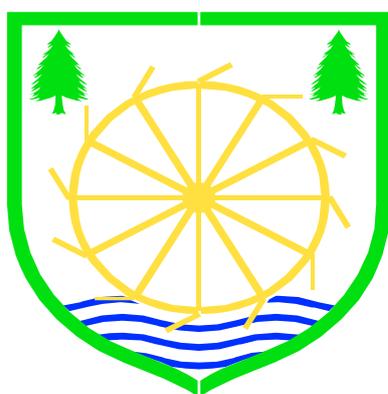


# Milltimber School

# Handbook

## 2018 – 2019



# Welcome

Every child has the right to the best possible education within a happy, safe and secure environment. Working in partnership with parents/carers we strive to support the personal, social and academic development of every individual pupil.

The information contained in this booklet is designed to provide an initial introduction to Milltimber School and to advise parents of our organisation and facilities. Details of our aims, values and approaches to teaching and learning are also included for your information. The booklet is intended as a document to which you can refer and should answer most of your initial questions about Milltimber. All information is believed to be correct at the time of publication but may be changed or reviewed thereafter.

Parents are informed about current events, holiday dates, staffing changes and general information in regular newsletters.

We hope that you will find this information useful and we are happy to answer any enquiries that you may have.

We look forward to a happy and successful association with you and your family.

Mrs Dorothy Hagan  
Head Teacher

**This booklet should be read in conjunction with 'Choosing a School' (SEED) and Aberdeen City Council's "A Guide to Education and Children's Services 2018 – 2019"**

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# Contact Details

Should you wish to contact a member of staff, please contact the School Office in the first instance.

## School Address

Milltimber School  
Monearn Gardens,  
Milltimber,  
Aberdeen,  
AB13 0DX

## Telephone Number

01224 732517

## E-mail

[milltimber@aberdeencity.gov.uk](mailto:milltimber@aberdeencity.gov.uk)

## Website

[www.milltimber.aberdeen.sch.uk](http://www.milltimber.aberdeen.sch.uk)

## Before and After School Care

Breakfast Club: 7.30am – 8.55am: 07890862774

After School Club: 3.15pm – 6.00pm: 07890862774

## Schools Information Line

Telephone: 0870 054 1999 (national rate number)

Unique Milltimber PIN: 011530

The main features of this service are:

1. Emergency Arrangements Message for Parents/Guardians  
Used to inform parents/guardians of emergency arrangements and important announcements, e.g. early closure arising from adverse weather conditions.
2. Voicemail for Recording Non-urgent Messages from Parents/Guardians  
Facilities to record brief messages of a routine nature from parents/guardians for the school.
3. List of Messages Containing School Information  
Could hold routine information for parents/guardians, e.g. School Concert details.

## School Closure Details

Parents can also access school closure details by logging on to Aberdeen City schools closure page: [www.aberdeencity.gov.uk/closure](http://www.aberdeencity.gov.uk/closure)

# School Staff

## Session 2018 - 19

### Senior Leadership Team

Head Teacher

Mrs D Hagan

Depute Head Teacher

Ms L Farquharson

### School Office

School Administrator

Mrs A Dunn

Nursery

Mrs M Booth, Mrs A Wilson, Nursery Teachers  
Mrs W MacDuff, Mrs I Newlands and Mrs A Ross, Early Years Practitioners

### Class Teachers

Primary 1

Mrs K Pinkney

Primary 1/2

Mrs J Smith

Primary 2

Miss J Lilley (Probationer)

Primary 3

Mrs L Tait

Primary 3/4

Miss L Prentice

Primary 4/5

Miss H Edgar

Primary 5

Miss E Thomson (Probationer)

Primary 6

Mrs J Ramsay

Primary 7

Mr S Skinner

Primary 7

Mrs J Buchanan

### Non Class Contact Time

Mrs M Maher

### Specialist Teachers

Art and Design

Mrs A Abercromby

Physical Education

Mrs E Gray

### **Music Tutors**

Violin/Viola

Piano

Cello

Brass

Woodwind

Percussion

Miss S Simpson

Mrs Anne Deans

Mr A Warham

Mr J Leonard

Mr R Hammond

Mrs R Duguid

### **Pupil Support**

Pupil Support Assistant

Mrs A Hopley

Mrs C Shearer

Mrs F Webster

Mrs H Brown

Mrs J Wang

Mrs L Selbie

### **Facilities: Cults and Hazelhead**

Janitor

Mr M Archer

Cook

Ms L Georgeson

Assistant Cook

Mrs J Wilson

### **Before and After School Care**

Miss J McKimmie

Miss H McMillan

### **School Medical Team**

School Doctor

School Nurse

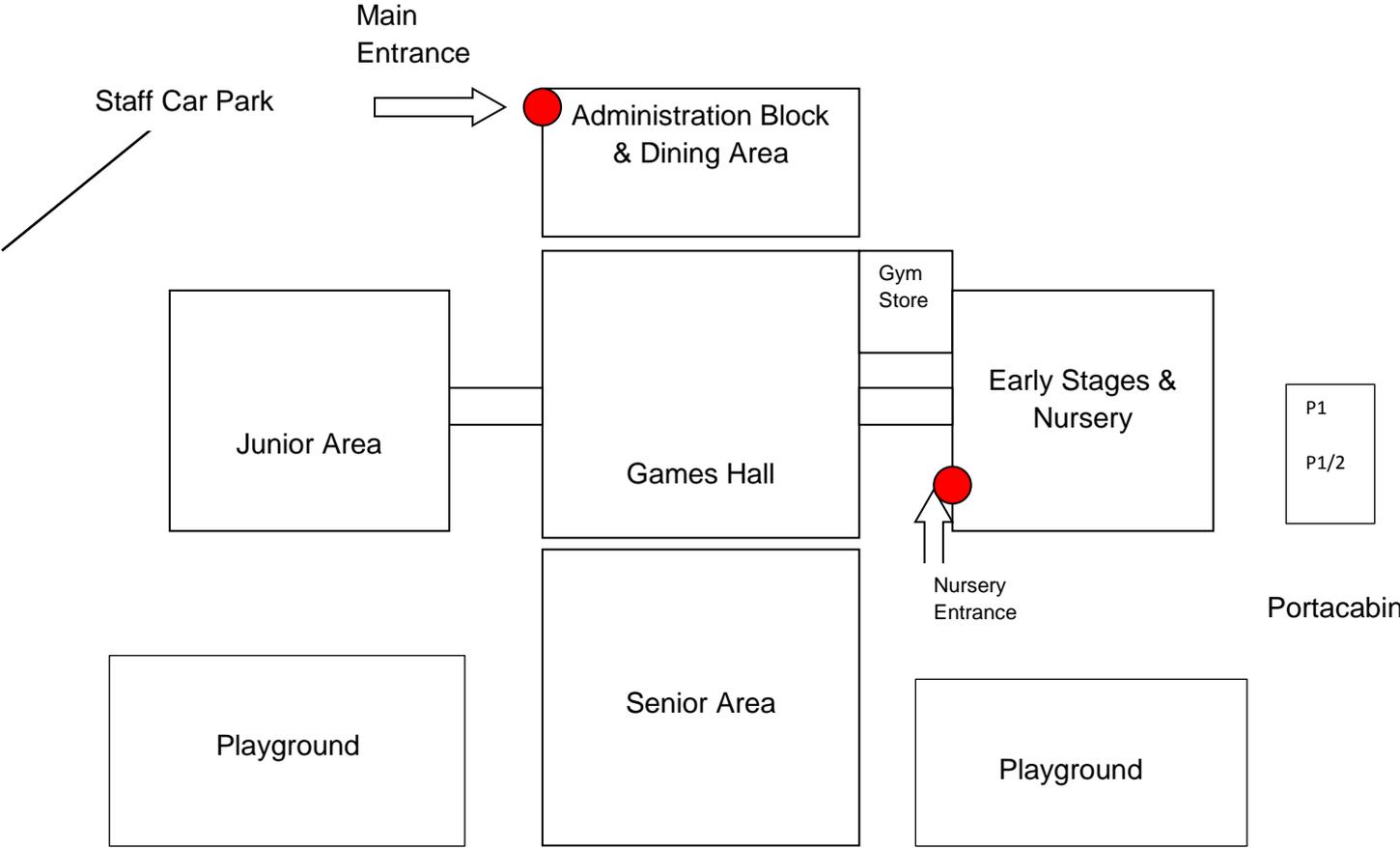
Educational Psychologist

Dr C Johnstone

Mrs V Barrow

Mrs G Gilchrist

# Map of the School

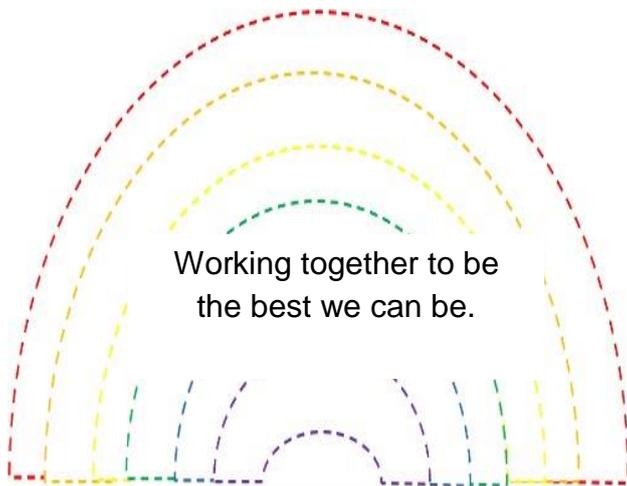


# School Ethos

## Our School Vision, Aims and Shared Values

Milltimber School's Shared Vision and Values and Aims are central to our school community.

### Our Vision Statement



### Our Values



### Happy, Safe and Secure

We believe that all pupils, staff, parents and volunteers should be able to work in a stimulating environment where they feel secure, supported and valued.

### Ethos, Rights and Respect

We aim to promote a positive ethos, develop responsible citizens who display self-control, self-assurance and consideration for others and the environment.

### Inclusion

We aim to 'Get it Right for Every Child', to support all pupils' learning and development and to promote the highest levels of achievement consistent with each child's abilities. We celebrate and value our cultural diversity and help prepare pupils for life in an ever changing society.

### Partnerships and Teamwork

We are committed to fostering effective partnerships with parents/carers and the wider community through effective communication and teamwork.

### Excellence and Equity

We aim to develop a culture of ambition and achievement, to provide a balanced and progressive range of motivating and structured educational experiences for all our pupils. We aim to inspire in all pupils a desire 'to be the best that they can'.

### Learning for Life

We believe that every child is entitled to develop skills for learning, life and work, with a continuous focus on literacy, numeracy and health and wellbeing.

## Spiritual, Moral, Social and Cultural Values

The curriculum and ethos of Milltimber School actively promotes the knowledge and understanding of Christianity, and Other World Religions, and their role in shaping society. We aim to help children develop an appreciation of the rich cultural and ethnic diversity within the world and a positive regard for others and their needs. Through the study of the environment, history, literature and the arts, we would also aim to promote knowledge, understanding and appreciation of the rich cultural heritage of Scotland.

Through the teaching of Curriculum for Excellence, children develop the skills and self-confidence to participate effectively and safely in society. Opportunities are provided for children to identify, discuss and evaluate the values of the society in which they live, and understand how these affect our daily lives. Children explore the Rights of the Child, and this is frequently referred to throughout year group activities.

## Religious Observance

Children attend regular Assemblies which can be led from various speakers representing Christian Churches from within the local community. Parents have the right to withdraw their child from the religious part of Assemblies and to also withdraw their child when the school is attending local Church services. Parents are requested to inform the Head Teacher of their intentions in writing.

## Charities – Fund Raising

We encourage the children to take an active part in raising funds for a number of local, national and international charities. Each session a substantial amount of money is donated to such organisations. The children, led by the Pupil Council, are pro-active in determining which organisations will benefit from their fund-raising.

# General Practical Information

## Enrolment at Milltimber School

In January there is a Press Announcement regarding enrolment of Nursery and Primary 1 children. Application forms should be collected from the school office and completed by the given date. During the summer term, an invitation is extended to all Primary 1/Nursery parents to visit the school with their child(ren) so that they can spend some time with their teacher in their new class area. Prior to the Session starting term parents are invited to an informal curriculum evening. This gives them an opportunity to meet the teacher and to find out about the work the children will be undertaking.

Any parent wishing to enrol a child at any other time of year should contact the Head Teacher at [milltimber@aberdeencity.gov.uk](mailto:milltimber@aberdeencity.gov.uk) or by telephoning for an appointment so that the Head/Depute Head Teacher can meet with the family.

## Pre-School Nursery Provision

Milltimber School Nursery opened in 1995, providing education for children from 3-5 years of age. There are 40 places available with 20 children attending in the morning and 20 attending afternoon sessions.

Morning Session: 8.30am – 11:40am

Afternoon Session: 12:25pm – 3:35pm

Further information about the nursery, its organisation and the curriculum is included in a separate information booklet. This booklet is available from the school office.

## School Hours

The school times are as follows:-

P1 – P7: 8:55am – 3:15pm

Morning Break: 10:40am – 11:00am

Lunch (P1 – P3): 12:15pm – 1:15pm

Lunch (P4 – P7): 12:30pm – 1:30pm

Should children arrive prior to 8.55am no official supervision will be available. Entrance to the school building before the morning bell is not permitted unless children are accompanied by an adult.

## Emergency Closures/Storm Warning

In the event of an emergency such as failure in the electricity or water supply, or a sudden severe storm, it may be necessary to close the school unexpectedly, without prior notice. Should such a situation arise, every endeavour will be made to notify parents or the emergency contact. Failing that, children will be allowed to leave school only if accompanied by a parent willing to undertake supervision until the end of the school day.

The school will remain open whenever possible, however, in the event of closure, every effort will be made to inform parents prior to the start of the school day. School closures are broadcast by local radio stations - Northsound and BBC Scotland. Radio stations will also broadcast information whenever school transport is not running. Please also check the School Information Line for the most up to date information *Tel: 0870 054 1999 Pin Code: 011530*. School closure details can also be accessed at [www.aberdeencity.gov.uk/closure](http://www.aberdeencity.gov.uk/closure)

## Emergency Contacts

We ask all parents to inform us of changes of address, work, home and particularly mobile telephone numbers. This information is very important if we have to inform you of an accident or illness. It is also important for you to supply the school with an alternative emergency contact in case parents are unavailable.

# Emergency Transport Arrangements

Hirers transporting children home earlier than usual because of an emergency closure will do one of the following:

1. Transport children to their homes if parents are there.
2. Leave them at a house where they can remain under shelter until collected by parents.
3. Deliver them into the care of a responsible adult who will accompany them to their home.
4. Return them to school in the event of failure of 1, 2, or 3.

## Class Structure

The current school roll for session 2017/18 is 247 pupils plus 40 children in the Nursery. This figure will fluctuate throughout the session

The maximum class size is currently:

<u>P1:</u>	25 children
<u>P2 - P3:</u>	30 children
<u>P4 - P7:</u>	33 children
<u>Composite Classes:</u>	25 children

When the school enrolls more than the maximum number of children for a year group, a composite class is formed. This means there is a group of children from more than one year in the same class. Groups are formed taking into account working groups, abilities and friendships. This is decided in consultation with all staff, with the final decision made by the Head Teacher.

## Attendance

If your child is absent from school please telephone the school office to inform us. This must be before 9.15am as unexplained absences will be checked by the school administrator after this time. If your child will be absent after lunchtime unexpectedly, please telephone the school office to inform us. Children who have been absent for any reason must bring a short explanatory note to their teacher on their return. If your child is likely to be absent for a prolonged period then it is helpful to let the class teacher know.

Any child who arrives at school after 8.55am must enter by the main entrance and report to the school office for registration. Frequent absences, unexplained absences or persistent lateness will be communicated to the Head Teacher for further investigation. The Home-School Liaison Officer may also become involved.

Your child's Class Teacher should be informed of any need to withdraw a child during normal school hours, e.g. an appointment. In such circumstances, a parent or the parent's representative must collect the child from the school Reception otherwise the child will not be allowed to leave the school.

Schools are required to record Unauthorised Absences and report these to the Scottish Office Education Department. This includes family holidays taken during term time and truancy. You are reminded that no additional work/homework is provided if you choose to take children out of school for family holidays. However, we suggest that you could encourage your child to continue to read books of their choice and write a diary of their adventures.

## Holidays

A list of holiday dates and in-service closure days is issued to each parent at the beginning of the school year. Additional copies are available from the school office. Reminders are included within School Newsletters. Aberdeen City Council website contains current information under the heading 'Holiday Dates – Schools' ([www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)).

## Uniform

Whilst the wearing of school uniform is not compulsory, it is encouraged by both the members of Milltimber School staff and Aberdeen City Council.

### Boys

- bottle green sweater/sweatshirt
- white shirt and school tie or white polo shirt with sweatshirt
- grey trousers
- grey or white socks

### Girls

- bottle green cardigan/sweatshirt
- white shirt and school tie or white polo shirt with sweatshirt
- grey skirt/pinafore or black/grey trousers
- green checked summer dress
- white socks or bottle green tights

It is preferred that black shoes, not trainers, should be worn with school uniform. For wet days, or the occasional accident, a change of underwear, socks, and trousers could be included in their gym bag.

## PE Kit

- white t-shirt or polo shirt
- Black shorts
- gym shoes (well fitted and in good condition)

Any shoes which are worn out of doors are not permitted in the Games Hall.

Ties, sweatshirts, t-shirts and polo shirts bearing the school logo are available from the P.T.A. who send out an Order Form each term. A surplus stock is kept for new children starting school in the middle of the academic year and can be obtained through the school office. Children are also asked to provide a gym/shoe bag in which they can store their PE kit and a change of footwear for wet days. Gym bags may be purchased from the school office.

All items of school clothing, bags and lunch boxes should be clearly named.

## Clothing/Footwear Allowance

In certain circumstances, a clothing grant may be made available to families with a low income. Leaflets and application forms are available from the school office, and you are assured that all enquiries will be handled with discretion.

## Lost Property

All lost property should be placed in the Lost Property Box in Reception. All named items will be returned to the owners. Each term we display unclaimed items, but we still manage to accumulate a vast assortment of items of clothing which eventually has to be discarded or donated to charity. It would be helpful if parents could name all items of clothing, gym shoes and wellington boots, with an indelible marker or name tag.

## School Transport

A primary school pupil living in the Milltimber area more than two miles from the school is entitled to free transport. If you think you are entitled to free transport, please call at the school office and obtain a Transport Application Form.

## Safety and Security

Parents and visitors to the school are requested to enter by the main entrance door and contact the school office prior to entering the class areas. All parents and other visitors **must** sign the visitor's book and wear an identification badge before leaving the reception area.

## Vehicle Access

Milltimber School is situated at the end of a quiet residential street and vehicular access can be difficult during arrival and departure times. In the interest of children's safety, parents are requested to transport their children to and from school only when absolutely necessary.

Parents transporting children by car must not stop on the roundabout or on the yellow lines, but should find a safe stopping place on Monearn Garden, Contlaw Brae or Binghill Crescent. You may also stop at the foot of the lane on the main North Deeside Road. Whenever possible, parents should encourage children to walk to school.

The school car park is FOR STAFF USE ONLY, with the exception of pick up and drop off at the Breakfast and After School Club. The car park is strictly out of bounds to all children at all times unless accompanied by an adult.

Children who walk to school should cross Monearn Gardens only at the designated crossing place where there are yellow zigzag road markings and should never attempt to cross between parked cars.

Drivers are asked to show utmost consideration for young pedestrians.

## Playground Supervision

Pupil Support Assistants supervise children during the morning interval and at lunchtime looking after their general care, pastoral needs and health and well-being.

During inclement weather, provision is made within the school building for the supervision of children by Pupil Support Assistants and our Primary 7 Prefects. Parents are requested to provide an activity e.g. colouring or puzzle book – for use in class when children cannot go outside due to very bad weather.

All children are expected to behave appropriately and to treat supervising adults/children with respect.

# Medicines in School

Many pupils will need to take medication (or be given it) at school at some time in their school life. Pupil Support Assistants support the administration of medication in Aberdeen City schools. Medication should only be taken to school when absolutely essential and with agreement of the Head Teacher. Parents/carers are responsible for supplying information about medicines that need to be taken and the school will ensure that practices within school conform to “Guidance on the Administration of Medicines in Schools”

## First-Aid

Minor injuries will be dealt with in school by a First-Aid trained member of staff. When a more serious medical or First-Aid situation occurs, the emergency services will be contacted immediately and parents informed as soon as practical. All accidents are recorded in accordance with Health and Safety procedures.

## Headlice

If parents find that their child is infected, they must seek advice from their Health Visitor or chemist. This is a common and easily treated problem which carries no stigma. It is essential to inform the school, and if there are recurring outbreaks within the same class parents will be alerted, in line with Aberdeen City Council policy.

## Fire Drill

All staff and children are aware of the emergency procedures in the event of a fire. Fire Drill notices are displayed throughout the building. Fire Drill practices are held regularly.

## Eco School

Milltimber School is an ‘Eco School’ and has just been awarded again ‘Green Flag’ status. We have a very active Eco Council and the school currently recycles: paper, drink cans, plastic in the bins at the rear of the school. We also recycle stamps, mobile phones and ink cartridges which are collected inside the school and parents are very welcome to use any of these facilities.

## Health Promoting School

In Milltimber School we make every effort to promote a healthy lifestyle by encouraging healthy eating and exercise. The co-operation of parents/carers is greatly appreciated. We

have achieved Health Promotion Accreditation at Excellence Level and continue to strive to maintain this level.

## School Meals

Meals are prepared on the premises, the emphasis being on healthy eating. The price of a school meal is set by the Council's Education Committee. Children in P1 – P3 are entitled to a free school meal.

The school operates a Cashless Catering system with P4 – P7 children using Accord Cards to purchase their meals. Money can be loaded onto children's cards with a meal £2.10 (Correct at June 2018).

Free school meals are available for those children whose parents qualify for Income Support and Income Based Job Seekers Allowance. Parents are requested to produce their letter of confirmation from the DHSS or their Income Support/Job Seekers Allowance Book at the school office. All applications will be dealt with in the strictest confidence. A leaflet is available from the school office upon request.

Any parent who wishes to discuss special diet for medical/religious reasons should contact the school kitchen. Every effort will be made to meet individual needs. Provision is made for children who bring a packed lunch to school.

Supervision in the dining area and playground during lunch break is provided by Pupil Support Assistants.

## Free Milk Primary 1

The promotion of healthy eating is a national priority and each Primary 1 pupil is provided with a carton of milk ( $\frac{1}{3}$  pint) each day. A permission slip to offer milk is handed out within the P1 information pack.

## Free Fruit in Primary 1 and Primary 2

Free Fruit for all Primary 1 and Primary 2 children is currently provided once each week.

## Insurance

The local authority carries third party liability insurance to cover itself in the event of an injury to a pupil or teacher while involved in a bona fide school activity. Parents are reminded that personal belongings are not covered by the School's Insurance Policy. Parents therefore may wish to take out additional insurance privately.

# School Policies

Below is a summary of the key School Policies at Milltimber School. For further detail, and to view other school policies, please refer to our School Website. If you would like a paper copy, please contact the School Administrator.

## Equal Opportunities

Our roll at Milltimber School is comprised of children from a variety of backgrounds, of various nationalities and with many different cultural experiences. We aim to ensure that they, together with the school staff, form a well-integrated and harmonious school population.

All children at Milltimber School, no matter their gender, race, ability/disability or cultural background, are considered as equals in the terms of learning opportunities, special needs, personal and social development, and choice of involvement in all aspects of their school life. The school is continually seeking to improve physical access to the building for those with physical disabilities. If you, or your child has a disability, please let us know how we can help.

## Child Protection

Schools are required to report if we think that any child has come to harm or is in danger of coming to harm, as a consequence of possible abuse. Each school has named senior members of staff appointed as Child Protection Co-ordinators. In this school Mrs D Hagan (Head Teacher) and Ms L Farquharson (Depute Head Teacher) are responsible for Child Protection issues.

Should you wish to talk further about Child Protection and the safety of children, please feel free to contact Mrs D Hagan or Ms L Farquharson.

# Getting It Right For Every Child/ Named Person

Getting it Right for Every child is the Scottish Government's policy that aims to make sure that all babies, children and young people are supported to reach their full potential by maximising their wellbeing.

The policy is based on a number of core principles and values. In Aberdeen it is being delivered through a shared approach where all community partners work together to support children and or their family as soon as a need is identified.

In order to make sure children receive the appropriate help, every child now has the "Named person" based in either health or education. The "Named person" will be the first point of contact when a child, young person or their family or carers wish to access support or advice. If /the child requires support of more than two services the "Lead Professional" will be appointed to coordinate the support.

Further information on Getting it Right in Aberdeen can be found on the website [www.aberdeengettingitright.org.uk/GIRFEC.html](http://www.aberdeengettingitright.org.uk/GIRFEC.html)

# The Curriculum

At Milltimber School, learning is linked to the Curriculum for Excellence, which focuses on achieving clearly defined, rounded outcomes for children aged from 3 to 18. The purpose of this curriculum is to educate our children for society today, and focus on acquiring the necessary attributes, knowledge and skills needed to flourish in later life.

Curriculum for Excellence covers the following subjects:

• Literacy and English	• Mathematics and Numeracy
• Health and Wellbeing	• Expressive Arts
• Sciences	• Social Studies
• Technologies	• Religious and Moral Education

The curriculum encompasses the ethos and life of the school as a community and allows opportunities for personal achievement and involvement in national and local initiatives, this includes, Eco, Rights Respecting, Health Promotion, and Fair-trade initiatives.

Opportunities for interdisciplinary learning, as well as subject-based learning allow for progression in skills and understanding. This provides learners with a deeper, more enjoyable and active experience, providing challenge, coherence, relevance whilst developing skills for learning, life and work. Examples of children's work in the above areas are displayed in classrooms, corridor areas and other rooms within the school.

The Curriculum for Excellence Planning Levels for children's learning generally span three years. However, children progress at different rates and some may need additional support, while others will achieve confident learning skills earlier. Teachers plan for greater depth, rigour and security in learning.

For more information on Curriculum for Excellence, please refer to [www.educationscotland.gov.uk](http://www.educationscotland.gov.uk) .

# Support for Pupils – Inclusion

The Authority is committed to Inclusion and the Presumption of Mainstreaming, as set out in the Presumption of Mainstreaming, as set out in the Standards in Scotland's Act 2000.

It is the aspiration of Education and Children's Services to utilise its resources and expertise to ensure that almost all children can be supported in their learning within their local school. This will be a gradual change which will ensure, where possible, that children will no longer have to travel away from friends and family to access the support they need.

All primary and secondary schools can already provide interventions for children and young people with additional support needs. Schools can access expertise from a range of specialist services including Educational Psychology, Sensory Support, English as an Additional Language and Autism Outreach. A very small number of children may require access to a more specialised provision for a period of time or access to a Special School placement. As a parent or carer you will be fully involved in decisions about your child, your views are invaluable in helping us design appropriate supports.

Schools operate a staged approach to supporting learners. The Staged Intervention Framework is used to help identify potential barriers to learning and participation, and plan effectively. If your child is recognised as being in need of targeted support, a Child's Plan will be put in place. Parents, pupils and agencies supporting your child will help develop and review the plan to make sure that it is supporting your child.

Levels of support within the staged intervention framework are categorised as follows:

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

**Specialist/ Multi- agency** is the support delivered by the school and others, which is likely to be highly individualised. Support will be planned and coordinated through the development of a Child's Plan that may be multi –agency in nature.

Support given may be short term or longer term, but will be reviewed on a regular basis to make sure your child is making good progress.

# Assessment

A 'Curriculum for Excellence' is about raising standards for all by actively engaging the children in their learning. Assessment occurs from the start of the child's school-life. Class Teachers are continually observing, evaluating, assessing and recording what the children 'do', 'say', 'write' and 'make'.

Children are involved in their own learning. Learning Intentions and Success Criteria are set to help children understand what they are trying to learn, what is expected of them, and how they can further develop their learning. Quality feedback is provided by staff to help your child to understand their learning needs. Assessment involves looking at a range of evidence including observations, pupil portfolios, and when appropriate, more formal test results. Evidence of current learning can be found in jotters, class displays, writing across learning, oral presentations, videos and photos.

# Reporting

Parent consultations are held each year and a written report is sent home in March. Children from Primary 5 upwards, with parental agreement, may be included in the learning conversations.

If the class teacher determines that a child is having academic, social, emotional or behavioural difficulties the parent will be invited into school to discuss their concerns. Parents are also encouraged to make an appointment to speak to the class teacher or the Head Teacher/Depute Head should they wish.

Where concerns are identified, and with parental agreement, the Educational Psychologist or other appropriate agencies may be contacted to provide additional advice and support.

# Transition

## Nursery

Children are phased into the Nursery in small groups. Ante pre-school children are admitted in line with their date of births and the Aberdeen City Council's Nursery Admissions Policy. A child's first session will normally last one hour so they have a chance to adjust.

Please also read *Milltimber Nursery Admissions Handbook* where more detailed information is given.

## Nursery/Primary 1

During the last Term at Nursery, staff and children visit the P1 classroom and will also join the current P1 children in the playground at break. In June a Parents Evening is held for the parents of P1 children to be given curriculum information. There is also a planned meeting for staff to speak to parents about their child and gather any information needed to have a smooth Transition for their child. Nursery children and staff complete a "Transition Passport" ready to hand to their new P1 Teacher.

In accordance with Aberdeen City Council's Policy, Primary One children are phased into school at the start of the new session.

Please also read *Milltimber School Induction into Primary One* where more detailed information is given.

## Primary 7/Secondary 1

In Scotland, children transfer from Primary 7 to Secondary 1 in August. They have normally completed seven years of primary education by this time. The secondary school associated with Milltimber School is:

Cults Academy, Quarry Road, Cults.

Telephone Number: 01224 868801.

During Primary 7, Cults Academy's Prospectus and the 'Notes for Parents' booklet will be issued to all children. The vast majority of Milltimber children transfer to Cults Academy, although each session some children transfer to the private sector for their secondary education. You have the right to apply to send your child to a secondary school of your choice, please contact your chosen school(s) directly for more information.

During the last term of Primary 7, staff and pupil representatives from Cults Academy visit Milltimber School on several occasions. These visits are informal and aim to provide the Primary 7 children with information and answer any queries they may have. The Primary 7 children also spend two days in Cults Academy. This normally happens in June. The Primary 7 children get the opportunity to meet staff, follow a sample timetable and familiarise

themselves with the building. They are accompanied by a Primary 7 teacher for some of the time at Cults Academy. You will be invited to a 'parent information evening' around the same time. We strive to make the transfer from Primary 7 to Secondary 1 is as smooth as possible.

# Parental Involvement

## Parent Helpers

The school and the children benefit greatly from the involvement of parents in the everyday activities of the school, and we acknowledge the generous help given by parents who assist in a wide variety of activities throughout the year. Individual teachers may also approach parents to provide extra help within the class area or to provide particular expertise.

In the interest of pupil safety and security, every adult who works with children must complete a PVG check before commencing work in the school.

## Parent Teacher Association

Milltimber PTA meets on a monthly basis to organise various social and fund-raising activities. These events help encourage links between home and school life. As a parent with a child in school, you are automatically a PTA member.

The Association holds an annual general meeting when the executive committee is elected. This committee comprise of twelve parent members plus at least one teacher representative and the Head Teacher. The funds raised throughout the year are used by the committee to support various school projects for the benefit of the children.

Contact details for the PTA are as follows:

[milltimberptasecretary@hotmail.com](mailto:milltimberptasecretary@hotmail.com)

## Parent Council

Milltimber Primary Parent Council meets on a termly basis to support, represent and promote the school, to address topics driven by feedback from the Parent Forum, and on any other matters affecting the education and welfare issues relating to parental involvement in education, as well as supporting the Head Teacher. There is an annual AGM and the Office Bearers are elected at this meeting.

Contact details for the Parent Council are as follows:

[pcmilltimber@aberdeen.npfs.org.uk](mailto:pcmilltimber@aberdeen.npfs.org.uk)

# Newsletters

School newsletters are regularly issued informing parents of the on-going life of the school and forthcoming events. The nursery team also produce newsletters which shares the nursery children's experiences.

# Pupil Involvement

Pupils are actively encouraged to participate in school life and they are involved in the decision making processes within school. Currently there are a number of Pupil groups which pupils can be voted on to by their fellow classmates: House Captains and Vice Captains, Pupil Council, Eco Council and Sports Council.

## Pupil Activities

The table below outlines an example of clubs/activities which are available throughout the week for pupils to participate in. Pupil activities regularly change and many activities are organised by Active Sports.

Day of the Week	Activity/Club	Year Group.
Monday -> Friday	Breakfast Club	P1 -> P7
Monday -> Friday	After School Club	P1 -> P7
Monday	Lunchtime Club	P3 and P4
Monday	Spanish Club	P1 -> P3 P4 -> P7
	Football	P5,P6 and P7
Tuesday	Jaffa Club	P5 -> P7
Wednesday	Football	P3 and P4
Last Thursday of each month	Sports Council	P6 and P7
Last Tuesday of each month	Pupil Council	P2 -> P7
Every second Thursday	Eco Council	P2 -> P7
Friday	Netball	P6 and P7 (alt. Weeks)
	Football	P2 (Oct - Easter)
Saturday	Football	P2 <i>School teams have opportunities to participate in matches.</i>

# Standards and Quality Report/Improvement Plan (SQUIP)

A Standards and Quality Report/School Improvement Plan is compiled each year and within the Standards and Quality Report there are evaluative comments taking account of staff, pupil and parental views ,as to how the school is continuing to improve relating to the quality indicator themes of themes of Leadership and Management, Learning Provision, Successes and Achievements as outlined in How Good is Our School 4th Edition .

School, Local and National Priorities can also determine the key objectives for the forthcoming Session and a copy of the Standards and Quality is available from the School Office and website.

# Further Information

## Suggestions or Complaints

We hope to work in partnership to improve our pre-school and primary provision. If you have any suggestions which you feel would enhance our teaching and learning please communicate these to any members of staff. Similarly, if you have a complaint about any aspect of school life, please in the first instance speak to the Class Teacher. If you feel that the complaint has not been satisfactorily dealt with please contact the Head Teacher, Mrs Dorothy Hagan. If the complaint is subsequently still unresolved, parents are to put their complaint in writing to:

Email: [ECSEnquiries@aberdeencity.gov.uk](mailto:ECSEnquiries@aberdeencity.gov.uk)

Write to: ECS Enquiries  
Education and Children's Services  
Business Hub13  
Second Floor North  
Marischal College  
Broad Street  
Aberdeen  
AB10 1 AB  
Telephone 01224 523898

## Scottish Public Services Ombudsman

Under the Scottish Public Services Ombudsman Act 2002 members of the public have the right to complain to the Public Services Ombudsman about services that they receive from public bodies, including local authorities.

The Ombudsman has the power to investigate complaints against Aberdeen City Council in relation to maladministration and service failure.

This includes the power to investigate maladministration in the internal organisation and management of schools.

The Ombudsman does not have the power to investigate professional education matters i.e. the giving of instruction, conduct, curriculum or discipline in any educational establishment under the management of Aberdeen City Council.

The Ombudsman may investigate matters only where there is a claim that a member of the public has sustained injustice or hardship in consequence of the maladministration, service failure or other action as appropriate.

### **Time Limit**

A complaint must be submitted within 12 months after the day in which the person aggrieved first had notice of the matter complained of, unless the Ombudsman is satisfied that there are special circumstances which make it appropriate to consider a complaint out with that period.

### **Contacting the Ombudsman**

Members of the public may contact the Ombudsman direct. Individuals may also give written authorisation to a representative to act on their behalf e.g. MSP or Local Councillor.

Complaints should normally be made in writing to:

Public Services Ombudsman  
22 Walker Street  
EDINBURGH  
EH3 7XX  
Tel: 0870 011 5378  
Fax: 0870 011 5379  
Email:enquiries@scottishombudsman.org.uk

# National Contacts

NAME & ADDRESS	CONTACT DETAILS
<p><b>Care Inspectorate (Social Care and Social Work Improvement Scotland)</b> Johnstone House Rose Street ABERDEEN AB10 1UD</p>	<p>Tel: 0345 6009527 <a href="mailto:enquiries@careinspectorate.com">enquiries@careinspectorate.com</a> <a href="http://www.careinspectorate.com">www.careinspectorate.com</a></p>
<p><b>Childline</b></p>	<p>Tel: 0800 1111 <a href="http://www.childline.org.uk">www.childline.org.uk</a></p>
<p><b>Children in Scotland</b> Children in Scotland is a national agency for voluntary, statutory and professional organisations and individuals working together with children and their families in Scotland.</p>	<p>Tel: 0131 313 2322 <a href="mailto:info@childreninscotland.org.uk">info@childreninscotland.org.uk</a> <a href="http://www.childreninscotland.org.uk">www.childreninscotland.org.uk</a></p>
<p><b>Enquire</b> The Scottish Advice Service for Additional Support for Learning</p>	<p>Tel: 0345 123 2303 <a href="mailto:info@enquire.org.uk">info@enquire.org.uk</a> <a href="http://www.enquire.org.uk">www.enquire.org.uk</a></p>
<p><b>Education Scotland</b> Denholm House Almondvale Business Park Almondvale Way Livingstone EH54 6GA</p>	<p>Tel: 0141 282 5000 <a href="mailto:enquiries@educationscotland.gov.uk">enquiries@educationscotland.gov.uk</a> <a href="http://www.educationscotland.gov.uk">www.educationscotland.gov.uk</a></p>
<p><b>Grampian Racial Equality Council (GREC)</b> 41 Union Street Aberdeen AB11 5BN</p>	<p>Tel: 01224 595505 <a href="mailto:info@grec.co.uk">info@grec.co.uk</a> <a href="http://www.grec.co.uk">www.grec.co.uk</a></p>
<p><b>ParentLineScotland</b></p>	<p>Tel: 0800 028 2233 <a href="http://www.parentlinescotland.org.uk">www.parentlinescotland.org.uk</a></p>
<p><b>Scottish Government Education Department</b></p>	<p><a href="http://www.scotland.gov.uk">www.scotland.gov.uk</a> (Click on Education &amp; Training)</p>
<p><b>Scottish Parent Teacher Council</b> The national organisation for parents' groups in Scottish Schools.</p>	<p>Tel: 0131 4746199 <a href="mailto:sptc@sptc.info">sptc@sptc.info</a> <a href="http://www.sptc.info">www.sptc.info</a></p>
<p><b>The National Parent Forum of Scotland</b> Gives parent councils and parents an opportunity to discuss and raise educational issues or mutual interest or concern at a national level.</p>	<p><a href="http://www.ltscotland.org.uk/parentzone/getinvolved/forumscotland/index.asp">http://www.ltscotland.org.uk/parentzone/getinvolved/forumscotland/index.asp</a></p>
<p><b>The Parent Zone</b> Find out how you can support your child's education; information for parents and carers.</p>	<p><a href="http://www.ltcotland.org.uk/parentzone/">http://www.ltcotland.org.uk/parentzone/</a></p>