

A Guide to  
Education and  
Children's Services  
2017 - 2018



Responsible  
Individuals



Successful  
Learners



Effective  
Contributors



Confident  
Individuals



getting  
it right  
*for every child*  
ABERDEEN





Welcome	1
Law, Parental Responsibilities and Rights	3
Enrolling Children in an Early Learning and Childcare Service or School	14
Education Services	23
Services for Children and Young People with Additional Support Needs	30
Health and Safety	40
Culture, Sport, Family and Community Learning Services	45
Social Work Services	52
Nursery / Schools	56
Special Schools	65
Admissions and Education Services	66
Additional Support for Learning Services	68
Registered Early Learning and Childcare Centre	70
Culture, Sport, Family and Community Learning Services	75
Community Centres	76
Learning Centres	78
Library and Information Services	81
Social Work Services	83
Useful Contacts	85
National Contacts	88
Comments, Complaints and Feedback	89
Session 2017-2018 Term Dates	92

# Welcome to Aberdeen City Council's A Guide to Education and Children's Services

## Our Vision For Education and Children's Services

Our vision is to keep the children, young people and communities of Aberdeen safe, healthy and thriving. We aim to give the children of Aberdeen the best start to life and act as a champion for all children and young people, particularly vulnerable children and young people. The wellbeing of the child is at the heart of all that we do. We are committed to Getting It Right For Every Child (GIRFEC) by working together with all agencies and ensuring that we take a co-ordinated approach to guarantee we deliver appropriate help to all children and families when they need it.

We aim to reduce inequalities in educational outcomes and raise attainment. We support lifelong learning to enable and empower the people of Aberdeen to fulfil their potential and contribute to the social, cultural and economic prosperity of our city. This Directorate seeks to enhance the learning experiences of our citizens by delivering a range of high quality arts, heritage and cultural services.

The realisation of our vision depends on engaging our workforce and our ability to listen and respond to the needs of our customers. To achieve this we are committed to investing in our staff to ensure we have a workforce that is motivated, professional, skilled and resilient. In order to continually improve the delivery of our services we will actively listen to our customers and stakeholders to support and address their changing needs.

## The Purpose of This Guide

This guide will provide you with information and contact details about the education and children's services that we provide in the city. It also provides information about the Government legislation that relates to children's care and education. It has been collated to ensure it is informative and easy to use.

We aim to ensure that all children and young people enjoy being young and will be safe, healthy, active, nurtured, achieving, respected, responsible and included and are supported to participate in decisions that affect them. We are committed to upholding the UN Convention on the Rights of the Child and to work together to take a common, co-ordinated approach across all agencies to ensure we deliver appropriate, proportionate help to all children and young people when they need it.

Parental influence and involvement in a child's education is a key element in raising attainment and ensuring children reach their full potential. We welcome strong parent partnerships with our schools, for we know when this exists school improvement, curriculum enrichment and community is built. We value the contribution parents offer in terms of their skills and time and use their voice through the parent councils to support, develop and create an active school community. You will find out later in the guide how parents can become involved.

Aberdeen City Council aims to provide social care and social work services, good quality care, play opportunities, education, music, art, sport, drama, outdoor learning and library services to meet the needs of children and young people in order to support them to reach their full potential. We believe that our Getting it Right For Every Child (GIRFEC) policy and the implementation of Curriculum for Excellence will help to ensure that children and young people become:

- Successful learners;
- Confident individuals;
- Responsible citizens; and
- Effective contributors.

We hope that this booklet provides key information that will help you to access our services.



**Angela Taylor**  
Convenor,  
Education and  
Children's Services  
January 2017



**Gayle Gorman**  
Director of  
Education and  
Children's Services  
January 2017

Notes:

1. Where we use the word 'parents' this refers to anyone with parental responsibilities, a guardian and/or any person who is liable to maintain or has parental responsibilities (within the meaning of Section 1(3) of the Children (Scotland) Act 1995) in relation to a child, or has care of a child or young person.
2. The term 'looked after child', is a legal definition for children who are subject to formal supervision requirements, or accommodated by the local authority, or subject of a permanence order. This term is also used interchangeably with 'care experienced child/young person'.
3. All the contact details and data in this guide are correct as at December 2016. For the most up to date information please contact the Family Information Service on 01224 346034 or visit the FIS website: [www.aberdeencity.gov.uk/fis](http://www.aberdeencity.gov.uk/fis).

## Law, Parental Responsibilities and Rights

The law affecting children and young people in Scotland is founded on the principles that:

- the welfare of the child is paramount;
- all children have the right to protection from all forms of abuse, neglect or exploitation; and
- parents should normally be responsible for the upbringing of their children.

There are various laws in Scotland which are designed to make sure that children and young people are properly protected and cared for. We recognise that it is everyone's responsibility to ensure that children and young people are safe.

Parents are responsible for the safety and wellbeing of their children. In normal circumstances, parents meet their responsibilities with no need for intervention on the part of statutory agencies. It is important in Scotland that the conduct of family life is, in general, left to parents and family members. However, it is equally important that the protection and wellbeing of children and young people is a matter of priority for everyone.

### Getting it Right For Every Child

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

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

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

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

### Physical Punishment of Children

In Scotland the law protects children and young people from harsh or excessive physical punishment or harm. Parents are encouraged to discipline their children in ways that do not involve physical chastisement.

Our laws say that it is illegal to punish children using harsh or excessive forms of physical punishment such as:

- shaking;
- hitting on the head; or
- using an implement to 'punish' children, e.g. shoe, cane, slipper.

Physical chastisement in some circumstances may be regarded as an assault on a child and may be investigated as such. Where a child is considered to possibly be a victim of abuse, this may result in a referral for a child protection investigation. Referrals are made to the Police or to the Joint Child Protection Team.

For further information and contact details see page 83.

### **Children Left Unattended**

Young children should never be left unattended and must not be left at home alone even for short periods of time. The police will investigate and legal action may be taken if anything goes wrong in your absence, or if a child is injured or harmed as a result of being left alone.

Children should always be left in the care of a trusted adult, never with a stranger. Parents should take the necessary steps to make sure that anyone else who may be looking after their children is responsible and trustworthy.



### **Children Begging**

It is an offence in Scotland to cause or allow children under the age of 16 to be used for begging. This means that parents are responsible for their children and will be prosecuted if they allow their children to beg. It is very likely that if members of the public were to see children begging, they would inform the Police.

### **Employment of Children**

The Local Authority has by-laws which regulate the part-time employment of school age children (that is children who have not yet reached their statutory school leaving date) during term-time and holiday periods. Employment includes assistance in any trade or occupation which is carried out for profit, whether or not payment is received for that assistance. This includes times where the child is employed by a parent.

Before a child can take up employment they require an employment permit. The permit details the employment to be undertaken and the hours and days to be worked. Before a permit can be issued parents and the child's Head Teacher must give their permission for a child of school age to be employed. Employers must carry out a written risk assessment.

Detailed information about the employment of school age children and an application for an employment permit is available from secondary schools or from Education and Children's Services, Business Hub 13, Level 2 North, Marischal College, Broad Street, Aberdeen, AB10 1AB, telephone 01224 523898. Parents should obtain a copy of this information before their child starts work.

## **Education, Parental Responsibilities and Rights**

In Scotland, parents' responsibilities and rights are set out in law. The way in which this affects education service policies and procedures is detailed below.

### **Education (Scotland) Act 1980**

In Scotland, parents' responsibilities and rights are set out in law, however, it must be noted that for educational purposes the definition of parents is wide and includes persons who do not have parental responsibilities and rights for other purposes (see the definition of 'parents' at page 2).

Under section 30 of the Act it is the duty of the parent of every school aged child to provide sufficient education suitable to age, ability and aptitude either by attending a public school regularly or by other means, e.g. home educating or attendance at an independent school. Section 35 of the Act requires the parent to ensure that a child of school age who is enrolled at a Local Authority school attends regularly. If on one or more occasions the pupil fails, without reasonable excuse, to attend school the parent will be committing a criminal offence.

#### **Attendance and Absence**

The Education (Scotland) Act 1980 requires parents to ensure that their children receive a suitable education from the time they are five. This is normally provided through attendance at school and parents have a duty to ensure regular attendance.

If a child has to be absent from school for any reason, parents should contact the school immediately to explain the absence. A note should then be sent to school as soon as possible. If an explanation of the absence is not provided, the period will be recorded as an unauthorised absence.

Except in very exceptional circumstances family holidays taken outwith the normal school holiday period will be classified as unauthorised absence. Exceptional circumstances include family bereavement or written confirmation from the employer that holidays must be taken during term-time. Parents should still notify the school of the intention to take children out for family holidays.



Parents who are having general problems with their child's attendance at school should contact the school as soon as a problem arises. Each school has an assigned Home-School Liaison Officer who will work with families and schools in order to identify the reasons for non-attendance and agree a plan for improving attendance.

### **School Leaving Age**

The Authority has a duty to provide education for children (up to age 16) and the power to provide education to young persons (up to age 18). The school leaving dates are the last day in May (mainstream schools) and the appropriate date in December (usually the last day of school in December). The summer leaving date may be extended to the end of session in special schools.

### **Managing Exclusions**

Aberdeen City Council's Schools' Exclusion Policy is operated locally at individual school level and is overseen by school Quality Improvement Officers. The policy is set within a value based framework which recognises that:

- all pupils need to be included, engaged and involved; and
- all pupils have a right to feel safe in school.

A pupil can be excluded from school for the following reasons:

- the parent of the pupil refuses or fails to comply with, or to allow the pupil to comply with, the policies and procedures of the school; and
- where the school considers the pupil's attendance at the school would be likely to seriously affect order and discipline in the school or the wellbeing of other pupils.

It should be noted that the inappropriate use of social media by either pupil or parent making derogatory comments in relation to a pupil, staff member or school is likely to lead to exclusion.

School policies and procedures are detailed in all school handbooks.

For further information and contact details see page 56.

### **Lodging an Appeal**

Parents or young persons have the right to appeal against an exclusion if they are not satisfied with the Authority's decision. In this circumstance, they may refer their case to the School Placings and Exclusions Appeals Committee. Appeals should be submitted in writing to the Senior Democratic Services Manager (Placing Request Appeal) Town House, Broad Street, Aberdeen, AB10 1AQ or email [educationappeals@aberdeencity.gov.uk](mailto:educationappeals@aberdeencity.gov.uk).

### **Consideration of Appeals**

The Appeals Committee acts as an independent tribunal, and comprises members of the Council and external members with experience of education in the city.

The Appeal Committee can confirm or annul the decision of the Council to exclude a pupil. The committee may feel that in all the circumstances the Council was correct to have excluded the pupil, but, on the other hand, the members are free to reverse that decision if their examination of the individual circumstances leads them to that conclusion. If the Council has attached conditions to a pupil's re-admission to school, then the Appeal Committee may confirm the decision but modify the conditions. The Council must comply with the decision of the Appeal Committee.

## Children (Scotland) Act 1995

The Children (Scotland) Act 1995 sets out a statutory statement of parental responsibilities and rights and clarifies the law on guardianship. It requires parents and other persons who have parental responsibilities and rights to consider, as far as practical, their children's views when making decisions which affect them.

The Act defines who has parental responsibilities and rights and they retain parental responsibilities and rights unless they are removed by a court. These are:

- the child's mother;
- the parents of a child who are married and are either living together or are separated;
- the parents of a child who were married but are now divorced;
- the father of a child who is not married to the child's mother but who has reached an agreement under Section 4 of the Act with the child's mother and registered that agreement in the Books of Council and Session in Edinburgh;
- the father of a child who is not married to the child's mother but is registered as the child's father in a birth register in the UK after 4 May 2006; and
- any person, as directed by the court e.g. where the court has made a residence order in favour of an unmarried father or a grandparent.

Parents must comply with their responsibilities as far as it is practical to do so and in the interests of the child. Their responsibilities are to:

- safeguard and promote the child's health, development and welfare until the age of 16;
- provide direction until the age of 16 and guidance until the age of 18;
- maintain regular contact with the child until he or she is 16; and
- act as legal representative until the child is 16.



Parents have the right to:

- have the child living with them or to decide where a child under 16 lives;
- direct and guide the child's upbringing;
- maintain contact; and
- act as legal representative.

The Local Authority has made arrangements for both parents to give their consent when major decisions are being made about their child's education e.g. admission to school, school excursions. However, it should be noted that under the Children (Scotland) Act 1995, each parent may exercise parental rights without the consent of the other.

Therefore the Authority will not delay implementing a decision if there is only one parent's signature. The exception to this is excursions involving travel outside the UK. In this case, written consent from both parents exercising parental rights and responsibilities and must be given if the child is to participate.

### **Parental Rights to Information**

Parents have equal entitlement to information about their child's progress e.g. school reports, access to pupil records and to be involved in making decisions about their child's education.

Information about a child's educational progress will normally only be made routinely available to the parent or other person who has parental rights and responsibilities with whom the child lives. This information will be available, on request, to a parent having parental responsibilities and rights who does not live with the child. This does not include information about day to day administrative school matters. Parents are asked to ensure that their child's school knows the names and addresses of those who have parental responsibilities and rights and to let them know if this information changes. Requests must be submitted to the school in writing by the person who claims to have parental responsibilities and rights. If their name has not been registered with the school then appropriate documentary evidence will be required to support the claim.

### **Considering Children's Views**

Under Section 6 of the Children (Scotland) Act 1995, parents and other people that have parental responsibilities and rights must consider, so far as is practical, their child's views when making decisions that affect him/her. This includes decisions about his/her education e.g. which school is attended and subject choices. The importance parents attach to those views will depend on the child's age and maturity but children over 12 are presumed, in law, to be old enough to express views and to have these taken into account.

## Education (Additional Support for Learning) (Scotland) Act 2004

A need for additional support does not imply that a child or young person lacks skills or abilities. Additional support refers to any educational support a child or young person requires to help them overcome a barrier to learning or cope with difficult periods that are impacting on their health and wellbeing. Support given can be either short or long-term.

The 2009 amendment to the Act means additional support is not limited to educational support but can include multi-agency support from Health, Children's Social Work and third sector agencies.

Children who are looked after by a Local Authority will automatically be assumed to have additional support needs unless determined otherwise.

### Parental Rights

Parents will have the right to:

- ask the Education Authority to find out whether their child has additional support needs;
- ask the Education Authority to find out if their child requires a Co-ordinated Support Plan or to review an existing plan;
- ask for a specific type of assessment and/or examination;
- ask for the use of mediation services;
- make a placing request to the Education Authority requiring them to place their child in a specified school which can include an independent or grant-aided special school if their child has additional support needs;
- make a placing request to an independent special school if their child has additional support needs;
- make a placing request to another Education Authority for their child to attend a school under the management of that Authority;
- be informed of the outcome of requests, reasons why a request is refused and any applicable rights to have a decision reviewed, e.g. through mediation or dispute resolution, or referred to a Tribunal or an Education Authority appeal committee;
- receive a copy of the Co-ordinated Support Plan or, if not eligible for a plan, receive advice and information about their child's additional support needs;
- have their views taken into account and noted in the Co-ordinated Support Plan;
- appeal to an independent Tribunal on matters relating to Co-ordinated Support Plans and special schools;
- make use of dispute resolution arrangements for matters about additional support needs that are not eligible for formal appeal; and
- have a supporter or representative with them at any meeting with the school, Education Authority and at Tribunal hearings.

## Children's Hearings (Scotland) Act 2011

The Children's Hearings Scotland Act (2011) has modernised the Children's Hearings system. The 2011 Act introduced new warrants and orders, modernising the reasons (grounds) for referral to the Reporter to the Children's Panel and providing for a national scheme for state funded legal representation in Children's Hearings and associated court proceedings and introduce new rights of appeal.

Grounds for referral to the Reporter to the Children's Hearing have been modernised and now include:

- child likely to be exposed to a person whose conduct may abuse or harm the child, or seriously adversely affect the child's health, safety or development;
- child likely to have close connection with someone who has carried out domestic abuse;
- child's conduct likely to have serious adverse effect on themselves or another;
- child likely to be pressurised into entering a marriage or civil partnership;
- child likely to have close connection with Schedule 1 offender (including offences under Sexual Offences (Scotland) Act 2009); and
- child has misused alcohol or drugs (whether or not a controlled drug).

Other familiar grounds for referral to the Reporter to the Children's Panel remain and these are listed here as a reminder:

- child likely to suffer or health or development be seriously impaired due to lack of parental care;
- Schedule 1 offence committed in respect of the child or child member of same household as Schedule 1 offender;
- child already looked after (section 25 or Permanence Order) and further measures required (usually secure accommodation);
- child committed an offence;
- child beyond control of relevant person; and
- child not attending school regularly.

There is no automatic continuation of relevant person status from the 1995 Act, so foster carers, for example, are not automatically relevant persons and have to go to a pre-hearing Panel. Relevant persons are:

- all biological parents;
- all persons with parental responsibilities and rights;
- those deemed to be relevant person by a pre-hearing Panel because they have or recently have had a significant involvement in the child's upbringing; and
- those deemed to be relevant persons following an appeal to court.

There is a duty upon the child and relevant person to attend, unless excused.

## Children and Young People (Scotland) Act 2014

The Children and Young People (Scotland) Act 2014 will have a major influence on how services work together to improve outcomes for children, young people and families. The Act covers four areas:

- children's rights;
- early learning and childcare;
- looked after children; and
- some aspects of the GIRFEC national practice model.

The Act sets out a legal definition of wellbeing, and the legal requirement for Local Authority and Health Boards to:

- work with all agencies to develop a joint children's services plan;
- ensure every child from pre-birth to 18 has a Named Person;
- develop a Child's Plan when extra support is needed from one or more agencies; and
- consider sharing information when agencies have concerns about children and young people.

To ensure better permanence planning for looked after children, the Act will:

- provide for a clear definition of corporate parenting, and define the bodies to which it will apply;
- place a duty on local authorities to assess care leavers requests for assistance up to and including the age of 25;
- require a Local Authority, in certain circumstances, to provide continuing care in the same accommodation for looked after young people aged between 16-21 years;
- provide for additional support to be given to kinship carers in relation to their parenting role through the kinship care order and provide families in distress with access to appropriate family counselling; and
- put Scotland's Adoption Register on a statutory footing.

## Data Protection

The Data Protection Act 1998 provides protection for individuals' personal data. It applies to both computer records and paper records. Examples of personal data relating to a child that may be held by their school include information given on the admission forms, student records, pupil progress reports and examination marks.

The Act sets out eight principles of good information handling which must be followed by those who process personal data. These principles require that personal information is:

- processed fairly and lawfully;
- obtained for only specified and lawful purposes;

- adequate, relevant and not excessive in relation to the purpose(s) for which they are processed;
- accurate and, where necessary, kept up to date;
- processed in accordance with the rights of the person whom the information is about;
- protected against unauthorised or unlawful processing, and against accidental loss or destruction;
- not kept for longer than is necessary; and
- not transferred outwith the European Economic Area.

Until recently the guidance around information sharing implied that information could only be shared without consent if there were concerns around child protection. That guidance has been clarified to reflect that the Data Protection Act 1998 provides conditions that allow for the sharing of information in several circumstances. This now means that if anyone has a concern about the wellbeing of a child or young person that could lead to them being at risk of harm then that person can share information without the consent of the child or their family.

### Admission Forms

When a child starts at a new school the parents will be asked to provide information about them on an admission form. The admission form includes a data protection statement which details the following:

- the purpose(s) for which the child's data will be processed; and
- whether any of the child's data will be disclosed to any other organisations.

In some cases parents have the right to object to personal data about their child being disclosed and in this case the admission form details how such an objection can be made. All personal data in relation to pupils or their families which is held by the school or the Education Authority will be handled in accordance with:

- the Data Protection Act 1998;
- the Human Rights Act 1998;
- the common law duty of confidentiality;
- the Freedom of Information (Scotland) Act 2002;
- the Pupils' Educational Records (Scotland) Regulations 2003; and
- the Children and Young People (Scotland) Act 2014.

Information about the Data Protection Act 1998 can be obtained from the UK Information Commissioner's website at [www.ico.org.uk](http://www.ico.org.uk).

Information about the Freedom of Information (Scotland) Act 2002 can be obtained from the Scottish Information Commissioner's website at [www.itspublicknowledge.info](http://www.itspublicknowledge.info).

## Parental Involvement in the Development of Education Services

### Parent Forum and Parent Councils

All parents are automatically members of the parent forum at their child's school. As a member of the parent forum, parents will be encouraged to support events and activities at the school and to get involved in their child's learning. Each forum is expected to set up a Parent Council. The Parent Council is expected to work in partnership with pupils, the Head Teacher and the Council in the interests of their school.

The role of the Parent Council is to:

- support the school in its work with pupils;
- represent the views of all parents;
- encourage links between the school, parents, pupils, pre-school groups and the wider community; and
- report back to all the parents in the school (parent forum).

The Head Teacher at each child's school will be able to provide parents with the names of current Parent Council members, the method of election to the Parent Council and the timing of any forthcoming election. Parents who enrol their children in a school should ensure that they are registered on the voting roll for the Parent Council associated with that school. All parents have the right to stand for election to the Parent Council, providing they are formally nominated.

Schools often have other parent groups which may be of interest to parents. Please contact the school to find out more about getting involved.

### City Wide Parent Council Meetings and Forum

As part of regular communication with parents, termly meetings are arranged with all of the Parent Councils of mainstream and special schools in the city. We also support a city wide representative Parent Council forum. The Aberdeen Parent Council Forum (APCF) consists of twenty-four representatives, two drawn from each associated schools group (ASG). The APCF has two parent representatives on the Council's Education and Children's Services Committee.

### Additional Support Needs (ASN) Parents' Forum

The ASN Parents' Forum meets four times a year. The meetings are opportunities for parents of children and young people with additional support needs to meet and discuss education matters amongst themselves and with Council officers. Some children and young people may have additional support needs because of, for example, disability, health or social and emotional factors.



## Enrolling Children in an Early Learning and Childcare Service or School

The Council provides or secures 600 hours of early learning and childcare services for:

- 2 year olds that are looked after, under a kinship care order, or who have a parent appointed guardian;
- 2 year olds with a parent in receipt of qualifying benefits; and
- 3 to 5 year olds whose parents request it.

### Early Learning and Childcare Entitlement for 2 Year Olds (Me 2)

The early learning and childcare service for 2 years olds is called 'Me 2'. Me 2 places are available at a number of registered settings across the city. These settings offer quality, nurturing childcare, play and learning opportunities specifically adapted for 2 year olds.



Me 2 places are available if the family receives any of the following benefits:

- Income Support;
- Job Seekers Allowance (income based);
- Any income related element of Employment and Support Allowance;
- Incapacity or Severe Disablement Allowance;
- State Pension Credit;
- Child Tax Credit (CTC), but not Working Tax Credit and your income is less than £16,105;
- Both maximum Child Tax Credit and maximum Working Tax Credit and your income is under £6,420;
- Support under Part VI of the Immigration and Asylum Act 1999; or
- Universal Credit.

Or if the child:

- is looked after;
- is under a kinship care order; or
- has a parent appointed guardian.

Me 2 application forms can be obtained from Ashgrove Children's Centre or the Family Information Service.

For further information and contact details see pages 74 and 85.

## Early Learning and Childcare Entitlement for 3 to 5 Year Olds

Children in their immediate pre-school year are entitled to a whole year of early learning and childcare. Children in their ante-pre-school year are entitled to a place in the school term following their third birthday as follows:

Month of Birth	Entitled to place from:
January to February	April – After the Easter holidays
March to August	August – After the Summer holidays, children may start once they have reached the age of three
September to December	January – After the Christmas holidays

A child can start nursery in the school term after his/her third birthday. The Standards in Scotland's Schools etc. Act 2000 defines the three school terms as follows:

Autumn Term	August to December
Spring Term	January to March
Summer Term	April to July

All schools have the same start date in the middle of August each year. This year, the first day of term is 22 August 2017. Nursery and primary children may have a phased start date.

### Applying for a Nursery Place

If a parent wishes their child to attend a Local Authority nursery class, they should apply for a place directly to the primary school of their choice. Parents should take their child's Birth Certificate and proof of address to the school. Applications for session 2017/18 should be made between 16 January and 27 January 2017. Applications received before the 30 January deadline will be included in the main round of allocations in March. Parents will be advised of the outcome of their application in April 2017. If they miss this deadline for the first round of allocations, they may still apply for a place before the start of term or at any time during the school year.

Please note that the offer of a nursery place in the preferred school does not entitle a child to a primary 1 place in that school unless the nursery place is in their zoned primary school.

The Council also secures flexible all day early learning and childcare places from private, independent and voluntary sector providers for working parents.

If a parent wishes to access a place at one of these centres, they should contact the provider of their choice to negotiate a place.

For further information and contact details on registered early learning and childcare centres see page 70.

## Deferred Entry to School

Children who are four in January or February, whose parents request that their entry to primary school is deferred, are entitled to an additional year of publicly funded early learning and childcare. Parents should apply directly to the school.

Parents of children born between the start of the school year and the last day of December are able to request an additional year of publicly funded early learning and childcare but these requests are at the discretion of the Local Authority. Decisions about these deferred entry requests are made by a multi-agency panel in February each year.

## Primary/Secondary Education

Aberdeen City Council has a zoning policy for all primary and secondary schools in the city. All schools serve a local 'zone' which has been determined by the Council.

Parents have the right to ask for their children to be enrolled in a school other than the local zoned school and the Authority has a duty to agree to such requests whenever possible.

Zones exist (a) to ensure that school places are locally available to children within the delineated area; (b) for the purpose of determining the right to provision of transport; and (c) for determining priorities (if required) in relation to admission of children to schools.

The Authority reserves the right to vary school zones from time to time in order to take into account demographic or other factors. This will be done in accordance with local and national consultation guidelines and requirements. In order to address the needs of families affected by variations in zones and who wish younger children to attend the same school as elder brothers or sisters in continuing education at that school, the younger children will continue to be regarded as living in-zone.

Parents are advised that they should always check the zone in which their existing or proposed address lies. This can be checked using the Council's interactive mapping service <http://maps.aberdeencity.gov.uk> or by contacting School Placings.

For further information and contact details see page 67.

## **Enrolling a Child for Primary School**

All children who will reach the age of five on or before the start of the new school session in August 2017 should begin to attend primary school in August 2017. Children who reach the age of five after the start of the new school session in August 2017, but before the last day of February 2018 may also be enrolled for primary school in August 2017.

Parents should visit their zoned primary school from 11 January to 20 January 2017 to enrol their child. To enrol, parents should take their child's Birth Certificate and proof of address (preferably your current Council Tax bill) to the school. If parents wish to apply for any other primary school other than their zoned primary school they need to submit a placing request. To enrol a child for their zoned Roman Catholic school parents must also provide their child's Roman Catholic Baptism Certificate. If parents wish to apply for any other Roman Catholic school they need to submit a placing request. If a child does not have a Roman Catholic Baptism Certificate parents may still apply to any Roman Catholic school by submitting a placing request.

All children are admitted to primary school on a phased basis during the first week of term.

Please remember that children are only entitled to a primary 1 place in their zoned school. If a child attends nursery in a school that is not in their zoned school this does not entitle them to a place in that school.

Our processes are currently being modernised and we anticipate that parents will soon be able to apply electronically via the city website.

## **Early Entry to Primary 1**

Parents can request early entry to primary school. The Authority does not normally admit children who are five after the February 2018 closing date. Applications for early entry to primary 1 are considered by the Head Teacher of the selected school. They will assess the child's ability and aptitude on behalf of the Authority but must consider wider issues including whether the primary class can suitably meet the needs of the child.

## **Enrolling in Secondary School**

In the case of children transferring from primary to secondary education, all primary schools complete a transfer schedule in December. This contains the names of the children in the primary 7 year group who meet the criteria for transfer. This document is updated in the following February.

Transfer schedules are passed to the secondary schools to which children are zoned by address (since not all children in the primary 7 year group will necessarily transfer to the same secondary school). This takes place once addresses and other key information have been checked and validated by the primary school.

Children whose names appear on the transfer schedule are placed first in their zoned secondary school before any other children are admitted. The children who will transfer will be those who meet one or more of the following criteria:

- are ordinarily resident within the zone of the secondary school before 15 March; or
- have a brother or sister already in attendance at a specified school but subsequently live at an out-of-zone address in relation to that school as a result of the Authority varying the school zone (this will only apply where the brother or sister is in continuing education at the school); or
- have additional support needs which have previously been assessed by an Educational Psychologist of Aberdeen City Council and that the child's needs can only be met at a specified school.

A child's ordinary place of residence means the place where that child lives with his/her parent(s).

### Placing Requests/Out of Zone Admissions

Except for early entry to primary school as described above, placing requests may only be made for children who are of school age or eligible to attend school because they will be five by the February cut-off date.

Parents have a right (with no obligation to give reasons, although these allow the request to be prioritised) to make a request to the Local Authority to have his/her child enrolled in the school of his/her choice. A young person (i.e. someone over school age but less than 18 years of age) with capacity has the sole right to make a placing request. This right can be exercised at any time and not just at the time of admission to school or transfer from one school to another.

Except for the transition between primary and secondary school when transfer schedules apply, parents should make a placing request if their child is in attendance at a school outwith the zone in which they live and they wish the child to attend the zoned school. There is no guarantee that siblings of children attending a primary school for which they are not zoned will be granted a place at that school (see criteria above).

Attendance at a particular primary school does not mean that a child will automatically transfer to the secondary school with which that school is associated. It is therefore very important that when you are choosing a primary school that you take into consideration matters of continuity of education and friendship groups. Such continuity cannot be guaranteed at the time of transition from primary to secondary school if a child is attending a primary school for which they are not zoned by address.

Parents cannot make a placing request for their child where that child is a 'young person' i.e. above school leaving age up to 18 years of age. A 'young person' can make their own placing request.

Placing request forms can be obtained from any school or can be found on the Council's website [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk). Completed forms can be returned by email to [schoolplacings@aberdeencity.gov.uk](mailto:schoolplacings@aberdeencity.gov.uk).

Information provided in all written placing requests will be thoroughly checked for accuracy including validating the parental address.

Where a school's capacity is likely to be exceeded, the following list of priorities will be applied in granting places.

Our processes are currently being modernised and we anticipate that parents will soon be able to apply electronically via the city website.

### **1 Residence within Zone**

This applies to children who:

- (a) move into a zone after 15 March in a given year; or
- (b) are already in the zone but not attending their zoned school.

Where parents have more than one property, it is the child's principal family home which applies in consideration of this priority.

### **2 Family**

Where either an elder brother or a sister is already in attendance at the specified school and will be in continuing education at the school at the time of admission.

### **3 Childcare**

Where parent(s) are working and have to transport the child outwith the school zone in which they are resident in order that the child can be cared for by a responsible adult other than their parents outwith normal school hours (that is, at the beginning and end of the school day). This must be on the basis that there is existing, on-going childcare in the zone relating to the school applied for at the time of application and the name and address of the carer can be verified as a bona fide carer or childminder.

The childminder will be asked to confirm that s/he is currently the childminder for the child and that there is an ongoing arrangement which will continue when the child attends the school specified in the request.

## 4 Others

Where none of the above applies (e.g. transport arrangements and family employment circumstances) precedence is given to pupils within each priority who are ordinarily resident within the zone of a school that lies within the boundaries of the city. Ranking within a priority grouping will be on the basis of distance between home (ordinary place of residence) and school, except where the parents of a child living within zone have to apply for a place in the school as they fall into the categories indicated in 1(a) or 1(b) above. Here, precedence will be determined by the date of taking up ordinary residence in the zone.

The above guidelines will normally apply. However, placing requests may be granted where exceptional circumstances exist.

### Placing Request Decisions

The Authority is bound by legislation to inform a parent in writing of its decision on the placing request within statutory timescales. Where the Authority decides to refuse the request, it must give written reasons for its decision and inform the parent of his/her right to refer the matter to an appeals committee.

If the decision is not made within the statutory timescales it is deemed to have been refused and the parent has the right to refer the deemed refusal to an appeals committee.

Where a place is granted parents will receive a letter directly from the school and they should reply accepting or declining the place within fourteen days. If a reply is not received within fourteen days a further letter will be issued with a final seven days to reply, after which the offer of a place will be withdrawn.

When accepting a place, parents should immediately notify their zoned school in writing to inform them that they will not be taking up their place in August of that year.

### Placing Request Timescales

Where the application is for entry in August, the Authority is required to give an answer to the placing requests received by 15 March, by the 30 April. In cases where the time of entry requested is other than August, the Authority has two months to give a decision from the date of the request. In each case, if the parent has not received a decision within the timescale above, the placing request is deemed to have been refused.

All placing requests made on or after 16 March, for admission in August of that year will be considered and decided after the requests made before 15 March have been decided and notified.

## Reasons for Placing Request Refusals

The legislation states that the Authority can refuse a placing request in terms of the Education (Scotland) Act 1980 as amended, if placing the child in a requested school would:

- make it necessary for the Authority to take an additional teacher into employment;
- give rise to significant expenditure on extending, or otherwise altering, the accommodation at, or facilities provided in connection with, the school;
- be seriously detrimental to the continuity of the child's education;
- be likely to be seriously detrimental to order and discipline in the school;
- be likely to be seriously detrimental to the educational wellbeing of the pupils attending the school;
- assuming that pupil numbers remain constant, make it necessary at the commencement of a future stage of the child's primary education, for the Authority to elect either to create an additional class (or an additional composite class) in the specified school or to take an additional teacher into employment at that school; or
- even if neither of the tests set out in bullet points 1 and 2 above is satisfied, have the consequence that the capacity of the school would be exceeded in terms of pupil numbers.

The Authority may also refuse a placing request if:

- the education normally provided at the specified school is not suited to the age, ability or aptitude of the child;
- the Authority has already required the child to discontinue his/her attendance at the specified school; or
- the specified school is a special school and the child does not have additional support needs requiring the special educational facilities normally provided at the school.

The Education (Scotland) Act 1980 as amended allows authorities to reserve places in certain schools if it anticipates that those places will be required for families moving into an area. At the time of publication this applies only to specified secondary and primary schools. The Authority will rollcap certain primary and secondary schools within the city to limit the pupil numbers where experience has shown that they will otherwise exceed capacity.

## Appealing Against a Decision

Parents have the right to appeal against refusals and deemed refusals of placing requests. Appeals should be lodged within 28 days of receipt of the letter of refusal or the timescale for making a decision has expired. Parents should bear in mind the following:

- they cannot appeal against the refusal of a place in a nursery class;
- they can only appeal once a year for each of their children;



- they should lodge the appeal no later than 28 days after they receive the Authority's letter of refusal or the timescale for making a decision has expired; and
- they can only appeal against refusal or deemed refusal of a place in their first choice school, if they have submitted a placing request in relation to more than one school.

### Lodging an Appeal

Appeals can be made by parents sending a letter of appeal to the Senior Democratic Services Manager (Placing Request Appeal) Town House, Broad Street, Aberdeen, AB10 1AQ or email [educationappeals@aberdeencity.gov.uk](mailto:educationappeals@aberdeencity.gov.uk), giving the child's full name, the school they wish him/her to attend and their reasons for appealing against the decision.

### Consideration of Appeals

Appeals against placing refusals are heard by an Appeals Committee, which comprises members of the Council and external members with experience of education in the city.

More information can be found in the booklet Choosing a School: A Guide for Parents which is produced by the Scottish Government. This document is available on the Scottish Government website [www.gov.scot](http://www.gov.scot).

For further information and contact details see page 67.

## Education Services

### Aberdeen Guarantees

Aberdeen Guarantees is a partnership commitment to provide learning, training and work opportunities to all 14-25 year olds. The brand represents the collective efforts of the public, private and third sector in assisting and enabling young people to progress towards employment. Aberdeen Guarantees will profile a range of approaches pre and post school which are already in place to support young people into positive destinations, promote good news stories and advertise new training and work opportunities for young people in Aberdeen. Information on youth employment related activity is hosted on a website which is promoted to young people, parents, professionals and employers.

For further information and contact details see page 66.

### Adventure Aberdeen

Adventure Aberdeen is Aberdeen City Council's service that leads on Outdoor Education using Adventurous Activities. Using this long established and very effective educational approach the service supports many learners and groups across the city's schools establishments and the wider community. Support that helps individuals and groups reach their full learning potential. The service works with all ages, abilities and levels of adventure.

Activities are outcome focused and creatively reviewed to maximise the benefits of the experiences. The services core outcomes are based on the Curriculum for Excellence four capacities and opportunities are encouraged to introduce or develop understanding of the Experiences and Outcomes from the Curriculum Areas. Every course, be it three hours or a programme of ten weeks is designed around desired learning intentions.

The Service provides Residential Education courses and self hire accommodation at its Cromdale Outdoor Centre in the Cairngorm National Park. The centre sleeps thirty five and is fully equipped to provide activity residential in an educational context. Mini buses and activity equipment is also available for hire from the Kingswells base, Aberdeen.

In addition to the outdoor education programmes Adventure Aberdeen leads on Wider Achievement (WA) awards, Educational Visits and CPD courses. The WA programme focuses on awards that have an outdoor element, Duke of Edinburgh's Award, John Muir Award, Junior Award Scheme Scotland, SQA bike maintenance etc. The Educational Visits element of the work focuses on policy, support, CPD and quality Assurance.

For further information and contact details see page 66.

## Family Learning

Family Learning is a focused early years and early intervention team who work in partnership with schools and other agencies to support parents to support their children's learning and development. The service works directly with parents either in their own home or in their local communities to enhance their knowledge and skills of how to support and encourage their children's social and emotional development, while at the same time supporting parents to develop and meet their own learning needs.

For parents with children aged 3-12 years the service provides learning programmes in local communities on a variety of subjects including positive parenting, confidence and assertiveness, curriculum and homework support, budgeting, drop-in and information days. Advice and guidance can be provided to parents on meeting their own learning needs and lifelong learning ambitions. Current priority schools are Riverbank, Tullos, Bramble Brae and Manor Park. However the service can provide advice and assistance to parents and schools citywide on request.



For parents with children aged 0-3 a home support service can be provided to assist families in a variety of ways: children's development, sleep routines, setting boundaries, bonding, and further learning opportunities. This is a citywide service and can be accessed through local NHS GP practices/Health Visitors.

For further information and contact details see page 66.

## Gaelic Medium Education

Gaelic Medium Education is available to all children. Knowledge of Gaelic is not required and all children can benefit from this form of bilingual education.

A Gaelic parent and child group (age 0-3) meets twice a week and a pre-school group (age 3-5) meets once a week, both at the Rosemount Community Centre. The groups are run by a parents' management committee and a play leader. Gaelic Medium Education at nursery and primary level is offered at Gilcomstoun School. Children are initially taught the nursery and primary curriculum in Gaelic, followed by the gradual use of English, with the aim of equal competency in both languages by the end of primary school.

Pupils then continue Gaelic language education at Hazlehead Academy, where pupils are offered Gaelic as a subject at all stages - broad general education in S1-S3, National 4/5, Higher and Advanced Higher.

To apply for a place at nursery or primary, contact the Head Teacher of Gilcomstoun School. To apply for a secondary place, contact the Head Teacher of Hazlehead Academy.

For further information and contact details see pages 56 and 59.

## Music School

Aberdeen City Music School (ACMS) is a specialist national music school for young musicians from all over Scotland with well above average ability in music. It is staffed by well-known professional musicians who have a track record both as performers and teachers. The school has a hall of residence for children who do not live in the city.

The school provides a specialist curriculum within a comprehensive secondary education setting at Dyce Academy. There are bursaries available for up-and-coming young musicians who are still in primary school. Entry to ACMS is by audition only.

For further information and contact details see page 58.

## Music Service

Instrumental and vocal tuition is given by experienced specialist teachers. Lessons last for 30 minutes depending on the school timetable. In the early stages, there are usually three or four pupils in a group. Individual lessons are available subject to the agreement of the teacher, but are usually offered to intermediate and advanced pupils.



The Government's Youth Music Initiative funds whole class vocal or instrumental tuition in schools across the city.

Lessons are given within the child's school, during the school day. Every effort is made to rotate the time of lessons within secondary schools in order to avoid the pupil missing the same class lesson each week.

Information about fees is available from the Music Service. Parents in receipt of certain benefits may be entitled to a reduction of fees.

For further information and contact details please see page 66.

## Opportunities for All

Opportunities for All is a universal entitlement for all young people between 16-19 to a place in learning or training. All young people completing compulsory education should have a 16+ Learning Choices offer in place in advance of them leaving school. The offer that will be made before a young person leaving school may be one of the following:

- full or part-time education in a school, further education college or university;
- a place on a national training programme such as Get Ready For Work or a Modern Apprenticeship;
- access to training through a local provider;
- full or part-time employment (over 16 hours a week);
- a volunteering placement; or
- an informal learning placement, including personal and social development opportunities.

Young people who are not ready to access employment, further education or training after they leave school may be considered for an Activity Agreement.

An Activity Agreement can be tailored to a young person's interests with the aim of increasing confidence/motivation and broadening learning experiences.

For further information and contact details see page 67.

## Roman Catholic Education

Roman Catholic education is available to all primary children in Aberdeen City. School zones have been defined in relation to the Holy Family, St Peter's and St Joseph's Primary Schools. We offer a central after-school provision in Roman Catholic Education for young people in our secondary schools.

Parents of children from Roman Catholic families have to be able to establish eligibility for this provision by producing the child's Roman Catholic Baptism Certificate. If a child does not have a Roman Catholic Baptism Certificate parents may still apply for any Roman Catholic school by submitting a placing request.

## Financial Support

### School Meals

All schools offer well-balanced, nutritional meals. If a child has a special dietary requirement as a result of a health care need which has been medically diagnosed please refer to the Policy for Supporting Pupils with Special Dietary Requirements which has been developed to explain the procedures for managing special diets in Aberdeen City schools. Parents can access a

copy of this policy directly from their child's school. Secondary schools offer cafeteria services, where a wide range of meals and snacks are provided at varying prices.

A two course meal costs £2.10 in primary schools and £2.35 in secondary schools, however, these prices may increase during the school year. Secondary pupils use the Accord Card; therefore the money must be loaded onto the card in the school prior to use. Payment can be made in cash or by cheque for meals within both primary and secondary schools. Cheques should be made payable to Aberdeen City Council. For primary schools, meal tickets can be purchased either singly or in books of ten from the school Catering Staff, the Customer Service Centre at Marischal College, Kincorth, Mastrick and Woodside Customer Access Points. Payment at the Customer Access Points can be made in cash, cheque or debit/credit card. Only cash and debit/credit card payments are accepted for school lunch tickets at the Marischal College Customer Service Centre.

2, 3 and 4 year olds who have an early learning and childcare place that extends over lunch time and whose parents are in receipt of certain benefits are entitled to a free school meal. All children in primary 1–3 are entitled to free school meals. From primary 4 onwards, free school meals will be available to children whose parents are on low income and in receipt of certain benefits.

If a young person aged between 16 and 18 is still at school and receives these benefits in their own right, they can claim free school meals. Asylum Seekers that receive support under Part VI of the Immigration and Asylum Act 1999 are also eligible to apply for free school meals. Applications for free school meals are made at the child's school or at Marischal College. Proof of family eligibility is required in September each year.

Free school breakfasts are available at some schools and out of school clubs, please contact the school for details.

For further information and contact details see page 67.

## School Clothing

The Authority can, in some circumstances, make a grant towards the costs of school clothing and footwear to those in receipt of certain benefits. The current grant is £55 for primary school pupils and £60 for secondary school pupils. For pupils of statutory school age the award is paid directly to parents. For pupils over statutory school age the grant is paid direct to the student.

Application forms are available from schools, library and information services, Customer Access Points and online at [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk).

For further information and contact details see page 67.

## Education Maintenance Allowance (EMA)

EMA aims to encourage young people from low income families to take part in further and higher education. EMA provides financial support for 16-19 year olds who stay on in full-time non advanced education after their statutory school leaving date.

To be eligible for an EMA in 2016 - 2017 the student must:

- have been born between 1 March 1997 and 28 February 2001;
  - have a household income of £26,884 or below (for families with more than one dependent child\* in the household); or
  - have a household income of £24,421 or below (for families with a single dependent child in the household);
  - be in full-time non-advanced education (up to SVQ level 3); or
  - be taking part in 16+ learning choices and activity agreement projects.
- \* Dependent children are all those up to the age of 16 and those over the age of 16 and up to the age of 25 if they are still in full-time education.

Young people receiving education who are looked after by the Local Authority or who are classed as 'care leavers' by the Local Authority, are eligible for the full EMA without having to provide evidence of parental household income; this also includes students who are in receipt of Income Support or income related Employment and Support Allowance in their own name and students receiving a Pathways allowance from the Local Authority.

Following assessment of the application, weekly payments will be paid at £30.

To be eligible for weekly payments the student must complete a learning agreement with the school/project. Payments are made fortnightly in arrears to the student's own bank account depending on attendance and compliance with the requirements of their learning agreement.

Application forms are available from schools, Customer Access Points or can be downloaded from our website [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk).

For further information and contact details see page 66.

## Transport

The Authority provides free school transport in the following situations:

- where a child is enrolled in his/her zoned primary school and lives two miles or more from that school; or
- where a child is enrolled at his/her zoned secondary school and lives three or more miles from that school.

The only exceptions to this policy are:

- where a child lives less than the prescribed distance from his/her zoned school (that is, less than the two or three miles indicated above) but cannot reach that school either by an available transport service or by an available safe walking route accompanied if necessary by an adult;
- where a child lives less than the prescribed distance from his/her zoned primary or secondary school (that is, less than the two or three miles indicated above), does not have access to a transport service, and is unable to walk the prescribed safe route due to his/her own medical condition or to the medical condition of the adult who would normally accompany him/her on the walking route to school and there is no other responsible adult available to walk the child to school; or
- where a child lives less than the prescribed (two or three miles) from his/her zoned school on the contract (i.e. school) bus route to that school, and there exist(s) space(s) on the existing contract (i.e. school) bus service. In such cases, a child may be granted free transport on a privilege basis, only for as long as there is a space and it is not required by an entitled child.

The Authority will take expert advice from qualified road safety practitioners and family doctor or school medical staff as appropriate before any final decision to support a request is made.

It is at the discretion of the Authority whether or not to grant free transport for children who are accepted for an out of zone school. Only in exceptional circumstances (such as medical reasons) will the Authority exercise this discretion.

Free transport may be provided in various ways, either by the provision of season tickets on buses or by direct provision of contract transport from the permanent home address to the school. The Authority does not guarantee to provide door to door transport. Requests for transport where children have medical problems or where problems of safety arise, parents should approach the school to complete an exceptional circumstances transport application. It is at the discretion of the Service Manager whether or not to grant free transport.

If free transport is approved, a copy of the Transport Handbook for Parents, will be sent to the address stated on the transport application. Where season tickets are lost there is a £10 administrative charge for replacement.

For further information and contact details see page 67.



# Services for Children and Young People with Additional Support Needs

All primary and secondary schools provide support for children and young people with additional support needs. The Authority also maintains a range of support services such as Educational Psychology, Sensory Support, English as an Additional Language and Autism Outreach. A very small number of children may require access to a more specialised provision for a period of time or access to a Special School Placement.

The Authority is committed to inclusion and the presumption of mainstreaming, as set out in the Standards in Scotland's Schools etc. Act 2000, which means that children with additional support needs will attend their local school if at all possible. Education and Children's Services will be considering how best to utilise expertise and support from existing services to most effectively support learners over session 2017/18.

Parents have a right to make a placing request for special school provision. In the case of a placing request refusal regarding special schools, parents have the right to make a referral to the Additional Support Needs Tribunal for Scotland (ASNTS). Information about ASNTS and making a referral can be found via the Scottish Government website [www.asntscotland.gov.uk](http://www.asntscotland.gov.uk). Placing request forms should be submitted to [SchoolPlacings@aberdeencity.gov.uk](mailto:SchoolPlacings@aberdeencity.gov.uk).

For further information and contact details see page 67.

## Staged Intervention

Schools operate a staged approach to supporting learners. The Staged Intervention Framework is used to help identify potential barriers to learning and participation, and plan effective interventions. Each stage is characterised by the level of individualisation, specialist knowledge or resources required to enable the child or young person to be successful.



Key features of the Staged Intervention Framework include:

- an emphasis on inclusion with early intervention in the most effective and least intrusive way;
- early and meaningful involvement and participation of the pupil and parents in the process; and
- effective, efficient and equitable targeting of resources.

## **Support for learners aged 5-18 years is categorised as follows:**

**Universal support:** support delivered by the class teacher through effective differentiation. When appropriate the class teacher will be guided by other professionals in school with particular expertise.

**Targeted support:** support delivered by the class teacher and other school staff. When appropriate, support will be provided by support services across Education and Children's Services.

### **Specialist/**

**Multi-agency support:** support delivered by the school and others. This may be short-term and help identify effective means of the learner being fully included again. In exceptional cases learners may be supported in another provision.

## **Support for learners with additional support needs at the pre-school stage:**

**Universal support:** mainstream nursery provision in a Local Authority or partner provider nursery. When appropriate the nursery team will be guided by other professionals.

**Targeted support:** mainstream nursery provision with access to support from services across Education and Children's Services.

### **Specialist/**

**Multi-agency support:** support from the pre-school development service, which could include attending provision at Centre of Excellence or Ashgrove Children's Centre. This may be short-term and help identify effective means of the child being fully included in mainstream again.

A leaflet about the pre-school ASN service can be obtained from the Family Information Service (FIS). For contact details see page 85.

For further information and contact details see page 69.

## Virtual School Aberdeen

As Corporate Parents, Aberdeen City Council have responsibility for children and young people who are Looked After under the Children (Scotland) Act 1995. The Virtual School and Virtual School Head Teacher, champion improvements in the education of our care experienced children and promote their educational achievement. It is the role of the Virtual School Head Teacher to ensure there is equity for our care experienced children enabling them to reach their potential and ultimately enter into a positive and sustained destination.

The school does not exist as a building and children do not attend it –they remain the responsibility of the school at which they enrolled. Virtual school Aberdeen is an organisational tool which has been created for the effective co-ordination of support for this vulnerable group at a strategic and operational level.

### **The Virtual School Aberdeen will:**

- influence policy and develop and improve services for care experienced children;
- promote individual achievement, health, and wellbeing;
- provide advice, support and training to professionals, schools and carers;
- improve access to specialist services, including health assessments, mental health assessments and treatment;
- provide access to professional advice and guidance on education, training and employment; and
- promote additional opportunities for out of school learning and leisure.

The Virtual School Aberdeen has a Head Teacher and a Looked After Teacher. The team are supported by colleagues in social work, the third sector, the Inclusion Team and a Looked After (LAC) nurse.

For further information and contact details see page 69.

## Inclusion and Equal Opportunities

We are committed to the policy of inclusion to ensure that children and young people in need of additional support receive timely and effective interventions. We strive to ensure that children and young people access the education services and facilities they need to fully participate in the life of their school and their community, in order to achieve their full potential.

We aim to have a flexible continuum of provision to provide the most appropriate support to the individual child or young person. Wherever possible, children and young people should have the opportunity to be educated in their local community.

Aspirations for our education provision reflect international research, which points to the fact that educationally inclusive schools are those where teaching and learning, achievements, attitudes and wellbeing of every child and young person matters. Schools show this commitment to inclusion not only in their performance, but also in their ethos and willingness to offer new opportunities to pupils who are experiencing barriers to learning and participation.

The majority of pupils will have their needs met in a mainstream school with access to specialist advice and support when appropriate. However, a small number may access specialist provision in keeping with the Standards in Scotland's Schools etc. Act (2000).

The service is also committed to promoting equality of opportunity in relation to the protected characteristics as defined in the Equality Act 2010, as an employer, service provider and in the services we commission.

The Equality Act 2010 brings together a number of separate pieces of legislation into a single act. The majority of the Equality Act 2010 came into force on 1 October 2010, providing protection from discrimination on the basis of protected characteristics. The Act covers the following groups that were protected by existing equality legislation:

- age;
- disability;
- gender identity and gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex; and
- sexual orientation.

The Education Authority sets and publishes Equality Outcomes every four years to meet the requirements of the Equality Act. The Equality Outcomes apply to all schools and address all forms of discrimination.

The Council's Education Equality Outcomes (2015-17) are:

- improved opportunities for lifelong learning;
- reduced gap in educational attainment between pupils;
- improved awareness, knowledge and understanding of diversity and equality; and
- gender stereotyping challenged to ensure that the promotion of diversity and equality permeates the curriculum.

Equality is promoted across the school curriculum and especially through citizenship and global awareness, one of the core components of Curriculum for Excellence.

Schools are responsible for implementing inclusive practices and agree areas for improvement within the school's annual improvement plan. Parents, pupils and the wider community support the formulation of this plan.

The Council promotes the use of a form via the homepage of the council website for recording and reporting prejudice and discrimination incidents. A prejudice and discrimination incident is any alleged crime, offence or incident where the victim or any other person believes the events to be motivated by prejudice and/or discrimination. These reports are collated and analysed by Grampian Regional Equality Council. There is the option for the victim or witness to remain anonymous or to indicate that they would wish the incident referred to a third party, for example, the police or a case conference. Statistical reports on prejudice and discrimination incidents are reported quarterly to Aberdeen City Council to help identify trends and hotspots.

For further information on equality of opportunities issues please contact the Equalities Team, Communities, Housing and Infrastructure, Aberdeen City Council, Business Hub 1, Lower Ground West, Marischal College, Broad Street, Aberdeen AB10 1AB.

## Additional Support for Learning Mediation

If a parent has a disagreement with the Authority about their child's additional support needs we ask that they contact the school in the first instance. If parents don't feel that their concern has been addressed they will be provided with access to independent mediation.

Parents can contact The Mediation Partnership directly by phone or email to make an initial appointment or to discuss whether mediation may be an appropriate route. Parents can also be referred by someone else as anyone can make a referral but the permission of the family involved is required as mediation is a voluntary process.



Disagreements may be about:

- whether or not the child or young person has additional support needs;
- in the case of a child or young person with additional support needs, the accuracy of the description of these;
- the refusal of the Education Authority to respond to a request from the parent or young person to establish whether a child or young person, for whose education they are responsible for, has additional support needs;
- the refusal of an Education Authority to respond to an assessment request from the parents or young person;
- the person carrying out an assessment or examination or the method of carrying it out;
- the failure of the Authority to provide, or make arrangements for the provision of, the additional support required by the child or young person, whether educational provision or not; and
- the failure of the Education Authority to request help from an appropriate agency.

Full contact details are listed in the useful contacts page 69.

## Services for Learners with Additional Support Needs

### Autism Outreach Team (Outreach Service)

This service operates on an outreach basis to support pupils with a diagnosis of Autistic Spectrum Disorder. The staff provide support for pupils, staff and families, as well as promoting positive and inclusive educational experiences.

For further information and contact details see page 68.

### Dyslexia Service

Staff from the Dyslexia Service, based at Kaimhill School, support primary aged pupils within Aberdeen City who have dyslexia. This service has developed a new model of working, which will support an increased number of children across the city, increasing the capacity of outreach and support to schools. We aspire to empower all schools to be able to provide similar approaches to supporting learners with specific learning difficulties.



For further information and contact details see page 68.

## Educational Psychology Service

The Educational Psychology Service provides support to enable all children and young people to reach their full potential. The service works in consultation with teachers, parents, young people and other agencies.

Educational Psychologists (EP's) work at 3 levels: the child and family level; the educational establishment level; and the Local Authority level. An EP may become involved if the school has concerns about a particular issue.

An Early Intervention Consultation is held where relevant school staff can seek advice and support about meeting a child's needs. Verbal consent will be sought from parents before this takes place. If it is agreed that there is a need for targeted support, e.g. focused assessment or intervention, the school will discuss this further with parents and obtain consent for the EP to become involved. A collaborative planning meeting will then be set up to create a Child's Plan which will agree actions to support the child or young person.

For further information and contact details see page 68.

## English as an Additional Language (EAL) Service

The EAL Service supports learning and teaching of pupils with a home language other than English (bilingual pupils) so that they reach their full potential.

The service works within an intercultural and inclusive framework and on the basis of shared responsibility with the bilingual pupil's own school and teachers. It improves access to the curriculum, promotes inclusion and aims to raise achievement within the mainstream classroom, aids the process of assessment and certification and helps each and every pupil reach the highest level of attainment that they can.

The service responds to referrals from schools in a flexible way through:

- consultation, initial assessment, advice on materials and staff support;
- teaching beginners' groups at the EAL service premises or in their own schools;
- teaching pupils who have basic competence in English (Stage 2) and improved competence in English in the mainstream classroom from P1 to S6; and
- teaching SQA English for Speakers of Other Languages (ESOL) certificated classes.

The Head Teacher of the school which the child attends will contact the EAL Service for an initial assessment visit to decide on the level of support the child will need.

For further information and contact details see page 68.

## Hospital and Home Tuition Service

This service is for children and young people experiencing difficulties because they have a temporary or long-term illness. Tuition is provided in the Royal Aberdeen Children's Hospital (RACH) wards in liaison with the child's school. Medical staff advise teaching staff of the child's ability to engage in schoolwork. Other children who have long-term illness which prevents regular attendance at school may be supported by a regular tuition session in their own home until they are able to return to full-time education.

Children at home are referred to the Hospital and Home Tuition Service by a variety of routes including multi-agency forums.

For further information and contact details see page 68.

## Language Development Service

Language Development Service supports the needs of young children from across the city who have a specific language impairment, offering:

- intensive speech and language therapy;
- carefully designed individualised curriculum;
- enriched language environment; and
- specialised teaching methods.

As progress accelerates children return to their local school.

This service is exploring new models of working to ensure that an increased number of children across the city are being assessed and supported at the earliest opportunity.

For further information and contact details see page 68.

## Sensory Support Service

The Sensory Support Service provides specialist support for children and young people 0-18 with varying degrees of sight and hearing difficulties. The aim is to provide educational support which sets the highest level of expectation, enabling children and young people to reach their full potential. These services offer support to families by providing information, practical help, advice and resources.



Each child's potential support needs are assessed in the context of her/his personal circumstances and are likely to change over time. The professional judgement and experience of the Vision Support Teacher (VST) and/or Hearing Support Teacher (HST) is therefore extremely important in determining the nature of support necessary.



This service is exploring new models of working to ensure that an increased number of children across the city are being assessed and supported at the earliest opportunity.

For further information and contact details see page 69.

## **Technological Assessment and Support Service for Children and the Curriculum (TASSCC)**

Through the use and integration of assistive technology (AT), TASSCC improves outcomes for those with an additional support need, transforms learning and breaks down barriers. Pupils aged 3-18 whose education is provided by Aberdeen City Council may benefit from dedicated technology to assist with reading, writing or accessing the curriculum. At the heart of the Inclusion Team, TASSCC intervention promotes inclusive practice, provides a catalyst for meaningful and successful participation of pupils in the curriculum, and provides the following:

- a streamlined referral system for schools to request support;
- detailed assessment and reporting on individual children;
- opportunities for children to access dedicated AT devices;
- specialist advice to schools, parents and carers on best practice using AT;
- provision of professional learning opportunities; and
- collaborative working partnerships with other specialist services including:
  - Educational Psychology;
  - Sensory Support Services;
  - NHS Occupational Therapy; and
  - NHS Speech and Language Therapy.

For further information and contact details see page 69.

## **Quality Assurance and Regulation of School Services**

As part of an on-going programme of quality improvement, schools are required to prepare a school improvement plan. These are submitted annually to the Authority. Parents may view these plans and make comment individually or through representatives on the Parent Council.

Each school produces a prospectus or handbook containing information about the school. This is available, on request, from the Head Teacher. All schools include the following information in their prospectus or handbook:

- budgeted school running costs;
- attendance and absence performance by stage;
- attainment performance - primary and secondary schools only;
- school leaver destinations - secondary and special schools only; and
- examination results - secondary schools only.

A robust system of evaluating schools' self-evaluation is in place and this is moderated by a team of Quality Improvement Officers and a Quality Improvement Manager. Schools are regularly visited and their capacity to improve is discussed. Where necessary, additional support will be provided in order to address any identified areas of development.

Education Scotland is responsible for inspecting and evaluating the quality of all nursery, school, community learning and local education authorities. If you are a parent looking for information on a school which your child attends, or might attend, you will find the inspection reports which will tell you about the quality of education in the school at [www.educationscotland.gov.uk](http://www.educationscotland.gov.uk).

Social Care and Social Work Improvement Scotland, known as the Care Inspectorate, regulates day care services for children and young people up to the age of sixteen years. The services covered include pre-school nursery classes, crèches, after school clubs, playgroups and care homes for children and young people. Schools and centres delivering these services are inspected regularly by the Care Inspectorate.

The Care Inspectorate is leading joint inspections of children's services in Scotland. Rather than looking at just individual care services, these strategic inspections bring together professionals from the care, social work, health, police and education regulators. They provide public assurance about the quality services aimed at giving children and young people the best start in life, and make recommendations about what needs to improve. Each inspection team also includes specially trained young inspectors who can speak to children and young people about their experiences. A joint inspection of Children's Services in Aberdeen was undertaken in 2014 and published in March 2015. A copy can be obtained at [www.careinspectorate.com](http://www.careinspectorate.com).

You can find out more about the Care Inspectorate and any regulated service at [www.careinspectorate.com](http://www.careinspectorate.com). If you want to make a complaint about a registered daycare service you can contact the Care Inspectorate in writing or by telephone.

Full contact details are listed in the national contacts page 88.

# Health and Safety

## Security

All schools across Aberdeen City are fitted with security systems. All primary and special schools have electronic access control systems. All secondary schools have electronic access control systems with some also having controlled external gates. Parents are asked to co-operate fully with security arrangements at each school. Parents are also asked to be vigilant and to warn their children about 'stranger danger'. Any worries about unknown or suspect strangers on or near a school site should always be reported to the Head Teacher.

## Emergency Situation Procedures

The Authority has procedures in place to deal with city wide emergencies. Schools have local procedures in place. We have a duty of care in respect of pupils in our charge during school hours and as such take necessary steps to ensure the safety of all primary and secondary pupils. As secondary pupils are more mature a lesser degree of supervision is considered appropriate.

Head Teachers have discretion to close their school in emergency situations which would put pupils at risk. Where possible, they will try to contact parents to let them know of such a decision but this cannot always be guaranteed. It is of vital importance that parents ensure the Head Teacher has up to date contact details and telephone numbers in order to cover all emergencies.

Every care is taken to try to ensure that pupils are not sent home in dangerous conditions. Adverse weather conditions could result in children having to stay in schools, or at agreed nearby addresses. As a matter of course, all Head Teachers request that parents nominate relatives or friends as a contact who can look after their children in an emergency.

Each school has a safety procedure and full details are available from the Head Teacher. This information will include the availability of the school's information line.

## Supervision of Children

Schools must take reasonable care for the safety of pupils and provide such supervision as is reasonably required at any break time and the start and finish of the school day. If children have their parents' permission to leave school at lunch time, for example to return home for lunch, then the school's general duty of care ends when the child leaves the school premises. At this point the parents become responsible, until the child has returned to the school premises.

## Health and Insurance

Aberdeen City Council does not hold insurance which would automatically compensate school pupils for personal accident, whether an accident occurs within or outwith the boundary of the school. Insurance of this nature, e.g. personal accident, life, private medical, is seen as a parental responsibility. It is the parents' responsibility to insure their child for personal accident or death if they feel this is appropriate. Parents should also consider insurance cover for pupils engaged in sports activities and participating in school trips.

Aberdeen City Council does hold Public Liability Insurance, which covers the Council for any legal liability in respect of claims from third parties, e.g. parents on behalf of pupils who have suffered injury, illness, loss or damage arising from the negligence of the Council or its employees. However, if there is no negligence, a claim would not be accepted by the Council or its insurers.

### **Procedures for supporting pupils with medical needs requiring medication during school hours**

Parents or guardians have prime responsibility for their child's health and should provide schools with information about a child's medical condition.

### **Children with a short-term illness who are well enough to attend school**

If it is at all possible parents should arrange the timing of treatment, so that it is only taken at home, i.e. before and after school and possibly at lunchtime if the child goes home for lunch. Parents should be encouraged to ask the prescribing doctor or dentist about this.

### **Preventing the spread of infection**

In order to help prevent the spread of infection from one person to another in the school environment, any children who have been suffering from vomiting and/or diarrhoea should stay away from school, for at least 48 hours after their symptoms have cleared. This is to help ensure they are no longer contagious before they resume close contact with other pupils and staff.

### **Children with long-term medical conditions (e.g. asthma, diabetes, cystic fibrosis, who require either regular medication to control their condition and/or occasional treatment during attacks or relapses)**

In all cases where a child requires medication to be given in school, parents should provide precise written instructions on the amount and frequency of dosage and signed authorisation to administer such medication.

There is no legal duty that requires education school staff to administer medication; this is an entirely voluntary role. Every effort will be made to help children to have access to all aspects of school life. In certain cases specific training may need to be given to school staff about a child's treatment. This should be discussed with parents and the school health team (School Nurse and Doctor). If appropriate it is helpful for a school to draw up a written health care plan involving parents and relevant health care professionals.

Depending on their maturity, it will usually be appropriate for older children to carry their own medication and be responsible for its use. Parents are asked to ensure the school is informed of this. In many conditions, and in particular when a child requires inhaled treatment for asthma, pupils are requested to provide a reserve inhaler/supply of medication to be kept in a secure place in school. This means children will not suffer unnecessarily should they forget or run out of their medication. Such reserve medications should be renewed as appropriate.

If a child complains of headaches or other pains and requests painkillers, these will only be given on the receipt of a written request from parents and this request must be supported by medical advice with an appropriate health care plan for reasons of safety. Aspirin and aspirin-based products are specifically excluded from school first-aid boxes. The Local Authority has produced guidelines on the administration of medicines in schools, this is available directly from schools.

The Authority is empowered to encourage the medical examination of pupils attending one or all of their schools through the school health team employed by NHS Grampian. The school health team includes the School Nurse and Doctor, working in close liaison with teachers and other health professionals. The core programme for health is as follows and parents are encouraged to take this up by giving their consent to each of the procedures listed:

- selective health care review with the parent and the child (not all children receive this as they are screened for need and seen on that basis);
- vision screening by the School Nurse in P1 if no pre-school orthoptic screen has occurred;
- growth screening by the School Nurse in P1;
- introduction to the School Nurse in S1;
- health and wellbeing review with the School Nurse in S1;
- vision screening including colour vision will be offered by the School Nurse in S1;
- diphtheria, tetanus, polio and meningitis boosters in S3-S6 by the school health team;
- human papilloma virus (HPV) immunisation offered to girls in S1-S6;
- measles, mumps and rubella (MMR) – offered to pupils in S3-S6 who have not been immunised;
- BCG immunisation is offered to those identified as high risk as stipulated by the Scottish Government;
- flu immunisation offered to all pupils in primary schools P1-P7;
- medical consultation with the School Doctor as required; and
- other reviews, examination and appointments as necessary and as arranged with parents.

## Health and Wellbeing

### Health Promotion

In accordance with the Schools (Health Promotion and Nutrition) (Scotland) Act 2007 all schools have a duty to be health promoting environments and for all food and drink served in schools (including those provided outwith the school lunch service) to comply with nutritional standards. All Aberdeen City Council schools continue to embed this within their practice.

### Health and Wellbeing

Health and wellbeing is everyone's responsibility and is threaded throughout the Curriculum for Excellence. Learning in health and wellbeing ensures children and young people develop the knowledge and understanding, skills, capabilities and attributes they need for mental, emotional, social and physical wellbeing now and in the future. Within health and wellbeing the following areas are taught from nursery until the end of secondary:



- mental, emotional, social and physical wellbeing;
- planning for choices and change;
- food and health;
- substance misuse; and
- relationships, sexual health and parenthood.

### Relationships, Sexual Health and Parenthood Education

Relationships, sexual health and parenthood education is carried out as part of the health and wellbeing programme within Curriculum for Excellence. All school students take part in this programme from nursery until they leave at the end of secondary school.

Through relationships, sexual health and parenthood education staff aim to work together with parents in helping young people to develop caring, respectful and loving relationships, and to appreciate the need for stability in bringing up children. There is a focus on giving young people factually accurate information at appropriate times, and on helping them to think about and discuss the issues and possible consequences of courses of action.

Relationships, sexual health and parenthood education in schools is carried out in accordance with the national advice contained in the Scottish Executives Respect and Responsibility. The publication Sex Education in Scottish Schools - A Guide for Parents and Carers is also available, and can be obtained through the child's school or from [www.gov.scot/Resource/Doc/158295/0042865.pdf](http://www.gov.scot/Resource/Doc/158295/0042865.pdf).

## Substance Misuse Education

The topics of alcohol, tobacco and drugs are covered in a way that is relevant to the age and maturity of pupils. The Council also has clear guidelines for dealing with drug-related incidents. Schools will inform and involve parents on drug issues.

## Anti-bullying Policy

Bullying is not acceptable in any Council school. The Council will treat all reports of bullying seriously and will investigate these appropriately. Schools aim to foster a positive climate to prevent bullying and the issues surrounding this are often discussed with the children through health and wellbeing and relationships, sexual health and parenthood education.

Schools have written statements about their policy and practice on dealing with bullying and behaviour generally. These will state the school's approach to positive behaviour management and the support of individual children; the school's specific response to incidents of bullying with an emphasis on the need for children to 'tell'. If a young person in your family is being bullied at school it is vital that you work with the school to try to find a solution. Schools also provide guidance to parents about how to raise any concerns they have with the school and a description of the arrangements that have been set up to monitor incidents of bullying.

The school also has to take into account the best interests of all the other young people in that school. Parents should discuss things with their son/daughter before they take action. This is of importance in maintaining their positive relationship with their children.

If parents wish further help or information they can consult the Anti-bullying Network website at [www.antibullying.net](http://www.antibullying.net) or may find the following telephone numbers of use: the Childline telephone line (0800 1111) is a communication link for young people who have any issues of concern and is open 24 hours 7 days a week; ParentLine Scotland (0800 028 2233, [www.children1st.org.uk](http://www.children1st.org.uk)) aims to help parents with any kind of worry or problem.

## Culture, Sport, Family and Community Learning Services

### Active Schools

Active Schools is a national initiative that aims to get 'More Children, More Active, More Often'. Active Schools is funded by SportsScotland and Aberdeen City Council and is managed by Sport Aberdeen.

The Active Schools Team provides a wide range of sporting and physical activity sessions and opportunities for school pupils from P1 to S6 to participate in. Activities range from athletics to Zumba, with the likes of basketball, badminton, netball, skiing and tennis. These sessions take place at lunchtimes, after school and during the school holidays.

Fun and participation are key to Active Schools, with the aim being to get as many children trying and enjoying sport and activities, especially children who do not currently participate. The Active Schools team provides links to local sports clubs for participants wishing to continue their chosen sport at a higher level.

Each associated school group (ASG) has an Active Schools Co-ordinator, who works with the academy and its feeder primary schools to raise activity levels. The Active Schools Co-ordinator is the local point of contact for both parents and schools.

For further information and contact details see page 75.

### Art Gallery and Museums

Aberdeen's Art Gallery and Museums celebrate the city's rich cultural heritage and provide inspiring spaces to enjoy historical and contemporary artworks and artefacts from the city's collections, along with a superb programme of exhibitions and events.

Situated right in the heart of the city, Aberdeen Art Gallery, Aberdeen Maritime Museum, Provost Skene's House and the Tolbooth Museum are within easy walking distance of each other and are free to visit.

Aberdeen Art Gallery and Cowdray Hall are currently closed for refurbishment and will reopen in late 2017. Provost Skene's House is currently closed due to the adjacent work at Marischal Square and is expected to reopen in Summer 2017.



The Aberdeen Maritime Museum tells the fascinating story of the North Sea over the centuries and the Tolbooth Museum, one of the best preserved 17th century Scottish gaols, features the history of crime and punishment, local history and government.

All Aberdeen Art Gallery and Museums venues are admission free.

For further information and contact details see page 75.

## Lifelong Learning

The Lifelong Learning Team cover the delivery of community learning and development services related to adult learning, youth work and school work experience. This includes:

### Adult Learning

- community based adult learning, including adult literacies, core skills, digital literacies and English for Speakers of Other Languages (ESOL);
- volunteer development and accreditation;
- learning for vulnerable and disadvantaged groups in the community, e.g. people with disabilities, care leavers, offenders; and
- learning support and guidance in the community.

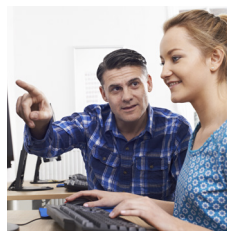
### Youth Work

- developing youth work in schools linked to wider achievement, inclusion, attainment and early intervention;
- provision of youth information and the development of youth democracy;
- street work - working with young people in the community;
- provision of accreditation opportunities for young people; and
- provision of community-based youth work.

### Work Experience

- provision of work placement opportunities with employers for S3 to S6 pupils as negotiated with schools;
- links to the business community to establish and develop work placement opportunities; and
- provision of health and safety checks for placement providers and pupils.

For further information and contact details see page 75.



## Communities, Housing and Infrastructure

There are 22 community centres in Aberdeen. Although the buildings are owned by Aberdeen City Council the centres are operated by voluntary organisations made up of local volunteers. These voluntary organisations are completely independent from the Council.

The Council provides these voluntary organisations with an annual development grant towards the operational costs of running the community centre. The Council also contributes some costs towards the utility bills, insurance costs and maintenance. They operate under a Lease and Management agreement with the Council.

The voluntary organisations decide upon how the community centre will run on a day to day basis and are responsible for the opening hours, activities that take place and the cost of these activities.

There are also 17 learning centres in Aberdeen that are owned and managed by Aberdeen City Council. Each learning centre delivers a programme of learning opportunities. The Centre Operations Officers develop, in partnership with learning providers, the learning programme. The partners include the Life-long Learning Team, the Community Centre Association (a local voluntary organisation), local projects and other learning providers.

The Community Centres and Learning Centres in Aberdeen could not operate without the involvement of local volunteers. If you would like to know how you can become involved in your local community centre, or what activities take place within them, then please contact the centre directly.

For further information please page 76 and 78.

## Creative Learning

Creative Learning improves outcomes for individuals and communities through the arts, culture and creativity. The service helps to make Aberdeen a city where arts, culture and creativity are an intrinsic part of life. The services socially engaged approach to culture is split into two strands:

The Creative Partnership strand uses creativity to develop confidence, improve ability to learn and positively impacts on quality of life. It supports people in Aberdeen to explore and develop their creativity from their first steps (early years and families) to the later stages of their journey (creative ageing).

The Artistic Pathways strand develops artistic excellence in Aberdeen. The projects promote the benefits of expressive arts in schools and inspire children at the Arts Across Learning Festival. The service also encourages emerging artists and cultural workers through mentoring and career development projects, ensuring future generations of artists.

Together these two strands enhance the cultural prosperity of Aberdeen.

Through the arts, culture and creativity the Creative Learning Team:

- improves and inspires deep learning;
- improves life chances and life choices, supporting people to realise their potential;
- triggers and develops creativity;
- challenges assumptions and changes perceptions; and
- develops participation and audiences for arts and culture.

For further information and contact details see page 75.

## Library and Information Services

This service provides support to children, families and those who work with them in the city, delivered through the network of community libraries, Central Library and the Curriculum Resources and Information Service (CRIS).

The library service focuses on encouraging and developing the joy of reading, providing access to learning and information and supporting literacy and family learning initiatives locally and nationally. This includes the co-ordination and delivery across the city of the national early years gifting programme, Bookbug.

The library and information services provide:

- a large selection of books, talking books and DVDs for children, young adults and parents which include dual language books and parent collections with books and information on childcare;
- a range of downloadable ebooks, audio books and emagazines free to download;
- a toy lending service in Kincorth, Mastrick and Tillydrone Libraries;
- books and information, including a range of databases, to help with homework, general interest and hobbies;
- advice and guidance on choosing and sharing books for families with children of different ages and abilities;
- advice and guidance to staff involved in meeting the educational needs of children and young people;
- events and activities throughout the year such as author visits, Bookbug sessions and storytimes;
- active support for national literacy events and initiatives such as the Summer Reading Challenge and Scottish Children's Book Awards;
- information on careers and employment for young people;
- volunteering opportunities to support Duke of Edinburgh and Saltire Award schemes;
- support for school work experience and Activity Agreement placements;
- Europe Direct Centre in Central Library offering information on education travel and employment opportunities in the European Union;

- computer taster sessions for adults;
- free public WiFi in all service points;
- adult learning resources;
- information and support for those new to the city, including how to access other key services;
- health information – high quality, accessible and clinically-approved information on a range of health topics; and
- media equipment hire service.

For further information and contact details see page 81.

## Out of School Care

Out of school care in Aberdeen seeks to contribute to the economic development of the city by providing high quality, affordable, accessible childcare enabling parents/carers to access employment/employability opportunities. Simultaneously, out of school care provides a stimulating range of experiences designed to enhance children's learning and development.

Services are delivered in partnership with schools, community centres, a range of partner organisations and with local communities. The management of out of school care can be described as a 'mixed economy', with services delivered by local Aberdeen City Council's Childcare Services and private and voluntary sectors and community enterprise models.

Regulation of all out of school care services are undertaken by the Care Inspectorate.

Further information and contact details for out of school care can be obtained from the Family Information Service (FIS). See useful contacts page 85.

## Priority Families Service

The Priority Families Service is an intensive outreach service providing help to families affected by multiple and complex issues and who need intensive support to help improve their lives. The service aims to halt problems in their tracks and support families to turn their lives around, preventing long term service involvement.

The service consists of dedicated, persistent and assertive workers who will work directly with families for up to 12 months, both in their own homes and in the local community to effect change and reduce their dependency on targeted services. Each dedicated worker will hold a small caseload to enable them to work intensively with all family members.

For further information and contact details see page 75.

## Partner Organisations

### Aberdeen Performing Arts

Aberdeen Performing Arts is a Local Authority partner which as well as delivering creative performances in its three venues, delivers creative learning opportunities to young people in the city. These learning offers are linked to the Curriculum for Excellence and allow young people to develop new creative skills. The Aberdeen Performing Arts creative learning offer includes schools programmes, theatre visits, youth theatre and the young person's company.

For further information and contact details see page 86.

### Aberdeen Sports Village

Aberdeen Sports Village is the premier sports facility in the North East of Scotland, hosting an array of first class sporting facilities. Its mission is to deliver high quality sports services and opportunities for all at the home of sport in the North East.

For further information and contact details see page 86.



### Garthdee Alpine Sports

Garthdee Alpine Sports is a Local Authority partner which operates the Aberdeen Snowsports Centre. The centre which is regarded by the governing body, Snowsports Scotland, as one of the best snowsports centres in the country, offers a wide range of activities and tuition suitable for individuals or groups of all ages and abilities.

For further information and contact details see page 86.

## Seventeen

Seventeen is an exciting new development in the heart of Aberdeen, located at 15-17 Belmont Street and open Tuesday to Saturday. 'Seventeen' aspires to be a focal point for the cultural sector of the city, providing:

- a central space for artists and arts organisations to exhibit, showcase and create new work in a variety of media;
- an information point for residents and visitors to find out about the range of cultural activity taking place in the North East;
- a workshop space where artists and arts organisations can undertake projects or deliver classes;
- MAKE Aberdeen, a digital fabrication workshop run by Robert Gordon University, which provides training and access to new technology such as 3d printing and laser cutting; and
- a flexible meeting and networking space for the arts sector.

For further information and contact details see page 87.

## Sport Aberdeen

Sport Aberdeen is a Local Authority partner. Sport Aberdeen is a charitable trust that manages an extensive range of high quality sporting facilities, services and events in the city. It is committed to providing a rewarding sporting experience for residents and visitors of every age and ability.

For further information and contact details see page 87.

## The Belmont Filmhouse

The Belmont Filmhouse is Aberdeen's number one provider of alternative cinema. Furthermore, the operators CMI, deliver an annual programme of educational activities for schools and the wider community. This includes tailored workshops which range from creating your very own films through to learning about the history of film.

For further information and contact details see page 86.

# Social Work Services

## Child Protection

Child Protection is everyone's responsibility. If anyone is worried about the safety of a child or young person in Aberdeen they should call:

- 01224 306877 (Joint Child Protection Team);
- 01224 693936 (Emergency Out of Hours); or
- 101 (Police Scotland).

Even if they are unsure, contact one of the above numbers so that steps can be taken to assess the risk to the child or young person and, if needed, to protect them.

## Reclaiming Social Work

Aberdeen is the first Local Authority in Scotland to implement Reclaiming Social Work. It is changing the way that it works with families and with its partners such as health visitors and teachers. It is reorganising its service and ensuring that the needs of Aberdeen's families are always at the centre of its work. Some of the positive changes that are being made are behind the scenes but they will result in:

- social workers spending more quality time with children and families to support them to make changes;
- better trained, better supported staff;
- a more connected service with its partners to speed everything up so that families don't have to repeat their story; and
- less paperwork and form filling so families can get answers and action more quickly.

A lot of what Children's Social Work does is a legislative requirement. The aim of introducing Reclaiming Social Work is to streamline services so that we can continue to work to deliver improved outcomes for vulnerable children, young people and their families in Aberdeen.

## Units

One change that families will notice will be the introduction of Units. Instead of having just one social worker, families will be supported by a dedicated team of social care professionals who will work closely together to support them to make sure their needs are met. The Unit staff will meet together weekly and feed back to each other on anything that has happened in the last week. The advantage of this new structure is that everyone in a Unit will know the child and family meaning that they will not have to repeat their story. This means that if a social worker is off sick, on holiday, or leaves families will be supported by someone else in the Unit who knows them just as well.

## **Working with families within each Unit will be:**

### **Consultant**

**Social Worker (CSW):** is in charge of the Unit. They will be a very experienced social worker and will have a good understanding of each family and will work with them as well as asking other members of the Unit to support them to ensure that they always get the support that they need from the right people.

**Social Worker:** this role won't really change and they will meet with families whenever they need to and will know each family well.

**Clinical Practitioner:** will have specialist knowledge which will usually be from a therapeutic background and they will use this to build on the strengths of the family as a whole rather than working with just the children.

**Unit Co-ordinator:** will be a family's first point of contact. He or she is office based, knows each family's history well and will always be at the end of the phone to answer queries, book appointments or put families in touch with other members of the Unit. As each family will have their own personal Unit Co-ordinator they don't need to worry about being kept on hold, transferred to lots of different members of staff or having to explain their situation to anyone new.

**Children's Practitioner:** will work with families and have lots of ideas, energy and enthusiasm on how best to support them.

## **Get in Touch**

The move to Reclaiming Social Work is a big change and will take time to take full effect and there will be a period where some existing teams are working alongside new Units. Children's Social Work is doing all it can to ensure that the services it provides are maintained during the transition to the new system and that they remain family focused and effective. Feedback from families is always greatly appreciated and any questions can be sent via email to [together@aberdeencity.gov.uk](mailto:together@aberdeencity.gov.uk).



## Intake

There are three main routes to access a social work service from Aberdeen City Children's Social Work:

### Reception Team

Process all referrals into Aberdeen Children's Services and complete Initial Assessments or sign post to appropriate service if referral does not meet eligibility criteria to access social work service.

### Joint Child Protection Team

The JCPT is responsible for undertaking the investigation of all new child protection referrals within Aberdeen City. Outwith office hours an emergency social work response is provided by the Out of Hours Service (OOHS).

### Aberdeen Maternity Hospital (AMH)

Social work referrals in respect of unborn babies are undertaken by one of two social work units based at AMH.

Social Work Units hold responsibility for:

- children in need of Social Work intervention;
- children subject to a child protection plan;
- Child Protection investigations where the family is not previously allocated or recently known to the service;
- appropriate interventions to prevent children coming into care;
- court work – children in proceedings;
- children looked after permanently;
- young people leaving care and post care support; and
- young people subject to care orders whose plan has now changed and a return home is being managed.

For further information and contact details see page 83.

### Family and Community Support Services

Families who have contact with a social worker in one of the current teams or new Units with the introduction of Reclaiming Social Work, may also have contact with Family and Community Support Services. These are designed to support children and young people to remain at home and within their communities from pre-birth to 18 years. These services include the Intensive Community Support and Learning Service, Alternative to Care Service, Crisis Team, Young Women's Service, Family Support Services and Contact Service and are based at a number of centres around the city.

## Alternative Family Care Service

Aberdeen City Council is the largest Adoption and Fostering Service in the North East. Whilst it would be hoped that all children and young people could live with their families for many different reasons this is not always possible. The Care Service covers Fostering, Adoption, Kinship and Supported Lodgings. As a service it recruits, trains and supports Foster Carers, Kinship and Adopters.

Anyone who is interested in finding out more should visit the website [http://www.aberdeencity.gov.uk/social\\_care\\_health/fostering\\_adoption/adoption/fos\\_fostering\\_adoption.asp](http://www.aberdeencity.gov.uk/social_care_health/fostering_adoption/adoption/fos_fostering_adoption.asp) where there are answers to many of the questions you may have.

For further information and contact details see page 83.

## Nursery/Schools

Schools are listed alphabetically in Associated School Groups. All contact details in this guide are correct as at December 2016.

SCHOOL ROLL 2016	NAME & ADDRESS	HEAD TEACHER	CONTACT DETAILS
1078	<b>Aberdeen Grammar School</b> Skene Street Aberdeen AB10 1HT	Alison Murison	Tel: 01224 642299 Fax: 01224 627413 aberdeengrammarschoolaberdeency.gov.uk www.grammar.org.uk
366	<b>Ashley Road School</b> 45 Ashley Road Aberdeen AB10 6RU	Anne Wilkinson	Tel: 01224 588732 Fax: 01224 586228 ashleyroad@aberdeency.gov.uk www.ashleyroad.aberdeen.sch.uk
255	<b>Gilcomstoun School</b> Skene Street Aberdeen AB10 1PG	Diane Davidson (Acting)	Tel: 01224 642722 Fax: 01224 620784 gilcomstoun@aberdeency.gov.uk www.gilcomstoun.aberdeen.sch.uk
470	<b>Mile End School</b> Midstocket Road Aberdeen AB15 5LT	Nancy Davidson (Acting)	Tel: 01224 498140 Fax: 01224 208758 mileend@aberdeency.gov.uk www.mileend.aberdeen.sch.uk
327	<b>Skene Square School</b> 61 Skene Square Aberdeen AB25 2UN	Eileen Jessamine	Tel: 01224 630493 Fax: 01224 620788 skenesquare@aberdeency.gov.uk www.skenesquare.aberdeen.sch.uk
354	<b>St Joseph's RC School</b> 3-5 Queens Road Aberdeen AB15 4YL	Orla Fowler (Acting)	Tel: 01224 322730 Fax: 01224 325463 stjosephsprimary@aberdeency.gov.uk www.stjosephsprimary.aberdeen.sch.uk
574	<b>Bridge of Don Academy</b> Braehead Way Bridge of Don Aberdeen AB22 8RR	Daphne McWilliam	Tel: 01224 707583 Fax: 01224 706910 bridgeofdon@aberdeency.gov.uk www.bridgeofdon.aberdeen.sch.uk
189	<b>Braehead School</b> Braehead Way Bridge of Don Aberdeen AB22 8RR	Diane Duncan	Tel: 01224 702330 Fax: 01224 707659 braehead@aberdeency.gov.uk www.braehead.aberdeen.sch.uk

## Nursery/Schools

SCHOOL ROLL 2016	NAME & ADDRESS	HEAD TEACHER	CONTACT DETAILS
222	<b>Scotstown School</b> Scotstown Road Bridge of Don Aberdeen AB22 8HH	Caroline Bain	Tel: 01224 703331 Fax: 01224 820289 scotstown@aberdeencity.gov.uk www.scotstown.aberdeen.sch.uk
	<b>Balmedie School</b> Forsyth Road Balmedie Aberdeenshire AB23 8YW	Ken McGowan	Tel: 01358 742474 Fax: 01358 742319 balmedie.sch@aberdeenshire.gov.uk www.balmedie.aberdeenshire.sch.uk
646	<b>Bucksburn Academy</b> Keppelehills Road Aberdeen AB21 9DG	Kas Mohamed	Tel: 01224 710700 Fax: 01224 715175 bucksburnacademy@aberdeencity.gov.uk www.bucksburnacademy.org.uk
328	<b>Brimmond School</b> Netherhills Place Bucksburn Aberdeen AB21 9DF	Michelle McKay	Tel: 01224 719930 brimmondschool@aberdeencity.gov.uk www.brimmond.aberdeen.sch.uk
434	<b>Kingswells School</b> Kingswells Avenue Kingswells Aberdeen AB15 8TG	Moira Maclver	Tel: 01224 740262 kingswells@aberdeencity.gov.uk www.kingswellsprimary.co.uk
171	<b>Stoneywood School</b> Stoneywood Road Stoneywood Aberdeen AB21 9HY	Gael Ross	Tel: 01224 712720 Fax: 01224 710137 stoneywood@aberdeencity.gov.uk www.stoneywood.aberdeen.sch.uk

Kingswells is included in the zone for the planned new secondary school at Countesswells (expected to open in 2022). Prior to the new school opening, children living in Kingswells will continue to be regarded as living in the zone for Bucksburn Academy.

## Nursery/Schools

SCHOOL ROLL 2016	NAME & ADDRESS	HEAD TEACHER	CONTACT DETAILS
1012	<b>Cults Academy</b> Quarry Road Cults Aberdeen AB15 9TP	Anna Muirhead	Tel: 01224 868801 Fax: 01224 865250 cultsacademy@aberdeencity.gov.uk www.cults-academy.aberdeen.sch.uk
321	<b>Culter School</b> 22 School Road Peterculter Aberdeen AB14 0RX	Jessie Greig (Acting)	Tel: 01224 733197 Fax: 01224 735045 culter@aberdeencity.gov.uk www.culter.aberdeen.sch.uk
559	<b>Cults School</b> Earlswells Road Cults Aberdeen AB15 9RG	Caroline Johnstone	Tel: 01224 869221 Fax: 01224 869372 cultsprimary@aberdeencity.gov.uk www.cultsprimary.aberdeen.sch.uk
240	<b>Milltimber School</b> Monearn Gardens Milltimber Aberdeen AB13 0DX	Dorothy Hagan (Acting)	Tel: 01224 732517 Fax: 01224 735276 milltimber@aberdeencity.gov.uk www.milltimber.aberdeen.sch.uk
	<b>Lairhillock School</b> Lairhillock, Netherly Aberdeenshire AB39 3QS	Christeen Sayward (Acting)	Tel: 01569 732520 Fax: 01569 739473 lairhillock.sch@aberdeenshire.gov.uk www.lairhillock.aberdeenshire.sch.uk
488	<b>Dyce Academy</b> Riverview Drive Dyce Aberdeen AB21 7NF	Lesley Adam	Tel: 01224 725118 Fax: 01224 772571 dyceacademy@aberdeencity.gov.uk www.dyceacademy.aberdeen.sch.uk
	<b>Aberdeen City Music School</b> Dyce Academy Riverview Drive Dyce, Aberdeen AB21 7NF	Lesley Adam	Tel: 01224 725118 Fax: 01224 772571 dyceacademy@aberdeencity.gov.uk www.dyceacademy.aberdeen.sch.uk
420	<b>Dyce School</b> Gordon Terrace Dyce Aberdeen AB21 7BD	Marion Kerr	Tel: 01224 772220 Fax: 01224 772033 dyceprimary@aberdeencity.gov.uk www.dyce.aberdeen.sch.uk
	<b>Newmachar School</b> 7 School Road Newmachar Aberdeenshire AB21 0WB	Paul Rooke	Tel: 01651 862245 Fax: 01651 863424 Newmachar.sch@aberdeenshire.gov.uk www.newmachar.aberdeenshire.sch.uk

## Nursery/Schools

SCHOOL ROLL 2016	NAME & ADDRESS	HEAD TEACHER	CONTACT DETAILS
912	<b>Harlaw Academy</b> 18-20 Albyn Place Aberdeen AB10 1RG	David Innes	Tel: 01224 589251 Fax: 01224 212794 harlawacademy@aberdeencity.gov.uk www.harlawacademy.aberdeen.sch.uk
392	<b>Broomhill School</b> Gray Street Aberdeen AB10 6JF	Dawn Reid	Tel: 01224 315487 Fax: 01224 312225 broomhill@aberdeencity.gov.uk www.broomhill.aberdeen.sch.uk
332	<b>Ferryhill School</b> Caledonian Place Aberdeen AB11 6TT	David Wallis	Tel: 01224 586755 Fax: 01224 585244 ferryhill@aberdeencity.gov.uk www.ferryhill.aberdeen.sch.uk
212	<b>Hanover Street School</b> Beach Boulevard Aberdeen AB24 5HN	Alan Markey (Acting)	Tel: 01224 569880 Fax: 01224 589116 hanover@aberdeencity.gov.uk www.hanover.aberdeen.sch.uk
275	<b>Kaimhill School</b> Pitmedden Terrace Aberdeen AB10 7HR	Susie Webster (Acting)	Tel: 01224 498150 Fax: 01224 311938 kaimhill@aberdeencity.gov.uk www.kaimhill.aberdeen.gov.uk
804	<b>Hazlehead Academy</b> Groats Road Aberdeen AB15 8BE	James Purdie	Tel: 01224 310184 Fax: 01224 208434 hazleheadacademy@aberdeencity.gov.uk www.hazleheadacy.aberdeen.sch.uk
355	<b>Airyhall School</b> Countesswells Road Aberdeen AB15 8AD	Alison Thomson	Tel: 01224 498050 Fax: 01224 312628 airyhall@aberdeencity.gov.uk www.airyhall.aberdeen.sch.uk
262	<b>Fernielea School</b> Stronsay Place Aberdeen AB15 6HD	Lisa Walker (Acting)	Tel: 01224 318533 Fax: 01224 326952 fernielea@aberdeencity.gov.uk www.fernielea.aberdeen.sch.uk
275	<b>Hazlehead School</b> Provost Graham Avenue Aberdeen AB15 8HB	Barbara Jones	Tel: 01224 498120 Fax: 01224 209885 hazleheadprimary@aberdeencity.gov.uk www.hazlehead-ps.aberdeen.sch.uk
342	<b>Kingsford School</b> Kingsford Road Aberdeen AB16 6PQ	Audrey Walker	Tel: 01224 693554 kingsford@aberdeencity.gov.uk www.kingsford.aberdeen.sch.uk

## Nursery/Schools

SCHOOL ROLL 2016	NAME & ADDRESS	HEAD TEACHER	CONTACT DETAILS
548	<b>Kincorth Academy</b> Kincorth Circle Aberdeen AB12 5NL	Mike Paul (Acting)	Tel: 01224 872881 Fax: 01224 878958 kincorthacademy@aberdeencity.gov.uk www.kincorth.aberdeen.sch.uk
201	<b>Abbotswell School</b> Faulds Gate Kincorth Aberdeen AB12 5QX	Allison Kerr	Tel: 01224 872714 Fax: 01224 876270 abbotswell@aberdeencity.gov.uk www.abbotswell.aberdeen.sch.uk
254	<b>Charleston School</b> Charleston Road Cove Aberdeen AB12 3FH	Laura Fowler	Tel: 01224 249349 Fax: 01224 896975 charleston@aberdeencity.gov.uk www.charleston.aberdeen.sch.uk
267	<b>Kirkhill School</b> Cairngorm Gardens Kincorth Aberdeen AB12 5BS	Shona Milne (Acting)	Tel: 01224 874439 Fax: 01224 877885 kirkhill@aberdeencity.gov.uk www.kirkhill.aberdeen.sch.uk
314	<b>Loirston School</b> Loirston Avenue Cove Aberdeen AB12 3HE	Lisa Mitchell (Acting)	Tel: 01224 897686 Fax: 01224 896967 loirston@aberdeencity.gov.uk www.loirston.aberdeen.sch.uk

## Nursery/Schools

SCHOOL ROLL 2016	NAME & ADDRESS	HEAD TEACHER	CONTACT DETAILS
595	<b>Northfield Academy</b> Granitehill Place Aberdeen AB16 7AU	Neil Hendry	Tel: 01224 699715 Fax: 01224 685239 northfieldacademy@aberdeencity.gov.uk www.northfield.aberdeen.sch.uk
182	<b>Bramble Brae School</b> Cummings Park Drive Aberdeen AB16 7BL	Amanda Murray	Tel: 01224 692618 bramblebrae@aberdeencity.gov.uk www.bramblebrae.aberdeen.sch.uk
269	<b>Heathryburn School</b> Howes Road Aberdeen AB16 7RW	Alison Cook (Acting) Margaret Winton (Acting)	Tel: 01224 788180 Fax: 01224 683153 heathryburn@aberdeencity.gov.uk www.heathryburn.aberdeen.sch.uk
133	<b>Holy Family RC School</b> Summerhill Terrace Aberdeen AB15 6HE	Maureen Maher (Acting)	Tel: 01224 316446 Fax: 01224 326294 holyfamilryc@aberdeencity.gov.uk www.holyfamilryc.aberdeen.sch.uk
272	<b>Manor Park School</b> Danestone Circle Aberdeen AB16 7YB	Dawn Reid (Acting)	Tel: 01224 812060 manorpark@aberdeencity.gov.uk www.manorpark.aberdeen.sch.uk
205	<b>Muirfield School</b> Mastrick Drive Aberdeen AB16 6UE	Marion Davidson	Tel: 01224 694958 Fax: 01224 696671 muirfield@aberdeencity.gov.uk www.muirfield.aberdeen.sch.uk
245	<b>Quarryhill School</b> Birkhall Parade Aberdeen AB16 5QT	Sue Yorston	Tel: 01224 692390 quarryhillprimary@aberdeencity.gov.uk www.quarryhill.aberdeen.sch.uk
234	<b>Westpark School</b> Cruden Crescent Northfield Aberdeen AB16 7JD	Fraser Cowie	Tel: 01224 692323 Fax: 01224 695216 westpark@aberdeencity.gov.uk www.westpark.aberdeen.sch.uk



## Nursery/Schools

SCHOOL ROLL 2016	NAME & ADDRESS	HEAD TEACHER	CONTACT DETAILS
738	<b>Oldmachar Academy</b> Jesmond Drive Bridge of Don Aberdeen AB22 8UR	Judith Mohamed	Tel: 01224 820887 oldmacharacademy@aberdeencity.gov.uk www.oldmachar.aberdeen.sch.uk
225	<b>Danestone School</b> Fairview Brae Danestone Aberdeen AB22 8ZN	George Roberts	Tel: 01224 825062 danestoneschool@aberdeencity.gov.uk www.danestoneprimary.co.uk
204	<b>Forehill School</b> Jesmond Drive Bridge of Don Aberdeen AB22 8UR	Douglas Ford	Tel: 01224 820904 Fax: 01224 705614 forehill@aberdeencity.gov.uk www.forehill.aberdeen.sch.uk
249	<b>Glashieburn School</b> Jesmond Drive Bridge of Don Aberdeen AB22 8UR	Paula Baxter (Acting)	Tel: 01224 704476 Fax: 01224 706668 glashieburn@aberdeencity.gov.uk www.glashieburn.aberdeen.sch.uk
200	<b>Greenbrae School</b> Greenbrae Crescent Bridge of Don Aberdeen AB23 8NJ	Anna Royle	Tel: 01224 704447 enquiries-greenbrae@aberdeencity.gov.uk www.greenbrae.aberdeen.sch.uk
193	<b>Middleton Park School</b> Jesmond Drive Bridge of Don Aberdeen AB22 8UR	Jenny Watson	Tel: 01224 820873 Fax: 01224 705571 middletonpark@aberdeencity.gov.uk www.middletonpark.aberdeen.sch.uk

## Nursery/Schools

SCHOOL ROLL 2016	NAME & ADDRESS	HEAD TEACHER	CONTACT DETAILS
823	<b>St Machar Academy</b> St Machar Drive Aberdeen AB24 3YZ	Joanne Hesford	Tel: 01224 492855 Fax: 01224 276112 stmacharacademy@aberdeencity.gov.uk www.st-macharacademy.aberdeen.sch.uk
	<b>Ashgrove Children's Centre</b> Gillespie Place Aberdeen AB25 3BE	Cheryl Elrick	Tel: 01224 482293 Fax: 01224 482787 ashgrovechildrenscentre@aberdeencity.gov.uk
405	<b>Cornhill School</b> Cornhill Drive Aberdeen AB16 5BL	Mark Evans (Acting)	Tel: 01224 483234 cornhillprimary@aberdeencity.gov.uk www.cornhill.aberdeen.sch.uk
274	<b>Kittybrewster School</b> Great Northern Road Aberdeen AB24 3QG	Margaret Clark (Acting)	Tel: 01224 484451 Fax: 01224 495224 kittybrewster@aberdeencity.gov.uk www.kittybrewster.aberdeen.sch.uk
363	<b>Riverbank School</b> Dill Road Tillydrone Aberdeen AB24 2XL	Susan Ironside	Tel: 01224 483217 Fax: 01224 488690 riverbank@aberdeencity.gov.uk www.riverbank.aberdeen.sch.uk
222	<b>Seaton School</b> Seaton Place East Aberdeen AB24 1XE	Melanie Medhi (Acting)	Tel: 01224 277920 Fax: 01224 492912 seatonprimary@aberdeencity.gov.uk www.seaton.aberdeen.sch.uk
259	<b>St Peter's RC School</b> 74 Dunbar Street Aberdeen AB24 3UJ	Jo Martin	Tel: 01224 485611 Fax: 01224 482612 stpeters@aberdeencity.gov.uk www.st-peters.aberdeen.sch.uk
314	<b>Sunnybank School</b> Sunnybank Road Aberdeen AB24 3NJ	Lyndsay Taylor	Tel: 01224 261700 Fax: 01224 621174 sunnybank@aberdeencity.gov.uk www.sunnybank.aberdeen.sch.uk

## Nursery/Schools

SCHOOL ROLL 2016	NAME & ADDRESS	HEAD TEACHER	CONTACT DETAILS
342	<b>Woodside School</b> Clifton Road Aberdeen AB24 4EA	Alison Cook	Tel: 01224 484778 Fax: 01224 481878 woodside@aberdeencity.gov.uk www.woodside.aberdeen.sch.uk
437	<b>Torry Academy</b> Tullos Circle Aberdeen AB11 8HD	Jenny Cranna	Tel: 01224 876733 Fax: 01224 249597 torryacademy@aberdeencity.gov.uk www.torry.aberdeen.sch.uk
346	<b>Tullos School</b> Girdleness Road Aberdeen AB11 8FJ	Beth Leitch	Tel: 01224 876621 Fax: 01224 899415 tullosprimary@aberdeencity.gov.uk www.tullosprimary.aberdeen.sch.uk
431	<b>Walker Road School</b> Walker Road Torry Aberdeen AB11 8DL	Jillian Merchant	Tel: 01224 879720 walkerroad@aberdeencity.gov.uk www.walkerroad.aberdeen.sch.uk

## Special Schools

SCHOOL ROLL 2016	NAME & ADDRESS	HEAD TEACHER	CONTACT DETAILS
16	<b>Aberdeen School for the Deaf</b> Sunnybank School Sunnybank Road Aberdeen AB24 3NJ	Alison Buchan	Tel: 01224 261722 Fax: 01224 261723 Mini Com: 01224 261724 schoolfordeaf@aberdeencity.gov.uk
6	<b>Cordyce School</b>	Maureen Simmers	Tel: 01224 724215 Fax: 01224 772738 cordyce@aberdeencity.gov.uk
67	<b>Hazlewood School</b> Fernielea Road Aberdeen AB15 6GU	Elaine Thomson (Acting)	Tel: 01224 321363 Fax: 01224 311162 hazlewood@aberdeencity.gov.uk www.hazlewood.aberdeen.sch.uk
	<b>Pre School Additional Support Needs Service (PSASN)</b> Seaton Primary (Community Entrance) Seaton Place East Aberdeen AB24 1XE	Sheila MacGregor	Tel: 01224 277927 PSASN@aberdeencity.gov.uk
	<b>Aberdeen's Centre of Excellence</b> Howes Road Aberdeen	Caroline Stirton	To be confirmed
60	<b>Woodlands School</b> Regent Walk Aberdeen AB24 1SX	Karen Gebbie-Smith (Acting)	Tel: 01224 524393 Fax: 01224 483116 woodlandsschool@aberdeencity.gov.uk www.woodlands.aberdeen.sch.uk

## Admissions and Education Services

SERVICE & ADDRESS	CONTACT NAME	CONTACT DETAILS
<b>Aberdeen Guarantees</b>		aberdeenguarantees@aberdeencity.gov.uk www.aberdeenguarantees.com
<b>Adventure Aberdeen</b> Fairley Road Kingswells Aberdeen AB15 8PZ	Jonathan Kitching Adventure Aberdeen Team Leader	Tel: 01224 270990 Fax: 01224 745879 adventureaberdeen@aberdeencity.gov.uk www.aberdeencity.gov.uk/ adventureaberdeen
<b>Early Years Team</b> Frederick Street Centre Ground Floor Frederick Street Aberdeen AB24 5HY	Early Years Team	Tel: 01224 764654 Fax: 01224 764614 EYAdmissions@aberdeencity.gov.uk
<b>Education Maintenance Allowance</b> Marischal College Business Hub 13 Level 2 North Broad Street Aberdeen AB10 1AB	Moyra Forbes Admin Officer	Tel: 01224 523898 Fax: 01224 522022 mforbes@aberdeencity.gov.uk
<b>Family Learning</b> Frederick Street Centre Ground Floor, Frederick Street Aberdeen AB24 5HY	Shona Foreman Family Learning Manager	Tel: 01224 764700 Fax: 01224 764614 familylearning@aberdeencity.gov.uk www.familylearningaberdeen.com
<b>Gaelic Medium Education</b> Marischal College Business Hub 13 Level 2 North Broad Street Aberdeen AB10 1AB	Anne Thirkell Development Officer	Tel: 01224 522849 Fax: 01224 522022 athirkell@aberdeencity.gov.uk gaelic@aberdeencity.gov.uk
<b>Music Service</b> Northfield Academy Granitehill Place Aberdeen AB16 7AU	Beth Edwards Music Co-ordinator	Tel: 01224 717524 Fax: 01224 717513 MusicService@aberdeencity.gov.uk

## Admissions and Education Services

SERVICE & ADDRESS	CONTACT NAME	CONTACT DETAILS
<b>Opportunities for All and Activity Agreements</b> Frederick Street Centre Ground Floor Frederick Street Aberdeen AB24 5HY	John Cairns (Opportunities for All Manager)	Tel: 01224 764787 Fax: 01224 764614 jocairns@aberdeencity.gov.uk
	Nicholas Asante-Ampaduh (Activity Agreement Worker)	Tel: 01224 764568 Fax: 01224 764614 NAsante@aberdeencity.gov.uk
	Kelly Jackson (Activity Agreement Worker)	Tel: 01224 764574 Fax: 01224 764614 KeJackson@aberdeencity.gov.uk  www.aberdeencity.gov.uk/education_learning/adult_community_education/opportunities_for_all.asp
<b>School Clothing</b> Marischal College Business Hub 13 Level 2 North Broad Street Aberdeen AB10 1AB	Moyra Forbes Admin Officer	Tel: 01224 523898 or 523196 Fax: 01224 522022 mforbes@aberdeencity.gov.uk
<b>School Meals</b> Marischal College Business Hub 13 Level 2 North Broad Street Aberdeen AB10 1AB	Christina Shinnie Education Liaison Officer	Tel: 01224 523237 Fax: 01224 522022 cshinnie@aberdeencity.gov.uk
<b>School Placings</b> Marischal College Business Hub 13 Level 2 North Broad Street Aberdeen AB10 1AB	Brenda Shearer Admin Officer	Tel: 01224 522493 / 522457 Fax: 01224 522022 SchoolPlacings@aberdeencity.gov.uk
	Kath Christie Admin Assistant	
	Theresa Singh Admin Assistant	
<b>School Transport Team</b> Marischal College Business Hub 4 Ground Floor North Broad Street Aberdeen AB10 1AB	Dawn Beagrie Technical Officer	Tel: 01224 523760 Fax: 01224 523180 childrenstransport@aberdeencity.gov.uk

## Additional Support for Learning Services

SERVICE & ADDRESS	CONTACT NAME	CONTACT DETAILS
<b>Autism Outreach</b> Mile End School Office Base Raeden Park Road Aberdeen AB15 5PD	Maureen Simmers Head Teacher	Tel: 01224 724215 Fax: 01224 772738 msimmers@aberdeencity.gov.uk
<b>Dyslexia Service</b> Kaimhill School Pitmedden Terrace Aberdeen AB10 7HR	Susie Webster Head Teacher (Acting)	Tel: 01224 498150 Fax: 01224 311938 Kaimhill@aberdeencity.gov.uk
<b>Educational Psychology Service</b> Frederick Street Centre Ground Floor Frederick Street Aberdeen AB24 5HY	Bill O'Hara Principal Educational Psychologist	Tel: 01224 764714 Fax: 01224 764614 bohara@aberdeencity.gov.uk
<b>Educational Social Worker</b> Cordyce School Riverview Drive Dyce Aberdeen AB21 7NF	Maureen Simmers Head Teacher	Tel: 01224 724215 Fax: 01224 772738 msimmers@aberdeencity.gov.uk
<b>English as An Additional Language (EAL) Service</b> Sunnybank School Sunnybank Road Aberdeen AB24 3NJ	Carole Simpson Head Teacher	Tel: 01224 261717 Fax: 01224 641584 ealenquiries@aberdeencity.gov.uk casimpson@aberdeencity.gov.uk www.aceal.org.uk
<b>Hospital and Home Tuition Service</b> Royal Aberdeen Children's Hospital Lowit Unit Westburn Road Aberdeen AB25 2ZG	Maureen Simmers Head Teacher	Tel: 01224 724215 Fax: 01224 772738 msimmers@aberdeencity.gov.uk
<b>Language Development Service</b> Dyce Language Unit Gordon Terrace Dyce Aberdeen AB21 7BD	Marion Kerr Head Teacher	Tel: 01224 772220 Fax: 01224 772033 dyceprimary@aberdeencity.gov.uk www.dyce.aberdeen.sch.uk
<b>Language Development Service</b> Sunnybank Language Unit Sunnybank Road Aberdeen AB24 3NJ	Donna Kidd Head Teacher (Acting)	Tel: 01224 261700 Fax: 01224 209802 sunnybank@aberdeencity.gov.uk

## Additional Support for Learning Services

SERVICE & ADDRESS	CONTACT NAME	CONTACT DETAILS
<b>Sensory Support Service</b> <b>Hearing Support Service</b> Aberdeen School for the Deaf Sunnybank School Sunnybank Road Aberdeen AB24 3NJ	Alison Buchan Head of Service  Julie Rae Depute Head Teacher (Acting)	Tel: 01224 261722 Fax: 01224 261723 Minicom: 01224 261724  <a href="http://www.abernet.org/sensorysupport/schoolfordeaf@aberdeencity.gov.uk">www.abernet.org/sensorysupport/schoolfordeaf@aberdeencity.gov.uk</a>
<b>Sensory Support Service</b> <b>Vision Support Service</b> Brimmond School Netherhills Place Aberdeen AB21 9DF	Alison Price Depute Head Teacher  Ruth Stuart Depute Head Teacher (Acting)	Tel: 01224 719940 Fax: 01224 TBC  <a href="mailto:vjpnewhills@aberdeencity.gov.uk">vjpnewhills@aberdeencity.gov.uk</a>
<b>Staged Intervention</b> Marischal College Business Hub 13 Level 2 North Broad Street Aberdeen AB10 1 AB	Eleanor Sheppard Transformation and Improvement Manager  Theresa MacVarish Service Manager Specialist Provision  Lesley Stopani Service Manager Universal/ Targeted Provision	Tel: 01224 522473 Fax: 01224 522022  <a href="mailto:inclusionsteam@aberdeencity.gov.uk">inclusionsteam@aberdeencity.gov.uk</a>
<b>TASSCC</b> Marischal College Business Hub 8 Level 1 North Broad Street Aberdeen AB10 1AB	Hazel Lynch Education Support Officer	Tel: 01224 523106 Fax: 01224 522022  <a href="mailto:tasscc@aberdeencity.gov.uk">tasscc@aberdeencity.gov.uk</a>
<b>The Mediation Partnership</b> 22 Springbank Terrace Aberdeen AB11 6JY		Tel: 0750 646 6460  <a href="mailto:enquiries@mediationpartnership.co.uk">enquiries@mediationpartnership.co.uk</a>
<b>Virtual School Aberdeen</b> Marischal College Business Hub 8 Level 1 North Broad Street Aberdeen AB10 1AB	Larissa Gordon Virtual School Head Teacher	Tel: 01224 523580 Fax: 01224 522022  <a href="mailto:inclusionsteam@aberdeencity.gov.uk">inclusionsteam@aberdeencity.gov.uk</a>



## Registered Early Learning and Childcare Centres

Early Learning and Childcare Centres are listed alphabetically in Associated School Groups. Please note parents are free to contact any early learning and childcare centre of their choice, not only those in their Associated School Group area.

NAME & ADDRESS	CONTACT DETAILS
<b>Aberdeen Grammar School</b>	
<b>Albyn School Nursery</b> 17-23 Queens Road Aberdeen AB15 4PB	Tel: 01224 322408
<b>Bruce Nursery</b> 65 Osborne Place Aberdeen AB25 2BX	Tel: 01224 646836
<b>Great Western Pre School</b> 356-358 Great Western Road Aberdeen AB10 6LX	Tel: 01224 311949
<b>Little Acorns (NHS staff only)</b> Royal Cornhill Hospital Cornhill Road Aberdeen AB25 2ZT	Tel: 01224 557828
<b>Maisie's Children's Centre</b> 18 Richmondhill Place Aberdeen AB15 5EP	Tel: 01224 624332
<b>Queen's Cross Nursery</b> Queen's Cross Church Albyn Place Aberdeen AB10 1YN	Tel: 01224 515182
<b>Rubislaw Playgroup</b> 1 Beaconsfield Place Aberdeen AB15 4AB	Tel: 07747 830386
<b>Robert Gordon's College</b> Schoolhill Aberdeen AB10 1FE	Tel: 01224 646758
<b>Midstocket Playgroup</b> Rosemount Learning Centre Room M6 Belgrave Terrace Aberdeen AB25 2NS	Tel: 07752 532958
<b>Summers Nursery @Victoria Street</b> 44 Victoria Street Aberdeen AB10 1XA	Tel: 01224 628862
<b>Summers @ St Swithin Street</b> 50 St Swithin Street Aberdeen AB10 6XJ	Tel: 01224 209966

## Registered Early Learning and Childcare Centres

NAME & ADDRESS	CONTACT DETAILS
<b>Bucksburn Academy</b>	
<b>Great Western Pre School</b> The Village Centre Kingswells Aberdeen AB15 8TG	Tel: 01224 745364
<b>Kingswellies Nursery</b> Prime Four Business Park Kingswells Causeway Kingswells, Aberdeen AB15 8PU	Tel: 01224 741175
<b>Bridge of Don Academy</b>	
<b>The Bridges Nursery</b> Aberdeen Science and Energy Park Silverburn Lodge Claymore Drive, Bridge of Don Aberdeen AB23 8GD	Tel: 01224 826508
<b>Stompers Childcare Services</b> Balgownie House, Campus 3 Science and Technology Park Balgownie Drive, Bridge of Don Aberdeen AB22 8GW	Tel: 01224 478997
<b>Cults Academy</b>	
<b>Amber Kindergarten</b> Caphill Rudolf Steiner School Bieldside Aberdeen AB15 9EN	Tel: 01224 865893
<b>Broomhill Nursery @ Cults</b> 397 North Deeside Road Cults Aberdeen AB15 9SX	Tel: 01224 868606
<b>Craigton Lodge Nursery</b> 5/7 Craigton Crescent Peterculter Aberdeen AB14 0SB	Tel: 01224 733980
<b>Cults Playgroup</b> North Hall 1 Quarry Road Cults Aberdeen AB15 9EX	Tel: 07842 470828
<b>Peterculter Playgroup</b> Village Hall North Deeside Road Peterculter Aberdeen AB14 0UD	Tel: 01224 733289

## Registered Early Learning and Childcare Centres

NAME & ADDRESS	CONTACT DETAILS
<b>Cults Academy Continued</b>	
<b>St. Devenicks Playgroup</b> St. Devenicks Church Hall Baillieswells Road Bieldside Aberdeen AB15 9AP	Tel: 01224 867431
<b>Dyce Academy</b>	
<b>Bright Horizons Nursery</b> 1 Aberdeen International Business Park Dyce Drive Dyce Aberdeen AB21 0BR	Tel: 01224 452953
<b>J Puddleducks @ Victoria Street</b> 162 Victoria Street Dyce Aberdeen AB21 7DN	Tel: 01224 722212
<b>Harlaw Academy</b>	
<b>Broomhill Nursery @ Fonthill</b> 36 Fonthill Road Aberdeen AB11 6UJ	Tel: 01224 588898
<b>Great Western Pre School @ Broomhill</b> 323 Broomhill Road Aberdeen AB10 7LR	Tel: 01224 319530
<b>The Nursery at St. Margaret's</b> 15-17 Albyn Place Aberdeen AB10 1RU	Tel: 01224 584466
<b>Treehouse Early Care and Education Centre</b> Robert Gordon's University Garthdee Campus Garthdee Road Aberdeen AB10 7AQ	Tel: 01224 973284
<b>Hazlehead Academy</b>	
<b>First Class Nursery</b> Cunningham Building Macauley Drive Aberdeen AB15 8QW	Tel: 01224 321199
<b>Woodend Nursery (NHS staff only)</b> Glenburn Wing Cottages Woodend Aberdeen AB15 6XS	Tel: 01224 556008

## Registered Early Learning and Childcare Centres

NAME & ADDRESS	CONTACT DETAILS
<b>Kincorth Academy</b>	
<b>Covebay Kindergarten</b> Cove Road Cove Aberdeen AB12 3NX	Tel: 01224 249234
<b>Northfield Academy</b>	
<b>Middlefield Community Project Day Nursery</b> 8 Logie Place Aberdeen AB16 7TP	Tel: 01224 697000
<b>Oldmachar Academy</b>	
<b>Oldmachar Playgroup</b> Oldmachar Community Association Hall Jesmond Drive Bridge of Don Aberdeen AB22 8UR	Tel: 01224 706690
<b>The Shepherd's Nursery</b> Laverockbraes Whitestripes Road Bridge of Don Aberdeen AB22 8AW	Tel: 01224 222100
<b>St Machar Academy</b>	
<b>Fersands Family Centre Nursery</b> Woodside Fountain Centre Marquis Road Aberdeen AB24 2QY	Tel: 01224 524950
<b>Rocking Horse Nursery</b> 51 College Bounds Aberdeen AB24 3DY	Tel: 01224 273400
<b>Timber Kinder Garden Nursery</b> St Ninian's Place Aberdeen AB24 1YA	Tel: 01224 276020
<b>Torry Academy</b>	
<b>Altens Nursery (Shell staff only)</b> 102 Hillview Road Altens Aberdeen AB12 3GZ	Tel: 01224 883911
<b>Beech House Nursery</b> 34 Balnagask Road Aberdeen AB11 8HR	Tel: 01224 871411

## Registered Early Learning and Childcare Centres (Me 2)

Early Learning and Childcare centres providing Me 2 are listed alphabetically. Please note that Me 2 places are also available at other settings. Please contact the Ashgrove Children's Centre to discuss eligibility and availability of Me 2 places.

Tel: 01224 482293

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

NAME & ADDRESS	CONTACT DETAILS
<b>Ashgrove Children's Centre</b> Gillespie Place Aberdeen AB25 3BE	Tel: 01224 482293
<b>Deeside Family Centre</b> Girdleness Road Torry Aberdeen AB11 8TD	Tel: 01224 248389
<b>Tillydrone Family Centre</b> Pennan Road Tillydrone Aberdeen AB24 2UD	Tel: 01224 495683
<b>Williamson Family Centre</b> Mastrick Close Mastrick Drive Mastrick Aberdeen AB16 6XZ	Tel: 01224 692428

## Culture, Sport, Family and Community Learning Services

SERVICE & ADDRESS	CONTACT NAME	CONTACT DETAILS
<b>Aberdeen Art Gallery and Museums</b>  <b>Aberdeen Art Gallery</b> Schoolhill, Aberdeen AB10 1FQ  <b>Aberdeen Maritime Museum</b> Shiprow, Aberdeen AB11 5BY  <b>Provost Skene's House</b> Guestrow, Aberdeen AB10 1AS  <b>The Tolbooth</b> Castle Street Aberdeen AB11 5BQ	Christine Rew Art Gallery and Museums Manager  Fiona Mair Learning Manager  Currently closed  Currently closed	Tel: 01224 523672 info@aagm.co.uk www.aagm.co.uk  Tel: 01224 337715 FiMair@aberdeencity.gov.uk  Tel: 03000 200 293  Tel: 01224 337700  Tel: 01224 641086  Tel: 01224 621167
<b>Aberdeen Childcare Services Team</b> Frederick Street Centre Ground Floor Frederick Street Aberdeen AB24 5HY		Tel: 0845 604 1432 childcare@aberdeencity.gov.uk
<b>Active Schools</b> Sport Aberdeen Gordon Centre, Corunna Road Aberdeen AB23 8DU		Tel: 0845 608 0935 activeschools@sportaberdeen.co.uk www.sportaberdeen.co.uk/ activeschools
<b>Creative Learning Team</b> Rosemount Learning Centre Belgrave Terrace Aberdeen AB25 2NS	Fergus Connor Creative Learning Manager	Tel: 01224 611160 creativelearningteam@aberdeencity.gov.uk
<b>Library and Information Services</b> Central Library Rosemount Viaduct Aberdeen AB25 1GW	Fiona Clark Library and Information Services Manager	Tel: 01224 652529 Fax: 01224 641985 FClark@aberdeencity.gov.uk
<b>Lifelong Learning Team</b> Marischal College Business Hub 13 Level 2 North, Broad Street Aberdeen AB10 1AB	Linda Buchanan Team Manager (Lifelong Learning)	Tel: 01224 346446 / 01224 346448 lifelonglearning@aberdeencity.gov.uk
<b>Priority Families Service</b> Community Safety Hub Frederick Street Business Centre, First Floor Frederick Street Aberdeen AB24 5HT	Matt Carle Development Officer Community Safety	Tel: 01224 219453 PriorityFamilies@aberdeencity.gcsx.gov.uk

## Community Centres

Please direct all initial enquiries regarding Community Centres to the respective community centre. For matters of a general nature not relating to a single community centre then please contact:

Alan Mulvie, Community Centre Liaison Officer

Tel: 01224 611158 / 07793 655408

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

NAME & ADDRESS	CONTACT DETAILS
<b>Airyhall Community Centre</b> Countesswells Road Aberdeen AB15 8AD	Tel: 01224 208082 mail@airyhall.org.uk
<b>Altens Community Centre</b> Strathburn Street Altens Aberdeen AB12 3SE	Tel: 01224 896798 altenscc@gmail.com
<b>Balgownie Community Centre</b> Scotstown Road Bridge of Don Aberdeen AB23 8HX	Tel: 01224 704823 paul@thestaples.co.uk
<b>Balnagask Community Centre</b> Balnagask Road Torry Aberdeen AB11 8HZ	Tel: 01224 871206 balnagaskcc.hazel@hotmail.co.uk
<b>Cairncry Community Centre</b> Foresterhill Road Aberdeen AB16 5HL	Tel: 01224 698920 cairncry@tiscali.co.uk
<b>Carnegie Hall Dyce</b> Skene Place Dyce Aberdeen AB21 7AY	gpenny2@sky.com
<b>Catherine Street Community Centre</b> Catherine Street Aberdeen AB25 1EU	Tel: 01224 640853
<b>Danestone Community Centre</b> Fairview Street Danestone Aberdeen AB22 8ZP	Tel: 01224 828333 danestonecentre@btinternet.com
<b>Ferryhill Community Centre</b> Albury Road Aberdeen AB11 6TN	Tel: 01224 584118 ferryhillcomcent@btconnect.com
<b>Hanover Community Centre</b> 106 Constitution Street Aberdeen AB24 5EX	Tel: 01224 627328 hanovercc@hotmail.co.uk

## Community Centres

NAME & ADDRESS	CONTACT DETAILS
<b>Hilton Community Centre</b> Hilton Road Aberdeen AB24 4HS	Tel: 01224 277025 hilton.centre@gmail.com
<b>Inchgarth Community Centre</b> Aboyne Place Garthdee Aberdeen AB10 7DR	Tel: 01224 325191 inchgarthcc1@btinternet.com
<b>Kincorth Community Centre</b> Provost Watt Drive Kincorth Aberdeen AB12 5NA	Tel: 01224 872851 new.kincorthcc@btinternet.com
<b>Kingswells Community Centre</b> Kingswells Avenue Kingswells Aberdeen AB15 8TG	Tel: 01224 741806 communitycentre@hotmail.co.uk
<b>Loirston Annexe Community Centre</b> Cove Road Aberdeen AB12 3NX	Tel: 01224 897235 loirstonannexe@yahoo.co.uk
<b>Mastrick Community Centre</b> Greenfern Road Aberdeen AB16 6TR	Tel: 01224 788288 mastrickcc@hotmail.co.uk
<b>Northfield Community Centre</b> Byron Square Aberdeen AB16 7LL	Tel: 01224 695416 admin@northfieldcommunitycentremc.org
<b>Old Torry Community Centre</b> Abbey Place Torry Aberdeen AB11 9QH	Tel: 01224 894925 oldtorry@gmail.com
<b>Ruthrieston Community Centre</b> 532-536 Holburn Street Aberdeen AB10 7LL	Tel: 01224 572211 info@ruthriestoncommunitycentre.org.uk
<b>Seaton Community Centre</b> School Road Seaton Aberdeen AB24 1TU	seatoncommunitycentre@hotmail.com
<b>Sheddocksley Community Centre</b> Sumburgh Crescent Aberdeen AB16 6WF	Tel: 01224 684200 shedlocksleycommunitycentre@gmail.com
<b>Tillydrone Community Centre</b> Gordon Mills Road Aberdeen AB24 2RG	Tel: 01224 493388



## Learning Centres

For queries regarding individual Learning Centres please contact the relevant Centre Operations Officers. For general enquires regarding Learning Centres the please contact:

Colin Wright, Development Manager, [cowright@aberdeencity.gov.uk](mailto:cowright@aberdeencity.gov.uk)  
07760991573 for Locality 1 or

Fiona Gray, Development Manager, [figray@aberdeencity.gov.uk](mailto:figray@aberdeencity.gov.uk)  
07917305259 for Locality 2 or

Madelene MacSween, Development Manager,  
[mmacsween@aberdeencity.gov.uk](mailto:mmacsween@aberdeencity.gov.uk) 07919284489 for Locality 3

NAME & ADDRESS	CONTACT DETAILS
<b>Beacon Learning Centre</b> Bucksburn Community Campus Kepplehills Road Bucksburn Aberdeen AB21 9DG	Charlee Riley Centre Operations Officer Tel: 01224 710841 / 07901635916 Email: <a href="mailto:criley@aberdeencity.gov.uk">criley@aberdeencity.gov.uk</a> Locality 3
<b>Bridge of Don Learning Centre</b> Community Wing Bridge of Don Academy Braehead Way Bridge of Don Aberdeen AB22 8RR	Charlee Riley Centre Operations Officer Tel: 01224 701160 / 07901635916 Email: <a href="mailto:criley@aberdeencity.gov.uk">criley@aberdeencity.gov.uk</a> Locality 3
<b>Cornhill Learning Centre</b> Community Wing Cornhill Primary School Beachwood Road Aberdeen AB16 5BL	Sara Duncan Centre Operations Officer Tel: 01224 493302 / 07467339489 Email: <a href="mailto:saduncan@aberdeencity.gov.uk">saduncan@aberdeencity.gov.uk</a> Locality 2
<b>Cults 3R's</b> Community Wing Cults Academy Quarry Road Aberdeen AB15 9TP	Christine Reid Centre Operations Officer Tel: 01224 866286 / 07901616566 Email: <a href="mailto:ChReid@aberdeencity.gov.uk">ChReid@aberdeencity.gov.uk</a> Locality 1
<b>Cummings Park Learning Centre</b> Cummings Park Crescent Aberdeen AB16 7AS	Sara Duncan Centre Operations Officer Tel: 01224 694060 / 07467339489 Email: <a href="mailto:saduncan@aberdeencity.gov.uk">saduncan@aberdeencity.gov.uk</a> Locality 2
<b>Dyce Learning Centre</b> Community Wing Dyce Primary School Gordon Terrace Dyce Aberdeen AB21 7BD	Charlee Riley Centre Operations Officer Tel: 01224 723344 / 07901635916 Email: <a href="mailto:criley@aberdeencity.gov.uk">criley@aberdeencity.gov.uk</a> Locality 3

## Learning Centres

NAME & ADDRESS	CONTACT DETAILS
<b>Froghall Learning Centre</b> Powis Place Aberdeen AB25 3TX	Iolanda Serci Centre Operations Officer Tel: 01224 611151 / 07901643008 Email: ISerci@aberdeencity.gov.uk Locality 3
<b>Hazlehead 3R's</b> Community Wing Hazlehead Primary School Provost Graham Avenue Aberdeen AB15 8HB	Christine Reid Centre Operations Officer Tel: 01224 498110 / 07901616566 Email: ChReid@aberdeencity.gov.uk Locality 1
<b>Kaimhill 3R's</b> Community Wing Kaimhill Primary School Pitmedden Terrace Aberdeen AB10 7HR	Christine Reid Centre Operations Officer Tel: 01224 498163 / 07901616566 Email: ChReid@aberdeencity.gov.uk Locality 1
<b>Manor Park 3R's</b> Community Wing Manor Park Primary School Danestone Circle Aberdeen AB16 7YB	Sara Duncan Centre Operations Officer Tel: 01224 694060 / 07467339489 Email: saduncan@aberdeencity.gov.uk Locality 2
<b>Mile End Learning Centre</b> Community Wing Mile End Primary School Midstocket Road Aberdeen AB15 4LQ	Ingrid Taylor (seconded) Centre Operations Officer Tel: 01224 498130 / 07467339488 Email: Intaylor@aberdeencity.gov.uk Locality 2
<b>Rosemount Learning Centre</b> Belgrave Terrace Aberdeen AB25 2NS	Ingrid Taylor(seconded) Centre Operations Officer Tel: 01224 647594 / 07467339488 Email: Intaylor@aberdeencity.gov.uk Locality 2
<b>Seaton 3R's</b> Community Wing Seaton Primary School Seaton Place East Aberdeen AB24 4SS	Charlee Riley Centre Operations Officer Tel: 01224 277930 / 07901635916 Email: criley@aberdeencity.gov.uk Locality 3
<b>Sunnybank Learning Centre</b> Community Wing Sunnybank Primary School Sunnybank Road Aberdeen AB24 3NJ	Iolanda Serci Centre Operations Officer Tel: 01224 261727 / 07901643008 Email: ISerci@aberdeencity.gov.uk Locality 3

## Learning Centres

NAME & ADDRESS	CONTACT DETAILS
<p><b>Torry Youth &amp; Leisure Centre</b>                      Torry Youth &amp; Leisure Centre                      Oscar Road                      Torry                      Aberdeen AB11 8ER</p>	<p>Christine Reid                      Centre Operations Officer                      Tel: 01224 878927 / 07901616566                      Email: ChReid@aberdeencity.gov.uk                      Locality 1</p>
<p><b>Tullos Learning Centre</b>                      Community Wing Tullos Primary School                      Girdleness Road                      Aberdeen AB11 8FJ</p>	<p>Christine Reid                      Centre Operations Officer                      Tel: 01224 291882 / 07901616566                      Email: ChReid@aberdeencity.gov.uk                      Locality 1</p>
<p><b>Woodside Learning Centre</b>                      Woodside Fountain Centre                      Marquis Road                      Aberdeen AB24 3QG</p>	<p>Iolanda Serci                      Centre Operations Officer                      Tel: 01224 524949 / 07901643008                      Email: ISerci@aberdeencity.gov.uk                      Locality 3</p>

## Library and Information Services

Please direct all initial enquires regarding Libraries and Information Services to:

Central Library

Tel: 01224 652500

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

NAME & ADDRESS	CONTACT DETAILS
<b>Airyhall Library</b> Springfield Road Aberdeen AB15 7RF	Tel: 01224 310536 <a href="mailto:AiryhallLibrary@aberdeencity.gov.uk">AiryhallLibrary@aberdeencity.gov.uk</a>
<b>Bridge of Don Library</b> Scotstown Road Bridge of Don Aberdeen AB22 8HH	Tel: 01224 702800 <a href="mailto:BridgeofDonLibrary@aberdeencity.gov.uk">BridgeofDonLibrary@aberdeencity.gov.uk</a>
<b>Bucksburn Community Library</b> Kepplehills Road Aberdeen AB21 9DG	Tel: 01224 710830 <a href="mailto:BucksburnLibrary@aberdeencity.gov.uk">BucksburnLibrary@aberdeencity.gov.uk</a>
<b>Central Library</b> Rosemount Viaduct Aberdeen AB25 1GW	Tel: 01224 652500 <a href="mailto:CentralLibrary@aberdeencity.gov.uk">CentralLibrary@aberdeencity.gov.uk</a>
<b>Cornhill Library</b> Cornhill Drive Aberdeen AB16 5UT	Tel: 01224 696209 <a href="mailto:CornhillLibrary@aberdeencity.gov.uk">CornhillLibrary@aberdeencity.gov.uk</a>
<b>Cove Library</b> Loirston Avenue Aberdeen AB12 3HE	Tel: 01224 245350 <a href="mailto:CoveLibrary@aberdeencity.gov.uk">CoveLibrary@aberdeencity.gov.uk</a>
<b>Culter Library</b> 189 North Deeside Road Aberdeen AB14 0UJ	Tel: 01224 732587 <a href="mailto:CulterLibrary@aberdeencity.gov.uk">CulterLibrary@aberdeencity.gov.uk</a>
<b>Cults Library &amp; Learning Centre</b> 429 North Deeside Road Aberdeen AB15 9SX	Tel: 01224 868346 <a href="mailto:CultsLibrary@aberdeencity.gov.uk">CultsLibrary@aberdeencity.gov.uk</a>
<b>Dyce Library</b> Riverview Drive Dyce Aberdeen AB21 7NF	Tel: 01224 723015 <a href="mailto:DyceLibrary@aberdeencity.gov.uk">DyceLibrary@aberdeencity.gov.uk</a>
<b>Ferryhill Library</b> Fonthill Road Aberdeen AB11 6UP	Tel: 01224 581576 <a href="mailto:FerryhillLibrary@aberdeencity.gov.uk">FerryhillLibrary@aberdeencity.gov.uk</a>
<b>Kaimhill Library</b> Pitmedden Terrace Aberdeen AB10 7HR	Tel: 01224 498160 <a href="mailto:KaimhillLibrary@aberdeencity.gov.uk">KaimhillLibrary@aberdeencity.gov.uk</a>

## Library and Information Services

NAME & ADDRESS	CONTACT DETAILS
<b>Kincorth Library</b> Provost Watt Drive Aberdeen AB12 5NA	Tel: 01224 872572 KincorthLibrary@aberdeencity.gov.uk
<b>Mastrick Library</b> Greenfern Road Aberdeen AB16 6TR	Tel: 01224 788558 MastrickLibrary@aberdeencity.gov.uk
<b>Northfield Library</b> Byron Square Aberdeen AB16 7LL	Tel: 01224 695104 NorthfieldLibrary@aberdeencity.gov.uk
<b>Tillydrone Library</b> Pennan Road Aberdeen AB24 2UD	Tel: 01224 276975 TillydroneLibrary@aberdeencity.gov.uk
<b>Torry Library</b> Victoria Road Aberdeen AB11 9NJ	Tel: 01224 879037 TorryLibrary@aberdeencity.gov.uk
<b>Woodside Library</b> 356 Clifton Road Aberdeen AB24 4DX	Tel: 01224 484534 WoodsideLibrary@aberdeencity.gov.uk
<b>Home Library</b> c/o Airyhall Library Springfield Road Aberdeen AB15 7RF	Tel: 01224 498930 HomeLibrary@aberdeencity.gov.uk
<b>Curriculum Resources and Information Service (CRIS)</b> Cairngorm Drive Aberdeen AB12 5PQ	Tel: 01224 859772 cris@aberdeencity.gov.uk

## Social Work Services

NAME & ADDRESS	CONTACT DETAILS
<b>Aberdeen Maternity Hospital Social Work</b> Foresterhill Hospital Second Floor Cornhill Road Aberdeen AB25 2ZL	Tel: 01224 552613 Maternity@aberdeencity.gov.uk
<b>Alternative Family Care Service</b> Marischal College Business Hub 2, Lower Ground North Broad Street Aberdeen AB10 1AB	Tel: 01224 264242 AdoptFost@aberdeencity.gov.uk
<b>Assessment and Intervention Units</b> Marischal College Business Hub 2, Lower Ground North Broad Street Aberdeen AB10 1AB	Tel: 0800 731 5520 ChildrenAndFamilies-Reception@aberdeencity.gov.uk
<b>Children's Social Work Reception Service</b> Marischal College Business Hub 2, Lower Ground North Broad Street Aberdeen AB10 1AB	Tel: 0800 731 5520 ChildrenAndFamilies-Reception@aberdeencity.gov.uk
<b>Children's Social Work Services</b> Marischal College Business Hub 13, Level 2 North Broad Street Aberdeen AB10 1AB	Tel: 01224 522579 ChildrensServicesAdmin@aberdeencity.gov.uk
<b>Contact Service</b> Quarry Centre Cummings Park Crescent Aberdeen AB16 7AS	Tel: 01224 691800 ContactService@aberdeencity.gov.uk
<b>Craigielea Children's Centre</b> Craigton Road Aberdeen AB15 7UU	Tel: 01224 313695 Craigielea@aberdeencity.gov.uk
<b>Deeside Family Resource Centre</b> Girdleness Road Aberdeen AB11 8TD	Tel: 01224 248389 DeesideFC@aberdeencity.gov.uk
<b>Joint Child Protection Team</b> c/o Marischal College Business Hub 8, First Floor North Broad Street Aberdeen AB10 1AB	Tel: 01224 306877 JCPProtection@aberdeencity.gov.uk

## Social Work Services

NAME & ADDRESS	CONTACT DETAILS
<b>Kincorth Social Work Office</b> Faulds Row Aberdeen AB12 5NP	Tel: 01224 874278 ChildrenAndFamilies-Kincorth@aberdeencity.gov.uk
<b>Mastrick Social Work Office</b> Greenfern Road Aberdeen AB16 6TR	Tel: 01224 690404 ChildrenAndFamilies-Mastrick@aberdeencity.gov.uk
<b>Oldmachar Social Work Office</b> Oldmachar Academy Jesmond Drive Aberdeen AB22 8UR	Tel: 01224 258260 OldMacharSWOffice@aberdeencity.gov.uk
<b>Quarry Centre</b> Cummings Park Crescent Aberdeen AB16 7AS	Tel: 01224 694554 ChildrenAndFamilies-Quarry@aberdeencity.gov.uk
<b>Tillydrone Family Resource Centre</b> Pennan Road Tillydrone Aberdeen AB24 2UD	Tel: 01224 495683 TillyFC@aberdeencity.gov.uk
<b>Torry Social Work Office</b> Balnagask Circle Aberdeen AB11 8TT	Tel: 01224 241050 ChildrenAndFamilies-Torry@aberdeencity.gov.uk
<b>Westburn Intensive Community Support Service</b> 116 Westburn Road Aberdeen AB25 2QA	Tel: 01224 504350 Westburn116@aberdeencity.gov.uk
<b>Williamson Family Resource Centre</b> Mastrick Close Aberdeen AB16 6XZ	Tel: 01224 692428 WilliamsonFC@aberdeencity.gov.uk
<b>Young Women's Service</b> Pittodrie Community Centre Golf Road, Aberdeen AB24 5QA	Tel: 01224 659620 YWS@aberdeencity.gov.uk
<b>Youth Team</b> 116 Westburn Road Aberdeen AB25 2QA	Tel: 01224 504350 YouthTeam@aberdeencity.gov.uk

# Education and Children's Services Contacts

## Director of Education and Children's Services

Business Hub 12, Level 2 West  
Marischal College  
Broad Street  
Aberdeen AB10 1AB  
Tel: 01224 523458

## Head of Education Services

Business Hub 13, Level 2 North  
Tel: 01224 522375

## Head of Inclusion

Business Hub 13, Level 2 North  
Tel: 01224 522473

## Head of Policy Performance and Resources

Business Hub 13, Level 2 North  
Tel: 01224 522073

## Head of Children's Services (Chief Social Work Officer)

Business Hub 13, Level 2 North  
Tel: 01224 522110

## Family Information Service

If you have any queries regarding A Guide to Education and Children's Services 2017/18 please contact the Family Information Service  
Tel: 03000 200 293, option 6 (10am – 4pm Monday to Friday)  
Email: [fis@aberdeencity.gov.uk](mailto:fis@aberdeencity.gov.uk)





## Useful Contacts

NAME & ADDRESS	CONTACT DETAILS
<b>Aberdeen Arts Centre</b> 33 King Street Aberdeen AB24 5AA	Tel: 01224 635208 enquiries@act-aberdeen.org.uk
<b>Aberdeen International Youth Festival</b> Seventeen 15-17 Belmont Street Aberdeen AB10 1JR	Tel: 01224 213800 info@aiyf.org
<b>Aberdeen Performing Arts (including Lemon Tree)</b> HMT Rosemount Viaduct Aberdeen AB25 1GL	Tel: 01224 641122 supervisors@aberdeenperformingarts.com
<b>Aberdeen Schools Rowing Association</b> 81 Polmuir Road Aberdeen AB11 7SJ	Tel: 01224 585552 bryan81@talktalk.net
<b>Aberdeen Sports Village</b> Linksfield Road Aberdeen AB24 5RU	Tel: 01224 438900 info@aberdeensportsvillage.com
<b>The Belmont Filmhouse</b> 49 Belmont Street Aberdeen AB10 1JS	Tel: 01224 343500 admin@belmontfilmhouse.com
<b>Creative Cultures Scotland</b> The Loft 50 Cotton Street Aberdeen AB11 5EE	Tel: 01224 467289 / 07523702241 info@creativeculturescotland.co.uk
<b>Cultural Enterprise Office</b> Studio 114 First Floor South Block 60-64 Osborne Street Glasgow G1 5QH	Tel: 0333 999 7989 info@culturalenterprise.co.uk
<b>AFC in the Community</b> Pittodrie Stadium Pittodrie Street Aberdeen AB24 5QH	Tel: 01224 650400 info@afccommunitytrust.org
<b>Garthdee Alpine Sports</b> Aberdeen Snowsports Centre Garthdee Road Aberdeen AB10 7BA	Tel: 01224 810215 info@aberdeensnowsports.com
<b>Jazz Scotland</b> 89 Giles Street Edinburgh EN6 6BZ	Tel: 0845 111 0302 rafal@jazzscotland.com

## Useful Contacts

NAME & ADDRESS	CONTACT DETAILS
<b>Limousine Bull Arts Collective</b> Unit 3C, Deemouth Business Centre South Esplanade East Aberdeen AB11 9PB	Tel: 01224 877001 art@limousinebull.plus.com
<b>Peacock Visual Arts</b> 21 Castle Street Aberdeen AB11 5BQ	Tel: 01224 639539 info@peacockvisualarts.co.uk
<b>Scottish Culture &amp; Traditions</b> 42 Carden Place Aberdeen AB10 1UP	Tel: 07754758677 office@scottishculture.org
<b>Scottish Hockey</b> Glasgow National Hockey Centre 8 Kings Drive Glasgow G40 1HB	Tel: 0141 550 5999
<b>Scottish Rugby</b> Sport Aberdeen Inspire Building Beach Boulevard Aberdeen AB24 5HP	Tel: 01224 577721 / 07767023592 RFinlay@sportaberdeen.co.uk
<b>Seventeen</b> 15-17 Belmont Street Aberdeen AB10 1JR	Tel: 01224 644885 seventeen@aberdeencity.gov.uk
<b>Sound</b> c/o Woodend Barn Burn O'Bennie Banchory AB31 5QA	Tel: 01330 826526 info@sound-scotland.co.uk
<b>Sport Aberdeen</b> Inspire Beach Boulevard Aberdeen AB24 5HP	Tel: 0845 601 3611 information@sportaberdeen.co.uk
<b>Station House Media Unit (SHMU)</b> Station Road Woodside Aberdeen AB24 2WB	Tel: 01224 515013 info@shmu.org.uk

## National Contacts

NAME & ADDRESS	CONTACT DETAILS
<b>Care Inspectorate (Social Care and Social Work Improvement Scotland)</b> Johnstone House Rose Street Aberdeen AB10 1UD	Tel: 0345 600 9527 <a href="mailto:enquiries@careinspectorate.com">enquiries@careinspectorate.com</a> <a href="http://www.careinspectorate.com">www.careinspectorate.com</a>
<b>Childline</b>	Tel: 0800 1111 <a href="http://www.childline.org.uk">www.childline.org.uk</a>
<b>Children in Scotland</b> Children in Scotland is the national agency for voluntary, statutory and professional organisations and individuals working together with children and their families in Scotland.	Tel: 0131 313 2322 <a href="mailto:info@childreninscotland.org.uk">info@childreninscotland.org.uk</a> <a href="http://www.childreninscotland.org.uk">www.childreninscotland.org.uk</a>
<b>Enquire</b> The Scottish Advice Service for Additional Support for Learning	Tel: 0345 123 2303 <a href="mailto:info@enquire.org.uk">info@enquire.org.uk</a> <a href="http://www.enquire.org.uk">www.enquire.org.uk</a>
<b>Education Scotland</b> Denholm House Almondvale Business Park Almondvale Way Livingstone EH54 6GA	Tel: 0131 244 4330 <a href="mailto:enquiries@educationscotland.gov.uk">enquiries@educationscotland.gov.uk</a> <a href="http://www.educationscotland.gov.uk">www.educationscotland.gov.uk</a>
<b>Grampian Regional Equality Council (GREC)</b> 41 Union Street Aberdeen AB11 5BN	Tel: 01224 595505 <a href="mailto:info@grec.co.uk">info@grec.co.uk</a> <a href="http://www.grec.co.uk">www.grec.co.uk</a>
<b>ParentLine Scotland</b>	Tel: 0800 028 2233 <a href="http://www.parentlinescotland.org.uk">www.parentlinescotland.org.uk</a>
<b>Scottish Government Education Department</b>	<a href="http://www.scotland.gov.uk">www.scotland.gov.uk</a> (Click on Education & Training)
<b>Scottish Parent Teacher Council</b> The national organisation for parents' groups in Scottish schools.	Tel: 0131 4746199 <a href="mailto:sptc@sptc.info">sptc@sptc.info</a> <a href="http://www.sptc.info">www.sptc.info</a>
<b>The National Parent Forum of Scotland</b> Gives parent councils and parents an opportunity to discuss and raise educational issues or mutual interest or concern at a national level.	<a href="http://www.educationscotland.gov.uk/parentzone/gettinginvolved/npfs/index.asp">http://www.educationscotland.gov.uk/parentzone/gettinginvolved/npfs/index.asp</a>
<b>The Parent Zone</b> Find out how you can support your child's education; information for parents and carers.	<a href="http://www.ltscotland.org.uk/parentzone/">http://www.ltscotland.org.uk/parentzone/</a>

## Comments, Complaints & Feedback

Aberdeen City Council aims to provide a good sound education service for children in the city. To help maintain this service any comments received are valued. If there are issues you are unhappy about in connection with your child's education you should contact the Head Teacher of your child's school as a first step. If, after discussion with the Head Teacher, you are unhappy with the way in which your complaint has been dealt with, you should write to [ECSEnquiries@aberdeencity.gov.uk](mailto:ECSEnquiries@aberdeencity.gov.uk), and your complaint will be forwarded to the appropriate officer.

### Scottish Public Services Ombudsman

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

#### The Role of the Ombudsman

The Ombudsman has the power to investigate complaints against the council in relation to maladministration and service failure. This includes the power to investigate maladministration in the internal organisation and management of schools. The Ombudsman does not have the power to investigate professional education matters i.e. the giving of instruction, conduct, curriculum or discipline in any educational establishment under the management of Aberdeen City Council. Nor would they investigate matters which are covered by a right of appeal process i.e. school placing requests. The Ombudsman may investigate matters only where there is a claim that a member of the public has sustained injustice or hardship in consequence of the maladministration, service failure or other action as appropriate.

#### Time Limit

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

#### Contacting the Ombudsman

Members of the public may contact the Ombudsman direct once they have completed the Council's internal complaint process. Individuals may also give written authorisation to a representative to act on their behalf e.g. MSP or local Councillor.

Complaints should normally be made in writing to:

#### Scottish Public Services Ombudsman

Freepost SPSO

Tel: 0800 377 7330 Fax: 0800 377 7331

E-mail: [ask@spsso.org.uk](mailto:ask@spsso.org.uk) [www.spsso.org.uk](http://www.spsso.org.uk)

## Feedback

We would like your help to evaluate this guide. Please spend a few minutes giving your opinions so that we can improve the information provided to suit the needs of parents. We are particularly interested to know if there was information you needed as a parent which was not included.

Overall did you find the document:

**4** Very helpful   **3** Helpful   **2** Quite helpful   **1** Unhelpful

How could the document be improved?

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---



**Thank you for completing this questionnaire**

Please return this questionnaire to:

Family Information Service  
Business Hub 13, Level 2 North  
Marischal College  
Broad Street, Aberdeen AB10 1AB

Complete online at <https://consultation.aberdeencity.gov.uk/education-and-childrens-services/802fe0ee>



# Session 2017-2018 Term Dates

## Term 1

### 22 August 2017 - 13 October 2017

- In-Service Day - Monday 21 August 2017
- Term Starts - Tuesday 22 August 2017
- September Holiday - Friday 22 September to Monday 25 September 2017
- Term Ends - Friday 13 October 2017
- October Holiday - Monday 16 October to Friday 27 October 2017

## Term 2

### 30 October 2017 - 22 December 2017

- Term Starts - Monday 30 October 2017
- Term Ends - Friday 22 December 2017
- Christmas Holiday - Monday 25 December 2017 to Friday 5 January 2018

## Term 3

### 8 January 2018 - 29 March 2018

- Term Starts - Monday 8 January 2018
- Mid Term Holiday - Monday 12 February 2018
- Term Ends - Thursday 29 March 2018
- Spring Holiday - Friday 30 March to Friday 13 April 2018

## Term 4

### 16 April 2018 - 6 July 2018

- Term Starts - Monday 16 April 2018
- May Day Holiday - Monday 7 May 2018
- Term Ends - Friday 6 July 2018

## In Service Days

- Monday 20 August 2018
- 4 Days to be determined



## Family Information Service

Policy and Performance  
Education and Children's Services  
Aberdeen City Council  
Business Hub 13, Level 2 North  
Marischal College  
Broad Street  
Aberdeen AB10 1AB

Helpline 03000 200 293, option 6  
Email [fis@aberdeencity.gov.uk](mailto:fis@aberdeencity.gov.uk)

This document is available in various  
formats and languages  
Please call 01224 346034.

إذا كنت تود الحصول على هذه الوثيقة بالخط العريض أو البريل أو  
الأشرطة الصوتية المدمجة أو كنت تود ترجمتها الى لغة أخرى  
فالرجاء الاتصال بنا على الهاتف أدناه.

আপনি যদি এই দলিলটি ব্রেইলে, বড় ছাপার অক্ষরে বা শোনার  
জন্য সিডি, অথবা দলিলটি অন্য কোন ভাষায় অনূদিত চান  
তবে অনুগ্রহ করে নীচের টেলিফোন নম্বরে ফোন করে আমাদের  
সাথে যোগাযোগ করুন।

如欲索取此文件的凸字版、大字版、  
語音光碟，或其他語文翻譯本，  
請致電下列號碼。

Proszę się skontaktować z nami pod poniższym  
numerem telefonu jeśli ten dokument jest  
wymagany w alfabecie Braila, w dużym druku, na  
płyce kompaktowej CD lub przetłumaczony na  
inny język.

Пожалуйста, свяжитесь с нами по номеру  
телефона, указанному ниже, если Вы хотите  
получить этот документ шрифтом Брайля,  
крупным шрифтом или на компактном аудио  
диске, а также если Вам нужен перевод этого  
документа на другой язык.



**ABERDEEN**  
CITY COUNCIL

[www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)