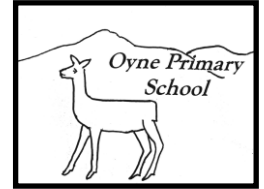




Newsletter No 1 – 22nd August 2017



kindness...respect...tolerance...fairness...achievement...happiness...being included...being listened to...

Our vision for Oyne School is for happy achieving children to be supported to do their very best learning within a caring school and community.

Dear Parents and Carers,

Welcome back to school! We have enjoyed getting back together this week. It was great to catch up with old faces and particularly nice to welcome Isabella, Gregor, Gethin, Iestyn, Michael, Alex and Kai. We know that it won't be long before they are settled and enjoying this new part of their lives. We also welcome Mrs Emma Cruickshank who will be teaching P4/5 along with me, and Mrs Esther Mitchell who will be teaching P1/2/3. Mrs Duckers will be teaching P6/7 this year. We are happy to welcome back Mr Remi Journe who is our specialist French teacher and Ms Catherine Murray who will continue to teach everyone Music.

This year our improvement focuses will be increasing creativity and employability with a focus on science, technology and the world of work, and Getting It Right For Every Child (GIRFEC is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children) with a focus on each child being Safe, Healthy, Active, Nurtured, Achieving, Responsible, Respected and Included and what they mean for us in school.

Even earlier than usual, due to the long holidays, we have our first whole school trip to TechFest next Tuesday. This is always a brilliant day for all pupils where they get to have loads of science fun with all their classmates. Thanks to Parent Council for supporting this event.

Regards
Sharon Huxtable
Headteacher



School Houses

Each child in school is a member of one of our three houses: Craigshannoch, Mither Tap and Oxencraig. Your child/ren are in:

Craigshannoch	Mither Tap	Oxencraig

Outings by Bus

In discussion with Parent Council, parents are given the opportunity to contribute towards transport costs for school visits. The following is suggested per trip:

Coach £3.00 per child
Minibus £1.50 per child

Any additional costs would be met by the parent council. The school cannot impose these costs but your support is greatly appreciated and your contributions help funds go further. These donations are reviewed at the first Parent Council meeting each session so please make your views known if you are unable to attend.

School Day Routine

P1-7 9.00am – 12.30pm 1.30pm – 3.15pm

Parents are reminded that it is important that their children arrive promptly for school by 9.00am and to inform the school before 9.30am if they are to be absent.

New P1 pupils will attend for mornings only until 30th August, then mornings and lunchtime on 31st and 1st September, starting full days on 4th September. They will be in all day for Techfest

Before school we ask that pupils do not play on the field but instead wait on the tarmac playground until the bell goes.

Mrs Buckingham is in the playground from 8.55am onwards to ensure that pupils hear the bell and line up in an orderly fashion at the back door.

Any pupil needing adult assistance before then should knock on the back door or come round to the front door and ring the bell.

A teacher will bring children into school once they are in their lines.

Safety Reminders

If you drop children off in the mornings please ensure that they get out on the pavement side of the car. The road is a very busy one and police regularly monitor car speeds. To avoid congestion at the beginning and end of the day we recommend that parents park at the village hall or the Archaeolink carpark and walk their children to the school.

All P1-3 children should be picked up from within the school grounds at 3.15pm. Please come right into the school grounds to avoid congestion on the pavement at the school gate. It is important that school staff see that all children are met by a known adult. Please let us know if pick up arrangements have been changed or if someone new will be meeting children. Please remind children that they do not leave the school grounds unaccompanied.

The security locks are set once children are brought inside at 9.00am and after each break. Any late arrivals or parents dropping forgotten packed lunches etc should always come through the front door and see a member of staff.

Parent Partnership

Working in partnership with parents and the community is vital to enrich the learning and life of the school. There are lots of different ways of getting involved.

Parent Forum

All parents/carers are members of the Parent Forum. The current office bearers are:

Chair – Murdette Price-Davies
Secretary – Moragh Boyle
Treasurer – Sandra Cormack

A copy of our Parent Council Constitution is attached for your information. The first meeting of the Parent Council this term will be Thursday 14th September at 7.00pm in the school and all parents are welcome.

We are very fortunate to have such an effective and enthusiastic Parent Council who make such a difference to the school by their support.

Staffing

Mrs Esther Mitchell – P1/2/3
Mrs Emma Cruickshank – P4/5
Mrs Amy Duckers – P6/7
Mrs Sharon Huxtable (HT) – P4/5 (Usually Tuesday)
Mrs Yvonne Buckingham PSA (Mon-Fri)
Mrs Sheila Stewart
Ms Lara Lumbard (Support for Learners) Wednesday



Holiday Dates – 2017/8

See the School diary below for holiday dates and other dates of importance.



Please note that holiday absences during term time have to be registered as unauthorised unless they are for specific reasons outlined by legislation. Holiday dates up to 2019 are available on the Aberdeenshire website

<https://www.aberdeenshire.gov.uk/schools/parents-carers/school-term-dates-and-in-service-days/> to help you plan your breaks.

Dinner Money

The cost of a school lunch for this session will be £2.20 for P4-7 pupils. This can be paid online or by cash/cheque (cheques payable to Aberdeenshire Council). If you don't have an online account, please speak to Mrs Smith in the office for details on how to set this up.

Milk and juice will continue to be provided at a cost of 20p per day. Can we please ask that if you would like your child to have milk at lunchtime, you preorder this as it needs to be ordered in. This can be paid by cash or cheque (payable to Aberdeenshire Council). The cost for milk for every day of term 1 will be £7.80 (£6 for our new P1s).

Timetables

Music – Ms Catherine Murray – Thurs afternoons P1/2/3 and P6/7 and Friday mornings P1-7
French – M. Remi Journe – Friday morning P1-7

Each class has PE on Tuesdays and another PE session during the week and your teacher will tell you when that is. All pupils should make sure they bring their PE kit on Mondays and take it home on Fridays to wash.

Kit

PE – a change of white T-shirt, navy/black shorts, (non marking) gym shoes. No jewellery. Earrings that cannot be removed to be covered with tape. Please supply tape if appropriate. Long hair to be tied up. PE kits to be taken home weekly for washing. Outdoor trainers and joggers/sweatshirts should also be in school for outdoor PE sessions. Pupils need a drawstring kit bag to hang their kit on their peg. Oyne School PE kit bags are available to buy in school.

Earrings

For Health and Safety reasons, pupils must remove earrings and other items of jewellery before taking part in PE lessons to prevent any accidents which may occur - earlobes being torn for example by earrings being pulled. Where a pupil is unable to remove jewellery, he/she must cover these with tape. We cannot, however, guarantee that this will provide sufficient protection against accidents.

Phone Calls to School

The school office is manned every morning so if possible please aim to phone the school before 1.00pm. After this time it is not always so easy to get to the phone – although we will try our best. If you do call the school please leave a message to allow us to call you back as soon as someone is available. Please use the new number of 01464 635100 for calls.

Water Bottles

Pupils should each have a named water bottle during the day which is taken home and washed daily.

Naming Clothing and other items

Can we please ask that all clothing and other items are named to help us reunite them with their owners when they're misplaced – our lost property tub still has a number of items left from last term which we couldn't reunite as they weren't named!

Facebook

If you aren't already on our school secret Facebook group please return the slip to request to be invited and we will get you added.

Positive Behaviour

At Oyne School we have high expectations of good behaviour at all times. Pupils are expected to follow the 'Oyne School Charter' and demonstrate Oyne School Values. We also approach positive relationships by supporting our Rights through the Rights Respecting Schools Award. Attached is a summary of the Positive Learning Environment (Behaviour) stages that we use in school.

Village/Walk Consent Form 2017/8

Please find attached a consent form for your child/ren for short village activities undertaken throughout the year. This may include watering plants at Coronation Corner, walking to the hall for rehearsals, etc. Please complete the form and return it to school.

Parent Transport

Now and again where smaller groups need to travel to activities (eg football) or visits, parent transport may be used. Because of the prohibitive cost of buses we would be unable to take part in many activities without this facility. **NB All parents are asked however, to check their own insurance policies to ensure they are covered for this purpose (business use) before offering this service.**

Food Tasting Permissions

Please also find attached a consent form for any food tasting opportunities we have. We regularly taste fruit or vegetables/salad from the garden and occasionally for projects. Please list any foods you do not want your child to taste. We do have your child's food allergy information in school when appropriate, and any food that is prepared is done by staff with a food hygiene certificate.

Emergency and Snow Addresses

Pupils who live outwith the village should have an address in the village where possible – this can be a friend or family member. This is just in case parents or other contacts aren't able to get back in the event of the school having to close early. Please complete and return the form providing the necessary information.

Communication for parents

Aberdeenshire council has changed the way parents receive online alerts about school closures and changes to school transport. You can now sign up for these notifications through *myaccount* on the Aberdeenshire Council website – if you currently pay for school meals online, you will already be registered.

myaccount is a simple, secure way of accessing a range of Scottish public services using just one username and password and 13,000 parents across Aberdeenshire are already enjoying the benefits of it.

As well as being able to sign up for alerts, your home page will automatically give you handy information such as your bin collection days, where your nearest recycling centre is and the names of your local councillors.

So, if you want to be kept up-to-date and take advantage of the other *myaccount* benefits, sign up to the new system by going to the Aberdeenshire Council website and clicking on the red **register** button in the top right-hand corner.

Groupcall Xpressions App

We are also hoping to use this for communications with parents – this will allow us to send text message updates free of charge to parents. The app can be installed from your app store. It should also allow us to send messages to more than one family member if required, please let us know if you need both parents included in messages.

Newsletters by Email

We will be sending newsletters and other school information by email this session as it is quicker and gives you direct information without having to search through school bags, and you don't have to worry about losing bits of paper. It also saves paper and we are happy for you to email your consent forms (or consent in an email without signature) back to school for the same reason. Please confirm on the slip attached that you are happy for us to use your email address for this purpose (we need this permission annually so we still need this even if you have regularly had information by email in the past).

Medicines in School

Pupils who have to have medicine whilst at school (antihistamine, antibiotics, inhalers, cough sweets, etc) will require a medication form completed when this medicine is required to be taken. Please bring the medication to the school office on the first day it's required and complete the form. The medicine will be kept in the fridge/medicine cabinet during the day and returned home with your child after school. Medicines kept in school for emergency use will require an annual completion of a medical form, this will be sent home for review/signature for those who require it. Aberdeenshire Council policy information on supporting children with medical needs is attached – please sign/return the slip acknowledging you have seen it.

Secondary Schools (P7 only)

Parents of P7 children are asked to complete the tear-off regarding the school your child is expected to transfer to at the end of P7 in order that we can ensure correct circulation of transition information.

Parent Consultation Evening – Tuesday 10th October, 3.30 – 5.00 and 6.00 – 8.30 pm

You are invited to school to allow you the opportunity to discuss with staff how your child/ren is/are settling into the new school session. Please complete and return tear-off.

Parents/Friends Helpers for School Trips/Visits

Please complete the tear-off if you are willing/available to help accompany staff on class excursions/walks when we require help .

Library

Library will be on a Tuesday afternoon this session. If you are able to help with this, please complete and return the slip so a rota can be prepared. A PVG check is required for this role.

Photographs/Videos

Please see attached the information from Aberdeenshire Council with regards to taking of photographs and videos and the sharing of this within school and online. Please read it carefully and complete the form for your child/ren.

Internet Access

We would be grateful if you and your child/ren could please review the internet access policy and sign/date the form and return it to school.

Pupil Information

Please can parents ensure that they keep the school fully informed about any changes of circumstances occurring during the session relating to your children.

Particularly

- Emergency contact address/telephone numbers
- Work address/telephone numbers/e-mail addresses
- Mobile phone numbers
- Snow addresses

This enables us to keep our records up to date and ensures we can contact the necessary adults if we need to during school hours. It is also helpful if children know who their emergency contacts are. Please find attached the information we hold for your child(ren). Please check the information, make any updates necessary and return the form to school by Friday 1st September 2017 – if no changes are required, please still sign and return the form.

Insurance Information

Aberdeenshire Council do not provide cover for personal accident, illness, loss or damage incurred by participants. Further, the Council's Third Party liability policy will not necessarily indemnify participants in the event of a Third Party being injured solely due to the negligence of the participants. The Council's Third Party liability policy, will however meet claims from Third Parties arising from the negligence of the Council or its employees. Participants wishing to obtain cover for personal accident and Third Party Liability are advised to contact an insurance company or broker.

Residual Risk

It is inconceivable that all risk will be eliminated from an excursion or event. The risk that remains having carried out a risk assessment and implemented control measures to manage it is called the "Residual Risk". It is important that all those involved, including parents are aware and acknowledge that residual risk exists.

Child Protection

Given on-going public concern on the subject of child abuse and changes in the law, schools are now required to report if we think any child has come to harm as a consequence of possible abuse.

Each school has a Child Protection Coordinator (Mrs Huxtable) appointed to be responsible for Child Protection matters and is specially trained for the task.

Where there is the possibility that a child could be at risk of abuse or neglect, the school is required to refer the child to Social Work, the Police or the Reporter and under these circumstances, the parent would not normally be contacted first.

Extra Curricular Activities

Our after school clubs of jogging, football, and netball are planning to go ahead as in previous years. Parents are again reminded that to be a volunteer in after school sports clubs it is now essential to complete a Protection for Vulnerable Groups (PVG) check form. Please complete the tear-off slip and return to school if you are interested in helping with after school clubs or in school during the day and haven't already completed a form. Aberdeenshire Council finds it acceptable for the Headteacher to delegate responsibility to parents or adult helpers for activities organised by the school outwith the normal school day. As Headteacher I am very happy with the way these activities are run and feel we are very fortunate to have parents/friends who are so willing to give their time and energy to the benefit of the children, but parents should only allow their children to attend these activities if they are happy with the supervision arrangements made and the adults taking these activities. Our sport clubs run through Active Schools and parents and children are asked to complete a Code of Conduct form before they start and discuss with the children the need for very good behaviour at these activities (see attached). Any unacceptable behaviour will be reported to the Headteacher who will take appropriate action.

We have a dedicated group of parents who run the clubs but we also rely on volunteers to come along after school. The clubs can only run if enough parents are willing to support those who run them so please complete the slip if you can give some time after school.



If there are any other skills or interests that parents would like to share after school please get in contact.

Registration for these clubs is done online, on the Aberdeenshire Council website – can you please ensure you register your child for each of the clubs they want to take part in so they appear on the register for the relevant club, and the group leader has all the necessary emergency contact information. Please go to <https://www.aberdeenshire.gov.uk/leisure-sport-and-culture/active-schools/in-your-area/garioch/inverurie-primary-network/> If your child/ren are attending jogging, can you please register them online at <https://www.aberdeenshire.gov.uk/leisure-sport-and-culture/active-schools/in-your-area/garioch/inverurie-primary-network/> This will ensure that all the necessary information will be available for the Lesley Lawrie and her team when the group starts. If you don't have internet access, please speak to the office. The online form will be available from Friday 19th.

Jogging Club

Jogging will be restarting on Monday 28th August for **p4-7** (week about so P1-3 next time) from 3.15 to 4 pm. Helpers will be needed and if you're available to help (and have the PVG form already in place) can you please indicate on the slip so we can get a rota organised.

Netball

If your child would be interested in taking part in the netball after school group this session (old and new members welcome from p4-7 classes), can you please complete and return the tear off slip so we have an idea of numbers.

Football

Football will restart for **P2-7** from Friday 1st September from 4.45-5.45 pm. Again, helpers will be needed so please let us know if you're available.

What a lot of information! Please don't hesitate to get in touch if you have any queries or concerns.

Regards.
Sharon Huxtable
Head Teacher

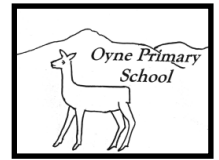
School Diary Dates 2017-18




Date	Event	Times
Mon 21 st August	In Service Day 1	
Tues 22 nd August	First day of term	
Tues 5 th September	P1 Curriculum workshop	6.00pm – P1 parents/carers
Thu 14 th Sept	Parent Council meeting	7.00pm – all welcome
Thu 28 th Sept	Harvest Assembly	1.45pm – all welcome
Tues 10 th Oct	Parent Interviews	3.30 – 5.00pm and 6.00 – 8.30pm
Mon 16 th Oct – Fri 27 st Oct	October Holidays	
Mon 13 th and Tue 14 th Nov	In Service Days 2 & 3	
Wed 13 th and Thu 14 th Dec	Christmas Performances	7.00pm – all welcome
Mon 25 th Dec – Fri 5 th Jan (inclusive)	Christmas Holidays	
Fri 9 th Feb	Occasional Holiday	
Mon 12 th Feb	Spring Midterm holiday	
Tues 13 th and Wed 14 th Feb	In Service Days 4 & 5	
Thurs 8 th Mar	Open Afternoon Event	2.00pm onwards – all welcome
Tue 20 th Mar	School Reports issued	
Tue 27 th Mar	Parent Interviews	3.30 – 5.00pm and 6.30 – 8.30pm
Fri 30 th Mar	Good Friday Holiday	
Mon 2 th April – Fri 13 th April	Spring Holidays	
Mon 7 th May	May Day Holiday	
Mon 28 th May – Fri 1 st June	P6/7 residential trip	
Mon 5 th June	Occasional Holiday	
Wed 6 th June	Sports Day	2.00pm – all welcome
Thur 5 th July	End of Year Assembly	2.00pm – all welcome
Fri 6 th July	Last day of school year	
Tue 21 st August	First day of school for pupils 2018/19	




List of Enclosures:-

1. Annual Consent Forms (begins with Village Walks) – to be completed and returned by **1st September**
2. Annual Data Check – to be checked, signed and returned by **1st September**.
3. Photography & Video Consent Form – to be signed and returned asap
4. Internet Use – to be signed by both parents and children (1 per child) and returned asap
5. Code of Conduct for After School Activities (if applicable) – to be completed (1 per child) and returned asap
6. Parent Council Constitution

Oyne School's Positive Learning Environment



	<p>Stage One When you do a good job in school or make the right choice.</p>	<p>An adult will give you praise and say 'well done' or give you a star or sticker. You will know you have made a good choice. You will get rewarded through your class reward system.</p>
	<p>Stage Two When you have made a special effort in school.</p>	<p>An adult will give you a 'white slip' to take home to share with others.</p>
	<p>Stage Three When you consistently make the right choice or do a good job.</p>	<p>You will get a Golden Brick to build into our Golden Wall. Your achievement will be celebrated at assembly and you will get a special sticker to take home.</p>

	<p>Stage One When you don't follow a Golden Rule or you make a wrong choice</p>	<p>An adult will give you two warnings then you will lose 5 minutes of Quality Time</p>
	<p>Stage Two When you repeatedly don't follow the Golden Rules or make wrong choices</p>	<p>Your teacher will issue a Stage Two Orange concern slip. Your parents/carers will talk to you and you will give the signed slip back to your teacher.</p>
	<p>Stage Three When you consistently make the wrong choices and do not follow the Golden Rules and you have had three Orange Slips.</p>	<p>The Head Teacher will contact your parents/ carer to discuss the next step.</p>

Dear Parent/Guardian

The Authority has introduced a policy with regard to Supporting Pupils with Medical Needs which sets out clear guidelines for the administration of medicine to protect both staff and pupils. We feel it is important to remind parents of this annually and would ask you to read the information below and sign and return the form attached.

Parents are responsible for supplying information about medicines which their child needs to take at school, and for letting the school know of any changes to the prescription or the support needed. The parent or doctor should provide written instructions as detailed in Form 1. **It should be noted that no medication can be administered by the school to a pupil under 16 without the parents' written consent.** It is important that parents be aware of the following points:

1. **Children who are feeling ill should not be sent to school.**
2. There is no legal duty which requires school staff to administer medication; this is a voluntary role. Therefore, whenever possible, arrangements should be made for prescribed medication to be administered by the parent during school hours or to be prescribed in dose frequencies which enable it to be taken outside school hours. This will reduce the need for forms being completed timeously and also to avoid storage of medicines in school.
3. It is a parental responsibility to inform the school of their child's medical needs. It is important for the school to have sufficient information about a medical condition of any pupil with long term medical needs. The information will be shared with staff on a need to know basis, in the best interests of the child.
4. It is good practice to allow pupils who can be trusted to do so to manage their own medication eg inhalers from a relatively early age. If pupils can take their medication themselves, staff may only need to supervise this or remind them. **The school's procedures with regards to implementation of the Authority's policy will indicate whether pupils can carry and administer their own medication bearing in mind the safety of other pupils and the security of the medication.** Form 4 of the policy should be completed by parents who wish their children to carry their own medication.
5. School staff should generally not give non-prescribed medicines to pupils. Non-prescribed medicines (eg throat lozenges) should be taken with the permission of the class teacher.

If you have any concerns regarding the above, they should be addressed directly to the Head Teacher.

Thank you for your co-operation.

Yours sincerely

Aberdeenshire Council E&CS