

School Handbook



A Guide to Your Child's School

2022/23



WELCOME TO HAZLEHEAD SCHOOL

This handbook outlines useful information you may need to know from when your child starts with us right through until they leave Hazlehead.

We seize every opportunity to provide them with enriching, exciting experiences that build on their existing knowledge, understanding and skills. We are firmly committed at Hazlehead to supporting their development as individuals. Every single child in this school matters and our aspiration is to unlock the potential of all our learners!

At Hazlehead, we encourage all children to aim high and to achieve in a multitude of ways. Achievement is varied and we recognise that much of this takes place outwith the school. In school, we recognise and celebrate academic, social, sporting and creative success. We aim to find and acknowledge achievement in all at Hazlehead.

We are strongly committed to providing all at Hazlehead with the skills and attributes required to take on leadership roles from the early years. We believe that everyone has a voice and can be responsible for the life and ethos of the school and community in some small way.

The care and welfare of our children is paramount and our overarching aim is to ensure that the needs of all learners are met throughout their time at Hazlehead.

We believe that the route to success is a strong partnership between parents, pupils, the local and wider community. This collaborative working provides us with a sound framework to ensure that we are getting it right for every child within our care.

Your involvement and support in the life of the school is both encouraged and appreciated. We look forward to working with you and your child during their time at Hazlehead School.

Mrs. Jones, Head Teacher



CONTENTS

General Information

Introduction to Hazlehead Primary
Aims
Attendance
Child Protection
Clothing Grant
Communication
Complaints
Staff
Data Protection
Emergency Closure Procedures
Emergency Contacts
Equal Opportunities
Fire Drill
Insurance
Money
Mobile Devices and Mobile Phones
Photographs/Video/Digital Images
Road Safety
School Website
Security
Transport
Wet Weather Procedures

Starting School

Class Size & Composite Classes
House Allocation
School Lunches
Uniform

At School

Achievements
Additional Support Needs
Assessment & Reporting
Class Assemblies/Open Afternoons
Curriculum
Curriculum Evenings
Ethos Block
Extra Curricular Activities
Homework
Lost Property
Musical Tuition
Parent Involvement & Parent Council
Promoting Positive Behaviour
Promoting Health
Reflection Time
School Outings
Transitions Throughout the Year

Leaving School

Residential
P7 Profile
Transitions



GENERAL INFORMATION

**Hazlehead School
Provost Graham Avenue
Aberdeen
AB15 8HB**

Telephone: 01224 498120

Email: hazleheadprimary@aberdeencity.gov.uk

Website: www.hazlehead-ps.aberdeen.sch.uk

Hazlehead School (Nursery /Primary) was established in June 1998 as a result of a school rationalisation programme where Walker Dam Nursery Infant School and Hazlehead Primary were amalgamated.

The original Hazlehead School was built in the mid 1960's, situated in the north west of the city. Hazlehead School was part of Aberdeen City Council's 3Rs Project and construction work commenced in May 2008 on the new school building. The new school building was officially opened in March 2010.

The school is situated on the south side of Queen's Road just beyond the Woodend traffic circle. The school serves the Craigiebuckler, Hazlehead, King's Gate, Queen's Den and Woodend areas of west Aberdeen. The combined school roll stands at 375 and is anticipated to increase in the future.

The school has close links with its Associated Schools' Group, Kingsford, Airyhall, Fernielea and Hazlehead Academy. The school benefits and values the support from its parent body and from the wider community.

School Times

Full day Session	8:00am – 6:00pm
Morning Session	8:00am – 1:00pm
Afternoon Session	1:00pm – 6:00pm

Primary 1 - 7	8.45am – 10.15am (doors open 8.40am)
	10:00am – 10:15am (break P1 – P3)
	10.15am – 10.30am (break P4 – P7)
	10.30am – 12.00pm
	12.00pm – 1.00pm (lunch)
	1.00pm – 3.00pm

Aims

Our school motto is "When you believe in yourself, anything is possible". This is an aspirational aim of the school and a belief which we strive to instil in all our learners.

Attendance

Parents must ensure that children are not absent without reasonable cause and should telephone the school to inform us of this absence before 9.30am. If we do not know the reasons for your child's absence, we will telephone or email you to establish that they are safe. When phoning to report your child's absence school office staff have been instructed to ask for information about the absence. We are required to record the reason for the absence on our school system. Pupils taking time off school to accompany their parents on holiday is NOT a legal right in Scotland. Parents must notify the head teacher in writing to remove a child from school during term time to go on holiday and the absence will be defined as unauthorised.

If your child is late arriving to school, they should report to the front office. There are procedures in place for children who are persistently late. Parents returning or collecting children during the school day for appointments should always report to the front office and sign the children 'out of school' book. Children should not be dropped off in the car park unaccompanied.



Child Protection

The protection of the children in our care is of paramount importance to us. Schools are required to report if we think any child or young person has come to harm as a consequence of possible abuse. The Head Teacher is the lead person with responsibility for Child Protection matters. Should you wish to talk further about Child Protection and the safety of children, please feel free to contact the school. As a school we have good contacts with medical officers, social workers and the police – any or all of whom may be involved in protecting children.

Clothing grant

A clothing grant is available to families in need. Information and forms can be obtained from both the school and Aberdeen City Council.



Communication

Clear communication between home and school is essential to maintain strong partnership links. Parents are kept informed via school newsletters, the school website and groupcall. Please feel free to use your child's homework diary to communicate with the class teacher. However if you need to speak to a member of staff, please organise a mutually convenient appointment via the School Administrator. Please try and resolve issues with class teachers first then DHT Nursery-P3 (Helen Bruce) and DHT P4-7 (Lynne Stuart/Christine Beard). If the matter needs to go further, then please contact the head teacher, Barbara Jones.

Complaints

Effective two-way communication will ensure a happy partnership to the benefit of our pupils. We will always make every effort to resolve any problem. If you have a concern, please contact your child's class teacher in the first instance or a member of Senior Management to arrange a meeting to discuss the concern further. However, In line with Aberdeen City Council's complaints procedure if you feel your concern has not been resolved you should follow the stages listed below.

Stage 1

Contact Mrs. Jones the Head Teacher as soon as possible to inform her of the complaint.

Stage 2

Please contact the Customer Feedback Team –

- <http://www.aberdeencity.gov.uk/complaints>

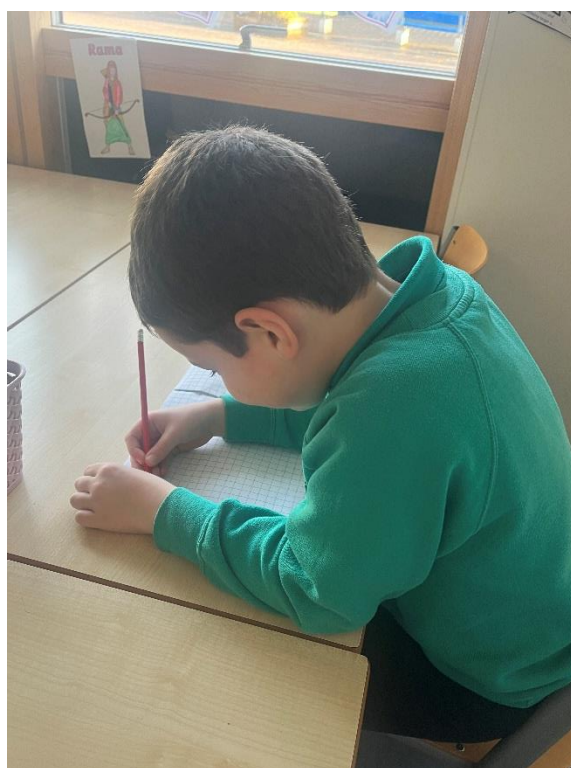
Who will contact you directly.

Stage 3

Write to the Chief Executive
Angela Scott
Town House
Aberdeen
Tel 01224 522501

Stage 4

Contact the local government ombudsman
Tel 0131 225 5300



Staff

Senior Management Team

Mrs B. Jones (Head Teacher)

Ms C. Beard (Depute Head Teacher)

Mrs H. Bruce (Depute Head Teacher)

Mrs L. Stuart (Depute Head Teacher)

Teaching Staff

Mr N. Andersen

Mr S. Blair

Mr M. Crowther

Miss J. Davidson

Miss H. Fawcett-Knox

Miss K. Fraser

Mrs S. Harper

Mrs L. McMurray

Mrs N. Moir

Miss I. Morrison

Mrs E. O'Leary

Miss O. Peters

Miss J. Simpson

Mrs R. Stevens

Mrs P. Webster

Mrs S-E. Will

Miss A. Wilson

Robertson Janitorial

Mr P. Paskarczyk

Ms D. Hall

Office Staff

Mrs S. Stables (School Administrator)

Mrs S. Mathers

ELC Staff

Miss L. Henderson

Mrs S. Johnstone

Mrs F. Archibald

Miss M. Duncan

Miss A. Gibson

Mrs I. Newlands

Miss C. Patterson

Mrs W. Wood

Pupil Support Assistants

Mrs G. Bain

Mrs R. Gaunt

Mrs E. Mair

Mrs I. Mathieson

Mrs D. McBain

Miss D. McDonald

Mrs B. McKay

Mrs P. Morrison

Miss A. Murchison

Mrs H. Wraith

Mrs D. Young

Data Protection

Upon joining the school, parental permission is requested to:

- Allow your child computer and internet access and make you aware of the school's Acceptable User's Policy.
- Use photos of your child's work or themselves to show good practice and to celebrate achievements on school displays and on the school website - <http://www.hazlehead-ps.aberdeen.sch.uk/>
- Allow your child to take part in local outdoor learning experiences in line with ACC Visits Policy.

When your child starts a new school you will be asked to provide information about them on an admission form. The admission form includes a data protection statement which is in line with local and national standards and guidelines. More information can be found in 'A Guide to Education and Children's Services' at www.aberdeencity.gov.uk



Emergency Closure Procedures

In the event of adverse weather conditions parents should listen to local radio for information as to school closures. We will use our website and the Groupcall system to communicate with parents. The Aberdeen City Council website will also display information about school closures. This information will be updated daily. Parents can access this at www.aberdeencity.gov.uk/closure If weather conditions deteriorate during the day, or if there is a power failure, storm warning or such, the Head Teacher may make a decision to close the school. Parents will be contacted and may be asked to make arrangements for their child to be collected. We ask that you keep emergency contact details up to date for this purpose.

Emergency Contacts

It is essential that parent provide school with their daytime contact telephone number and with the address and telephone number of a neighbour, relative or friend who may be contacted if parents are unavailable, should a child become ill or have an accident. **It is vital that parents or a parent keep the school informed of any changes to these contacts.**

Equal Opportunities

In school we strive to promote and reflect good relations between persons of different culture groups. We respect and value our own and other cultures and show appreciation of their contribution to our daily lives. The school is committed to ensuring equality of opportunity in relation to race, disability, gender, sexual orientation, age, religion or belief and this permeates through all aspects of school life and is taught through our curriculum. .



Fire Drill

Fire Procedures are displayed prominently throughout the school. A Fire Drill is held once a term and all visitors to the school are asked to familiarise themselves with these procedures and the location of fire exits on entry to the building.

Insurance

Parents should note that no insurance cover is held by the Aberdeen City Council to provide automatic compensation to pupils for personal accident, whether an accident occurs within or out with the boundary of the school. Insurance of this nature, e.g. personal insurance, life, private medical, is seen as a parental responsibility. It is the parents' responsibility to insure their child for personal accident or death if they feel it is appropriate. Aberdeen City Council does hold Public Liability Insurance, which covers the council for any legal liability in respect of claims from third parties e.g. parents on behalf of pupils who have suffered injury, loss or damage arising from the negligence of the council or its employees. However, if there is no negligence, a claim would not be accepted by the council or the insurers.

Mobile Devices and Mobile Phones

We prefer children not to bring mobile phones to school as we cannot guarantee their safe keeping. If you feel your child needs to have a mobile phone in school it must be switched off during school time and be kept in the school office or in a box by the class teacher. All children are reminded annually of the school's Acceptable Users Policy which refers to safe use of any form of mobile technology in school.

Money

When sending money to school, parents are asked to ensure that it is in a sealed envelope or bank bag and has the child's name on it as well as the reason for it being sent to school. It is recommended that whenever possible cash should not be sent to school. Cheques are preferred and should be made payable to Hazlehead School or if it is for school lunches or Nursery snack it should be made payable to Aberdeen City Council. Aberdeen City Council are introducing the Parent Pay over session 2022/2023 which should allow for all payment to be made online.

Photographs/Video/Digital Images

The school photographer visits the school annually to take photographs of class groups and individual and sibling groups. Information about dates, costs and arrangements is sent home in newsletters. In addition, school staff will often photograph children in class, on excursions, taking part in sports etc. These images can be displayed in class, on display boards in school and on the school website. Written parental permission to display these photographs is required. Permission slips are issued to all new entrants and are available from the school office.



Road Safety

Aspects of road safety are taught regularly throughout the school. From Nursery to Primary 7 good road sense is reinforced. In Primary 6 children are offered and encouraged to participate in Bikeability training. It is vital that parents set good role models for children by observing safety rules in particular when collecting/dropping off children by never parking/stopping on the safety yellow zig zag lines. The car park is for staff and visitors only and should not be used for dropping off children or collecting them. There are safe walking routes to school and a car park at the top of Hazlehead Avenue.

Security

Aberdeen City Council has installed secure door entry systems in all primary schools. Parents and carers should note that access to the school is by the main entrance. Children arriving late must report to the front office. All staff in school wear photograph identity badges. All volunteers also wear ID Badges. DISCLOSURE SCOTLAND has screened all parents who help regularly in class. Your child's safety and security are our priority.

School Website

The school website can be found at <http://www.hazlehead-ps.aberdeen.sch.uk/> The school website contains all the most up-to-date information for parents and pupils.



Transport

Transport is provided to and from school for children in the school catchment area who live beyond the statutory walking distance. Application forms for free transport can be obtained from the school office. Parents of pupils who live outwith the school zone are responsible for the transport of their children.



Wet Weather Procedures

Children are expected to be outdoors at morning break and after they have finished lunch. Parents should ensure that their children come to school adequately attired for our variable weather. Each classroom is also supplied with a number of appropriate activities in its 'rainy day' box.

Nursery

For a more detailed information about the Nursery Curriculum we have produced a separate booklet which is available from the Nursery Team or the School Office

STARTING SCHOOL

Class Sizes & Composite Classes

The Scottish Education Department regulations recommend that the maximum class size is 25 in P1, 30 in P2 and P3, 33 in P4-7. Our policy is to create as favourable a pupil/teacher ratio as can be achieved within current staffing guidelines. Often, it is necessary to create a mixed age class or classes. In the creation of a composite class, every consideration is given to the social, emotional and educational needs of individual children. The maximum size of a composite class is 25 pupils. If you require clarification regarding composite classes, a leaflet is available.

House Allocation

On entry to Hazlehead, all pupils are allocated a House. These Houses are named after local castles: Crathes, Drum, Fraser and Fyvie. Throughout the year, Houses will come together and participate in a variety of activities that will build the team ethos and allow a sense of togetherness. These activities are led by House/Vice House Captains and supervised by teachers. During the year, pupils can earn House Points for a variety of reasons which are tallied every week. At the end of the year the House with the most points is awarded the House Trophy. There is a separate Sports House Trophy for the House who collects the most points on Sports Day.



Nursery Transition

Starting nursery is a big event in a child's life and an exciting time for the whole family. At Hazlehead our priority is to ensure the children are safe and happy.

At Hazlehead School we have 80 Early Learning and Childcare (EL&C) places with 40 places available in the morning and 40 in the afternoon. At Hazlehead School each EL&C place is 5 morning or 5 afternoon sessions per week, with each session being 3 hours and 10 minutes. The EL&C place is free of charge but there is a small charge for snack.

Once you have accepted a place at Hazlehead School, you will be invited to a 'Stay and Play' session with your child before summer. This allows you to come along and meet the staff and see our setting. Parents will also be invited to come along to an Early Learning and Childcare Induction Meeting to give parents more information about our nursery.

Children are phased into nursery in small groups to allow each child to settle. This process enables staff to get to know each child. Every child is given a visit date and a start date. On the visit date, parents stay and play with their child for an hour. Each child can start nursery the day after their visit date. We will work very closely with parents if any child is not settling into our setting. All parents are also invited to a Curriculum Evening in the autumn term to look in more depth at the Curriculum for Excellence and what that will look like for your child.



Primary One Transition

Starting school is another big event in a child's school life and at Hazlehead School we take time to ensure a smooth transition from Nursery to Primary One. All children who reach the age of five on or before the start of the new school session in August should begin to attend primary school in August that year. Children who reach the age of five after the start of the new school session in August, but before the last day of February may also be enrolled for primary school in August.

Children who are four in January or February, whose parents request that their entry to primary school is deferred, are entitled to an additional year of publicly funded part-time pre-school education.

If your child attends our EL&C setting then they will start transition activities in the summer term. Children who attend other EL&C settings will be visited at their nursery by a member of staff from Hazlehead. Photographs will be shared with each child so they have an idea of what Primary One will look like.

All pupils starting Primary One are invited to a 'Meet the Teacher' session. This involves all the children coming to Hazlehead School and spending time with their Primary One teacher in our Learning Pads. This session gives children the opportunity to meet the other children in their class and their Buddy. Each Primary One child has a P7 Buddy who looks out for them in the playground and helps them during break times and lunch times. Each child is given a picture of their Buddy to take away with them from the 'Meet the Teacher' session.

Every child in Aberdeen is invited to take part in the Primary One Transition Challenge. Each child receives a paper bag to collect items that represent their summer holiday e.g. a train ticket, a shell from the beach, a postcard or a leaflet. The list is endless. On their return to school after the summer, each child shares their items with their class.

All Primary One parents are invited to an Induction Evening before summer. At this meeting information will be shared regarding the induction process. Parents will also get to meet several members of staff.

In the second or third week of Primary One, all parents are invited to join their children to try a school meal. This gives parents and pupils an opportunity to see what happens during lunchtimes and also shows the wide variety of food on offer.

Once the children have started school full time, parents will be invited along to a curriculum evening led by staff members. This takes the form of several workshops and gives details about reading, phonics, numeracy as well as other areas of the curriculum.

School Lunches

School meals are available every day and are prepared by the kitchen staff on site. Please note that all pupils from P1 – P5 are entitled to a free school dinner in accordance with Scottish Government guidelines. For P6 – P7 pupils, dinner money is paid via ParentPay and payment can be made online. If your child has no credit on their ParentPay account they will always receive a lunch but please reimburse the school immediately. Information about free school meals for families on low income is available from the School Office. Menus for the month are available on the school website. Children who bring a packed lunch should remember to name their packed lunch box and please ensure that any lunch does not contain nuts as we have a number of pupils and staff who suffer from peanut allergy. Grapes should be cut in half.



Uniform

We expect pupils to be neatly and suitably dressed at all times. There is a school uniform and we actively encourage our pupils to wear it. The uniform is:

- school sweatshirt (hoodie acceptable for P.E or outdoor learning only)
- green, black or white polo shirt;
- black/dark grey trousers
- black/dark grey school skirt or pinafore (no leggings or jeans)
- black/dark school shoes
- black/dark indoor shoes
- trainers for outdoor P.E/astroturf
- black, white or navy P.E shorts
- P.E t-shirt school green or white (no football tops)
- green hoodie for P.E (optional)
- a named gym bag

Our School uniform (including P.E. Kit) is available from Parent Council. Orders can be made online from our Website and items are delivered to your child in class.



Other clothing requirements

Art/craft - long sleeved overall or old shirt for creative activities is essential.

Schoolbag - a waterproof bag of a reasonable size will be needed for carrying books.

Book bag – an additional bag for pupils to carry homework, reading books, diary etc. to school. **These are given to all new Primary 1 pupils from the Parent Council.**

We advise that children leave all items of value at home, including mobile phones. If you feel your child needs to have a mobile phone, you should contact the school. **It is essential to name all items of clothing and personal belongings** (see Lost Property). Labels can be ordered from the uniform coordinators. For safety reasons pupils should wear minimal jewellery to school and items must not be worn for P.E. lessons.



AT SCHOOL

Achievements

We believe that it is very important to capture the achievements of our pupils in the widest sense and we recognise that many of these take place outside school. We encourage all pupils and parents to inform us of any achievements they make outside of school by emailing the school office or class teacher. Achievements are celebrated through the school newsletter, website, classrooms and assemblies. In Term 4, we have a special Achievement Assembly to recognise the hard work and commitment to learning that pupils have demonstrated throughout the year with specific categories for awards/trophies.

Additional Support Needs

For some pupils, there may be times in their school journey where they require additional support for a variety of reasons. This does not just mean doing well academically but also covers help with other aspects of being at school. For example, they might need support with developing confidence or making friends. It is important to remember that the way in which something affects one child can be very different from the way it affects another. Also, additional support is not fixed and can vary in terms of the duration this is required. Here are just a few examples of situations which might impact on a child's learning:

- difficulties with family circumstances, e.g. family breakdown
- disability or health issues
- having English as an additional language
- social and emotional difficulties
- being particularly gifted



In all cases, we operate a staged approach to supporting learners. If it is felt that your child would benefit from additional support, parents will always be informed first and then regularly updated with progress. This framework is as follows:

- *Universal support*: support 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*: support delivered by the class teacher and other school staff. When appropriate, support will be provided by support services across Education and Children's Services.
- *Specialist/ Multi-agency support*: support delivered by the school and others, which is likely to be highly individualised.

Assessment & Reporting

Assessment is an important part of effective learning and teaching. The process helps teachers to evaluate each child's progress and next steps. Informal, continuous assessment - takes place as part of day-to-day classroom activities. When appropriate, specific assessments are often set by teachers, e.g. Maths assessment of concept to check for understanding after it has been taught.

There are various formalised assessments that are carried out throughout the year which together with the informal assessments helps to build a complete picture of a child's progress in order to confirm teachers' professional judgement. We always use a range of evidence as one assessment is never used in isolation.

Information can be found on our website

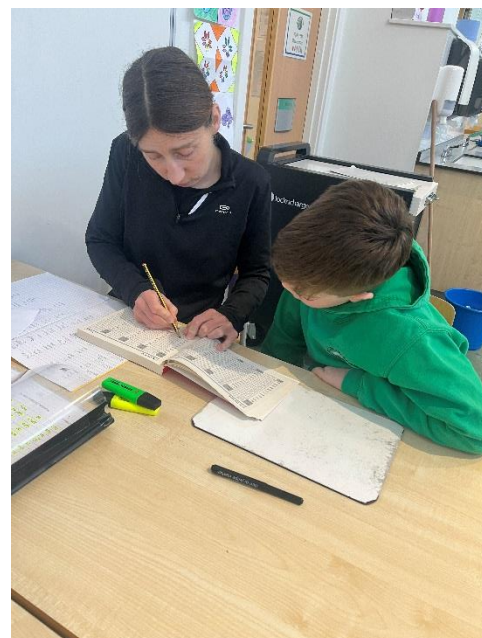
<http://www.hazlehead-ps.aberdeen.sch.uk/assessment>

Curriculum for Excellence Levels

Early	The pre-school years and P1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.
Third and Fourth	S1 to S3, but earlier for some. The fourth level broadly equates to SCQF level 4.
Senior phase	S4 to S6, and college or other means of study.

Annual Report

As part of the assessment process, a full, written report is given towards the end of the academic year to inform you of your child's progress. Children are involved in this process as teachers comment on their strengths and next steps. There is also an opportunity for parents to comment on the report and we encourage this feedback.



Parent Interviews

We normally hold two sets of parent interviews during the school session. The first will usually take place in September/October and allows parents an early opportunity to exchange information with the class teacher. This allows parents and teachers an opportunity to gain insights into how the child is adjusting to his or her new stage. The second series of interviews in May follows the issue of written reports.

Class Assemblies/Open Afternoons

Assemblies are held regularly and are times for the whole school to meet together. Not all assemblies are of a religious nature but the moral and social aspect is common to all of them. Our School Chaplain, Kenneth Petrie, also leads assemblies on a regular basis. Throughout the year, children also regularly showcase learning through either a class assembly or an open afternoon which parents are always invited to attend.

Curriculum

The curriculum at Hazlehead is based on A Curriculum for Excellence guidance from Scottish Government. The overall aim is to enable all children to develop the necessary capabilities and attributes to be: Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

The curricular subjects we teach are:

Health & Wellbeing

As we are a health promoting school, the health and wellbeing of everyone in our school community lies at the heart of everything we do. Health is a fundamental part of the curriculum and children are encouraged to develop healthy lifestyles. Our Health Education programme focuses on the mental, emotional, social and physical wellbeing of our pupils.

Pupils have 2 hours of physical education each week and learn to develop skills in a range of sports and activities. Our pupils are also given the opportunity to participate in various sporting activities through Active Schools partnership and other after school clubs.



Literacy & English

An understanding of English Language is essential if pupils are to make satisfactory progress in school. Language is a key skill outside the school environment and later life. Language consists of Listening, Talking, Reading and Writing and these are very closely linked in the learning process. Children are encouraged to listen carefully and effectively, talk confidently and fluently, read with understanding and enthusiasm and write with expression and accuracy.

Numeracy & Mathematics

Mathematics is used in everyday situations as well as in the workplace. Our pupils are always encouraged to think about how learning will help them in real life situations. Mathematics comprises:

- Information Handling: gathering, organising, displaying and interpreting data
- Number, Money and Measurement: learning to add, subtract, multiply and divide, as well as to work with money, time, length, weight, area and volume
- Shape, Position and Movement: learning about the properties of 2 and 3 dimensional shapes and to understand position and movement



Science

Throughout their time here at Hazlehead, the children should have the opportunity to experience all areas of the Science curriculum including: Planet Earth, Energy in the Environment, Forces and Motion, Life and Cells, Communication, Materials and Topical Science. Integral to our Science framework is the focus on environmental awareness and working as a school community to be eco friendly.

Social Subjects

Social Studies will give the pupils opportunities to look at the world around them in historical, current and geographical contexts, including local areas, Scotland and the wider world. This is particularly important to ensure that our pupils develop an understanding of their heritage.

Technologies

The Technologies framework provides a range of different contexts for learning that draw on important aspects of everyday life and work. It includes creative, practical and work related experiences and outcomes in Craft, Design, Engineering, Graphics, Food and Textile. ICT permeates the curriculum and there are a range of devices and software to support learning across the curriculum. This is important in order to prepare the pupils for the modern world of technology.

Religious & Moral Education

In Religious and Moral Education, pupils will have opportunities to learn about the beliefs, values, practices and traditions of Christianity and Other World Religions. This is important in order for our pupils to develop empathy, tolerance and respect for others and so learn to value diversity and combat prejudice and discrimination.

Expressive Arts

It is important that the pupils' learning allows them to experience the magic, wonder and power of the arts, so that their creative and aesthetic talents are recognised. This curricular area also provides opportunities for them to deepen their understanding of culture in Scotland and the wider world. Areas covered will include: Music, Drama, Dance, Art and Design.

All pupils will participate in Literacy and Numeracy lessons on a daily basis. We are committed to ensuring that our learners are literate and numerate. We do this in a variety of ways which we regularly review. For pupils in P5 – P7, we stream core Maths lessons so that they are based on ability groupings. This allows for more focused teaching and appropriate pace, challenge and support planned.



Cross curricular Learning

Cross Curricular Learning is a class project/topic that is based on selected experiences and outcomes drawn from different subject areas. This helps pupils to see the meaningful connections that exist between subjects. We ensure that knowledge, understanding and skills developed in each study is developed and built on as pupils progress through the school. Each context is formed by 'Big Questions' which the pupils have shaped to find out about the context they are going to study. At the end of the block of learning, all pupils are presented with an IDL "Big Question" which they can answer in any way they choose drawing on the knowledge and skills they have learned.

Further information can be found on the school website.

Curriculum Evenings

Throughout the year, parents will be invited to attend a range of curricular evenings. The aim of these evenings is to inform parents about various developments across the curriculum so that they have a better understanding about what their child is learning at school. We highly recommend parents to attend these events as it also helps them to see how they can support their child.

Ethos Block – Promoting a Positive Ethos at Hazlehead

Another important feature of our curriculum is our 'Life and Ethos of the School and Community' learning block. Every week pupils participate in a range of activities that contribute to a positive, caring school ethos whilst allowing for personalisation and choice. These are as follows:

House Time: All pupils belong to a House and they come together and participate in team building activities which allow a sense of togetherness. Our Houses are named after local castles: Crathes, Drum, Fraser and Fyvie. Each House is led by an elected House Captain (P7 pupil) and Vice House Captain (P6 pupil).



Masterclass: Our staff and parents have many talents and will offer the pupils the chance to participate in classes offered. This allows pupils the opportunity for personalisation and choice to develop skills in an areas of interest whilst working alongside other year groups. Masterclasses take place regularly and pupils have 3 choices for the school year.

Working Groups: We believe it is important for all pupils to be given the opportunity to belong to a group that has the responsibility for an aspect of the school. This instils in our pupils that their voice is important and that they can contribute to the life of the school. All pupils are asked at the beginning of the school year to opt into one of the school groups. These groups

are led by staff and meet on a regular basis throughout the school year. We have 5 working groups:

- Pupil Council
- Community Group
- Health Group
- Eco Group
- Global Citizenship



Extra Curricular Activities

Children have the opportunity to participate in a variety of activities out with school hours. The selection of activities depends upon the availability of staff and parents willing to supervise and run these sessions. The school will always have a programme of current activities. We work closely in partnership with Active Schools who organise a host of sporting opportunities for children of all ages to become involved in. We have positive links with local clubs which we endeavour to promote so that anyone, who we feel has a particular talent, can further develop their skills.

Homework

All pupils will be given homework throughout the school year. This will vary according to the ongoing learning in the class and also the age of the pupils. At the start of the school year, teachers will send home an information sheet to parents that outlines homework arrangements and expectations. We value the support that parents have in this process. The school also has a homework policy

http://www.hazlehead-ps.aberdeen.sch.uk/uploads/misc/Homework_Policy_2013.pdf



Lost Property

All items of lost property should be handed in to the Front Office. **We strongly advise that all items of clothing are named.** Lost Property is usually disposed of at regular intervals throughout the school year. Advance notice of this disposal is given to pupils and parents so that checks can be made on potential lost items.

Musical Tuition

Instrument Teaching is extra to the curriculum and involves release from normal class. The tutors involved select pupils and the number selected depends not only on aptitude but also

on availability of tutors and instruments. Music tuition is normally offered to pupils from P4 onwards.



Parent Council

All parents form the parents' forum. The Parent Council is the elected representative group of parents who meet regularly with the head teacher and staff to contribute to aspects of school decision making such as school improvement, school development and financial planning. We have a very active council who work hard to organise a variety of events and purchase much appreciated resources for the school. The Parent Council work in partnership with the school and details of their activities are regularly issued to parents and posted on the website and Facebook.

<http://www.hazlehead-ps.aberdeen.sch.uk/parent-council> This group is very supportive of the school and is much appreciated by staff and pupils. Any parent is encouraged and welcome to attend.

Parental Involvement

Education is a shared responsibility between home and school. The school aims to form a strong partnership working with parents in the education and development of their children. There is mutual gain in parents and staff working together for the benefit of the children. Parents are welcome to come into school to assist class teachers in a variety of activities, e.g. paired reading. Please contact the Head Teacher, or your child's class teacher, if you are interested in becoming a Parent Volunteer. For many parents coming into school in this way is not feasible. However, by talking with their children, reading to them, listening to them read, taking an interest in what they are doing is one of the most important forms of being involved with their child's life at school and is valued by school staff.

Promoting Positive Behaviour

In order that the school may function effectively there are standards of behaviour and certain basic rules which everyone must observe. It is hoped that parents and staff will take responsibility in fostering desirable attitudes and standards of behaviour. The school asks parents to co-operate with staff in encouraging their children to adopt a caring attitude towards others and to develop self-discipline. In general terms the behaviour of our pupils

is usually of a high standard. We expect pupils to go to and from school in a sensible way and be punctual for all activities. Pupils are expected to give careful concentration to the work assigned to the class, whether oral, written or practical, and have the appropriate equipment, materials or clothing for work being undertaken. The emphasis is always on Positive Behaviour management and children are made aware they are responsible for their own behaviour. Adults and children aim to follow our School Values and individual class rules. In the event of any misbehaviour the appropriate steps are detailed in our Positive Behaviour policy. As part of our positive partnership working with parents, we will inform you if the behaviour continues.



Promoting Health

Great emphasis is placed on the health, welfare and safety of the children. Hazlehead is a Health Promoting School. We endeavour to promote healthy lifestyles and equip the children to make informed choices about their own health, fitness and wellbeing. We encourage the children to:

- bring a healthy snack to school
- bring a water bottle to school
- walk/cycle/scooter to school (there are racks in the school for storage)

Other Health Information

- School staff will administer basic first aid to pupils who are hurt.
- Parents will always be informed if a child suffers a head knock or if the qualified First Aid staff feel that professional help and advice is to be sought. This can take the form of a phone call but will always be in the form of a 'Head Bump' letter in the case of head knocks.
- If a child becomes unwell in school, their parent or emergency contact will be informed should a child need to be taken home or need medical attention.
- If a child needs to have medication during the school day we recommend that either the child goes home at lunchtime, or a parent comes to school to administer the medicine. Where this is not possible, parents are asked to complete a written parental request, available from the front office, that will be attached to the medication. Medication will not be administered unless this protocol is followed.
- In the case of children suffering from asthma, parents need to inform the school of any restrictions that need to be applied and any medication that has been prescribed for routine as well as emergency treatment. Children who are asthmatic should have an extra inhaler kept in school for their use. Written instructions are required

as to how and when these should be used. Parents are also requested to ensure that any such inhalers are replaced annually.

- Parents of children who suffer from epilepsy, diabetes or anaphylaxis are required to inform the school of the appropriate emergency treatment. In such cases a written protocol will be compiled and signed by all relevant parties.
- If a child has been ill with sickness and/or diarrhoea, they must be clear of symptoms for 48 hours before they return to school.

Reflection Time

We want to develop “thinkers” at Hazlehead in order for our pupils to really know themselves as a learner. We want them to leave us clearly knowing their strengths, areas for development, strategies to support their learning and who can help them with their next steps. Every week, all classes will engage in Reflection Time in order to think about specific aspects of learning. Evidence of learning is shared with parents, via the Learning Journey/Learning Portfolio, on a fortnightly basis so that parents have continuous snapshots in the progress of their child’s learning.



School Outings

Educational visits are vital learning experiences to enrich the curriculum. We are fortunate to be located in such an inspiring environment! We regularly visit the park and surrounding area throughout the year. Parents are requested to sign a permission slip at the start of the session allowing their child to work spontaneously in our surrounding area. Where excursions require transport, you will be asked to make a contribution towards the costs. The Parent Council are committed to subsidising outings in negotiation with the school at the start of the term. We aim to monitor costs incurred by these visits and should you require help with payment, please do not hesitate to contact the head teacher about this. We are committed to using external providers and the outdoor environment to ensure a rich tapestry of opportunities are given to your child’s learning. The preparation for an excursion includes a detailed risk assessment by the teacher to ensure your child’s safety. We welcome any parents who are able to assist on any visits throughout the year.

Transitions Throughout the Year

In June, each class will have a Changeover Morning so that pupils can meet their new teacher and, in some cases, new peers. When a pupil leaves us before the end of P7, we always make sure that this occasion is marked and ensure that all records/reports are passed on to the new school. If you are going overseas, please can you let the school know

in ample time of any specific paperwork that is required to support the admission process for your child.

LEAVING SCHOOL

Residential

At the beginning of P7, we organise a short residential trip for our pupils. This is usually for the duration of 4 days/3 nights. This is to promote team building in the final year of primary school and also to equip the pupils with important life skills as they look ahead to moving forward in their educational journey. The residential trips usually take place in September at an outdoor activities centre.

P7 Profile

As part of the transition process, all P7 pupils in Aberdeen City are expected to complete a 'P7 Profile' with support from their teacher. The purpose of the profile is to allow your child to reflect on their primary school journey and to identify strengths, areas for developments and interests. This allows your child's secondary school to gain an insight into your child as a learner.

Transitions

Every secondary school has clear transition procedures and both the primary school and parents are informed as to planned events that will generally take place, for most pupils, in the final term of the school year. This is an exciting time for pupils but there can also be anxiety about the move to their new school. It is important that parents contact us if they feel that their child is very worried about the move from primary to secondary so that discussions can take place and any fears addressed. Our ASG has very strong links with one another and plan various events from as early as P6 to allow pupils the opportunity to become familiar with secondary staff, their prospective peer group and indeed to start forming friendships!

Primary 7 will also plan and organise a Leavers' Concert and class Year Book to celebrate and round up their time here at the school. This is an evening event that usually takes place in the last week of Term 4.

Poverty Proofing Schools

Support for Parents and Carers

Useful Telephone Numbers

The Financial Inclusion Team – Aberdeen City Council

- Tel - 03000 200 292 –
- Email – moneyadvice@aberdeencity.gov.uk
- Open Monday - Friday 9am – 5pm
- Advice and advocacy on all aspect of Social Security benefit entitlement.
- Money, budgeting and debt advice.
- Help with form filing and letter writing.
- Links with a number of other advice/information centres across Aberdeen, some of them run by voluntary organisations.
- Specialised advice on all aspects of social Security benefits, Council Tax, Housing Benefit and Tax Credits.
- Personal interviews can be arranged if problems are too complex to be dealt with over the telephone.

Financial Inclusion Team/Homestart Project

- Tel – 01224 522709
- Money and budgeting advice for families.

Child Benefit (claims and enquiries)

- 0300 2003100

Carers Allowance

- 01253 856123

Benefit Enquiry Line

- 0345 608 8545

Job Centre Plus Claims

- 0800 055 6688

Scottish Welfare Fund

- 0800 0304 713

SSAFA (support for serving and former members of the armed forces and their dependants)

- 01224 708612

-

CFINE (Community Food Initiatives North East)

- Provide support to beneficiaries who are navigating the Welfare system.
- Budgeting and Debt advice.
- Food Bank open -
 - Monday 9am – 1pm
 - Tuesday 10am – 4pm
 - Wednesdays 10am – 4pm
 - Thursday 10am – 4pm
 - Friday 1pm – 4pm
- CFINE also support community food outlets which offer access to high quality produce including fruit and vegetables at affordable prices. These include -
 - Altens Community Centre
 - Salvation Army Citadel
 - Cummings Park Community Centre
 - Cummings Park Flat
 - Aberdeen Royal Infirmary
 - Hilton Community Centre
 - Kincorth Community Centre
 - Mastrick Community Centre
 - Northfield Community Centre
 - Peterculter Village Hall
 - Powis Community Centre
 - Rosemount Community Centre
 - Star Flat (Seaton)
 - Sheddocksley Community Centre
 - Tillydrone Community Centre
 - Balnagask Community Centre
- For details of opening times, visit the CFINE website.

Instant Neighbour

- Tel – 01224 489955
- Email – reception@instantneighbour.co.uk
- Provide a range of financial support services and a food bank.

SCARF

- Tel – 01224 213005
- Email – info@scarf.co.uk
- Free impartial advice to access financial assistance to lower fuel bills.