

# Riverbank School

School Handbook 2022-2023

Learn Together, Play Together, Achieve Together

Riverbank School  
Dill Road  
Tillydrone  
Aberdeen  
AB24 2XL  
Tel : 01224 483217

E-mail : [riverbank@aberdeencity.gov.uk](mailto:riverbank@aberdeencity.gov.uk)  
Website: <http://riverbank.aberdeen.sch.uk>  
Twitter: @RiverbankSchoo2



### **Riverbank Background Information**

Riverbank School is situated in the community of Tillydrone, and was formed out of the merger of St Machar and Donbank Primaries in August 2008. The school is on the site of Donbank and is part of the St Machar ASG. Riverbank is a non-denominational school and caters for children from Nursery to Primary 7. The school works with a number of partner services and agencies to support young people and families from the community,

Our current roll is 407 which includes an 96 place Early Learning and Childcare setting. There are the equivalent of 21 full time teachers: A Head Teacher, 2 Depute Head Teachers, 2 Principal Teachers, 13 class teachers and teachers who support pupils with additional needs. The work of the school is also supported by Early Years Practitioners, Pupil Support Assistants, a School Administrator, a School Support Assistant and a Janitor. Within our Early Learning and Childcare setting there are 2 Senior Early Years Practitioners, 4 Early Years Practitioners and Early Years Support workers.

We also have weekly support from the English as an Additional Language (EAL) Service.

We have a Parent Forum and Parent Council. Contact e-mail for the Parent Council is - [pccriverbank@aberdeen.npfs.org.uk](mailto:pccriverbank@aberdeen.npfs.org.uk)

The school manages its budget in accordance with authority guidelines.

## Riverbank Staff Details

### **Management & Administration Teams**

Mrs Susan Ironside	Head Teacher
Mrs Carol Baxter	Depute Head Teacher
Mrs Sarah Sunley	Depute Head Teacher
Ms Wendy Hampton	Principal Teacher
Mrs Maree Innes	Principal Teacher
Mrs Carol Fowler	School Administrator
Miss Michelle Stewart	School Support Assistant

### **Teaching Staff**

Miss Aishling Cody  
Mr Alex Dawson  
Mr Nuno Duarte  
Mrs Grace Farquharson (on Secondment)  
Mrs Alison Henderson  
Mr Greg Ingram  
Mrs Erin Lade  
Miss Heather Locherty  
Miss Katie Miller  
Miss Heather Moreton  
Miss Emma Nairne  
Mrs Joyce Ng  
Mr Stuart Probart  
Mrs Eleanore Smith  
Mrs Elaine Spry  
Miss Wendy Stephens  
Mrs Cleo Stephenson  
Mrs Shelley Ullah (maternity Leave)

### **Opening Procedures**

The children are asked to arrive no earlier than 8.45am. Please note that the children are not supervised by staff before school in the morning.

There is a school breakfast club which runs from 7.45 - 9.00. Please contact Dorothy Burnett on [dorburnett@aberdeencity.gov.uk](mailto:dorburnett@aberdeencity.gov.uk) for further details.

The school day begins at 9.00 am and we ask that all children arrive prior to the bell at 9.00 am so that they are ready to enter with their class.

Riverbank School has the following security measures:

The internal front door is locked at all times and visitors are admitted to the school via reception by a member of staff using the security system.

All visitors are required to sign in.

### **Registration Procedures**

A class register is completed electronically at the beginning of each school opening (twice daily).

Parents are asked to notify the school by telephone if their child(ren) is absent. Parents who do not notify an absence will receive a Groupcall text advising them that their child is not in school, and asking them to contact the school.

### **The School Day**

9.00am	Start of day P1 - P7
10.30 – 10.45	P1 – P3 Break
10.45 – 11.00	P4 – P7 Break
12.00 – 1.00	P1 – P3 Lunch
12.30 – 1.30	P4, P4/5, P5 & P5/6 Lunch
1.00 – 2.00	P6 & P7 Lunch
3.15pm	End of Day P1 - P7

Our ELC setting is open from 8.00 – 6.00 every day. The children in ELC have lunch at 11.30 am.

### **Lunchtime Procedures**

If children wish to go home for lunch, they must be collected by an adult from the school office at the appropriate time – children will be ‘signed out’ by the adult collecting them. Children who go home for lunch should not return until the end of their lunch break.

Those children who remain in school for lunch will play outside during the lunch break unless there is extremely poor weather and staff decide that it will be an ‘inside’ lunchtime and will advise the children about the activities available to them.

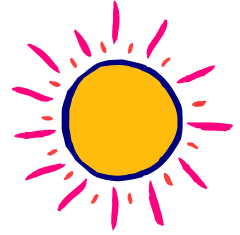
Various playground equipment is available to the children.

**RIVERBANK SCHOOL**  
**HOLIDAY DATES FOR 2022-2023**

**Term 1**

22nd August  
23rd August  
23<sup>rd</sup> September  
26th September  
14th October

In Service Day (Staff only)  
P2-P7 Children return to school  
Local Holiday  
Local Holiday  
Last day of Term 1



**Term 2**

31<sup>st</sup> October  
18th November  
22nd December

Back to School  
In Service Day (Staff only)  
Last day of term 2



**Term 3**

9th January  
13th February  
14th February  
15th February  
31<sup>st</sup> March

Back to School  
Holiday  
In Service Day (Staff only)  
In Service Day (Staff only)  
Last day of term 3



**Term 4**

17th April  
1<sup>st</sup> May  
2<sup>nd</sup> May  
7<sup>th</sup> July

Back to School  
Holiday  
In Service Day (Staff only)  
Last day of term 4



## Riverbank Vision, Values and Aims

### Our Motto

Learn Together, Play Together, Achieve Together

### Our Vision

At Riverbank School our vision is to promote **creativity** and **curiosity** which will support all our children to become **independent**, **resilient** learners, who have high **ambitions** for themselves. We will achieve this by working **cooperatively** with 'Friends of Riverbank'

### Values

- Respect
- Nurture
- Honesty
- Inclusion
- Equity

### Aims

- to create and provide a safe, stimulating environment
- to deliver an engaging, exciting curriculum unique to Riverbank School that meets the needs of all learners
- to be aspirational in all we do
- to work in close partnership with our families to achieve the best outcomes for everyone

## **Communication**



Parents and carers can contact the school office between 8.30 am and 3.30pm, Monday to Friday on 01224483217. Please note the office is particularly busy between 8.30 -10.00 so if your contact is of a non urgent matter we would appreciate you avoiding these hours.

You can also contact the office via the school email address, which is, [riverbank@aberdeencity.gov.uk](mailto:riverbank@aberdeencity.gov.uk)

You may also contact teacher's directly using their gmail address, an up to date list of gmail address is available on the school website. Teachers access these at the end of a school day so if your contact is urgent please do so via the office.

We issue monthly newsletters and other information via groupcall email, these are also published on the school website, twitter and Facebook.

Please ensure that we have your most up to date email address and mobile phone numbers as these are the ones we will use to communicate with you.

## **Pupil Absence**

It is vitally important that children attend school every day, if your child is unwell and unable to attend please contact the school office to inform them of the reason for their absence.

If your child fails to attend school and we have not heard from you the reason for their absence you will receive a text to remind you to call the office to explain their absence.

If your child is off for 3 days and we have not received information regarding the reason for their absence you will be contact by either the Head Teacher or Depute Head Teacher to explain their absence.

If your child continues to be absent for a fourth day without explanation, the Home School Liaison Officer will attempt to contact you, which may include a home visit, to establish the reason for the absence.

If the Home School Liaison Officer is unable to confirm the reason for absence we are duty bound to report your child as 'Missing from Education', which may involve Social Work & Police visiting your home.

## **School Lunches**



Children may stay in school at lunch time and either have a school meal (which is free for P1-P5 children) or take a packed lunch from home, alternatively they may go home if they wish. School meals cost £2.10 for P6 & 7 children unless they are eligible for Free School Meals.

School meals are cooked on site in our own kitchen, menu decisions are made by Aberdeen City Council and the menu is the same in every school in Aberdeen. The children are offered 2 courses each day and there is always a vegetarian option available. Children are asked to select their meal choice first thing in the morning, this is to ensure that there is enough food prepared for the different meal choices. Parents should discuss the menu with their children each day with them prior to coming to school to ensure that there is something on the menu they would like. The menu is available at the link below and on the school website.

<https://www.aberdeencity.gov.uk/services/education-and-childcare/view-school-meals-menu>

## **Medicines in School**

Children are not permitted to carry their own medicines in Primary School. If your child needs medication at school, whether this is regular or infrequent we cannot administer this without the appropriate permission forms. These can be obtained from the office or downloaded from the school website. All medications we have in school must have a pharmacy label which clearly displays your child's name and the instructions for use.

## **Parent Council**

Riverbank School has an active Parent Council, which relies on the support of every parent in the school. You are a member of the Parent Forum and will receive regular updates on its activities. Please try to help by becoming involved and supporting organised events. The Parent Council can be contacted by emailing Riverbank Parent Council at [pcriverbank@aberdeen.npfs.org.uk](mailto:pcriverbank@aberdeen.npfs.org.uk) Further information for parents can be found at the link below

<https://education.gov.scot/parentzone/my-school/school-information-dashboard>



## Riverbank School Curriculum

Curriculum for Excellence places learners at the heart of education. At its centre are four fundamental capacities. These capacities reflect and recognise the lifelong nature of education and learning. The four capacities are aimed at helping children and young people to become:

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



Curriculum is defined as the totality of all that is planned for children and young people from early learning and childcare, through school and beyond. That totality can be planned for and experienced by learners across four contexts:

- Curriculum areas and subjects
- Interdisciplinary learning
- Ethos and life of the school
- Opportunities for personal achievement



### Curriculum areas

There are eight curriculum areas:

- Expressive arts
- Health and wellbeing
- Languages (including English, Gàidhlig, Gaelic learners, modern languages and classical languages)
- Mathematics
- Religious and moral education

- Sciences
- Social studies
- Technologies.

### **Interdisciplinary Learning**

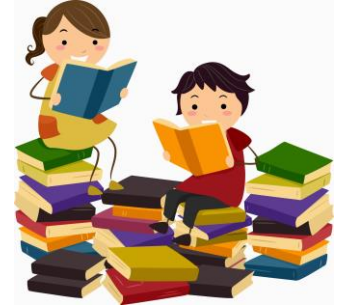
Interdisciplinary learning is a planned approach to learning which uses links across different subjects or disciplines to enhance learning.

It promotes the development and application of what has been taught and learned in new and different ways. It provides opportunities for deepening learning, for example through exploring an issue, solving problems or completing a final project. It is an important approach at all levels of Curriculum for Excellence and can take place in curriculum areas and subjects, the ethos and life of the school and community, and a range of other opportunities for personal development.

## Homework

Homework is planned for by the class teacher, each week the children will have the following to do at home to further enhance their learning in school:

- Reading / phonics
- Big Maths Learn Its
- Spelling



On occasion teachers may ask children to complete unfinished work or additional homework.

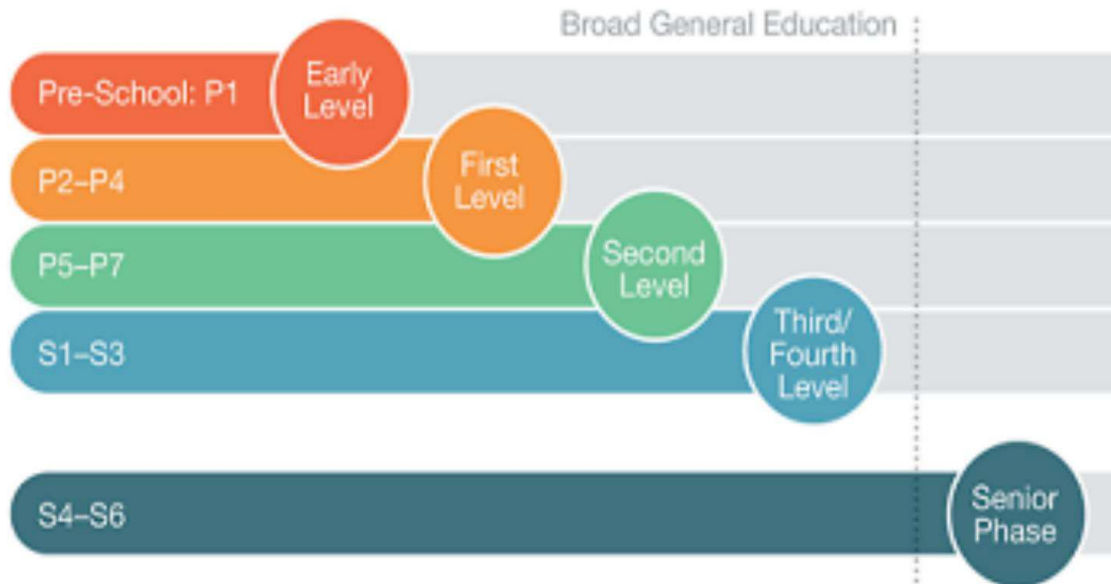
### **PARENTS HAVE A VITAL PART TO PLAY IN HOMEWORK**

- Read with and to your child and talk about the book
- Encourage your child to read for enjoyment
- Encourage your child to use the public library.
- **You can provide help, support and encouragement for your child.**
- By providing a comfortable environment for your child, you will demonstrate that home work is important.
- Set a 'homework time' each day, and be available for support during this time.
- Encourage your child to produce good work, but don't tell them the answers! Check

Above all, show an interest and praise good effort

## Assessment & Reporting

Curriculum for Excellence is planned and assessed across 5 levels as detailed in the diagram below.



Throughout the school year, teachers carry out on-going assessment in a variety of ways to determine what children know, understand and are able to do.

### **Assessment may be:**

- Formative and involve both the teacher and learner in identifying and planning for next steps in learning
- Summative e.g. at the end of a block of work, providing evidence of what has been learned or achieved.
- Diagnostic e.g. standardised tests to help teachers assess pupil progress, development needs, etc. and to allow the school to monitor progression and trends.

Parents receive two written reports per school session, one report in November / December which is an interim report with information regarding your child's progress within Curriculum for Excellence and a final report in June which includes more detail about your child as a learner.

Parents are also invited to two parent interviews per session to discuss their child's progress with the class teacher. Parents may request an appointment to meet with their child's teacher at any point throughout the school year.

## Riverbank School Uniform

We encourage the wearing of school uniform, it promotes a sense of identity belonging to the school community. The uniform comprises of dark grey / black trousers or skirt, a white or green polo shirt and a green cardigan or sweatshirt.



Riverbank School Uniform can be purchased online from three suppliers. Details of both suppliers are detailed below. However, children do not need to wear the uniform wearing the school badge.

Parents can apply for a school clothing grant of £120 per year (eligibility criteria apply), more information is available at the link below:

<https://www.aberdeencity.gov.uk/services/education-and-childcare/school-life/apply-school-clothing-grant>



Kool Skools, who provide quality Fairtrade uniform, they sell white polo shirts and green cardigans and sweatshirts with the school badge.

Kool Skools - Fairtrade/ECO uniform online at: <https://bit.ly/3s7VmnH>

My Clothing



My Clothing sell white & green polo shirts and green cardigans with the school badge.

My Clothing - <https://myclothing.com/riverbank-school/8534.school>



## **PomPrint**

Pomprint sell white polo shirts and green sweatshirts with the school badge.

Pomprint - <https://www.pomprintdesigns.com/primary-schools/riverbank-school>

### **Gym Kit**

For health and safety reasons, we ask that children have a suitable gym kit. This should consist of:

- a drawstring gym bag
- slip on gym shoes
- shorts
- hair bobbles/bands for tying up hair
- spare pants/trousers/tights/skirt in case of any “accidents”.

PLEASE LABEL ALL CLOTHING CLEARLY (GYM KIT AND SCHOOL UNIFORM)

### **Earrings**

It is Aberdeen City Council policy that earrings must either be removed or ‘taped up’ before children can participate in PE. Please ensure you child is able to remove their earrings or apply tape themselves as school staff are not permitted to do this. Ideally earrings should not be worn to school on gym days.

## **Positive Relationships**

All children respond favourably to praise and recognition, along with clear, firm but fair boundaries. Our staff will deal with your child in a kind and caring manner. Similarly, the children are encouraged to treat each other and adults with respect and to be kind and caring.

We ask that parents co-operate with us in encouraging children, by offering praise when their child copes with a difficult situation, achieves a goal, masters a new skill or behaves well.

## **Restorative Practice**

Wherever possible restorative approaches to managing behaviour will be used. This involves children meeting with the person they have hurt or upset, talking about what they have done and acknowledging the impact of this, and agreeing a resolution.

There are three steps to a restorative meeting:

- Establish and agree the facts – the perpetrator speaks first to encourage them to take ownership
- Acknowledge the consequences – what and who has been affected
- Consider the future – how can you behave differently next time

Staff at Riverbank School have been trained in restorative practices and several pupils have been trained as Peer Mediators to resolve minor playground conflicts and prevent these escalating.

At times children require targeted support to regulate their behaviour and emotions, working in partnership with parents and other professionals we will ensure that everyone is kept safe at Riverbank School.

## Inclusion

At Riverbank School we can access expertise from a range of specialist services including Educational Psychology, Sensory Support, English as an Additional Language and Autism Outreach. A very small number of children may require access to a more specialised provision for a period of time or access to a Special School Placement. As a parent or carer you will be fully involved in decisions about your child, your views are invaluable in helping us design appropriate supports.

Riverbank School operates a staged approach to supporting learners. The Staged Intervention Framework is used to help identify potential barriers to learning and participation, and plan effectively. If your child is recognised as being in need of targeted support, an Individual Education Plan or Child's Plan will be put in place.

Parents, pupils and agencies supporting your child will help develop and review the plan to make sure that it is supporting your child.

Levels of support within the staged intervention framework are categorised as follows:

**Universal support** is the 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** is the support delivered by the class teacher and other school staff. When appropriate, support will be provided by support services across Education and Children's Services and will be planned for through the development of a Child's Plan

**Specialist/Multi-agency** is the support delivered by the school and others, which is likely to be highly individualised. Support will be planned and coordinated through the development of a Child's Plan that may be multi-agency in nature. Support given may be short term or longer term, but will be reviewed on a regular basis to make sure your child is making good progress.



## GIRFEC

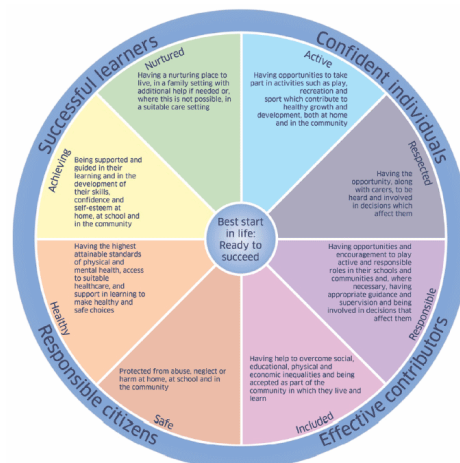
GIRFEC stands for 'Getting It Right for Every Child'. It is the Scottish Government led approach to making sure that our children and young people – and their parents or carers – can get all the help and support they need from birth right through to age 18.

The wellbeing of children and young people is at the heart of the GIRFEC approach. Wellbeing is about how things are going for children in their lives. The GIRFEC approach uses eight words to describe what it looks like when things are going well –

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respected
- Responsible
- Included

These words can be used to find out where a child's strengths lie and also, if there are concerns, to see where some advice, help or support might be needed. They help everyone to understand wellbeing in the same way and use the same language to talk about it.

You can expect to hear wellbeing referred to when your child's health visitor or school contacts you. These wellbeing words are often known as the SHANARRI indicators and illustrated in the SHANARRI wheel, which you may see dotted around the school and medical centres, etc



### **Insurance**

Aberdeen City Council does hold third party liability insurance which indemnifies the Council for claims from third parties (e.g. parents and 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, no claim would be accepted by the Council.

### **Personal Property**

All personal property (including school uniforms) must be clearly marked with the pupil's name. Loss of property must be reported immediately to a member of staff. Any item found should be handed into the school office. If at the end of term, items have not been claimed after being on display, the school will dispose of them.

No valuables or cash, unless specifically required, should be brought to school. All jewellery and watches must be removed for P.E. This is in accordance with Aberdeen City Council Guidelines. These items are the child's responsibility.

Pupils are discouraged from bringing mobile phones into school, if a parent/carer requires to send a message to their child, this can be done by contacting the school office. Pupils who do bring a mobile phone into school will be asked to hand it into their teacher to be stored in a locked cupboard until the end of the day.

### **Addressing Concerns and Complaints**

Riverbank recognises the vital role that parents play in supporting their child's learning and we are committed to building positive relationships with parents. No matter how strong partnerships are, or how good our policies are sometimes things can still go wrong and there may be occasions when you as a parent wish to express unhappiness or dissatisfaction with Council services, policies or staff behaviour.

Please give us the opportunity to put things right first by contacting the Head teacher or any member of senior leadership team by telephone, email or in person.

If you are not satisfied that your issue has been resolved, you can then make a complaint using our online form:

<https://www.aberdeencity.gov.uk/services/have-your-say/make-complaint>

You can also make a complaint in person at any council office or by contacting our Customer Feedback Team by telephone or in writing:

Customer Feedback Team Telephone 01224 523058

Business Hub 6  
First Floor South  
Marischal College  
Broad Street  
Aberdeen  
AB10 1AB

Our Customer Feedback team follows a complaint handling procedure to make sure that every complaint is dealt consistently and quickly as possible.