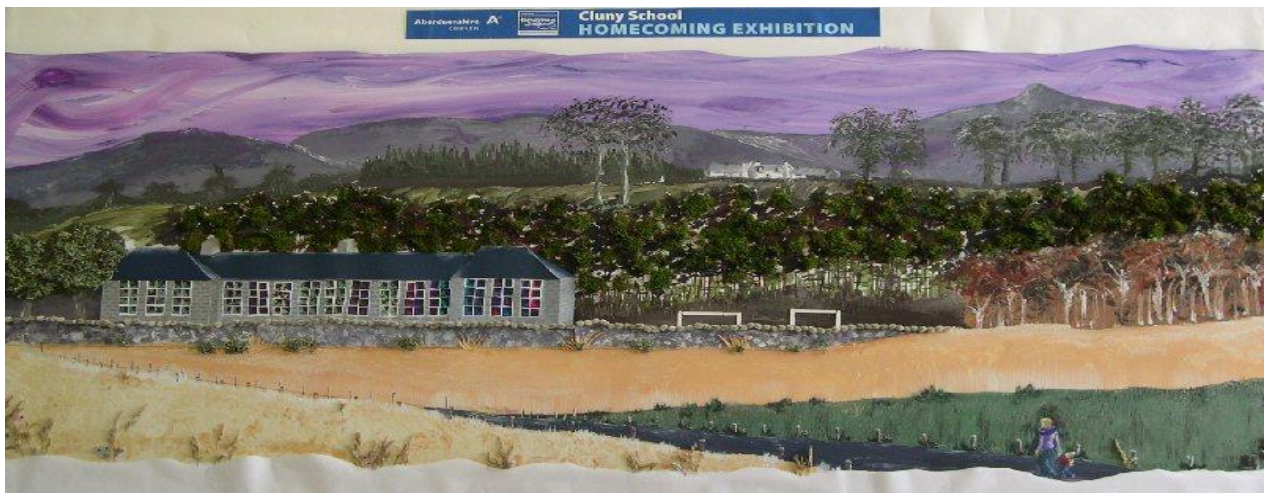




Learning and Achieving Together



WELCOME BOOKLET

2020/2021



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Welcome to Cluny School



Cluny School offers a friendly and engaging learning environment which is supported by a great community spirit. At Cluny School we strive to deliver a wide range of teaching and learning experiences to give our pupils the best opportunities to realise their full potential.

We look to forward working, learning and achieving together with you throughout your child's learning journey.

This booklet will provide you with a range of information about Cluny School. Please get in touch with the school if you require any further information.

Kind Regards

Mrs Gilmour
Head Teacher



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INFORMATION FOR PARENTS

About Cluny School

Cluny School opened in 1934, it is in a beautiful setting lying north of the village of Sauchen. It is co-educational, non-denominational and provides education for Primary 1 to 7. There are four classrooms, a library/resource room and a gym hall/dining room. Surrounding the school are ample, secure play areas consisting of grass playing fields, with excellent play equipment, a tarmac playground and forest area.



The School Day

Start	9.00 a.m.
Morning Break	10.30 a.m. - 10.45 a.m.
Lunch Break	12.30 p.m. - 1.30 p.m.
Finish	3.15 p.m. for all children



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Curriculum for Excellence (CfE)

The school's priorities lie in developing literacy and numeracy, and in looking after the children's health and well-being. Using the 'outcomes and experiences' from CfE, we are working with the children to develop skills for learning, life and work. We aim to make the learning relevant and to link knowledge in one subject area to another, helping the children to understand the world and to make connections.

Behaviour Management

Through the collective Alford Cluster Schools restorative approach, it is our duty of care to build self-esteem and consistent standards of positive behaviour. At Cluny School, it is the responsibility of all staff, pupils and parents to reduce, and do all we can to stop all types of unacceptable behaviours.

School Transport

The school transport providers are not yet confirmed for next session. All primary pupils who live more than two miles from the school or it is deemed unsafe to walk are entitled to free school transport. Pupils will be allocated an appropriate pick-up/drop off point from the Public Transport Unit.

School Meals

School meals are provided at £2.50 per day. The Council now uses an on-line system of payment. The school lunch menu can be accessed at Aberdeenshire Councils website and your child will be provided with a hard copy twice a year which can be used to discuss and choose with parents. Alternatively, children may provide their own packed lunch. Drinking water is available each day, but pupils should bring their own water bottle.



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School Uniform

Recognition Express provide the uniforms at the school. All items have the Cluny logo on them, and a bulk order is placed by the school each term.

We ask the children to wear our school uniform, which includes:

- School sweatshirt / fleece (navy blue)
- Shirt, blouse or polo shirt (white / light blue)
- Trousers or skirt/pinafore (black/grey/navy blue) or gingham dress
- Sensible shoes: Such as school shoes or trainers.
- Children will also need to bring warm waterproof clothing and footwear to school.
- Homework Bags: Navy Blue homework bags with the school logo are also available to purchase.

What will my child need at school?

- **SCHOOL BAG:** It should fasten securely and be easy for your child to open/close and carry.
- **DRAWSTRING SCHOOL P.E. BAG:** For your child to store their P.E. kit at their peg.
- **PAINTING APRON**
- **PENCIL CASE:** During the current COVID 19 circumstances please can pupils bring a pencil case with their own stationery equipment to include - writing and coloured pencils, crayons, ruler, rubber and pencil sharpener. Optional items can include glue stick, felt pens and highlighters.
- **INDOOR SHOES:** The children must change into indoor shoes, usually their gym shoes, when in school.
- **P.E. KIT:** Sports shorts and t-shirt are required. Gym/shoes/trainers are required for use indoors. Long hair must be tied up away from the face and jewellery must not be worn.



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- **SNACKS:** Pupils can bring their own healthy snacks and a bottle of water daily.
- **WATER BOTTLE:** Children are encouraged to have a water bottle in class to keep hydrated; it must contain water and not juice. There is a water fountain located in the First Aid room and the children can take their bottles there to fill up.
- **WALLET / PURSE:** If your child needs to take money to school, please put it in a named wallet or purse.
- **MOBILE PHONES:** We do not recommend that children take a mobile phone to school as we will contact you in the first instance if required. If it is necessary for your child to take a mobile phone to school, it is their responsibility to ensure it switched off or on silent and kept in their school bag throughout the school day.

***With the current COVID social distancing measures in place, please can all pupils:**

-Wear clothes they can put on/off themselves, jackets that can be tied independently.

-Wear shoes which they can put on/take off independently (no shoelaces if they are unable to tie them).

- Ensure that **ALL** your child's belongings are named.



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Safety

The safety of children at Cluny is paramount and great care is taken to ensure that this is always the case. Risk Assessments are carried out for all school trips and events.

Child Protection

All Cluny staff receive annual Child Protection training and are PVG disclosed.

Emergency Contact - In the event of an emergency, contact will first be made with parents and thereafter with emergency contacts.

Home/School Contact - If at any time you wish to talk with the Class Teacher or Head Teacher about your child's progress or any problem that may arise, please do not hesitate to contact the school.

Absence from school - Please inform the school by telephone, e-mail or by letter (in advance) of your child's absence from school. We must account for all children and will contact you by 9.30am if we have not heard and your child does not appear at school.

Collection from school - The school must be kept informed of the arrangements for collecting your child from school. You can e-mail the school, but please phone if you do not receive an acknowledgement of your e-mail.

Car park safety

When using the car park, please:

- Reverse park.
- Turn your engine off, if leaving the car.
- Come to our seated area in the playground to pick your child up, before escorting them to your car. Children will wait at the seated area for you.
- We do not want cars reverse parking while the children are walking past. The only movement of vehicles should be forward as parents leave the car park.



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- Do not cross the car park with children or to fetch children. The pavements on either side should be used.
- If there are no spaces in the school car park please park responsibly on the road ensuring that the entrance/exit is not blocked.

Illness at school

If your child becomes unwell during the school day, we will contact you or, if we cannot get hold of you, the person you have chosen as your emergency contact. Please adhere to guidelines regarding return to school if your child has been unwell such as the 48hour protocol for sickness and diarrhoea.

Medicines

Any medicines **MUST** be clearly labelled with your child's name and **MUST** be handed over to the office staff and the appropriate paperwork must be filled in.

Monymusk Cluny After-School Club

The After-School Club is based at Monymusk School and Cluny pupils are transported there at the end of the school day via approved taxi. The club runs straight after school until 6pm, Monday to Friday during term time. The session fee per child for after school care is currently £12.00 and there is a discount for siblings that attend also. For more information, please contact: monymuskclunyasc@gmail.com

Parent Council

Parent council meets on a termly basis. These meetings are an opportunity for parents to express their views and support with school improvements. The Parent Council also support with the organisation and running of fundraising events which is a great way to meet other parents, too!



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