

WE SHOW RESPECT AND HAVE FUN SO  
WE CAN LEARN FROM **EVERYONE!**



## **School Handbook 2026**



The information contained within this Handbook is correct at the time of publication  
and is updated annually

Mandy Inkson, Head Teacher  
Date of Issue 12/25

**KINDNESS**      **PRIDE**      **BELONGING**      **ACHIEVEMENT**

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## Aberlour Primary

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Welcome to Aberlour Primary School. Our school serves Aberlour and the surrounding countryside, and we value the strong partnerships we build with our families and the community.

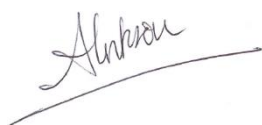
Aberlour Primary is a Victorian school, originally completed in 1897 and extended in 2002 to include the Enhanced Provision for the Speyside Associated School Group, supporting children with complex additional support needs. The school has five mainstream classrooms, arranged along a central corridor that are well equipped to support high-quality learning. In addition, we have a library, support for learning and nurture areas, a large central hall and a dining room, all of which help us create a supportive and stimulating learning environment. We are also fortunate to have two nurseries on site, Aberlour Primary Nursery and Aberlour and Craigellachie Pre School Nursery.

This handbook aims to give you helpful information about our school's organisation, facilities and policies. We believe that by working together, families, children and staff, we create the best possible environment for our children to learn and grow.

Moray Council has produced a "Notes for Parents and Carers" booklet, which is designed to provide basic information about the education system in Moray and also to detail specific areas of government legislation which may relate to your child's experience at school. This booklet is available at [www.moray.gov.uk/moray\\_standard/page\\_47236.html](http://www.moray.gov.uk/moray_standard/page_47236.html) and also available in other languages.

If there is anything you would like to discuss, please get in touch. We look forward to working with you and supporting your child throughout their time with us here at Aberlour.

Warm regards,



**Mandy Inkson**  
Head Teacher  
Aberlour Primary School  
**5th December 2025**

*If you need any information contained in the handbook in another format or language, please ask an English-speaking friend or relative to contact: Phone: 01343 563319 or Email: [equalopportunities@moray.gov.uk](mailto:equalopportunities@moray.gov.uk). Write to: Equal Opportunities, Moray Council, High Street, Elgin, IV30 1BX*

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## Vision And Values

Our Vision statement for our school is



**We show respect and have fun so we can learn  
from **everyone!****

**In our school community we value  
*kindness, belonging  
achievement and pride***

These values are spoken about often and help us create a learning environment that feels safe, supportive and purposeful for every child.

## Educational Aims

At Aberlour Primary School, we aim to provide a happy and nurturing learning experience where every child can grow and thrive. We value the support of our families and community and take a strong partnership approach to promoting the wellbeing and success of all our pupils.

Our aims are to enable all children to become:

## Successful learners



**With:**

- enthusiasm and motivation for learning
- determination to reach high standards of achievement
- openness to new thinking and ideas

**and able to:**

- use literacy, communication and numeracy skills
- use technology for learning
- think creatively and independently
- learn independently and as part of a group
- make reasoned evaluations
- link and apply different kinds of learning in new situations

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## Confident Individuals



with

- self respect
- a sense of physical, mental and emotional wellbeing
- secure values and beliefs

and able to:

- relate to others and manage themselves
- pursue a healthy and active lifestyle
- be self aware
- develop and communicate their own beliefs and view of the world
- live as independently as they can
- assess risk and take informed decisions
- achieve success in different areas of activity

## Responsible Citizens



with

- respect for others
- commitment to participate responsibly in political, economic, social and cultural life

and able to:

- develop knowledge and understanding of the world and Scotland's place in it
- understand different beliefs and cultures
- make informed choices and decisions
- evaluate environmental, scientific and technological issues
- develop informed, ethical views of complex issues

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## Effective Contributors



with

- an enterprising attitude
- resilience
- self-reliance

and able to:

- communicate in different ways and different settings
- work in partnership and in teams
- take the initiative and lead
- apply critical thinking in new concepts
- create and develop
- solve problems

For more detailed information about the purpose and aims of the Curriculum for Excellence, further guidance is available at:

<https://education.gov.scot/curriculum-for-excellence/about-curriculum-for-excellence/the-purpose-of-the-curriculum/>

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## School Details

|                  |                                                                                                                                                                                                                           |        |    |      |    |      |    |      |    |      |    |       |     |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----|------|----|------|----|------|----|------|----|-------|-----|
| Head Teacher     | Mrs Mandy Inkson                                                                                                                                                                                                          |        |    |      |    |      |    |      |    |      |    |       |     |
| Name of School   | Aberlour Primary School<br>(Non-denominational)                                                                                                                                                                           |        |    |      |    |      |    |      |    |      |    |       |     |
| Address          | Mary Avenue<br>Aberlour<br>Banffshire<br>AB38 9PN                                                                                                                                                                         |        |    |      |    |      |    |      |    |      |    |       |     |
| Telephone Number | 01340 871255                                                                                                                                                                                                              |        |    |      |    |      |    |      |    |      |    |       |     |
| Email            | <a href="mailto:admin.aberlourp@moray-edunet.gov.uk">admin.aberlourp@moray-edunet.gov.uk</a>                                                                                                                              |        |    |      |    |      |    |      |    |      |    |       |     |
| Facebook         | <a href="https://www.facebook.com/AberlourPS/">https://www.facebook.com/AberlourPS/</a>                                                                                                                                   |        |    |      |    |      |    |      |    |      |    |       |     |
| Website          | <a href="https://aberlourprimaryschool.co.uk">https://aberlourprimaryschool.co.uk</a>                                                                                                                                     |        |    |      |    |      |    |      |    |      |    |       |     |
| Hours of Opening | 09.00 - 12.15pm<br><br>13.00 – 15.00pm                                                                                                                                                                                    |        |    |      |    |      |    |      |    |      |    |       |     |
| Current Roll     | <table><tr><td>P1/2/3</td><td>24</td></tr><tr><td>P2/3</td><td>23</td></tr><tr><td>P4/5</td><td>22</td></tr><tr><td>P5/6</td><td>22</td></tr><tr><td>P6/7</td><td>23</td></tr><tr><td>Total</td><td>114</td></tr></table> | P1/2/3 | 24 | P2/3 | 23 | P4/5 | 22 | P5/6 | 22 | P6/7 | 23 | Total | 114 |
| P1/2/3           | 24                                                                                                                                                                                                                        |        |    |      |    |      |    |      |    |      |    |       |     |
| P2/3             | 23                                                                                                                                                                                                                        |        |    |      |    |      |    |      |    |      |    |       |     |
| P4/5             | 22                                                                                                                                                                                                                        |        |    |      |    |      |    |      |    |      |    |       |     |
| P5/6             | 22                                                                                                                                                                                                                        |        |    |      |    |      |    |      |    |      |    |       |     |
| P6/7             | 23                                                                                                                                                                                                                        |        |    |      |    |      |    |      |    |      |    |       |     |
| Total            | 114                                                                                                                                                                                                                       |        |    |      |    |      |    |      |    |      |    |       |     |

## Parent Council

### Office Bearers

|           |             |
|-----------|-------------|
| Mrs Muir  | (Chair)     |
| Mr Rogers | (Secretary) |
| Mr Dagnan | (Treasurer) |

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## **Staff List**

Head Teacher  
Acting Principal teacher ASN

Mrs M Inkson  
Mrs D Stewart

### **Teaching staff**

Mrs E Herschell  
Miss A Reid  
Miss A Sinclair

Miss E Wilson  
Miss A Dawson  
Mrs E Reid

**PE Teacher**  
**ICT Teacher**

Mr I Kearton  
Mr I Kearton

### **Support for Learning Teachers**

Miss S Campbell

### **School Administrator**

Mrs E McConnachie

### **Janitor**

Mr J Sorley

### **School Support staff**

Mrs A Critcher  
Mrs H Allan  
Mrs P Winchester  
Miss K Newlands

Mrs L Buchanan  
Miss R Garden  
Mrs Y Hepburn  
Mrs D Christie

### **Catering Staff**

School Cook  
Assistant Cook  
Catering Assistant  
Catering Assistant

Mrs Reid  
Mrs Stables  
Mrs Bowie  
Miss Pinto

### **Instrumental Instruction**

Recorder/Ukulele  
Violin/Cello  
Brass

Mrs A Gillies  
Mrs R Lewtas  
Mr J Gray



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## Other Information

Secondary School

Speyside High School  
Mary Avenue  
Aberlour  
Banffshire  
Telephone 01340 871522  
Email [admin.speysidehigh@moray-edunet.gov.uk](mailto:admin.speysidehigh@moray-edunet.gov.uk)  
Head Teacher Mrs Patricia Goodbrand

Associated School Group

Craigellachie Primary School  
Glenlivet Primary School  
Knockando Primary School  
Mortlach Primary School  
Rothes Primary School  
Tomintoul Primary School

Head of Education

Ms Vivienne Cross

Quality Improvement Officer

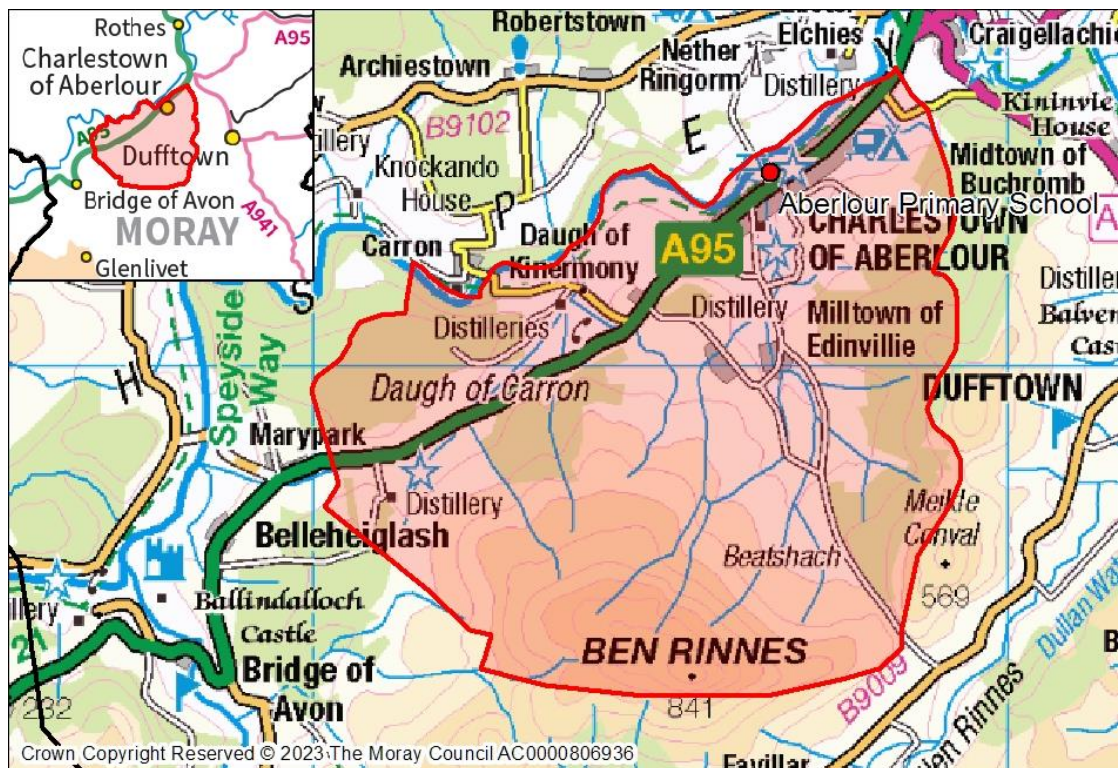
Mrs Susanne Campbell

Office address

Education, Housing & Communities  
The Moray Council  
High Street  
Elgin  
IV30 1BX  
Telephone 01343 563374  
[www.moray.gov.uk](http://www.moray.gov.uk)

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## School Catchment Area



## Enrolment Of Pupils

There is one enrolment date each year for new entrants to Primary 1 (P1). This date and the enrolment procedure are normally advertised in January. To begin school that August, children must be **5 years old by the end of February** following their enrolment. Children normally start P1 at the **beginning of the autumn term in August**, and there is one intake each year.

Families living **outwith the school's catchment area** may apply for a place. These applications are considered under specific conditions, and full details will be provided on request. Any child who is moving into the catchment area during the school year may enrol by contacting the school office with their details and address.

We offer a comprehensive **induction programme** to help new children and their families become familiar with the school environment and staff. This usually takes place before entry to P1, or at the point of enrolment if the child joins during the school year. We also work closely with local pre-school providers to ensure a smooth transition for children moving into P1.

Shortly before starting school, families will have the chance to **meet school staff** and learn more about how they can support their child's learning. This partnership continues throughout a child's time at Aberlour Primary, supported through a range of curricular and social parent evenings and events across the school year.

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## Attendance

Section 30 of the Education (Scotland) Act 1980 asks parents to make sure their child attends school regularly. Regulations also require every absence to be recorded as either **authorised** (for example, approved by the local authority or explained by a parent/carer) or **unauthorised** (for example, unexplained absences or holidays taken during term time).

If your child is unable to attend school, please phone or email us **before 8.55am on the first day of absence** to let us know the reason and, if possible, how long you expect the absence to last. If we haven't heard from you, we will follow up to make sure your child is safe. If we are unable to reach anyone on the contact numbers provided by **9.30am**, we may need to involve other agencies (such as Police or Social Work) to ensure your child's wellbeing.

Absences due to illness, medical or dental appointments, family bereavement or other similar reasons will be recorded as **authorised**—but only if we are informed. If we do not receive an explanation, we must record the absence as **unauthorised**. A pattern of unauthorised absences will result in the school asking formally for further information. Attendance figures are shared with the Education Department and the Scottish Government.

Family holidays during term time can no longer be authorised by the Head Teacher except in **exceptional circumstances**, which must be discussed in advance. The Scottish Government strongly encourages families to avoid term-time holidays wherever possible. Most holidays will be marked as **unauthorised**, and the usual procedures will apply.

The school day begins at **9.00am**. While we understand that occasional lateness can happen, frequent late arrivals can disrupt learning and make it harder for children to settle into their day. We keep a record of lateness, and if this becomes a concern we will contact you to offer support in helping your child arrive on time.

## Absence Due To Sickness

Pupils are required to remain at home when ill. If a child has suffered from a sickness and diarrhoea they must have **48 hours free** from symptoms before returning to school.

## Parental Access

At Aberlour Primary, we pride ourselves on being open and approachable. We offer a combination of open-door opportunities, open nights, and individual appointments, and we are always happy to welcome parents and carers into the school. To help us manage teaching commitments, a quick phone call to arrange a convenient time is appreciated.

Your child's happiness and wellbeing are at the heart of everything we do. Positive, two-way communication between home and school is vital, and we encourage you to contact us whenever you have a question, concern, or simply want to talk about your child's progress. We are always here to listen and to support you.

If you wish to make a written request or raise a concern formally, please be assured that it will be acknowledged and responded to within the appropriate timescales.

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Throughout the year, we enjoy welcoming families into school for a range of events. Parents and carers are invited to join us for assemblies, open evenings, sports days, concerts and other celebrations of learning. These occasions help strengthen the sense of community that is so important to us at Aberlour Primary.

## Curriculum

Alongside national developments, we continue to deliver high-quality learning through Scotland's Curriculum for Excellence here at Aberlour Primary School. Our ongoing work includes enhancing play and active learning, further embedding cooperative learning across all curricular areas, and strengthening approaches to recognising and recording pupils' personal achievements. These developments support continuity across the curriculum and ensure smooth transitions at every stage of a child's educational journey.

Within the framework of the Curriculum for Excellence, the curriculum is currently organised into the following key areas:

- **Health and Wellbeing across learning**
- **Literacy across learning**
- **Numeracy across learning**

All staff share responsibility for supporting children's learning and development across these areas. The curriculum components are:

### Expressive Arts

Art And Design, Dance, Drama And Music

### Health and Wellbeing

Mental, Emotional, Social And Physical Wellbeing

### Languages

Literacy And English, Listening And Talking, Reading And Writing  
Modern Languages, Listening And Talking, Reading And Writing

### Mathematics

Number Money And Measure, Shape Position And Movement, Information Handling

### Religious and Moral Education

Christianity and other world religions, beliefs and values.

*Where parents exercise their legal rights to withdraw their children from RME observance, their wishes will be respected and the child will take part in different activities during this time. To make these arrangements, please forward a letter to the Headteacher stating your reasons for this request.*

### Sciences

Planet Earth, Forces Electricity And Waves, Biological Systems, Materials, Topical Science

### Social Studies

People, Past Events And Societies



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People, Place And Environment  
People In Society, Economy And Business

## Technologies

Technological Developments In Society, ICT To Enhance Learning, Business, Computing Science, Food And Textiles, Craft, Design, Engineering And Graphics

Although the curriculum is organised into distinct areas, learning in practice is often interdisciplinary. This is especially evident in the learning *contexts* pupils experience in school, where they are able to apply many of their mathematical and language skills in meaningful, practical situations.

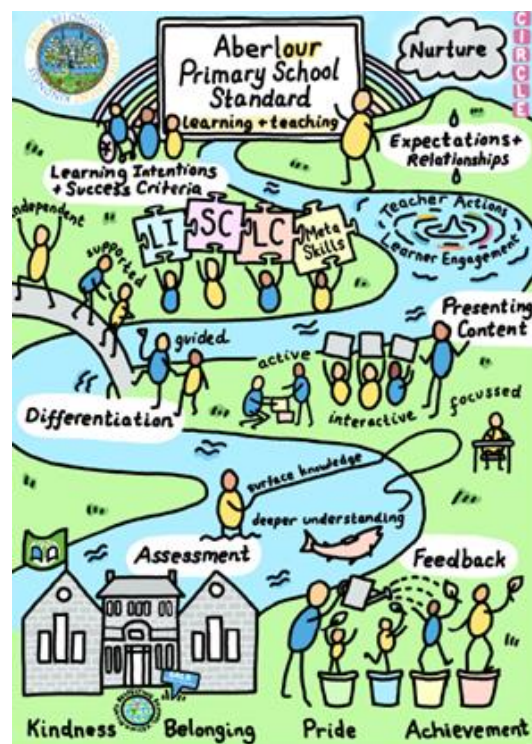
Classroom organisation across the school provides a balance of individual, group, and whole-class learning and teaching throughout the academic year.

Pupils are supported to progress at a pace that reflects their abilities and talents. Groupings will change as required and may include cross-year groups. Teachers will use the approaches they judge most appropriate for the pupils involved, in line with Authority and National guidelines.

A key priority is that children become engaged, successful learners as early as possible, enabling them to acquire knowledge effectively and with confidence.

## Effective Learning and Teaching

The Aberlour Primary School Standard for Learning and Teaching sets out how we support



children to learn and grow in a warm, caring and inclusive environment. Our work begins with strong relationships and clear expectations, helping children feel safe, confident and ready to learn. Teachers make learning intentions and success criteria clear, ensuring pupils understand what they are learning, why it matters and the skills they are developing.

Learning experiences are active, engaging and enjoyable, with lessons adapted to meet a wide range of needs. Children learn independently, collaboratively and with appropriate support, ensuring everyone can participate fully. Teachers check understanding regularly and provide constructive feedback that helps children build on their strengths, make progress and deepen their knowledge over time.

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Our learning and teaching approaches are designed to help children:

- make informed decisions
- experience challenge and enjoyment
- apply their mental, emotional, social and physical skills

They achieve this through:

- active learning and purposeful play
- opportunities for collaborative and independent learning
- enjoyment and choice in their activities
- effective and appropriate use of technology
- frequent connections made across the curriculum

Together, these approaches nurture positive learning habits and promote children's health and wellbeing, fostering kindness, belonging, pride and a strong sense of achievement—qualities that will support them well into adult life.

## Health and Wellbeing across learning

Learning through Health and Wellbeing promotes confidence, independent thinking and positive attitudes. At Aberlour Primary, children are supported to feel respected, responsible, included, safe, healthy, achieving, nurtured and active. In doing so, we work towards our aim of helping every child become a successful learner, a confident individual, a responsible citizen and an effective contributor. This is achieved by embedding our shared school values—**Pride, Kindness, Belonging and Achievement**—in all aspects of school life and encouraging children to carry these values into the wider community.



## Literacy across learning

The literacy experiences and outcomes support the development of critical and creative thinking, along with competence in listening and talking, reading and writing. They also foster the personal, interpersonal and teamwork skills that are essential both in everyday life and in the world of work.

## Numeracy across learning



Numeracy is a vital skill for life, learning and work. It involves the confidence and competence to use numbers effectively in order to solve problems, analyse information and make informed decisions. At Aberlour Primary, we continue to provide rich numeracy experiences to ensure that core numeracy skills are well developed and meaningfully applied across the wider curriculum.

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Above all, pupils should develop a strong working knowledge of number facts and mathematical skills, enabling them to use and relate these confidently in a range of situations—both within the classroom and in the wider world.

## Additional Support Needs

The role of the Additional Support Needs (ASN) staff in the school is to support pupils' learning across the curriculum, either by working directly with individual children or by collaborating with class teachers. Their work aligns with the five key Support for Learning Teacher roles:

- **Consultancy and Consultation** – offering advice, guidance and strategies to staff and families.
- **Planning and Co-operative Teaching** – jointly planning and delivering learning to meet a range of needs.
- **Identification and Assessment** – helping to identify barriers to learning and carrying out appropriate assessments.
- **Supporting Professional Learning** – contributing to staff development to improve inclusive practice.
- **Partnership Working** – working alongside families, specialists and external agencies to provide coordinated support.



For children with identified difficulties in reading, writing or numeracy, support may be short-term—such as catching up after absence—or longer-term where ongoing help is required. This support may be provided individually or in small groups, either within the classroom or in an alternative learning space. Support is also offered to help pupils maintain or exceed expected levels of attainment.

## Homework

Weekly, throughout the school, children will engage with their class reader or accelerated reader reading book, practise their spelling sounds and patterns and practise their Big Maths Learn Its for homework. Parents are actively encouraged to participate in facilitating the completion of these exercises. Homework is shared on the class team.

## Assessment & Reporting

Pupils are continually assessed through observation, class work and formal external evaluations, including the National Standardised Assessments (NSAs). Assessments may be diagnostic—used to identify strengths and areas for development—or may be designed to measure progress against nationally and locally agreed standards within the Curriculum for Excellence.

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The results of diagnostic assessments help shape future learning, informing teachers' planning and identifying the level of support each child may require. Where appropriate, additional assessments may be used to confirm teachers' professional judgements about a pupil's level of achievement.



Pupil progress is recorded in terms of both the learning completed and the success achieved. These records are an important tool for evaluating the effectiveness of our teaching and may lead to adaptations, particularly when addressing individual learning needs.

Tracking progress reports are shared with families three times a year. A Parents' Evening is held in June, providing an opportunity to discuss the report in detail. In addition, families are invited to attend a child-parent-teacher meeting before the October holidays to review progress and next steps.

We warmly welcome parents' and carers' views at any time regarding their child's academic or social development. To ensure adequate time for discussion, we ask that an appointment be made with the school at a mutually convenient time.

Further information about the Curriculum for Excellence and ways to support your child can be found at:

<https://education.gov.scot/parentzone/>

## **Metaskills**

Aberlour Primary School promotes a Metaskills-based progression that encourages learners to recognise and discuss their own development, and to celebrate their achievements through a weekly OSCAR award.



Focusing Integrity Adapting Initiative



Communicating Feeling Collaborating Leading



Curiosity Sense-making Creativity Critical Thinking

Metaskills are essential because they help children develop the transferable abilities they will use throughout their lives—such as problem-solving, communication, creativity and resilience. These skills support learning across the curriculum, prepare pupils for future education and employment, and help them become adaptable, confident individuals who can thrive in a changing world.

The Metaskills we use are aligned with the Curriculum for Excellence's four capacities: **Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens.**



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## **Pupils:**

- Regularly use Metaskills language within the classroom.
- Are given opportunities to reflect on their completed work and discuss how it links to the weekly Metaskills focus.
- Have their progress recognised and celebrated at whole-school assemblies.

## **Teachers:**

- Plan which skill areas will be prioritised each term, recording these on termly information and annual overviews.
- Select a Metaskill strand each week and share this focus with the class at the start of the week.
- Refer to the Metaskill, capacity and strand throughout the week, helping children understand when and how they can demonstrate the focus skill and apply it in their learning.

## **OSCARS**



**O**ur **S**chool **C**an **A**chieve **R**esults awards are presented weekly across the school. These awards have been developed in conjunction with Metaskills and the four capacities expressed in the Curriculum for Excellence, Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. Each child on a weekly basis has the opportunity to nominate anyone in their class who they feel satisfies that week's selected criteria.

The Oscar is awarded at the weekly assembly with a certificate and the Oscar then presented and the achievement celebrated by all.

## **Sharing Assembly**

Pupils have the opportunity on a regular basis, to share with the rest of the school, activities they have carried out in school and that they are proud of. Families have the opportunity to join in with our assembly's on various occasions through the school year.

In addition the local minister joins us for assembly on a number of occasions through the year.

*Where parents exercise their legal rights to withdraw their children from RME observance, their wishes will be respected and the child will take part in different activities during this time. To make these arrangements, please forward a letter to the Headteacher stating your reasons for this request.*

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## House System

We have a House System in operation across classes.

There are four houses, **Eagles, Falcons, Ospreys** and **Harriers** to which all pupils in the school belong. Each has a Captain and Vice-Captain elected by secret ballot after hustings by the interested individuals.

Various activities through the school year including sporting events, quizzes and general good polite behaviour also contribute to the year's totals.

**Our present House Captains and Vice Captains from Primary Six & Seven**

**Ospreys**



**Harriers**



**Eagles**



**Falcons**

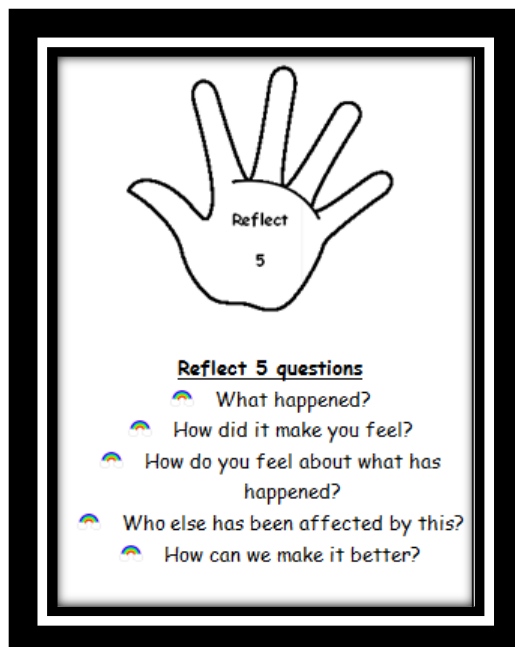


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## Promoting Positive Behaviour

At Aberlour Primary School, we follow the guidelines set out in our Positive Relationship Policy. The central expectation for all pupils is that they are **Ready, Respectful and Safe** at all times. A range of school charters, created collaboratively with pupils and staff, outlines the expectations that everyone is expected to meet.

This means pupils should behave in ways that support their own wellbeing and that of others, both inside and outside the classroom. It also involves showing respect for all members of the school community and for the school environment. When behaviours do not meet expectations, pupils take part in a coaching conversation based on five key reflective questions. This dialogue helps children take responsibility for their actions, understand their impact on others, and plan how to move forward by making positive choices.



### Reflect 5:

Our policy underpins the ethos of respect and positive relationships throughout the school. Copies are available from the school office, and families are encouraged to read them with their child to support consistency between school and home.

Children are expected to follow school expectations. They are made aware that they are responsible for their own actions, and if expectations are not met, a range of responses may be used, including:

- verbal warnings for persistent misbehaviour
- referral to the Head Teacher
- families being invited to discuss behaviour and agree next steps
- exclusion from school in serious cases

Please note that any incidents involving violence and aggression dangerous weapons, drugs or alcohol are reported immediately to Education, Housing & Communities and the Police may also be involved.

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## **Bullying**

There is a requirement on all schools to have a policy on bullying. A copy of the school's policy on bullying is available from the school office. Moray Council guidance for parents can be found here:

<http://www.moray.gov.uk/downloads/file152489.pdf>

Bullying is the wilful, conscious desire to hurt, frighten or threaten someone. It is a pattern of deliberately hurtful behaviour. It is usually repeated over a period of time.

It involves an imbalance of power, a dominance of one person over another. It can lead to feelings of fear, worthlessness and depression and can have lasting effects.

Bullying is not a one-off incident of name-calling, arguing or fighting. It should be distinguished from normal child-like behaviour and the 'one-off' incidents that sometimes occur between children as they are growing up and learning social skills.

### **What will the school do?**

When an alleged bullying incident is raised, the school will take the following course of action:

- the allegations will be investigated through restorative approaches with the relevant children and any appropriate members of staff
- where bullying is suspected or confirmed, a record will be filed in the Head Teacher's office
- where a bullying incident is confirmed, the parents of both victim and perpetrator will be contacted
- staff will make it clear to the pupil(s) involved that bullying behaviour is unacceptable and make an agreement on appropriate intervention.
- Planned actions will be agreed with those involved and recorded as appropriate, referral to other services made if necessary (Ed Psych, Social Work, Police)
- Staff will provide ongoing support to those involved in the incident
- The school will monitor and review the planned actions, record any further developments and follow-up over a period of time.
- If the incident is resolved the case will be closed
- If not resolved or any further incidents reported the school would consider further involvement of services ((Ed Psych, Social Work, Police)

# WE SHOW RESPECT AND HAVE FUN SO WE CAN LEARN FROM EVERYONE!

## Child Protection

Article 19 (protection from violence, abuse and neglect) Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

*(United Nations Conventions on the Rights of the Child)*

Moray Council is committed to safeguarding all children and young people. It is the responsibility of every member of staff to take all reasonable steps to protect children from harm and abuse in all its forms. These include:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Criminal Exploitation
- Child Trafficking
- Neglect
- Female Genital Mutilation
- Forced Marriage
- Forced or Dangerous Labour
- Child Sexual Exploitation
- Harmful Sexual Behaviour
- Radicalisation
- Domestic Abuse
- Parental Drug Use
- Parental Alcohol Use
- Parental Mental Health
- Child Placing Self at Risk

When school staff have concerns that a pupil may be at risk of harm, these concerns will be reported immediately to the school's designated Child Protection Co-ordinator (CPC). The CPC will then consult with Social Work and/or Police Scotland to clarify and assess the level of risk or harm to the child and determine the appropriate course of action.

Any decision about informing a child's parent or carer should be made in partnership with Social Work and/or Police Scotland as part of the referral process. School staff, including the CPC, will not contact parents or carers prior to this multi-agency discussion as doing so may compromise the child's safety and the integrity of any subsequent investigation.

If you have an immediate child protection concern and cannot contact education, please contact Social Work directly on **01343 554370** or if it is out with working hours call the Out of Hours Social Work Team on **03457 565656**. If you cannot contact Social Work, please call Police Scotland on **101**. If it is an emergency call **999** immediately.

Further information regarding these indicators of risk can be found in the [National Guidance for Child Protection in Scotland \(2021 – updated 2023\)](#).

## Getting it Right for Every Child (GIRFEC)

The Getting it Right for Every Child (GIRFEC) approach aims to improve outcomes for children, young people and their families based on a shared understanding of wellbeing. Most children and young people receive the support they need from their own families and their community, in partnership with universal services such as health and education. Where extra support is needed, GIRFEC aims to make that support easy to access with the child or young person at the centre. It looks at a child or young person's overall wellbeing to establish how safe, healthy, achieving, nurtured, active, respected, responsible and included wellbeing indicators they are, to ensure that each and every child or young person gets the right support, at the right time, from the right people.

# WE SHOW RESPECT AND HAVE FUN SO WE CAN LEARN FROM **EVERYONE!**

As part of the national GIRFEC approach children and young people from birth to 18, or beyond if still in school, and their parents will have access to a single point of contact to help them get the support they need. In primary schools this will usually be provided by the Headteacher or Depute Headteacher. The Headteacher or Depute Headteacher will be the single point of contact for children and young people, their parents/carers and the professionals who work with the child or young person. Should you have anything you would like to discuss regarding your child's wellbeing, please do not hesitate to contact your child's Headteacher or Depute Headteacher either by phone, email or alternatively a letter marked for the attention of your child's Headteacher or Depute Headteacher.

## School Uniform And Clothing Information

The school uniform is as follows:-

Sweatshirt Royal Blue with gold lettering

Polo Shirt Gold with blue lettering

(both of the above may be ordered through Dallas Designs  
<https://www.dallasdesignsltd.co.uk/shop/Aberlour-Primary-c164558677>

(Plain tops without logo's are perfectly acceptable.)

Trousers Dark Navy/Grey/Black

Skirt Navy/Grey/Black

Black Shoes



Children should have appropriate clothing for Physical Education (PE), including **gym shoes, shorts, jogging bottoms and a T-shirt in their house colour**. Please note that **crop tops are not suitable** for PE and should not be worn as part of the PE kit. **On their allocated PE day, children should come to school dressed in their PE kit**. For health and safety reasons, **no earrings should not be worn during PE; earrings must be removed or they must be taped over**. Football tops are **not permitted** as part of the PE kit.

If a pupil fails on three occasions to have the correct PE clothing, a letter will be sent home requesting that parents ensure their child has the appropriate kit on the days needed.

To promote the identity of the school, all pupils are encouraged to wear the school uniform as stated above, and the wearing of sportswear with obvious corporate branding is discouraged. Clothing grants are available for those on benefits  
[http://www.moray.gov.uk/moray\\_standard/page\\_55486.html](http://www.moray.gov.uk/moray_standard/page_55486.html) .

We also have a good stock of **preloved school uniform available free of charge** for families, which is on display in the front office.



# WE SHOW RESPECT AND HAVE FUN SO WE CAN LEARN FROM EVERYONE!

## School Meals

A choice of cooked meals is available each day; these are free for pupils in Primary 1 – 5 and at a cost of £2.50 per ticket for those in P6 and P7. A copy of the menu can be found online [http://www.moray.gov.uk/moray\\_standard/page\\_55519.html](http://www.moray.gov.uk/moray_standard/page_55519.html). Meals are to be paid for using the local authority cashless catering system. Parents access lpay at home and can pay for lunches online. Pupils will register their lunch choice within the classroom every morning.

**OUR SCHOOL LUNCH MENU 2025**

FRESHLY PREPARED IN OUR SCHOOL

OUR MENU RUNS ON A FOUR WEEK CYCLE

| Week 1                                                                                                                                                                                                                                                                               | Week 2                                                                                                                                                                                                                                                                               | Week 3                                                                                                                                                                                                                                                                               | Week 4                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14/04/2025<br>15/04/2025<br>16/04/2025<br>17/04/2025<br>18/04/2025<br>19/04/2025<br>20/04/2025<br>21/04/2025<br>22/04/2025<br>23/04/2025<br>24/04/2025<br>25/04/2025<br>26/04/2025<br>27/04/2025<br>28/04/2025<br>29/04/2025<br>30/04/2025<br>01/05/2025<br>02/05/2025<br>03/05/2025 | 14/04/2025<br>15/04/2025<br>16/04/2025<br>17/04/2025<br>18/04/2025<br>19/04/2025<br>20/04/2025<br>21/04/2025<br>22/04/2025<br>23/04/2025<br>24/04/2025<br>25/04/2025<br>26/04/2025<br>27/04/2025<br>28/04/2025<br>29/04/2025<br>30/04/2025<br>01/05/2025<br>02/05/2025<br>03/05/2025 | 14/04/2025<br>15/04/2025<br>16/04/2025<br>17/04/2025<br>18/04/2025<br>19/04/2025<br>20/04/2025<br>21/04/2025<br>22/04/2025<br>23/04/2025<br>24/04/2025<br>25/04/2025<br>26/04/2025<br>27/04/2025<br>28/04/2025<br>29/04/2025<br>30/04/2025<br>01/05/2025<br>02/05/2025<br>03/05/2025 | 14/04/2025<br>15/04/2025<br>16/04/2025<br>17/04/2025<br>18/04/2025<br>19/04/2025<br>20/04/2025<br>21/04/2025<br>22/04/2025<br>23/04/2025<br>24/04/2025<br>25/04/2025<br>26/04/2025<br>27/04/2025<br>28/04/2025<br>29/04/2025<br>30/04/2025<br>01/05/2025<br>02/05/2025<br>03/05/2025 |

**FRESH MILK** from Graham's Dairy in Nairn

**SEASONAL VEGETABLES** from Swanson's Fruit and Veg in Elgin

**FREE RANGE EGGS** from Brackla in Elgin

**QUALITY MEAT** from Fraser Brothers Butchers in Forres

All children are eligible for free school meals until they reach P5. From P6, school meals can be purchased online or from the school at a cost of £2.50.

If your child is a vegan, you can contact [schoolmeals@moray.gov.uk](mailto:schoolmeals@moray.gov.uk) for a full vegan menu.

Comprehensive allergen and nutritional details associated with our meals can be accessed by visiting the School Meals page available on the Moray Council website.

[WWW.MORAY.GOV.UK](http://WWW.MORAY.GOV.UK)

**WE HAVE A RANGE OF HEALTHY MEALS** including Vegetarian and Vegan options

| WEEK 1 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Breakfast                                                                                       | Teatime                                                                                         | Vegetarian                                                                                                     | Teatime                                                                                                    | Vegetarian                                                                                                            |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Guest  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Chicken Curry                                                                                   | Musqueto Cheese                                                                                 | Subsided                                                                                                       | Butterflied Pork Sausage with optional gravy                                                               | Steak Bites with Vegetables                                                                                           |
| Yummy  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Chicken and Tomato Pasta                                                                        | Vegetable Fajitas                                                                               | Roast Chicken with optional gravy                                                                              | Spring Roll                                                                                                | Breaded Chicken Burgers                                                                                               |
| Yes    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Porto Wedge<br>Blue<br>Sweetcorn<br>Solid selection                                             | Artichoke Breast<br>Smashed<br>Solid selection                                                  | Porto<br>Pasta<br>Pasta and Sweetcorn<br>Solid Selection                                                       | Porto<br>Pasta<br>Solid selection                                                                          | Porto<br>Solid Base<br>Solid selection                                                                                |
| Change |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Tuna Merguezine with Solid selection                                                            | Ham Sandwich<br>Solid selection                                                                 | Chicken Wing                                                                                                   | Chicken Merguezine Sandwich<br>Solid selection                                                             | Egg Merguezine Sandwich<br>Solid selection                                                                            |
| Yes    | Vegetarian <td>Leffert Soup<br/>selection of Fresh Fruit with optional Natural Yogurt</td> <td>Porto Soup<br/>selection of Fresh Fruit with optional Natural Yogurt</td> <td>Porto and Lentil Soup<br/>Strawberry Muesli with Fruit<br/>selection of Fresh Fruit with optional Natural Yogurt</td> <td>Porto Soup<br/>Curdie Beans with Beans<br/>selection of Fresh Fruit with optional Natural Yogurt</td> <td>Vegetable Soup<br/>Orange Salad with Fruit and optional Curry<br/>selection of Fresh Fruit with optional Natural Yogurt</td> | Leffert Soup<br>selection of Fresh Fruit with optional Natural Yogurt                           | Porto Soup<br>selection of Fresh Fruit with optional Natural Yogurt                             | Porto and Lentil Soup<br>Strawberry Muesli with Fruit<br>selection of Fresh Fruit with optional Natural Yogurt | Porto Soup<br>Curdie Beans with Beans<br>selection of Fresh Fruit with optional Natural Yogurt             | Vegetable Soup<br>Orange Salad with Fruit and optional Curry<br>selection of Fresh Fruit with optional Natural Yogurt |
| Yummy  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                 |                                                                                                 |                                                                                                                |                                                                                                            |                                                                                                                       |
| Yes    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                 |                                                                                                 |                                                                                                                |                                                                                                            |                                                                                                                       |
| WEEK 2 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Breakfast                                                                                       | Teatime                                                                                         | Vegetarian                                                                                                     | Teatime                                                                                                    | Vegetarian                                                                                                            |
| Guest  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Butterflied Beef Burger in a Wholesome Roll                                                     | Fish Fingers                                                                                    | Chicken Pie                                                                                                    | Chicken Pasta Bake                                                                                         | Roast Beef with optional gravy                                                                                        |
| Yummy  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Porto and Solid Base Pie                                                                        | Cheesy Vegetable Fajitas                                                                        | Vegetable Chow Mein                                                                                            | Solomon and Sweet Potato Fish Cakes                                                                        | Chicken Potatoes with Cheese                                                                                          |
| Yes    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Chips<br>Pasta<br>Pasta<br>Solid selection                                                      | Porto<br>Solid selection                                                                        | Porto<br>Pasta<br>Solid selection                                                                              | Porto<br>Pasta<br>Solid selection                                                                          | Porto<br>Pasta<br>Solid selection                                                                                     |
| Change |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Egg Solid Sandwich                                                                              | Chicken Merguezine Wing<br>Solid selection                                                      | Ham Solid Selection                                                                                            | Cheese Sandwich<br>Solid selection                                                                         | Tuna Merguezine Sandwich<br>Solid selection                                                                           |
| Yes    | Vegetarian <td>Chicken and Beef Soup<br/>selection of Fresh Fruit with optional Natural Yogurt</td> <td>Leffert Soup<br/>Pasta Buffs with Fruit<br/>selection of Fresh Fruit with optional Natural Yogurt</td> <td>Chicken Pie<br/>Shrimp Pie<br/>Orange Soup<br/>selection of Fresh Fruit with optional Natural Yogurt</td> <td>Vegetable Soup<br/>Pasta Baking with Tomato<br/>selection of Fresh Fruit with optional Natural Yogurt</td> <td>Garlic and Potato Soup<br/>selection of Fresh Fruit with optional Natural Yogurt</td>         | Chicken and Beef Soup<br>selection of Fresh Fruit with optional Natural Yogurt                  | Leffert Soup<br>Pasta Buffs with Fruit<br>selection of Fresh Fruit with optional Natural Yogurt | Chicken Pie<br>Shrimp Pie<br>Orange Soup<br>selection of Fresh Fruit with optional Natural Yogurt              | Vegetable Soup<br>Pasta Baking with Tomato<br>selection of Fresh Fruit with optional Natural Yogurt        | Garlic and Potato Soup<br>selection of Fresh Fruit with optional Natural Yogurt                                       |
| Yummy  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                 |                                                                                                 |                                                                                                                |                                                                                                            |                                                                                                                       |
| Yes    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                 |                                                                                                 |                                                                                                                |                                                                                                            |                                                                                                                       |
| WEEK 3 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Breakfast                                                                                       | Teatime                                                                                         | Vegetarian                                                                                                     | Teatime                                                                                                    | Vegetarian                                                                                                            |
| Guest  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Breaded Hashbrowns                                                                              | Musqueto Cheese                                                                                 | Chicken Fajitas                                                                                                | Sausage Roll                                                                                               | Beef Burgers                                                                                                          |
| Yummy  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Vegetable Bites in Tomato Sauce                                                                 | Sweet and Sour Veg                                                                              | Chicken and Tomato Fajitas                                                                                     | Vegetable Bites                                                                                            | Breaded Chicken Burgers                                                                                               |
| Yes    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Pasta<br>Pasta<br>Pasta<br>Solid selection                                                      | Artichoke Breast<br>Smashed<br>Solid selection                                                  | Porto Wedge<br>Blue Cheese<br>Solid Selection                                                                  | Porto<br>Solid Base<br>Solid selection                                                                     | Porto<br>Pasta<br>Solid selection                                                                                     |
| Change |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Cheese Sandwich<br>Solid selection                                                              | Ham Sandwich<br>Solid selection                                                                 | Tuna Merguezine Sandwich<br>Solid selection                                                                    | Chicken Steak Roll<br>Solid selection                                                                      | Egg Merguezine Wing<br>Solid selection                                                                                |
| Yes    | Vegetarian <td>Vegetable Soup<br/>Tofu and Potato Soup<br/>selection of Fresh Fruit with optional Natural Yogurt</td> <td>Tomato Soup<br/>selection of Fresh Fruit with optional Natural Yogurt</td> <td>Leffert Soup<br/>Orange Soup<br/>selection of Fresh Fruit with optional Natural Yogurt</td> <td>Chicken and Sweetcorn<br/>Orange and Bacon Soup<br/>selection of Fresh Fruit with optional Natural Yogurt</td> <td>Porto and Lentil Soup<br/>selection of Fresh Fruit with optional Natural Yogurt</td>                              | Vegetable Soup<br>Tofu and Potato Soup<br>selection of Fresh Fruit with optional Natural Yogurt | Tomato Soup<br>selection of Fresh Fruit with optional Natural Yogurt                            | Leffert Soup<br>Orange Soup<br>selection of Fresh Fruit with optional Natural Yogurt                           | Chicken and Sweetcorn<br>Orange and Bacon Soup<br>selection of Fresh Fruit with optional Natural Yogurt    | Porto and Lentil Soup<br>selection of Fresh Fruit with optional Natural Yogurt                                        |
| Yummy  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                 |                                                                                                 |                                                                                                                |                                                                                                            |                                                                                                                       |
| Yes    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                 |                                                                                                 |                                                                                                                |                                                                                                            |                                                                                                                       |
| WEEK 4 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Breakfast                                                                                       | Teatime                                                                                         | Vegetarian                                                                                                     | Teatime                                                                                                    | Vegetarian                                                                                                            |
| Guest  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Solomon and Sweet Potato Fish Cakes                                                             | Roast Chicken with optional Gravy                                                               | Butterflied Sausage in a Half Dog Roll                                                                         | Steak Pie                                                                                                  | Fish Fingers                                                                                                          |
| Yummy  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Cheese Bites Burgers                                                                            | Tomato Pasta                                                                                    | Chicken Potatoes with Solid Base                                                                               | Vegetable Chow Mein                                                                                        | Beef and Solid Base Burger                                                                                            |
| Yes    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Porto<br>Solid Base<br>Solid selection                                                          | Porto<br>Smashed<br>Solid selection                                                             | Porto Wedge<br>Solid selection                                                                                 | Porto<br>Pasta<br>Solid selection                                                                          | Porto<br>Pasta<br>Solid selection                                                                                     |
| Change |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Ham Sandwich<br>Solid selection                                                                 | Egg Solid Roll                                                                                  | Chicken Solid Sandwich<br>Solid selection                                                                      | Tuna Merguezine Sandwich<br>Solid selection                                                                | Cheese and Pepper Wing<br>Solid selection                                                                             |
| Yes    | Vegetarian <td>Porto and Potato Soup<br/>selection of Fresh Fruit with optional Natural Yogurt</td> <td>Chicken Soup<br/>Orange Soup<br/>selection of Fresh Fruit with optional Natural Yogurt</td> <td>Leffert Soup<br/>selection of Fresh Fruit with optional Natural Yogurt</td> <td>Chicken Boodle Soup<br/>Apple Chow Mein with Fruit<br/>selection of Fresh Fruit with optional Natural Yogurt</td> <td>Porto Soup<br/>Steak and Potato Soup<br/>selection of Fresh Fruit with optional Natural Yogurt</td>                             | Porto and Potato Soup<br>selection of Fresh Fruit with optional Natural Yogurt                  | Chicken Soup<br>Orange Soup<br>selection of Fresh Fruit with optional Natural Yogurt            | Leffert Soup<br>selection of Fresh Fruit with optional Natural Yogurt                                          | Chicken Boodle Soup<br>Apple Chow Mein with Fruit<br>selection of Fresh Fruit with optional Natural Yogurt | Porto Soup<br>Steak and Potato Soup<br>selection of Fresh Fruit with optional Natural Yogurt                          |
| Yummy  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                 |                                                                                                 |                                                                                                                |                                                                                                            |                                                                                                                       |
| Yes    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                 |                                                                                                 |                                                                                                                |                                                                                                            |                                                                                                                       |

# WE SHOW RESPECT AND HAVE FUN SO WE CAN LEARN FROM EVERYONE!

## Illness In School

Although we do the best we can, there is no comfortable quiet place for children to rest in school. In cases where we suspect illness, parents are contacted by telephone and arrangements made for the child to go home.

If your child has an accident at school, it may be necessary to take him/her to the doctor or hospital. In such a case, every effort will be made to contact you. Where both parents are at work, it is helpful for the school to know the employers' telephone numbers and the name of the family doctor. **It is important that the school is kept informed of any change in emergency contact information and any change in medical conditions.**

## Short Term Medical Needs

Some pupils will need to take medication (or be given it) at school at some time in their school life. Often this will be for a short period only. To allow pupils to do this and to minimise the time they need to be off school, medication should only be taken to school when absolutely essential: prescribed and agreed within an IPP (Form Med 3).

The administration of antibiotics in school is to be discouraged. Children requiring antibiotics should either remain at home where the illness is acute, or where attending school, dosage arrangements should be worked out so as to allow the antibiotic to be taken before and after school.

It is expected that medication be prescribed in dose frequencies which enable it to be taken outside school hours wherever possible. Parents should be encouraged to ask the prescribing doctor or dentist about this.

A copy of the "Supporting Pupils with Medical Needs in Schools including The Administration of Medicines" guidance document is available at the school.

## Non Prescription Medication

In line with policy agreed by the Senior Clinical Medical Officer, schools will only administer medicines with the written approval of a medical practitioner. Painkillers such as aspirin and paracetamol fall into this category, and will therefore not be administered on pupil request.

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## Lunchtime And After School Clubs

We aim to provide a number of activities for the children over and above the normal curriculum. These may vary from time to time and are run by teachers, pupils and parents.

At the present examples include bikeability, running club, choir, garden club, craft club, homework club, code club, curling games, nurture lunch, playground squad and leadership games. Some pupils participate in instrumental instruction for wind and string instruments. We also offer the children a number of educational trips and outings through the year. These range from walking trips from the school, through to bus trips to more distant places to a week's stay at Abernethy for Skiing, (in conjunction with other local schools) or other outdoor pursuits.



## Facilities



The school buildings consist one main building, with two other buildings attached by a corridor and a number of storage buildings. There are seven classrooms, a Nursery room, a Library/Resources Room, a room for use by the Additional Support Needs team and also one for meetings, and a classroom used by the pre-school nursery. The kitchen/dining room is also in the main building. There are toilet and cloakroom areas, two offices and a staffroom. The school hall is used for P.E., Assemblies, Drama, Musical activities and any other activity requiring a large space. There are two playgrounds mainly tarmac with a grass area in the larger playground.

Computer provision in the school continues to progress and be updated with each class having access to ICT for pupil use. These include a shared resource of laptops and iPads which are used across the whole school at timetabled sessions within classrooms via a wireless connection.



We have the 'Rainbow Room' which provides facilities for children with Additional Support Needs from the whole of the Speyside Associated School Group who are deemed to be in need of specialist facilities.

We have a school garden in which classes plant and grow their own fruit and vegetables. Additionally an outdoor learning area allows for exploring learning through the natural

# WE SHOW RESPECT AND HAVE FUN SO WE CAN LEARN FROM EVERYONE!

environment and enjoying loose parts play.

## Aberlour Primary School Parent Council

The School Parent Council consists of a minimum of eight parent members, and a representative from the teaching staff in the school. There are currently no co-opted members.

The meetings of the Parent Council are normally attended by the Head Teacher, who will provide the information to which the Parent Council is entitled.

The Parent Council sees its role as representing the interests of pupils, parents, teachers and the local community in relation to the running of the school. In undertaking this role, it may wish to have information on any aspect of the running of the school and may make representations to outside bodies on behalf of the school. The Parent Council welcomes the views of parents, who may attend Parent Council meetings as observers. Responsibility for the running of the school remains with the Head Teacher, who will always take into account the views of the Parent Council in making or reviewing policy decisions.

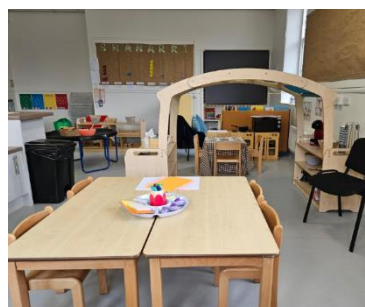
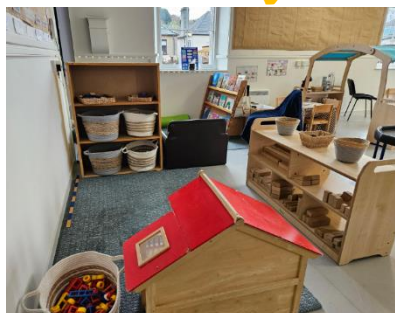
## Pupil Voice Groups

We currently have running here in Aberlour, Rights Respecting Schools and Eco Committee.

These groups operate through the year with the pupils to gather pupil voice. Thus ensuring that all views and opinions are canvassed in the running of the school.

# WE SHOW RESPECT AND HAVE FUN SO WE CAN LEARN FROM EVERYONE!

## Aberlour Primary School Nursery



We are part of the Moray Council, Early Learning and Childcare provision.

<http://www.moray.gov.uk/downloads/file122342.pdf>

This is made up of either Local Authority Nurseries or Partner Provider provision.

Places are offered to children in Speyside within the whole High School catchment area.

Parents have the right to express a preferred choice of location of ELC provision for their child, but allocation of places will be on the basis of criteria laid down by the authority.

Registration takes place in January or throughout the year and is accessed online through The Moray Council website. <https://online.moray.gov.uk/site/wss/request/elcreg>

Aberlour Primary Nursery has recently under gone a refurbishment, facilities have been upgraded and an extension to the garden space has given the children a larger outdoor space to explore. We are a small rural setting with incredibly strong ties to the local community. We are situated on the grounds of Aberlour Primary School and have a close working relationship with Aberlour Primary School. We are a term time setting running from 0850-1450, with capacity for 20 children.

At Aberlour Primary Nursery we offer a healthy morning snack with Milk or water. Children will also have a two course lunch meal. We use Class Dojo as our preferred communication platform to share pictures of our learning and important information. You will be given access when your child starts nursery. Aberlour also has a public facebook page that we use to engage with our community.

We are a very inclusive Nursery and our staff team have varied experience and skills to enable all our learners to progress and learn, whilst in a fun and nurturing environment. The staff team are know to children and parents by their first name to create a less formal learning environment.

The Nursery is managed be Mrs Carol Newlands, [carol.newlands@moray.gov.uk](mailto:carol.newlands@moray.gov.uk).

Further information can be found in our Nursery handbook, please either ask at the school office or contact Carol Newlands.

Carol and the Nursery staff work closely with the school team to provide a strong transition between the school and Nursery.

The nursery is subject to regular inspection by the Care Inspectorate.

Information on Aberlour Primary School Nursery's performance can be obtained at

<https://www.careinspectorate.com/index.php/inspection-reports>  
(Inspection Report Number 298635)



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## Primary / Secondary Liaison

The designated Secondary School for pupils living in this catchment area is **Speyside High School**. Information regarding school choice procedures is available on request. The usual age for transfer to Secondary School is **11.5 to 12.5 years**.

The purpose of our Primary–Secondary liaison is to ensure that the transition to Secondary School is as smooth as possible. This includes helping pupils become familiar with the staff and environment at Speyside High School, while also ensuring the school receives all relevant information to support the pupils who will be transferring. **Enhanced transition arrangements** are available for pupils identified as having additional support needs, usually beginning in **Primary Six**.

Transition arrangements are reviewed regularly at joint meetings between Primary Head Teachers and senior staff from the Secondary School.



Through the work of joint Primary/Secondary groups, an agreed system is in place for passing pupil information to the High School. Ongoing work continues regarding shared assessment standards across the wider catchment area.

Throughout the year, opportunities are created for **inter-visits** between staff and pupils from both Primary and Secondary settings.

Under current arrangements, the liaison process includes:

1. **A Principal Teacher of Guidance from Speyside High School** will visit the Primary School—usually during the summer term—to meet Primary 7 pupils and show them around the High School.
2. **Primary 7 pupils will spend three induction days** at the High School towards the end of the summer term. During this time, they will meet teachers, work with pupils from other Primary schools, and take part in a range of activities.
3. **An information evening for parents** will be held at the High School to introduce key staff and provide details about the transition process.



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## School Transport

Pupils, for which this is the designated school, will be entitled to free transport, if they live more than two miles from school or the walk to school is considered unsafe.



The Authority does not necessarily provide door to door transport. That is to say, a pupil may be expected to board the bus at an arranged pick-up point somewhere along the route to school and will be dropped off at the same point at the end of the day.

Those eligible for transport will be issued with a council bus pass. Application forms can be accessed through The Moray Council website provided below.

[http://www.moray.gov.uk/moray\\_standard/page\\_1680.html](http://www.moray.gov.uk/moray_standard/page_1680.html)

The Authority may charge for the replacement of a lost pass.

Pupils must at **all** times use the seat belts provided in the vehicle for their own safety and to comply with the law.

Pupils who misbehave on school transport risk losing their passes.

## Emergency Closure

The school will be closed if, in the opinion of the Head Teacher, remaining open would result in unacceptable discomfort or hazard to pupils/staff, or if it proved impossible, for one reason or another, to provide an acceptable degree of supervision. The reasons for this could be heavy snowstorms, a heating breakdown or some other problem.

In judging whether to close for bad weather, the school will rely to some extent on the advice of parents around the catchment area, within which conditions can vary and on the advice of transport operators.

In the event of an EMERGENCY CLOSURE, there may not be time to contact parents, and so arrangements should be made to cover such an eventuality. That is to say, if the school closes without notice, we will send pupils home or to the emergency address indicated by parents. It is therefore necessary for parents to have a full-proof system in place to ensure safety in such circumstances and to ensure that their children know what to do and where to go.

Parents will be contacted each session and provided with a letter asking them to indicate emergency addresses and telephone numbers. **If there is to be any temporary or permanent change in the arrangements indicated on the return, then parents should update the school accordingly.**

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The decision on whether to send children to school or to send them home in bad weather is always a matter of judgement and the policy will be to err on the safe side. If the weather deteriorates overnight a decision on closure is always made by 07.30, this then enables information to be made available by way of The Moray Council website, <https://secure.moray.gov.uk/mcalerts/portal/servicestatus.aspx> or on the school's Facebook page, as to the position pertaining to Aberlour Primary School.

Staff will remain in the school following closure until all pupils have left safely, and as long as conditions, within or out with the school are acceptable in terms of comfort and safety. This will be a matter to be judged by the Head Teacher, in consultation with staff and taking into account Council and Health/Safety guidelines.

## Data Protection and Privacy Statement

Privacy Notices are available to explain how personal information may be collected, used, stored, shared and securely disposed of, the legal basis for doing so, and what your Data Subject Rights are. Privacy Notices are available from our website at [www.moray.gov.uk/moray\\_standard/page\\_142831.html](http://www.moray.gov.uk/moray_standard/page_142831.html)

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## APPENDIX A

### Moray Council Education, Housing & Communities

**Address:** Council Office, High Street, Elgin IV30 1BX

**Telephone:** 01343 563374

**Email:** [education@moray.gov.uk](mailto:education@moray.gov.uk)

**Hours:** 8.45am - 5.00pm Monday to Friday

**Website:** [www.moray.gov.uk](http://www.moray.gov.uk)

#### Moray Council A-Z

|                                   |            |                                                                                                                                                                                                                                                                     |
|-----------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Active Schools                    | Email:     | <a href="mailto:Active.schools@moray.gov.uk">Active.schools@moray.gov.uk</a>                                                                                                                                                                                        |
|                                   | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_52055.html">www.moray.gov.uk/moray_standard/page_52055.html</a>                                                                                                                                                |
| Additional Support for Learning   | Telephone: | 01343 563374                                                                                                                                                                                                                                                        |
|                                   | Email:     | <a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>                                                                                                                                                                                                  |
|                                   | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_42567.html">www.moray.gov.uk/moray_standard/page_42567.html</a>                                                                                                                                                |
| Adverse Weather Procedures        | Telephone: | 0870 054 9999 (school information line)<br>Calls to this number will be charged at a 2p per minute service charge plus your call providers access charge<br>Local school or 01343 563374                                                                            |
|                                   | Email:     | Local school or <a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>                                                                                                                                                                                  |
|                                   | Website:   | <a href="https://secure.moray.gov.uk/mcalerts/portal/servicestatus.aspx">https://secure.moray.gov.uk/mcalerts/portal/servicestatus.aspx</a><br><a href="http://www.moray.gov.uk/moray_standard/page_53021.html">www.moray.gov.uk/moray_standard/page_53021.html</a> |
| After School Clubs                | Telephone: | 01343 563374                                                                                                                                                                                                                                                        |
|                                   | Email:     | <a href="mailto:Childcare.info@moray.gov.uk">Childcare.info@moray.gov.uk</a>                                                                                                                                                                                        |
|                                   | Website:   | <a href="http://www.scottishfamilies.gov.uk/">www.scottishfamilies.gov.uk/</a>                                                                                                                                                                                      |
| Armed Forces Families Information | Telephone: | 01980 618244 (MOD Children's Education Advisory Service)                                                                                                                                                                                                            |
|                                   | Email:     | <a href="mailto:enquiries@ceas.uk.com">enquiries@ceas.uk.com</a>                                                                                                                                                                                                    |
|                                   | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_100164.html">www.moray.gov.uk/moray_standard/page_100164.html</a>                                                                                                                                              |

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|                                   |            |                                                                                                                      |
|-----------------------------------|------------|----------------------------------------------------------------------------------------------------------------------|
| Attendance and Absence            | Telephone: | 01343 563374                                                                                                         |
|                                   | Email:     | <a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>                                                   |
|                                   | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_55580.html">www.moray.gov.uk/moray_standard/page_55580.html</a> |
| Bullying                          | Telephone: | 01343 563374                                                                                                         |
|                                   | Email:     | <a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>                                                   |
|                                   | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_52988.html">www.moray.gov.uk/moray_standard/page_52988.html</a> |
| Childcare                         | Telephone: | 01343 563374                                                                                                         |
|                                   | Email:     | <a href="mailto:Childcare.info@moray.gov.uk">Childcare.info@moray.gov.uk</a>                                         |
|                                   | Website:   | <a href="http://www.scottishfamilies.gov.uk/">www.scottishfamilies.gov.uk/</a>                                       |
| Children and Families Social Work | Telephone: | 01343 554370 or out of hours emergency 03457 565656                                                                  |
|                                   | Email:     | <a href="mailto:childrensaccessteam@moray.gov.uk">childrensaccessteam@moray.gov.uk</a>                               |
|                                   | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_47606.html">www.moray.gov.uk/moray_standard/page_47606.html</a> |
| Child Protection                  | Telephone: | 01343 554370 or out of hours emergency 03457 565656 or 101 (Police Scotland). If it is an emergency call 999         |
|                                   | Email:     | <a href="mailto:childrensaccessteam@moray.gov.uk">childrensaccessteam@moray.gov.uk</a>                               |
|                                   | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_55497.html">www.moray.gov.uk/moray_standard/page_55497.html</a> |
| Clothing Grants                   | Telephone: | 01343 563456                                                                                                         |
|                                   | Email:     | <a href="mailto:revenues@moray.gov.uk">revenues@moray.gov.uk</a>                                                     |
|                                   | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_55486.html">www.moray.gov.uk/moray_standard/page_55486.html</a> |

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| Moray Council A-Z                       |            |                                                                                                                      |
|-----------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------|
| Data Protection                         | Telephone: | 01343 563374                                                                                                         |
|                                         | Email:     | <a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>                                                   |
|                                         | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_75569.html">www.moray.gov.uk/moray_standard/page_75569.html</a> |
| Deferred Entry to Primary School        | Telephone: | 01343 563374                                                                                                         |
|                                         | Email:     | <a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>                                                   |
|                                         | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_52991.html">www.moray.gov.uk/moray_standard/page_52991.html</a> |
| Disability & Inclusion                  | Telephone: | 01343 563374                                                                                                         |
|                                         | Email:     | <a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>                                                   |
|                                         | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_43019.html">www.moray.gov.uk/moray_standard/page_43019.html</a> |
| Early Entry to Primary School           | Telephone: | 01343 563374                                                                                                         |
|                                         | Email:     | <a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>                                                   |
|                                         | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_56925.html">www.moray.gov.uk/moray_standard/page_56925.html</a> |
| Early Learning & Childcare (pre-school) | Telephone: | 01343 563374                                                                                                         |
|                                         | Email:     | <a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>                                                   |
|                                         | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_42682.html">www.moray.gov.uk/moray_standard/page_42682.html</a> |
| Education Maintenance Allowance         | Telephone: | 01343 563338                                                                                                         |
|                                         | Email:     | <a href="mailto:EMAMoray@moray.gov.uk">EMAMoray@moray.gov.uk</a>                                                     |
|                                         | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_40540.html">www.moray.gov.uk/moray_standard/page_40540.html</a> |
| Exclusion from School                   | Telephone: | 01343 563374                                                                                                         |
|                                         | Email:     | <a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>                                                   |
|                                         | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_53001.html">www.moray.gov.uk/moray_standard/page_53001.html</a> |
| Free School Meals                       | Telephone: | 01343 563456                                                                                                         |
|                                         | Email:     | <a href="mailto:revenues@moray.gov.uk">revenues@moray.gov.uk</a>                                                     |
|                                         | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_55486.html">www.moray.gov.uk/moray_standard/page_55486.html</a> |
| Grants and Bursaries                    | Telephone: | 01343 563374                                                                                                         |
|                                         | Email:     | <a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>                                                   |
|                                         | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_43903.html">www.moray.gov.uk/moray_standard/page_43903.html</a> |
| Home Education                          | Telephone: | 01343 563374                                                                                                         |
|                                         | Email:     | <a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>                                                   |
|                                         | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_53000.html">www.moray.gov.uk/moray_standard/page_53000.html</a> |

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|                               |            |                                                                                                                             |
|-------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------|
| Instrumental Instruction      | Telephone: | 01343 563374                                                                                                                |
|                               | Email:     | <a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>                                                          |
|                               | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_53005.html">www.moray.gov.uk/moray_standard/page_53005.html</a>        |
| Placing Requests              | Telephone: | 01343 563374                                                                                                                |
|                               | Email:     | <a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>                                                          |
|                               | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_49601.html">www.moray.gov.uk/moray_standard/page_49601.html</a>        |
| Race & Equality               | Telephone: | 01343 563374                                                                                                                |
|                               | Email:     | <a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>                                                          |
|                               | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_43019.html">http://www.moray.gov.uk/moray_standard/page_43019.html</a> |
| School Meals                  | Telephone: | 01343 557086                                                                                                                |
|                               | Email:     | <a href="mailto:schoolmeals@moray.gov.uk">schoolmeals@moray.gov.uk</a>                                                      |
|                               | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_55540.html">www.moray.gov.uk/moray_standard/page_55540.html</a>        |
| School Term and Holiday Dates | Telephone: | 01343 563374                                                                                                                |
|                               | Email:     | <a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>                                                          |
|                               | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_55829.html">www.moray.gov.uk/moray_standard/page_55829.html</a>        |
| Transport (For Pupils)        | Telephone: | 0300 123 4565                                                                                                               |
|                               | Email:     | <a href="mailto:transport@moray.gov.uk">transport@moray.gov.uk</a>                                                          |
|                               | Website:   | <a href="http://www.moray.gov.uk/moray_standard/page_1680.html">www.moray.gov.uk/moray_standard/page_1680.html</a>          |