



Pupil Information

This leaflet is intended to give you some of the essential information that you may need as your child begins their time with us. The full school handbook is available on the website:

<http://www.strathburn.aberdeenshire.sch.uk/>

Main contacts

Head Teacher: Mrs Barbara Milne
Depute Head Teacher: Ms Sharon Hobson
Depute Head Teacher: Mrs Cara Hay
Administrator: Mrs Kim McIntosh
Admin Support Assistant: Mrs Angela Banks

School telephone number: 01467 536840 (manned 8.30am – 4.00pm)

E-mail: strathburn.sch@aberdeenshire.gov.uk

Twitter: @StrathburnS

School Closure

If the school is to be closed due to adverse weather or other difficulties information will be given on the information line. **Information Line:** 0370 054 4999, Pin No 02 2630.

School Times

Monday, Tuesday, Thursday and Friday: 9am start - 3.25pm finish.

Wednesday: 9am start – 3pm finish.

Parking

Vehicular Access to the school is for staff, school taxis and disabled drivers only. There are no available spaces for parents and carers unless disabled.

Pupil registration

All pupils should be ready to enter the school building, along with their class, at 9am. If pupils are persistently late then we will look at an intervention process.

Lining Up

Children line up with their class in the playground when they hear the first bell and are collected by their teacher after the second bell. Children will be released at the door by their class teacher at the end of the school day. When the pupils are lining up parents/carers are asked to stand back and stay away from the lines.

Late Arrivals/Absence/Appointments

Please let us know as early as possible about any absence and certainly by 9.15am on the day of absence. This should be communicated with the school office on 01467 536840. If a pupil's attendance is 90% or less then we will begin a process of parental engagement. Persistent non-attendance could lead to agency meetings and ultimately the Children's Reporter. It is essential that all pupils are receiving their entitlement to education and are kept safe.

Break-time

Pupils usually bring a snack with them for break-time. Pupils should not bring fizzy drinks to school and avoid foods with a nut content as we have pupils with severe allergies.

Lunch time

Pupils can bring a packed lunch or have a school meal at school. P1-P3 pupils receive free school meals. The current cost of a lunch ticket is £2.75. Payment is made through an online system.

Uniform

School uniform consists of a pale blue or white shirt, blouse or polo shirt, navy pullover or sweatshirt, grey, black or navy trousers, grey, black or navy skirt. All pupils are expected to wear school uniform which can be bought from Craigdon or ordered online at www.myclothing.com or www.schoolwearmadeeasy.com. Reading bags can also be bought from Tesco.

Valuables

Children should not bring electronic games or other expensive items into school. Any item of value brought to school is at the owner's risk.

Parents may wish their child to bring a mobile phone to school for use before school starts and at the end of the school day. However, if a phone is brought to school: it must be switched off on arrival and entering the school grounds and only be switched on again when departing the school building. It must be kept in the individual pupil's tray provided in class.

If you require to contact your child during the school day, please do so through the school office.

After School

The Community Centre, Les Enfants and Garioch Sports Centre operate After Schools Clubs. The school is not involved with the running of these. Please ensure that your child is aware of who is collecting them at the end of the day. If there are any unexpected changes to this then please notify the school office.

Contacting the School

For messages, recording of absence, notification of medication or change of details then please contact the school office via email or telephone.

If you wish to discuss your child then the first point of contact is always the class teacher. This contact should be made either through email or telephone with the school office where a telephone call or an appointment can be requested. It is not appropriate to try to speak to the class teacher as they organise their class in the morning or at the end of the school day unless previously arranged.

If you wish to speak to a member of the management team then please contact the school office again by email or telephone.

Strathburn is a T.E.A.M. (Together Everyone Achieves More)

It is important to us that pupils, staff and parents work together. The school rules are Walk, Talk, Listen and Respect and we ask that everyone within the school adheres to this. Our school values are: Respect, Honesty, Positivity and Kindness and these are frequently referred to throughout the school day.