore, necessary that all pupils, staff and parents are familiar with the contents of this policy.

We recognise that, for the most part, the behaviour of pupils at Keithhall School is of a very good standard and few problems arise. All staff are involved in promoting:

- high expectations
- good self-esteem
- positive behaviour programmes
- the use of ASSIST, a solution focussed support system, for dealing with unacceptable behaviours
- encouraging pupils to take responsibility for their behaviour, and
- developing strong, healthy pupil / staff relationships.

Examples of promoting positive behaviour at Keithhall School include:

- Golden Time
- Circle Time
- Recognition of a wide variety of achievements in class, assemblies and monthly newsletters
- Careful use of praise
- A buddy system for looking after new pupils

School Rules

The pupils and staff have worked together on creating the rules listed below. We have discussed why they exist and for whom they exist. They are displayed in both classrooms, the Link Area and the GP Room. We will talk about the rules on a regular basis and thus may add to or delete from the list as circumstances change.

- 1) Play nicely together.
- 2) Be polite, kind and friendly to everyone.
- 3) Behave sensibly.
- 4) Always get on with your work and try your best.
- 5) Have a positive feeling towards work and being at school.
- 6) Please keep the school and the grounds clean and tidy.
- 7) Remember to stay in the school grounds and only leave if you have permission from a staff member.
- 8) Let a staff member know promptly if a visitor arrives.

ASSIST (AberdeenShire Staged Intervention Supporting Teaching)

The purpose of this system is to deal with low level disruptive behaviour. It takes a 'no blame and 'solution focused' approach based on practical experience and well researched principles which are listed in Appendix 1.

ASSIST is good for pupils in that its structure:

- assists early intervention, thus preventing the escalation of unwanted behaviours
- aids the early identification of pupils with significant needs
- widens teaching approaches
- reduces premature upward referral

ASSIST is beneficial to staff through aiding:

- the development of sustainable solutions
- reducing stress
- increasing confidence
- making an impact on difficult classes

Mrs Anderson has undergone the ASSIST training course for behaviour coordinators. When the need arises, time is made available for teachers to use the ASSIST approach with other staff.

Discipline Procedures

All staff are responsible for maintaining discipline at Keithhall School. The influence of the adults is vitally important and expectations in terms of behaviour should be made clear to the children.

When behaviour is unacceptable the member of staff follows a certain progression. The steps may be jumped as deemed appropriate by the member of staff.

- The pupil will be 'checked' verbally by the teacher.
- The pupil will be taken to one side to allow discussion on why the behaviour is unacceptable and the possible consequence.
- The staff member will take an appropriate measure in response to the unwanted behaviour. This could be selected from the 'Courses of Action' section.
- A written record of the incident is kept, using a yellow incident form (Appendix 2).
- The ASSIST Level One intervention will be put in to action as outlined in the flowchart (Appendix 3).
- The head teacher will be informed regarding the behaviour of the child and the measures implemented.
- At this stage if the behaviour continues to be disruptive, parents will be contacted and invited along to discuss the situation and to become involved in a joint approach.
- The ASSIST Level Two intervention will be put into action.

- Referral, with the parent's approval, may be made to the Educational Psychologist who can attempt to assess any underlying reasons for the behaviour and advise both home and school as to how to effectively tackle the unacceptable behaviour.
- The ASSIST Level Three intervention will be put into action.

In extreme cases of indiscipline ultimate sanctions which are at the disposal of the authority are exclusions. At this stage Aberdeenshire Council policy will be strictly followed.

Standards of Behaviour

Certain minor problems can arise in school as a result of behaviour that is regarded, for children at any ages, as the normal process of growing up. Everyday squabbles are normal and sometimes necessary part of a child's social development. As such, pupils are encouraged to try and cope with the situation without adult intervention. Through activities relating to religious and moral education, personal and social education, environmental studies and health, pupils are encouraged to care for others, thus fostering good and healthy relationships.

If a child is extremely upset by the actions of another or others on the school premises, members of staff will use their professional judgement and take appropriate action in order to resolve the issue fairly and sympathetically. All pupils will issued with the pupil complaints procedures annually (Appendix 4) to help guide them in deciding how to handle a situation.

Unacceptable Behaviour

Some examples of behaviour which are regarded as unacceptable are:

- Fighting including play fighting and practising a martial art
- Bullying
- Causing harm to oneself or others due to unruly, disrespectful behaviour
- Using threatening words or gestures
- Offensive language or gestures including swearing, racist remarks and comments which are designed to degrade someone on the basis of their religious beliefs, disabilities or weaknesses, sex or sexuality
- Tampering with or taking other people's possessions
- Deliberately damaging school property, furniture or equipment, and
- Deliberate disobedience.

Courses of Action

Staff do their best to exercise sensitivity and understanding when dealing with children who display unacceptable behaviour. Incidents in question will always be discussed with pupils so that they are fully aware of why a particular course of action is taken.

In the event of a pupil behaving unacceptably, they will be dealt with in what is considered the most appropriate way. This may include using the following courses of action:

- A warning
- Losing Golden Time minutes
- Written explanation by the child as to why his or her behaviour is unacceptable
- Detention during break or lunch time (NB Research has shown that losing a couple of minutes is just as effective as a whole break)
- Removal to another area of the classroom to work in isolation
- Purposeful 'good deed' by the pupil
- Withdrawal of privileges
- Exemption from extra curricular activities
- Repairing damage done or cleaning up an area deliberately misused

Equal Opportunities

Occasionally Keithhall School may enrol a child who may have been previously identified with social, emotional or behaviour difficulties or whose disability affects their behaviour. In such instances the head teacher is required by Aberdeenshire Council to complete a care plan and individual risk assessment to ensure that the child's needs can be effectively met. The courses of action and the approaches adopted will usually be in line with the procedures outlined in this policy. However adaptations may be required and will be the subject of discussions between home, school and external agencies such as the Educational Psychologist and School Doctor.

Conclusion

At Keithhall School the standard of behaviour is generally very good. From time to time a pupil may conduct his or herself in an unacceptable manner. In order to help pupils overcome the difficulties which may be experienced on these occasions it is important to remember that the child's whole development and welfare is the joint responsibility of both school and home. In the best interests of every child it is vital that mutual and consistent caring support is given at all times.

APPENDIX 2
KEITHHALL SCHOOL
ANTI-BULLYING POLICY

Bullies

There can be no realistic definition of a bully. Bullies are not recognisable stereotypes and they do not bully for the same reasons.

Bullies tend to lack empathy; they can not imagine how the victim feels. They tend to lack guilt; they rationalise that the victim somehow "deserves" the bullying treatment.

Victims

Bullies pick on vulnerable children, but it is difficult to judge in advance who might be seen as vulnerable.

Victims may be pupils who:

- are new to the school
- are different in appearance, speech or background from other pupils
- suffer low self-esteem (it is not clear, however, whether this is the cause or effect of bullying)
- demonstrate "entertaining" reactions when bullied, e.g. tantrums, loss of control
- are more nervous or anxious

The victim, however, may be the child in the wrong place at the wrong time.

How Do We Prevent Bullying?

Bullying can happen in any school and can be a big fear for many children at different times throughout their school lives. There is no simple solution and even with the best intentions and strategies some bullying may take place. At Keithhall School we feel that bullying is not to be tolerated and that the best approach is a preventative one which encourages pupils, parents and teachers to speak out.

Dealing with bullying issues through normal classroom work, e.g. in drama, health education, language work, etc, is also recommended and keeps up a level of awareness and involvement amongst pupils.

Pupils, staff and parents should also be aware that there is a procedure to be followed when an incident is reported.

What Happens (Procedure) When Someone is Bullied

- 1) The teacher to whom the incident has been reported should gather as much information as possible from the person being bullied, the person accused of bullying and any on-lookers, eg other pupils, playground supervisor.
- 2) The teacher will speak to both parties involved together, if appropriate.
- 3) A decision on action based on the information gathered will be taken by the teacher, in consultation with the Head Teacher.
- 4) Other teachers and staff involved with the children will be informed.
- 5) The decision on whether or not it is necessary to inform parents will be taken by the Teacher and/or the Head Teacher.
- 6) An Incident Record form will be completed, an example of which is attached.

KEITHHALL SCHOOL

INCIDENT RECORD

DATE :

INCIDENT :

ACTION :

SIGNATURE :

APPENDIX 3

KEITHHALL SCHOOL

HOMEWORK POLICY

Keithhall School's homework policy was written as a result of consultation with the School Board, parents, pupils and staff. Account has been taken of the Scottish Executive Education Department statements and documents. At Keithhall we see homework as an extension of the home/school partnership where teachers, parents and pupils can work together for the good of the child. We believe all partners should be fully aware of their role within this partnership.

We hope what this policy helps to clarify the purpose of homework and to define roles.

Why Give Homework?

- it helps establish good work habits
- it helps parents to keep in touch with their child's learning
- it provides a chance for children to practise and reinforce learned skills outwith the school environment
- it gives an opportunity for parents and children to work together

Homework Should Not:

- be a struggle or a cause for undue friction
- interfere unduly with the child's useful leisure time
- take a very long time to complete
- regularly be work which was unfinished at school without prior discussion with parents and Head Teacher and without other strategies for completing tasks being already in force. It is important that children learn to focus on their work during school hours and not rely on finishing it at home. Teachers require to assess work done and this is often more meaningful if work has been supervised at school. There will, however be occasions when work may be required to be completed at home. If the teacher has not let you know of any lack of application during school hours, then this will not have been a punishment, but simply a convenient way of speeding things up!

Parents are welcome to contact the school to make an appointment to discuss their child's homework with the Class Teacher or Head Teacher, or both.

The Role of the Pupil is:

- to undertake to complete the assignments with due care and attention
- make sure he/she knows what is required and when it should be returned to school
- make sure he/she has the appropriate resources from school or at home

The Role of the Parent is:

- provide a suitable place for the child to work
- advise when required, taking an interest in the standard of work produced
- help when asked, but if unsure write a note in the homework book so that the teacher can explain more fully to the child and/or parent
- communicate any problems to the teacher via the homework book, or by phone or by visiting the school
- support the teacher by signing completed work and acknowledging reading practice by signing markers
- inform the teacher if homework is incomplete because of illness or family troubles, this avoids unnecessary misunderstandings
- help to promote the philosophy that learning is for life

The Role of the Teacher is to:

- provide useful and relevant tasks which will enhance the child's learning
- ensure that homework is understood by pupils, and that its purpose is explained
- ensure that no child has an unreasonable amount of homework
- take into account the child's leisure time when setting tasks
- liaise with home, ensuring that parents know what and how much homework to expect in a given period (this may vary from term to term or month to month)
- ensure that time spent on setting and marking homework is realistic and does not detract from, but supplements classwork
- make sure that work is marked and any problems communicated to parents

When Should Homework Be Done and How Long Should It Take?

- The class teacher will use his or her discretion as to whether assignments are given daily or over a longer time. At the beginning of the session the teacher will communicate to the parents how homework will be organised during the term and what kind of support he/she hopes to receive from parents.
- as a general rule, on a nightly basis, homework should last approximately:
 - 10 - 15 mins P1-3
 - 20 mins P4-5
 - 25-30 mins P6-7

It is mostly inappropriate for a child who must go on holiday during term time to take away work from school. Staff will only provide such work in exceptional circumstances and after consultation with the Head Teacher. As a parent you may wish to keep up some form of relevant `work' with your child.

For example:

- keeping a holiday diary
- visiting places of interest which extend your child's general knowledge
- making a scrap book of the holiday
- allowing the child to manage his/her own pocket money, or discussion of local customs and currency.

APPENDIX 5

KEITHHALL SCHOOL

AUTHORITY AND SCHOOL ADVERSE WEATHER GUIDELINES

SCHOOL GUIDELINES

These are in addition to, not in place of the Authority Guidelines, a copy of which you will also receive.

We must be sure that:

- a) the safety of the children is paramount
- b) everyone is clear about what is expected

1. Severe Conditions Overnight

If you feel conditions are poor enough to create problems:

Listen to the School Telephone Information Service (0870 054 4999 PIN 02 1930)

Listen to Radio Stations eg BBC Scotland, Northsound, NECR

Log on to Aberdeenshire Council's Web Site

❖ www.aberdeenshire.gov.uk/schools/closures

Phone the bus company (01651 862211 Whyte's Coaches) if your child travels on School Transport

If you bring your child or any friends' children in to school you must also ensure they are taken home again at the end of the day

If you usually convey your own child, and you are in any doubt, phone the Telephone Information Service to check before leaving home

If, you phone the school and you get no reply do not assume school will be closed, as staff have obviously not arrived. You could call again later if you receive no contact through the telephone network - staff may just be held up - but it would be wiser not to leave home until you are sure the school is open.

Please never leave your child/children at school if there is no staff member already there.

2. Conditions deteriorating during the day

If at any time you feel conditions are such that you would feel happier if your child were at home, come and fetch him/her.

If:

- a) the Head Teacher feel conditions merit closure
- or
- b) the Authority issues an official Storm Warning

you or your contact will be contacted through the network in the usual way, and the School Transport will be alerted. On some occasions the School Transport will decide to go early even though the School is not closing, in which case the families of all bus pupils (or their contact will be alerted via the telephone)

In conclusion, it must be emphasised that you, the parents, are the people who should decide what is best - for your own children in the light of conditions in your area. The school always respect your judgement if you decide to keep your children off, or come and fetch them if they are already at school.

AUTHORITY GUIDELINES

Adverse Weather/Emergency Closure

The safety of pupils and staff is the prime consideration in all procedures relating to adverse weather conditions.

From time to time adverse weather or other emergencies may necessitate the closure of our school. In this circumstance the school will endeavour to contact all families by phone.

All parents are requested to provide the name, address and telephone number of a friend or a relative near to the school who can take responsibility for their child if we are unable to contact the parents themselves in case of an emergency closure.

In the very unlikely event of the school not being able to get in touch with the parent or the emergency contact, the Headteacher will make such arrangement as are necessary for the safety and well-being of the child, letting parents know what these are as soon as possible.

The decision to close the school will be taken by the Head Teacher (or in her absence by the other full time teacher) in the light of:

- local conditions
- advice from school transport
- advice/instructions from Aberdeen Education & Recreation

In the event of closure the Head Teacher (or her representative) will:

- alert School Transport
- activate Telephone Information Service
- notify Inverurie Academy kitchen
- notify Aberdeen Education & Recreation

If school is already open she will then:

- ensure all pupils are sent either home, or to their contacts (or make other suitable arrangements)
- dismiss staff

If school is not already open she will attempt to prevent staff from coming in if in her opinion, to do so would be hazardous. In such a situation she will instruct staff, if it is safe to do so, to report to the schools which are nearest to their homes, as per Aberdeenshire Education & Recreation instructions.

Parents will receive a copy of these procedures when they enrol their children.

KEITHHALL PRIMARY SCHOOL

SCHOOL HOLIDAYS

SESS10N 2005 - 2006

TERM 1	school opens school closes	TUESDAY 16 AUGUST 2005 FRIDAY 7 OCTOBER 2005
TERM 2	school opens school closes	MONDAY 24 OCTOBER 2005 WEDNESDAY 21 DECEMBER 2005
TERM 3	school opens school closed school closes	THURSDAY 05 JANUARY 2006 MONDAY 20 FEBRUARY 2006 (MID-TERM) FRIDAY 31 MARCH 2006
TERM 4	school opens school closes	TUESDAY 18 APRIL 2006 FRIDAY 30 JUNE 2006

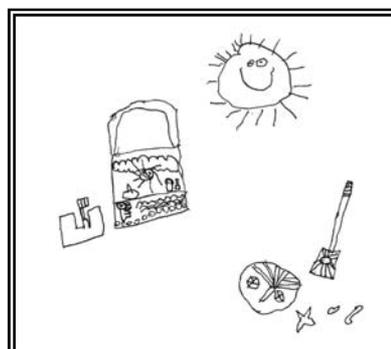
IN-SERVICE CLOSURES

(these days allow staff to undertake professional development courses)

FRIDAY 7TH OCTOBER 2005
FRIDAY 11TH NOVEMBER 2005
TUESDAY 21ST FEBRUARY 2006
FRIDAY 12TH MAY 2006

LOCAL HOLIDAYS / OCCASIONAL DAYS 2005 – 2006

FRIDAY 17TH FEBRUARY 2006
MONDAY 17TH APRIL 2006
MONDAY 1ST MAY 2006
MONDAY 5TH JUNE 2006



Transferring Educational Data About Pupils

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

What pupil data will be collected and transferred?

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

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

Why do we need your data?

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

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

Your data protection rights

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

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

Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at **Peter.Whitehouse@scotland.gsi.gov.uk** or write to The ScotXed Support Office, SEED, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website, **www.scotxed.net**.

KEITHHALL SCHOOL

S.E.E.D. INFORMATION FOR PARENTS

Keithhall School

Budgeting Running Costs For Financial Year 2005-06

School Roll at September 2004	30
Total School Running Costs at April 2005 (£)	164,936
Cost per Pupil (£)	5498

Education Authority Data for Aberdeenshire

Budgeting Running Costs For Financial Year 2005-06

School Roll at September 2004	20,018
Total School Running Costs at April 2005 (£)	64,755,834
Cost per Pupil (£)	3,235

National Data

Budgeting Running Costs For Financial Year 2005-06

School Roll at September 2004	398,148
Total School Running Costs at April 2005 (£)	1,228,305,679
Cost per Pupil (£)	3,085

5-14 Attainment Level and Targets – Keithhall School

Target Measure		Previous level of performance (June 2004) % P3, P4, P6 & P7 roll attaining or exceeding minimum 5-14 levels for their stage	Present level of performance (June 2005) % P3, P4, P6 & P7 roll attaining or exceeding minimum 5-14 levels for their stage
Reading	School	88.9	100
	Education Authority	80.7	80.75
	National	81.4	N.A.
Writing	School	83.3	90.00
	Education Authority	74.1	74.91
	National	73.6	N.A.
Mathematics	School	88.9	95.00
	Education Authority	79.5	82.43
	National	81.8	N.A.

Attendance & Absence For School Year 2004/05

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-P7
Total Number of Possible Attendances (Pupil Half Days)	1356	1516	1667	1516	2252	2274	1731	12312
Percentage Authorised Absences	3.32	3.10	3.78	2.84	2.40	1.19	0.98	2.40
Percentage Unauthorised Absences	0.00	0.13	1.56	0.40	1.82	0.26	0.12	0.67

Minimising Overall Absence

Target Measure	Absence recorded (02/03) Average number of half days absence per pupil	Absence recorded (03/04) Average number of half days absence per pupil
Absence School	8.4	9.9
Education Authority	12.6	14.2
National	18	18.9

Education Authority Data for Aberdeenshire

Attendance & Absence For School Year 2004/2005

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-P7
Total Number of Possible Attendances (Pupil Half Days)	1,044,589	1,027,433	1,066,557	1,068,109	1,089,894	1,122,709	1,167,970	7,584,261
Percentage Authorised Absences	3.5	3.2	2.9	3.1	3.0	3.1	2.9	3.1
Percentage Unauthorised Absences	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6

National Data

Attendance & Absence For School Year 2004/2005

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-P7
Total Number of Possible Attendances (Pupil Half Days)	19,422,059	20,728,426	21,148,634	21,247,386	21,608,182	21,913,571	22,154,659	148,222,917
Percentage Authorised Absences	4.5	4.3	4.0	3.9	3.9	3.9	3.9	4.1
Percentage Unauthorised Absences	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9

KEITHHALL SCHOOL

USEFUL ADDRESSES

Inverurie Health Centre
Constitution Street
Inverurie
Tel: 01467 621345

Area Education Office
Gordon House
Blackhall Road
Inverurie
Tel: 01467 620981

Inverurie Academy
Jackson Street
Inverurie
Tel: 01467 621655

School Transport
Whytes Coaches
Tel : 01651 862211

Public Transport Unit
Woodhill House
Westburn Road
Aberdeen
Tel : 01224 664581

FINALLY ...

The staff at Keithhall School work very hard to ensure that your child receives quality education in a happy and secure environment. Education is a partnership between home and school. If you or your child are unhappy about an aspect of school life then please discuss your concerns with the Head Teacher.

Hopefully, you have found this booklet informative and helpful. If you have any ideas or suggestions as to other items, which need to be included, please let the Head Teacher know.

“In a truly educational environment, ideas and experiences interact to create knowledge that feeds the seed of wisdom”