



# Fair Isle Primary and ELC



## Information Handbook

2024/2025

## Contact Details:

Name:	Fair Isle Primary School
Address:	Fair Isle, Shetland, ZE2 9JU
Telephone:	01595 760254
Website:	<a href="https://blogs.glowscotland.org.uk/sh/fairisleprimaryschool/">https://blogs.glowscotland.org.uk/sh/fairisleprimaryschool/</a>
Email:	fairisle@shetland.gov.uk
Stages of education:	ELC (Early Learning and Childcare) to Primary 7
Current Roll:	2
Denominational status:	non-denominational
Head Teacher:	tbc
Quality Improvement Officer	Mrs C.Kerr (chloe.kerr@shetland.gov.uk)
Parent Council:	Miss E. Thomson (eileenjeanthomson@hotmail.com)

## About this Handbook

This handbook provides information for parents for the school year 2024-25. Although the information is believed to be correct, it is possible that changes have occurred, or will occur during the course of the year, that will affect the contents for this year or for the following school years. Hard copies and different formats of the handbook 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>

## Contact Arrangements

For brief informal discussions, the Head Teacher is happy to take telephone calls, or meet at the beginning or end of the school day. Formal appointments can also be made for the end of the school day.

## Fair Isle



Fair Isle is the most remote inhabited island in the United Kingdom. It is situated roughly 24 miles from Shetland and the same distance from Orkney. Fair Isle is 3 miles long and 1.5 miles wide.

Fair Isle has been occupied since Neolithic times and has a rich heritage to explore. Fair Isle was purchased by the National Trust for Scotland in 1954 from George Waterston, the founder of the bird observatory. The population has been decreasing steadily from a peak of 380 in 1861 to around 48 residents today.

Fair Isle can claim to be the best place to witness bird migration in the country, with around 390 species recorded, including over 30 species that had never been seen before in Britain. The Fair Isle Bird Observatory (FIBO) was founded by George Waterston in 1948. A museum named after him is packed with displays of the island's history. Fair Isle is well-known for birds but, thanks to traditional crofting methods, it also has over 250 species of flowering plants. Grey and common seals can be seen year-round and porpoises, whales and dolphins mostly in summer.

The term 'Fair Isle Knitting' is now used worldwide but this unique style was developed on Fair Isle long ago. 'Shetland Peerie Makkers' sessions in school are run by volunteer knitters from our local community who work with the children to introduce them to knitting and to build their skills and confidence.

Fair Isle has many visitors from spring through to autumn and accommodation is found in one of our three guesthouses or in a self-catering cottage located at the south end. A key provider of accommodation was the Fair Isle Bird Observatory which, sadly, was destroyed in a fire in 2019; however, the rebuild is due to complete in 2025. Fair Isle is also a popular place to stop for cruise ships and private yachts. Cruise ship visitors spend a few hours on the island and this time is carefully coordinated through our community who offer transport, wildlife walks, museum stops and refreshments in the hall where artists and knitters set up stalls, as do our school children, to sell their merchandise.

Fair Isle is not connected to the National Grid so electricity is provided by the Fair Isle Electricity Company. Power is generated by a system of wind turbines and solar panels which provide the isle with 24hr/day power. The isle is also served by a community nurse, fire and coastguard crew, a post office and a small shop.

The island can be reached by plane and boat. Tingwall Airport near Lerwick serves the island with flights. Our ferry, the Good Shepherd IV, sails once a week in winter and three times a week in summer. The ferry is our main way of getting goods and vehicles on/off the isle. Royal Mail is delivered mostly on the plane and courier deliveries on the boat. Both methods of transport are often severely disrupted by weather.

## Our School



Fair Isle Primary school has three classrooms with plenty of age-appropriate resources and activities for the children. The largest room is usually home to our ELC; however, as this service is currently inactive, it is used as play pedagogy space for our Primary 1 children. The doors of our smallest classroom can be closed to aid concentration. Our middle STEM/creative room opens into our large ELC classroom. The community playpark is part of our playground, and we have access to the community hall for PE lessons, toilets and school lunches. In 2020 we were awarded a grant from 'Keep Scotland Beautiful' to extend our garden. In 2021 we installed a covered area for fruit bushes to grow in, compost bins, a cold frame, seating, sand and mud kitchen areas. Our children, parents, staff and members of the community all contributed to the project.



Our unique location means that our children leave the isle to attend secondary school in Lerwick. They board in the Anderson High School Halls of Residence and return every third weekend or school holiday. This is a significant transition, and it is our priority to prepare our children well. In Primary 7, planned activities take place at AHS including PE, collaborative learning, PE and S1 transition days. Feeder primary schools work closely with AHS to share information and specific evidence of work. We have close links with pupil support and the ASN department, which are utilised if needed.

We go on activity-packed school trips to the Shetland Mainland most terms, often mixing with the smaller island schools of Foula and Fetlar. This helps to build relationships, which are especially important for the transition to secondary school. All trips are residential at the Anderson High School Halls of Residence, which builds familiarity with the facility and staff. Our school trips not only aid transition ahead of P7, but provide our pupils with activities they cannot access on Fair Isle e.g. swimming lessons, library, museum, cinema and art galleries etc. These trips are expensive, so if grants or funding cannot be secured then enterprise is essential. We sell our merchandise at Tingwall Airport, our local shop and directly to cruise ship visitors.



## Fair Isle Primary School Staff

Head Teacher and Classroom Teacher:	TBC
PE Instructor	Mrs H. Shaw
Music Instructor:	Mrs P. Thomson
Art Instructor:	Mrs F. Mitchell
Clerical Assistant:	Miss A. Stout
Clerical Assistant (Maternity Cover)	Mrs H. Shaw
Early Years Practitioner	TBC
Supervisory Assistant (lunch):	Mrs H Shaw
School Cleaner:	Mr D. King

## Current Roll

ELC	1 pupils (service re-activates from Feb '25)
Primary 1	0 pupils
Primary 2	1 pupils
Primary 3	0 pupil
Primary 4	0 pupil
Primary 5	1 pupils
Primary 6	0 pupil
Primary 7	0 pupils

## School Hours

School Day	0900 - 1500
Morning break	1030 - 1045
Lunch break	1230 - 1315
ELC	(tbc around Jan 2025)

It is important that your child/ren arrive at school on time; however, pupils should arrive no earlier than 0850 and should leave school premises promptly at 1500 unless they have received teacher permission to stay later.

The safety of ELC children on the way to and from school is the responsibility of the parent or guardian. Children must be accompanied into, and collected from, ELC by a person who is 16 or over. The accompanying person should wait with the child in the porch until school opens. Please pick up your child at 1500 promptly. Staff should be informed if someone other than the usual parent/carer is picking up your child from ELC.



## School Ethos

### OUR VISION

We are a nurturing, supportive community where all children are encouraged to fulfil their potential and leave Fair Isle Primary School with happy memories.

### OUR VALUES

**F A I R** and friendly

**I**nspired to do our best

**S**elf-belief

**L**earning together

**E**mpathy

### OUR AIMS

Together, our whole school community aims to:

- create a happy, safe and inclusive school where everyone feels valued.
- foster a positive ethos that nurtures, supports and challenges our children.
- provide relevant experiences that allow all children to achieve and learn to the best of their ability.
- ensure that all children develop the attributes, knowledge and skills to transition to Anderson High School.
- support our children to:
  - develop a positive and resilient mind-set.
  - be enthusiastic, inquisitive and creative learners.
  - be responsible and independent in their learning and actions.
  - develop healthy lifestyles and relationships.
  - cooperate effectively with others, showing respect and integrity.
  - be aware of their rights and appreciate the rights of others.
  - be involved in all aspects of school life and value their place in school and the wider island community.

*Reviewed and adapted in collaboration with staff, children and parents. (August 2024)*

## Medical Issues

The School Nursing Team visit the school to undertake pupil screenings. Parents will be notified in advance and can be present if they wish. A member from the Child Smile Dental Programme will also visit to check teeth and educate about good dental hygiene practice.

Staff are unable to administer medicines to pupils unless a Request to Administer Medication in School form has been completed by a parent/guardian. If your child requires medication, please contact a member of staff to access the form. All medicines must be sent to school in their original container and handed directly to the Head Teacher or Clerical Assistant. Medicines will be stored in the office and dispensed by a responsible member of staff who keeps a written record of all medicines administered. Children who require inhalers for asthma will be able to use them as necessary. Parents should ensure that their child knows when, and how, to use their inhaler correctly.

Parents are reminded that they must keep the school updated about any medical condition or allergy that your child/ren has which may be relevant to their safety at school. It is essential that school staff are informed if any pupil requires lifesaving medication (e.g. EpiPen) in the case of an allergic reaction. Fair Isle Primary School staff will adjust menus and snacks depending on any allergies of pupils attending. At times, parents might be requested to avoid sending certain foods into school with their child depending on the allergies of pupils attending. Pupil safety is our key priority.

## Communication, concerns, complaints and suggestions

- Regular communication between parents and the school is essential for the success of pupils.
- We communicate with parents and carers in various ways:
  - phone calls and emails
  - homework diaries
  - notice boards
  - school website
  - in person at the beginning/end of the school day
  - parents' evenings
  - open afternoons
  - a detailed end of year school report
  - Closed/private social media group for photo-sharing
  - Parent Council meetings
  - Parent surveys/questionnaires
- If the school has any concerns about a pupil, parents will be contacted to discuss further.
- We have an open-door policy. Parents are welcome into school to discuss any matters about their child's education or wellbeing.
- Please direct any concern, complaint or suggestion to the Head Teacher in the first instance. Meetings can be arranged to discuss further. If this does not bring about a suitable conclusion, you can then contact the Quality Improvement Officer for the school (Mrs C.Kerr) or through Shetland Islands Council's website [Make a Complaint – Shetland Islands Council](#)
- In the case of ELC provision, complaints can also be taken to Care Inspectorate. The direct link is <https://www.careinspectorate.com/index.php/complaints> or telephone 0345 600 9527.

## **Attendance/Absence/Sickness**

Daily attendance at school strongly contributes to a pupil's success. Lessons are carefully planned to reinforce learning and ensure progression. Schools are required by legislation (Section 30 of the 1980 Education Act) to record pupil attendance twice daily (in the morning and after lunch). The school is required to record each absence as authorised or unauthorised. The 1980 Education Act lays a duty on all parents of school aged children to ensure that their child attends school regularly.

In the interest of pupil safety, if your child is ill and will not be coming to school, please phone us as soon as possible by 0900. If the school has not been contacted by this time, we will then make every effort to contact parents or named emergency contacts to establish a reason for the absence. You are expected to inform the school on the first day of a child's absence and continue to keep the school up-to-date on the progress of the child's illness, should it be longer term.

If the absence is due to sickness or diarrhoea your child must remain away from school for 48 hours after the last episode. This is to prevent the spread of infection to other children.

Parents/carers should inform the school in advance of any planned absences. If the school is satisfied that the reason is valid, then this will be classified as an authorised absence. Family holidays taken during term time will normally be classified as an unauthorised absence from school, unless there are other circumstances considered to be exceptional. A Leave of Absence form for pupils is available from the school office and must be completed in advance of the absence taking place. Every effort should be made to avoid taking family holidays during term-time as this disrupts the child's education and reduces learning time. Class work will not be provided for pupils who go on holiday during term time.

For further information on school attendance, a guide for parents can be found on the Scottish Government's website. <https://www.gov.scot/publications/guide-parents-school-attendance/>

## **Parental Involvement and Parental Engagement**

Our Parental Involvement and Parental Engagement Strategy (August 2024) is displayed in the school porch and is available on request. We very much value parental involvement in the life of the school. Research evidence is clear that the children of parents who are interested and involved in their child's education do better in school.

Sometimes children are asked to bring in items connected with topics they are studying (photographs, toys, etc). We also welcome parental input in this area, and, if your job, hobbies or pets could help us generate interest in a topic, please do let us know and we will arrange for you to come in and give the class the benefit of your expertise.

Parents are invited into school for key events such as open afternoons, parents' evenings, concerts and plays.

The school seeks, and takes account of, parental views on the education it provides and involves parents and pupils in evaluating the school's performance. We strongly urge you to participate in these opportunities as parent views are fed directly into school review and improvement planning.

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:

<https://education.gov.scot/parentzone/>



## Parent Council

The more formal mechanism for seeking and representing the views of the parent body is through the Parent Council. All parents are automatically on our Parent Council.

You can contact the school's Parent Council directly and/or access information on Education Scotland's website.

<https://education.gov.scot/parentzone/getting-involved/parent-councils/>

<b>Chair</b>	Miss E. Thomson
<b>Vice-chair</b>	
<b>Clerk</b>	Mrs H.Shaw
<b>Parent members</b>	All parents
<b>Co-opted members</b>	Miss M. Bruhat
<b>Staff Member</b>	Mrs P.Thomson

## Homework

Homework is an important link between school and home. It is a way of consolidating classwork and 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. Homework should consolidate or challenge, not stress/distress children or their parents/carers – if this happens, stop and let the school know. All pupils are encouraged to read at least 20 minutes daily at home. The school's Homework Policy is available on request or on our school [website](#).

## Positive Behaviour and Anti-bullying

High standards of behaviour are always expected from pupils as good behaviour is essential for the safety and wellbeing of all children and adults in school. We follow the procedures in the Shetland Island Council's Anti-bullying policy found [here](#).

Our school values underpin our positive school ethos and encourage our children to interact positively with others. Another important aspect is educating our children through curricular activities.

## 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.

## The Curriculum

Our Curriculum Rationale (June 2024) is available in the school porch and on our [website](#).

The following information has been extracted or adapted from resources and information available on Education Scotland's website. <https://education.gov.scot/>

Curriculum for Excellence (often shortened to CfE) is the curriculum in Scotland. It 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.

CfE 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. The fourth level experiences and outcomes are intended to provide possibilities for choice and young people's programmes will not include all of the fourth level outcomes.
Senior phase	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 Pre-school 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 challenges they can thrive on. Curriculum for Excellence is based on:

<b>Developing the 4 capacities:</b>	<b>Learning across 8 Subjects:</b>	<b>7 Principles of Curriculum design:</b>
Successful Learners Confident Individuals Responsible Citizens Effective Contributors	Expressive Arts Health and Wellbeing Languages and Literacy Mathematics Religious and Moral Studies Sciences Social Studies Technologies	Challenge and Enjoyment Breadth Progression Depth Personalisation and Choice Coherence Relevance

Detailed information about Curriculum for Excellence and the core subject areas can be found on Education Scotland's website. <https://education.gov.scot/parentzone/learning-in-scotland>

## Assessment and Reporting

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

- 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 monitor pupil progress.

Class teachers use assessment results to plan next steps of learning. They track pupil progress through the Curriculum for Excellence to ensure that all pupils experience both breadth and depth in their learning. CfE experiences and outcomes (often called Es and Os) are a set of statements about children's learning and progression in each curriculum area.

[Benchmarks](#) have been developed to provide further clarity on the national standards expected within each curriculum area at each level. They set out clear lines of progression in Literacy and Mathematics, and across all other curriculum areas from early to fourth levels (first to fourth Levels in Modern Languages). Their purpose is to clarify what learners need to know, and be able to do, to progress through the levels and to support consistency in teachers' and other practitioners' professional judgements.

Progress is reported to parents in a formal, written report in June each year. Open afternoons are held in October, March and June where children will share their learning, books and displays with parents. An appointment is also made with the Head Teacher for parents to discuss pupil progress. Where a pupil's lack of progress causes concern, parental consent will be sought for more detailed diagnostic assessment to be carried out.

We give the children opportunities to reflect on their learning and gather evidence to show how well they are attaining and achieving. Each term they write an 'All about Me' file and set targets which are continually updated. At the end of each year the children write a profile on themselves which states how they feel they are doing at that moment in time, using evidence they have collected throughout the year. The purpose of the profile is to help young people understand their learning and be able to present their successes to other people. Hopefully it helps to motivate, challenge and support all children to do their best. Most importantly, it builds learners' skills and capability to reflect on their learning. We share these profiles with the Anderson High School. In this way, the profiles also support and inform transition to secondary school.

Further information on achievement, reporting and profiling can be found on Education Scotland's website <https://education.gov.scot/parentzone/learning-in-scotland/assessment-and-achievement/>

## Transitions

### ELC to Primary

#### Deferring Entry into P1

From August 2021 children who are resident in Shetland whose fifth birthday is between mid-August (the day after the school commencement date) and the end of February will be automatically entitled to an additional year of funded early learning and childcare. Parents are encouraged to make an appointment to speak to staff if they are considering deferring entry into Primary 1.

More information can be found at <https://www.shetland.gov.uk/schools/school-enrolment/4>

The move from ELC to primary 1 is planned to meet the needs of individual children. The children will have already had many informal opportunities to work with the primary children and to be involved in whole school activities. Days will also be planned in the summer term for our ELC children to spend more time in the P1-7 class. When the children commence Primary 1, play pedagogy is central to the children's learning. This approach allows children's play to be integrated with curricular learning.

### Primary School to Anderson High School

In addition to the information mentioned on page 4 about this key transition, the Head Teacher of Anderson High School, Mr R. Calder, holds termly meetings with the Head Teachers of all cluster/feeder primary schools. These meetings allow schools to work closely to support the transition to secondary school and ensure it is as smooth as possible.

Address: Anderson High School, North Loch Drive, Lerwick, ZE1 0GR

Telephone: 01595 808 008

Email: [ahs@shetland.gov.uk](mailto:ahs@shetland.gov.uk)

Information about the Halls of Residence can be found on the following link:

<https://www.shetland.gov.uk/downloads/file/370/resident-information-leaflet>

Points of transition can be a time of anxiety for our children and it is important that we make time to listen to any concerns they may have. Please get in touch if you would like to speak about any issue relating to transitions.

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: <https://www.parentingacrossscotland.org/info-for-families/age-5-12/>

## Support for Pupils

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. 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)

It is the duty of education authorities to give some extra help in school to all children and young people with additional support needs. Children and young people may need this help because they have a difficulty with reading or writing; they may be physically challenged; or they may have difficult family circumstances or other circumstances, which are a barrier to their progress. Sometimes children with particular gifts or talents may also receive learning support to ensure that they too are moving on from their prior levels of learning and understanding.

We can call on the expertise of Speech and Language Therapy, Physiotherapy, Occupational Therapy, Education Psychology Services, Behaviour Support Staff and Advisory staff of Additional Support Needs. Parental permission will always be obtained prior to external agencies being contacted. It is very important that parents let us know about anything that may affect their child's ability to learn so that we can help with appropriate support. We will always speak to parents if we have any particular concerns about a child's progress or learning.

## Enquire

Enquire is the Scottish advice service for additional support for learning. Enquire offers free, independent, confidential advice and information on additional support for learning through:

- a telephone helpline - 0845 123 2303
- an email enquiry service - [info@enquire.org.uk](mailto:info@enquire.org.uk)
- two websites - [www.enquire.org.uk](http://www.enquire.org.uk) (for parents, carers and practitioners) and [www.enquire.org.uk/yp](http://www.enquire.org.uk/yp) (for children and young people)

Enquire also provides a range of accurate, clear and easy-to-read guides and factsheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school'. The direct link is: <http://www.enquire.org.uk/>

## 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 procedures can be used, consent from the parent of the child and/or the child (depending on the age of the child) is required. 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)

## **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: [here](#)

Given ongoing public concern on the subject of child abuse, and changes in the law, schools are now required to report if they think that any child is the victim of abuse or neglect. Our staff attend regular training to stay up-to-date with information and procedures, should abuse be suspected.

The Designated Member of Staff in Fair Isle Primary responsible for child protection is the Head Teacher or the Quality Improvement Officer for the school, Mrs C.Kerr. Should you wish to talk further about Child Protection and the safety of children please feel free to contact the school. As a school, we have good contacts with social workers and the police - any or all of whom may become involved if abuse is suspected. 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)

## **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>

## **School Improvement**

The school produces a Standards and Quality Report annually; this includes details on the main achievements of the school over the last 12 months and development priorities for the coming year. A School Improvement Plan is produced annually giving our development priorities in more detail. These can be obtained by contacting the school office. 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>

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

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



## School Policies

Fair Isle Primary has a set of current school policies that are reviewed and updated when appropriate.

Current policies are:

- Homework (August 2024)
- Safe and Responsible Use of Mobile Technologies (February 2024)
- Curriculum Rationale (June 2024)
- Standards and Quality Report 2023/24 and School Improvement Plan 2024-2025
- Confidentiality (February 2024)
- First Aid (February 2024)
- Parental Involvement and Parental Engagement Strategy (June 2024)

Current Risk Assessments are:

- Visitors to Fair Isle Primary School/ELC (October 2024)
- Primary class/ELC on site (October 2024)
- Primary class/ELC visits off isle (September 2024)
- Fire Safety Arrangements (January 2024)
- Emergency/ Fire Evacuation Procedures (August 2024)

Copies are available from the school office on request.

Policies, Procedures and Guidelines applicable to all schools across Shetland can be found on Shetland Islands Council's website. 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)

These include:

- Admissions Policy
- Anti-Bullying Policy
- Home Education Policy
- Managing Exclusions in Shetland Schools Policy
- Race Equality Policy
- School Transport Policy
- Strategy for Parental Involvement and Engagement

## School Meals

- As there is no longer a school cook at Fair Isle Primary, the children bring in packed lunches.
- As pupils in ELC and Primaries 1-5 are entitled to receive free school meals, parents of children in these year groups are reimbursed through Shetland Islands Council.

## **Clothing**

Our pupils do not wear a uniform to school. All children are expected to be clean and 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 and Drama lessons, children require suitable clothing – tracksuit bottoms/leggings, a t-shirt and good trainers. P.E may also take place outside and the children should be equipped for this. In the interests of safety, jewellery must not be worn and long hair should be tied back during P.E. lessons.

Children should come to ELC with suitable indoor and outdoor clothes and shoes. On a daily basis they will have access to paint, glue, water and sand and “good” clothes soon get ruined! It is a good idea to put on clothes that your child can manage independently for going to the toilet. Accidents can happen and if you feel this is a possibility with your child, please send in some spare clothes in a bag.

A Clothing Grant is a grant awarded to children from families on a low income to help towards the cost of clothing and footwear. Further information and to apply online, please visit the council website at [www.shetland.gov.uk/education/ClothingGrants.asp](http://www.shetland.gov.uk/education/ClothingGrants.asp)

If you have any queries, please contact Dawn Ratter on 01595 74 3848.

## **Transport to School**

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)

## **Personal Property**

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 money or valuable items to school. Any loss of property should be reported as soon as possible. Whilst the school cannot accept responsibility for items lost, every effort will be made to trace missing articles.

Pupils are strongly discouraged from taking mobile phones to school. If a pupil requires their phone for after school, they 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 at all times.

## **Extreme Weather** – Possible closing of Fair Isle Primary School and ELC

In severe and extreme weather conditions parents/carers are strongly advised, for safety reasons, to keep their child/ren at home. If the Head Teacher decides that the school and ELC will not be open then all parents/carers will be contacted by phone by 8.30. If the Director of Children’s Services decides to close all Shetland schools, then we will be closed too. Information on this is widely broadcast in the local media but you will be phoned ASAP. If the school and ELC need to close during a school day for any reason, all parents will be contacted by phone to collect their child/ren. Parents may collect their children from school/ELC if they are concerned about deteriorating road conditions but please phone in advance.

The Shetland Islands Council home page <http://www.shetland.gov.uk> and Social Media page are updated regularly concerning school closures.

## **Safe use of Computers and the Internet**

The use of computers, the Internet and e-mail in Fair Isle Primary and ELC is now well established. The school encourages this use as it is not only a rich information resource, but helps with the development of appropriate skills of analysis and evaluation. These skills will be fundamental in the society pupils will be entering as young adults.

Pupils themselves are responsible for good behaviour on the Internet just as they are in the classroom. General school rules apply.

The Internet is provided for pupils to conduct research and communicate with others. This access is a privilege, not a right and access requires responsibility. Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with general school standards. Computer storage areas and USBs will be treated like school exercise books, school folders, jotters, etc. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks will always be private.

The following are not permitted:

- Attempting to bypass the school internet filter.
- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.
- Using others' passwords.
- Trespassing in others' folders, work or files.
- Intentionally wasting limited resources.

Violations of the above rules will result in a temporary or permanent ban on Internet and computer use. Additional disciplinary action may be added in. Also see our 'Safe and Responsible Use of Mobile Technologies' policy.

## **After School Clubs**

At present we have no after-school clubs running but if any parent is interested in initiating one, they are encouraged to contact the Head Teacher.

## **Enterprise**

In collaboration with the Fair Isle Community, the school and ELC plays an active role in welcoming visitors to the isle. One of our most successful endeavours has been the creation of the Enterprise programme. Each year the pupils design merchandise to sell to visitors. This programme helps develop pupils' numeracy skills and social skills when they manage the Fair Isle Primary School stall each time a cruise ship visits the isle. The profits raised help to fund our school trips and other resources to enhance our education.

## School Trips and Visitors

Whenever possible, pupils are taken on educational visits within Shetland which relate to their ongoing schoolwork. Parental permission slips are issued and specific permission forms are completed for these trips. When trips are taken to Lerwick, pupils and staff stay at the Anderson High School Halls of Residence. This helps pupils build familiarity and relationships with the staff and pupils, preparing them for their transition to the Anderson High School. We take all possible opportunities to participate in events which allow us to integrate our pupils with other similar aged school groups. Whenever possible, swimming lessons and free-swimming opportunities are built into our trips to Shetland. This provides pupils with an important life skill and is a highlight on all of our trips. Additionally, visiting actors, artists, musicians, dancers, etc. are invited to the school to provide workshop sessions, which contribute to pupils' experience of learning.

## Data protection

Personal information about all pupils is processed in accordance with the Data Protection Act 2018 to allow us to effectively deliver an education service. The Data Protection Act 2018 gives parents and pupils the right to know how we will use personal data.

Further information about how we use pupil personal data is available from Children's Services or the Council's website at <https://www.shetland.gov.uk/managing-information/privacy-data-protection>

## Shetland Islands Council – Children's Services Information

Director of Children's Services: Mrs S. Flaws (Acting Director)

Quality Improvement Officer for Fair Isle Primary: Mrs C.Kerr

Address: Children's Services, Hayfield House, Lerwick, ZE1 0QD

Tel: 01595 744000

Email: [education.and.social.services@shetland.gov.uk](mailto:education.and.social.services@shetland.gov.uk)

Thank you for reading the above information. If there is anything you would like clarification on or something we have not covered, please do not hesitate to ask. In the absence of a HT between recruitment procedures, please contact the QIO for Fair Isle.

Please remember the care and education of your child is a home/school/pre-school partnership and that means communication must be two-way. If there are any problems or issues you wish to discuss, please contact us and we will do our very best to help.

The information contained in this handbook was true at the time of printing and may be subject to change throughout the year. You will be kept informed of all changes and amendments.

Mrs G. Maxwell (Head Teacher until 11/10/2024)

## School Session Dates 2024 – 2025

<b>Term 1</b>	<b>Wednesday 14<sup>th</sup> August – Friday 11<sup>th</sup> October 2024</b> INSERVICE: Monday 12 <sup>th</sup> , Tuesday 13 <sup>th</sup> August
<i>October Holidays</i>	<i>Monday 14<sup>th</sup> October – Friday 26<sup>th</sup> October</i>
<b>Term 2</b>	<b>Wednesday 30<sup>th</sup> October – Friday 20<sup>th</sup> December 2024</b> INSERVICE: Monday 28 <sup>th</sup> , Tuesday 29 <sup>th</sup> October
<i>Christmas Holidays</i>	<i>Monday 23<sup>rd</sup> December – Friday 3<sup>rd</sup> January 2024</i>
<b>Term 3</b>	<b>Tuesday 7<sup>th</sup> January – Friday 4<sup>th</sup> April 2025</b> INSERVICE: Monday 6 <sup>th</sup> January
<i>Spring Holidays</i>	<i>Monday 7<sup>th</sup> April – Friday 18<sup>th</sup> April</i> <i>Includes Easter Monday and Good Friday</i>
<b>Term 4</b>	<b>Tuesday 22<sup>nd</sup> April – Friday 27<sup>th</sup> June</b> OCCASIONAL: Monday 21 <sup>st</sup> April

### Occasional Holidays:

- Wednesday 29<sup>th</sup> January 2025
- Friday 21<sup>st</sup> February 2025
- Monday 24<sup>th</sup> February 2025
- Monday 21<sup>st</sup> April 2025
- Monday 19<sup>th</sup> May 2025