



AIRTHRIE

Discovering Individual Excellence

Parent Handbook 2020

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WELCOME!

Although your child will have already attended at least one taster session and will be familiar with the physical set up of the school and the running of a typical day, joining a new school is a big step and we want to make sure that the transition is as straightforward as possible for your whole family.

This handbook therefore contains day-to-day detail and information you need to know about 'life at Airthrie'. We hope that it provided you with all the information you need to know, but please let us know if you feel something is missing as we aim to update the handbook each year.

If you have any further questions, please telephone on **01242 512837**, email office.admin@airthrie-school.co.uk, visit the website www.airthrie-school.co.uk or come into school to talk to us.

AIMS and MISSION STATEMENT

Aims

- To value and recognise the uniqueness and achievement of each child
- To foster spiritual growth
- To promote principles which encourage respect
- To nurture and support each child to achieve their potential in all areas of learning
- To provide a safe environment which stimulates and challenges all children
- To inspire intellectual curiosity
- To promote physical, emotional and social development
- To equip children with the resilience and skills to become life-long learners

Mission Statement

At Airthrie, we believe that each child is unique and that every child needs to feel valued and successful. Pupils of all abilities are nurtured and supported; praise is paramount. We provide a stimulating and challenging learning environment, which fosters intellectual curiosity, and physical, emotional and social development. It is our priority that pupils on their school journey gain increasing confidence and fulfil their potential as they move on to their senior schools.

AIRTHRIE VALUES

Airthrie provides a stimulating learning environment where each pupil is celebrated and nurtured within a caring, family atmosphere. Where children can feel safe and secure and where they can develop self-confidence and feel valued as unique individuals. It is therefore important to have a clear understanding of our values or ethos, as a foundation for our expectations of behaviour and aims for learning, in order to promote each child's social, intellectual and physical development and for them to be the best they can be.

Aspiration
Imagination
Respect
Tolerance
Honesty
Resilience
Independence
Enthusiasm

CURRICULUM

At Airthrie, we believe that happy children learn!

The foundation of our teaching is the National Curriculum, which is taught through stimulating activities and enhanced with a program of exciting educational trips and visitors. Our goal is to provide the very best start for all our children so that they continue to achieve success at their chosen senior school. Children at Airthrie are taught in small classes, using a variety of teaching styles, which allow teachers and teaching assistants to spend more time with each pupil getting to know their personal strengths and weaknesses and ensuring individual needs are met.

Key Stage 1

In Years 1 and 2, we aim to develop secure foundations in all curriculum subjects. Key Stage 1 is a time when good learning habits are developed, a love of learning is nurtured and children begin to recognise their strengths and weaknesses.

Key Stage 2

Years 3 to 6 provide the stepping-stones to senior school. Lessons are stimulating and meaningful and children are provided with opportunities to develop skills for learning and skills for life. Teachers guide, support and challenge in order to bring out the best in children and encourage them to take an increasingly active role in their learning.

There are also opportunities for residential trips and we compete against other schools in most sports. Children at Airthrie are also prepared for the routine of senior school through developing their independence and by giving them positions of responsibility.

EDUCATIONAL VISITS and RESIDENTIAL TRIPS

At Airthrie, we believe educational visits and residential trip are hugely beneficial in both enriching and enhancing the curriculum and in improving pupils' engagement with their learning. Children simply **LOVE** being taught outside the classroom!

Visits and trips are not compulsory* and all parents will be given the option to give consent for off-site activities, and you will receive all necessary details about any event organised by means of a letter. In addition to an annual whole school trip, each class endeavours to arrange a visit each term and these range from trips to local places of interest, museums or walks.

Years 5 and 6 also have opportunity to experience a biennial, residential visit to France and parents are invited to meetings to be given more details and ask questions. Every year there is also the opportunity for Years 6 to take part in an activity trip, which is currently PGL. The cost for all visits is an 'extra' and supplemental to current fees and charges.

**Pupils not participating in any off-site visit or trip will be expected to attend school where an alternative timetable will be implemented.*

EXPECTATIONS

Responsibility of pupils

Pupils adhere to the school's Behaviour Policy by:

- attending school in good health maintained by adequate diet, exercise and sleep and wearing the correct uniform;
- being punctual, polite and ready to begin lessons on time;
- being organised and completing assigned work;
- contributing to the development of Airthrie's Values and conducting themselves in an orderly manner in line with the school's aims;
- accepting responsibility for their own behaviour;
- understand that everyone is different and accept and be tolerant of the individuality and uniqueness of others;
- showing respect for property, staff and their peers.

Responsibility of parents

Parents adhere to the school's Behaviour Policy by:

- providing support for the discipline within the school and for the teacher's role;
- being realistic about their children's abilities and offering encouragement and praise;
- participating in discussions concerning their children's attainment and progress;
- ensuring early contact with school to discuss matters which affect a child's happiness, progress and behaviour;
- taking an active interest in children's learning by supporting at home where appropriate, giving due importance to homework;
- accepting responsibility for the conduct of their children at all times.

For further information, our **Behaviour Policy** is available to download from the website or on request from the school office.

SAFEGUARDING (Child Protection)

Airthrie takes child protection very seriously and follows statutory guidance. Should you have any concern or need advice regarding the safety of a child, please do not hesitate to contact any the Designated Safeguarding officers.

Designated Safeguarding (Child Protection) Officers

- Designated Safeguarding Lead (DSL) sara.jackson@airthrie-school.co.uk
- Deputy DSL sophie.taylor@airthrie-school.co.uk
- Early Years Foundation Stage DSL kirsten-cuffe@airthrie-school.co.uk

For further information, our **Safeguarding (Child Protection) Policy** is available to download from the website or on request from the school office.

THE SCHOOL DAY

Parking

Visitors to Airthrie will be able to park in most nearby streets but are subject to a maximum stay limit of 6 hours or a parking charge.

At peak times on street parking can get busy, so we operate a 'Stop and Drop' between 08:10-08:40 and again at 15:20-16:00, where a member of staff will greet your child and see them safely into school.

Timings

| | | |
|-----------------------------------|---|----------------------------|
| 08:10 | Early Book | Free of charge supervision |
| 08:40 | Registration | |
| 15:30 (KS1) or 15:45 (KS2) | End of School | |
| 15:45 | After school clubs or Late Book* | Club fees vary |
| 16:45 – 17:30 | Teatime Club* | Light meal included |

**Additional charge for both Late Book and Teatime Club, invoiced monthly.*

Class timetables and an overview of the curriculum will be issued by Class Teachers and indicate when your child will need their swimming or should wear sports kit instead of their uniform.

Please contact the school office admin.office@airthrie-school.co.uk if there are any changes to the normal pattern for drop-off or collection, for example, if you are running late or have asked for someone else to collect your child.

Break and Lunch

Parents should provide a healthy snack for break times and if applicable, a second snack for an after-school activity. Drinking water is available throughout the day.

| | BREAK | LUNCH | BREAK |
|-----------------------------------|---------------|----------------|---------------|
| Nursery, Reception, Year 1 | 10:10 - 10:30 | 12.:15 - 13:00 | 13:30 - 14:00 |
| Year 2 | 10:30 - 10:50 | 12.:15 - 13:00 | 13:30 - 14:00 |
| Year 3 – Year 4 | 10:30 - 10:50 | 12:45 - 13:00 | 13:00 - 13:30 |
| Year 5 – Year 6 | 10:50 - 11:15 | 12:45 - 13:00 | 13:00 - 13:30 |

During break times, children must remain outside and in view of staff on duty. In the event of inclement weather, they will remain inside supervised either in their classroom or the hall.

ATTENDANCE, ABSENCES and LATE ARRIVALS

Regular attendance at school is vital in helping your child achieve their best and get the best possible start in life. As parents, you are legally responsible for making sure your child attends school.

Good attendance at school is not just beneficial, it's essential and is directly linked to not only academic performance, but also helps develop friendships, social skills, values and life skills.

You can only allow your child to miss school if either:

- They are too ill to go in
- You have permission from the Head Teacher

If your child is ill, please let the office know by **08:50** Tel: 01242 512837 or email admin.office@airthrie-school.co.uk. If your child should fall ill during the school day then we will contact you, so it is important that your contact details are up to date.

In order to reduce the spread of infection in cases of illness, children should remain at home for a minimum period of 24 hours following a high temperature or vomiting; 48 hours after sickness with diarrhoea.

If an unavoidable absence from school is necessary, parents must write to the Head Teacher sara.jackson@airthrie-school.co.uk seeking permission, which can only be given in exceptional circumstances.

Pupils arriving after registration at 08:40 will be marked as 'late'. The number of late marks is part of a pupils attendance figures and reported to parents Termly.

MEDICINES in SCHOOL

If when a child returns to school after an illness while still requiring prescribed medication this should be handed into the school office* at which time you will be asked to complete a form giving permission for staff to administer medicine.

All medicines should be clearly marked with the child's name. If required, it must be an adult who collects the medicine at the end of the school day.

Any allergies or similar problems should be notified in writing to the school.

Although the risk of overdosing is unlikely, no child should self-administer medicines, including inhalers or cough lozenges, without an adult present.

The current accepted protocol for inhalers, such as Ventolin, is that they are kept **WITH THE PUPIL and for adrenaline auto-injectors, such as Epi-pen or Emerade to be kept **IN THE CLASSROOM**, where they can easily accessible.*

STAFF

Leadership Team

Principal

Mrs Beth Sullivan beth.sullivan@airthrie-school.co.uk

Head Teacher

Mrs Sara Jackson sara.jackson@airthrie-school.co.uk

Deputy Head Teacher

Mrs Sophie Taylor sophie.taylor@airthrie-school.co.uk

Head of EYFS

Mrs Kirsten Cuffe kirsten.cuffe@airthrie-school.co.uk

Pastoral Lead

Mr Matt Medhurst matt.medhurst@airthrie-school.co.uk

Bursar/HR

Mrs Joy Nelson joy.nelson@airthrie-school.co.uk

School Office admin.office@airthrie-school.co.uk

| | | |
|-----------------------------|-------------|--------------------|
| Monday to Friday | 08.40-16.30 | Mrs Claire Haines |
| Monday | 09:00-14:30 | Mrs Anna Dunlop |
| Tuesday | 08:00-14:30 | |
| Thursday | 08:00-14:30 | |
| Friday | 09:00-14:30 | |
| Monday | 08:00-10:00 | Miss Leah Hampton |
| Wednesday | 08:00-17:00 | |
| Friday | 08:00-17:00 | |
| Second-hand Uniform | | Mrs Louise Treloar |
| Premises/Facilities Manager | | Mr Jeremy Sayers |

Class Teachers

| | | |
|--------------------|--|-----------------------|
| Acorn (Nursery) | acorn.class@airthrie-school.co.uk | Miss Fiona Walker |
| Willow (Reception) | willow.class@airthrie-school.co.uk | Mrs Hazel Szczepanski |
| Ash (Year 1) | ash.class@airthrie-school.co.uk | Mrs Kirsten Cuffe |
| Beech (Year 2) | beech.class@airthrie-school.co.uk | Mrs Clare Brooks |
| Cedar (Year 3) | cedar.class@airthrie-school.co.uk | Mrs Biddy Wilshaw |
| Larch (Year 4) | larch.class@airthrie-school.co.uk | Mrs Linsey Derounian |
| Alder (Year 5) | alder.class@airthrie-school.co.uk | Miss Marion Morris |
| Oak (Year 6) | oak.class@airthrie-school.co.uk | Mrs Linsey Derounian |
| | | Mrs Sophie Taylor |
| | | Mrs Miriam Cowling |
| | | Mrs Eleanore Hodges |
| | | Mr. Matt Medhurst |
| | | Mrs Amy Whittaker |
| | | Miss Chloe Allsop |

Specialist Teachers admin.office@airthrie-school.co.uk

| | |
|---------------------|--------------------|
| RE, PSHE ed & Drama | Mr Matt Medhurst |
| Sport | Miss Chloe Allsop |
| Music | Mr Parham-Connolly |
| French | Mme Jane Dale |
| Latin | Mrs Rachel Candlin |

Learning Support hillfield@airthrie-school.co.uk

| | |
|-----------------------------|--------------------|
| SEND Co | Mrs Donna Powell |
| Specialist Learning Support | Mrs Miriam Cowling |

Teaching Assistants

Miss Lisa Jackson
Mrs Lou Kimber
Mrs Sally Jones
Mrs Jane Jamieson
Mrs Leslie Phillips
Mr Fin Winstanley

COMMUNICATION

We encourage two-way communication between school and home. The class teacher, Head Teacher or office will contact you if there is a concern. Similarly, we encourage parents to inform the school of anything relevant to their child's wellbeing.

On Entry Assessment

Before being offered a place at Airthrie, your child will have enjoyed at least one taster session during a working school day. During this time, they will have experienced a wide range of activities in order that we may informally assess our suitability as the right educational setting for them.

Once an offer has been accepted and your child has 'settled-in', a formal computer-based assessment (InCAS) is undertaken. If applicable, we will also request transfer records from Nurseries and schools, which provide valuable information about your child's individual progress so far.

The Class Teacher will then arrange a meeting to discuss how your child has settled, the results of the InCAS and if necessary, any specific needs i.e. strengths or those areas that require extra support, they may have.

For further information, both our **Admissions** and **Curriculum Policy** is available to download from the website or on request from the school office

Reporting progress to parents

Class Teachers send Curriculum Overviews during the first week of each term. These include a précis of the teaching and homework timetable, proposed trips, key dates and a summary of the learning objectives.

Formal meetings are held following publication of Effort and Attainment Reports in the Autumn and Spring Terms and a more detailed End of Year Report in the Summer Term. A summary of a pupil's attendance figure is included in the Termly feedback report to parents.

'Meet the Teacher'

Parents are invited to meet their child's Class Teacher at an informal evening event in the Summer Term. Pupils will visit their new classroom and teacher in the last week of term. Both 'Meet the Teacher' events include a presentation on the organisation and expectations of the coming academic year and are an opportunity to ask any questions you or your child may have.

New starters at Airthrie will have a further opportunity to visit the day before they start in September. This allows children to become familiar with their way around school and know where important things like the toilets and their desk are.

Class Teachers

The class teacher should be considered your first point of call if you have a question or query relating to your child, as they are best placed to give an accurate and timely answer. Teachers can be emailed either via the class email account above and or Specialist Teachers via the school office. It is generally the case that during term time, you will receive a reply within 24 hours or in the case of a weekend, the following Monday.

If you need to contact the school during the holidays, please email the office admin.school@airthrie-school.co.uk.

Class Reps

We are very fortunate to have an active body of parents who are our Class Reps, who help fundraise and are another point of call for parents*. Communication with Class Reps is generally through individual class WhatsApp group, which is primarily for sharing information relating to the class or whole school events.

New starters to Airthrie will be contacted by the Class Rep and asked if they wish to join the group. Class Reps tend to serve for the academic year, although some carry on this role for longer.

As with other forms of social media, it is important to promote a culture of kindness online. Our advice is to 'think' **before** you post a comment. If you feel as a school, we have done something wrong, please come and talk to us.

**Remember often the best place for clarification on school matters is direct to the Class Teacher, school office or website.*

Website

The school website is a valuable source of information and can be found at www.airthrie-school.co.uk. Please look at this regularly, as it often has all the information you need.

Updates

The Headteacher emails a weekly update called the **Friday Bulletin** and the Principal and Headteacher prepare an End of Term letter, which keeps everyone informed of events in school.

COMPLAINTS

Airthrie has long prided itself on the quality of teaching and pastoral care provided to its pupils. However, if parents do have a complaint they can expect it to be treated by the School in accordance with our Complaints Policy.

Complaints are not easy to define and it what may be initial considered a 'complaint', is in fact an issue or concern. Although they are all any matter, about which a parent is unhappy and seeks action. Our aim is ensure that any issue, concern or complaint is fully considered and wherever possible, resolved to the satisfaction of those involved.

We ask that if possible, resolution be first sought informally, in discussion with the teacher. If the issue, concern or complaint cannot be resolved, please contact a member of the Leadership Team. Formal complaints will be dealt with by the head Teacher in accordance with the **Complaints Policy**, which is available to download from the website or on request from the school office.

UNIFORM

All items listed below can be purchased second hand from Mrs Louise Treloar in the office or new from:

Schooltogs

252 High St
Cheltenham
GL50 3HF

Tel: 01242 523632

www.schooltogs.com

Reception – Year 6

Winter Uniform

- Airthrie blazer
- Navy waterproof coat/jacket
- Black shoes
- Blue shirt
- Airthrie tie
- Airthrie red pullover
- **either**
- Grey shorts with long red socks
- Grey trousers with grey socks
- **or**
- Tartan pinafore (Reception – Year 2), red tights or socks
- Tartan kilt (Year 3 – Year 6), red tights or socks

Summer Uniform

- Airthrie blazer
- Black shoes
- **either**
- Grey shorts with long red socks
- Airthrie blue polo shirt (no tie)
- Airthrie red pullover
- **or**
- Airthrie Sailor dress with long white socks
- Airthrie red cardigan

Sports Kit

Reception and Year 1

- Navy blue shorts
- Airthrie navy skort
- White crew necked t-shirt
- **or**
- Airthrie white polo shirt
- Airthrie red sweatshirt
- Navy tracksuit trousers
- Trainers – predominantly white

Year 2 – Year 6

- Navy blue shorts

- Airthrie navy skort
- Airthrie white polo shirt
- Airthrie red sweatshirt
- Airthrie or navy blue (unbranded or subtle branding only) tracksuit trousers
- Trainers – predominantly white
- Navy blue base layer (unbranded or subtle branding only) or Airthrie base layer if you already have one

Swimming Kit

Year 1 – Year 6

- Royal blue trunks
- Royal blue swimming costume
- Red swimming cap (Airthrie caps are available from the School Office)
- Towel
- Goggles

Additional items

- Please provide a red painting apron (preferably waterproof) with a secure loop so that your child can hang it up easily.
- An Airthrie rucksack (Year 3 – Year 6) can be purchased from the school office.
- Pupil's hair that is longer than collar length should be tied back and off the face, and when in the pool, wear a swimming cap.

Please note: pupils come into school in their sports kit on the timetabled day and when swimming. NO jewellery, apart from small studs for pierced ears (covered with tape for Sport), is allowed to be worn.

Sun protection

Pupils are encouraged to be aware of both the beneficial and harmful effects of the sun. A considerable amount of the garden is shaded by play-houses, trees and bushes and children are encouraged to play in these areas and drink plenty of water when it is hot and sunny. On hot days, even when it is cloudy, we ask that parents provide sun protection such as, a hat, sunglasses and sunscreen.

PERSONAL BELONGINGS

Please ensure that all your child's belongings, including uniform are named and aside from specifically requested items, please do not allow your child to bring personal items from home.

LOST PROPERTY

It is very important that all items, including uniform bought second-hand, are **clearly marked** with your child's name. Valuable items found in school are taken to the school office, whilst items of clothing and oddments are put into the lost property box located in the garden. At the end of each term, or when the box is full, all items of lost property are displayed in Rowan Class for parents to look through. At the end of the academic year, unclaimed items are donated to charity.

Children are encouraged to be responsible for their own possessions in school and should report any loss to their class teacher **immediately**, as it can be very difficult to track down items days after it has gone missing. Although, messages for lost items posted on the Friday Bulletin, have proved successful in tracking down uniform picked up by mistake.

FUNDRAISING

Pupils are encouraged to give to charity and to fundraise for specific appeals throughout the year. We participate in annual events such as Children in Need and World Book Day and hold regular 'muffin days', raffles and a Christmas Market and Summer Fayre.

MONEY in SCHOOL

Money should only be brought to school when permission is given, for example, school trips or fundraising events such as book fairs or cake sales. We would suggest that you know exactly how much they bring in on such occasions, and that it is as coins in a named purse.

ADDITIONAL COSTS for TUITION, TRIPS and 'EXTRAS'

On occasion, there may be a supplementary charge for additional tuition, trips and such like. These are often referred to as 'extras'. Generally, after-school activities are arranged on a Termly basis and if applicable, invoiced in advance with the school fees. Educational trip and visitors, which incur a cost, is often invoiced the following term. Materials such as textbooks purchased for additional tuition such as for Booster or Prep Club are sourced on behalf of parents at a significant discount and will be invoiced separately.

Visiting Music Teachers (VMTs or Peripatetic) operate as self-employed contractors. Fee structure and payment is made, in advance, directly to the teacher concerned. A term's notice is required for withdrawal from these classes.

SCHOOL LUNCHES

Pupils can opt in for a school lunch, the cost of which is charged as a supplemental 'extra' or bring their own from home. Our school lunches are prepared on site and our cooks use fresh and locally sourced food wherever possible. The menu is changed daily, and Monday is traditionally 'meat free'.

The weekly menu is displayed in school and published on the website.

Special dietary needs are also catered for and pupils with a requirement are identifiable by the colour of their plate. Please inform the school office if your child is to have a school lunch or if they have any special dietary needs.

FOOD in SCHOOL

Airthrie celebrates pupils' birthdays in Assembly with the whole school. Should the special day fall on a school day, the kitchen provides an iced cake for the class. We also permit you to provide your own cake or treat such as fruit, if you wish for birthdays, religious festivals or other significant occasions.

However, please note that due to the risk of a severe allergic reaction **CHILDREN ARE NOT TO BRING IN TO SCHOOL ANY FOOD CONTAINING NUTS.**

HOMEWORK

We believe that homework can play a valuable part in a pupil's education. Its purpose is to reinforce and extend skills and understanding developed in the classroom.

The precise amount of time set for homework varies and is outlined in the Curriculum Overview sent to parents at the start of each term. It is important to recognise that children work at different speeds, however if you find that the work set is taking too long or posing a problem, please contact the class teacher. Similarly, we will contact you if we see that there is an issue with homework.

CELEBRATIONS, REWARDS and the FOREST SYSTEM

Individual successes are recognised during a weekly Celebration Assembly. Please encourage your child to participate and encourage them to bring in any certificates, trophies or simply share what they have been doing with the whole school.

Dividing a school into 'houses' is a traditional feature of Independent schools. At Airthrie, our pupils are shared between four 'Forests', which link to our classes named after trees, whose aim is to encourage children to mix in wider age and friendship groups in supervised events and activities.

The Forest are taken from the four corners of the United Kingdom and are identified by a different coloured T shirt:

| | | |
|-------------------|--------------|---------------|
| Kielder | North | Red |
| Theftord | East | Orange |
| Dallington | South | Brown |
| Wentwood | West | Green |

Staff award 'Leaf points' for a range of reasons for example, behaviour, good work, attitude, acts of kindness etc. Each week the leaves are added and a total announced in Celebration Assembly. Each half term, the Forest with the most leave points receives a treat and at the end of the year, the highest total is presented with a magnificent trophy made from the wood of each class.

INSPECTION

Airthrie is accredited, via the membership of the Head, as a member of the Independent Schools Association (ISA), which is a professional organisation providing support and advice for Independent schools across the country.

As an Independent school, we are regularly inspected by the Independent Schools Inspectorate (ISI) and no longer by OFSTED. Parents are informed of any forthcoming inspections and our last ISI report (February 2017) is available to download from our website or on request from the school office.

INSURANCE

Airthrie operates a Pupils' Personal Accident Scheme, and the premium for this cover is incorporated into the current school fees structure. Further details are available from the Bursar's Office.

Airthrie cannot take responsibility for personal property. Insurance of personal effects is the responsibility of parents. If pupils have valuable clothing or personal property, this should be insured under parents' home policies.

PHOTOGRAPHS, VIDEO and SOCIAL MEDIA

At Airthrie, we are very proud of all academic, musical, artistic and sporting efforts and achievements of our pupils. We like to celebrate pupils' hard work and participation in events by displaying examples of their work and photographs of trips and events. Photographs and videos can capture a moment and therefore enhance the self-esteem of pupils; they are something to be welcomed and appreciated.

Airthrie makes various uses of images or videos of pupils during their time at school, which will be used in the following ways:

- in school publications, prospectus, school newspaper, leavers' yearbook, Friday Bulletin, End of Term letter and other printed and online publications that reasonably promote the work of the school;
- on the school website;
- for assessment and monitoring, for teaching materials for use with future pupils, in books to record learning progress, or other educational uses;
- in displays around the school; and
- special events and achievements.

Please note, where images are used online or in any published school material, e.g. website, prospectus, DVD, pupils will not be identified by name except the leavers' yearbook which will only be distributed to our Year 6 pupils.

In addition to the above, pupils are always supervised by members of staff when professional photographers visit the school. Parents are never under any obligation to buy these.

Consent

To comply with the General Data Protection Regulation 2016, we need your permission before we can photograph or make any recordings of your child. Consent can be withdrawn at any time by informing the school in writing.

Restrictions about taking, sharing and distribution of images

At Airthrie we are happy for parents, friends and invited family members to take photos and videos of particular events, however, we reserve the right to limit this for example, at school productions, which are filmed by a professional company and available for purchase soon after the event, or when asked to not to by a member of staff.

- Please do not take photographs of other pupils except incidentally (such as part of a group shot) without the prior agreement of that pupil's parents.
- Do not upload images of children other than your own, to a public social networking site e.g. Facebook, YouTube.

- Please be aware that you are not permitted to take photographs or to make a video recording for anything other than your own personal use (e.g. photography with a view to selling videos of an event is prohibited).
- Those who are using photographic equipment must be mindful of others when taking photographs and videos. Flash photography can disturb others, or even distress those with medical conditions.

POLICIES

Policies have been written to cover all the principle aspects of life at Airthrie and are available on the school website or can be requested from the school office.

PRIZE GIVING

Prize giving is annual event at the end of the academic year, which the parents, friends and family of pupils in Year 6 are invited to attend. Prizes are awarded for academic achievement, effort, as well as sport and contribution to school life.

CHECKLIST

- Medical consent form
- Local outings and visits consent form
- Photograph consent form
- Club list form