



MELVILLE-KNOX
ABERDEEN

Information Brochure 2023-24

1 CONTENTS

2	Who we are	3
2.1	Our Guiding Principles.....	3
2.2	Statement of Faith.....	3
2.3	Principles of Doctrine.....	4
2.4	Organisation Structure.....	4
3	Location & School Building.....	5
4	Parent Information*	6
4.1	Curriculum	6
4.2	Partnership with Parents.....	7
4.3	Uniform.....	8
4.4	Stationery.....	8
4.5	Communication.....	8
4.6	Standards of Behaviour.....	9
4.7	Sensitive Topics.....	9
4.8	Child Protection Policy.....	10
4.9	Application process.....	10
5	Admission Policy	10
6	Tuition Fees.....	11
7	Important Dates	12
8	Frequently Asked Questions	12

2 WHO WE ARE

Melville-Knox Christian School Aberdeen is the first Christian School in the North-East of Scotland. Our aim is to offer quality education based upon the Word of God to prepare children to serve God throughout all the stages of life. It is our goal to teach them Biblical wisdom, that is not just facts about the Bible but how the Bible relates to every aspect of life. This Biblical wisdom, therefore, is integrated in every subject of the curriculum and we aim to apply its principles consistently throughout every part of the school day. Our ultimate aim is to honour and glorify Christ who is Lord of all and prepare our pupils to serve in and build His Kingdom.

2.1 OUR GUIDING PRINCIPLES

In brief, the chief end of Melville-Knox Christian School is “**to glorify God and to enjoy Him forever**” through its teaching and the three subsidiary aims of the School that seek to bring this into practice are:

- ❖ to instil wisdom and Godly character in its pupils, equipping them for life in the 21st century.
- ❖ to provide its pupils with excellent education.
- ❖ to be a fragrance and light to its surrounding community by offering excellent education indiscriminately, by supporting home-schooling families and by being positively involved in the community.

For a more detailed outline of our guiding principles, consult the attached **Guiding Principles** document.

2.2 STATEMENT OF FAITH

At Melville-Knox Christian School every member of staff has to sign our Statement of Faith and the Principles of Doctrine before being accepted by the Board. They are expected to reflect these beliefs in their teaching and daily conduct.

Statement of Faith:

We believe and accept the revelation of the triune God given in the Scriptures of the Old and New Testaments, variously expressed in the Reformed Confessions, namely the Westminster Confession (1646), Baptist Confession (1689), 39 Articles of Faith, Three Forms of Unity and Savoy Declaration. We therefore believe in:

- The divine inspiration of Holy Scripture and its supreme authority in all matters of faith and conduct.
- The sovereignty and grace of God the Father, God the Son and God the Holy Spirit in creation, providence, revelation, redemption and final judgement.
- The sinfulness and guilt of man, making him subject to God’s wrath and condemnation.

- The substitutionary sacrifice of the incarnate Son of God as the sole and all-sufficient ground of redemption from the guilt and power of sin, and from God's wrath and condemnation.
- The justification of the sinner solely by the grace of God through faith in Christ crucified and risen from the dead.
- The regenerating, illuminating, indwelling and sanctifying work of God the Holy Spirit.
- The abiding authority of the moral law of God.
- The personal, visible return of the Lord Jesus Christ in power and in glory to judge the world.
- The bodily resurrection of all mankind, the believer to life everlasting and the unbeliever to eternal damnation.

2.3 PRINCIPLES OF DOCTRINE

- We believe in the inerrancy of the Scripture.
- We believe there must be unqualified acceptance of one of the confessions named in the Statement of Faith – see above.
- We believe the world was created in 6 literal days and that God rested on the seventh.
- We believe in the abiding authority of the moral laws of God as summarised in the Ten Commandments.
- For the sake of unity and making allowance for the few areas in which the confessions referenced in the Statement of Faith are not in agreement – there should be no teaching at variance with the doctrines of these named confessions in the school.
- For the sake of unity, sung items of praise being offered explicitly as worship to God should be from the Book of Psalms and should not be accompanied with instrumental music.

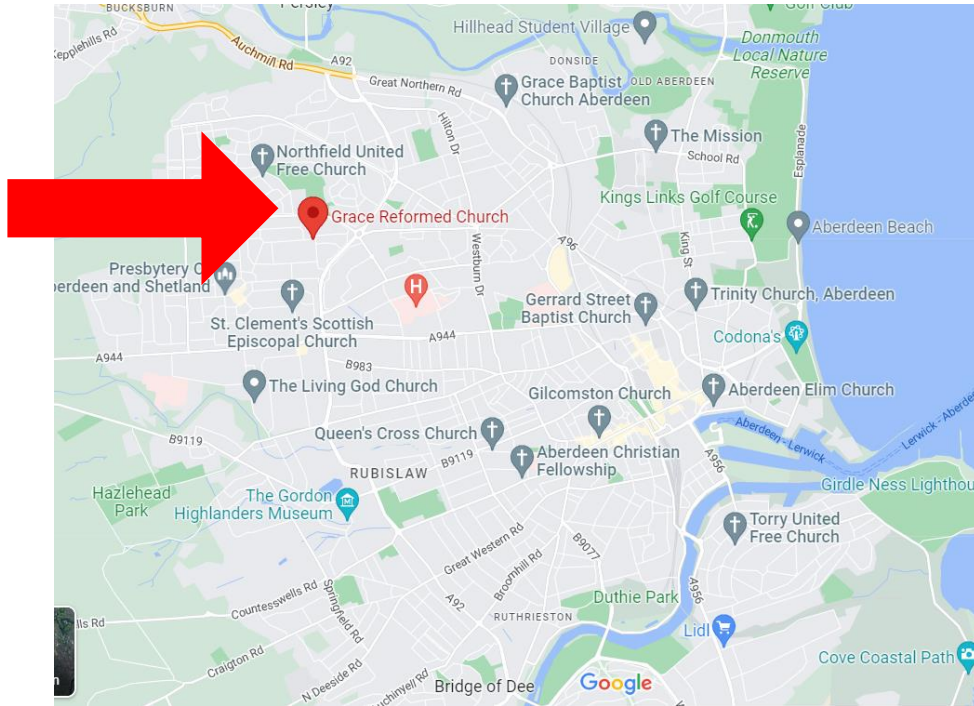
2.4 ORGANISATION STRUCTURE

The School is ultimately under the authority of the Melville-Knox Aberdeen School Board. The Board currently consists of volunteers from different churches in Aberdeen, namely Grace Reformed Church and Grace Baptist Aberdeen. This includes the church leaders Rev. Timothy McGlynn and Pastor John-William Noble. Additionally, there are several board members who are involved with our partner school in Glasgow.

The daily aspects of school life are managed by the School Management Committee. This currently consists of the teacher and our administrator/classroom assistant. We aim to enlist volunteers from the Parents and Friends Association in the School Management Committee.

3 LOCATION & SCHOOL BUILDING

Our School is located in the building of Grace Reformed Church Aberdeen on Long Walk Road in Mastrick, Aberdeen. Here we have a designated classroom area as well as a small office to be used for the school. Due to building size, we are currently restricted to a class with a maximum of 15 pupils.



4 PARENT INFORMATION*

First of all, thank you for considering Melville-Knox Christian School Aberdeen for your child's/children's education!

The school has a Constitution and a Statement of Faith grounded in the Reformed confessions. At the moment, the School Board has official representatives from three different denominations: the Free Church of Scotland (Continuing), the Reformed Baptist Church and the Free Presbyterian Church of Scotland.

Full-time staff includes a lead teacher with experience of Christian and state education and a classroom assistant/administrator who recently graduated from Aberdeen University. Staff are advised by an unpaid, voluntary Mentor, a former Head Teacher with over 35 years' experience in education, a school management committee and the school board. The school is ultimately under the authority of its Board of Directors. All Directors and Staff are, and must be, committed Christians who are members of Confessional churches.

4.1 CURRICULUM

As a Christian school, Melville-Knox Christian School teaches many subjects in a way that differs from that of the mainstream education system. Parents – and students – unfamiliar with the concept of Christian education might find initial difficulty in adjusting to the differences.

Although, at times, the school uses good secular materials and resources to teach several subjects, it will always supplement this material and, if necessary, amend it in order to secure faithfulness to Biblical truth and principles.

Additionally, as a Reformed Christian school, it may be the case that children and parents of various denominations might find some teaching different from that of their own churches. In the initial interview, School Management Committee members will have information detailing the school's curriculum in greater detail as well as specimen textbooks.

Subject areas that our curriculum will be covering are:

- Health and Wellbeing
- Languages (including Literacy)
- Mathematics and Numeracy
- Religious and Moral Education

- Sciences
- Social Studies
- Technologies
- Expressive Arts

The underlying principles of education in the school will be Biblical and God-focused.

4.2 PARTNERSHIP WITH PARENTS

Although parents retain their God-given responsibility for educating their children, the school works on the principle, that this responsibility is delegated by the parents to the staff of the school during school hours.

Accordingly, the school approaches schooling as a *partnership* between teachers and parents. For this partnership to be effective, the school considers two issues to be of critical importance:

1. Effective and regular communication between the school and the parents.
2. A thorough understanding of the roles and responsibilities of each party.

As the school fees are kept low to allow children from different financial backgrounds to attend the school, the school is dependent on donations and volunteers.

We expect all parents to consider joining the **Parent and Friends Association (PFA)**. Members of the PFA support the running of the school financially through donations but also practically in its day to day running. This can look differently for each person, but examples are volunteering as a Classroom Assistant, planning fundraising and other events or taking up a role in the School Management Committee. There are many ways for parents to get involved at the school to take an active part in the running of it, making sure the parents are not just customers of the school but rather an active part of the school community.

The school day times for pupils will initially be:

Mon-Thur	9am-3pm
Fri	9am-noon

Please note that we cannot provide before or after school care.

4.3 UNIFORM

The schools Admin Assistant will have details regarding the school's uniform and how to order it. The uniform consists of a jumper with a logo, under which either a formal white shirt with a school tie or a white polo shirt without a tie can be worn. The trousers will be black (with the option of shorts in the summer) and black skirts for girls or an optional blue gingham summer dress with light coloured tights/socks and a cardigan with the school logo. Black or dark coloured smart shoes are to be worn with the uniform.

For sportswear, a white polo shirt with the school logo and dark coloured jogging bottoms or shorts (girls who prefer wearing skirts at all times, are allowed to wear a stretchy knee length skirt on top of jogging bottoms or leggings, but leggings on their own are not allowed) and plain coloured trainers form the PE uniform.

4.4 STATIONERY

Pupils are expected to come prepared for lessons with the correct stationery. They are expected to bring their own pencil case containing pencils, coloured pencils, rubber, ruler and sharpener. A list of items to bring will be provided by the school administrator after enrolment. All schoolbooks and worksheets are included in the school fees.

4.5 COMMUNICATION

Upon acceptance into the school, parents will be given access to the Parents Portal, a secure interactive site containing news pertaining to the school and upcoming events and activities.



Parents' Evenings will be held twice a year. At these evenings, parents will have an opportunity to discuss their child's performance individually with the child's main teacher where open and clear communication is welcomed and encouraged.

4.6 STANDARDS OF BEHAVIOUR

An undisciplined environment is not only an unbiblical environment but one which hinders effective teaching and learning as well as imparting wrong standards of behaviour to the children.

The Classroom teacher is responsible for keeping a high standard of discipline in the classroom and, in order to help him/her to achieve this, will usually be assisted by a volunteer Classroom Assistant. The discipline of the school will be of a high standard and, as is Biblical, will always be in the context of love.

The Discipline Policy depicts acceptable and unacceptable behaviour and provides norms for rewarding and punishing. You should have received a copy of the school's Discipline Policy, either in electronic or paper format, along with this document.

Below is a brief overview of behavioural standards expected of pupils:

- **Language:** all unclean language is unacceptable but particularly profane or blasphemous expressions – including taking the name of God in a light or flippant manner or using alternatives to taking the Lord's name in vain.
- **Body Language:** body language that depicts rebellion (for example, not looking at teacher when spoken to) is unacceptable.
- **Respect:** Students are to address each other and their teacher with respect. A tone, or words, that portray disrespect or a rebellious attitude are unacceptable.
- **Bullying:** any signs of bullying, whether verbal or physical, will be dealt with seriously. The bully is to be confronted, rebuked and biblically counselled for his/her action and attitude and will be required to apologise.

4.7 SENSITIVE TOPICS

As the school is comprised of families from a number of denominations there are some beliefs and practices held by families at the school which may be unfamiliar to some parents and which may therefore unknowingly cause offence. For instance, there are families who do not celebrate Christmas or Easter, who only read from the Authorised (King James) version of the Bible, only sing unaccompanied Psalms in worship and who do not read Bible story books (or draw images) that contain images of God or Jesus. While we are not asking families that join the school to refrain from these practices, we feel it would be good that new families are aware of such issues and where possible, make an effort not to send

in books or other materials to school with their children that may cause offence to others.

4.8 CHILD PROTECTION POLICY

Children who are enrolled in Melville-Knox Christian School come under the care and responsibility of the school.

This means, the school will act on any suspected abuse or neglect and liaise with the police and social services as required (for more details, refer to the **Child Protection Policy** of the school, document attached to the welcome email).

4.9 APPLICATION PROCESS

Please read the Admissions policy below and find the application form, attached to the welcome email

Upon completion and receipt of the application form an interview will be arranged. The interview is designed to clarify whether Melville-Knox Christian School is the right choice for your child/children.

If the interview is satisfactory, and you are sure of your choice, and in the event of a place being available, you will be required to sign the Contract of Commitment with the school and your child will be enrolled.

5 ADMISSION POLICY

A. Principles

Our goal is that we should be able to make Christian Education available to all who want it. There is to be no selection of pupils on the basis of academic ability or financial status.

Our basic aim is to enable Christian parents to fulfil their God given mandate to bring up their children in the fear and admonition of the Lord. We see our responsibility primarily to such parents, but as far as it is compatible with our basic aim we will seek to be open to pupils from families of any or no faith.

While trying to be open to pupils of any ability we must recognise that in some cases of special learning needs it may not be possible for the school to meet such needs properly.

B. Procedure

In assigning places for pupils, places will be offered in the following order of priority:

1. Children who already have siblings enrolled in the school
2. Children of Parent and Friends Association members
3. All other children according to the date when the application form was received, with no preference given to the religion/non-religion held by the applicants.

The normal admissions procedure is following, after initial contact is made:

The administrator will send out leaflets of the school.

- a) The parent(s)/carer(s) will be invited to arrange a time for a visit. This might be with or without the pupil(s) concerned.
- b) The possibility of the pupil(s) attending lessons for a day or part of a day will be made known to parents/carers.
- c) The parent(s)/carer(s) will be given the full prospectus and are asked to fill in the application form to proceed with the application.
- d) An interview by two people. One of whom should be a Head teacher or Depute head teacher. The other can be a teacher. The interview committee will explain the responsibilities of parent(s)/carer(s), answer any questions and explain how the school is organised and run.
- e) Generally, the teachers will decide on admission but in special circumstances, the teachers can refer the case to the Board. The parents can appeal to the Board if the teachers have refused a place.

6 TUITION FEES

Melville-Knox Christian School Aberdeen charges £1,600 per year per child. Should a family enrol more than one child, the following reductions apply:

Child 1	100% (£1,600)
Child 2	75% (£1,200)
Child 3+	65% (£1,040)

7 IMPORTANT DATES

Application Deadline for 2023/24 enrolment:

- **31st March 2023**
Late submissions may be accepted.

School start date August 2023:

- **Tuesday 22nd August 2023**

A detailed term date overview will be provided at the application interview.

8 FREQUENTLY ASKED QUESTIONS

I am not a Christian, can I still enrol my child?

We accept pupils from any religion or none. All pupils will be expected to submit to the ethos of the school. This includes not bringing any books or toys to School which may cause offence to other families. All pupils will hear the Gospel regularly, study the Word of God, memorise Scripture and catechism, and be disciplined according to the Word of God. Any family that is content with these arrangements may enrol their children at our School.

Do you provide Lunch at the school?

All pupils are expected to bring their own packed lunch. There are no lunches provided at School. In addition to lunch time, there is also one snack time in the morning. Pupils are expected to bring both snack and lunch from home.

Can I arrange a school visit?

We encourage prospective families to come to arranged open days and information events. Should this not be possible or there be any questions, please do not hesitate to get in touch with our Administrator via email or telephone.

For any other questions and queries, please contact:

Email: enquiries@melvilleknoxaberdeen.org

Phone: 01224025365