



# Mossbank Primary School

## Family Information



# HELLO & WELCOME

Dear Parents and Carers,

We would like to extend a very warm welcome to Mossbank Primary School!

This booklet gives general guidance about our school and our community.

It sets out our Vision, Values and Aims and highlights practical information about us and the school system in Shetland.

We hope that it is useful. Please do not hesitate to get in touch if there is anything you wish to discuss further.

Kind regards,

Jennifer Christie, Headteacher

and all the Mossbank Staff

# General Information

Address: Mossbank Primary School  
Mossbank  
Shetland  
ZE29RB

Telephone Number: 01595807280

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

Website: <http://www.mossbank.shetland.sch.uk/>

Stages of education: Early Years/Primary

Roll: Primary - 45, Early Years - 16

Denominational status: Non-denominational

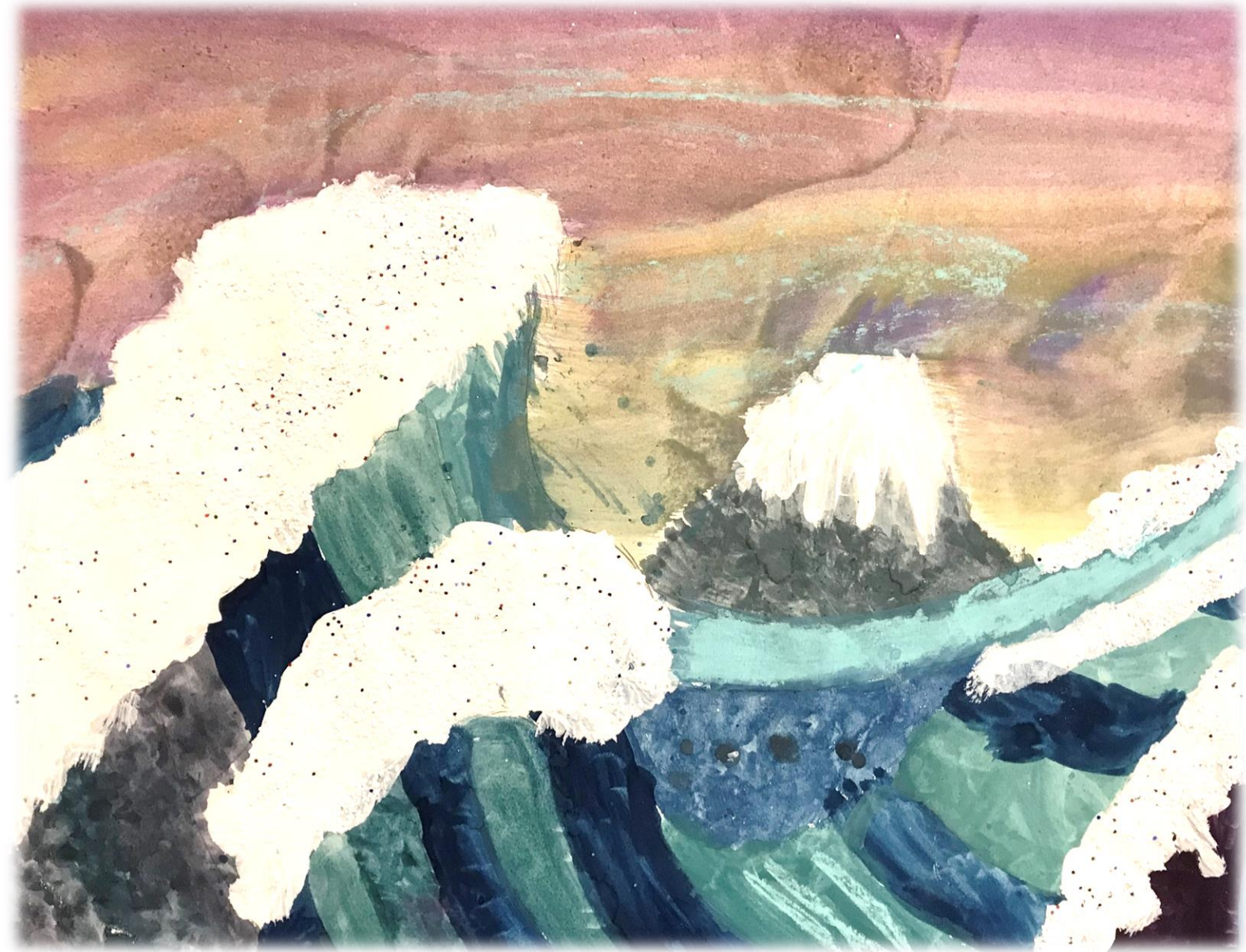
Parent council chair: Adam Lewis (mossbankpc@gmail.com)

Local Authority: Shetland Islands Council  
Hayfield House  
Hayfield Lane  
Lerwick  
ZE1 0QD  
01595 744000



## Staffing

Head Teacher and ASN Teacher	Mrs Jennifer Christie
Lower Primary Teacher	Mr Brian Spence
Upper Primary Teacher	Miss Ellie Clubb
Learning Support Worker	Mrs Brenda Anderson
Learning Support Worker	Mr Charles Gear
Learning Support Worker	Miss Vikki Parry
Learning Support Assistant	Mrs Samantha McDonald
Learning Support Assistant	Miss Charlayne Graham



# About Mossbank Primary

Mossbank Primary School is a two teacher school with an ELC setting in the Community of Mossbank and Firth at the north mainland Shetland. The school is housed in a bright, modern building which has a well equipped gymnasium, library, music and art room and extensive grounds which contain a multi-court, grassy play areas, swings and hard surfaced play areas.

This handbook provides information for parents for the school year 2023-2024. Although the information is believed to be correct (January 2023), it is possible that changes have occurred, or will occur during the course of the year, that will affect the contents.

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.



# About Mossbank ELC

Our Early Learning and Childcare setting provides placements for children between the ages of 2 and 5. We offer 1140 hours provision for children and we operate for 39 weeks per year. More information can be found in the ELC Handbook, available from the school, or online in our school blog.

We also offer Daycare for children between the ages of 2 and 5.

Booking is essential, to do this please contact the school on 01595807286 or email [mossbankbookings@shetland.gov.uk](mailto:mossbankbookings@shetland.gov.uk).

Again information can be found in the ELC handbook, which can be found on the school blog.



# Our Vision, Values & Aims

- ❖ We want Mossbank School to be a place where pupils, parents and staff can achieve their full potential.
- ❖ A place where pupils, parents and staff are respected and valued for their contributions.
- ❖ A place where children are nurtured and inspired to go forward into an ever-changing world with the values and skills they need to succeed.
- ❖ A place of high expectations at the centre of its community, with its community at its centre.

*‘Think Big, Dream Bigger’*



## At Mossbank Primary School we aim to:

- Ensure that all children are safe and happy in school with caring adults they trust.
- Ensure that all children at Mossbank benefit from the Curriculum for Excellence to achieve their full potential.
- Ensure pupils have opportunities to make friends.
- Ensure pupils learn to be responsible for their own learning.
- Ensure all pupils know how to stay healthy and safe.
- We will respect and take responsibility for our school and all the people in it and treat others as we would wish to be treated.

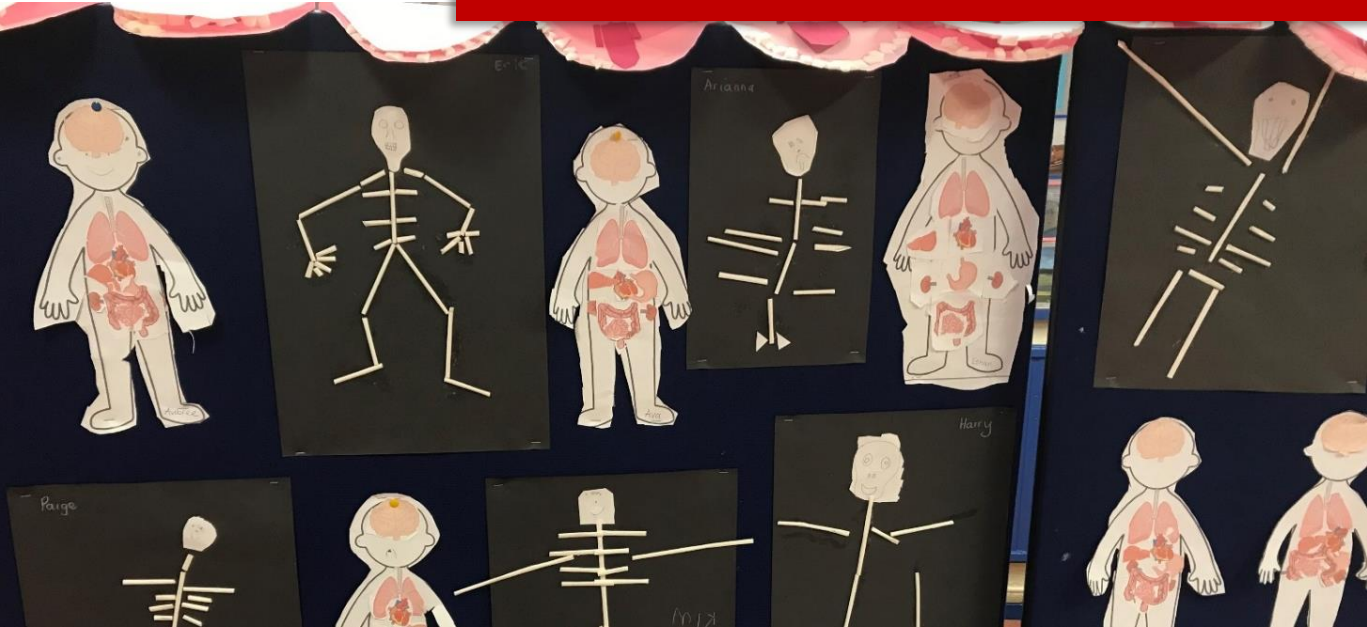
## At Mossbank Primary School we value:

- Honesty
- Diversity
- Fairness
- Respect
- Inclusion
- Citizenship
- Behaviour
- Hard-work
- Leadership





# Our Service



## The School Day

School Day Begins 9.15

Morning Break-10.45 - 11.00

Lunch Break- 1.00 - 1.45

School Day Ends - 3.15

The times of lunch may be changed occasionally to ensure adequate time is available for other activities.

## Break and Lunch Times

Playtimes between **10.45 a.m. and 11.00 a.m.** and **1.20 p.m. and 1.45pm** will usually be spent outside in the extensive play areas. There is a playground supervisor on duty at all times. In inclement weather, she will supervise indoor play.

Lunch takes place in the School Dining room. A nourishing, well-balanced 2-course meal is available. Pupils must sign up for lunches on a termly basis and pay for them through Parentpay (school lunch is free for all ELC pupils and all children in p1-5) more information is given out about this when your child enrolls. Pupils may bring a packed lunch. This should not contain fizzy drinks or too many sweets and crisps. Advice on a well-balanced packed lunch can be provided. Please provide a healthy snack for your child. Milk is provided and is charged termly at £1.05 per week, this too must be paid through Parentpay

There is access to drinking water at all times, please ensure your child brings a water bottle to school. Fizzy drinks and fruit juice cartons are not permitted in the classrooms and diluted fruit juice is discouraged.

## Transport to school

It is the policy of SIC to provide free transport to school for pupils who live more than 1.5 miles from the school. There is a Service bus which can provide a transport link in the morning. This service is used by a number of pupils from the Firth area. Pupils being brought to school by car, or walking, should enter the school from the bus stop access path. Children who cycle to school may secure their bicycles in the shelter at this entrance. Full details are available in the Travel Plan.

## After School Clubs

Active Schools offers games and sporting sessions - details of these are sent home when these sessions are arranged.

## Pupil Representation

There is an active Pupils' Council made up of elected members from each classroom. They meet regularly with the Head Teacher to discuss initiatives which will benefit all pupils.

## Expressive Arts and PE

Each class has an allocated period of 50 minutes with Visiting teachers of Art, Music and PE.

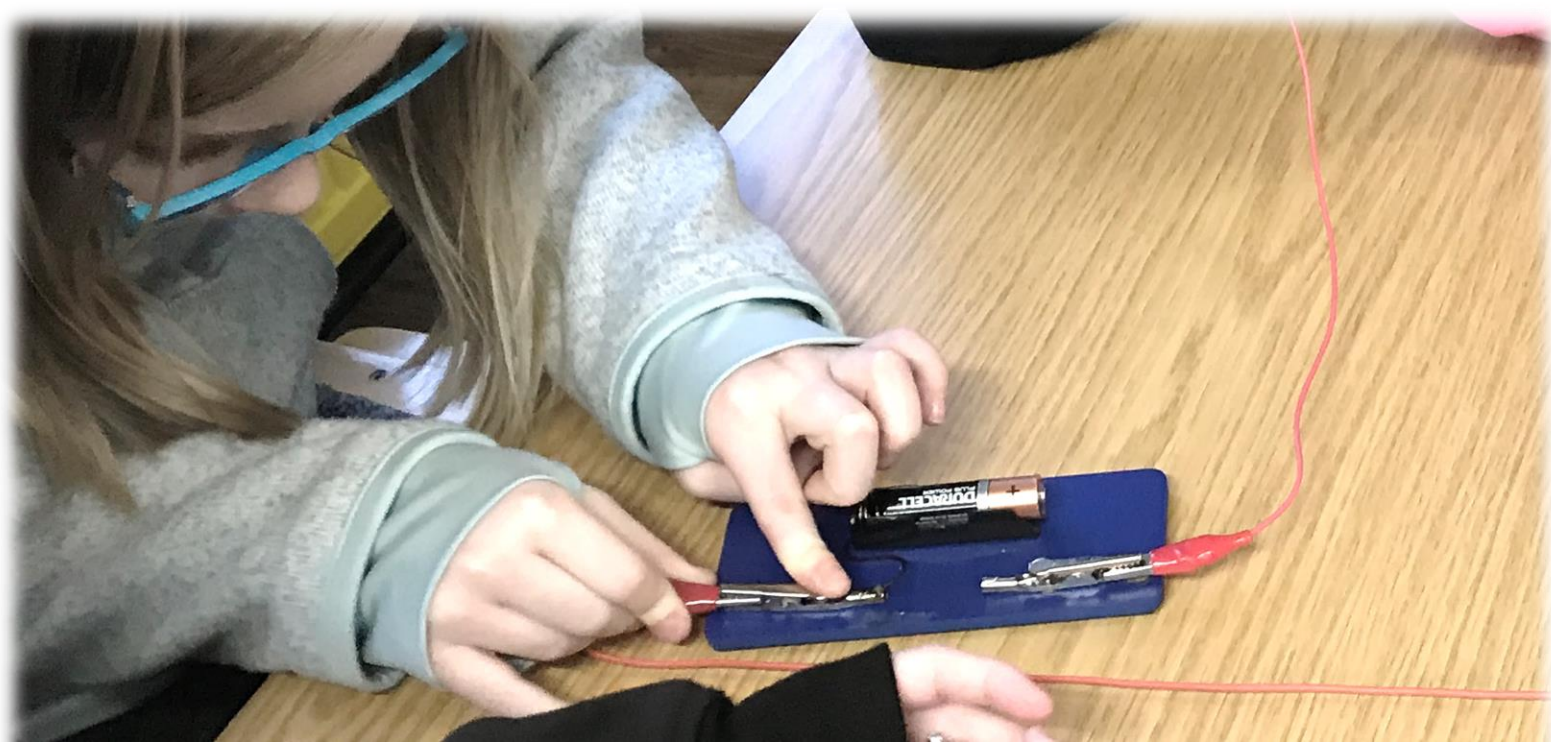
## Instrumental Tuition

Mossbank benefits from the services of Mrs Jane Pottinger who takes pupils for piano tuition and Mr Alan Small who takes accordion- opportunities for tuition in other instruments may be possible after consultation.

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)



# Communication

Most information between school and home - newsletters, reminders, permission slips etc will be sent by email or will be posted on the Parent Council Facebook page and School Blog. It is vitally important that the school has your most up-to-date email address. We will occasionally send letters by 'pupil post'. Children also have Homework Diaries which the class teacher may use to pass on information. The school Facebook page and school blog will also give information of forthcoming school events. If you wish to contact the school, telephone calls will be directed to an appropriate phone terminal and a message taken.

Urgent communications, such as school closure due to bad weather, will be announced on Local Radio and by phone call from the school office.

## Parental Involvement

Partnership with Parents is important at Mossbank - we welcome you to be active in many aspects of School life.

### Supporting Learning at Home

- Each term you will receive a copy of the termly overview for your child's class which will give details of the topics of study. Parents are welcomed into School to share expertise or experiences which might contribute to a topic or area of study.
- Please take an active interest in your child's homework which is an extension to work being done in class.
- Share the contents of the child's Take a Look Book which comes home three times a year and illustrates your child's learning story.

### Home School Partnerships -

- Parents are invited to attend 'Family Friday' in the school on the last Friday of each month. This allows them to participate in learning activities with their children.
- Parents are invited to attend Assemblies, Special Events and Concerts.
- Parents are encouraged to attend Parents' Evenings or other events organised to promote the education of the pupils.
- We are happy if parents volunteer to be involved in Outdoor Education experiences, or as escorts on school trips.
- Take part in fund-raising events.



### Parental representation

- ✚ All parents are automatically members of the Parent Council. Your support is important to the school. Meetings are held termly. Our current chair person is Adam Lewis.

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>

# Promoting Positive Behaviour

All pupils are members of a House Team. All members of a family are in the same team and points are awarded by members of staff giving 'R, R, S cards' (ready, respectful and safe) which reward good behaviour or exceptional effort. The winning team is rewarded at the end of each term.

Achievements within and outwith school will be celebrated on our 'Proud as A Peacock' wall and at assemblies. Children are encouraged to share their success in extra-curricular activities by bringing certificates and medals they have won to show at assemblies and add to the wall.

Nurture Groups are an important feature of school life, helping all pupils to have a positive relationship with their peers and the wider community.



# Health and wellbeing



Health and wellbeing is at the very centre of all that we do at Mossbank school.

Our curriculum and ethos are underpinned by the six principles of nurture and we take a trauma informed approach throughout the school.

We firmly believe that happy children learn better and our whole team take a 'relationships first' approach.

Since the Covid 19 pandemic this approach is more important than ever. We use several strategies to support this, including Zones of Regulation and the 'Kit Bag'.

Our teaching spaces are well thought out and children have access to relaxing zones which help self regulation. We try to ensure all children are supported and feel able to learn.

# Working in Partnership: Community, Local Businesses & Charities

There are links between the school and other groups within the Community. Pupils perform at Christmas time for the senior citizens, our ELC and the local toddler group have a good relationship and PEEP sessions have been trialled at the toddler group. The Parent Council welcomes contributions from all members of the community for their fund raising events.

The school enjoys good links with a number of local Industries, businesses and companies.

We are fostering links with the Total Gas plant and Cooke Aquaculture and McKimms Ltd have been a great support to our school.

These business links ensure that we continue to develop our young workforce to meet the ever changing needs of our labour force

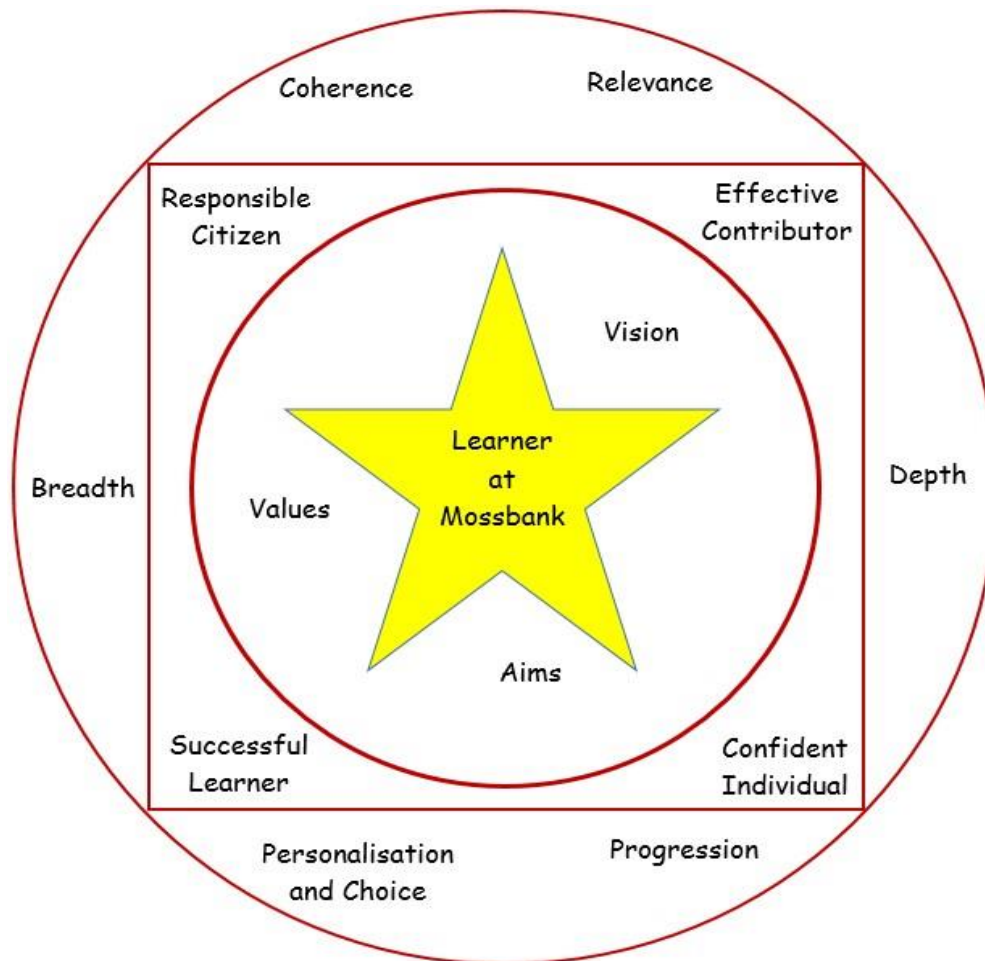
Each year we try to include an enterprise project run by our Upper Primary class. This has included make and sell items, organisation of events and

provision of a service, this links directly with the principles and objectives of the 'Developing The Young Workforce' document.



# Curriculum

When designing our curriculum we placed the learner at the centre of our planning. Within the context of the four capacities of the Curriculum for Excellence and in line with our vision, values and aims, we strive to ensure Breadth, Coherence, Relevance, Depth, Progression, and Personalisation and Choice within the curriculum we offer.



We have recently developed our 'Curriculum Rationale', copies of which are available on the school website or from the school.

Mossbank delivers a wide curriculum in line with the expectations of 'A Curriculum for Excellence'. Language and Literacy, and Numeracy and Maths are delivered to class groups using a wide range of differentiated resources to ensure children achieve their full potential.



Topic work includes the Social Sciences, Health and Wellbeing and Religious and Moral Education, giving children a wide-ranging experience of their Environment, both Local and Global, and their place in Society. Parents are made aware of the current topics in the curriculum overview which are sent home termly.

At the start of each topic, children are involved in the planning stages when routes through the topic will be explored to establish prior knowledge and the direction the topic will take. Targets will be set for each child to work towards and an overview of how these outcomes will be achieved.

Whenever appropriate, visits from outside agencies with expertise in these fields will be organised and visits to sites of interest arranged when financial and practical constraints permit. This allows children the opportunity to make connections between classroom learning and the wider environment.



Parents have the right to withdraw their children from aspects of RME which may conflict with personal beliefs - this should be discussed with the Head Teacher before any decision is made.

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>



# Assessment & Reporting

Children's progress is continuously assessed throughout their school career to ensure that progress is being made. A tracking profile is maintained for each child and will be discussed with parents at Parent Evenings and in annual report cards. Teachers assess each child's work and plan the next steps in the learning journey.

Our pupils are assessed using the SNSA in p1, p4 and p7, these standardised assessments help to inform teacher judgements about a pupil's learning. We also use the Highland Literacy, Emerging Literacy assessment material in p1 and NGRT reading tests at set points throughout the year.

Pupils are encouraged to self-assess their work and to share it with their peers for constructive comment.

Take a Look Books will be sent home 3 times a year. These illustrate your child's learning story and parents are encouraged to add comments to them as they wish.

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.

During the Summer Term, extensive arrangements are made to ensure smooth transitions.

The Pre-School pupils in ELC have regular opportunities to work with the staff and pupils of the junior class during their last term in ELC to introduce them to the routines of the Primary School. Children who are not transferring to Mossbank's Primary Department will have arrangements made for them to visit their chosen primary school.

Children transferring from the Lower to the Upper School class will have the opportunity to work with their new class on the days when Primary 7 are on visits to their Secondary school.

Primary 7 are offered frequent visits to their chosen High School to meet with pupils from the other associated schools and experience the routines of the larger secondary organisations. For most pupils, this will be Brae High School in the neighbouring village of Brae.

The Head Teacher, Mr Logan Nicholson can be contacted on 01595 745600. Parents are invited to attend Brae High School towards the end of the summer term but can arrange independent visits if appropriate to their child's needs. Children in p7 are part of a Social Fitness group which rotates between the North Mainland cluster primary schools throughout the year. This provides opportunities for p7 pupils to meet their peers on a regular basis and form positive relationships before moving into secondary school.

Pupils with Additional Support Needs will be offered an enhanced transition programme at either Brae High School or the Anderson High School in Lerwick.

Parents will be involved in these decisions at every step.

The direct link is:

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

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.

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; Fact sheets 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.

# 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)

Mossbank Primary School has an Additional Support Needs teacher 2 days per week and 3 full time and 2 part time Learning Support staff. Children with Additional Support Needs (ASN) and Social and Emotional Difficulties (SED) will be well supported in class, in small groups out with class and on an individual basis. These pupils will have an Individual Education Plan (IEP) to help them access the mainstream curriculum. Parents will be invited to share in the development and monitoring of these plans. The ASN teacher meets with class teachers regularly to ensure that the four aspects of Support for Learning - collaboration, consultation, support and direct tuition are met.

Professionals from external agencies such as Speech and Language Therapy (SALT), Vision and Hearing Impairment, Psychological Services, Motor Skill Impairment, Behaviour Management will be consulted to support the needs of any pupil with an identified need.

Any parent who feels their child may have an additional need should consult the Head Teacher in the first instance.

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>

# 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 Head Teacher is the Named Person for all primary school age pupils and works closely with colleagues from the Social Work Department (SWD) to support pupils whose needs are of a social and emotional nature. Regular Core Group meetings of stakeholders in the child's wellbeing are held in school.

The direct link:

[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: <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

The School Improvement Plan which outlines areas for development for the current school session and the Standards and Quality report which details the School's achievements over the previous session can be accessed on the school website - <https://www.mossbank.shetland.sch.uk>

A paper copy can be obtained from the School Secretary, Mrs Elizabeth Thomason, on request to the School Office 01595 807280, there is also a copy on the Information board in the foyer.

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>



# School Policies & Practical Information

All School Policies are currently being up-dated as part of the School Development plan and can be accessed on the School website as they become available.

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

The school does not have a uniform policy, however there are some school sweatshirts available to borrow to wear at events such as sports days or the music festival. If you wish your child to have their own sweatshirt, the school logo may be added to a plain red sweatshirt, ask at the school for more information about this.

We expect children to come to school dressed appropriately in sensible clothes and footwear. Tee-shirts and sweatshirts with inappropriate messages would be discouraged as would clothing which could prevent pupils taking part in games and activities. In wet or wintry weather, pupils should bring a pair of shoes suitable for indoor wear and leave wellingtons and boots in the school. All children require to have a suitable coat or jacket suitable for outdoor play as this is an important feature of break times.

All children should keep a bag in school with an appropriate PE kit of gym shoes, shorts and a t-shirt. The school benefits from a 6 week block of swimming lessons each year at Brae Leisure Centre. Parents will be notified when these sessions will take place and an appropriate swimming kit, including a towel, should be brought in a suitable bag on these days. Failure to do so would result in the child missing the lesson.

For Health and Safety reasons, children are discouraged from wearing jewellery and should have long hair tied back. This is of particular importance during PE lessons on a Friday. **Our PE teacher operates a no jewellery or loose hair policy for all PE lessons.**

### Financial Help for Parents

Help is available for those who qualify, for free school meals and clothing grants. 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)

The Education Maintenance Allowance is available for qualifying 16-19 year olds. Guidance and an application form can be found on Shetland Islands Council's website.

The direct link is:

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

### Concerns

The school operates an Open Door Policy and welcomes parents to come in to school to discuss any matters concerned with the education or wellbeing of their children. It is advisable to phone the school Office to make an appointment to ensure the Head Teacher is available.

### 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 your child is unwell during the night or before coming to school, please consider their wellbeing and the health of those they will come in contact with before sending them to school. In the case of infectious or contagious illnesses, please take advice from your GP before sending your child back to school. In the event of your children vomiting or having diarrhoea, they should not return until **48 hours after their last period of sickness.**

If your child becomes ill or has an accident at school, you will be contacted, in the first instance, followed by your nominated Emergency Contact if you are unavailable. The school has a number of trained First Aiders who are able to deal with minor accidents and administer first aid. Emergency Services or your GP could also be contacted if it was judged to be necessary. It is essential that the school has up-to-date contact telephone numbers.

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>

## *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)

## *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.

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)

## *Calendar of Events*

Parents are informed of Special Events and Assemblies in a newsletter each term.

## *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>