

School Handbook Guidance and Checklist 2018 - 2019

The following information details topics for inclusion in school handbooks to meet the requirements of the Education (School and Placing Information) (Scotland) Regulations 2012. <http://www.gov.scot/Resource/0040/00401568.pdf>

General Information and Format

The purpose of the School Handbook is to communicate the ethos of the school and provide a welcome for parents to the school, help parents to choose a school, prepare their child for school and act as a reference tool while their child is at the school. The Handbook also communicates with parents about the child's learning journey and in doing so, facilitates parental involvement in the school, learning at home, and home/school partnership which helps parents support their children.

The School Handbook is a legal requirement therefore everything in **Bold Headings** must be included. Everything below the heading is suggested information for consideration. Phrases in italics are optional that schools may wish to communicate to parents and carers.

Schools can structure the information in the way they prefer, putting practical information first, and are encouraged to signpost parents via the handbook to existing sources of information where they exist e.g. Guide to Education and Children's Services, School or Aberdeen City Council websites to avoid duplication of information in the handbook. A word document of the Guide from the Family Information Service is available annually.

Schools **must** involve parents in the development of the handbook. Key findings of the public consultation indicated it was important for parents and Parent Councils to be given opportunities to be involved in producing school information. The benefits of involving parents and Parent Councils are important to ensure information is relevant and practical for parents.

Schools can include a Pupil Council section which may be written or designed by pupils.

Schools must post the handbook on their own website or blog and should be updated regularly.

Where a parent makes a request for the school handbook to be provided in writing or in some other language or in some other form e.g. audio, the school must comply with such a request if they consider it reasonable to do so.

The handbook should be reviewed and revised by the 8th of December each year and a copy sent to ECSchoolhandbooks@aberdeencity.gov.uk.

Contact Details	
The name, address and telephone number of school, website, email address and stages of education provided for, the present roll, the denomination status if any and if the school provides teaching Gaelic.	
Head teacher's name or details of where this information is found.	
Email address and website link/blog for the Parent Council.	
Arrangements for a parent who has a concern about the pupil and how these concerns will be dealt with.	
The procedure in cases of a pupil's absence or sickness	
The complaints procedure – New processes now in place for ECS see attached statement	
Arrangements for parents, offered or seeking a place in the school, including arrangements for visiting the school.	
How the school will communicate with parents such as parent's evenings, making appointments, assemblies, open days, newsletters, blogs, Group call. The school's approach to face to face communication is important to include.	
Parental Involvement –	
The opportunities provided for parents to become involved in school - supporting learning at home, home school partnership and parental representation.	
How school involves parents in their child's education including how information, support and advice is given to a parent to support the pupil's learning. How to help their child at key stages, particularly when choices are being made.	
School Ethos	
A statement of the school's culture, ethos and values, its aspirations for pupils and how it celebrates their achievements	
Details of the school's partnerships with denominational bodies at local and national level (if any)	
Details of the school's role in the community and how it works with organisations, bodies and persons who work with the school. <i>(Links could be made to sport, business, Eco schools, Rights Respecting schools, and Fair trade etc.)</i>	
The school aims, values and what make its unique and how it promotes positive behaviour, good relationships and motivates pupils. <i>(The values that the school expects of its young people and staff. How the school promotes positive behaviour, good relationships and motivates pupils. The school's emphasis on health and wellbeing, positive behaviour, nurturing school etc. How pupils are supported throughout their learning.)</i>	
<i>The parent council or pupils could help convey the ethos and values of the school by including quotes and examples.</i>	
The Curriculum	

The different subjects and learning opportunities available for pupils and when these are available. <i>What subjects are covered and when, the pattern of the year, any activities planned.</i>	
The opportunities for pupils to develop skills for learning, life and work, including literacy, numeracy and health and well-being in and out of the classroom	
How pupils will be given choices in what they learn, how they are involved in planning what they learn, and how their parents are to be consulted. <i>(Staying at school, going to college? University, work-based learning. Community based learning or volunteering)</i>	
Where and how a parent can find out more information about the curriculum at school, at local and at national level.	
Support to pupils in relation to leaving school, including career guidance and financial advice. <i>(You may want to link to Skills Development Scotland, Aberdeen Guarantees and My World of Work websites)</i>	
How a pupil's parent will be informed of any sensitive aspects of learning such as relationships, sexual health, parenthood and drugs awareness.	
Provision for religious instruction and observance for pupils and arrangements for parents who wish to exercise their right to withdraw their child from religious activity.	
Who to contact if a parent of a pupil thinks that pupil needs additional support and where to get more information and advice.	
The on-going support arrangements for pupils including how pastoral care arrangements and pupil support arrangements are provided.	
The arrangements for contacting the key adult who has the overall picture of how a pupil is progressing, for example a form tutor, support for learning teacher or guidance or support teacher or named person.	
Assessment and Reporting	
School's arrangements for assessing and tracking pupils' progress and planning their future learning.	
School's arrangements for ongoing and end of year reporting to parents on pupil's progress in curriculum, achievement and future learning.	
Transitions <i>(Transitions relating to primary, primary to secondary, senior phase and leaving school to tertiary education, training or work)</i>	
The arrangements that are in place to support pupils making transitions and the role of parents, pupils and school staff.	
The contact details of the school to which pupils will normally transfer to.	
The arrangements in place to support pupils with additional support needs in making successful transitions.	
Support for Pupils	

Information about how pupils' additional support needs will be identified and addressed.	
Provision made for pupils with additional support needs, whether the school has a specialist provision.	
Who to contact if a parent thinks that a pupil has additional support needs and where to get more information and advice.	
Ongoing support arrangements for pupils including pastoral support arrangements. (<i>You may wish to include practical information such as the layout of the school and how the playground is supervised etc. You may signpost parents to GIRFEC information and Child Protection Procedures. https://www.aberdeengettingitright.org.uk/for-parents-carers/</i>)	
How to contact the key adult who has the overall picture of the pupil's progress, and who that adult is.	
School Improvement	
The main achievements of the school over the last 12 months, or details of where this can be obtained	
The trends and information which give an overall picture of how the school is performing including achievements at SCQF Levels and other awards, leaver destinations, and any other significant achievements, over the past 3 years	
How the school has improved standards for pupils in relation to literacy, numeracy and health and well-being	
Details of where information regarding the school's performance at local and at national level can be obtained. Parent Zone Dashboard link	
School Policies and Practical Information	
A list of school and authority policies and how they can be accessed, or a link to another source where the policies are listed	
Information on activities, groups, clubs and opportunities for pupils to be involved in the school including sports and outdoor activities.	
Opportunity for pupil representation and involvement in the Pupil Voice / Council or any similar body.	
Arrangements for school meals and milk, eligibility for Free School meals and clothing grants and how to apply.	
The organisation of a school day, including times of arrival and dismissal, break times, school term dates and holidays.	
A "disclaimer" paragraph must be included for example: Please note that while the information in this handbook is correct at the time of printing, some minor changes may occur by the time it reaches parents.	
Paper copies are made available to all parents upon request	

Forwarded to ECSSchoolhandbook@aberdeencity.gov.uk	
Handbook posted on your school website	