
Welcome to Mile End School



School handbook August 2011



Welcome to Mile End

All staff at Mile End extend a warm welcome to all new pupils and their families.

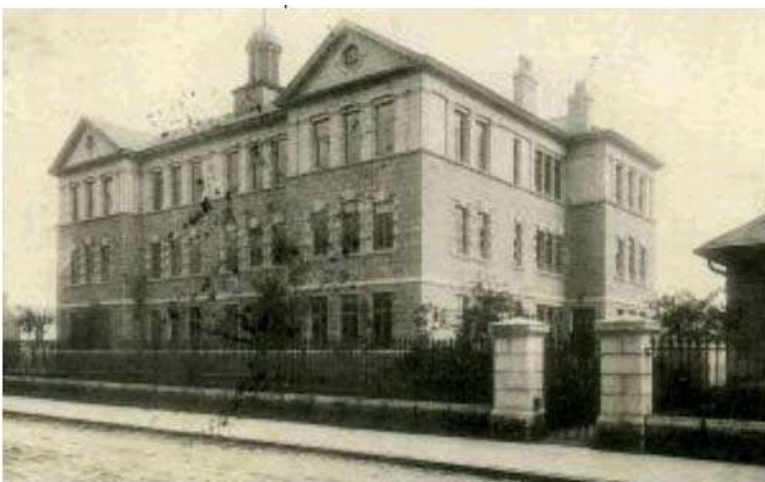
We are fortunate to have very talented staff who work together to ensure that the needs of all of our pupils are met. We work hard to ensure that every pupil who enrolls at Mile End School is given an equal opportunity to express themselves in a purposeful and meaningful manner and that the time spent in our school is not only productive but enjoyable.

This booklet contains information which it is hoped will prove useful to all parents/carers and pupils of Mile End.

This booklet should be read in conjunction with:

‘Choosing a School – A Guide for Parents – Scottish Information Office, SOEID (1990)

Aberdeen City Council Note to Parents – Education (Scotland Act) 1981



Mile- End School further down Midstocket Road at around the turn of the century

Beechwood Special School in the 1980's on the current school site.



The two schools amalgamated in April 2010 to form Mile End School.

Table of contents

1.0 WELCOME	4 - 5
2.0 OUR SCHOOL AND STAFFING	6 - 7
3.0 OUR AIMS	8
4.0 OUR ETHOS	9
5.0 QUALITY ASSURANCE	10
6.0 THE SCHOOL DAY	11
7.0 ADMISSION/PRIMARY 1 INDUCTION AND ENROLEMENT	12
8.0 CLASS GROUPINGS	13
9.0 P1 ENROLEMENT/INDUCTION	14
10.0 ARRIVAL/DEPARTURE	15
11.0 INTERVALS/LUNCHTIMES & PLAYGROUND SUPERVISION	16
12.0 SCHOOL MEALS	17
13.0 DRESS CODE/LOST PROPERTY	18
14.0 ATTENDANCE/ABSENCE/MEDICAL APPOINTMENTS	19
15.0 EMERGENCY ARRANGEMENTS & HEALTH	20
16.0 HEALTH	21
17.0 COMMUNICATION WITH PUPILS & HELPERS	22
18.0 CLUBS/ACTIVITIES AND PUPIL VOICE	23
19.0 BREAKFAST & AFTER SCHOOL CLUBS	24
20.0 CURRICULUM	25 - 28
21.0 SUPPORT AGENCIES	29
22.0 MULTI-CULTURAL EDUCATION	30
23.0 ASSESSMENT	30

Table of contents

(continued)

24.0 HOMEWORK	31
25.0 DISCIPLINE	31
26.0 CHILD PROTECTION	32
27.0 INCLUSION & ANTI BULLYING	33
28.0 SECONDARY EDUCATION	34
29.0 SCHOOL PUPILS INSURANCE	34
30.0 DOMESTIC PETS	34
31.0 COMPLAINTS PROCEDURE	35



A typical classroom in our new building.

1.0 Welcome from the Head Teacher

On behalf of the staff, pupils and parents I would like to welcome you to Mile End School.

Our aim is to provide an environment where our pupils are happy, healthy and are given a high quality education which allows them to achieve their full potential.

Mile End school offers a unique primary experience for our pupils as we provide high quality mainstream education for around 400 pupils but also take pride in our ability to meet the needs of around 70 children with additional support needs within specialist classrooms. We are committed to providing opportunities for inclusion that will meet the needs of all of our pupils.

It is our belief that children learn best when there is close co-operation between home and school and we value parents/carers as partners in the education of the children entrusted to our care. We offer opportunities for you to be involved in school life and we are appreciative of your support.

School staff use their expertise to develop programmes of work suited to their pupils' needs and abilities. Pupil progress is assessed on a regular basis and programmes of study are monitored and evaluated to ensure we are providing learning experiences of the highest quality.

Staff are committed to their own self-evaluation and continuing professional development and regularly take part in professional development courses to enhance their knowledge of current educational philosophy and good practice.

We look forward to working in partnership with you. We encourage parents to get in touch with any queries. Please don't hesitate to contact me if I can be of any assistance to you at any time.



Eleanor Sheppard
Head Teacher

1.0 Welcome from MEPC

Mile End Parent Council (MEPC) is keen to help you and your child as much as we can in settling in to the school and our community.

The MEPC is an active group of parents with whom the Head Teacher consults on strategic issues. You can get in touch with us by email on mileendpc@yahoo.co.uk or by sending a note into the school office marked fao MEPC. We have a website and noticeboards beside and within the Parent's Room where we regularly post information and, of course, feel free to approach any parent council member.

Our Parent's Room is located between the school office and the Nursery. It is your room so please make yourself at home. Tea and coffee making facilities are available for you along with a few toys for little ones. You will need to sign in at reception so that the school knows who is in the building.

In your child's class there is a parent contact and we recommend that you get in touch with them. Their role is to help new parents settle in as well as passing on vital information that parents need to know throughout the school year. Contact the MEPC, telling us the name of your child's class teacher and we will send you class contact details.

We have fundraising and social events that go on periodically throughout the year. The PTA provides a vital role in organising these for the school, so if you have any good ideas or wish to become a member of this group then please get in touch. Email mileendpta@yahoo.co.uk and look out for our regular meetings.

An easy way to contribute to the school funds is to register with easyfundraising, www.easyfundraising.co.uk, a shopping directory listing some of your favourite online stores. When you use the links on the site the PTA receives up to 15% from every purchase at no additional cost to you.

The PTA stocks the school uniforms and forms are sent out three times a year for orders. Parents also sell the uniform on the last Thursday of every month at 3.20pm. Photographs of the uniform are available on the MEPC website in the PTA section.

We look forward to meeting you and personally welcoming you to Mile End. Best wishes,

Mile End Parent Council (MEPC)

Email: mileendpc@yahoo.co.uk

www.mileendpc.co.uk

2.0 Our school and staffing

Mile End School has historically served the Midstocket area of Aberdeen City. Beechwood School was a specialist provision for children with additional support needs. As part of Aberdeen City Councils 3Rs initiative, both schools have now merged and access a building that has been purpose built to help staff deliver high quality inclusive education in the 21st century.

Both Mile End School and Beechwood School have a rich history and the new building provides opportunities for us to celebrate and share the expertise of both settings. As a school community we are all excited about the opportunities ahead and look forward to working in partnership to make our aspirations a reality.

The Nursery runs four sessions, two in the morning and two in the afternoon. Each session has places for twenty children.

We have approximately 400 primary pupils with 15 mainstream classes and 7 additional support needs classes which are, with the exception of primaries 1 and 7, grouped according to skills and aptitudes.

We have over 30 permanent teachers including a Support for Learning Teacher (SLT) who helps us ensure that all children receive appropriate support and challenge. Our Behaviour Support teacher supports pupils, staff and parents. We have visiting specialist teachers of P.E., music and drama and access to a range of gifted musicians who teach our pupils to play a variety of instruments.

We are fortunate to employ skilled Nursery Nurses and Pupil Support Assistants who are deployed on a needs basis throughout the school and their support is invaluable in helping us meet individual needs.

The school is very well resourced and has well utilised GP spaces. We take pride in working to provide innovative resources and approaches to engage our pupils in the learning process and make our approach to teaching and learning enjoyable!

2.0 Staffing 2011/2012

HEADTEACHER

Eleanor Sheppard

PRINCIPAL TEACHERS

Elaine Sykes

Claire Anderson

MAINSTREAM TEACHING STAFF

Pamela Scott

Mary Paterson

Lorna Smith

Rebecca McKenzie

Katy Quinn

Fiona Harris

Elaine Bain

Alison Petrie

Liam Strachan

James Packham

Laura McIntosh

Elaine Sykes

Jamie Mundie

Christine Beard

Stefanie Findlay

Marlene Grayson

DEPUTE HEAD TEACHERS

Valerie Kidd (P4 – 7)

Janet McRoberts (Nursery – P3)

Rhona Brunton (Additional Support Ne



ASN TEACHING STAFF

Carol Dale

Karen Inglis

Jane Hay

Catriona Bretherton

Wilma Wallace

Lynne McGlashan

David Birch

Vicki Renton

ASN NURSERY NURSES

Iona McDougall

Susy Stewart

Louise Burnett

NURSEY TEACHING STAFF

Jenna Westerholm

Gillian Rose

Gillian Innes

NURSERY NURSES

Lynn Stuart

Alison Meen

Barbara Pilichos

3.0 Our aims

We routinely consult with pupils, staff, parents and the wider community in order to review our aims to ensure that they meet the needs of our school community.

Every aim has an extended aim that enables us to audit how well we are meeting or progressing towards our aims. Any comments on our aims are gratefully received via the comments box at the front of school or by contacting the Head Teacher at esheppard@aberdeencity.gov.uk or contacting her by telephone on 498140.

At Mile End School we aim to:

1. Provide a challenging, consistent and motivating environment where all pupils and members of the school community are supported to achieve their full potential with confidence and pride.
2. Deliver appropriate, innovative and flexible approaches to learning which fulfil individual needs delivered by professional staff with access to high quality CPD and resources.
3. Provide a welcoming, bright, friendly, ambitious and safe environment where there is a shared ownership and sense of belonging; where all partners are respected, valued and inspired.
4. Provide truly inclusive education that promotes equality and fairness for all irrespective of learning needs, gender, race and beliefs.
5. All members of the school community will be encouraged to fulfil their potential as learners, leaders, professionals and carers within a positive, stimulating, supportive, safe and secure environment.
6. Promote responsible healthy citizens by enabling and encouraging all pupils to demonstrate good behaviour, self-discipline and respect for themselves and others and participate responsibly in society.
7. Encourage parents in their child's learning and in the life of the school, utilising the skills and expertise of the whole school population.



4.0 Our Ethos

Mile End School is committed to providing high quality learning opportunities for all. High but attainable standards of work and behaviour are expected and by showing concern for the well being of the individual, we aim to foster a happy and safe environment. We value positive attitudes, praise and encouragement. We seek to maintain a partnership with pupils, parents and the wider community through effective communication.

It is our aim to provide a welcoming, bright, friendly, ambitious and safe environment for our pupils where they are challenged to learn in different ways and enjoy the learning process.



5.0 Quality Assurance

Through an on-going process of self-evaluation the school strives to assure quality in the provision of a broad and balanced education appropriate to the needs of the children. Many approaches are used to determine areas of good practice and areas to be developed including:

- Monitoring classroom practice
- Monitoring forward plans and records of work
- Asking parents to comment via survey/consultation
- Sampling jotters and having focused conversations with pupils and staff
- Quality assurance visits by the local authority
- Quality assurance visits by Education Scotland
- Quality assurance visits by Social Care and Social Work Improvement Scotland

The school completes detailed audits on a yearly basis. The results of the audits feed into the school improvement planning process. The priorities that are identified in school are shared with the school community. Parents and pupils are given the opportunity to also feed into the improvement planning process to make sure that our priorities reflect the needs of the entire school community. The Parent Council and Pupil Forum are active partners in the process of improvement planning.

A yearly standards and quality report is produced that details the work and progress of the school.

Education Scotland (Previously HMle) intend to visit us again this year to check out progress towards the priorities identified in November 2010.



6.0 The School Day

The school day begins at 9am for all children. Children, with the exception of those in the two Nursery classes should line up outside their teaching area and will be collected by their class teacher. Nursery children should be accompanied into the Nursery cloakroom and be signed in by a parent/carer and signed out as they leave at the end of the session.

The children have a brief interval at 10.30 and then break for lunch at 12.15. All primary children finish at 3.15pm.

All school gates are open in the morning to allow the children to enter the playground. At 9.10am all gates are locked with the exception of the gate directly off of Midstocket Road for access to the Nursery and the school and community offices. This ensures that nobody can access the playground during school hours.

The gate at Raeden Park Road is manned from 12.15 — 12.25 to allow children who are heading home for lunch to access the crossing patroller. The gates are then manned again between 1.05 — 1.15pm. Access to the school at all other times must be through the main school office.

In light of suggestions from Parents the morning Nursery hours have been changed this session. The sessions will now run 9.00 – 11.30. The afternoon session will remain from 12.45 – 3.15.



7.0 Admission

Parents who wish to enroll their child at Mile End School or Nursery should make an appointment to meet with a member of the Senior Management Team by contacting the school office on 498140. You will be shown around the school and we will explain how we work to meet the needs of our pupils.

All parents are asked to complete a placing request. When the authority agrees to the placing an admission form is required prior to your child being admitted to Mile End School. Members of the Senior Management Team (SMT) are happy to answer any queries or concerns you may have.

Admission for children with additional support needs works slightly differently. The Educational Psychologist who currently works with your child will be able to advise if Mile End is a suitable placement for your child. If you are keen for your child to attend Mile End an application will be produced by your child's current school and this will be taken forward to an admissions panel. If places are available and the admission panel agree that your child's needs will be best met at Mile End, a place will be offered. You will be sent a letter confirming a place and a member of the management team will contact you to make arrangements for admission. Induction for children with additional support needs will be agreed on an individual basis to make sure that your child settles quickly and easily.



8.0 Class groupings

The Nursery classes consist of a group of 20 children who are 3 and 4. The children are well supported by Nursery Teachers and Nursery Nurses. A Principal Teacher supports the Deputy Head Teacher in managing the Nursery.

In Primary 1 there are a maximum of 25 children, in Primary 2 and 3 a maximum of 30 and the remainder of the Primary classes can potentially cater for up to 33 children.

Some children may be in a composite class. Composite classes cater for children from two year groups but can have no more than 25 children. In real terms, every class has a number of ability groups and staff ably match learning experiences to prior knowledge and ability. Children who are in a composite class are not disadvantaged in any way. The smaller class size allows the teacher to work more often in a small group or 1-1 situation.

Children are given challenges that are appropriate to their needs and the direction that each child takes in their learning is negotiated between the class teacher and the SMT. It is crucial that pupils are given an appropriate challenge to ensure that they feel confident in their abilities and have a strong sense of achievement.

The children are taught in a range of groupings, class, small group, pairs and individually. All children have access to the supports available in school and may work with our SFL teacher, Behaviour Support teacher or members of the SMT. Please feel free to ask the SMT for any further information on the supports available both in school and through the authority.

Children with additional support needs are educated in classes of no more than 10. The classes comprise of children who have similar abilities and so are not strictly year grouped. The children are given opportunities to access mainstream classes when appropriate. There are no hard and fast rules, each child is seen as an individual and as such inclusion is planned on an individual basis. Parents will be made aware of individual timetables and as such will be aware of any planned opportunities for their child to access mainstream classes when appropriate.

9.0 P1 enrolment and induction

Pupils due to start Primary 1 at the start of a new school session in August are normally enrolled in January at a date announced by the local authority. Parents/Carers can, however, contact the school office for advice at any time.

Details of enrolment week are published in the local press every January.

A separate nursery and primary 1 booklet is available from the school office.

Parents will be invited to attend an informal induction meeting so that the Deputy Head Teacher (early years) can explain a little about the school and give details of how the children will be admitted. There will also be opportunities for parents to hear how to support learning at home. Parents/carers will be notified by letter of the days and times their child should visit and start school.

There are opportunities for parents/carers to visit the classrooms prior to admission. In the first three weeks of their first term, Primary 1 pupils attend on a part-time basis. In keeping with all other schools in the city, Primary 1 pupils attend full time from the fourth week of the school term.

Good transition arrangements exist for the children heading into Nursery or school for the first time. These are updated on a yearly basis in light of feedback that the senior management team (SMT) receives from staff and parents. Similarly good arrangements are in place for children heading to secondary, please ask the Deputy Head Teacher with responsibility for the upper stages for more information.

Parents/carers wishing to enrol pupils should go to the School Office and complete the necessary forms. A member of the senior management team will be pleased to answer any questions you have.

10.0 Arrival and Departure

Parents have a legal obligation to ensure that their children attend school. It is important that children are on time for school, but not too early, and collected on time. Please note that there is no playground supervision before the school day starts. We therefore ask that children are not sent or brought to school before 8.45am.

Any child arriving late to school must enter through the school office.

We ask that you make every effort to collect your child on time at the end of the school day as children can easily become upset and anxious. If you are unavoidably detained, please telephone the school office on 498140 so that we can inform your child and arrange to keep them safe.

When the morning bell rings, pupils will be collected from their lines in the playground by their teacher.

At the end of the school day teachers will accompany pupils into the playground. All ASN pupils will be escorted safely to waiting taxis.

Parents/Carers who drop off and collect pupils by car should ensure that their child enters the playground safely by making use of the drop off area on the left hand side. Please do not park in this area or that reserved for taxis at the front of school as this could potentially put other children at risk.

PARENTS HELPING IN CLASSES

We invite parents/carers to become involved in the life of the school through helping out in school or accompanying classes on trips and outings. It is a legal requirement that all adults working with children must undergo a PVG check. This usually takes only a few weeks and there is no cost to the parent/carer. Forms are available from the school office.

11.0 Intervals, Lunchtime and Playground supervision

During the morning interval and the lunchtime period, children are supervised by adults who have been specifically employed to assist with this task.

We try to let the children outside to run around and get some fresh air at break times if at all possible. Due to our changeable north east weather, however, it is likely that the children will be outside in the cold and damp weather which is an all too familiar feature of our climate. Pupils should, therefore, come to school with suitable outside clothing to protect them from this type of weather. In the event of very severe weather the children will be supervised in school. The decision as to whether children are inside or out is taken by members of school staff.

The children are encouraged to play with the many toys/activities we have to choose from. The children are given the opportunity to choose the playground toys and tend to be very active and busy over lunch! The Pupil Council have worked with Mrs Kidd to develop a number of playground zones to make sure that there is something on offer for everyone and they will continue to refine the zones over the coming year.

Older children often help the younger children learn new skills such as setting up groups for younger children. Various groups and activities are offered to the children over the lunchtime period. You will appreciate the need for all pupils to behave in an orderly manner and abide by the school rules at all times. Children who repeatedly choose to not follow the rules will be referred to the SMT.

Gates are locked and staff are aware that adults are not allowed to enter the playground at playtime and lunchtime. Support staff have been instructed to stop any adult and question their intentions if an attempt to access the playground is made — please do not be offended. All parents should report to the school office to avoid any embarrassment.



12.0 School Meals

Lunch is served each day in the dining hall or the children can choose to make use of our outside dining facilities. In line with Aberdeen City Council policy and the Hungry for Success initiative, menus are planned to provide nutritious, well presented meal choices daily. School staff promote the healthy options and actively encourage their uptake.

Tickets can be bought from the school kitchen every morning from 8.30am. A two course meal with a choice of drink is currently £1.95.

If your child has any particular dietary needs please discuss these with our cook who will be happy to meet the needs of your child. Please contact the school office to be put through to the kitchen to discuss dietary needs, alternatively you can e-mail the cook directly to PauSmith@aberdeencity.gov.uk.

Free meals are available to parents who are in receipt of Income Support, Income-based Job Seekers Allowance, or in some cases Child Tax Credit.

Application forms and more information can be obtained from the School Office.

PACKED LUNCHES

Packed lunches should be brought in a named lunch box and eaten in the dining hall. In the interest of safety, please do not allow your child to bring glass bottles to school and be mindful that although lunchboxes are kept out of direct sunlight they are not kept refrigerated. Please bear this in mind when preparing lunch for your child.

Research shows that children who eat a healthy meal at lunchtime are better equipped to concentrate on classes in the afternoon. Please ensure that your child eats a healthy lunch.



13.0 Dress code and lost property

We strongly encourage pupils to wear school uniform, which is both comfortable and practical. Pupils are expected to wear school uniform in the school colours - grey (sweatshirt and skirt/trousers) and light blue polo shirt. Sweatshirts and polo shirts are available to buy in school on the last Thursday of every month. Many thanks to our parent volunteers who check stock and sell the uniform.

For PE pupils require a T shirt, shorts and gym shoes. Gym shoes must be kept for indoor use. In the interest of safety no jewellery should be worn in the gym. Please note that where jewellery cannot be removed this must be taped over. Tape for this purpose should be brought to school.

A Clothing Grant is available to families in need and further details and application forms can be supplied via the school office.

All items of clothing should be labeled to ensure that your child can easily identify their own clothing.

You are asked to ensure that your child is suitably dressed according to the time of year and weather. The temperature in school is very comfortable but your child should have a suitable jacket for wearing in wet and cold weather.

LOST PROPERTY

Please name all personal property e.g. clothing, footwear, lunchboxes and schoolbags. If your child loses any item, a member of staff should be told straight away. Lost property items may be found in the parent's room and children are encouraged to check this regularly for any missing items. The school cannot accept responsibility for any lost item, but every effort will be made to trace anything that goes missing.

Please do not allow your child to bring expensive personal items to school.

14.0 Attendance/absence

Any absence from school must be explained by a note or telephone call to the school office. Office staff will make use of Groupcall (a system that will send a text message to parents) when a child is absent and there has been no explanation. I would urge you to call the school office to explain any absence as we worry about the safety of your child and will seek support from the Police. This can lead to great embarrassment but we cannot afford to take risks with the safety of our pupils.

Where there are frequent absences, or where there is an obvious pattern of absence, the matter may be referred to the Local Authority. The Home/School Liaison Officer is kept fully informed about each absentee and maintains a close liaison with parents. If the Home/School Liaison Officer is unable to make contact with parents of children who are not in school and where the Head Teacher has not been provided with a reasonable reason for non attendance, the Head Teacher will inform the police in order to guarantee the safety of children.

Pupils taking time off from school to accompany their parents on holiday is not a legal right in Scotland. Schools now have a statutory requirement to record the attendance rates and the number of authorised and unauthorised absence of pupils for all stages. Absences due to family holidays will be recorded as unauthorised. Only under exceptional circumstances will holidays outwith the set dates be considered authorised and individual cases should be discussed with the Head Teacher. Children who do not arrive in school are automatically treated as “missing” if there has been no communication from home. This can lead to us contacting other agencies including the Police to support us in locating the child if we cannot get hold of you.

MEDICAL APPOINTMENTS

Parents/carers are asked to make every effort to make medical/dental appointments outwith school hours. Parents should contact school if there is a need to withdraw their child for a medical appointment during school hours if it has not been possible to arrange an appointment out with school hours.

In such cases children **MUST** be collected from school by a known adult, no child will be released to walk home alone. If your child is unwell and will not be in school you should contact the office prior to 9 am if possible.

15.0 Emergency arrangements

Parents will be asked to provide the school with the address of a neighbour, relative or friend to whom the child could go to, or be taken to, in the event of illness or emergency when parents/carers are not available. This nominated person must sign the admission form to give formal consent.

Parents will also be asked to supply the name, address and telephone number of their local GP who could be contacted in the event of an emergency where the school was unable to make parental contact. If we cannot contact you and there is a medical emergency, a member of the SMT will assume the role of the parent and ensure that appropriate medical attention is provided.

Please assist the school by ensuring that contact details, which should be completed each year, are kept up to date as children become very distressed when we are not able to contact you.

Normally parents/carers will be given advance notification of any change in school hours but there may be occasions when this is impossible e.g. power failure or extreme weather conditions.

In the event of such unforeseen circumstances parents/carers should listen to NORTHSOUND RADIO for updated information or call the SCHOOLS INFORMATION LINE on 0870 054 1999 using the PIN Code 011520 for more details.

We make use of Groupcall which sends a text message directly to all registered parents. Please note that only one number can be recorded per family and it is crucial that contact numbers are kept up to date.



16.0 Health

The school doctor and nurse make regular visits to the school throughout the year. All new P1 entrants will have a medical examination at sometime during their first year. Parents/Carers will be invited to attend and will have the chance to discuss their child's health.

The school doctor does not carry out treatment or prescribe medicines. She will, however, discuss a problem, offer advice and, if necessary, make a recommendation to the appropriate agency, e.g. G.P. Children's Hospital, Speech Therapist, Audiomatrician, Educational Psychologist etc.

Any parent wishing to discuss a problem with the doctor or nurse may contact the school office for an appointment.

The school dentist also visits the school and any child found to be in need of treatment will be given a card to inform you of the treatment required.

Parents are asked to inform the school if they know of any condition that their child may suffer from e.g. asthma, autism, epilepsy etc. so that appropriate measures can be taken.

Where necessary, parents/carers should supply an inhaler to remain in school for asthmatic children. A medical form must be completed with details of the medication, dosage etc.

Only in exceptional cases will medication other than inhalers and other long term treatments be administered at school. Please contact the SMT to discuss your child's individual needs. The school will work in partnership with you to develop a medical plan to ensure that your child's needs are met in school.

All Aberdeen City Council premises and grounds are non smoking; Parent/Carers are asked to observe this.

17.0 Communication with parents/carers

Parents/carers are welcome to visit the school to discuss any matter with their child's teacher or with the SMT, although you are requested to arrange a mutually suitable time beforehand.

All visitors to the school must report to the school office to sign the visitors book and collect a visitors badge.

Regular newsletters are distributed to the children to pass on to their parent/carer with administrative details, news of forthcoming events, updates on the life of the school etc. Copies of the "Mile End Mail" are also available on-line on the Mile End website.

Our website is regularly updated and will prove an invaluable source of information, please log on at www.mileend.sch.uk. Any suggestions of information that could be added to the website should be passed to the Head Teacher.

During the year parents/carers are invited to attend informal consultation evenings and two interviews to discuss your child's progress. The second interview is offered following the issue of the child's school report in March.

There is an active Parent Council and PTA operating in school which provide invaluable support to the school.

They host a range of events for parents over each school year, please look out for news of upcoming events by logging on to their website which is accessible through the school website.

Mile End has an open door policy and you are welcome to visit at any time and make use of the parent's room. If you wish to speak with any member of staff, please come into the office where the staff will arrange an appointment for you.

Parents who are keen to help in school are encouraged to do so and once in receipt of a PVG disclosure can help with a range of initiatives.

If you have any questions about how to receive your PVG certificate please speak to a member of the SMT.

Please note that although telephones are available in all classrooms for staff to make use of in case of emergency, no telephone calls will be put through to staff during teaching hours. If you would like to speak to a member of staff please call the school office who will pass a message onto the class teacher.

18.0 Clubs, activities and pupil voice

We are keen that the children have a clear voice in the running of their school and as such have a really proactive pupil forum run by Mrs Kidd.

The children are asked to plan a variety of events such as fund raisers, sports days and charity work as well as being given the opportunity to help us plan improvements and comment on things that are going well in

Our Eco Committee works with Mr Mundie to help us all become more aware of caring for our environment. Children from throughout the school work together on projects. We gained our Silver award and look forward to achieving our Green Flag in the near future.

Our Health Committee is co-ordinated by Mrs Sykes and helps to raise awareness of health initiatives and plans how the school will further develop healthy lifestyle choices. We have achieved commended level and are now working towards excellence. The children enjoy the responsibility and the voice that these councils provide and are an invaluable part of school life.

Our Curriculum Committee has recently formed and leads the children to consider the way they learn in school and suggest ways of making improvements.

Our Enterprise Committee holds a small budget and children/groups can bid for money to take forward an enterprise project on the condition that they pay the loan back!

All committees meet on a Tuesday afternoon and we are continually seeking ways of improving the opportunities our pupils have to feed into the life and direction of the school.



19.0 Breakfast and after school clubs

Midstocket After School Club provides Breakfast and After School Care for children attending Mile End School within the community rooms. Opening Times are as follows:

Breakfast Club - 7.45am. Staff will give the children breakfast then take them through to the school area for the start of the school day. £3 per day.

After School Club - Staff start at 2.30 pm. At the end of the school day children with additional support needs are met at the front door and taken to MASC where a snack and playtime is provided. Mainstream children are met in the dining room and escorted to the community rooms. The last pick up time from MASC is 5.45pm but parents can pick their child up at any time. After School Club costs £7.50 per day. A waiting list is in operation .

Holiday Club - £15 per day (£7.50 am session; £7.50 pm session) plus £3 if including Breakfast Club (cost for MASC users, annual registration £15). £17 per day (£8.50 am session; £8.50 pm session) plus £3 if including Breakfast Club (cost for non MASC users) In-Service days - Same as Holiday Club costs (usually only open to MASC users). Contact - Mandy Burnett (Manager) through the community office.

SCAMPS AFTER SCHOOL CLUB

SCAMPS has been established since 1988 with the emphasis on safe play activities in a happy and secure environment for the children. They are registered with the SSSC and all staff are fully qualified. Scamps offers a pick up service from Mile End School and our opening hours are 3.15pm - 6pm during term time and 8.30am - 5.30pm during school holidays and in-service days. The children are allowed to choose their own activities from a wide selection i.e. table tennis, snooker; uni-hoc; rollerblading; computer games; television and videos; arts and crafts; board games; football etc. They also have a large grassy area outside when the weather is suitable. Additional activities in the holidays are swimming, trips to local attractions, parks and beaches; picnics and BBQs. A snack and juice are provided. Children are required to bring a packed lunch for all day sessions. For more information/enquiries please phone Sandra Cameron on 590082 (home) or 07711319873 (mobile).

20.0 The Curriculum

Recently, The Scottish Government drastically reviewed the curriculum for 3-18 year olds.

At Mile End we are really excited by this development and recognise that the more actively involved children are in their own learning and in setting their own targets, the more they achieve and enjoy their time in school.

‘A Curriculum for Excellence’ states that the overarching aim for all pupils in Scotland should be the opportunity to develop the following capacities:

- Responsible citizens
- Successful learners
- Confident individuals
- Effective contributors

Our approach will be subject to on-going review.

LITERACY AND ENGLISH

When your child enrolls at Mile End they will be assessed to gain an understanding of their needs. These will dictate initial groupings to ensure that your child is challenged and continues to make good progress. Language work incorporates reading, writing, listening and talking.

Jolly Phonics is used in Primary 1 and through quality teaching the children very quickly become confident readers. Your support is invaluable to teaching your child to read and the Deputy Head Teacher will share with you how to support your child in their reading.

Reading is regularly taught as we recognise that children who are skilled readers very quickly develop excellent writing skills too. We make use of a range of reading schemes. Children who require additional support or challenge in reading are given support from the SFL teacher where possible.

Letter formations and simple spelling is taught making use of Jolly Phonics. The children really enjoy this active approach to learning and generally make great progress.

Children are asked to evaluate their own progress in writing tasks and are now beginning to set their own targets so that they are focussed on their next steps in learning. This self-evaluation begins in Nursery and is gradually developed so that the children have a clear understanding of what they have to work on.

20.1 The Curriculum

The collaborative nature of the new curriculum provides many opportunities for the children to learn new skills and become confident listeners and talkers. The vast majority of listening and talking tasks involve the children working on other areas of the curriculum, indeed the curriculum is now very rarely taught in subject isolation.

Children who are identified as requiring additional support in any area of language are brought to the Head Teachers attention. A package of support is then tailor made to help meet their needs.

In Primary 6 and 7 the children are given the opportunity to learn either French or German. Sadly, we cannot offer a choice of subject but hope that the children enjoy this introduction to another language.

Continuous assessment is integral to teaching at Mile End and ensures that the children are receiving an appropriate challenge.

Assessment is currently under review nationally and any changes to our approach will be shared with the parent body.

SOCIAL STUDIES, SCIENCE AND TECHNOLOGY

This area has recently been reviewed in light of a Curriculum for Excellence. The children are now being encouraged to suggest areas to study and we are building pupil voice and choice into our approach.

ICT

We make use of interactive whiteboard and a number of new PC's to help us deliver IT. The children follow a planned programme to help them develop basic skills but will also make use of IT in all areas of the curriculum.

RELIGIOUS AND MORAL EDUCATION

All children are given opportunities to develop their understanding of world religions. We believe this is important to help create a tolerant society. Children will also learn about Christianity and will occasionally be given the opportunity to visit local churches, permission is always sought for such events. If you have any particular questions or requests regarding the teaching or RME, or would be happy to come into school and discuss your faith with a group of children, please contact the Head Teacher.

20.2 The Curriculum

EXPRESSIVE ARTS

Our pupils are encouraged to be creative. We make use of a range of resources to support the children and also give them the opportunity to use these skills in a variety of ways

The curricular area is organised under the following headings:

- Participation in performances and presentations

- Art and design

- Dance

- Drama

- Music

We regularly invite travelling productions into school and encourage classes to visit local theatres, museums and festivals to gain as broad an education as possible.

HEALTH AND WELLBEING

Health and wellbeing is a priority area for the Scottish Government. They hope that this curricular area will ensure that all children are:

- Active

- Respected

- Responsible

- Included

- Safe

- Healthy

- Achieving

- Nurtured

20.3 The Curriculum

Staff plan approaches to meeting these needs depending upon their class and will at times ask for the help of our Behaviour Support Teacher in helping to meet needs. Health is a major focus for all schools in Scotland and we provide quality P.E. twice a week for pupils with lots of opportunities available for the children to further their knowledge of how to stay healthy. Mrs Sykes, our Health Co-ordinator has established a Health Committee so that parents and pupils can have a say in taking this further. One of the biggest changes within A Curriculum for Excellence is the recognition that whole school communities must be more aware of mental health issues to be able to support those with and address such issues.

The curriculum is organised under the following headings:

- f* Mental and emotional, social and physical wellbeing
- f* Planning for choices and changes
- f* Physical education, physical activity and sport
- f* Food and health
- f* Substance misuse
- f* Relationships, sexual health and parenthood

MATHEMATICS

We have purchased a large quantity of mathematics games so that our children can practice new skills in real situations and have fun at the same time. The children will learn about many aspects of mathematics, the broad headings being:

- f* Estimating and rounding
- f* Number and number processes
- f* Multiples, factors and primes
- f* Powers and roots
- f* Measurement
- f* Mathematics - its impact
- f* Patterns and relationships
- f* Expressions and equations

The children make use of a vast selection of interesting resources in mathematics. Teachers vary the approach as often as possible to keep the children engaged and motivated.

21.0 Support Agencies

Psychological Services

When a pupil is experiencing educational, behavioural, social or emotional difficulties, the school may refer him/her, with parental permission, to the above service for additional advice and to explore any additional services which may be available to support the pupil. Educational Psychologists are available to offer parents and staff invaluable advice on how to best support pupils. Children with recorded additional support needs will have regular reviews with psychological services to ensure that school continues to meet their needs and review progress.

Social Work

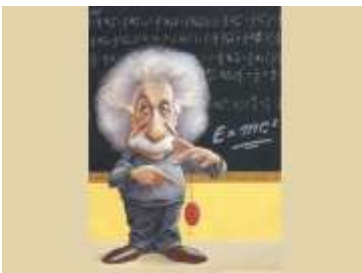
The school and the Central Area Social Work teams work closely together to support pupils and families. A social worker is attached to the school and can be accessed by staff and parents.

EAL

Provision is made for any child for who English is an additional language to receive support in accessing all areas of the curriculum and learning essential everyday language. This support may be in school or at the EAL base in St Machar Primary School.

Support for Learning

Many children need a bit of extra support or challenge at some point during their school career. Our Support for Learning Teacher is available to help children in all the classes who, from time to time, require support in their learning. This extra help may be in a one-to-one situation or in a group of pupils who require similar support.



22.0 Multi-cultural education

We have a diverse school population. We endorse Aberdeen City Council policy on Race Equality and are committed to taking all steps within our power to eliminate discrimination and to promote good relationships between people of different cultures. Throughout the year we recognise and celebrate a range of festivals from a variety of cultures with the children.

23.0 Assessment

Class teachers continually evaluate their teaching and assess each pupils work to ensure that they are coping and making the progress expected. The class teacher is responsible for keeping progress records, which will provide a profile of the child's progress.

Informal and formal testing procedures are used throughout the school and National Assessments will be used in English Language – (Reading and Writing only) and Mathematics. Over recent years we have developed the use of Assessment is for Learning and Formative Assessment strategies in school. This approach focuses on setting clear learning intentions and success criteria, giving pupils quality feedback on their work and involving pupils in evaluating their own work and that of their peers. Research has shown that this approach involves pupils much more effectively in their own learning.

A school report is issued for each pupil during the school year. This report will give parents/carers specific information relating to levels of attainment in certain curricular areas as outlined in the national guidelines. In other curricular areas a general summary statement will be made based on the level of achievement and attitude of the pupil throughout the session. This report will be based on the ongoing assessment procedures that are presently being utilised within the school.



24.0 Homework

It is considered that homework is an essential part of the school curriculum and is provided in school for a number of different reasons. Homework is given on a regular basis although it is intended that prescribed homework should not exceed 30 minutes per night (less for younger children). Further information is available from the school office and in the school homework policy.

If your child is experiencing difficulty with homework please do not hesitate to contact the class teacher to discuss the matter.

25.0 Discipline

School discipline is a priority for all of us and our pupils behave very well. Our main aim is to ensure that we create an atmosphere that will allow all pupils the opportunity to develop both academically and socially in a non-threatening, agreeable atmosphere. To this end we hope to develop a partnership between home and school, which will enable both parties the opportunity to work in a meaningful and productive way for all our pupils.

The standard of behaviour expected by pupils at Mile End has been established to ensure the welfare and safety of all concerned at all times.

The school is keen to involve all educational partners in this area and engaged with all stakeholders to develop a Positive Behaviour Policy. Our children generally behave very well and appreciate the efforts made by staff to make Mile End School a fun place to be.

Occasionally children will make a mistake and are given a warning prior to being taken to a member of SMT unless the behaviour is serious enough to warrant immediate referral to the SMT without a warning.

If an incident is serious, you will be informed immediately. All children do make mistakes from time to time, and the SMT will use their judgment to decide when to contact parents and when to monitor a situation.

As a staff we are proud of how well our pupils behave and believe in rewarding them for their efforts.

26.0 Child Protection

Given the on-going public concern on the subject of child abuse and changes in law, schools are required to report if they think that any child or young person has come to harm as a result of possible abuse.

Each school has a named member of staff appointed responsible for Child Protection matters. In our school that person is Miss Eleanor Sheppard, the Head Teacher.

Should you wish to talk further about Child Protection and the safety of children, please feel free to contact Miss Sheppard at school.

As a school we have good contacts with medical officers, social workers and the police — any of whom may be involved if abuse is suspected.

Depending upon the concern, Parents/Guardian may or may not be informed of any action taken.

I'm sure that you will agree, the safety and wellbeing of all of our pupils has to be our top priority and Mile End School takes this responsibility very seriously.



27.0 Inclusion and anti-bullying

We are committed to a policy of multi-cultural and anti — racist education. It is important that the children are helped to understand about the world around them in a positive way.

Books and resources are carefully selected to ensure that our children see lots of positive images of people of different race, creed and cultures, they also show men and women in a range of different roles.

We encourage all children to participate in all experiences. Care is taken that activities do not become associated with either girls or boys, all children are encouraged to use all of the equipment on offer.

The school strives at all times to show no prejudice and to give equal opportunity and attention to all children irrespective of race, gender, religious belief and cultural background and places great emphasis on educating children against such prejudices.

The Head Teacher reports any incidents of racism to the police.

We worked recently on our definition of inclusion and agreed the following:

Inclusion is a shared belief that all members of the school community are valued, respected and will have their needs met. Mile End School reflects our diverse society where difference is celebrated and does not become a barrier to participation. Equality of provision, opportunities and the right to a high quality education are central to our philosophy and everyone is made to feel that they belong, are nurtured, accepted and are supported.

Sadly, bullying occurs in almost all schools. School structures are, however, in place to combat this type of behaviour with positive management and support of individual children.

The school will respond to incidents of bullying and we emphasise the need for a child to "tell." Please do not hesitate to get in touch with the SMT who will be happy to help.



28.0 Secondary education

Mile End School is a member of the Grammar Associated School Group and at the end of Primary 7 pupils will normally transfer there if they live in zone. If you are unsure of which secondary school your child will attend, please speak to a member of the senior management team. Parents of children in an additional support needs class will be given the opportunity to hear about the many provisions on offer for secondary so that an ideal secondary placement can be sought.

29.0 School Pupils insurance

Please note that no insurance cover is held by the Local Authority to provide automatic compensation to pupils in the event of a personal accident or death. It is your responsibility as a parent to insure your child for personal accident or death if you feel this is appropriate.

The Local Authority does hold third party liability insurance which indemnifies the Council for claims from third parties (e.g. parents of pupils) who have suffered injury, illness, loss or damage arising from the negligence of the Council or its employees.

However if there were no negligence, no claim would be accepted by the Council. This information is brought to your attention at this time in order that you may take whatever action you felt appropriate. I am also particularly anxious to avoid the potentially distressing situation of parents only becoming aware of the insurance position after an accident has occurred however remote the possibility.

30.0 Domestic pets

It is the Authority's policy that no pets owned by any member of staff, parent or guardian should be allowed into any part of the establishment. Please note this includes playgrounds, car parks and playing fields. Your support in observing this ruling is greatly appreciated.

31.0 Complaints procedure

If you have a complaint or concern regarding the school, we ask that you speak to either the class teacher or Deputy Head Teacher in the first instance. If you are not satisfied that we have dealt with your concern please contact the Head Teacher. We will do all we can to rectify any issues that we can.

If you do not feel that the Head Teacher has helped to resolve your concern, please contact Neil Hendry, Quality Improvement Officer (Acting) who has a responsibility for the school and he will be happy to assist you.

If you still remain unhappy, our newly appointed Director of Education, Culture and Sport should be approached.

If all of these avenues have been pursued and you remain unhappy, please contact the Public Services Ombudsman.

If you feel unhappy about any aspect of Nursery and you do not feel that the staff and Head Teacher have addressed the issue please contact the SCSWIS, they will be more than happy to help.

This handbook was compiled with the support of parents and we hope it is a useful document and would appreciate any feedback. If you have any suggestions as to how the handbook could be further improved please contact the Head Teacher who will be happy to take your comments on board.

Many thanks.

Eleanor Sheppard

Head Teacher

Tel: 498140

e-mail: esheppard450@aberdeenschools.org.uk

