



# Inverurie Market Place Primary A to Z

*We hope you find our school A to Z useful. Please do not hesitate to ask for further information or clarification. We are also very keen to add more items of interest. If you have an idea please let us know. Thank you.*

**Accidents in School:** Adults in school can administer First Aid if you child has a minor accident. We have a number of staff who regularly take part in First Aid training every three years. You will be called if your child needs any further attention or has been taken to hospital. If a child receives a bump to the head a note from a member of staff will be placed in your child's bag to be taken home for your information.

**After school care:** At present we do not have an after school club. A number of organisations within Inverurie offer this service. Please contact our school office for further information.

**Assemblies:** Assembly is time where the whole school comes together to learn together and celebrate achievements together. Learning is based around wellbeing, safety, special events and learning about others. Children take part in singing, discussions, showing their learning to their peers and listening to guest speakers. No religious references are made during assembly.

**Absences/Illness:** If your child is unable to attend school for any reason, please inform our school office by 9:15am.

**After School Activities:** We run a number of after school activity clubs. Gardening, netball, basketball, jogging and hip hop dance. If you would like more information we have a school clubs fact file which can be found on our website.

**Active Schools:** Active Schools is a term given to all schools in Scotland that provide pupils with sufficient opportunities to get active to the extent that it makes a positive contribution to their health. We work in partnership with Active schools to provide the children with workshops in and out of school (After Schools Clubs). For further information on clubs and classes that Active Schools offer in Inverurie please visit the webpage below;

<https://www.aberdeenshire.gov.uk/leisure-sport-and-culture/active-schools/in-your-area/garioch/>

**Book Bags:** We encourage children to use a book bag as we find that drinks carried in bags regularly leak and mark school readers. You can purchase a school book bag for £4.50 from our school office.

**Bullying:** Inverurie Market Place pupils are encouraged to treat each other with respect and kindness. Bullying is not tolerated in any form

and is dealt with the moment it comes to light. If you have any worries, please inform a member of staff.

**Birthday Celebrations:** If your child's birthday falls on a school day we will make the day special by offering your child a birthday badge to wear for the day. Your child's class will also sing happy birthday. We also sing happy birthday at assembly on a Friday to all children that have celebrated their birthday that week.

**Birthday Cake:** We would like to discourage children bringing birthday cakes to share with their class. We have a growing number of children with allergies and as we aim to be inclusive, not all children are able to join in and have piece of cake.

**Breakfast Club:** We have a super breakfast fast club with thanks to our parents who run our club. For more information please visit our school website, school office or visit our breakfast club which is held in our dining hall from 07:30 am.

**Cameras:** No photographs or video recordings can be taken during school events. We always allow for parents to take photographs at the end of an event or performance. Please ensure that if you take a photograph of your child you are not capturing other children unknown to you. We have a child protection duty of care and procedures which we strictly adhere to ensure the safety of all children.

**Car Parking:** Our apologies car parking in and around school is especially tricky. You are able to park

for 30 minutes free in any of Aberdeenshire Council Car Parks. Please do not park in residents parking.

#### **Contact Details and**

**Communication:** The school office number is 01467 620 451.

Email:

[invmarketplace.sch@aberdeenshire.gov.uk](mailto:invmarketplace.sch@aberdeenshire.gov.uk)

We regularly send home school and class newsletters to keep you fully informed as to school developments, initiatives and special days. If you require translation please do not hesitate to contact us.

**Curriculum:** We follow Curriculum for Excellence local and national guidance to deliver our curriculum. We are proud of our curriculum. Our curriculum rationale is displayed around our school and is available for reference on our school website. Each term class teachers send home a detailed outline of what your child will be learning in school to keep you fully informed.

**Coats and Jackets:** Children are allocated a space in the cloakroom to hang up their coats. It is important to label your child's coat with their name.

**Dinners:** School dinners cost £2:10 and 20p for a drink. Children from P1 to P3 receive free school meals. On joining our school you will be given an online login to allow you to view your child's lunch choices and make payment online.

**Entry system for school:** We would like to ask all parents when entering the school to enter via our main door and sign in. Our main front door has an electronic buzzer and intercom. For security reasons the playground gates are closed during the day.

**Fire drill:** Children take part in fire drill practise termly. Our safe fire assembly point is our shelter area.

**Football colours:** Football strips are not permitted in school.

**Golden Time:** Children enjoy Golden Time on Friday afternoons. Children choose from a variety of workshops as a reward for keeping good behaviour during the week.

**Gym kit:** Parents will be informed as to the days their child will require a gym kit. It is always a good idea to have a gym kit in school and children are welcome to leave their gym kit in school. A gym kit consists of a plain T shirt and shorts. No football colours please.

**Handbook:** The school handbook is packed with information about Inverurie Market Place Primary School. Please ask our school office if you would like a paper copy. Our handbook can also be found on our school website.

**Homework:** Children receive homework tasks weekly. Homework reinforces class learning. It is varied to provide parents with a broad overview of their child's learning. At any point if your child finds homework tricky please do not hesitate to contact the

class teacher. Homework should not be a struggle.

**Headlice:** Parents are informed by letter if there is an outbreak of headlice in school. If your child gets headlice please inform us and administer treatment.

**Hometime:** The end-of-day school bell goes at 3:20pm.

**Holidays:** For more information please visit our school website <http://marketplace.aberdeenshire.sch.uk/> or contact our school office.

**Keeping Safe:** Our school, in line with local authority guidance, has adopted various measures to help keep your child safe. At break and lunch times children must not leave the school grounds. The playground is monitored by staff.

**Supporting Learning:** We are committed to 'Getting it Right for Every Child'. We aim to work in partnership to provide the right support at the right time if required. We have a wealth of strategies, resources and partners that are available to support our learners. Parents would always be fully informed if support was thought to be required. We would also be grateful for parents to contact us as soon as concerns came to light.

**Language Support:** English as an Additional Language support is available in our school. We are also able to access translation and interpreter services. For further information please contact our school office.

**Lateness:** If your child is late, he/she should enter the school and report to our school office.

**Money:** Please ensure that any money for school items or trips is given to your child in a labelled envelope marked clearly with your child's class, first and second name.

**Mobile Phones:** We appreciate that you may wish your child to have a mobile phone. Children are not permitted to use their mobile phone in school for making calls, gaming or taking photographs. Mobile phones should be handed to class teachers for safe keeping and returned to your child for safe keeping at the end of the day.

**Nuts:** We discourage children in school from eating nuts or peanut butter as we do have children in school with a nut allergy and the severity of the nut allergy at times can be unknown.

**Parent Council:** We have an active and supportive parent council who are always looking for new members. More information can be found on our school website.

**PTA:** Parent Teacher Association, a group of parents who are involved in school in many different ways; fundraising or helping at events. Details of meetings are displayed on our school noticeboard, website page and parents are informed through newsletters. Our PTA are always grateful for new members.

**PE:** Children receive 2 hours of physical education each week. Mr Fullerton is our Physical Education

teacher and works in school two days per week. Your child throughout this year will have lessons delivered from their class teacher and Mr Fullerton.

**Pencil Case Contents:** Writing pencils, sharpener, ruler, rubber, colouring pencils, felt pens. Please do not provide your child with push pencils as this can encourage bad handwriting habits.

**Parents night:** Parents are invited to attend a meeting to discuss their child's learning with their class teacher twice a year. However, staff are always happy to meet with parents at an arranged time.

**Reports:** Parents receive a written report on their child's progress in term 4.

**School Closure:** In the event of our school closing due to adverse weather or power cut please visit our school website for a variety of activities your child may carry out at home to support learning. We will also send home an information leaflet of activities to support learning at home.

Guidance for parents on school closures can be found;

<http://www.aberdeenshire.gov.uk/parentsandcarers/AdverseWeatherLeafletforParentsandCarers.pdf>

In the first instance of bad weather please phone the Aberdeenshire Council phone line for severe weather tel: 0870 054 4999 Inverurie Market Place pin number is 021330.

Alternatively log on to the school closures website.

<http://www.aberdeenshire.gov.uk/closures>

**School Office:** Please note that our school office does not open until 09:00 and closes at 15:20. If you have any queries or would like copies of our school documents please do not hesitate to contact us.

**School Transport:** Aberdeenshire Council provides free transport to all children who live over two miles walking distance from school, in the case of primary school children, and three miles for secondary school pupils. Free School Transport is also provided for children with additional support needs. School transport routes are determined by the pick-up locations required for pupils who are entitled to free school transport. Aberdeenshire Council School Transport Contact details: 01224 665 196

[school.transport@aberdeenshire.gov.uk](mailto:school.transport@aberdeenshire.gov.uk)

Public Transport Unit, Woodhill House,  
Westburn Road, Aberdeen, AB16 5GB  
<https://www.aberdeenshire.gov.uk/publictransport/schooltransport>

**Shoes:** Children are encouraged to bring to school a change of indoor shoes as (usually black gym shoes). This is comfortable for the children (particularly in wet weather), keeps our school carpets cleaner, and cuts down on noise. Please write your child's name in both of their indoor and outdoor shoes as can be easily mixed up in the rush to change if not clearly labelled. Indoor shoes are also used

for PE and must be suitable for running and jumping.

**Sun Cream:** Please apply sun cream before children come to school. On school trips it is a good idea to put some cream in your child's bags so they can reapply sun cream themselves if required.

**Sun Hats:** On sunny days it is a good idea to provide your child with a sun hat as children are outside for breaks and may be outside for learning.

**Snacks:** We encourage children to bring a healthy snack for playtime. Children are able to purchase a snack from our school dining hall. Snack costs 30p.

**Trays:** Each child has a tray in their class. This is a drawer where they keep the things they use in school.

**Toilets:** We encourage children to visit the toilet at playtime and lunchtime as not to miss learning. Children will, of course, be allowed to leave the class if they need to go to the toilet during a lesson.

**Testing:** Through the school year children are assessed. Children are assessed to inform parents, teachers and authority of progress in learning. Assessment is used to support learning.

**Uniform:** Our school jumpers are available from (DFS) Inter Sport sports shop in Inverurie. We encourage children to wear smart school clothing and do not have a preference as to grey, navy or black. We have a school uniform swap shop. We welcome

good condition school jumpers to pass onto other children. If you would like a jumper from our school swap shop please contact our school jumper.

**Water bottles:** We encourage children to bring to school a water bottle. Please, water only! We also remind children to take this bottle home daily for cleaning and replenishing.

**Website:** Our school website is regularly updated with information about school life, learning and achievements. Please take time to look at our website.

[www.marketplace.aberdeenshire.sch.uk/](http://www.marketplace.aberdeenshire.sch.uk/)

**Wet Breaks:** When it is too windy or wet for children to go outside to play children are asked to stay in their classrooms. Children are encouraged to play board games, lego, drawing and reading. Each class would welcome donations of games.

**What not to bring to school:** Please do not allow your child to bring anything of personal value or expensive to school. We do not have insurance to cover damages, loss or stolen personal items.