

getting  
it right  
*for every child*  
ABERDEEN



# A Guide to Integrated Children and Family Services 2020 - 2021





- Confident Individuals
- Responsible Individuals
- Successful Learners
- Effective Contributors

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

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# Welcome to Aberdeen City Council's A Guide to Integrated Children and Family Services 2020-2021

## Our Vision for Education across Aberdeen City

Our vision is to keep the children, young people and communities of Aberdeen safe, healthy and thriving by working in collaboration with families.

By working in partnership we aim to ensure that Aberdeen is a high achieving City of Learning which:

- offers nurturing, relevant learning opportunities for all;
- strengthens the resilience of all;
- celebrates aspiration, ambition and innovation with all.

We believe that our children and young people should be supported to have their say when decisions are being taken that affect them. However, we are committed to upholding the UN Convention on the Rights of the Child and working with others to take a common, co-ordinated approach across all agencies to ensure we deliver appropriate, proportionate help to all children, young people and families when they need it.

All children, young people and families are important to us. We recognise that some families need extra support from time to time and we will work with partners to provide proportionate support.

As we work to close the poverty related attainment gap we will ensure that all of our children have access to a broad range of opportunities and experiences and that these are not dependant on income.

Our Local Outcome Improvement Plan details how we will collaborate with partners to improve services across Aberdeen in order to:

- Ensure that the children of Aberdeen get the best start in life;
- Enhance supports for children, young people, families and communities to promote good mental health;
- Ensure that our Looked After and Care Experienced children and young people have every opportunity to succeed; and
- Improve the range of learning pathways available to our children and young people to ensure a positive destination.

The realisation of these aspirations depends on engaging our workforce and on our ability to listen and respond to the needs of our customers. We invest in our

staff to ensure we have a motivated, professional, skilled and resilient workforce and continually improve the delivery of our services by actively listening to our customers and using this knowledge to help us address their changing needs.

## The Purpose of This Guide

This guide will provide you with information and contact details about services that we provide in the city for children, young people and families. It also provides information about the Government legislation that relates to children's care and education. We hope you will find it comprehensive and easy to use.

Parental involvement in a child's education is key to raising attainment and ensuring children reach their full potential. Strong partnerships with parents can help shape services, enrich the curriculum and build a sense of community of benefit to all. We value the skills, time and opinions of our parents and carers. You will find out later in the guide how parents can become more involved in shaping services.

We hope that this booklet provides key information that will help you to access our services and look forward to working in partnership with you.



**John Wheeler**

Convenor,  
Integrated Children  
and Family Services  
December 2019

### 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. All the contact details and data in this guide are correct as at December 2019. For the most up to date information please contact the Family Information Service on [fis@aberdeencity.gov.uk](mailto:fis@aberdeencity.gov.uk) 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;
- we must consider, so far as is practical, the child's views when making decisions that affect him/her; 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 ensure 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 has an establishment contact based in either health or education. This 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](http://www.aberdeengettingitright.org.uk/GIRFEC)



## Physical Punishment of Children

In Scotland, under the current law, if parents or those looking after children use physical punishment they can raise a defence against a charge of assault claiming that what they did was “reasonable chastisement” and therefore not an offence. The law is due to change.

Our current laws already 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.

When the Children (Equal Protection from Assault) (Scotland) Bill becomes law a person charged with assault of a child will no longer be able to raise a defence of reasonable chastisement and children will have the same protection from assault as adults.

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.

## 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 online

[www.aberdeencity.gov.uk/services/education-and-childcare/performance-and-employment/employment-children](http://www.aberdeencity.gov.uk/services/education-and-childcare/performance-and-employment/employment-children)

Parents should apply before their child starts work.

Any child under compulsory school leaving age, wishing to take part in any public performances, will only be able to do so under authority of licence granted by the Local Authority for the area where the child lives.

A licence is necessary for:

- Any performance in connection with a charge (such as an admission fee or wage);
- Any performance in Licensed Premises (pubs, clubs or any establishment where alcohol is sold);
- Any broadcasting performance or television performance,

You can download an application form online at

[www.aberdeencity.gov.uk/services/education-and-childcare/performance-and-employment/childrens-performance-licences](http://www.aberdeencity.gov.uk/services/education-and-childcare/performance-and-employment/childrens-performance-licences)

## 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 'parent' at page 5.)



Under section 30 of the Act it is the duty of the parent of every school-aged child to provide efficient 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. Where the pupil fails to attend school regularly without reasonable excuse, 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.

## Exclusion from School

Aberdeen City Council's Supporting Pupils: 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 71.

## 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 can be made by completing our online form. You can find this on our website [www.aberdeencity.gov.uk/schoolapplications](http://www.aberdeencity.gov.uk/schoolapplications) under 'or 'Appeal against an exclusion'.

## 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 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. (Reference is made to the definition of "parents" at page 5.)

Information about a child's educational progress e.g. school reports, will normally only be made routinely available to the parent(s) with whom the child lives. This information will also normally be made available, on request, to a parent who does not live with the child. This does not include information about day-to-day administrative school matters which are usually sent home with the child from school and which will only be sent to the parent(s) with whom the child lives. Parents are asked to ensure that their child's school knows the names and addresses of those who have parental responsibilities and rights, and other persons who fall within the definition of parent e.g. step-parent living with the child, and to let them know if this information changes. Requests must be submitted to the school in writing by the person who claims to be a parent. Appropriate documentary evidence may 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, young persons and in some cases children will have the right to:

- ask the Education Authority to find out whether the pupil has additional support needs;
- ask the Education Authority to find out if the pupil 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) governs the Children's Hearings system.

Grounds for referral to the Reporter to the Children's Hearing 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).
- child likely to suffer unnecessarily 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.

## Children and Young People (Scotland) Act 2014

The Children and Young People (Scotland) Act 2014 influences how services across Aberdeen City 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.

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 applies;
- 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

Data Protection law sets out when and how personal data can be used, and how it must be maintained and looked after. The law says that personal data is "any data relating to an identified or identifiable natural person." It also gives people rights in relation to their personal data, including the right to be informed about what their personal information is being used for, and how it is managed, as well as a right to ask for a copy of their personal information.

The main law which sets out data protection law is a piece of EU legislation called the General Data Protection Regulation (GDPR). The Data Protection Act 2018 adopts the GDPR into UK law and sets out how data protection law works in the UK.

Aberdeen City Council has a Data Protection Officer (DPO) who is responsible for monitoring the Council's compliance with data protection law and is the point of contact for the public. If you have any questions or concerns about data protection you can contact the Council's DPO at [dataprotectionofficer@aberdeencity.gov.uk](mailto:dataprotectionofficer@aberdeencity.gov.uk).

When Aberdeen City Council uses your or a child's information we will often provide you and/or the child with a "Privacy Notice." The purpose of a Privacy Notice is to explain why your or the child's information is being collected and what it will be used for.

All Aberdeen City Council's Privacy Notices are published on our website and can be accessed via the link below:

[www.aberdeencity.gov.uk/your-data/why-and-how-we-use-your-data](http://www.aberdeencity.gov.uk/your-data/why-and-how-we-use-your-data)



## 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 Privacy Notice which tells you why we need to collect the child's information and what we are going to use it for. This Privacy Notice also explains the purpose of processing the child's personal information, how long it will be kept for and who it will be shared with.

If you have any questions or concerns about the way you or your child's personal information is being used you can contact the Council's Data Protection Officer at [dataprotectionofficer@aberdeencity.gov.uk](mailto:dataprotectionofficer@aberdeencity.gov.uk).

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 2018;
- 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;
- Children and Young People (Scotland) Act 2014.

Information about the Data Protection Act 2018 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, get involved in their child's learning and support the improvement planning process.

A Parent Council comprising members of the parent forum is established in each school. The Parent Council works 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 dates and times of the Parent Council meetings and the date of the Annual General meeting. All parents have the right to become a member of 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 and collaboration with parents, termly meetings are arranged for all the Parent Councils in the city (called PC Connect). In addition to this, The Aberdeen Parent Council Forum (APCF) consists of twenty-four representatives, two drawn from each Associated School Groups who meet with central officers to help shape education services. The APCF has two parent representatives on the Council's Education Operations Delivery Committee.



## Enrolling Children in Early Learning and Childcare

The Children and Young People (Scotland) Act 2014 places a duty on local authorities to secure Early Learning and Childcare for all eligible children from the school term following their third birthday. In addition they also have a duty to provide an additional year of funded Early Learning and Childcare for children with a birthday in January and February where parents request it.

### Expansion of Early Learning and Childcare

Aberdeen City Council is committed to expanding the provision of funded Early Learning and Childcare (ELC) for eligible 2 year olds and all 3 and 4 years olds, in line with Scottish Government Policy. This expansion will increase the entitlement from 600 hours each year to 1140 hours from August 2020. This expansion will increase the entitlement from 600 hours each year to 1140 hours from August 2020. The expansion prioritises a high quality experience for each child, recognising the significant contribution that universally accessible ELC can make to a child's development.

Aberdeen City Council has a duty to secure Early Learning and Childcare (ELC) for all parents who would like to access a place for their child. However, the 1140 hours is an entitlement and there is no obligation for parents to take up the full entitlement.

Aberdeen City Council will offer choice and flexibility to families so that they can choose the options which best suits their family. A number of flexible models will be available within each Associated School Group (ASG).

### Age of children for enrolling in Early Learning and Childcare

The Provision of Early Learning and Childcare (Specified Children) (Scotland) Order 2014, refers to three school terms namely, autumn, spring and summer.

Children who are age 4 are entitled to a full year of Early Learning and Childcare (ELC). Children who are turning 3 are entitled to an ELC place for the following number of terms if their birthday falls within the following dates. (*Pro rata*)

Child's Date of Birth	ELC Entitlement	Duration
1 Mar 2017 to 31 Aug 2017	Three terms	From Term 1 August to December
1 Sep 2017 to 31 Dec 2017	Two terms	From Term 2 January to March
1 Jan 2018 to 28 Feb 2018	One term	From Term 3 April to July

## Criteria for Early Learning and Childcare Admission

All children continuing in the ELC setting, where the model offered there meets their needs, will be guaranteed a place. For all new Local Authority applications, ELC places will be allocated according to the following list of criteria:

1. All children looked after or assessed as 'in need' defined in the Children Scotland Act 1995 and the Children and Young People (Scotland) Act 2014. A Professional Support for Application to ELC form must be completed to determine whether a child meets the criteria.
2. All applications for children who are currently attending an Eligible 2's place. A limited number of places may be reserved for eligible children who will turn 2 during the school session.
3. All applications for children in the Associated School Group (ASG) zone, oldest first. In the event of there being more applications than places at a setting, priority will be given to children living in the Primary School Zone in which the setting is based.
4. All applications for children who have a sibling in the school parents are applying for, in accordance with section 23(3A) of the Education (Scotland) Act 1980. The sibling criteria will only come into effect when children have a sibling in ELC or Primary 1-6 at the time of the application. Siblings from split families, although not residing at the same address, can apply under this criterion.
5. All other applications from children resident in the City. Places will be allocated in the first instance to children who have childcare in the area and then to children who live out of ASG zone, oldest first.
6. Children who are resident outwith the City. For children resident outwith the city boundary, not including children with a sibling (as they will come under band 4), the address of a childminder or carer within the city does not entitle the child to an ELC place. Places will be allocated oldest first.

## Early Learning and Childcare for Eligible 2-year old children (Me2)

All Local Authorities in Scotland also offer ELC provision for eligible 2-year old children who are Looked After, subject to a Kinship Care Order or Parent Appointed Guardianship or whose families are in receipt of certain benefits.

Eligible 2-year old children are also entitled to up to 1140 hours of funded ELC. This is from the term after their 2nd birthday until the term after their 3rd birthday when they are entitled to universal Early Learning and Childcare.



Provision includes: Local Authority ELC settings and Children's and Family Resource Centres; Registered Childminders; and Funded Provider settings. This enables us to offer choice and flexibility to families in respect of location, type and hours of provision.

Children will be entitled to an Eligible 2's place if their family is in receipt 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 or Working Tax Credit and your income is under £7,320
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit

Or if the child (in terms of legal status):

- Is Looked After
- Is under a Kinship Care Order or
- Has a Parent Appointed Guardian
- Parent is Care Experienced

## Early Learning and Childcare for children with additional support needs

Aberdeen City Council has a policy of inclusion and where possible children will be supported to attend their local Early Learning and Childcare setting. Parents may choose to have their child attend his/her local School/ ELC setting or funded provider. The local authority or funded provider will advise the parents as to their ability to meet the child's needs.

Orchard Brae School in Howes Road is an Aberdeen City Council setting for children with severe and complex additional support needs. The school has a 40 place developmental Early Learning and Childcare provision.



Parents who wish their child to attend mainstream provision should follow the general Early Learning and Childcare Admission process. With parental permission, Early Learning and Childcare staff can consult with the Educational Psychologist

regarding meeting a child's additional support needs in the mainstream setting. Access to specialist Early Learning and Childcare provision is made by application through a Child's Plan to a multi-disciplinary assessment panel that includes the NHS Child Development Team, a Health Visitor, an Educational Psychologist, and a Service Manager (Education). The panel meets three times per year.

An Early Learning and Childcare place will be offered that is considered the most appropriate available, to meet the needs of the child. **If the parent does not wish to accept the offer, it is open to the parent of a child with additional support needs to make a placing request to attend ELC provision including Funded provider provision and special provision.**

For further information and contact details see page 80.

### How do I apply for a part-time Early Learning and Childcare place at a Local Authority ELC setting?

To apply for a place in a Local Authority school ELC setting, complete the application form and return to your School/ELC Setting by 25th January 2020. Please bring a copy of your child's birth certificate with you as evidence of your child's age and also proof of address. Please see below a list of documents which are acceptable as proof of address:

- Tenancy Agreement
- Tax letter: Tax Credit, Personal Tax P60 or Tax Pensions
- Benefit Letter: Income Support, Housing benefit, council tax or DLA
- Drivers Licence
- Proof of Purchase – only if family are resident in the property
- National Insurance Letter
- Council Tax Bill – must be recent

### Can I apply for more than one place?

Yes. The application form allows you to choose in order of preference. You do not need to submit a separate form to each School/ELC Setting.



## What happens to my application form?

Your application will be forwarded to The Early Years Team who will allocate the places.

Places are allocated according to a set of criteria which prioritises places for children based on:

- The child's needs – applications supported by social workers, health care professionals and educational psychologists may receive priority for an ELC place. If you think your child's place may be supported in this way you should ask for a Supported Application Form.
- The Associated School Group (ASG) zone in which they live – children who live in the catchment area for a School/ELC Setting will get priority for a place in that zone. This does not apply to children who live outside the city.
- Sibling – if a child has a sibling at the same School/ELC Setting that they are applying to then this will give them preference (please see allocation criteria bands 1-6).
- Childcare – Children who have a daily carer in the ASG zone will have priority over applications from children outwith the ASG regardless of the child's home address.
- In all the criteria above older children get priority for places over the younger children.

You will receive a letter advising if you have been successful, or if your child is on a waiting list.



## How do I apply for a part-time Early Learning and Childcare place at a Funded Provider ELC setting?

Contact your chosen Funded Provider and they will ask you to complete an application form.

If you wish to split your 1140 hours between a Local Authority ELC setting and a Funded Provider you will be required to complete an application form

For further information and contact details on registered Early Learning and Childcare centres see page 85.

## Deferred Entry to School

Children who are 4 in January or February, whose parents request that their entry to primary school is deferred, are entitled to an additional year of publicly funded part-time Early Learning and Childcare. No deferred entry request form is required, parents simply need to apply in the usual way for a nursery place.

Children born between the start of the school year and the last day of December may request a deferred place but this is at the discretion of the Local Authority.

The decision to apply for a deferred place should be a joint decision between parents and staff at the school. Where staff at the school do not support the parents' request, reasons must be shared with parents and given on the request form.

To ensure a consistent approach is taken throughout the city, decisions regarding deferred entry places are made by a multi agency panel who meet in February 2020. A decision to agree a deferred entry will only be made when the panel are certain that a deferred entry will be beneficial to the child. **In every case, where a parent wishes to request deferred entry, schools and ELC settings must work with the parent and submit a form on their behalf.**



## Enrolling Children in Primary and Secondary Education

Getting your child into school is one of the most important things you do as a parent or carer. This section will tell you about which schools you can go to, when you should apply for a place, and how you can do that.

### Finding out about your local school zone

All primary and secondary schools run by Aberdeen City Council serve a local 'zone' which has been determined by the Council. Zones help us to make sure that school places are available for local children. They also help us to assess the right to school transport.

You can check which zone you live in by using our online school zone map.

Go to [www.aberdeencity.gov.uk/schoolapplications](http://www.aberdeencity.gov.uk/schoolapplications) and enter your postcode to check your zone.

To be considered as living in zone, your child must meet one of the three criteria below. They should:

- be living with their parent(s)/guardian(s) in the school zone before 15 March ('ordinarily resident'); or
- have a sibling at the school but now live out-of-zone for that school because we have since changed the school zone (this will only apply where the sibling is still attending the school); or
- have additional support needs which have been previously assessed by an Educational Psychologist of Aberdeen City Council and that the child's needs can only be met at a specified school.

We may vary school zones from time to time to take into account demographic or other changes. This will be done according to local and national consultation guidelines and requirements. If we have moved your address out of zone and you wish your younger children to attend the same school which your older children are attending (and will still be attending) because it was their zoned school when they enrolled, your younger children will still have the right to attend that school and be considered in zone.

### Starting your child at primary school

Starting school is a big moment in your child's life, so it's important you know what to do. All children who will reach the age of five on or before the start of the new school session in August should begin to attend primary school in August. Children who reach the age of five after the start of the new school session in August, but before the last day of the following February may also be enrolled for primary school in August.

In January you will need to apply for a place at your zoned school (see “how to apply for a place at a school” section below). You can visit your zoned primary school to find out more about the school, discuss your child’s education, and get help with making an application. Every child is entitled to a place in their zoned school. Remember, if you attend an out-of-zone nursery which is part of a primary school, this doesn’t guarantee your child a place at the primary school it is linked to.

When the start of term arrives, we admit children in phases during the first week to help them with the transition to school life.

## Early entry to Primary 1

Children normally start school aged between 4 and a half and 5 and a half, depending on when the child’s birthday falls. This is a matter of law. Parents can request that children younger than this be admitted to school. The Head Teacher of the school applied for will assess each case individually to determine whether or not the education normally provided in the school is suited to the ability and aptitude of the child.

If you are considering requesting Early Entry to School for your child you should consider whether your child is emotionally and socially mature enough to cope with a full-time programme of education.

As a consequence of early admission to school your child would be younger than the other pupils in the class. This may present difficulties in relation to:

- separation from parents
- making friends and working with other children in the class
- activities within the classroom and playground
- your child’s ability to cope in different situations
- conforming to a more formal classroom organisation

For those wishing to apply for Early Entry, application should be made in writing to the Head Teacher of your zoned school, no later than 28th February of the year you wish your child to start school. You will be informed of the decision by letter in May.

This is known as an Early Entry Request. It is not the same as a Placing Request as you cannot request in law that your child start early in a school other than your local catchment school.



## Moving on to secondary school

Moving from primary to secondary school is a big phase of your child's education. During December all primary schools make a list of all the children in Primary 7 who will be moving to secondary school. We call this the 'transfer schedule'. The primary school passes this list to the children's zoned schools. If your child does not attend their zoned primary school, their name will still be passed to their zoned secondary school.

When the secondary school receives the transfer schedule they will offer all the children a place if they live in zone.



## How to apply for a place at a school

We have changed the way you apply for a school place for your child. To make it easier to apply, online applications have been introduced. There is just one form to use which will let you apply for any school, year group or term. You need to complete this whether you're applying to start school for the first time or to move between schools.

Go to [www.aberdeencity.gov.uk/schoolapplications](http://www.aberdeencity.gov.uk/schoolapplications) and choose to apply for a place at a school. You will need to set up an online account with us so that you can track your application.

You should submit only one application for each child. If you are applying for more than one school, this should be done on the same application form. You should wait until we have finished considering any current applications from you before submitting any more.

You will need to provide us with evidence of where you live, your child's birth certificate and any other information specific to your case. These should be uploaded to the form when you apply. We will accept photographs of documents as long as we can see the whole document clearly.

You can check your application by logging in to your online account and clicking on "MyRequests". If you need support completing an application using our online form, this can be provided at any Aberdeen City Council library.

## Applying for an out-of-zone school

Most children go to their zoned school. You have the right to apply for a place at any Aberdeen City Council school (known as a 'placing request'), but if you do not apply for your zoned school we may not be able to provide you with a place there. If your child is not currently in a school, we advise that you apply for both your zoned school and your preferred school. If your child currently attends an out-of-zone school and you want to move them to their zoned school, you will need to apply for a place there (except during the transition from primary to secondary school – see "moving on to secondary school" section above).

You can apply to as many schools as you wish and should do this on the same application (see "how to apply for a place at a school" section). We accept applications for school places for admission or transfer at any time of year, not just at the start of the school year.

Young people over school leaving age with the capacity do so have the sole right to apply for their own place.

If your child attends an out-of-zone primary school, they will not automatically transfer to the secondary school associated with it. Instead, they will be transferred to their zoned secondary school. It is very important that you take this into consideration when choosing a primary school to ensure the continuity of their education or friendship groups.

You won't need to make an application to transfer your child from an out-of-zone primary school to their zoned secondary school – we do this automatically (see "moving on to secondary school" section above). If you want your child to attend a different secondary school, you will need to apply for a place.



## How we assess applications for school places

We order applications to be assessed based on four priorities:

- Priority 1** – Your child is moving into a zone after 15 March in a given year or already lives in the zone but isn't attending the zoned school. Where you have more than one property, it is the child's main family home which applies to this priority;
- Priority 2** – Where an older sibling is already attending the school you are applying to and will be in continuing education at the school when your child begins attending;
- Priority 3** – You are currently taking your child to a childminder (including family other than parents) who lives in the school zone, because you are working. Your child must currently be receiving childcare from that person and will continue to do so when your child begins attending;
- Priority 4** – Where none of the above applies, priority is given to those who live within Aberdeen City.

Applicants in Priority 1 are ordered based on the date you move into the zone or the date we receive the application, whichever is later. We will not consider your application until you have moved. All other priorities are ordered by distance between your child's address and the school.

For each of these priorities we will need to check that you have evidence. This can include proof of address, checking your child's sibling's school record, checking with your current school, or contacting your childminder to confirm the arrangement.

You can also let us know about any special circumstances you would like us to consider when making your application.

## When you can apply for a place at a school

If you want your child to start school in the August term, you will need to apply between 3 January and 15 March. If you apply after the deadline we will not be able to assess your application until all of those we have received on time are completed.

Applications to start during any other term are accepted throughout the year.



### **When you will hear if your child has a place**

You will receive an acknowledgement email as soon as we receive your application. We will assess your application based on the order of your preferences and will check any evidence you have uploaded.

We try to give you a decision on school places as soon as possible. Applications for entry to P1 in your zoned school made during January should normally be dealt with straight away. If your application is late we cannot guarantee a place at your zoned school.

If your application for the August term was received on time, it will be assessed after the deadline and no later than 30 April. We will email you to let you know the outcome of your application. To check the status of your application, log into your online services account and select “My Requests”.

If your application for the August term was received after the deadline, you will not be assessed until all the applications that were submitted on time have been looked at. This may mean that you do not receive a response until the summer, so please try to apply before the deadline.

If your application was a placing request for any other term, we will respond within two months. After this time your application is considered to have been ‘refused’ and you can exercise your right of appeal (although we may still offer a place if one becomes available).

### **Accepting an offer of a place at a school**

If you are offered a place you will need to log into your online account to accept it and provide us with further information. You should do this as soon as possible and within a week of receiving the offer.

## Reasons we refuse placing requests

The law says that we can refuse a placing request in terms of the Education (Scotland) Act 1980 as amended, if placing your child in a requested school would:

- make it necessary for us 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 your 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 your child's primary education, for us 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.



We 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 your child;
- we have already required your child to discontinue their attendance at the specified school; or
- the specified school is a special school and your 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 us to reserve places in certain schools if we anticipate that those places will be required for families moving into an area. This currently applies only to specified secondary and primary schools. We will cap the rolls of certain primary and secondary schools within the city to limit the pupil numbers where experience has shown that they will otherwise exceed capacity.

## Appealing our decision on a placing request

If you are not happy with the decision we have made about a school place, you have the right to make an appeal to the School Placings and Exclusions Appeal Committee, which acts as an independent panel. This is where local councillors and lay members (such as teachers and parents) hear our reasons for the refusal, and your reasons for challenging it. The committee will decide what the final outcome should be. You can find more information on how to appeal on the Scottish Government's website.

To make an appeal you need to apply within 28 days of either receiving our decision or the time limit for us to give you a decision having passed (i.e. by 30 April for applications received before 15 March, or within two months).

You can only make an appeal if you are the person who submitted the original application for the school place. Please remember that you:

- Can't appeal against the refusal of a place in a nursery school or nursery class;
- Can appeal only once a year for each of your children;
- Can appeal only against refusal or deemed refusal of a place in your first choice school.

Appeals can be made by completing our online form. You can find this on our website [www.aberdeencity.gov.uk/schoolapplications](http://www.aberdeencity.gov.uk/schoolapplications) under 'Appeal against a school place decision' or 'Appeal against an exclusion'.



## 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 80.

### Adventure Aberdeen

Adventure Aberdeen is part of Sport Aberdeen, an arms-length not-for-profit organisation of Aberdeen City Council, 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 school establishments and the wider community. The service works with all ages, abilities and levels of adventure.

Activities are outcome focused and routinely reviewed to maximise the benefits of the experiences. The service's 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 and 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 residentials in an educational context.

Adventure Aberdeen can also offer private bookings to the general public for all of their activities. They offer a school holiday programme which can be booked online via [Eventbrite.co.uk](https://www.eventbrite.co.uk).

For further information and contact details see page 80.

## 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 Sunnybank 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 may 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 page 80.

## 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 80.

## 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 80.

## 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 80.

## 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 £2.20 in primary schools and £2.35 in secondary schools, however, these prices may increase during the school year. Secondary pupils use the Accord Card and a cashless catering system is being rolled out to primary schools; therefore the money must be loaded onto the card prior to use. This can be done online at <https://online.aberdeency.gov.uk/Services/AccordPayment/PrimaryMealPayment.aspx> for Primary School meals or [www.aberdeency.gov.uk/services/education-and-childcare/school-life/top-payment-secondary-school-meals](http://www.aberdeency.gov.uk/services/education-and-childcare/school-life/top-payment-secondary-school-meals) for Secondary School meals.



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. Asylum Seekers receiving support under Part VI of the Immigration and Asylum Act 1999 are also eligible to apply for free school meals. You can apply online for this

[www.aberdeencity.gov.uk/services/education-and-childcare/school-life/apply-free-school-meals](http://www.aberdeencity.gov.uk/services/education-and-childcare/school-life/apply-free-school-meals)

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. Please go online to apply.

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.

### 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 £100 per child per academic year. 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. You can apply online [www.aberdeencity.gov.uk/services/education-and-childcare/school-life/apply-school-clothing-grant](http://www.aberdeencity.gov.uk/services/education-and-childcare/school-life/apply-school-clothing-grant)

For further information and contact details see page 81.

### 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 2019-2020 the student must:

- have been born between 1 March 2000 and 28 February 2004;
- 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.

**For those eligible for a full year award the application must be submitted by 30 September 2019. If you are eligible for an EMA from January 2020 then the form should be submitted by 28 February 2020. No applications will be accepted after 31 March 2020.**

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, bi-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. Applications can be made by completing our online form available via [www.aberdeencity.gov.uk/services/education-and-childcare/school-life/education-maintenance-allowances](http://www.aberdeencity.gov.uk/services/education-and-childcare/school-life/education-maintenance-allowances)

For further information and contact details see page 80.

## 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/Additional Support Needs or due 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.

It should be noted, in relation to the above, that the Authority, in determining whether or not a safe walking route exists, will take expert advice from qualified road safety practitioners. In the case of medical conditions it will seek the opinion of the family doctor or school medical staff, as appropriate, before any final decision to support a request is made.



Privilege Place - where a child lives less than the prescribed (two or three miles) from his/her zoned school and is on the route of contracted school transport to that school, and there exist(s) space(s) on the existing contracted school transport. 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.

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 contracted transport from the permanent home address to the school. The Authority does not guarantee to provide door to door transport.

Transport applications must be made online at: [www.aberdeencity.gov.uk/services/education-and-childcare/school-life/school-transport](http://www.aberdeencity.gov.uk/services/education-and-childcare/school-life/school-transport).

If a parent/carer has difficulty completing an application online, they should contact the school for support. In most cases, following completion, by a parent/carer, the application will be referred to the school for additional information to be completed. For requests for transport where children have medical problems or where problems of safety arise, it will be at the discretion of an Education Service Manager whether or not to grant free transport.

If free transport is approved, details of transport arrangements and a copy of the Transport Handbook for Parents/Carers, will be emailed to the email 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 81.

# Services for Children and Young People with Additional Support Needs

## What are Additional Support Needs

“Additional Support Needs” is a broad and inclusive term applying to children and young people who, for whatever reason, require extra help compared to their peers in order to help them make the most of their school education and to be included fully in their learning.

Additional support needs can arise from a variety of circumstances. These fall broadly into four categories.

- The Learning Environment might cause a child or young person to need additional support e.g. difficulties with literacy or where a child’s first language is not English.
- Family Circumstances may give rise to additional support needs e.g. bereavement, family breakdown, being looked after, being a young carer.
- Disability or health needs of a child or young person may mean they need additional support e.g. hearing or visual impairment, autistic spectrum condition, diabetes depression.
- Social and emotional factors may also give rise to a need for additional support e.g. a child or young person who is being bullied or has attachment difficulties.

Additional support may be required in the short or long term. Some children have needs which will last their whole lives.

## Policy of Inclusion

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.

We are committed to the presumption of mainstreaming, as set out in the Standards in Scotland's Schools etc. Act 2000. This means that children with additional support needs should attend their local school whenever possible.

All primary and secondary schools provide support for children and young people with additional support needs. We also maintain a range of support services such as Educational Psychology, Sensory Support, English as an Additional Language and Autism Outreach. The majority of pupils will have their needs met in a mainstream school with access to specialist advice and support when appropriate. A very small number of children may require access to a more specialised provision for a period of time or access to a placement within our specialist provisions.

For further information and contact details see pages 82-84.

## How are additional support needs identified?

Some children may have their additional support needs identified at a young age e.g. if they have recognised medical conditions with those needs being brought to our attention by Health professionals prior to the child starting education. Other children's needs may emerge later in their development and may be brought to our attention by parents, health professionals or social workers.

When a child is in nursery or school, the staff working with the child are responsible for monitoring progress and identifying any need for additional support. Teachers assess learning as part of their daily classroom practice taking stock of their learners' achievements and progress in order to plan ahead and record and report on progress. This enables them to take action to address any difficulties at an early stage and identify pupils who may need additional support.



Where pupils have multiple or complex needs which are enduring and require significant multi-agency support, their school, with support from educational psychology and central education services, will consider whether a co-ordinated support plan (CSP) is required. Where a looked after child is identified as having additional support needs, the requirement for a CSP will be considered.

Under the Education (Additional Support for Learning) (Scotland) Act 2004 parents, eligible children (aged between 12 and 16) and young persons (over 16) may request the Authority establish whether they or their child have additional support needs or require a CSP. They may also request that the Authority arrange for an assessment or examination to be carried out which may include an educational, psychological or medical assessment or examination. Any such request should be made to the child or young person's school.

## How we support – continuum of provision

Aberdeen City operates a continuum of provision to support the needs of all learners. The focus is on the level of individualisation, specialist knowledge or resources required to enable the child or young person to be successful.

Key features of the continuum 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 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 Orchard Brae School or Ashgrove Children's Centre. This may be short-term and help identify effective means of the child being fully included in mainstream again.

## How do we monitor and review the needs of our children and young people?

Assessing and reviewing progress is part of our everyday learning in schools. This includes looking at where we can see improvements and what else needs to be considered.

Most children who have additional support needs are supported fully by their class or subject teacher who provides the learning environment, curriculum, resources and approaches to suit individual needs. Information will be shared with appropriate school staff who are working with the child/ young person.

Where appropriate, further planning may be required. This may include consideration of:

- the pupil in their learning environment
- identifying and understanding barriers to learning and their impact on the pupil's learning
- identifying areas of progress/strengths/interests
- working with the pupil, school staff, parents and partner agencies
- identifying strategies, routines, approaches, actions
- planning a programme of intervention

Personal planning may include: a strategy sheet shared with staff; an individual education programme or IEP, a personal learning plan; a care plan; a person-centred risk assessment or PCRA; and where a child's needs requires multi-agency intervention, a child's plan or a CSP. Plans will be reviewed regularly. CSP's must be reviewed annually. Parents are encouraged to attend meetings and keep in regular contact with their child's school.

# 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 Condition. 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 82.

## Dyslexia Service

Staff from the Dyslexia Service, based at Kaimhill School, support primary aged pupils within Aberdeen City who have dyslexia. Through the provision of outreach support the service is able to meet the needs of children across the city, and to build capacity within our 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 82.

## 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: universal, targeted and specialist.

### Universal Level

All children will have access to universal services if the need arises. While school staff would take the lead in supporting children's learning, the EP can provide general advice at both a class and individual level (we would call this an Early Intervention Consultation); verbal consent from the parent/carer is required for discussions about individual pupils.

### Targeted Level

Some children will experience a short or longer-term barrier to learning or wellbeing and this may necessitate the school providing a more targeted intervention. An Individual Education Plan (IEP) or a Child's Plan will be developed by the school to help co-ordinate and measure the impact of the support.

The EPs role in this process will be negotiated in collaboration with the school and parents/carers.

## Specialist Level

A small percentage of children will require more specialised support and may have a number of agencies and services involved. They will have a Child's Plan and may access an individualised curriculum delivered by a range of partners but coordinated by the school.

Where appropriate, the EP will continue to assist in this planning process.

If as a parent/carer you have concerns about your child/young person, you should discuss the involvement of the Educational Psychology Service with school staff in the first instance.

For further information and contact details see page 82.

## 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 82.



## 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.

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 83.

## Language Support Service

The Language Support Provisions at Dyce and Sunnybank Schools 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.

For further information and contact details see page 83.

## 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 the Teacher of the Deaf (ToD) is therefore extremely important in determining the nature of support necessary.

For further information and contact details see page 84.



## 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.

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 84.



## Resolving Disagreements

### 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 provided by:

SACRO. 110 Crown Street, Aberdeen, AB11 6HJ

Tel: 01224 560550

Email: [infoaberdien@sacro.org.uk](mailto:infoaberdien@sacro.org.uk)

Parents can contact SACRO 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.

Mediation provides an option for avoiding, resolving or narrowing the area of disagreement between the Authority and parents or young people with the assistance of a mediator acting as an impartial third party.

Mediation can be used at any time and more than once. It does not affect the right of a parent to exercise any right they may have e.g. to make an appeal.

The mediation service is independent of Aberdeen City Council and is free to parents.

## Dispute Resolution

Dispute resolution, sometimes called external independent adjudication, involves a formal review of an individual case by an independent third party and is free of charge to parents. It is a paper exercise and considers written evidence submitted by parents, eligible children or young people and the Council. Although there is no legal requirement for the recommendations to be acted upon, both parties are expected to accept the outcome. In general, this process of review should not take more than 60 working days.

Dispute resolution can be accessed when disagreements are about a specified matter:

- 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, eligible child 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.

A request should be made directly to Scottish Ministers to access dispute resolution at:

Independent Adjudication, Scottish Government Directorate for Learning, Support and Wellbeing Unit, Area 2C North Victoria Quay, Edinburgh, EH6 6QQ

This request should be accompanied with other documents such as the child's educational plan, letters, etc. The Scottish Ministers will then appoint an independent adjudicator from a panel of people experienced in additional support needs.

## Health and Education Chamber First-tier Tribunal for Scotland

The Tribunal hears references from parents, eligible children and young people on matters relating to:-

- All issues to do with CSPs including decisions to prepare or not to prepare a CSP, to continue or not to continue a CSP following a review, the contents of a CSP, failures to comply with timescales for preparation or review of the CSP or to provide the support contained in a CSP.
- Placing request appeals for special schools
- School to post-school transitions

Reference forms can be found on the Tribunal's website at

[www.healthandeducationchamber.scot](http://www.healthandeducationchamber.scot)

The Tribunals contact details are:

Health and Education Chamber First-tier Tribunal for Scotland, Glasgow Tribunals Centre, 20 York Street, Glasgow, G2 8GT.

Tel: 0141 302 5860

E-mail: [ASNtribunal@scotcourtribunals.gov.uk](mailto:ASNtribunal@scotcourtribunals.gov.uk)

## Further information and advice

Your school should be your first point of contact if you wish to obtain information and advice about additional support needs. Quality Improvement Managers (QIM's) are the people you should contact if you require further information and advice. Their contact details can be found from the appropriate school on pages 71-78.

Contact details for NHS Grampian and other agencies which can provide further support, information and advice can be found at page 83.

Enquire is an additional support needs advice service funded by the Scottish Government and managed by Children in Scotland. They have a helpline and information leaflets which parents, children and young people may find useful. Their website can be accessed at <https://enquire.org.uk/contact/>.

## Placing requests

Parents of children with additional support needs have a right to make a placing request for special school provision. Go to [www.aberdeencity.gov.uk/schoolapplications](http://www.aberdeencity.gov.uk/schoolapplications) and choose to apply for a place at a school. Also see pages 24 to 31 above for further information relating to placing requests generally.

In the case of a placing request refusal regarding special schools, parents have the right to make a reference to the Health and Education Chamber, First-tier Tribunal for Scotland. In the case of mainstream schools any appeal is to the School Placings and Exclusions Appeal Committee.

## 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 Looked After Children and promote their educational achievement. It is the role of the Virtual School Head Teacher to ensure there is equity for our Looked After 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 Looked After 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 is supported by colleagues in social work, the third sector, the education service and a Looked After (LAC) nurse.

For further information and contact details see page 84.

## Equal opportunities

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 report on progress made towards the Education Authority's Outcomes can be found at

[www.aberdeency.gov.uk/services/people-and-communities/equality-and-diversity/equality-outcomes-and-mainstreaming-report](http://www.aberdeency.gov.uk/services/people-and-communities/equality-and-diversity/equality-outcomes-and-mainstreaming-report)



The Council's Education Equality Outcomes (2017-21) are:

**Equality Outcome 1:** Children and young people with a disability and their families are supported and included enabling them to achieve their full potential

**Equality Outcome 2:** Pre-birth children (unborn babies) at risk due to issues that parents are dealing with such as; mental health, substance use and domestic abuse are identified at an earlier stage. Vulnerable pregnant women are identified and supported at an early stage.

**Equality Outcome 3:** Lesbian, Gay, Bisexual and Transgender (LGBT) children and young people feel safe, respected and included in school.

**Equality Outcome 4:** All children and young people in Aberdeen have an understanding of their rights and develop the ethos and culture to improve well-being and develop every child's talents and abilities to their full potential.

**Equality Outcome 5:** External Cultural/Arts organisations who receive investment from Aberdeen City Council actively promote and engage with those with protected characteristics in designing, planning and delivering activity.

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 and contact details see page 83.

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

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 day care service you can contact the Care Inspectorate in writing or by telephone.

Full contact details are listed in the national contacts page 98.



## 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, which are 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 national advice. You can access the resource at <https://rshp.scot/>. You may also be interested to read the Key Messages for Young People on Healthy Relationships and Consent which were published by the Scottish Government.

## 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 behaviour 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, who should be made aware of the options they have to report incidents of bullying behaviour and that support can be offered to those experiencing bullying behaviour and, if possible, help them to tell a trusted adult or report directly. If a young person in your family is experiencing bullying behaviour 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 as well as 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 the young person before they take action. This is of importance in maintaining their positive relationship with their children.

If parents require further help or information they can consult Scotland's Anti-bullying Service RespectMe [www.respectme.org.uk](http://www.respectme.org.uk) 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 Sport Scotland 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 89.

## 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.



The redeveloped Aberdeen Art Gallery, Cowdray Hall and Remembrance Hall reopened in November 2019. With 21 galleries, a new learning space, seminar room, interactives for all ages and more artworks and objects on display than ever before the Art Gallery also offers a range of Teachers Packs for primary and secondary, to support school visits.

Aberdeen Treasure Hub is our main museum collections store. This building houses many of Aberdeen's collections of art and history, including painting and sculpture, archaeology, science and industry, maritime history, costume and decorative art. People can visit the Hub to undertake various activities and see the treasures that we don't have space to display in our city centre gallery and museums.

Provost Skene's House is currently closed for refurbishment and is due to reopen in 2020.

The Aberdeen Maritime Museum tells the fascinating story of the North Sea over the centuries, while 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 89.

## Lifelong Learning

The Lifelong Learning Team cover the delivery of community learning and development services related to family learning, adult learning, youth work.

### 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 in relation to supporting and encouraging 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, sleep, understanding emotions, budgeting, drop-in and information days. Advice and guidance can be provided to parents on meeting their own learning needs and lifelong learning ambitions. Work is currently carried out in the locality areas; however, the service can provide advice and assistance to parents and schools citywide on request.

For parents with children aged 0-school age, 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. Parents can also contact family learning directly to access this service.

For further information and contact details see page 89.

## **Adult Learning**

Adult Learning provides a universal service that is focused on three themes: Literacy, Digital Literacy and Multicultural work. We provide classes across the city with a specific focus on the regeneration areas. As well as providing skills based classes we also work with communities of interest. We work alongside colleagues in Criminal Justice to support the educational needs of those doing Community Payback Orders. Our multicultural work ranges from ESOL classes to providing learning opportunities at Clinterty Travellers site.

The priorities for Aberdeen City's Adult Learning Team are to:

- develop the knowledge, skills, confidence and creativity needed to make positive life choices, support economic growth, enhance health and well-being, participate in their local communities and take social action;
- develop their networks and bonds through participation in collective activities, thus building social capital;
- improve their communication skills – including literacy, numeracy, English for Speakers of Other Languages (ESOL) and intercultural communication;
- develop their digital literacy to participate in digital civic society;
- develop their ethical and critical thinking, self-determination and active civic participation;
- have access to, and take advantage of, flexible learning opportunities (including online learning) within their own communities and workplaces; with priority given to those who are marginalised or require additional support to engage in learning activities.

## **Youth Work**

Youth Work practitioners work in a variety of settings in schools and communities. Youth Work opportunities can range from targeted one-to-one work in a school to universal provision such as a community-based youth group. Youth Work activities support young people's mental health and wellbeing and their educational, social and personal development.

The priorities for Aberdeen City's Youth Work team are:

- Supporting young people's transition at important life stages such as moving from primary to secondary school;
- Providing a safe environment for young people to meet and take part in educational and recreational activities within their own communities;
- Supporting young people's ability to manage behaviour and become more self-aware;
- Exploring and developing young people's skills and capacities;
- Supporting young people to gain recognition for their achievements in their school and community;
- Supporting young people to become involved in campaigning and decision-making groups;
- Supporting young people to challenge themselves and be open to new experiences.

The Youth Work team supports Aberdeen City Youth Council; supports Aberdeen's Scottish Youth Parliament members; manages youth groups across the city; supports Aberdeen's city-wide LGBT+ group, Zone Youth, works with children and young people in primary and secondary schools, and is licensed to deliver Hi5, Dynamic Youth Awards and Youth Achievement Awards.

## Community and Learning Centres

There are 21 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 16 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 see pages 90-93.

## **Creative Learning**

The Creative Learning Team empowers people in Aberdeen to realise their potential through relevant creative and collaborative experiences which develop their skill set to enrich their lives.

Creative Learning is a city-wide service, prioritising projects based on identified need and working in partnership with others using arts, culture and creativity.

We have three areas of work; Supporting Education, Supporting Communities and Supporting Creative Practitioners. These areas are closely aligned to local priorities across Aberdeen.

Through the arts, culture and creativity we offer:

- Annual Arts Across Learning Festival for Aberdeen Primary School;
- A comprehensive offer to the Pupil Equity Fund PEF programme;
- Collaborate Educate programme for teachers and artists;
- Bespoke Teacher CPD;
- Mentoring for young people in schools;
- Activity Agreements;
- Transition programmes;
- Geronimo early years programme;
- Targeted work with schools;
- Dedicated space on ABERNET portal;
- Lead the Aberdeen Creative Schools Network;
- Members of National Creative Learning Network;

The aims of our approach is to:

1. Enhance children's learning experiences across the curriculum, through creative approaches and cultural participation and partnerships;
2. Improve children's knowledge and skills in the Expressive Arts;
3. Give children the chance to express themselves, shape their own learning, learn new creative skills and share their work with others;
4. Improve children's ability to recognise and articulate their own skills and potential through innovative arts and creative learning experiences;
5. Demonstrate Aberdeen is a city without creative barriers where children and schools can experiment with and be transformed by the arts, creativity and culture.

### **Arts Update**

For students, graduates, cultural workers and creative practitioners in Aberdeen. Stay connected with jobs and opportunities across the arts and creative industries in the city and beyond.

Arts Update newsletters are distributed bi-monthly and on an ad hoc basis where opportunities that are too good to miss arise. Sign up for updates.

### **Make your Mark mailing list**

Sign up to receive news about our Make Your Mark programme of art workshops. We run three Make Your Mark terms a year, with workshops including stained glass, jewellery and life drawing. Subscribe to the Make your Mark mailing list.

For further information and contact details see page 96.

## **Library and Information Services**

This service provides resources and 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 opportunities and supporting the development of digital and information literacy skills and participation in family learning initiatives locally and nationally. This includes the co-ordination and delivery across the city of the national early years gifting programme, Bookbug. Bookbug bags are also available in Gaelic.



The library and information services provide:

- a wide selection of books, talking books and DVDs for children, young people and parents which include dual language books and information on parenting topics;
- a range of free, downloadable ebooks, audio books and emagazines and newspapers;
- 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;
- resources to support children, young people and their families through life events e.g. starting school, bereavement;
- resources to support families of children and young people with ASN;
- advice and guidance to staff involved in meeting the educational needs of children and young people including career long professional learning (CLPL);
- a programme of events and activities throughout the year such as author visits, Bookbug sessions and storytimes workshops and creative activities;
- active support for national literacy events and initiatives such as the Bookbug Picture Book Prize and Grampian Children's Book Award;
- Code Club for children and young people at Central Library
- Creator Clubs at Central Children's Library and several community libraries
- information on careers and employment for young people;
- volunteering opportunities to support Duke of Edinburgh and Saltire Award schemes;
- work experience opportunities for young people;
- 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.

For further information and contact details see pages 94-95.

## **Out of School Care**

Aberdeen City Council recognises that out of school care is central to the social and economic development of the city, enabling parents and carers to engage confidently with employment and employability opportunities; economically supporting themselves and their children.

Out of school care is also a major positive influence in improving outcomes for children in terms of their wellbeing, learning and development. Access to high quality out of school care develops confident young people who are better able to lead their own learning, fully participate in their own communities and interact positively with their peers.

Out of school care services are delivered in partnership with schools, community centres, a range of partner organisations and with local communities. A mixed economy of out of school care provision operates in the city, with services delivered by Aberdeen City Council, the private and third sectors and community enterprise organisations.

Aberdeen City Council's policy is that all schools will work with parents and out of school care providers to establish and support out of school care in all educational establishments where there is sufficient parental demand.

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

Further information and contact details for all out of school care providers can be obtained from the Family Information Service (FIS). See useful contacts page 100.

## Partner Organisations

### Aberdeen Performing Arts

Aberdeen Performing Arts is a Local Authority partner, providing a programme of music, theatre and dance across its three venues, His Majesty's Theatre, Music Hall and The Lemon Tree. They provide a range of creative learning opportunities to engage and inspire young people of all ages and abilities to explore and participate in music making and drama. The Aberdeen Performing Arts creative learning offer includes schools' programmes, teachers' network, theatre visits, youth theatre and the young person's company. It also delivers 'Light The Blue', an annual festival of youth arts.

For further information and contact details see page 96.

### 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 96.



## Citymoves Dance Agency

Citymoves is the dance agency for North East Scotland, nurturing and supporting the work of emerging and established dance artists, groups, tutors, creators and companies, and taking a lead role in dance development in the city and the North East. At its studio in Aberdeen City Centre, Citymoves houses a variety of dance classes, workshops and performance groups as well as serving to raise the profile of dance and providing an information and meeting point for dancers and choreographers. It also hosts Dancelive, an annual festival of contemporary dance across the city each year.

For further information and contact details see page 96.

## Garthdee Alpine Sports

Garthdee Alpine Sports is a Local Authority partner which operates the Aberdeen Snowsports Centre. The centre is regarded by the governing body, Snowsports Scotland, as one of the best snowsports centres in the country, offering 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 96.

## 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 97.



## The Belmont Filmhouse

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 96.

## 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);
- **0800 731 5520** (Emergency Out of Hours); or
- **101** (Police Scotland).

Even if you 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.

### Children's Social Work

The work that Children's Social Work does is required by legislation. In Aberdeen we will support children and their families, putting their needs at the centre of the way we work. We will work in a way that:

- Gives social workers more quality time to spend with children and families to support them to make changes;
- Provides a high standard of ongoing training and support to staff so they can support children and families better;
- Makes close links with our partners in Education, Health, the Police and third Sector so that families get the right kind of support at the right time;
- Makes our processes more streamlined so that families can get answers and action more quickly.

Some families will be supported by staff who work in Social Work Teams made up of social workers, business support and a team manager. Others will be supported by staff who work in a Social Work Unit, made up of a consultant social worker, a social worker, children's practitioner, a clinical practitioner and a unit coordinator. Some Teams may also have clinical practitioners. Some of these roles may be new to children and their families:

**Team Manager/Consultant Social Worker (CSW):** is in charge of the Team/Unit. They will be a very experienced social worker with a good understanding of each family and will work with them as well as asking other members of the Team/ 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 they will meet with families whenever they need to and will know the 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. They are office-based, know 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.

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

## Intake

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

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

**Joint Child Protection Team (JCPT):** The JCPT is responsible for undertaking the investigation of all new child protection referrals in 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.

## Children in Need Fieldwork

Children's Social Work support children and their families in an area-based model. They work with children and families on both a short term and long-term basis. The Permanence and Care Teams support children who can't return to their families. The outcomes for these looked after children are a priority for our service.

## Intensive and Targeted Support Services

Families who have contact with a social worker may also have contact with Intensive and Targeted Support Services. These provide support to children and young people to remain at home and within their communities from pre-birth to 18 years. These services include the Alternative to Care, Intensive Family Intervention Team (IFIT), Alternative to Care Service, Young Women's Service, Family Support Services, and Contact Service and Weekend Service and are based at a number of centres around the city.



## Alternative Family Care Service

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 Alternative Family Care Service covers Fostering, Adoption, Kinship and Supported Lodgings. As a service it recruits, trains and supports Foster carers, Kinship carers and Adopters.

## Residential Children's Homes Service

Children are also given care outside their family homes. In our Residential Children's Homes Service we support and promote the principles which are reflected in "Staying Put Scotland". We recognise every young person's individual support needs and that they have been impacted on by earlier adversity. Relationships which have been developed and well established are an excellent basis to grow as a young adult and this represents an excellent chance for young people to be supported and make safer decisions as they develop. As a service we work together in collaboration with children and young adults to seek and act on solutions. We support and offer opportunities for young people to achieve, become settled, feel and be safe, and enjoy a fulfilling adult life.

Anyone who would like more information can access this on Aberdeen City Council's website [www.aberdeencity.gov.uk/search/content?keys=fostering](http://www.aberdeencity.gov.uk/search/content?keys=fostering) including contact information.

## Get in Touch

Feedback from families is always greatly appreciated and any questions can be sent via email to [ChildrensSocialWork@aberdeencity.gov.uk](mailto:ChildrensSocialWork@aberdeencity.gov.uk).

Contact details can be found on Aberdeen City Council website [www.aberdeencity.gov.uk/services/social-care-and-health/contact-us-childrens-social-work](http://www.aberdeencity.gov.uk/services/social-care-and-health/contact-us-childrens-social-work)

## Early Learning and Childcare/Schools

Schools are listed alphabetically in Associated School Groups. All contact details in this guide are correct as at December 2019.

SCHOOL ROLL 2019	NAME & ADDRESS	HEAD TEACHER	CONTACT DETAILS
1088	<b>Aberdeen Grammar School</b> Skene Street Aberdeen AB10 1HT	<b>Alison Murison</b>	Tel: 01224 642299 Fax: 01224 627413  aberdeengrammarschool@aberdeencity.gov.uk www.grammar.org.uk
402	<b>Ashley Road School</b> 45 Ashley Road Aberdeen AB10 6RU	<b>Anne Wilkinson</b>	Tel: 01224 588732 Fax: 01224 586228  ashleyroad@aberdeencity.gov.uk www.ashleyroad.aberdeen.sch.uk
245	<b>Gilcomstoun School</b> Skene Street Aberdeen AB10 1PG	<b>Suzanne Carson</b>	Tel: 01224 642722 Fax: 01224 620784  gilcomstoun@aberdeencity.gov.uk www.gilcomstoun.aberdeen.sch.uk
499	<b>Mile End School</b> Midstocket Road Aberdeen AB15 5LT	<b>George Roberts</b>	Tel: 01224 498140  mileend@aberdeencity.gov.uk www.mileend.aberdeen.sch.uk
321	<b>Skene Square School</b> 61 Skene Square Aberdeen AB25 2UN	<b>Vivienne Innes</b>	Tel: 01224 630493  skenesquare@aberdeencity.gov.uk www.skenesquare.aberdeen.sch.uk
369	<b>St Joseph's RC School</b> 3-5 Queens Road Aberdeen AB15 4YL	<b>Sinead Lindsay</b>	Tel: 01224 322730 Fax: 01224 325463  stjosephsprimary@aberdeencity.gov.uk www.stjosephsprimary.aberdeen.sch.uk
609	<b>Bridge of Don Academy</b> Braehead Way Bridge of Don Aberdeen AB22 8RR	<b>Daphne McWilliam</b>	Tel: 01224 707583  bridgeofdon@aberdeencity.gov.uk www.bridgeofdon.aberdeen.sch.uk
235	<b>Braehead School</b> Braehead Way Bridge of Don Aberdeen AB22 8RR	<b>Diane Duncan</b>	Tel: 01224 702330  braehead@aberdeencity.gov.uk www.braehead.aberdeen.sch.uk

SCHOOL ROLL 2019	NAME & ADDRESS	HEAD TEACHER	CONTACT DETAILS
199	<b>Scotstown School</b> Scotstown Road Bridge of Don Aberdeen AB22 8HH	<b>Lesley Gardner</b>	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	<b>Ken McGowan</b>	Tel: 01358 742474 Fax: 01358 742319  balmedie.sch@aberdeenshire.gov.uk www.balmedie.aberdeenshire.sch.uk
719	<b>Bucksburn Academy</b> Kepplehills Road Aberdeen AB21 9DG	<b>Mike Paul</b>	Tel: 01224 710700 Fax: 01224 715175  bucksburnacademy@aberdeencity.gov.uk www.bucksburnacademy.org.uk
374	<b>Brimmond School</b> Netherhills Place Bucksburn Aberdeen AB21 9DF	<b>Michelle McKay</b>	Tel: 01224 719930  brimmondschool@aberdeencity.gov.uk www.brimmond.aberdeen.sch.uk
414	<b>Kingswells School</b> Kingswells Avenue Kingswells Aberdeen AB15 8TG	<b>Moira MacIver and Kay McAra</b> (Friday only)	Tel: 01224 740262  kingswells@aberdeencity.gov.uk www.kingswellsprimary.co.uk
260	<b>Stoneywood School</b> Greenburn Rd Bucksburn Aberdeen AB21 9EL	<b>Claire Rasmussen</b> (Acting)	Tel: 01224 712720  stoneywood@aberdeencity.gov.uk www.stoneywood.aberdeen.sch.uk

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

SCHOOL ROLL 2019	NAME & ADDRESS	HEAD TEACHER	CONTACT DETAILS
1042	<b>Cults Academy</b> Quarry Road Cults Aberdeen AB15 9TP	<b>David Barnett</b>	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	<b>Jessie Greig</b>	Tel: 01224 733197 Fax: 01224 735045  culter@aberdeencity.gov.uk www.culter.aberdeen.sch.uk
587	<b>Cults School</b> Earlswells Road Cults Aberdeen AB15 9RG	<b>Morven McKay</b> (Acting)	Tel: 01224 869221 Fax: 01224 869372  cultsprimary@aberdeencity.gov.uk www.cultsprimary.aberdeen.sch.uk
243	<b>Milltimber School</b> Monearn Gardens Milltimber Aberdeen AB13 0DX	<b>Dorothy Hagan</b>	Tel: 01224 732517  milltimber@aberdeencity.gov.uk www.milltimber.aberdeen.sch.uk
	<b>Lairhillock School</b> Lairhillock Netherly Aberdeenshire AB39 3QS	<b>Christeen Sayward</b> (Acting)	Tel: 01569 732520 Fax: 01569 739473  lairhillock.sch@aberdeenshire.gov.uk www.lairhillock.aberdeenshire.sch.uk
529	<b>Dyce Academy</b> Riverview Drive Dyce Aberdeen AB21 7NF	<b>Lesley Adam</b>	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	<b>Lesley Adam</b>	Tel: 01224 725118 Fax: 01224 772571  musicsschool@aberdeencity.gov.uk dyceacademy@aberdeencity.gov.uk https://aberdeencitymusicsschool.com www.dyceacademy.aberdeen.sch.uk
426	<b>Dyce School</b> Gordon Terrace Dyce Aberdeen AB21 7BD	<b>Margaret Winton</b>	Tel: 01224 772220  dyceprimary@aberdeencity.gov.uk www.dyce.aberdeen.sch.uk
	<b>Newmachar School</b> 7 School Road Newmachar Aberdeenshire AB21 0WB	<b>Brian Carle</b>	Tel: 01651 862245 Fax: 01651 863424  Newmachar.sch@aberdeenshire.gov.uk www.newmachar.aberdeenshire.sch.uk

SCHOOL ROLL 2019	NAME & ADDRESS	HEAD TEACHER	CONTACT DETAILS
898	<b>Harlaw Academy</b> 18-20 Albyn Place Aberdeen AB10 1RG	<b>David Innes and Graham Blance</b> (Acting)	Tel: 01224 589251 Fax: 01224 212794 harlawacademy@aberdeencity.gov.uk www.harlawacademy.aberdeen.sch.uk
400	<b>Broomhill School</b> Gray Street Aberdeen AB10 6JF	<b>Dawn Reid</b>	Tel: 01224 315487 Fax: 01224 312225 broomhill@aberdeencity.gov.uk www.broomhill.aberdeen.sch.uk
369	<b>Ferryhill School</b> Caledonian Place Aberdeen AB11 6TT	<b>David Wallis</b>	Tel: 01224 586755 Fax: 01224 585244 ferryhill@aberdeencity.gov.uk www.ferryhill.aberdeen.sch.uk
213	<b>Hanover Street School</b> Beach Boulevard Aberdeen AB24 5HN	<b>Alan Markey</b>	Tel: 01224 569880 Fax: 01224 589116 hanover@aberdeencity.gov.uk www.hanover.aberdeen.sch.uk
273	<b>Kaimhill School</b> Pitmedden Terrace Aberdeen AB10 7HR	<b>Susie Webster</b>	Tel: 01224 498151 Fax: 01224 311938 kaimhill@aberdeencity.gov.uk www.kaimhill.aberdeen.sch.uk
893	<b>Hazlehead Academy</b> Groats Road Aberdeen AB15 8BE	<b>James Purdie</b>	Tel: 01224 310184 Fax: 01224 208434 hazleheadacademy@aberdeencity.gov.uk www.hazleheadacy.aberdeen.sch.uk
339	<b>Airyhall School</b> Countesswells Road Aberdeen AB15 8AD	<b>Donna Polson</b>	Tel: 01224 498050 Fax: 01224 312628 airyhall@aberdeencity.gov.uk www.airyhall.aberdeen.sch.uk
33	<b>Countesswells School</b> c/o Hazlewood School Fernielea Road Aberdeen AB15 6GU	<b>Paula Rough</b>	Tel: 01224 321363 Fax: 01224 311162 CountesswellsSchool@aberdeencity.gov.uk
241	<b>Fernielea School</b> Stronsay Place Aberdeen AB15 6HD	<b>Lisa Walker</b>	Tel: 01224 318533 Fax: 01224 326952 fernielea@aberdeencity.gov.uk www.fernielea.aberdeen.sch.uk
313	<b>Hazlehead School</b> Provost Graham Avenue Aberdeen AB15 8HB	<b>Barbara Jones</b>	Tel: 01224 498120 Fax: 01224 209885 hazleheadprimary@aberdeencity.gov.uk www.hazlehead-ps.aberdeen.sch.uk
355	<b>Kingsford School</b> Kingsford Road Aberdeen AB16 6PQ	<b>Audrey Walker</b>	Tel: 01224 693554 kingsford@aberdeencity.gov.uk www.kingsford.aberdeen.sch.uk

SCHOOL ROLL 2019	NAME & ADDRESS	HEAD TEACHER	CONTACT DETAILS
1008	<b>Lochside Academy</b> Wellington Circle Aberdeen AB12 3LJ	<b>Neil Hendry</b>	Tel: 01224 241720  LochsideAcademy@aberdeencity.gov.uk www.lochside.aberdeen.sch.uk
244	<b>Abbotswell School</b> Faulds Gate Kincorth Aberdeen AB12 5QX	<b>Emma Douglas</b> (Acting)	Tel: 01224 872714 Fax: 01224 876270  abbotswell@aberdeencity.gov.uk www.abbotswell.aberdeen.sch.uk
226	<b>Charleston School</b> Charleston Road Cove Aberdeen AB12 3FH	<b>Anna Cartlidge</b>	Tel: 01224 249349 Fax: 01224 896975  charleston@aberdeencity.gov.uk www.charleston.aberdeen.sch.uk
251	<b>Kirkhill School</b> Cairngorm Gardens Kincorth Aberdeen AB12 5BS	<b>Kim Farquhar</b>	Tel: 01224 874439 Fax: 01224 877885  kirkhill@aberdeencity.gov.uk www.kirkhill.aberdeen.sch.uk
342	<b>Loirston School</b> Loirston Avenue Cove Aberdeen AB12 3HE	<b>Shirley Campbell-Morgan</b>	Tel: 01224 897686 Fax: 01224 896967  loirston@aberdeencity.gov.uk www.loirston.aberdeen.sch.uk
312	<b>Tullos School</b> Girdleness Road Aberdeen AB11 8FJ	<b>Beth Leitch</b>	Tel: 01224 872261  tullosprimary@aberdeencity.gov.uk www.tullosprimary.aberdeen.sch.uk
338	<b>Walker Road School</b> Walker Road Torry Aberdeen AB11 8DL	<b>Emily Story</b>	Tel: 01224 879720 Fax: 01224 873158  walkerroad@aberdeencity.gov.uk www.walkerroad.aberdeen.sch.uk

SCHOOL ROLL 2019	NAME & ADDRESS	HEAD TEACHER	CONTACT DETAILS
709	<b>Northfield Academy</b> Granitehill Place Aberdeen AB16 7AU	<b>Gavin Morrison</b>	Tel: 01224 699715  northfieldacademy@aberdeencity.gov.uk www.northfield.aberdeen.sch.uk
176	<b>Bramble Brae School</b> Cummings Park Drive Aberdeen AB16 7BL	<b>Amanda Murray</b>	Tel: 01224 692618  bramblebrae@aberdeencity.gov.uk www.bramblebrae.aberdeen.sch.uk
318	<b>Heathryburn School</b> Howes Road Aberdeen AB16 7RW	<b>Louise Elrick</b> (Acting)	Tel: 01224 788180 Fax: 01224 683153  heathryburn@aberdeencity.gov.uk www.heathryburn.aberdeen.sch.uk
132	<b>Holy Family RC School</b> Summerhill Terrace Aberdeen AB15 6HE	<b>Marion Given</b>	Tel: 01224 316446 Fax: 01224 326294  holyfamiliyrc@aberdeencity.gov.uk www.holyfamiyrc.aberdeen.sch.uk
246	<b>Manor Park School</b> Danestone Circle Aberdeen AB16 7YB	<b>Gill Graham</b>	Tel: 01224 812060  manorpark@aberdeencity.gov.uk www.manorpark.aberdeen.sch.uk
187	<b>Muirfield School</b> Mastrick Drive Aberdeen AB16 6UE	<b>Marion Davidson</b>	Tel: 01224 694958 Fax: 01224 696671  muirfield@aberdeencity.gov.uk www.muirfield.aberdeen.sch.uk
281	<b>Quarryhill School</b> Birkhall Parade Aberdeen AB16 5QT	<b>Sue Yorston</b>	Tel: 01224 692390  quarryhillprimary@aberdeencity.gov.uk www.quarryhill.aberdeen.sch.uk
258	<b>Westpark School</b> Cruden Crescent Northfield Aberdeen AB16 7JD	<b>Gregor Watson</b>	Tel: 01224 692323 Fax: 01224 695216  westpark@aberdeencity.gov.uk www.westpark.aberdeen.sch.uk

<b>SCHOOL ROLL 2019</b>	<b>NAME &amp; ADDRESS</b>	<b>HEAD TEACHER</b>	<b>CONTACT DETAILS</b>
<b>716</b>	<b>Oldmachar Academy</b> Jesmond Drive Bridge of Don Aberdeen AB22 8UR	<b>Judith Mohamed</b>	Tel: 01224 820887 Fax: 01224 823850  oldmacharacademy@aberdeencity.gov.uk www.oldmachar.aberdeen.sch.uk
<b>219</b>	<b>Danestone School</b> Fairview Brae Danestone Aberdeen AB22 8ZN	<b>Elaine Page</b>	Tel: 01224 825062  danestoneschool@aberdeencity.gov.uk www.danestoneprimary.co.uk
<b>206</b>	<b>Forehill School</b> Jesmond Drive Bridge of Don Aberdeen AB22 8UR	<b>Lisa Mitchell</b>	Tel: 01224 820904 Fax: 01224 705614  forehill@aberdeencity.gov.uk www.forehill.aberdeen.sch.uk
<b>231</b>	<b>Glashieburn School</b> Jesmond Drive Bridge of Don Aberdeen AB22 8UR	<b>Emma McDonald</b>	Tel: 01224 704476 Fax: 01224 707668  glashieburn@aberdeencity.gov.uk www.glashieburn.aberdeen.sch.uk
<b>252</b>	<b>Greenbrae School</b> Greenbrae Crescent Bridge of Don Aberdeen AB23 8NJ	<b>Anna Royle</b>	Tel: 01224 704447  enquiries-greenbrae@aberdeencity.gov.uk www.greenbrae.aberdeen.sch.uk
<b>187</b>	<b>Middleton Park School</b> Jesmond Drive Bridge of Don Aberdeen AB22 8UR	<b>Audrey Young</b> (Acting)	Tel: 01224 820873 Fax: 01224 705571  middletonpark@aberdeencity.gov.uk www.middletonpark.aberdeen.sch.uk

SCHOOL ROLL 2019	NAME & ADDRESS	HEAD TEACHER	CONTACT DETAILS
901	<b>St Machar Academy</b> St Machar Drive Aberdeen AB24 3YZ	<b>Joanne Hesford</b>	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	<b>Cheryl Elrick</b>	Tel: 01224 482293 Fax: 01224 482787  ashgrovechildrenscentre@aberdeencity.gov.uk
389	<b>Cornhill School</b> Cornhill Drive Aberdeen AB16 5BL	<b>Mark Evans</b>	Tel: 01224 483234  cornhillprimary@aberdeencity.gov.uk www.cornhill.aberdeen.sch.uk
278	<b>Kittybrewster School</b> Great Northern Road Aberdeen AB24 3QG	<b>Ross Watson</b> (Acting)	Tel: 01224 484451 Fax: 01224 495224  kittybrewsterschool@aberdeencity.gov.uk www.kittybrewster.aberdeen.sch.uk
359	<b>Riverbank School</b> Dill Road Tillydrone Aberdeen AB24 2XL	<b>Susan Ironside</b>	Tel: 01224 483217  riverbank@aberdeencity.gov.uk www.riverbank.aberdeen.sch.uk
217	<b>Seaton School</b> Seaton Place East Aberdeen AB24 1XE	<b>Ashley Verling</b> (Acting)	Tel: 01224 277920 Fax: 01224 492912  seatonprimary@aberdeencity.gov.uk www.seaton.aberdeen.sch.uk
206	<b>St Peter's RC School</b> 74 Dunbar Street Aberdeen AB24 3UJ	<b>Jo Martin</b>	Tel: 01224 485611  stpeters@aberdeencity.gov.uk www.st-peters.aberdeen.sch.uk
298	<b>Sunnybank School</b> Sunnybank Road Aberdeen AB24 3NJ	<b>Lyndsay Taylor</b>	Tel: 01224 261700 Fax: 01224 621174  sunnybank@aberdeencity.gov.uk www.sunnybank.aberdeen.sch.uk
331	<b>Woodside School</b> Clifton Road Aberdeen AB24 4EA	<b>Alison Cook</b>	Tel: 01224 484778 Fax: 01224 481878  woodside@aberdeencity.gov.uk www.woodside.aberdeen.sch.uk

## Special Schools

SCHOOL ROLL 2019	NAME & ADDRESS	HEAD TEACHER	CONTACT DETAILS
14	<b>Aberdeen School for the Deaf</b> Sunnybank School Sunnybank Road Aberdeen AB24 3NJ	<b>Carole Simpson</b> (interim)	Tel: 01224 261722 Fax: 01224 261723 Mobile: 07909534083  schoolfordeaf@aberdeencity.gov.uk <a href="https://accsensorysupport.org.uk">https://accsensorysupport.org.uk</a>
122	<b>Orchard Brae School</b> Howes Road Aberdeen AB16 7RW	<b>Caroline Stirton</b>	Tel: 01224 788950  OrchardBraeSchool@aberdeencity.gov.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	<b>Mike Gifford</b> Outdoor and Adventurous Activities Manager – Sport Aberdeen	Tel: 01224 270990 adventureaberdeen@sportaberdeen.co.uk www.sportaberdeen.co.uk/adventure-aberdeen
<b>Early Years Team</b> Marischal College Business Hub 13 2 Floor North Broad Street Aberdeen AB10 1AB	<b>Early Years Team</b>	Tel: 01224 764654 Fax: 01224 764614 EYAdmissions@aberdeencity.gov.uk
<b>Education Maintenance Allowance</b> Marischal College Business Hub 16 Level 3 West Broad Street Aberdeen AB10 1AB	<b>Customer Applications Team</b>	customerapplications@aberdeencity.gov.uk integration.aberdeencity.gov.uk/service/education_maintenance_allowance___apply
<b>Gaelic Medium Education</b> Marischal College Business Hub 13 Level 2 North Broad Street Aberdeen AB10 1AB	<b>Anne Thirkell</b> Education Support Officer for Literacy	Tel: 01224 522849 athirkell@aberdeencity.gov.uk gaelic@aberdeencity.gov.uk
<b>Music Service</b> Northfield Academy Granitehill Place Aberdeen AB16 7AU	<b>Beth Edwards</b> Music Co-ordinator	Tel: 01224 717524 MusicService@aberdeencity.gov.uk
<b>Opportunities for All and Activity Agreements</b> Marischal College City Growth Ground Floor Broad Street Aberdeen AB10 1AB		Tel: 01224 764567 Fax: 01224 764614 OpportunitiesForAll@aberdeencity.gov.uk www.aberdeencity.gov.uk/services/education-and-childcare/opportunities-young-people

SERVICE & ADDRESS	CONTACT NAME	CONTACT DETAILS
<b>School Clothing</b> Marischal College Business Hub 16 Level 3 West Broad Street Aberdeen AB10 1AB	<b>Customer Applications Team</b>	customerapplications@aberdeencity.gov.uk  integration.aberdeencity.gov.uk/service/school_clothing_grant___apply
<b>School Placings</b> Marischal College Business Hub 16 Level 3 West Broad Street Aberdeen AB10 1AB	<b>Customer Applications Team</b>	SchoolPlacings@aberdeencity.gov.uk  integration.aberdeencity.gov.uk/service/School_applications___apply
<b>School Transport Team</b> Marischal College Business Hub 4 Ground Floor North Broad Street Aberdeen AB10 1AB	<b>School Transport Team</b>	Tel: 01224 523760  childrenstransport@aberdeencity.gov.uk

## Additional Support for Learning Services

SERVICE & ADDRESS	CONTACT NAME	CONTACT DETAILS
<b>Aberdeen ASN Mediation Service SACRO</b> 110 Crown Street Aberdeen AB11 6HJ		Tel: 01224 560550  infoaberdeen@sacro.org.uk
<b>Advocacy Service Aberdeen</b> Aberdeen Business Centre Willowbank House Willowbank Road Aberdeen AB11 6YG		Tel: 01224 332314  asa@advocacy.org.uk www.advocacy.org.uk
<b>Advocacy North East (Aberdeenshire)</b> Unit 2, Dalfling Business Centre Blairdaff Inverurie AB51 5LA		Tel: 01467 651604  advocacyne@btconnect.com www.advocacyne.org.uk
<b>Autism Outreach</b> Mile End School Office Base Raeden Park Road Aberdeen AB15 5PD	<b>Lesley Parker</b> Principal Teacher	Tel: 01224 788950  LeParker@aberdeencity.gov.uk
<b>Dyslexia Service</b> Kaimhill School Pitmedden Terrace Aberdeen AB10 7HR	<b>Susie Webster</b> Head Teacher	Tel: 01224 498150 Fax: 01224 311938  Kaimhill@aberdeencity.gov.uk
<b>Educational Psychology Service</b> Marischal College 2nd Floor (North) Broad Street Aberdeen AB10 1AB	<b>Bill O'Hara</b> Principal Educational Psychologist	Tel: 01224 764714 Fax: 01224 764614  bohara@aberdeencity.gov.uk www.aberdeencity.gov.uk/eps
<b>Educational Social Worker</b> Orchard Brae School Howes Road Aberdeen AB16 7RW	<b>Lesley Stopani</b> Quality Improvement Manager	Tel: 01224 523580  inclusionteam@aberdeencity.gov.uk
<b>English as An Additional Language (EAL) Service</b> Sunnybank School Sunnybank Road Aberdeen AB24 3NJ	<b>Carole Simpson</b> Head Teacher	Tel: 01224 261717 Fax: 01224 641584  ealenquiries@aberdeencity.gov.uk www.acceal.org.uk

SERVICE & ADDRESS	CONTACT NAME	CONTACT DETAILS
<b>Enquire</b> The Scottish advice and information service for additional support for learning Children in Scotland Level 1 Rosebery House 9 Haymarket Terrace Edinburgh EH12 5EZ		Tel: 0345 123 2303  www.enquire.org.uk
<b>Equalities Team</b> Marischal College Business Hub 11 2nd Floor West Broad Street Aberdeen AB10 1AB	<b>Baldeep McGarry</b>  <b>Faiza Nacef</b>	Tel: 01224 523014 Fax: 01224 522022  equality_and_diversity@aberdeencity.gov.uk
<b>Hospital and Home Tuition Service</b> Royal Aberdeen Children's Hospital Lowit Unit Westburn Road Aberdeen AB25 2ZG	<b>Lesley Stopani</b> Quality Improvement Manager	Tel: 01224 523580  inclusionteam@aberdeencity.gov.uk
<b>Language Development Service</b> Dyce Language Support Provision Gordon Terrace Dyce Aberdeen AB21 7BD	<b>Margaret Winton</b> Head Teacher (Acting)	Tel: 01224 772220 Fax: 01224 772033  dyceprimary@aberdeencity.gov.uk www.dyce.aberdeen.sch.uk
<b>Let's talk ASN</b> Govan Law Centre Trust Orkney Street Enterprise Centre (Units 4 & 6) 18-20 Orkney Street Glasgow G51 2BZ		Tel: 0141 440 2503  advice@edlaw.org.uk www.govanlawcentre.org/education-law-unit
<b>NHS Grampian</b> Royal Aberdeen Children's Hospital Westburn Road Foresterhill Health Campus Aberdeen AB25 2ZG		Tel: 0345 4566000  www.nhsgrampian.org
<b>Scottish Independent Advocacy Alliance</b> 18 York Place, Edinburgh, EH1 3EP		Tel: 0131 510 9410  enquiry@siaa.org.uk www.siaa.org.uk
<b>Sunnybank Language Support Provision</b> Sunnybank Road Aberdeen AB24 3NJ	<b>Lyndsay Taylor</b> Head Teacher	Tel: 01224 261700 Fax: 01224 209802  sunnybank@aberdeencity.gov.uk

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	<b>Carole Simpson</b> (Interim Head Teacher)  <b>Heather Greggs</b> Depute Head Teacher (Acting)	Tel: 01224 261722 Fax: 01224 261723 Mobile: 07909 534083  schoolfordeaf@aberdeencity.gov.uk https://accsensorysupport.org.uk
<b>Sensory Support Service</b> <b>Vision Support Service</b> Brimmond School Netherhills Place Aberdeen AB21 9DF	<b>Alison Price</b> Depute Head Teacher	Tel: 01224 719940  visionsupportservice@aberdeencity.gov.uk https://accsensorysupport.org.uk
<b>Staged Intervention</b> Marischal College Business Hub 13 Level 2 North Broad Street Aberdeen AB10 1AB	<b>Lesley Stopani</b> Quality Improvement Manager	Tel: 01224 522473 Fax: 01224 522022  inclusionsteam@aberdeencity.gov.uk
<b>TASSCC</b> Marischal College Business Hub 13 Level 2 North Broad Street Aberdeen AB10 1AB		Tel: 01224 523106 Fax: 01224 522022  tasscc@aberdeencity.gov.uk
<b>Virtual School Aberdeen</b> Marischal College Business Hub 8 Level 1 North Broad Street Aberdeen AB10 1AB	<b>Larissa Gordon</b> Virtual School Head Teacher	Tel: 01224 523580 Fax: 01224 522022  inclusionsteam@aberdeencity.gov.uk

## 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>Bright Horizons @ 24 St Swithin</b> 24 St Swithin Street, Aberdeen AB10 6XD	Tel: 01224 324555
<b>Bright Horizons @ 44 St Swithin</b> 44 St Swithin Street, Aberdeen AB10 6XJ	Tel: 01224 324556
<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 557457
<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>Robert Gordon's College</b> Schoolhill, Aberdeen AB10 1FE	Tel: 01224 646758
<b>Midsocket Playgroup</b> Rosemount Learning Centre, Room M6 Belgrave Terrace, Aberdeen AB25 2NS	Tel: 07752 532958
<b>The Kindergarten</b> 196 Westburn Road, Aberdeen AB25 2LT	Tel: 01224 633803
<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

<b>Bucksburn Academy</b>	
<b>Great Western Pre School</b> The Village Centre, Kingswells, Aberdeen AB15 8TG	Tel: 01224 745364
<b>Kingswells Nursery</b> Prime Four Business Park, Kingswells Causeway Kingswells, Aberdeen AB15 8PU	Tel: 01224 741175

NAME & ADDRESS	CONTACT DETAILS
<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
<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 @ Dyce</b> 1 Aberdeen International Business Park Dyce Drive, Dyce, Aberdeen AB21 0BR	Tel: 01224 452953
<b>J Puddleducks Nursery @ 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 861840

NAME & ADDRESS	CONTACT DETAILS
<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

<b>Lochside Academy</b>	
<b>Covebay Kindergarten</b> Cove Road, Cove, Aberdeen AB12 3NX	Tel: 01224 249234
<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

<b>Northfield Academy</b>	
<b>Angels &amp; Co</b> St Clements Church, Mastrick Drive, Aberdeen AB16 6UF	Tel: 01224 684015
<b>Middlefield Community Project</b> The Hub, Manor Avenue, Aberdeen AB16 7UR	Tel: 01224 697000

<b>Oldmachar Academy</b>	
<b>Oldmachar Community Pre School</b> Oldmachar Community Association Hall, Jesmond Drive Bridge of Don, Aberdeen AB22 8UR	Tel: 01224 706690

<b>St Machar Academy</b>	
<b>Donview Nursery</b> 431 Clifton Road, Aberdeen AB24 4EB	Tel: 01224 681276
<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

## 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>		Tel: 03000 200 293  info@aagm.co.uk www.aagm.co.uk
<b>Aberdeen Treasure Hub</b> Granitehill Rd, Aberdeen AB16 7AX		Tel: 03000 200 293
<b>Aberdeen Art Gallery</b> Schoolhill, Aberdeen AB10 1FQ		Tel: 03000 200 293
<b>Aberdeen Maritime Museum</b> Shiprow, Aberdeen AB11 5BY		Tel: 03000 200 293
<b>Provost Skene's House</b> Guestrow, Aberdeen AB10 1AS	<b>Currently closed for redevelopment</b>	
<b>The Tolbooth</b> Castle Street Aberdeen AB11 5BQ		Tel: 03000 200 293
<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>Community Learning and Development</b> Marischal College Business Hub 13, Level 2 West Broad Street Aberdeen AB10 1AB	<b>Linda Clark</b> Team Manager Communities and Partnerships	Tel: 01224 523100  lifelonglearning@aberdeencity.gov.uk
<b>Creative Learning Team</b> Rosemount Community Centre Belgrave Terrace Aberdeen AB25 2NS	<b>Margaret Stewart</b> Creative Learning Manager	Tel: 01224 611161  creativelearningteam@aberdeencity.gov.uk
<b>Family Learning</b> Ashgrove Children's Centre, Gillespie Place Aberdeen AB25 3BE		Tel: 01224 764700  familylearning@aberdeencity.gov.uk
<b>Library and Information Services</b> Central Library Rosemount Viaduct Aberdeen AB25 1GW	<b>Fiona Clark</b> Library and Information Services Manager	Tel: 01224 523270  FClark@aberdeencity.gov.uk
<b>Priority Families Service</b> Community Safety Hub Frederick Street Business Centre, First Floor, Frederick Street, Aberdeen AB24 5HT	<b>Matt Carle</b> 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**

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 catherinestreetcc@gmail.com
<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 office@ferryhillcommunitycentre.org.uk
<b>Hanover Community Centre</b> 106 Constitution Street, Aberdeen AB24 5EX	Tel: 01224 627328 hanovercc@hotmail.co.uk
<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

NAME & ADDRESS	CONTACT DETAILS
<b>Kincorth Community Centre</b> Provost Watt Drive, Kincorth, Aberdeen AB12 5NA	Tel: 01224 872851  KCCMCA@gmail.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> 2 Abbey Place, Torry, Aberdeen AB11 9QH	Tel: 01224 894925  contactus@oldtorry.org.uk
<b>Powis Community Centre</b> 11 Powis Circle, Powis, Aberdeen AB24 3YX	Tel: 01224 483203  powiscommunitycentre@gmail.com
<b>Ruthrieston Community Centre</b> 532-536 Holburn Street, Aberdeen AB10 7LL	Tel: 01224 572211  info@ruthriestoncommunitycentre.org.uk
<b>Sheddocksley Community Centre</b> Sumburgh Crescent, Aberdeen AB16 6WF	Tel: 01224 684200  sheddocksleycommunitycentre@gmail.com

## 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	Sara Duncan Centre Operations Officer Tel: 01224 694060 / 07929 010335 <a href="mailto:saduncan@aberdeencity.gov.uk">saduncan@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	Mark Kaczmarek Centre Operations Officer Tel: 01224 524949 / 07741 234994 <a href="mailto:mkaczmarek@aberdeencity.gov.uk">mkaczmarek@aberdeencity.gov.uk</a> Locality 3
<b>Cornhill Learning Centre</b> Community Wing Cornhill Primary School Beachwood Road, Aberdeen AB16 5BL	Ingrid Taylor Centre Operations Officer Tel: 01224 493302 / 01224 611155 <a href="mailto:intaylor@aberdeencity.gov.uk">intaylor@aberdeencity.gov.uk</a> Locality 2
<b>Cummings Park Learning Centre</b> Cummings Park Crescent, Aberdeen AB16 7AS	Sara Duncan Centre Operations Officer Tel: 01224 694060 / 07929 010335 <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	Mark Kaczmarek Centre Operations Officer Tel: 01224 524949 / 07741 234994 <a href="mailto:mkaczmarek@aberdeencity.gov.uk">mkaczmarek@aberdeencity.gov.uk</a> Locality 3
<b>Froghall Learning Centre</b> Powis Place, Aberdeen AB25 3TX	Ingrid Taylor Centre Operations Officer Tel: 01224 647594 / 01224 611155 <a href="mailto:intaylor@aberdeencity.gov.uk">intaylor@aberdeencity.gov.uk</a> Locality 3

NAME & ADDRESS	CONTACT DETAILS
<b>Hazlehead 3R's</b> Community Wing Hazlehead Primary School Provost Graham Avenue, Aberdeen AB15 8HB	Sara Duncan Centre Operations Officer Tel: 01224 694060 / 07929 010335 <b>saduncan@aberdeencity.gov.uk</b> Locality 1
<b>Kaimhill 3R's</b> Community Wing Kaimhill Primary School Pitmedden Terrace, Aberdeen AB10 7HR	Sara Duncan Centre Operations Officer Tel: 01224 694060 / 07929 010335 <b>saduncan@aberdeencity.gov.uk</b> 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 / 07929 010335 <b>saduncan@aberdeencity.gov.uk</b> Locality 2
<b>Mile End Learning Centre</b> Community Wing Mile End Primary School Midstocket Road, Aberdeen AB15 5LQ	Ingrid Taylor Centre Operations Officer Tel: 01224 498130 / 01224 611155 <b>Intaylor@aberdeencity.gov.uk</b> Locality 2
<b>Rosemount Learning Centre</b> Belgrave Terrace, Aberdeen AB25 2NS	Ingrid Taylor Centre Operations Officer Tel: 01224 498130 / 01224 611155 <b>Intaylor@aberdeencity.gov.uk</b> Locality 2
<b>Seaton 3R's</b> Community Wing Seaton Primary School Seaton Place East, Aberdeen AB24 4SS	Mark Kaczmarek Centre Operations Officer Tel: 01224 524949 / 07741 234994 <b>mkaczmarek@aberdeencity.gov.uk</b> Locality 3
<b>Sunnybank Learning Centre</b> Community Wing Sunnybank Primary School Sunnybank Road, Aberdeen AB24 3NJ	Mark Kaczmarek Centre Operations Officer Tel: 01224 524949 / 07741 234994 <b>mkaczmarek@aberdeencity.gov.uk</b> Locality 3
<b>Torry Youth &amp; Leisure Centre</b> Torry Youth & Leisure Centre Oscar Road, Torry, Aberdeen AB11 8ER	Ingrid Taylor Centre Operations Officer Tel: 01224 498130 / 01224 611155 <b>Intaylor@aberdeencity.gov.uk</b> Locality 1
<b>Tullos Learning Centre</b> Community Wing Tullos Primary School Girdleness Road, Aberdeen AB11 8FJ	Ingrid Taylor Centre Operations Officer Tel: 01224 498130 / 01224 611155 <b>Intaylor@aberdeencity.gov.uk</b> Locality 1
<b>Woodside Learning Centre</b> Woodside Fountain Centre Marquis Road, Aberdeen AB24 3QG	Mark Kaczmarek Centre Operations Officer Tel: 01224 524949 / 07741 234994 <b>mkaczmarek@aberdeencity.gov.uk</b> Locality 3

## 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**

NAME & ADDRESS	CONTACT DETAILS
<b>Airyhall Library</b> Springfield Road, Aberdeen AB15 7RF	Tel: 01224 310536  AiryhallLibrary@aberdeencity.gov.uk
<b>Bridge of Don Library</b> Scotstown Road, Bridge of Don Aberdeen AB22 8HH	Tel: 01224 702800  BridgeofDonLibrary@aberdeencity.gov.uk
<b>Bucksburn Library</b> Kepplehills Road, Aberdeen AB21 9DG	Tel: 01224 710830  BucksburnLibrary@aberdeencity.gov.uk
<b>Central Library</b> Rosemount Viaduct, Aberdeen AB25 1GW	Tel: 01224 652500  CentralLibrary@aberdeencity.gov.uk
<b>Cornhill Library</b> Cornhill Drive, Aberdeen AB16 5UT	Tel: 01224 696209  CornhillLibrary@aberdeencity.gov.uk
<b>Cove Library</b> Loirston Avenue, Aberdeen AB12 3HE	Tel: 01224 245350  CoveLibrary@aberdeencity.gov.uk
<b>Culter Library</b> 189 North Deeside Road, Aberdeen AB14 0UJ	Tel: 01224 732587  CulterLibrary@aberdeencity.gov.uk
<b>Cults Library &amp; Learning Centre</b> 429 North Deeside Road, Aberdeen AB15 9SX	Tel: 01224 868346  CultsLibrary@aberdeencity.gov.uk
<b>Dyce Library</b> Riverview Drive, Dyce Aberdeen AB21 7NF	Tel: 01224 723015  DyceLibrary@aberdeencity.gov.uk
<b>Ferryhill Library</b> Fonhill Road, Aberdeen AB11 6UP	Tel: 01224 581576  FerryhillLibrary@aberdeencity.gov.uk
<b>Kaimhill Library</b> Pitmedden Terrace, Aberdeen AB10 7HR	Tel: 01224 498160  KaimhillLibrary@aberdeencity.gov.uk
<b>Kincorth Library</b> Provost Watt Drive, Aberdeen AB12 5NA	Tel: 01224 872572  KincorthLibrary@aberdeencity.gov.uk

NAME & ADDRESS	CONTACT DETAILS
<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> 52 Hayton Road, Aberdeen AB24 2UY	Tel: 01224 489539  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> Lochside Academy, Wellington Circle Altens, Aberdeen AB12 3JG	Tel: 01224 241760  cris@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 www.aberdeenartscentre.com
<b>Aberdeen Performing Arts (including Music Hall &amp; Lemon Tree)</b> HMT Rosemount Viaduct, Aberdeen AB25 1GL	creativelearning@aberdeenperformingarts.com  www.aberdeenperformingarts.com
<b>Aberdeen Schools Rowing Association</b> 81 Polmuir Road, Aberdeen AB11 7SJ	Tel: 01224 585552  http://asra-rowing.co.uk
<b>Aberdeen Sports Village</b> Linksfield Road, Aberdeen AB24 5RU	Tel: 01224 438900  info@aberdeensportsvillage.com www.aberdeensportsvillage.com
<b>Belmont Filmhouse</b> 49 Belmont Street, Aberdeen AB10 1JS	Tel: 01224 343500  education@belmontfilmhouse.com www.belmontfilmhouse.com
<b>Citymoves Dance Agency</b> C/O The Anatomy Rooms, Marischal College, Shoe Lane, Aberdeen AB10 1AN	Tel: 01224 984159  citymoves@citymoves.org.uk www.citymoves.org.uk
<b>Creative Learning</b> Rosemount Community Centre, Belgrave Terrace Aberdeen AB25 2NS	Tel: 01224 611161  creativelearningteam@aberdeencity.gov.uk
<b>AFC in the Community</b> Pittodrie Stadium Pittodrie Street, Aberdeen AB24 5QH	Tel: 01224 650400  info@afccommunitytrust.org www.afccommunitytrust.org
<b>Garthdee Alpine Sports</b> Aberdeen Snowsports Centre Garthdee Road, Aberdeen AB10 7BA	Tel: 01224 810215  info@aberdeensnowsports.com www.aberdeensnowsports.com
<b>Jazz Scotland</b> 89 Giles Street, Edinburgh EN6 6BZ	Tel: 0845 111 0302  agnese@jazzscotland.com
<b>Peacock Visual Arts</b> 21 Castle Street, Aberdeen AB11 5BQ	Tel: 01224 639539  info@peacockvisualarts.co.uk www.peacockvisualarts.com

NAME & ADDRESS	CONTACT DETAILS
<b>Scottish Culture &amp; Traditions</b> 42 Carden Place, Aberdeen AB10 1UP	Tel: 07754 758677  office@scottishculture.org www.scottishculture.org
<b>Scottish Hockey</b> Glasgow National Hockey Centre 8 Kings Drive, Glasgow G40 1HB	Tel: 0141 550 5999
<b>Sport Aberdeen</b> c/o The Barn, Burn O'Bennie, Banchory AB31 5QA	Tel: 0845 601 36 11  information@sportaberdeen.co.uk www.sportaberdeen.co.uk
<b>Station House Media Unit (SHMU)</b> Station Road Woodside, Aberdeen AB24 2WB	Tel: 01224 515013  info@shmu.org.uk www.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  enquiries@careinspectorate.com www.careinspectorate.com
<b>Childline</b>	Tel: 0800 1111  www.childline.org.uk
<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  info@childreninscotland.org.uk www.childreninscotland.org.uk
<b>Enquire</b> The Scottish Advice Service for Additional Support for Learning	Tel: 0345 123 2303  info@enquire.org.uk www.enquire.org.uk
<b>Education Scotland</b> Denholm House, Almondvale Business Park Almondvale Way, Livingstone EH54 6GA	Tel: 0131 244 4330  Enquiries@educationscotland.gsi.gov.uk https://education.gov.scot
<b>Grampian Racial Equality Council (GREC)</b> 41 Union Street, Aberdeen AB11 5BN	Tel: 01224 595505  info@grec.co.uk www.grec.co.uk
<b>ParentLine Scotland</b>	Tel: 0800 028 2233  www.parentlinescotland.org.uk
<b>Scottish Government Education Department</b>	www.scotland.gov.uk (Click on Education & Training)
<b>Connect Scotland</b> A national organisation for parents' groups in Scottish schools. Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh EH3 6BB	Tel: 0131 4746199  info@connect.scot www.connect.scot
<b>The National Parent Forum of Scotland</b> The Forum works in partnership with national and local government and other organisations involved in education and child wellbeing issues to ensure that parents play a full and equal role in education. NPFS, Rosebery House, 9 Haymarket Terrace, Edinburgh EH12 5EZ	Tel: 0131 313 8842  office@npfs.org.uk www.npfs.org.uk

## Comments, Complaints & Feedback

We value your feedback as it lets us know what we are doing well and where we need to make improvements. You can provide your compliments and suggestions online at [www.aberdeency.gov.uk/services/have-your-say](http://www.aberdeency.gov.uk/services/have-your-say)

We realise that sometimes, things go wrong. Any concerns you have about your child's education can normally be settled by speaking to the Head Teacher or other member of staff. If you have already spoken with the Head Teacher and are still not satisfied, you may wish to make a complaint. You can do this online at [www.aberdeency.gov.uk/complaints](http://www.aberdeency.gov.uk/complaints)

### Complaints Handling Procedure

We define a complaint as an expression of dissatisfaction regarding:

- Our actions or lack of action, or
- The standard of service provided by us, or on our behalf.

Examples include incorrect information being provided, the school failing to follow a procedure properly, poor quality facilities or learning resources, or a staff member or contractor being rude or unhelpful.

You should make your complaint within six months of the event you want to complain about or finding out that you have reason to complain.

There are some topics we can't consider as a complaint, and instead they will be dealt with under the appropriate procedure:

- A disagreement with academic judgement
- A disagreement where a right of appeal exists e.g. school exclusions, placing requests or school exam results
- A routine, first time request for a service
- An issue which is being or has been considered by a court or tribunal

Our complaints procedure has two stages. When we receive your complaint, we will let you know if it will be dealt with at Stage 1 or Stage 2:

- Stage 1 complaints are usually straight-forward, and we will respond within 5 working days. This may be done in person, by telephone, letter or email.
- Stage 2 complaints are usually more complicated, or if you are unhappy with how we dealt with your Stage 1 complaint. We will send you a written response within 20 working days.

Your feedback will be passed to the school or Education department, and staff will look at what has happened and what should have taken place. You will be told if your complaint is upheld or not upheld, as well as any changes made as a result of

the complaint. If the issue is complex, we may need more time to investigate and if this happens, we will let you know.

## Dissatisfied about your complaint?

The Scottish Public Services Ombudsman (SPSO) is an independent body who can review complaints made to us. If you are unhappy with our response to your Stage 2 complaint, the SPSO can help.

If you haven't completed both stages of the complaint procedure, the Ombudsman may ask you to do this before they get involved.

Visit [www.spsa.org.uk](http://www.spsa.org.uk) for more advice, call 0800 377 7330 (freephone) or write to: Freepost SPSO.

## 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.

Complete the form online at:

<https://consultation.aberdeencity.gov.uk/education-and-childrens-services/guide-to-icfs-2020-2021-feedback>

## Family Information Service

If you have any queries regarding A Guide to Education and Integrated Children and Family Services 2020-2021, please contact the Family Information Service

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

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





- Confident Individuals
- Responsible Individuals
- Successful Learners
- Effective Contributors

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



Family Information Service  
Business Intelligence and Performance Management  
Commissioning  
Level 3 North  
Marischal College  
Broad Street  
Aberdeen AB10 1AB

Email: [fis@aberdeencity.gov.uk](mailto:fis@aberdeencity.gov.uk)  
Web: [www.aberdeencity.gov.uk/fis](http://www.aberdeencity.gov.uk/fis)

