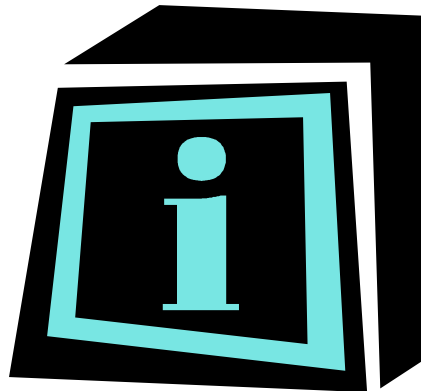




# **Aboyne Academy**

## **Parents' Information Booklet**

**2017/18**



**Please keep this booklet for  
reference during the session**

# INTRODUCTION

This booklet contains the following important information for parents and carers.

1. School Contact Details
2. Calendar dates for the school session.
3. Information on essential course costs
4. Information about Clothing Grants and Free School Meals.

## SCHOOL CONTACT DETAILS

**Postal Address**      Aboyne Academy  
Bridgeview Road  
Aboyne  
AB34 5JN

**Telephone**            01339 267750

**E-mail**                aboyne.aca@aberdeenshire.gov.uk

**Website**              [www.aboyneacademy.com](http://www.aboyneacademy.com)

<b>Head Teacher</b>	Mrs Lorraine Scott
<b>Deputy Head Teacher</b>	Mr Barry Drennan
<b>Deputy Head Teacher</b>	Mr Michael Foy
<b>Deputy Head Teacher</b>	Mr Malcolm MacIntyre
<b>Support Services Coordinator</b>	Dr Jonathan Holden

**Guidance Staff**      Clachnaben House : Mr Graeme Rennie  
Lochnagar House : Miss Ashley Easton  
Morven House : Mrs Jenny Law

**School Closures**    0870 054 4999 (Pin No: 021000)  
[www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk)

## **Parents' Evening Arrangements**

- The date of each year group's Parents' Evening is given in the Calendar section of this booklet.
- Please note that Parents' Evenings will run from 5.00 - 7.00 pm.
- An information letter and appointment sheet will be issued at least one week in advance of the Parents' Evening.

## **In-Service Days**

- The dates of the in-service days are shown on the calendar. There will be two in-service days in November and two in February.

## **Making appointments with members of Guidance Staff and SLT**

- There may be occasions when you wish to meet your son or daughter's Guidance Teacher or a member of the SLT. We are always pleased to meet with you to discuss aspects of your child's progress or welfare.
- We would ask that, wherever possible, you contact the school in advance to make an appointment. Teaching and other daily commitments mean that the above staff are not always immediately available.
- We do understand however that there may be occasions when you require to speak to someone urgently and will always aim to meet with you in such circumstances.

## **Pupil absence and the Text Messaging system**

- In order to safeguard the welfare of all pupils the school will contact you if your son or daughter is absent from school and we do not know the reason for the absence.
- An automated message will be sent to your home or mobile phone on the day of absence if we have not heard from you.
- If your child is absent please let us know as soon as possible by contacting the school on the number given in this booklet. For your convenience this answer service is available 24 hours each day of the week.

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## **ESSENTIAL COURSE COSTS**

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It is necessary for the school to request a contribution to help cover the cost of consumable materials in certain subjects. Details of these costs are updated annually and this information, together with a request for payment, is provided to parents /carers by letter at the start of each session.

In addition it may be necessary to make a charge for the cost of participation in field trips and excursions. Information about any such costs will be given in a letter to parents/carers from the relevant Principal Teacher.

Essential course costs will normally be waived for pupils entitled to free school meals.

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## **SCHOOLS CLOTHING GRANTS**

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### **Am I entitled to a School Clothing Grant?**

School Clothing Grants will normally be made to parents / guardians in receipt of the following:-

- Income Support (IS)
- Income based Job Seeker's Allowance (JSA)
- Any income related element of Employment and Support Allowance
- Child Tax Credit (but not Working Tax Credit) and your income is less than £16,105
- Both maximum Child Tax Credit and maximum Working Tax Credit and your annual income is under £6,420
- Universal Credit

You may also be eligible if you are an asylum seeker receiving support under Part VI of the Immigration and Asylum Act 1999.

Contribution based job seekers allowance is not an eligible criteria for School Clothing Grants

### **How old does my child have to be?**

Clothing grants are available for all school aged children from Primary 1 upwards from the time they start at an Aberdeenshire Council School until they reach their official leaving date.

### **Where can I obtain a Schools Clothing Grant Application Form?**

If you are claiming housing and/or council tax reduction, you are not required to complete a separate application form. We will contact you directly about a school clothing grant. The information you have already supplied will be used to assess your entitlement for a school clothing grant. If we do require any further information we will write to you about this.

If you are not claiming housing / council tax reduction, you can obtain an application form at your child's school or by contacting your local benefit office as listed on the reverse of this leaflet.

Alternatively you can call the benefits section on 03456 08 12 00 or e-mail [benefits@aberdeenshire.gov.uk](mailto:benefits@aberdeenshire.gov.uk)

### **How much will be awarded?**

At present an award of £50 per child is made per financial year (1 April to 31 March). The first School Clothing Grant payments are made on or around 20 August each year. Please note, no payments are made between 1 April and 20 August.

If you apply between 20 August and 31 March, payments are made on a monthly basis and we will advise you of the payment date.

All payments are made direct to your bank account.

### **Do I have to give any additional information?**

If you are not claiming housing/council tax reduction you will need to provide proof of your income with your application form.

If you are in receipt of any type of Tax Credits we will require a copy of your Tax Credit Award Notice. HM Revenue and Customs send this to you.

### **Do I have to purchase school uniform?**

Parents / guardians are strongly encouraged to purchase clothing which meets the schools dress code. Some items of school clothing can be purchased from your child / children's school.

### **Who do I send my completed application form to?**

Completed application forms must be returned to the Benefits Section at the following address:

Aberdeenshire Council, PO Box 18533, Inverurie, AB51 5WX

Alternatively, you can submit your form to your local benefit office.

### **What happens to the information I give?**

All information you provide is treated with the strictest confidence and is only held by the benefits section.

Original documentation which you provide with your application will be returned to you.

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## **FREE SCHOOL MEALS**

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### **What are Free School Meals?**

A Free School Meal is a school lunch provided free of charge by Aberdeenshire Council to children whose families meet the required criteria.

In a **Primary School**: The child/children receive the same dinner ticket as a paying pupil from the School office, this is then handed over at lunchtime giving the same choice from the daily menu.

In a **Secondary School**: The child/children receive a daily credit allowance in the schools cafeteria to be used at lunchtime, equivalent to the value of a two-course meal on items chosen off the menu. Further details are available from your child's / children's School Office.

### **Is my child entitled to a Free School Meal?**

Free School Meals are linked to the level of benefit / income a family receives, and will be provided if :-

- a family is in receipt of Income Support or Pension Credit. (Guarantee Credit)
- a family is in receipt of Job Seekers Allowance (Income-Based) or Income related Employment Support Allowance.
- a parent is receiving Child Tax Credit (CTC) but not Working Tax Credit and your annual income is less than £16,105\*.
- a parent is receiving Child Tax Credit and Working Tax Credit and their annual income is less than £6420\*.
- parents receive help under the Immigration and Asylum Act 1999.
- any person between the age of 16 to 18 years old in receipt of any of the benefits listed above is eligible to claim Free School Meals.

### **Where can I obtain an application form from?**

You can request an application form by calling the Benefits Section on 08456 08 01 49. Application forms are also available at your child's/children's school.

Please note, if you apply for Housing/Council Tax Benefit, the application form will also be used to claim for free school meals - you will not be required to complete a separate form. If your child is entitled to free school meals, the Benefits Section will send you a letter confirming this. You can take this letter to the school to claim your free school meals.

If you are not claiming Housing/Council Tax Benefit, the Benefits Section will also assess your entitlement to free school meals.

**Do I have to provide any additional information along with my application form?**

Proof of income **must be produced** along with the completed application form.

This can either be: -

- TC602 Tax Credit Award Notice for 2014/2015 from the Inland Revenue showing entitlement to Tax Credits.
- A letter from the Department of Works and Pensions (DWP) confirming your entitlement to benefit.
- Confirmation of support from the National Asylum Support Service.

**Who do I return the application form to?**

Application Forms must be returned to;  
Aberdeenshire Council, PO Box 18533, Inverurie, AB51 5WX

You can also return the form to your local Housing/Council Tax Benefit office, or to your child's/children's school.

**What happens if my circumstances change?**

If your circumstances change for any reason you must advise the Benefits Section immediately, by calling 08456 08 01 49 or by E-mail at [benefits@aberdeenshire.gov.uk](mailto:benefits@aberdeenshire.gov.uk).

If you receive a Free School Meal which you are not entitled to, you will be required to pay back that money.

**Who do I contact if I have a query?**

If you have a query regarding Free School Meals, please contact the Benefits Section on 08456 08 01 49. Staff at your child's / children's school will also be able to offer you advice.



**What happens to the information I give?**

All information is treated in the strictest confidence and is only held by Aberdeenshire Council.

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**Aberdeenshire Council**  
**Catering TODAY for a Healthy Future!**

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Menus prepared by the School Catering Service meet requirements set by the Scottish Government's Schools Health Promotion and Nutrition Act 2007 and contribute significantly towards pupils' daily intake of essential nutrients.

Menus provide plenty of choice and a nutritionally balanced diet over the week.

Across Aberdeenshire, Schools Teaching and Catering staff work to promote the importance of a balanced diet. School pupils who qualify for Free School Meals are encouraged to always take the full meal allowance. Within School Catering we value your opinion regarding the service we provide.

If you would like to speak to a member of our team or require further information regarding any aspect of the service, please phone or e-mail us at;

**01467 628061 or**

**Schoolmeals@aberdeenshire.gov.uk**

*Serving Aberdeenshire from mountain to sea -  
the very best of Scotland*

**Aberdeenshire Council encourages ALL Parents of  
pupils who qualify, to apply for Free School Meals.**