



# BRIDGE OF DON ACADEMY

*Be Caring Be Honest Be Respectful Be Your Best*



## ABERDEEN FOOTBALL CLUB COMMUNITY TRUST (AFCCT)

### **Roles and Responsibilities**

To support young people to be their best at Bridge of Don Academy a partnership has been established with Aberdeen Football Club Community Trust (AFCCT). To support understanding amongst all stakeholders of the intended outcomes and expectations, the following responsibilities have been agreed:

#### **Young People:**

- Arrive in class on time.
- Bring allocated AFCCT kit to each session.
- Bring a medical note from home if unable to participate in a session.
- Request and collect missed work set from each class for each absent period.
- Attend 'catch-up club' when requested for missed deadlines.
- Be their best and participate in the fullest sense regardless of the weather.
- Be their best in all other school areas. This includes maintaining high standards of uniform, behaviour, attendance and timekeeping.
- To work with staff and professionals to follow the BODA Bs and reach their potential.

#### **Parents/ Carers:**

- Actively encourage young people to remain up to date with any missed periods of learning.
- Support young people in being their best at Bridge of Don Academy in terms of uniform, behaviour, attendance and time keeping.
- Attend (if available) AFCCT information evenings.
- Support young people to follow the BODA Bs and reach their potential.

#### **Class Teacher:**

- Where possible, provide catch-up work for the missed lesson, or an alternative task if feasible.
- Flag up to Head of House and DHT Lead for AFCCT where pupils are not taking responsibility for asking for, collecting and catching up on work.
- Support young people to follow the BODA Bs and reach their potential.

#### **Faculty Head/ Principal Teachers:**

- Support Teachers in the department to ensure appropriate work is set for young people who are absent from class.
- Support young people to follow the BODA Bs and reach their potential.

#### **Head of House/ Principal Teacher Guidance:**

- Monitor young people's attendance at AFCCT.
- Support and challenge young people to remain up to date with their catch-up work.
- Support young people to follow the BODA Bs and reach their potential.

#### **AFCCT Lead (Laura Whitfield):**

- Gather and collate baseline data from all stakeholders.



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- Report any known staff absences before 8am on the day of input.
- Complete register within 10 minutes of the period starting using the Microsoft form link.
- Collect young people's valuables prior to each practical session.
- Lock any classrooms used on exit.
- Attend school In-service day in August for annual mandatory staff training.
- Ensure the PE changing rooms are locked before going outside.
- Monitor young people's attendance, attainment and progress within the AFCCT programme and highlight any young people of concern to the DHT Lead for AFCCT.
- Review the AFCCT tracker, ensuring that when assessments are planned that contact is made with the Support for Learning department in advance (one week minimum) to ensure any agreed additional assessment arrangements for a young person are met.
- Ensure SQA assessments are completed in line with SQA conditions and are submitted to the DHT Lead for AFCCT each term.
- Undertake and support any offers of internal or external moderation for SQA coursework.
- Re-capture data from all stakeholders to measure impact and support planning for next session.
- Support young people to follow the BODA Bs and reach their potential.

## **DHT Responsible for AFCCT:**

- Gather and collate school data on a termly basis to support AFCCT Lead in continually reviewing the impact of the project.
- Use the termly data to review young people's place in the project and support young people to be their best.
- Review AFCCT attendance on a weekly basis and liaise with Heads of House for any concerns.
- Update the school office and classroom teachers of each group's timetable on a termly basis.
- Ensure Data Protection Impact Assessment (DPIA) is up to date and agreed with AFCCT Lead.
- Verify each SQA assessment script.
- Ensure there is appropriate storage of SQA materials in line with requirements.
- Work with DHT responsible for timetabling to embed AFCCT for session 2025/2026 to reduce the impact on catch-up.
- Facilitate opportunities for internal and external moderation of SQA coursework.
- Support young people to follow the BODA Bs and reach their potential.

## **Office Staff:**

- Review attendance form and transfer into SEEMiS.
- Follow 'attendance roles and responsibilities' for any anomalies.
- Support young people to follow the BODA Bs and reach their potential.

## **All Year Head/ Depute Head:**

- Discuss concerns in 1-1 meetings between HoH and DHT and identify any young people who may need further targeted support.
- Support young people to follow the BODA Bs and reach their potential.

## **Head Teacher:**



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- Maintain a holistic overview of the partnership.
- Support all staff as appropriate.
- Support young people to follow the BODA Bs and reach their potential.