



Shetland Islands Council

North Roe Primary School

Information Handbook

2019-20



Contact Details

Name:	North Roe Primary School
Address:	North Roe, Shetland, ZE2 9RY
Telephone:	01595 745685
Website:	https://blogs.glowscotland.org.uk/sh/northroeprimaryschool/
Email:	northroe@shetland.gov.uk
Stages of education:	Primary
Roll:	14
Denominational status:	Non-denominational
Head Teacher:	Miss Hannah Irvine
Parent Council:	Mrs Isla Jamieson (Chair)

About this handbook

This handbook provides information for parents for the school year 2019-20. Although the information is believed to be correct (August 2019), 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. For further information or clarification, please contact the school and/or look at our school blog. 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 parents before or after the school day. Formal appointments can be made for the end of the school day and some evenings.

Introduction

North Roe Primary School is one of three primary schools which serve the Parish of Northmavine. It is the most northerly school on the mainland of Shetland.



The school was built in 1878 and is of traditional design, consisting of an attached school house and one room which is now used as the school's general purpose room. In 1962 and in 1992 extensions were built in order to increase the level of accommodation, which now consists of two main classrooms, staffroom, kitchen and storage facilities as well as the general purpose room.

Members of the local community are involved mainly in crofting, fishing, aquaculture, construction industry and in the oil industry at Sullom Voe Terminal.

The school is at present a one-teacher school with a roll of 14, as of August 2020. All the learners are in one multi-composite class. The head teacher, Miss Irvine, teaches the class 3.5 days per week. Mrs Stuart teaches the class 1.5 days per week. Visiting specialist teachers come to the school once a week to teach the children Art, Music and Physical Education.

When you
Enter this
Loving school
Consider yourself
One of the
Members of an
Extraordinary family

School Ethos

The Vision, Values and Aims of North Roe Primary School

Vision:



Our School
Vision

Our vision is to be
a vibrant community
of learning
and **AMBITION**
WHERE TOGETHER WE
support each other
to reach our
full potential
in life.

Values:

At North Roe Primary School, the school community works together to ensure that all our learners are supported to reach their full potential in life. We have consulted with parents, learners and staff to review our school values, which are outlined below. Our values are important to us, they make our school a happier place and allow the staff, learners and school community to improve and progress.



Our School Values

- N** Nurturing Kindness
- R** Respect for Everyone
- P** Perseverance to Succeed
- S** Supporting Inclusion

NRPS we will always try our best!

Aims:

Our school aims to inspire, motivate and support learners to reach their full potential by:

- ❖ Engaging learners in the highest quality learning activities to develop a culture of creativity, ambition and achievement.
- ❖ Providing a safe, caring, happy and stimulating environment in which each learner is valued and supported.
- ❖ Fostering high quality leadership and management at all levels.
- ❖ Working in partnership with parents, learners and other agencies to support learners to become:
 - ◆ Successful learners
 - ◆ Responsible citizens
 - ◆ Confident individuals
 - ◆ Effective contributors

The school maintains very close links with all its associated primaries, the local nursery unit at Urafirth Primary School and with Brae High School. Smooth transition of pupils between nursery/primary and primary/secondary is seen as key to pupils' emotional, social and educational development. North Roe Primary School works closely with a number of partner agencies i.e. NHS, Shetland Recreational Trust etc. to ensure best experiences and outcomes for all/individual pupils.

When at North Roe Primary School, pupils are expected and encouraged to behave with respect for others and themselves. They are also expected and encouraged to respect the school building and property. Positive behaviour and respect are essential ingredients for a happy and safe school community. We promote positive behaviour using rewards to develop pupils understanding of positive behaviour. Where possible pupils are encouraged to suggest solutions to difficulties encountered with peer agreement being key. Parents will be informed of any serious or persistent difficulties.

Rights Respecting School

We are working towards our first Rights Respecting Schools award. All learners take part in creating a 'class charter' each year which outlines our rights and responsibilities based on the UN Convention on the Rights of the Child. All learners are encouraged to respect the rights of others in order that an effective learning environment can be maintained through mutual respect.

Any reports of bullying are treated very seriously and will be investigated in accordance with the Shetland Islands Council Anti-Bullying Policy. A copy of the policy is available from the school.

The school is not responsible for any monies or valuables left in coat pockets, school bags, in the building or in the playground. Pupils are discouraged from taking large sums of money or valuables to school.

Any loss of property should be reported to the Head Teacher as soon as possible. While the school cannot accept responsibility for items lost, every effort will be made to find the missing property.

Mobile phones and hand held electronic games are not permitted except in exceptional circumstances. Please discuss with Head Teacher.

In North Roe Primary School we aim to ensure equality of opportunity for all, regardless of sex, race, culture and religion. Activities will be age appropriate within Council guidelines.

Health and well-being are key aspects in the life and work of the school and partnership with parents is crucial. We promote family learning and encourage parents to be active partners in the life and work of the school. The school organises a range of opportunities each term for parents to support their child's learning, both in school and at home.

Concerns

If you have any concerns regarding your child please contact the Head Teacher to discuss these.

Contact arrangements:

For brief, informal discussions the head teacher is happy to take telephone calls or meet parents before or after the school day. Formal appointments can be made for the end of the school day and some evenings. The school Facebook page should not be used to discuss any concerns or confidential information. Please contact the head teacher by phoning the school on 01595 745685 or by e-mailing hannah.irvine@shetland.gov.uk

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. Parents should contact the school before 9.30am to explain why a child is absent. If no contact is received by 9.30am the school will contact the parent.

Good attendance is essential and parents should arrange family holidays to coincide with school closure times. The Scottish Government guidance to authorities on attendance and absence (Circular No. 5/03) states that family holidays are to be classified as “unauthorised absence” from school, unless under exceptional circumstances.

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

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

North Roe Primary School promotes good communication through:

- An Open Door policy - parents are welcome to come into school to discuss any matter concerning the education or well being of their child.
- Reading records/homework diaries with sections for home and school to make comments.
- Our School blog and Facebook page provides information on what the children have been learning.
- Termly school calendars with an overview of ‘what’s on this term’.
- Information letters in pupil bags or e-mails to parents to communicate upcoming events or changes to routine.
- Termly newsletters.

- Parent Council Meetings.
- Two parents evenings per year to discuss learner's progress.
- One detailed pupil report per year.
- Termly evaluations of the progress of the School Improvement Plan.
- **Emergency contacts** - it is essential for the school to have a telephone number to enable contact to be made quickly in an emergency. In this context it is vital that parents inform the school of any change to their address or telephone number or that of their emergency contact(s) so that our records can be kept up to date.
- If there are **adverse weather conditions** parents should listen to SIBC between 7.30 and 8.00 am to hear if there has been an early decision not to open schools. Information is also published on the Council's homepage and parents can now follow alerts on twitter. If there is no blanket closure the head teacher will contact you individually before 8.45am if North Roe Primary School is to be closed. On occasions through the winter when snow or ice leads to bad driving conditions, school will close early so that children can reach home before dark. The usual time for such a close is 1.00 pm, so parents should arrange to be at home or for an emergency contact to take their children when this happens. From time to time, blizzard warnings, deteriorating conditions or power cuts mean an immediate close – in some cases turning pupils back as they arrive at school. An attempt will be made to inform parents of such a closure, but this is not always possible so careful instruction should be given about what to do in the case of your child finding a locked door. On rare occasions unexpected blizzard conditions may develop before children can be safely sent home, if this happens children will be kept in school until weather conditions improve or until an adult collects them. At all times, transport operators are in the best position to assess road conditions and to judge whether it is safe to bring children or staff to school or not and the Schools Service liaises closely with them in reaching a decision. However, the responsibility for deciding to send children to school in adverse weather conditions rests finally with parents. If parents do bring children to school on occasions when school transport does not operate, they are responsible for their safe return.
- When unexpected power cuts occur in better weather, if the temperature and lighting in school are up to acceptable Health and Safety standards, the school day will continue as normal. Children will be sent home if the provision of school meals is in doubt.

Parental Involvement

North Roe Primary School has an active Parent Council that meets once per term.

Parent Council Chair:

Isla Jamieson

Parent Council Clerk:

Lindsay Angus

Parent Council Members:

Chevonne Angus

Arlene Cowie

John Alex Cromarty

Saskia Cromarty

Kerrie Jamieson

Kelly Goodlad

Wayne Bryant

Gayle Stuart

Karis Johnson

Sophie Robertson

Aaron Robertson

The Parent Council discusses the life and work of the school including improvement planning, the Standards and Quality reporting, policy making, pupil activities, fundraising etc. Parental views are vital to the operation and development of the school and all parents are welcome to attend these meetings.

Family Learning

All pupils are set homework weekly/monthly to support family learning, help develop independent learning skills, develop time-management skills and to help develop, revise and consolidate class work. The amount and type of homework will vary according to the age and ability of each learner. Homework is presented in a 'Family Learning Choice Board' format. On the choice board there are 20 activities to choose from throughout each month. There is no set amount of activities to be completed, so parents can adapt their child's homework to suit how busy their week is. Parents are asked to encourage and assist their children when necessary, by providing, for example, a suitable time and place for homework.

There are two formal Parents' Meetings where learner's progress is discussed in October/November and June, a formal report is also issued in May. Throughout the year there are various social and curricular events to which all parents are invited including the Christmas Concert held in the local hall, family learning nights and School Open Days.

Annually, as part of the school's audit and review cycle, parents are requested to complete a questionnaire to collect views on the work of the school and areas for improvement. These are fed into the improvement planning process. However, parents are welcome to share their views informally at anytime, including the biannual parents evenings. There is a comment box at the front door, where parents can post anonymous comments at any time. 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: <https://education.gov.scot/parentzone>

Medical Issues

Medical examinations are carried out by a member of the School Health Team on pupils in Primary 1. Parents are notified in advance of these visits and may be present if they wish. The school will not administer any drugs or medicines, nor will the school provide mild analgesics in any form. There are, however, two sets of circumstances in which requests may be made to the Head Teacher with regard to the administration of medication to pupils at school:

1. In cases of chronic illness or long term complaints, such as asthma, diabetes or epilepsy.
2. In cases where children recovering from a short-term illness are well enough to return to school, but are in receipt of antibiotics, cough medicines etc. Please note staff will not administer the first dose of a medication that is new to the child.

The Head Teacher will only accept responsibility if the medicine is brought to school by the parent, delivered personally to the Head Teacher and is accompanied by the completion of necessary administration forms. If your child has an ailment or allergy, of which the school would need to be made aware, please inform the Head Teacher. This information will be treated sensitively. Parents whose children have particular problems may contact the Child Health Service on 01595 743076. The Head Teacher, Clerical Assistant and Learning Support Worker hold a current Emergency First Aid Certificate.

A dental visit is made during each session in order to assess dental care required by pupils. Between these visits dental treatment can be obtained by arrangement with the School Dental Clinic on 01595 693204.

Curriculum

A Curriculum for Excellence

Curriculum for Excellence is designed to provide a coherent, flexible and enriched curriculum throughout a child's life from 3 to 18 years old. The curriculum aims to ensure that all children and young people in Scotland develop the knowledge, skills and attributes they will need if they are to flourish in life, learning and work. Curriculum for Excellence defines five levels of learning. The first four levels provide a broad general education, with progression to qualifications described under a fifth level, the senior phase.

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

Curriculum

At North Roe Primary School, we aim to educate each learner according to their age/ability by means of a broad and balanced curriculum, learning through all eight curricular areas:

1. Literacy
2. Numeracy & Mathematics
3. Health & Wellbeing
4. Social Studies
5. Science
6. Technologies
7. Religious & Moral Education (RME)
8. Expressive Arts

Through their learning experiences, we encourage pupils to become successful learners, confident individuals, effective contributors and responsible citizens. Class teachers work along with specialists in teaching Expressive Arts, Music and P.E. Lots of learning is interdisciplinary to help pupils make connections across discrete areas and support them in developing and securing the transference of skills across subjects. Learners are encouraged to be creative and enterprising through class topic work and individual projects to develop the school, its grounds and to link with the local community. Outdoor activities and school trips are integral to developing pupils' knowledge and understanding of the world and undertaken whenever possible to compliment lessons, within the finances available.

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. Staff work together to plan for the development of skills in these key areas seeking to employ a wide variety of contexts both in and out of the classroom.

Sex Education is an important aspect of every child's personal development. With parental consent, learners are taught about relationships, puberty, reproduction and parenthood at the appropriate level for their age and stage. Prior to any work being undertaken parents are given an opportunity to view and discuss materials/videos being used. Parents have the right to withdraw their child from Sex Education after consultation with the school. The school works with partner agencies to deliver age appropriate programmes on drug and alcohol awareness to pupils.

Religious and Moral Education (RME) forms part of the curriculum for all primary pupils. It may be taught as a discrete subject or within a Social Studies topic. In common with all subjects the development of pupils' spiritual, moral, social and cultural values is given due regard. Assemblies will be held regularly, six/seven times a year and may be led by the Head Teacher, the school Chaplain or by the pupils. Parents have the right to withdraw their children from religious education and/or observance. These requests, however, should be made in person or by letter to the Head Teacher.

Children in primary 6 and 7, take part in Bikeability Training. Pupils should wear fluorescent/reflective jackets when cycling and walking to school during dark winter months, cycle helmets must be worn at all times. The police are willing to visit the school to give talks on water safety, fireworks safety, dealing with strangers and road safety.

To promote healthy eating, the school has a healthy eating award. Learners are encouraged to take a healthy snack to school each day to eat at break time. Learners earn points for healthy snacks, points then earn prizes!

The Rationale of our Curriculum

What makes our school unique:

- Size
- Location
- Community
- Child-centred
- Ambition
- Global Citizenship
- Ethos

Planning learning activities using Curriculum for Excellence experiences and outcomes in:

- Expressive Arts
- Languages & Literacy
- Health & Wellbeing
- Mathematics & Numeracy
- Religious & Moral Education
- Sciences
- Social Studies
- Technologies

Assessing learning & planning next steps using:

- Progression pathways
- Benchmarks
- Assessment is for learning
- Teacher judgement
- Moderation activities
- Summative assessments
- Formative assessments

Learning and Teaching to develop:

- Skills for learning
- Skills for work
- Skills for life

Local & National Guidance:

- Curriculum for Excellence
- Excellence & Equity
- Raising Attainment
- Developing the Young Workforce
- Getting It Right For Every Child

Our Values:

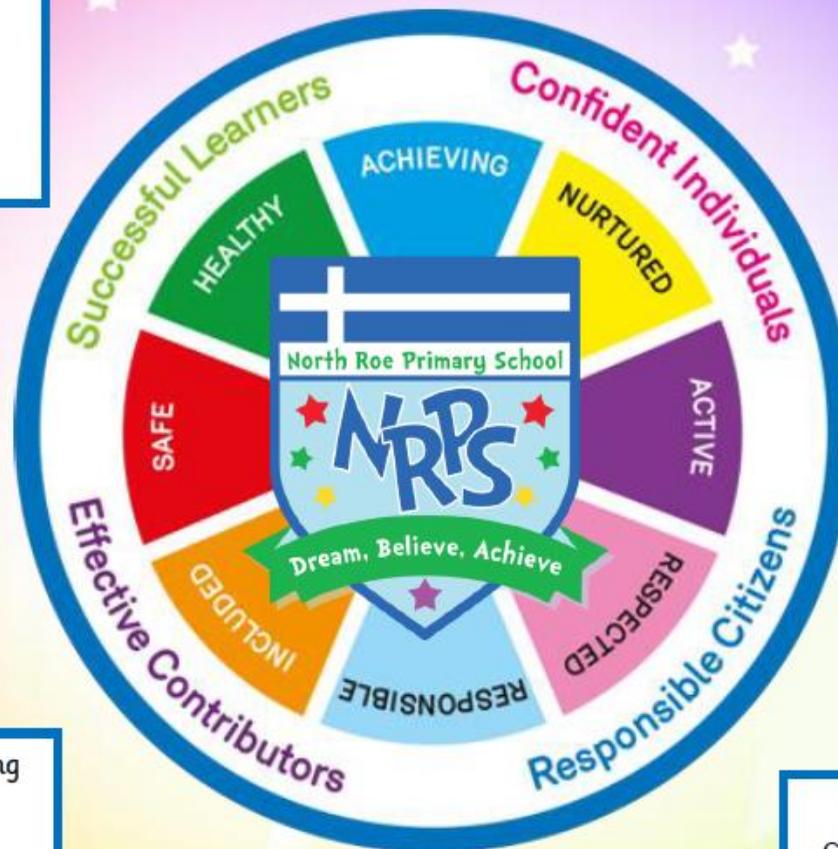
- Nurturing kindness
- Respect for everyone
- Perseverance to succeed
- Supporting inclusion

NRPS

We will always try our best!

Principles of our Curriculum Design:

- Challenge & Enjoyment
- Breadth
- Progression
- Depth
- Personalisation & Choice
- Coherence
- Relevance



Our Curriculum Rationale

North Roe Primary School aims to inspire, motivate and support learners to reach their full potential by:

- ❖ Engaging learners in the highest quality learning activities to develop a culture of creativity, ambition and achievement.
- ❖ Providing a safe, caring, happy and stimulating environment in which each learner is valued and supported.
- ❖ Fostering high quality leadership and management at all levels.
- ❖ Working in partnership with parents, learners and other agencies to support learners to become:
 - ◆ Successful learners
 - ◆ Responsible citizens
 - ◆ Confident individuals
 - ◆ Effective contributors

We have consulted with parents, learners and staff as to what makes our School Unique:

- ◆ **Size** – we are a small school with a strong family feel and bond. All the learners are in one multi-composite class.
- ◆ **Location** – we are a very rural school, the most northerly on the mainland of Shetland. We respect our unique and beautiful environment in North Roe.
- ◆ **Community** – we are a strong, inclusive community, working together and supporting each other. We are passionate about sustaining our community.
- ◆ **Child Centred** – our curriculum is inclusive and tailored to meet the needs of each individual learner. Learning activities are relevant, active and fun.
- ◆ **Ambition** – the school is a focus of hope and aspiration for the community, it enriches the fabric of the area. Our learners are encouraged to believe in themselves and be ambitious. We support and celebrate each learner's achievements.
- ◆ **Global Citizenship** – we take pride in North Roe and our close-knit community but we are also committed to broadening our horizons so that we can be a community of effective global citizens. We are an inclusive school and we celebrate diversity.
- ◆ **Ethos** – we place a big emphasis on positively developing character, educating the mind and the heart, so that our learners are equipped to make a positive difference in the world.

“
EDUCATING the mind
without EDUCATING
the heart is no education
at all.”

Aristotle

Assessment and Reporting

North Roe Primary School believes that parents are key partners in learning, and assessment gives parents the opportunity to be involved in understanding, reviewing and planning next steps in learning. Children's progress is continuously assessed. Day to day class work, formative and summative assessment activities, peer-assessment, self-assessment and homework etc, are all taken into consideration. Pupils' achievements both in and out of school are recorded and celebrated by the school community. Parents support in this is particularly valuable. All assessments are used to provide formal reports to parents every May in order to inform them of their child's progress. There are two formal Parents' Meetings where pupil's progress is discussed in October and June.

Pupils in primary 1 (early level), 4 (first level) and 7 (second level) will take part in the Scottish Standardised Assessments. These assessments are completed by pupils online and help to inform teacher judgement. Parents who wish to withdraw their children from these assessments should contact the Head teacher.

When a child leaves North Roe School his/her progress records will be sent to the new school.

If a pupil is experiencing barriers to learning at any time during the school year the school will contact the parents to discuss with them how the school can provide the best possible support. For further information please see Support for Pupils section.

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 from an early years setting, 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.

It is important that transitions are carefully planned with school and home working together. When pupils transfer from nursery to primary the head teacher will visit the nursery to meet and work with the pupil in the familiar nursery environment. Following this the pupil will be offered the opportunity to visit the school on a number of occasions and participate in a variety of activities including experiencing a break time, a lesson with a visiting teacher and having a school lunch on their final visit. Opportunities for parents to visit the classroom and consult with the head teacher are organised to suit parental circumstances.

The school maintains very close links with Brae High School aid to smooth transition of pupils from primary to secondary school. During the summer term, staff from Brae High School visit pupils in Primary 7. These pupils also visit Brae and follow a mock timetable for two days before the summer holidays. Other activities to aid transition to secondary include, the social fitness programme, an outdoor education day with pupils in S1 register classes, a maths and science challenge day lead by staff from Brae High School.

Secondary contact information:

Brae High School
Brae
Shetland
ZE2 9QG

Head Teacher: Mr Logan Nicholson

Tel: 01595 745600

If your child is leaving North Roe Primary School you must inform the school of the address of your child's new school. You should ask the Head Teacher of your new school to contact North Roe Primary School in order that your child's records can be passed on securely from school to school.

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

The direct link to Parenting Across Scotland is:

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

Regarding transition into adult life, more information can be found on Shetland Islands Council's website.

The direct link is:

http://www.shetland.gov.uk/education/transition_into_adult_life.asp

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

The direct link is:

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

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 for your child to 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

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 the Enquire website.

The direct link is:

<http://enquire.org.uk/>

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>

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.

It is school policy to provide pupils with the level of support they require to achieve the best possible experiences and outcomes. Parents who have children with specific needs will be consulted on the planning of Individual Educational Plans (IEPs), Co-ordinated Support Plan (CSP) or GIRFEC Child's Plan (Getting It Right For Every Child) and be given opportunities to discuss progress towards targets set in these at regular intervals throughout the academic year, as appropriate.

We can also call on the expertise of Speech and Language, Physiotherapy and Occupational Therapists; Educational Psychologists; Behaviour Support Staff and Advisory Staff in Additional Support Needs.

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

Enquire - 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
- two websites - www.enquire.org.uk (for parents, carers and practitioners) and 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. 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

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

Head Teacher Miss Hannah Irvine is appointed to be responsible for Child Protection at North Roe Primary School .

School Improvement

North Roe Primary School is committed to continuous improvement and works with pupils, parents and the wider community to establish aspects of the school that are working well and areas that require development. Please see Parental Involvement section for details of the annual audit process and how to become involved.

Annually the school publishes the School Standards & Quality Report and School Improvement Plan, which formalises the audit results and establishes how developments are to be undertaken, in conjunction with the Standards and Quality report on the work and life of the school, for the completed academic year. During the formation of this document it is discussed with parents through the Parent Council and issued to parents upon publication. A copy is available from the school and on our school 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>

<https://education.gov.scot/inspection-reports>

School Policies and Practical Information

All current School Policy Documents are available from the school.

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

Various after school clubs may be organised over the session to provide pupils with opportunities to extend their sporting and creative experiences. Parents will be notified as these are organised. Dates and times are also available on the parent notice board and the school termly calendar.

Pupils travel by bus to the swimming pool, sports, musical events and for school trips. A high standard of behaviour and good manners is essential to both safety and enjoyment during these trips. Consent forms, issued to parents at the beginning of the school year, should be completed giving authorisation for children to take part in out of school activities.

As far as possible, we aim to give as many pupils as we can from P5 onwards the chance to learn an instrument usually Piano or Traditional Fiddle. Pupils must adhere to the suggested practice schedules for all instruments. All lessons are started on a trial basis over a period of six to eight weeks and a charge is made.

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#InstrumentInstructions

North Roe Primary has an active Pupil Council. All pupils are members of the Pupil Council with elections being held for the chair and secretary. Pupils also take responsibility for the Heathy Eating Award, Rights Respecting Schools and a range of weekly class jobs.

Lunches are provided at a cost of £2.20 per day (at present) for pupils in primary 4, 5, 6 and 7. Every child in primary 1, 2 and 3 receives free school meals. The school secretary will set parents up with a parent pay account for ordering and paying for school dinners. Families with a low income may be entitled to free school meals, any parent/carer who considers that their child may be eligible should complete the form on the Shetland Islands Council website, a link is also provided on the school webpage.

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

Please contact Schools, Hayfield House, Hayfield Lane, Lerwick. (Tel: 01595 743845) for any further information. Some children may prefer to take packed lunches and facilities are provided for these to be eaten in the Dining Area.

Milk is provided each day at a cost of 90 pence per week, this money is collected at the beginning of each term and you will be informed by letter of the amount due. The low charge for milk in schools is due to the EC School Milk Subsidy Scheme.

No formal school uniform is required, but pupils are expected to dress sensibly and in accordance with acceptable standards. Special requirements are: gym shoes and shorts for gym. Make-up should be discouraged and in the interests of safety, jewellery e.g. long earrings should be kept to a minimum. All items of jewellery must be removed before participating in P.E and long hair must be tied back. In colder weather please ensure pupils come to school with suitable warm clothing and footwear.

A school fund is maintained with the Bank of Scotland. This fund is used to purchase a variety of items/resources for the school. Income to the School Fund is raised through fundraising including the annual Christmas Concert, Enterprise and Sunday Teas.

The first Head Teacher of North Roe left a legacy (Bremner Fund) to the school which can be accessed to purchase resources.

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/ClothingGrants.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

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>

The School Day

The school day for children is from 9.00 am to 3.10 pm. Morning interval is from 10.45 am to 11.00 am and lunch break from 12.30 pm to 1.25 pm.

During the school day children may leave school premises, e.g. to go home at lunchtime, only if parents have contacted the Head Teacher.

School begins at 9.00 am for children and 8.45 am for staff. The Head teacher runs a free breakfast club each day. Breakfast club starts at 8.30am on Monday, Wednesday and Thursday and starts at 8.00am on Tuesday and Friday.

A single intake system is operated at the end of August each year and all children whose fifth birthday falls between 1st March of that year and 28th February of the following year will be eligible for admission. Children who have not reached their fifth birthday by the start of the session cannot be compelled to enrol, but are advised to do so. The school is not permitted to vary the regulations, but a parent may appeal to the Head of Schools if early or late entry is felt to be desired.

As an introduction to school the Head Teacher will visit new pupils in their early years setting. Pupils will be offered the opportunity for transition visits to the school towards the end of the summer term prior to entry. These visits will include the possibility to join in playtime and to have a school lunch. An induction meeting for parents will also take place towards the end of the summer term.

To provide a settling in period, soft start, Primary 1 pupils may be collected from school after lunch each day for the first six weeks of the session. No additional transport will be available to take pupils home at lunchtime. The settling in period may be shorter/longer depending on the needs of individual pupils.

The Schools Service has a responsibility to provide public liability and third party insurance cover for all employees. No provision will be made by the Schools Service with regard to Personal Accident Cover for any pupils on activities either within or out with the school. Parents wishing to have insurance cover for their children should arrange such insurance independently.

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>

Transferring Educational Data About Pupils

The Scottish Government and its partners collect and use information about pupils to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Careers Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors which influence pupil attainment and achievement,
- share good practice,
- target resources better.

Information about pupils' education is collected in partnership between the Scottish Government and Local Authorities through the ScotXed programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

The individual data collected by Scottish Government is used for statistical and research purposes only.

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website (www.scotxed.net).

Scottish Government works with a range of partners including HM Inspectorate of Education, Careers Scotland and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government.

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at Peter.Whitehouse@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

Term dates for 2019/20

Term 1	Wednesday 21 August to Friday 11 October (inclusive)
October Holidays	Monday 14 October to Tuesday 29 October
Term 2	Wednesday 30 October to Friday 20 December (inclusive)
Christmas Holidays	Monday 23 December to Tuesday 07 January 2020
Term 3	Wednesday 08 January to Friday 27 March
Spring Holidays	Monday 30 March to Monday 13 April <i>(Spring Holiday Dates include Good Friday and Easter Monday)</i>
Term 4	Tuesday 14 April to Friday 3 July
Occasional Holiday Dates	Wednesday 29 January 2020 Thursday 20 February 2020 (Additional In Service Day) Friday 21 February 2020 Monday 24 February 2020 Monday 13 April 2020 Monday 25 May 2020

Term dates for 2020/21

Term 1	Wednesday 19 August to Friday 9 October (inclusive)
October Holidays	Monday 12 October to Tuesday 27 October
Term 2	Wednesday 28 October to Tuesday 22 December (inclusive)
Christmas Holidays	Wednesday 23 December to Tuesday 5 January 2021
Term 3	Wednesday 6 January to Friday 26 March
Spring Holidays	Monday 29 March to Friday 9 April <i>(Spring Holiday Dates include Good Friday and Easter Monday)</i>
Term 4	Monday 12 April to Thursday 1 July
Occasional Holiday Dates	Wednesday 28 January 2021 Friday 19 February 2021 Monday 22 February 2021 Friday 21 May 2021 1 Floating Day to be set by schools within their clusters, in consultation with Parent Councils.

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