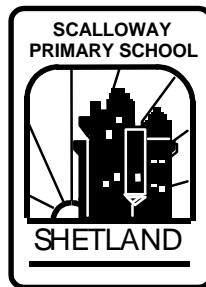




Shetland Islands Council

# Scalloway Primary School

Information Handbook  
2018-19



<b>Page No.</b>	<b>CONTENTS</b>
<b>3</b>	<b>Introduction</b>
<b>4</b>	<b>Contact details/Accommodation</b>
<b>5</b>	<b>Concerns/Complaints</b>
<b>6</b>	<b>Absence/Sickness</b>
<b>7</b>	<b>Visiting the school</b>
<b>7</b>	<b>Communication</b>
<b>8-10</b>	<b>Parental Involvement</b> Parental Representation Improving home/school partnerships Supporting learning at home
<b>11-12</b>	<b>School Ethos</b>
<b>13</b>	<b>Curriculum - overview</b>
<b>14-15</b>	<b>Curriculum</b>
<b>16-17</b>	<b>Assessment &amp; Reporting</b>
<b>17-18</b>	<b>Transitions</b>
<b>19</b>	<b>Placing Requests</b>
<b>20-23</b>	<b>Support for pupils:</b> When support for learning requires additional planning Getting It Right For Every Child (GIRFEC) Co-ordinated Support Plans Illness and Accidents Medicines Allergies Child Protection
<b>23-24</b>	<b>School Improvement</b>
<b>24-28</b>	<b>School Policies and Practical Information:</b> Sport and Social Events Instrumental Tuition Pupil Leadership School Meals Service Financial Help for Parents The School Day Term Dates for 2018/19
<b>28</b>	<b>Specialist teachers</b>
<b>28-30</b>	<b>Additional Information:</b> Online protection Inclement Weather Personal Belongings/Dress
<b>31-32</b>	<b>Staffing</b>

## Introduction

Dear Parent/Carer,

The purpose of this booklet is to give parents/carers and pupils information about our school. We hope that you find this booklet useful - please retain it for future reference.

Every pupil in this school is important and we aim to provide opportunities for all children to reach their full potential in a safe and happy environment.

We believe that, for education to be successful there must be a partnership between home, school and the wider community and we are constantly striving to achieve this.

If you wish further information or clarification on any part of this booklet please contact the school or check the school's website [www.scalloway.shetland.sch.uk](http://www.scalloway.shetland.sch.uk). The information is accurate at the time of compilation but is, of course, subject to changes in roll, staffing and resources etc.

Throughout this handbook, links to websites are provided for further information. Free access to these pages can be gained at the Shetland Library Learning Centre and at Islesburgh Community Centre. Hard copies and different formats of the handbook (for example in Braille or large print) will be made available by request to the school.

Handbooks for all Shetland Islands Council's schools can be found on the council's website.

The direct link is:

<http://www.shetland.gov.uk/education/SchoolHandbooks.asp>

I look forward to meeting you in school both formally and informally throughout the year.

*Morag Fox*

Mrs. Morag Fox,  
Head Teacher.

## Contact Details

Name:	Scalloway Primary School
Address:	New Road, Scalloway, Shetland, ZE1 0TN
Telephone:	01595 743777
Website:	<a href="http://www.scalloway.shetland.sch.uk">www.scalloway.shetland.sch.uk</a>
Email:	<a href="mailto:scalloway.school@shetland.gov.uk">scalloway.school@shetland.gov.uk</a>
Stages of education:	Early Years/Primary
Roll:	24 Early Years/142 Primary
Denominational status:	Non-denominational
Head Teacher:	Mrs Morag Fox
Parent Council email:	<a href="mailto:kenny@eastvoe.freeserve.co.uk">kenny@eastvoe.freeserve.co.uk</a> (Chair - Kenny Pottinger)

## Accommodation

In January 2015, the Primary Department and Early Years Scalloway relocated into the newly refurbished former Secondary Department. The refurbished department provides modern and spacious learning areas. The school comprises of: an Early Years with outdoor play area, 7 classrooms, an ASN room, a library, an art room, an ICT room, a music room/hall, a canteen, an instrumental instruction room, additional ASN spaces and office accommodation. Playground improvements are regularly under review. The school also makes use of the adjacent games hall, swimming pool and nearby Fraser Park.

## **Concerns/Complaints**

Here at Scalloway Primary School we constantly strive to provide pupils with a positive experience, which allows them to meet their full potential. However it is recognised that, from time to time, concerns and complaints are raised and action needs to be taken. We strongly believe that local remedy is by far the best. Therefore we will endeavour to deal with any concerns/complaints raised in a prompt and courteous manner and to the satisfaction of all concerned.

### **How to raise a concern**

Parents/Carers are encouraged to communicate directly with the class teacher at an appropriate time. This may be through school diary, by telephone or in person by appointment. Simple clarification or the provision of information can resolve many concerns and it is anticipated that most concerns/complaints can be resolved at this informal stage. When calling to arrange to speak to a member of staff it would be extremely useful if you could share the reason for your call and be mindful that the staff member will be class committed for most of the day.

### **Making a complaint**

In the case of serious concerns or complaints it may be appropriate to address them directly to the Head Teacher. At this stage you will be invited to attend a meeting in school at a time that suits you and the school staff. You will usually meet with your child's class teacher, a senior member of staff or both. We hope to resolve complaints at this stage.

The Shetland Islands Council Complaints Handling Procedure is available on the school website or from the school office.

This can also be found on Shetland Islands Council's website. The direct link is:

[http://www.shetland.gov.uk/comments\\_complaints/documents/ComplaintsHandlingProcedure.pdf](http://www.shetland.gov.uk/comments_complaints/documents/ComplaintsHandlingProcedure.pdf)

In the case of Early Learning and Childcare, complaints can also be taken to the Care Inspectorate. Further details can be found at <http://www.scswis.com/> and are displayed within the Early Years open area.

## Absence/Sickness

If your child is ill or if you think it is necessary for your child to be absent from school for any other reason, please contact the school with the details, as soon as possible.

Section 30 of the 1980 Education Act lays a duty on every parent of a school age child to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon. Absences are recorded as authorised (when the parent has informed the school of the reason). Unexplained absence will be recorded as unauthorised.

Parents/carers should complete a leave of absence form (available at the school office and on the website) in advance of any planned absences. In the interest of pupil safety, it is **essential** that parents contact the school to inform us when their child is absent. Contact should be made prior to 0930. If the school has not been contacted, we will make every effort to contact parents or named emergency contacts to establish a reason for the absence.

Parents and carers are expected to inform the school on the first day of a pupil's absence and continue to keep the school up to date on the progress of the child's illness should it be longer term.

Research shows a 90% attendance rate equates to 1/2 a day missed school per week.

Every effort should be made to avoid taking family holidays during term time as this both disrupts the child's education and reduces learning time. These absences must now be recorded as unauthorised. Parents should inform the school of the holiday dates before going away. **The school has no obligation to provide classwork/homework for completion during these times.**

For further information on school attendance, a guide for parents can be found on the Scottish Government's website.

The direct link is:

<http://www.scotland.gov.uk/Publications/2009/12/04134640/0>

## Visiting the school

You may wish to visit the school if your child has been offered a place or if you are seeking a place for your child. Please contact the school to make arrangements. We would be happy to meet you and your child(ren), show you around and answer any questions you may have.

## Communication

We communicate with parents/carers in a number of different ways. Parents/carers receive regular letters keeping them informed of school activities. It is preferred that parents receive these electronically via email; however, we can provide a hard copy on request. Any letter requiring a signature will be in paper form. School and Early Years newsletters are produced each term, detailing current news and achievements. This is uploaded to the school website and paper copies are available from the school. Our school website is updated regularly.

On the rare occasion that we have to communicate with parents/carers as a matter of urgency i.e. emergency school closure, the following procedures will operate:-

- During the school day we will contact all parents/carers via the contact details that we hold. We will also e-mail all parents that are on our e-mail distribution list.
- If it is decided that the school will not open due to bad weather this will be announced on Radio Shetland on the previous evening or on Radio Orkney after 7.30 in the morning. Announcements will also be made on SIBC and on the Shetland Islands Council website. Parents can also follow alerts on Twitter. A direct link to this can be accessed through the Shetland Islands Council home page [www.shetland.gov.uk](http://www.shetland.gov.uk) click on Twitter 'follow@shetIslandsCll' button at the top right corner of the page.

We have an 'open door' policy and welcome contact from parents/carers. We promote this in the following ways:

- As far as possible we aim to respond to all contact within 24 hours
- Homework diaries are used in classes. These offer daily opportunities for two way communication between the class teachers and parents/carers
- Parents/carers are welcome to contact class teachers at times when they are not class committed



- Our updated 'Reporting to Parents Policy' can be found on the school website. It details the regular communications between parents and the school.
- Parents/carers can e-mail the school to share information

## **Parental Involvement**

### Parental Representation

All parents who have a child at the school or in Early Years are automatically members of the Parent Forum. The Parent Forum can expect to receive information about the school, decide on the format of the Parent Council and how it operates, identify issues for the Parent Council, be consulted by the Parent Council and express views through the Parent Council. The Parent Council is the committee appointed by the Parent Forum to run matters on its behalf.

The Parent Council meet once per term and more often if required in the run up to a school event they are supporting. Parents are notified through school newsletters and Radio Shetland. The Parent Council are frequently asked their opinion on school documentation and initiatives. This is important as it ensures the information we provide is easily understood and appropriate for its intended audience.

You may wish to learn more about the role of the Parent Council in representing your views on education matters. You can contact the school's Parent Council directly, find information on the Parent Council notice board in school, and/or access information on Education Scotland's website.

The direct link is:

<http://www.educationscotland.gov.uk/parentzone/getinvolved/parentcouncils/index.asp>

Members of the Parent Council are listed below:

The Chair of the school's Parent Council is currently: Kenny Pottinger - [kenny@eastvoe.freeserve.co.uk](mailto:kenny@eastvoe.freeserve.co.uk) Tel: 01595 880 249

### Parent Representatives:

Kenny Pottinger (Chair)	Carrie MacDonald
Heidi Eriksen (Vice chair)	Clare Inkster
Sue White	Robert Nicolson
Lindsay Laurenson	James Tonge
Gowri Saravanan	Jane Cockayne
Marie Wynn	Stacie Ferguson
Veronique Coyne	Beverley Lamming
Marianne Clark	Grant Gilfillan



Teacher Representative: Mrs M. Anderson (P2 teacher)

Local Councillors: Mr Davie Sandison, Mr Ian Scott and Mr Mark Burgess

Clerk: Ms Dawn Ratter

### Improving home/school partnerships

Effective home/school partnerships will allow children to get the most out of their school and their education. Working in co-operation will allow potential difficulties and opportunities to be identified at an early stage. We have a number of opportunities for contact with parents/carers and their extended family on an informal basis:

- Day to day contact in the school
- Fundraising events
- Parents' Evenings
- School events - open events, concerts and sports day

These events take place at various times including weekends, holidays, evenings and through the daytime.

Contact with parents is very important and you are welcome to call at the school at any time. It is not always necessary to make an appointment to visit but we do request that you contact the school office on entering the building.

Non residential parents are welcome to contact the school to be updated on their children's progress. They can request appointment times to meet with class teachers, copies of school reports and newsletters. Non residential parents should inform the Head Teacher in writing of their requirements.

As your child progresses through the school you will be provided with more information about what is taught at the different stages and the teaching methods used.

**Parents/Teacher appointments** are held in March when you will be given an appointment to discuss your child's progress with the class teacher. Pupils' Progress Reports will be issued in Terms 2 and 4.

## Supporting learning at home

**Homework** is an important link between school and home. It is a way of consolidating work learnt in the classroom e.g. maths, spelling and reading. It also provides an opportunity for parents to share in their children's learning and support them. All children receive homework appropriate to their age and ability. Our homework policy can be found on the school website.

Also, homework should consolidate/challenge children not stress/distress them or their parents/carers - if this happens, stop and let your child's class teacher know.

For further information and resources regarding getting involved with your child's learning, please contact the school and/or take a look at Parentzone on Education Scotland's website.

The direct link is: <http://www.educationscotland.gov.uk/parentzone/index.asp>

**Newsletters** are produced regularly and additional letters sent out as necessary. **Most correspondence is now sent via email and we ask that parents update the office should email details change.** We will continue to send home paper copies should parents request and if a letter requires a parental signature.

**Volunteers in school:** We actively encourage the involvement of parents/carers and other members of the community in enhancing the experiences of the children in the school. This could be by accompanying classes on trips, sharing their knowledge and skills with a class or coming in to support specific projects, for example Golden Time activities. It is recognised that when parents/carers are involved, children do better in their education. Our staff work positively to promote an ethos of partnership within our school. Such involvement by parents/carers and other members of our community will benefit the school, by both enriching the curriculum and encouraging a wider understanding of schools and the education system in general.

As part of our process of self-evaluation we regularly gather the views of all parents/carers pupils, staff and partner agencies. We do this in a variety of ways including audits, questionnaires, at school events and through discussion. We value your opinions and the information you share with us in identifying our strengths as well as areas for development.

## School Ethos

In Scalloway School we aim to:

- Provide a safe and friendly environment where everyone feels happy and valued and able to achieve his/her full potential.
- Place high value on all learning and achievement.
- Support pupils to become confident, tolerant citizens.

We work to achieve these aims in partnership with parents/carers and with the wider community.

**We believe that the achievement of these aims depends upon a partnership between the school, parents and the wider community and that we equip our young people with the values and skills that will enable them to become global citizens. We will nurture and encourage creativity, enterprise and resilience. We work hard to foster a positive ethos in Scalloway School where pupils feel confident are able to develop their knowledge and understanding of the world around them.**

Pupils are encouraged to share their out of school interests and successes in their classrooms and our achievement board - Scalloway Stars. We celebrate success during weekly assemblies.

Wherever possible we involve the local media in promoting the successes and achievements of our pupils and staff to the wider community. The school has a prominent place within the local community. We work in partnership with local organisations and agencies such as the North Atlantic Fisheries College (NAFC), Scalloway Museum, Shetland Recreational Trust, the Walter and Joan Gray Eventide Home, the Church of Scotland, and local shops and businesses.

Visitors and speakers are often invited into the school to speak at assemblies or support work done in classrooms. This can enhance the delivery of the curriculum and gives them an opportunity to share their particular messages whilst gaining an insight into the work of the school.

We continually try to promote positive behaviour and the importance of forming and maintaining good relationships. We follow the 'Golden Rules' system whereby pupils are rewarded for positive behaviour and have secret student targets, winning house points for their team.

Occasionally, there are instances of challenging or unwanted behaviour. Children are encouraged to consider the consequences of their actions and helped to find alternative solutions to their problem. If a child is unable to respond to the school's approach, parents/carers will be informed and possibly asked to meet school staff in order to resolve the problem.

Any reports of bullying are treated seriously and will be investigated. If there is evidence of bullying or anti-social behaviour taking place in the school we will follow the Shetland Islands Council policy - Anti-bullying in Shetland Schools 2018. This policy can be accessed from the following website: <http://www.shetland.gov.uk/education/policiesguidelinesandforms.asp> The topic of bullying is addressed in each class regularly through the delivery of a CfE Health and Well Being programme and in assemblies.

Health and Wellbeing is pivotal in all that we do in Scalloway School. Pupils are provided with a diverse range of activities that enable them to develop their mental, emotional, social and physical skills and make informed decisions regarding all areas of their development, e.g. healthy food choices, active learning in all areas of the curriculum, participation in decision making, etc.

**PUPIL VOICE** (formerly known as Pupil Council) is an important part of school life, whereby pupils are regularly consulted on a range of school topics eg Improvement Plan, French and transition.

In a world that continues to become smaller, and where geographical distance means less and less, we appreciate the importance of ensuring that Scalloway pupils are equipped with the necessary skills and understanding to make them global citizens. Interdisciplinary studies at all stages encourage pupils to reflect on events, both past and current, and the wider impact our actions can have.

Although we are no longer collecting green Eco flags, we strive to maintain the positive and sustainable messages we have learned previously as an Eco school. Every effort is made to use resources and materials responsibly and pupils are given a strong voice in steering the school in this area.

## Curriculum – overview

In Scalloway School and Early Years, we deliver A Curriculum for Excellence (CfE). The curriculum is designed to provide a coherent, flexible and enriched curriculum throughout a child's life from 3 to 18 years old.

The curriculum aims to ensure that all children and young people in Scotland develop the knowledge, skills and attributes they will need if they are to flourish in life, learning and work.

Curriculum for Excellence defines five levels of learning. The first four levels provide a broad general education, with progression to qualifications described under a fifth level, the senior phase.

Level	Stage
Early	The pre-school years and P1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.
Third and Fourth	S1 to S3, but earlier for some. The fourth level broadly equates to Scottish Credit and Qualifications Framework level 4.
Senior phase	The fourth level experiences and outcomes are intended to provide possibilities for choice and young people's programmes will not S4 to S6, and college or other means of study.

Teachers and practitioners will share information to plan a child's "learning journey" from 3-18, helping their progression from Early Years to primary, primary to secondary and beyond. This will ensure children continue to work at a pace they can cope with and be provided with challenge they can thrive on.

Detailed information about Curriculum for Excellence can be found on Education Scotland's website. This includes:

- how the curriculum is organised
- the entitlements of every child
- how progress is assessed.

The direct link is: <http://www.educationscotland.gov.uk/thecurriculum/index.asp>

## Curriculum

The curricular areas are Language, Mathematics, Science, Social Studies, Health & Well-Being, Expressive Arts, Religious and Moral Education and Technologies. All pupils will be provided with learning opportunities from all these curricular areas on a regular basis.

<b><u>Expressive Arts</u></b> The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.	<b><u>Religious and Moral Education</u></b> Religious and moral education includes learning about Christianity, and other world religions, and supports the development of beliefs and values.
<b><u>Health and Wellbeing</u></b> Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and in the future.	<b><u>Sciences</u></b> Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society.
<b><u>Languages</u></b> Knowing English and other languages and understanding other cultures is a 21st century skill set for students as they prepare to live and work in a global society.	<b><u>Social Studies</u></b> Through social studies, children and young people develop their understanding of the world by learning about other people, societies, their beliefs and values.
<b><u>Mathematics</u></b> Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.	<b><u>Technologies</u></b> The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics.

Interdisciplinary learning takes place in all classes throughout every term. It is learning which links different areas of the curriculum and takes place through one-off projects or longer courses of study. Interdisciplinary learning provides opportunities for interest-based and relevant learning. Pupils are involved in the planning of these interdisciplinary studies as they identify key questions to be answered during the course of their studies. At the beginning of each term a curriculum overview for each class is sent home.



Educational Visits are an important part of the curriculum. Outings into the local community provide opportunities for social inclusion and to develop and practise life-skills. Visits will often be arranged as part of interdisciplinary themes. Permission for local outings within Scalloway is sought at the time of enrolment. If there is to be a half or full day outing separate consent will be required.

From August 2015, all pupils have the opportunity to learn French. In addition, P7 pupils receive a 12 week block of German, delivered by a specialist from the AHS. Two blocks of Mandarin will be available to P5 and P6 this year. Mr Yufeng teaches the classes and this opportunity is supported by the Confucius Hub. Shetland Dialect is integrated into the school and classes often study stories, poems and music as part of their interdisciplinary approach.

Under Curriculum for Excellence, **everyone** involved in education has a responsibility to develop young people's literacy, numeracy and health and well-being skills across all areas of their learning.

All children and young people are entitled to opportunities for developing skills for learning, life and work. In Scalloway, we provide opportunities for our young people to engage in active learning, interdisciplinary tasks and to experience learning in practical contexts learning skill sets that are transferable outwith school. Our pupils are encouraged to become successful learners, confident individuals, effective contributors and responsible citizens. They demonstrate these capacities every day in various forms e.g. enterprise projects, performances, use of ICT, visits out of school and welcoming visitors in.

Parents and carers play a key role in all aspects of their children's education. It is good practice for schools to inform and consult parents and carers as closely as possible about key aspects of the curriculum. This is particularly important in relation to sensitive and potentially controversial areas such as relationships, sexual health and drugs awareness. Parents/carers are consulted when we develop or review programmes of work in these areas. Parents/carers also have the opportunity, in advance, to view key teaching materials and to ask questions about any aspect of our health and well-being delivery.

There is a legal obligation that schools and local authorities must provide religious and moral education in non-denominational schools. We provide children and young people with a broad general education including Christianity, other world religions and developing beliefs and values.

Religious observance is seen to complement instruction in religion and to have an important role in schools. It continues to be a statutory duty on local authorities to provide religious observance in Scottish Schools. We hold weekly



assemblies for pupils. All assemblies are linked to a school aim and around a specific moral theme i.e. citizenship, supporting each other, Armistice etc. Various visiting speakers are invited to speak to the children. On occasion these assemblies are held for the purpose of religious observance, with a local minister in attendance. We take into account the increasingly diverse range of beliefs at Scalloway and ensure that all pupils and staff are able to participate in arrangements "without compromise to their personal faith stances".

The law provides a "conscience clause" whereby a parent/carer may withdraw his or her child from any instruction in religious subjects and from any religious observance in the school (s.9 Education (Scotland) Act 1980). Any parent/carer wishing to do so should discuss this with the school so that we can ensure that they have sufficient information on which to base a decision. Final requests for withdrawal should be made in writing to the Head Teacher.

### **Assessment and Reporting**

Assessment is an ongoing part of learning and teaching throughout the school. It helps to provide a picture of a child's or young person's progress and achievements and to identify next steps in learning.

Assessment approaches at Scalloway promote learner engagement and ensure appropriate support so that all learners can achieve their goals and maximise their potential.

Our learners experience a range of approaches to assessment. The following approaches are used regularly throughout the school:

- Teachers share learning intentions and success criteria with pupils
- Teachers work with pupils to set realistic targets
- Classroom assessment involves high quality dialogue based on thoughtful questions, careful listening and reflective responses
- Staff use assessment information to monitor provision and progress across the school and plan for improvement
- Staff use a range of evidence from day to day activities to check pupil's progress.
- Introduction of Scottish National Standardised Assessments in 2018. (P1, P4 and P7)

Class teachers use the results of their assessments to plan next steps for learning. They track pupil progress through the experiences and outcomes of Curriculum for Excellence to ensure that all pupils experience both breadth and depth in their learning.

Throughout the year, staff have opportunities to plan, assess and moderate samples of pupil work, both internally and in cluster groups with neighbouring schools.

More information on any aspect of the Curriculum for Excellence programme is available at <http://www.educationscotland.gov.uk/>.

Parent/teacher appointments are held in March when parents/carers will be offered an appointment to discuss their child's progress with the class teacher. Pupils' End of Year Reports are issued in terms 2 and 4. Parents/carers are welcome to contact the school at anytime to discuss their child's progress.

All pupils collect evidence of their achievements in and out of school. Pupils add their termly targets and select examples of work, photos and videos to evidence their learning and plan their next steps. Primary 7 pupils use their evidence to create a personal profile. These profiles are a positive record of a child's achievements and are forwarded to their Secondary Schools, forming the basis of discussions with their pupil support teachers in S1.

Our

Further information on achievement, reporting and profiling can be found on Education Scotland's website.

The direct link is:  
<http://www.educationscotland.gov.uk/learningteachingandassessment/assessment/achievement/index.asp>

## Transitions

Transitions occur at key points in a child's education when they move on to a different stage of learning. Transitions can include moving from Early Education and Childcare into school, between stages in primary education, moving from primary to secondary school, moving to the senior phase of Curriculum for Excellence and then post-school learning, training or work. Transitions can also include any changes in a pupil's learning journey, for example when a pupil changes school or when learning is interrupted.

In order to support the transition of pupils from our Early Years and Scalloway Pre-school between May and July Scalloway, children have regular chances to visit the school. This allows them to meet and spend time with their new teacher and classmates as well as getting to know the school layout. Parents and carers

are invited to attend an information session in May where they will have the opportunity to ask questions, meet staff, see the Primary 1 classroom and have a tour of the school. They will also complete an enrolment form for their child and receive a 'Starting School' booklet.

Children attend for mornings only for the first two and a half weeks of term and parents/carers are asked to collect them at 12.45pm after they have had their lunch. (This will be reviewed in August 2020 when the 1140 hrs expansion in the Early Years is planned.)

Children completing their primary education at Scalloway usually transfer to Anderson High School, Lerwick. In order to ensure a smooth transition a programme of events for pupils, including visits to the Anderson High School, is arranged. Exact details are shared with parents of P7 pupils.

Should you require further information on transfer to Secondary Education please contact the school. Details for Anderson High School are as follows:  
Ms Valerie Nicolson, Head Teacher, Anderson High School, Twageos Road, Lerwick, ZE1 OBA Telephone (01595) 808008

National organisations, such as Parenting Across Scotland, provide advice to parents on supporting their child's transitions.

The direct link to Parenting Across Scotland is:

<http://www.parentingacrossscotland.org/>

Regarding transition into adult life, more information can be found on Shetland Islands Council's website. The direct link is:

[http://www.shetland.gov.uk/education/transition\\_into\\_adult\\_life.asp](http://www.shetland.gov.uk/education/transition_into_adult_life.asp)

We recognise that children with additional support needs may need transition arrangements that are additional to those made for their peers. Information sharing and planning will take place in advance of each transition. Further details can be found on Shetland Islands Council's website.

The direct link is:

<http://www.shetland.gov.uk/education/documents/TransitionAdmissionsandPlacingRequestsInformationForParents.pdf>

If your child is changing primary schools you must inform the school of the address of your child's new school. You should ask the Head Teacher of your new school to contact Scalloway in order that your child's records can be passed on promptly.

## Placing Requests

If you do not wish for your child to attend the catchment area school, you can place a request with Shetland Islands Council that your child attend another school. Details of how to make a placing request can be found in Shetland Islands Council, Children's Services, Admissions Policy. The policy can be found at:

<http://www.shetland.gov.uk/education/documents/AdmissionsPolicy2015-16.pdf>

Please make your Placing Request in writing to:

Director of Children's Services

Children's Services

Hayfield House

Hayfield Lane

Lerwick ZE1 0QD

To help you, the Scottish Government has published a guide for parents on choosing a school and the placing request system. It is available on the Scottish Government's website.

The direct link is:

<http://www.scotland.gov.uk/Publications/2010/11/10093528/0>

Enquire is the Scottish Advice Service for additional support for learning. If your child requires additional support for learning and you wish to place a request to have your child schooled elsewhere, you may wish to look at leaflets that Enquire have produced; Factsheets 2, 3 and 6 have particular relevance. Please request these from your child's school or refer to Enquire's website.

The direct link is:

<http://www.enquire.org.uk/publications/factsheets>

In Shetland, we have two Additional Support Needs Departments (attached to Bell's Brae School and part of the Anderson High School). A request for a child to access a place in one of these departments is at the discretion of Children's Services. Further information can be found on Shetland Islands Council's website,

The direct link is:

<http://www.shetland.gov.uk/education/documents/TransitionAdmissionsandPlacingRequestsInformationForParents.pdf>. and in Shetland Islands Council's Children's Services Admissions Policy. The policy can be found at:

<http://www.shetland.gov.uk/education/documents/AdmissionsPolicy2015-16.pdf>

## Support for Pupils

Most pupils will be given the support they need to fully access the curriculum in the general course of their education. There will be times when some pupils will need additional support. This could be on a long-term basis with the amount of support varying according to the needs of the pupil as progress is made through school or as a temporary support when a need arises.

Many children have difficulty in learning at some point in their school career. In most cases the difficulty is resolved by additional teaching using various strategies and differentiated materials by the class teacher. For some children, however the difficulty can persist and additional help may be required.

Additional Support Needs may also be involved providing additional support either one-to-one, in small groups or in class situations. Parents will be consulted at this stage.

Information on how pupils' additional support needs are identified and addressed can be found on Shetland Islands Council's website. The website also provides information on mediation and dispute resolution services, links to the NHS and other agencies or organisations that can provide further support, information and advice about support and advocacy. The direct link is:

[http://www.shetland.gov.uk/education/asn\\_home.asp](http://www.shetland.gov.uk/education/asn_home.asp)

### When Support for learning requires additional planning

It may be decided that further planning and targeted intervention is required for some children. An additional support need may be identified and investigated. Teachers, parents and the pupil (where appropriate) will work together to draw up targets, an **Individualised Educational Programme (IEP)** or a **Child's Plan (GIRFEC)** through the review meeting process.

The IEP and Child's Plan contain personal details about a child, such as their name, address and contact numbers, the nature of the additional support need and information on how best to support the child. It contains information about who and which agency is supporting the child. It also contains details of curricular aims and the targets agreed to provide support.

The review meetings take place at least once a year. Relevant members of the inter-disciplinary team involved with a child will be invited to attend. Past targets are discussed and future targets set and written reports are compiled. Parents, carers and others involved with supporting the child will be sent a copy of the summary of any review meeting. Additional meetings can be called at any

time, if the need arises, by contacting the lead professional. In our school, this is usually the Health Visitor for pre- school age pupils or the ASN teacher (or in some cases a health care professional) for school age pupils.

### More information about Getting It Right For Every Child (GIRFEC)

In Shetland, we believe that children can be better supported by adults working closely together and sharing important information with each other. This process is known as GIRFEC: Getting It Right For Every Child. Before GIRFEC can be used, consent from the parent of the child and/or the child (depending on the age of the child) is requested. The staff asking permission will explain more about what GIRFEC means. Detailed information about the process can be found on Shetland Islands Council's website. The direct link is: [http://www.shetland.gov.uk/children\\_and\\_families/GIRFEC.asp](http://www.shetland.gov.uk/children_and_families/GIRFEC.asp)

### Co-ordinated Support Plans

When a child or young person is referred for assessment, it may be found that a coordinated support plan is required to meet the additional support needs of the child or young person. The plan will be required where a child or young person has additional support needs arising from complex or multiple factors that necessitate the coordination of their support from the authority and from other agencies. Parents and children are fully involved in every stage of preparing and reviewing a Co-ordinated Support Plan or GIRFEC child's plan.

### Illness and Accidents

If your child is unwell in the morning, please do not put him/her to school. Sending a sick child to school only increases the risk of spreading germs or infection and can sometimes result in someone having to spend lengthy periods of time contacting parents/carers in order to have the child taken home. Advice on the recommended time off school for specific illness can be found on the school website or on the following website:

<http://www.documents.hps.scot.nhs.uk/hai/infection-control/guidelines/exclusion-criteria-childcare-A3-2011-12.pdf>

In case of infectious diseases please follow the advice given by your GP.

In the event of a child becoming ill at school, or if an accident occurs, every attempt will be made to contact the parent/carer or emergency contact. Minor accidents will be attended to and simple first aid administered. Parents/carers will be contacted for more serious incidents and all head injuries.

Please inform and update the school of any medical conditions, which may affect your child's education.



### Medicines

Staff are unable to administer medicines to pupils unless a care plan has been drawn up. Staff are unable to deliver the first dose of any medicine. Therefore, children should not bring medicines to school without prior agreement with school staff. If your child requires medication please contact a member of the promoted staff or school office so that the necessary paperwork can be completed.

All medicines must be sent to school in their original container. All medicines are kept in the school office and are dispensed by a responsible member of staff who keeps a written record of all medicines administered.

Children who need to use inhalers to control their asthma will be able to use them as necessary. **Parents should ensure that their child knows when, and how, to use the inhaler correctly. Parents/carers of children with asthma will be asked to complete a School Asthma Card on a regular basis.** This will provide school staff with information regarding the child's medication and when it may be required. See the school's Asthma Policy on the school's website.

All schools in Shetland following the NHS policy 'Management of Pupils with Health Care Needs in Schools Policy' a copy of which is on the school website.

### Allergies

It is extremely important that parents inform the school of any allergies their child may have. As we currently have children in the school with severe nut and egg allergies we request that parents consider carefully the snacks they send to school with their children.

This is a POPCORN FREE school - please do not send any form of popcorn to school with your child.

Food which has been prepared out with the school premises will not be shared with pupils. The school can share 'shop bought' food.

### Child Protection

It is every child's right to be cared for and protected from harm. It is every person's responsibility to make sure that happens. The Shetland Child Protection Committee provides help when there is a need. Their website gives information on how to access that help.

The direct link is: <http://www.childprotectionshetland.com>



Shetland Islands Council's website also provides information on our responsibilities towards children and includes where to find help and support.

The direct link is:

[http://www.shetland.gov.uk/children\\_and\\_families/child\\_protection.asp](http://www.shetland.gov.uk/children_and_families/child_protection.asp)

## **School Improvement**

Every year, we seek the views of pupils, parents/carers, staff and partner agencies. This information helps us to identify the school's strengths and areas for improvement. These targets form the basis of the School Improvement Plan. Involving parents/carers throughout allows them to influence our developments and support us in our work.

On an annual basis we report on standards and quality to the school community. Within this report we detail the school's main achievements over the last 12 months and our plans for the future.

Our School Improvement Plan and Standards and Quality Report forms one document and is available to all parents/carers on our school website. [www.scalloway.shetland.sch.uk](http://www.scalloway.shetland.sch.uk)

Through The Young Leaders Programme, Junior Road Safety Officers and Pupil Voice for example, we strive to provide pupils with experiences that can foster and deepen self-esteem.

We regularly review and monitor our practice, including the learning and teaching, within the school. We endeavour to ensure that our young people are highly motivated and receive a wide range of learning opportunities, which are resourced to a high standard. This ensures that the standards achieved by our pupils are of a high standard in all curricular areas, in particular literacy, numeracy and health and well-being.

Information about the school's performance at national level can be found on the Scottish Government's website and on the Education Scotland's Scottish Schools Online website which also includes HMIe Inspection Reports.

Direct links are:

<http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education>

<http://www.educationscotland.gov.uk/scottishschoolsonline/index.asp>

HMIe Inspection reports and School Consultation reports can be accessed directly on Education Scotland's Reports webpage.

The direct link is:

<http://www.educationscotland.gov.uk/inspectionandreview/reports/index.asp>

### Other useful websites

Information on the following websites may also be of interest to you:

Scottish Qualifications Authority

<http://www.sqa.org.uk/sqa/41292.html>

Care Inspectorate

<http://www.careinspectorate.com/>

Scottish Credit and Qualifications Framework

<http://www.scqf.org.uk/Learners, Parents and Carers/>

Scottish Survey of Literacy and Numeracy (2011, 2013, and 2015)

For general information on the survey:

[http://www.educationscotland.gov.uk/Images/SSLN\\_lealet\\_tcm4-716257.pdf](http://www.educationscotland.gov.uk/Images/SSLN_lealet_tcm4-716257.pdf)

For the results of the survey and supporting documents:

<http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education/SSLN>

### **School Policies and Practical Information**

Copies of school policies can be found on our school website. Policies are on a cycle of review and update.

Policies applicable to all schools across Shetland can be found on Shetland Islands Council's website. The policies include:

- healthy eating
- Anti-bullying in Shetland Schools
- exclusion
- school trips
- equality and diversity
- Adverse weather.

The direct link is:

[http://www.shetland.gov.uk/education/policies\\_guidelines\\_and\\_forms.asp](http://www.shetland.gov.uk/education/policies_guidelines_and_forms.asp)

### **Sport and Social Events**

School Sports Days for different age groups are held annually during school hours the summer term, weather permitting. All children are encouraged to participate and parents/carers and friends are welcome to attend.

When time allows, a Swimming Gala for pupils for different age groups is held annually at Scalloway Swimming Pool. Parents/Carers will be informed of the dates and invited to attend.

A range of After School Activities are organised by school staff or the Active Schools Co-ordinator. Activities take place over a block of time and vary according to the time of year and the availability of instructors. Over recent years the following activities have been offered - Club golf, Athletics Zone, netball, African drumming, recorder, carpet bowls, fencing, hockey and badminton.

Tuition in "Bikeability" is offered to P3 and P6 pupils during the year. The Active Schools Co-ordinator and Road Safety Officer, in conjunction with school staff, carry out tuition on how to cycle safely and bike maintenance. Whilst under instruction children are asked to bring cycles to school. The school cannot be held responsible for damage to cycles parked in the playground.

After school child care is available locally run by a local business 'Hame fae Hame'. Staff from Hame fae Hame collect children from Early Years Scalloway and Primary School at agreed times and take them to their premises. Further details can be obtained by contacting Hame fae Hame - tel 01595 881 146.

### Instrumental Tuition

Some pupils who show general musical ability currently have the opportunity to take lessons in Piano, Woodwind, Traditional Fiddle, Cello or Drums from P5. Regular practice is essential and support from home is expected. It should be remembered that this is an extra activity and class work missed must be made up in a pupil's own time.

Guitar tuition is also available from P5; this is funded by the Youth Music Initiative and is free to pupils.

Shetland Island Council's website provides information on Instrument Instruction along with other creative learning opportunities.

The direct link is: <http://www.shetland.gov.uk/education/creativelearning.asp>

### Pupil Leadership

Pupils within the school have the opportunity to take on leadership roles. "Pupil Voice" allows all pupils to have opportunities to be heard and to contribute to whole school life.

Pupils and staff continue to review our good Eco practice - finding ways to further improve our green footprint. We promote eco friendly practices in the school.

In addition children are offered the opportunity to become Junior Road Safety Officers in P6. They fill in an application form before four are selected. New representatives are chosen annually.

Pupils in P6 get the opportunity to become playground leaders (buddies) supporting pupils in the P1-3 playground. Young Leaders' Training for this important role is provided.

### The School Meals Service

The School Meals Service provides a healthy and nutritious lunch, which is cooked on the premises. The weekly menu is displayed in various locations within the school and on the school website. All children eat their lunch in the school canteen.

P1-3 are entitled to free school lunches. P4-7 are charged £2.20 per day.

Parents/Carers pay on Fridays in arrears. **Cheques are preferable but all payments should be clearly labelled.** Parents who choose to pay termly should do so at the beginning of term. It is likely that an online system will become available to families from January 2019.

Children may bring packed lunches if they wish. All packed lunches are eaten in the canteen.

School milk is available to all children at a cost of 90p per week. Payment will be collected at the beginning of each term and you will be informed by letter of the amount due. The low charge for milk in schools is due to assistance from the EC School Milk Subsidy Scheme.

Children who remain at school during lunchtime are not allowed to leave the school grounds unless permitted to do so by a member of staff.

Parents of children who are vegetarian or have other dietary requirements should inform the school office so that suitable arrangements can be made.

A tuck-shop selling crisps, bars, milk-shakes, fruit on occasion and water is available to all pupils.

## Financial Help for Parents

Grants are available for school meals and clothing. Guidance and an application form can be found on Shetland Islands Council's website.

The direct link is:

[http://www.shetland.gov.uk/education/hpc\\_clothing\\_grants\\_and\\_free\\_school\\_meals.asp](http://www.shetland.gov.uk/education/hpc_clothing_grants_and_free_school_meals.asp)

Free bus transport is currently available for pupils who live in Trondra and East Voe. Please contact the Schools Service (tel 744 000) for information and advice.

Information on the provision and finance of transport can be found on Shetland Island Council's website.

The direct link is:

[http://www.shetland.gov.uk/education/hpc\\_school\\_transport.asp](http://www.shetland.gov.uk/education/hpc_school_transport.asp)

## The School Day

All children in P1 - P7 start at 9.00am and finish at 3.15pm.

Intervals are as follows:

Morning	P1-7	10.55 - 11.15am
Lunch	P1-3	12.20 - 1-15pm
	P4-7	12.35 - 1.30pm

As lessons begin at 9.00am all children are expected to be in school prior to 9.00am. The doors are opened around 8.30 however supervision is limited before 9.00am. The school security is activated at 9.00am therefore children arriving after this time should use the main entrance at the front of the school.

Early Years Scalloway has two sessions per day, catering for 3 and 4 year olds, with capacity for 20 pupils per session. This provision is free.

Morning session	8.30am - 11.40am
Afternoon session	12.30pm - 3.40pm

## Term Dates for 2018/19

<b>Term 1:</b>		
<b>20 &amp; 21 August 2018</b>	<b>In-Service</b>	<b>School closed to pupils</b>
<b>22 August – 12 October 2018</b>		<b>School open to pupils</b>
<b>15 – 26 October 2018</b>	<b>October Holidays</b>	<b>School closed</b>
<b>Term 2:</b>		
<b>29 &amp; 30 October 2018</b>	<b>In-Service</b>	<b>School closed to pupils</b>
<b>31 October – 21 December 2018</b>		<b>School open to pupils</b>
<b>24 Dec 2018 – 04 Jan 2019</b>	<b>Christmas Holidays</b>	<b>School closed</b>

Term 3:		
7 January 2017	In-service	School closed to pupils
8 January – 29 March 2019		School open to pupils
30 January 2019	Occasional Holiday	School closed
22 & 25 February 2019	Occasional Holidays	School closed
1 April – 12 April 2019	Spring Holidays	School closed
Term 4:		
22 April 2019	Occasional Holiday	School closed
15 April – 5 July 2019		School open to pupils
31 May 2019	Occasional Holiday	School closed

Term dates for the following school year can be found on Shetland Islands Council's website. The direct link is:

[http://www.shetland.gov.uk/education/term\\_dates.asp](http://www.shetland.gov.uk/education/term_dates.asp)

## Specialist Teachers

Specialist Teacher	Frequency	
PE	1 x 50 min period with the PE Specialist and 1 x 50 min period with the class teacher	Pupils will be given information about specialist subjects during the first week of term.
ART	1 x 50 min period	
MUSIC	1 x 50 min period	
SWIMMING	1 period per week for a 6 week block	Swimming starts with P7, then P6, P5, P4 etc. P1 receive their block in term 4.

## Additional Information

### Online Protection

For information about online protection for your child, you may like to look at the Child Exploitation and Online Protection Centre's website.

The direct link is:

<http://www.thinkuknow.co.uk>

### Inclement Weather

In severe and extreme weather conditions parents/carers are strongly advised, for safety reasons, to keep their child(ren) at home.

Parents may collect their children from school if they are concerned about deteriorating road conditions. They should inform a member of staff before taking children out of the building.

If parents/carers are unsure if the school is open during periods of bad weather they should listen to the local media for updates. If it is decided that the school will not open due to bad weather this will be announced on Radio Shetland on the previous evening or on Radio Orkney after 7.30 in the morning. Announcements will also be made on SIBC and on the Shetland Islands Council website. Parents can also follow alerts on twitter. A direct link to this can be accessed through the Shetland Islands Council home page [www.shetland.gov.uk](http://www.shetland.gov.uk) click on twitter 'follow@shetIslandsCll' button at the top right corner of the page.

### Personal Belongings/Dress

The school is not responsible for any monies or valuables left in coat pockets, in the building or in the playground. We would appreciate it if parents would discourage children from taking large sums of money or valuable items to school.

Any loss of property should be reported to the child's class teacher, school office or janitor as soon as possible. Whilst the school cannot accept responsibility for items lost, every effort will be made to trace missing articles. Pupils' names should be on items of clothing where appropriate.

Pupils are strongly discouraged from taking mobile phones to school. If a pupil requires their phone for after school they should accept total responsibility for it. Under no circumstances should it be switched on during the school day and it should remain in the child's schoolbag or class tray at all times. The school has a policy on electronic gadgets and this can be found on the school website.

The school has an informal uniform consisting of various items of clothing with the school logo embroidered on them. These are available from Inter Sport on Commercial Street (order forms are available from the school office) and from Tesco.

All children are expected to be clean, tidy and dressed appropriately for school. For safety reasons it is suggested that children only wear stud earrings to school. It is not appropriate for pupils to bring or wear make-up to school.

For PE children require shorts, T-shirt and gym shoes. Slip-on gym shoes are preferred for young children. You may also wish to consider tracksuit bottoms for PE. To avoid loss and confusion, please ensure that clothing is labelled with your child's name.



A Bi-annual school trip is organised in co-operation with R. Jamieson's coaches to Edinburgh. The next trip is scheduled for May 2019. Further information will be shared with parents/carers at relevant times.

Scalloway School House Teams - When pupils enrol at Scalloway School, they are allocated one of the four House Teams:- Havra, Papa, Hildasay and Oxna (Scalloway's four surrounding islands). Pupils join the same team as their older siblings. During term time, class and school targets are set for all pupils. Achieving the targets earns points for pupils' House Teams. This method is proving successful in promoting positive behaviour in the school.

Each term, the winning House Team gathers to take part in a celebratory event. In addition, at the end of the school year, the overall winning team receive the "House Cup" and a special together treat.

## Staffing

### **Head Teacher**

Mrs Morag Fox

(From November 2018 - November 2019 - Head Teacher is Mrs Jennifer Williamson, recruited to cover Mrs Fox' Career Break)

### **Principal Teacher (job-share)**

Mrs Louise Tait

### **Principal Teacher (job-share)**

Mrs Dawn Mainland

### **Class Teachers**

P7 Mrs Louise Tait

P6 Mr Tom Ferguson

P5 Ms Donna Willis

P4 Mrs Dawn Mainland/Ms Joanna Manson (job-share)

P3 Mrs Nicola Johnson/Mrs Rachel Jamieson (job-share)

P2 Mrs Mandy Anderson

P1 Mrs Meg Laurensen

**Additional Support Needs Teacher** Mrs Eileen Nicolson

Mrs Dawn Mainland (Mon/Tues)

### **Specialists**

PE Mr Colin Kirkness

ART Mr Les Price (Thurs)/ vacant post (Tues)

MUSIC Mrs Shyrleen Pottinger

### **Early Years Staff**

Early Years Teacher Mrs Madge Gregg-Masterton (Mon & Tues)

Early Years Worker Mrs Shayne Palompo

Early Years Assistant Mrs Jackie Townshend

Modern Apprentice ELC Miss Hannah Wright

### **Instrumental Instructors**

Piano and Woodwind Mrs Sioban Tekcan

Traditional Fiddle Ms Debbie Scott

Strings Mrs Annalie Irvine

Drums Mr Eamonn Watt

Guitar Mr Stevie Hook

### **Learning Support Workers**

Miss Laura Guthrie  
Mrs Emma Waterhouse  
Ms Julie Moncrieff  
Mrs Elizabeth Gifford  
Mrs Jane Cockayne  
Ms Natalie Garlinge  
Mrs Debbie Morgan  
Mrs Janine McDowall (Temp. post)

### **Support Staff**

Learning Support Assistant and Auxiliary	Ms Julie Jamieson
Learning Support Assistant and Supervisor	Mrs Elizabeth Mouat
Clerical Assistant	Mrs Joyce Adamson
Janitor	Mr Mike Bradley
School Chaplain	vacant

### **Canteen Staff**

Mrs Cathy Mann (Head Cook)  
Mrs Pauline Laurenson  
Ms Leanne Sandison  
Ms Susan Mackay

### **Cleaning Staff**

Mr John Shaw (Head Cleaner)  
Mr Vince Glancy  
Mrs Hazel Ulstad  
Ms Jeanette Shaw