



# Hamnavoe Primary School

## Information Handbook

August 2023 – July 2024



# A Safe Haven



Shetland Islands Council

## Introduction

Hamnavoe Primary School is situated on the island of Burra. The catchment area for the school is the whole of Burra. Some pupils also travel from our neighbouring island – Trondra. The school is non-denominational and caters for pupils of all primary stages.

The school is placed in extensive grounds with multi-court, nature garden, pond area, grass area, climbing frames, outdoor learning pods, mini-football pitches, woodland and an access route to the local beach. Opportunities for Outdoor Learning are incorporated into the curriculum.

The school is all on one level and all classrooms have access to outside with an outdoor learning pod for their use. We also have a music room, library with computer suit, additional support room, open plan office, art room and multi-purpose area. The school also has a well-equipped games hall. The school has recently had an extensive refit to the foyer and toilets for pupils. The school has excellent access for the disabled.

The school has a close relationship with the Burra Early Years, which provides nursery education for the area, and with the Anderson High School to which our Primary 7's transfer.

The roll of the school at present is 74 pupils (August 2023).

The number of classes depends upon how many children are enrolled in the school, and this changes from year to year.

This handbook provides information for parents for the school year August 2023 to July 2024.

For further information or clarification, please contact the school and/or look at our school website.

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>

## Contact Details

Name:	Hamnavoe Primary School
Address:	Hamnavoe Primary School, Hamnavoe, Burra Isle, ZE2 9LA
Telephone:	01595 807 440
Website	<a href="https://blogs.glowscotland.org.uk/sh/hamnavoeprimary/">https://blogs.glowscotland.org.uk/sh/hamnavoeprimary/</a>
Email:	<a href="mailto:hamnavoe@shetland.gov.uk">hamnavoe@shetland.gov.uk</a>
Stages of education:	Primary 1-7
Roll:	2023/24 = 74 pupils
Denominational status:	Non-denominational
Parent Council email:	Suzanne.inkster@shetland.gov.uk
Parent Council website:	<a href="https://blogs.glowscotland.org.uk/sh/hamnavoeprimary/">https://blogs.glowscotland.org.uk/sh/hamnavoeprimary/</a>
Head Teacher:	Mrs Helen Robertson
Other staff:	
Class Teacher P1/2	Mr Paul Gill
Class Teacher P3/4	Mrs Erica Mikolajczak (Job share) Mrs Lois Paul (Job Share)
Class Teacher P5/6	Miss Chloe Murphy
Class Teacher P6/7	Mrs Joanne Holden (Job Share) Mrs Cassandra Georgeson (Job Share)
Additional Support Needs Teacher	Mrs Helen Robertson
Additional Support Needs Teacher	Miss Anita Sinclair
Peripatetic Music Teacher	Mrs Shyrleen Pottinger
Peripatetic P.E.	Mr Colin Kirkness
Peripatetic Art	Mrs Fiona Burr
Clerical Assistant	Mrs Caroline Sandison
Learning Support Worker	Mrs Louise Moffat
Learning Support Worker	Mrs. Ashley Ritch
Learning Support Worker	Miss Alexis Anderson
Learning Support Worker	Mrs Denise Duncan
Head Cleaner	Miss Fiona Henry
Head Cook	Dorothy Allinson
Assistant Cook	Mrs Trixie Johnson
Assistant Cook	Miss Alison Pottinger



## Concerns

Any concerns parents want to raise should be brought to the attention of the Head Teacher, Mrs Robertson. You can expect a response on the day you raise your concern.

## 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.

If you do not contact us by 9.30 am, we will be in touch by phone to authorise absence.

Absence due to family holidays is classified as unauthorised unless there are exceptional circumstances. Parents are encouraged to complete a leave of absence form in advance.

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>

## Administration of Medicines

The school has to adhere to the School Service policy and cannot give medicines, prescription or otherwise, to children without authorisation by a parent. We will however always try to help. For prescription medicine we must have a form completed by both parent and doctor, an adult must bring in the medicine and staff will assist with giving medicines and will record what has been given and when. Non-prescription medicines do not need a doctor's signature but must be clearly labelled with the child's name and the time and amount to be taken.

## Complaints

Please direct a complaint to the Head Teacher in the first instance.

The School Complaints Procedure can be found on Shetland Islands Council's website. The direct link is:

[http://www.shetland.gov.uk/education/hpc\\_complaints\\_procedure.asp](http://www.shetland.gov.uk/education/hpc_complaints_procedure.asp)

## Bullying

<https://www.shetland.gov.uk/education/documents/2018Anti-BullyinginShetlandSchoolsSICPolicy.pdf>

All concerns regarding bullying will be taken seriously and will be dealt with by the Head Teacher. Early intervention helps to sort out matters before they become too serious.

## **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.

## **Communication**

All communications from the school will come in letter form. These will usually be sent home via email so that non-custodial parents and guardians also get information. News of school events is often posted on the school website. Urgent communication regarding school closure in the morning will be announced on Radio Scotland – 92.7 at 6.50 am. This information is also available on the Shetland News Website.

If there is an emergency closure during the school day parents will be contacted by the School Office and pupils will only be released to go home by arrangement.

Hamnavoe Primary has an Open Door policy and parents are welcome to drop in at any time. Teachers are available at the end of the day from 3 pm. Parents wishing to discuss a concern should make an appointment with the class or Head Teacher after school. All pupils have a diary where homework is recorded. This can be used by parents to maintain contact with the class teacher.

## Parental Involvement

Parents at Hamnavoe Primary play a very active role. There are a number who volunteer to help on trips, support reading groups, bake, and plan and organise Friday Fun activities, do crafts, share their expertise and experiences and work in the school grounds. They also hold a Family Learning Event with a Health and Wellbeing theme every February. Parents who work with pupils unsupervised have to apply for a Protecting Vulnerable Groups form (PVG) which can be obtained from the School Office.

The Parent Council is also very involved in the running of the school. You can become a parent council member by getting in touch with the chair person or coming along to a meeting. Meetings are held once per term and details of time and place can be found on the Parent Council Notice Board. It also displays information about Curriculum for Excellence and other useful information about parenting issues.

“Our parent council supports education in Burra by fundraising, giving parents a voice, promoting the curriculum by organising events which help parent’s understand more about their school and learning, we promote parental involvement and liaise with local government and pre-school groups.” Chair person 2023.

The parent council regularly organises a Family Social Evening, Fund Raising Coffee Morning, Curricular Event and a Grounds Evening. Parents are involved in the Evaluation of the school through questionnaires, parent response forms on the end of year report and consultation. It also has a voice regarding School Improvement Planning. Our family learning strategy is available on our school blog.

Pupil involvement is also important in the evaluation of the school. Pupils are encouraged to participate in decision making. Pupils are elected onto the pupil council every year. They meet once per month with the Head Teacher to push forwards the voice of the children.

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>

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 and/or access information on Education Scotland’s website.

The direct link is:

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

The Chair of the school’s Parent Council is currently: Mrs Kay Anderson.

## School Ethos

### School Aims and Vision Statement

We will provide all learners with the opportunity to reach their full potential in a safe, stimulating and happy environment and the curriculum for each child will be relevant and purposeful. We are committed to equality, partnership and inclusion.

We refreshed our Vision, Values and Aims in 2018/19 in partnership with pupils, parents and staff. It reflects our unique community.

### Hamnavoe Primary - A Safe Haven

Healthy, Happy Bairns

Always active

Very responsible

Everyone included and respected

Never giving up, just doing our best!

The symbol of a lighthouse stands for a light that guides the way. Hamnavoe means Safe Haven in Norse.



### Recognising Achievement

We celebrate achievement at Hamnavoe Primary by celebrating wider achievement through our awards programme. Star Badge Assemblies recognise significant effort of 4 pupils each week. Star Badge Pupils are displayed on the notice board. They receive a special sticker and certificate from the Head Teacher. Pupils are expected to respect the school's values. Secret Star Badges recognise the children who do their best to demonstrate the school values. We have excellent relationships with our pupils which helps maintain a very positive ethos.

### Wider Achievement

We have three levels of Wider achievement award in the school. The bronze award is achieved as part of wider learning within the curriculum in school. Silver is achieved out with school and pupils are nominated by parents or community members. Silver worthy achievements are new skills, new clubs and community actions. Gold are exceptional achievements which have involved a great deal of work and effort and may involve pupils travelling to the mainland to represent Shetland.

<https://blogs.glowscotland.org.uk/sh/hamnavoeprimary/wider-achievement/>



## **Community**

The Community of Burra are very supportive of their school. They thoroughly support all the fund raising that takes place and we have a healthy school fund which funds trips, special events and equipment. The school grounds are attractive and families are welcome to play in the multi-court and gardens out-with school hours. The school has excellent links with the local church and Mr Naquin visits occasionally taking assemblies, joining in with fundraising and taking an interest in the spiritual wellbeing of both pupils and staff. Good relationships with the Burra Early Years and Anderson High School help pupils make transitions effectively.

The school continues to foster relationships with the Scalloway Fire Festival, NAFC and the Museum service. We have fostered good relationships with the Police Scotland and the Health Service. We work with local industries and organisations to enhance learning as part of our topics and commitment to Sustainability.

## **Positive Behaviour**

Hamnavoe Primary encourages good behaviour through the school's values and aims. In 2023 a draft policy for this was created which is going out for consultation with parents and stakeholders. It focuses on restoring relationships, consequences and nurture.

## Curriculum – overview

The Scottish Government has recently introduced its Curriculum for Excellence across its schools. 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.  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 nursery 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 Rational

Pupils are delivered a high quality Curriculum at Hamnavoe Primary. Implementation is done in line with guidance from the Scottish Government. Pupils are taught Literacy, Numeracy, Health and Wellbeing, Social Subjects, Technology, Science, Expressive Arts, Religious and Moral Education. These are planned for on a termly basis taking account of previous learning and assessment. Learning is generally cross curricular with teachers developing learning and teaching experiences which make learning meaningful and exciting. Topics or Inter Disciplinary Learning always allows for pupil choice, creativity, enterprise and sustainability. Outdoor Education provides opportunities for team working and problem solving. The curriculum at Hamnavoe Primary provides many opportunities for pupils to develop the 4 capacities - successful learners, confident individuals, effective contributors and responsible citizens. Hamnavoe Primary school strives to ensure equality and equity. Evidence of the wide range learning opportunities can be found on the school's blog.

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. We take this responsibility very seriously and constantly reinforce these skills through cross-curricular learning. Our unique identity as a rural Shetland school with only four teaching classes is reflected on our curriculum. Our island, Burra is traditionally a sea-faring community. The village of Hamnavoe, where the school is situated, faces west and has a stunning view of Fuglaness Lighthouse and the island of Foula. The marina is full of peerie boats and many families enjoy boating as a recreation. Many families are linked to the sea through family employment in the fishing industries and aquaculture. There is also a very healthy rowing club which many pupils from the school attend. Pupils learn about the sea, through IDL topics and connections are demonstrated to them about how their learning could be used in future employment. Pupils at Hamnavoe show a passion for their environment and are concerned about the impact of plastics on the marine environment. We have excellent partnerships with the North Atlantic Fisheries College, the Swan Trust, Grieg Aquaculture and the Radiant Star fishing boat.

Burra has a unique geology and pupils learn about this through IDL topics and outdoor learning. Outdoor learning building resilience and creativity. Trips beyond Burra happen regularly and pupils participate in field trips to woodland, coastlines and local industries like the gas plant and the oil terminal. Pupils learn about sustainability and renewable industries. Pupils develop good attitudes to reusing and recycling. Our place in Scotland is also explored and pupils celebrate Burns Day and Scottish Maths and Book Week. In the past pupils in P6-7 all have the opportunity to visit Edinburgh and Glasgow and experience life in a city. This may become a reality again post pandemic. A visit to the capital supports learning about Scotland and gives pupils a first-hand experience of important landmarks like Edinburgh Castle and the Scottish Parliament.

There are also many creative industries in Burra, the most famous of these being the Burra Bears. There are many entrepreneurs and enterprising individuals. Our curriculum provides many opportunities for pupils to develop skills in these areas. Pupils are encouraged to be excellent team members and their creativity is encouraged. Pupils raise money for charities and the school through their enterprises. Literacy and numeracy are used in real-life contexts bringing learning to life.

Burra also has a unique history. Pupils learn about the early settlers in Burra through work associated with the Pappil Stone. Their Viking heritage is also celebrated through an annual week of learning about the Vikings in the run up to the Fire Festival. Life during WW2 in Burra is studied and the local history group support our learning. There is also a rich crofting history which is celebrated at Harvest Time. Pupils feel connected to their environment and are interested in growing.

In Health and Wellbeing we teach about Social, Emotional and Physical Health. Relationships, Parenthood and Sexual Health topics are age appropriate and progressive throughout the school. Lessons are taught by the class teacher and materials are available for parents to view. Parents have the right to withdraw their child from these lessons. We also teach about drugs and alcohol and involve the Dogs for Drugs Team. We have strong links with Police Scotland and our community officer supports our learning on Internet Safety. She also works with parents to keep them in touch with ways to keep their children safe while using social media. Parents with concerns about teaching on these sensitive areas should arrange to see resources and discuss your concerns.

We take mental health seriously and our ethos of a Safe Haven for learning helps pupils share their emotions. Daily check-ins allow pupils to express how they are and give teachers a way in to support pupils who are perhaps struggling. A weekly nurture group provides further support in this area. The school uses the Zones of Regulation to support pupils with self-regulation and a simple language to describe their feelings.

We deliver two hours of quality P.E. every week. One session is delivered by the visiting specialist and the other by the class teacher. We promote Healthy Eating and pupils in P7 run a healthy tuck shop as an enterprise, developing their understanding of food and business. We hope that our Health and Wellbeing curriculum goes some way to set our pupils on a pathway to a Healthy future.

Religious and Moral Education is part of the curriculum and is often part of assembly. Although a Christian school, assemblies tend to focus on moral teachings which might come from any world religion. Occasionally there is Christian observance and parents have the right to withdraw their child from this. We are linked to the Burra Baptist Church and celebrate Harvest and Christmas in the Baptist Hall.

We have a wide range of I.C.T. and use computers for a range of activities. We also use cameras, video and iPads and pupils gain experience in using technology across the curriculum. Technology related to re-newables and robotics are also taught and coding is a developing area in our curriculum. ICT is also used to support pupils with additional support needs especially in the areas of literacy and numeracy.

## Assessment and Reporting

Hamnavoe Primary uses the SEEMIS management system for Tracking and Monitoring progress through the Curriculum for Excellence Levels. Teachers base their judgements on the most recent and best work produced by pupils and up-date records 3 times during the school session. This information appears on the End of Year Report and is accessible to class teachers year round. Assessments are both formative and summative. Teachers continue to have professional dialogue on standards and moderate each other's work. Assessments and tracking are shared with parents at 2 parent's evenings each year and in the end-of-year report. Feedback to parents is given using the overview planner and progress is shared and next steps planned. Parents with pupils with an Individual Education Plan will have regular reviews where targets will be reflected on and set. Wider achievements are shared in assemblies and the school welcomes news of achievement out with the school. Pupils in Primary 1, 4 and 7 are tested in Literacy and Numeracy as part of the SNSA yearly assessments. The information from these assessments is used as part of our teacher judgement of our pupil progress as part of our holistic assessment.

Children collect evidence for the Achievement Folder which reflects a child's ability in Language, Maths, Health and Wellbeing and other areas. This is where pupils put their best work.

A slim portfolio of work in Literacy, Numeracy and Health is used by teachers to evidence of achievement of a level.

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 to the stage of 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.

Parents are very involved with transition from Early Years to School. An Enrolment Pack is available from the school for Enrolment Week – usually in February. Mrs Robertson is well known to the children in the Burra Early Years as she visits the playgroup regularly, as does the P1/2 Class Teacher. Close links have been formed with the Burra Early Years and as the time grows nearer to the New Starts coming, visits become more frequent. All New Starts will visit the P1-2 classroom at least 5 times before they start P1. Burra Early Years also uses the school gym and grounds so new pupils are quite familiar with the build. This familiarises them with the classroom setting, the teacher and the routine as well as their new class mates. A meeting is also held with parents to share with them how they can best prepare their child for school and reassure them by explaining what they can expect in the first few weeks. Early Years staff meet with the teachers at Hamnavoe Primary to share information about our new P1 pupils. The Health Visitor also visits and shares important information with the Head Teacher.

Parents are also involved with transition to the Secondary school. Pupils in P7 are provided with a number of opportunities to help them transfer smoothly to the Anderson High School. A pupil support staff member initially liaises with the primary school and the Additional Support Team. Pupils then visit the High School with their teacher and then go on the Co-operative Learning Day where they meet other P7's and work together. There is a further 2 timetabled days where they follow a timetable and are placed with their register class. There is also a parent's information evening where parents are given a tour of the school and Secondary Education is explained. Pupils with Additional Support Needs may need enhanced transition which is arranged between the two schools. The direct link is:

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

Tracking and Monitoring information is forwarded and shared with the Secondary School via the Management System used in both schools and during transition meetings.

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/>

## 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/consultation.asp>

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 special Additional Support Needs departments (attached to Bells Brae School and Anderson High School). A request for a child to access a place in one of these special 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/consultation.asp>

## 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.

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)

### Additional Support Needs at Hamnavoe Primary

All staff are responsible for providing appropriate education, covering the whole range of ability to be found within a school. Additional Support, therefore, is primarily the responsibility of the class teacher. However, class teachers are supported in this by provision of an Additional Support Needs Teacher. This role is currently provided by the Head Teacher for two days and an additional ASN Teacher one day per week.

Parents who feel that their child needs additional support should raise this initially with the Head Teacher. All concerns will be taken seriously and explored with the family, child and the teachers.

There are many kinds of support available. These included classroom support where the ASN teacher and class teacher work together, support from a Learning Support Worker or Assistant, one-to-one or group support, adapted curriculum and counselling. We also work closely with other agencies such as psychological services, occupational therapy, speech and language therapy, health services and social work.

If it is decided that a child would benefit from additional support then in consultation with parents, the child and the ASN teacher a plan will be drawn up. This will initially involve a period of assessment and information gathering.

Parents will be kept well informed of progress through the review process and meetings at parent's evenings. At least 1 review will be arranged every year although this depends on the level of need. The ASN teacher will always attend and appointments can be made with her to fit in with class teacher consultation time. Parental support is crucial to the success of additional support.

Other useful information and advice regarding additional support for learning can be found on Enquire's website.

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 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)

The Head Teacher is the main contact for everyone to direct any concerns regarding children at Hamnavoe School.

Some children may require a GIRFEC child's plan, where an interagency approach to support is required.

## ***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.childprotectionschetland.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

Hamnavoe Primary is committed to improvement. It has been under the management of Head Teacher, Helen Robertson for the last 12 years and strives to improve, with ambitious targets that are set in consultation with stakeholders.

For detail of the schools improvement plan and Standards and Quality Report please see the Parent tab on our blog.

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>

Scottish Credit and Qualifications Framework

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

Scottish Survey of Literacy and Numeracy

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>

SNSA

<https://standardisedassessment.gov.scot/parents-and-carers/>

## School Policies and Practical Information

These can be accessed on the school website which is currently under reconstruction: <https://blogs.glowscotland.org.uk/sh/hamnavoeprimary/>

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

- healthy eating
- bullying
- 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)

### School Uniform

Hamnavoe Primary has a uniform available to order from Intersport in Lerwick. This is not compulsory. Schools in Shetland don't tend to have uniforms.

### Clubs

Hamnavoe Primary encourages participation in sport and a variety of after school sports clubs are run. These change from year to year and are supported by Active Schools. Details of clubs are available on the notice board. We also promote local clubs and display information for them. In the current school year there has been Knitting, Hockey, Football, Climate Club and Netball.

### Instrumental Tuition

All parents of children in P4 can apply for their child to have music tuition. Only a limited number of places are available, and at present Hamnavoe Primary offers Piano, Accordion, and Fiddle lessons.

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/creative\\_learning.asp](http://www.shetland.gov.uk/education/creative_learning.asp)

### School Lunches

Hamnavoe Primary has a canteen with 3 members of staff. Meals are prepared on site and are nutritious and tasty. There is a very high take up with very few opting to take packed lunches. Currently all pupils to P5 are free. Letters come home at the start of term regarding school meals.

### Milk

Milk is available every day at a current cost of £1.10 per week. Parents are requested to pay per term. A reminder will be issued at the start of every term and this also can be paid on the Parent Pay System.

### 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)

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)

### ICT and Computer Access

All pupils have the opportunity to use the school's computer network including email and the Internet. The Internet is filtered but pupils are also taught on-line safety.

Pupils will not have unsupervised access to the Internet. All pupils sign an Authority wide Acceptable Use Declaration on starting school.

### Devices for pupils

As part of the government scheme, pupils who do not have a device they can use at home for digital learning, can apply to the school for a free device. P1-3 can apply for an iPad and P4-7 for a laptop. Parents sign an agreement that they will care for their device and repair any damages. Applications can be made directly to the school by email.

### Personal Effects

Personal effects are rarely lost but it is advisable to mark garments etc. With the pupil's name, especially school uniforms. Pupils should try not to take valuable items into school. Mobile phones are not to be used during school time. They must be left in school bags or at home. Pupils carry them to school at their own personal risk.

### Photography, video and radio interviews

Increasingly photography and video are used in the class room and in displays of work. We seek your permission to use your child's photo on our website and in the media on our enrolment form.

### Insurance

The Council holds Public Liability Insurance cover, which provides indemnity to Third Parties including school children, in the event of legal liability falling on the Council. No provision is made by the Authority with regard to Personal Accident cover with the exception of Travel Insurance which is arranged by the school for all residential trips within or outwith Shetland.

### Pupil Records

These are kept on computer. You can request to see your child's record at any time, but we ask you to take responsibility for ensuring that contact details are kept up-to-date.

### The School Day

The school day begins at 9 am and finishes at 3 pm. Break time is from 10.45 am - 11 am and lunch time begins at 12.30 pm for P1-3 and 12.45 pm for P4-7. Currently we have an early lunch at 12.15 on Wednesday and Thursday to accommodate our PE lessons. On these days the afternoon session begins at 1.15 pm. The tuck shop opens at 10.40 am for pupils to purchase healthy snacks at a very reasonable price. The tuck shop is run by the pupils in P5-7 and profits from it help pay for trips and parties. The most expensive item is 40p, and the cost of fresh fruit is subsidised.

## **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>