



Shetland Islands Council

Ollaberry Primary School

Information Handbook

2025-26



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Introduction



Our School is non-denominational and open to all pupils from 4 - 12 years. The School serves the community of Ollaberry and the surrounding district within North Mavine, including Gluss to the south, Collafirth to the North and the eastern end of Ronas Voe to the west. Free transport is provided for pupils living in the Gluss, Bardister, Collafirth and Ronas Voe areas. The School roll is currently 14 pupils.

This Handbook provides information for the school year 2025-26. Although the information is believed to be correct, it is possible that changes have occurred, or will occur during the course of the year that will affect the contents for this year or for the following school years.

For further information or clarification, please contact the school and/or look at our school website.
<https://blogs.glowscotland.org.uk/sh/ollaberryprimaryschool/>

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 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: Ollaberry Primary School
Address: Ollaberry, Shetland ZE2 9RT
Telephone: (01595) 807270
Website: <https://blogs.glowscotland.org.uk/sh/ollaberryprimaryschool/>
Email: ollaberry@shetland.gov.uk

Stages of education: Primary 1 - 7

Roll: 14

Denomination: Non-denominational

Head Teacher: Mrs Hannah Johnson
hannah.johnson@shetland.gov.uk

Staff

Mrs H Johnson	Head Teacher and Class Teacher
Miss J Johnson	Class Teacher
Mr A Williamson	P.E Teacher (Friday)
Mrs L Paul	Art Teacher (Monday)
Mr S Travins	Music Teacher (Thursday)
Miss S Anderson	Learning Support Worker (Thur - Fri)
Mrs C MacDonald	Learning Support Worker (Mon - Wed)
Mrs L Stephen	Clerical Assistant and Learning Support Assistant
Mrs J Ruddick	Cleaner in Charge, Kitchen Assistant and Playground Supervisor
Miss P Wiseman	Music Tuition (Thursday)
Mr K Peterson	Janitor (Monday)

School Times

Pupils are encouraged to arrive at School punctually. School starts at 9:00am and closes at 3:00pm. Parents/carers should be aware that there is no supervision of pupils in the school until 8.45am.

Concerns

Ollaberry School staff wish to work closely with parents/carers to make sure that every pupil has an educational and social experience of the highest quality. If any issues do occur, parents/carers are encouraged to contact the school for an appointment to discuss any concerns as soon as they arise. The Quality Improvement Officer at Hayfield House with responsibility for Ollaberry School is Mrs Ann-Marie Flaws, who can be contacted through the reception desk on (01595) 744000.

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. All absences require a phone call from the parent/carer giving a reason for absence, before 9.00am. If there has been no notification, a member of staff will telephone the parent before 9.30am that morning to seek information on the pupil's absence from school. In line with Scottish Government guidelines, family holidays in school time are classified as unauthorised absence. Please give careful consideration to the adverse effect such absence can have on progress at school.

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>

[Parental Involvement - Shetland Islands Council](#)

Parents/Carers are legally responsible for making sure their child is educated. You can find out about your responsibilities at: Included, Engaged and Involved

<https://www.gov.scot/publications/included-engaged-involved-part-1-attendance-scottish-schools/>

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

Uniform

Ollaberry School does not have a formal school uniform. Pupils are encouraged to wear appropriate clothing and sensible footwear to school. Suitable Gym clothing should be worn or ready to change into for PE sessions. Trainers or appropriate gym shoes (non-marking) must also be worn during these classes, jewellery needs to be removed and long hair must be tied back. Pupils are encouraged to keep a PE kit in their school bag.

Communication

Parents/carers are kept well informed via letters, e-mails, phonecalls, homework diaries and the school blog, as and when required. Urgent communication (e.g., school closure) is made via telephone at the earliest possible time, e-mail and on the Ollaberry Parent and Staff closed group Facebook page. Parents/carers are able to contact the school daily via telephone or e-mail. All responses are made as quickly as possible.

Parental Involvement

Ollaberry School has an active Parent Council that meets at least once per term – all parents of pupils are members of our Parent Council. In addition to this:

- Parents Evenings are held in November and May for every pupil.
- Each pupil has an annual End of Year Report, all of which explains the progress and achievement in detail of each pupil.
- Parents/carers are very welcome to make formal or informal arrangements to discuss their child at other times during the year.

Homework

Staff at Ollaberry School see homework as an important part of the education partnership between home and school. The content of homework will vary in accordance with the ability and age of pupils. Parents are encouraged to support their child in homework activities. Homework should not be onerous or cause anxiety and staff will understand that there may be occasional circumstances when family life has prevented homework being completed. Each term pupils are given a 'Family Learning Choice Board' for homework. This contains a range of activities that pupils can choose to complete at home individually or together with their parents/carers/siblings etc. The Family Learning Choice Boards are designed to promote family learning and to allow each family to make homework fit around their schedule. Please also have a look at Parentzone, <http://education.gov.scot/parentzone>

Visits

Parents/carers and family are invited to attend certain school events, e.g., Open Day, Up-Helly-Aa Jarl Squad visit, School Concert, School BBQ and on occasions where special visitors come to school. In addition to this, parents attend Parent Council meetings, help at fundraising events, help their child with homework and volunteer to help with school trips.

Parents/carers are asked for their views/opinions on the education provided at Ollaberry School through questionnaires, comment boxes, discussion at Parents Evening, open days and other times throughout the year.

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>

Parent Council

Our Parent Council are an integral part of the school. They aim to provide support to the existing staff and pupils and help organise various fundraisers and projects throughout the year. The Parent Council meetings are held each term and all Parents are invited to attend.

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>

Chairperson:	Erik Robertson
Vice Chairperson:	Robert John Copland
Secretary:	Dawn Ratter
Members:	All Parents

School Ethos

Our School Vision



Our School Aims:

- Nurturing positive **relationships** between all members of our school community.
- Providing a safe, nurturing, happy and stimulating **environment** in which everyone is valued and supported.
- Engaging learners in **high quality learning** experiences to support them to continually **improve & progress**.
- Working in partnership with our school community to **inform improvement**, keeping **learners at the centre** of decision making.

Our School Values:



Enrich

Our values enrich our school and local community.

OUR VALUES

Environment
Nurture
Respect
Inclusion
Confidence
Hard Work

Promoting Positive Behaviour

At Ollaberry School we promote positive behaviour through our school values, our pupils are encouraged to live our school values and be a good example of them. Our star pupil award each week is linked to our values, pupils are celebrated for being a good example of our values.

Anti-bullying

All concerns about bullying are taken extremely seriously and will be logged in the official format required by SIC Education Services and investigated by school staff promptly. Parents/carers and pupils with any concerns about bullying are strongly urged to speak to the Head Teacher about them as soon as possible. We work closely with parents/carers and pupils to ensure that everyone in our school feels safe and happy to be here.

Rights Respecting Schools

We are working towards our first Rights Respecting Schools award. All pupils 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 pupils are encouraged to respect the rights of others in order that an effective learning environment can be maintained through mutual respect.

Shetland Culture

Ollaberry School encourages the use of written and spoken dialect, music and dance. All pupils have opportunities to participate in traditional dance and dialect. We greatly value the special nature of our community and do all we can to promote a sense of pride and belonging for all things 'Shetland'. We enjoy our annual visit from the Northmavine Jarl Squad and usually plan an exciting Up Helly Aa day and a visit to see the Galley.



We are very lucky and have Peerie Makkers, a volunteer group of locals who come in every week to teach our P5 - 7s to knit traditional Shetland patterns. The pupil's work is then often displayed at the Ollaberry Hall during Wool Week.



Curriculum for Excellence

Curriculum for Excellence is taught across schools in Scotland. 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.

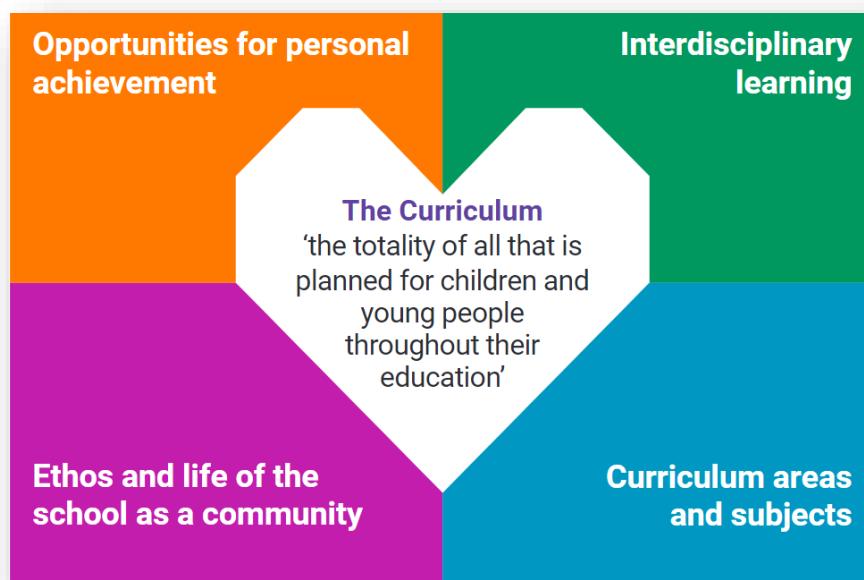
Level	Stage
Early	The pre-school years and P1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.
Third and Fourth	S1 to S3, but earlier for some. The fourth level broadly equates to Scottish Credit and Qualifications Framework 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
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 challenges they can thrive on. Some pupils may have an alternative and individualised curriculum.

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.

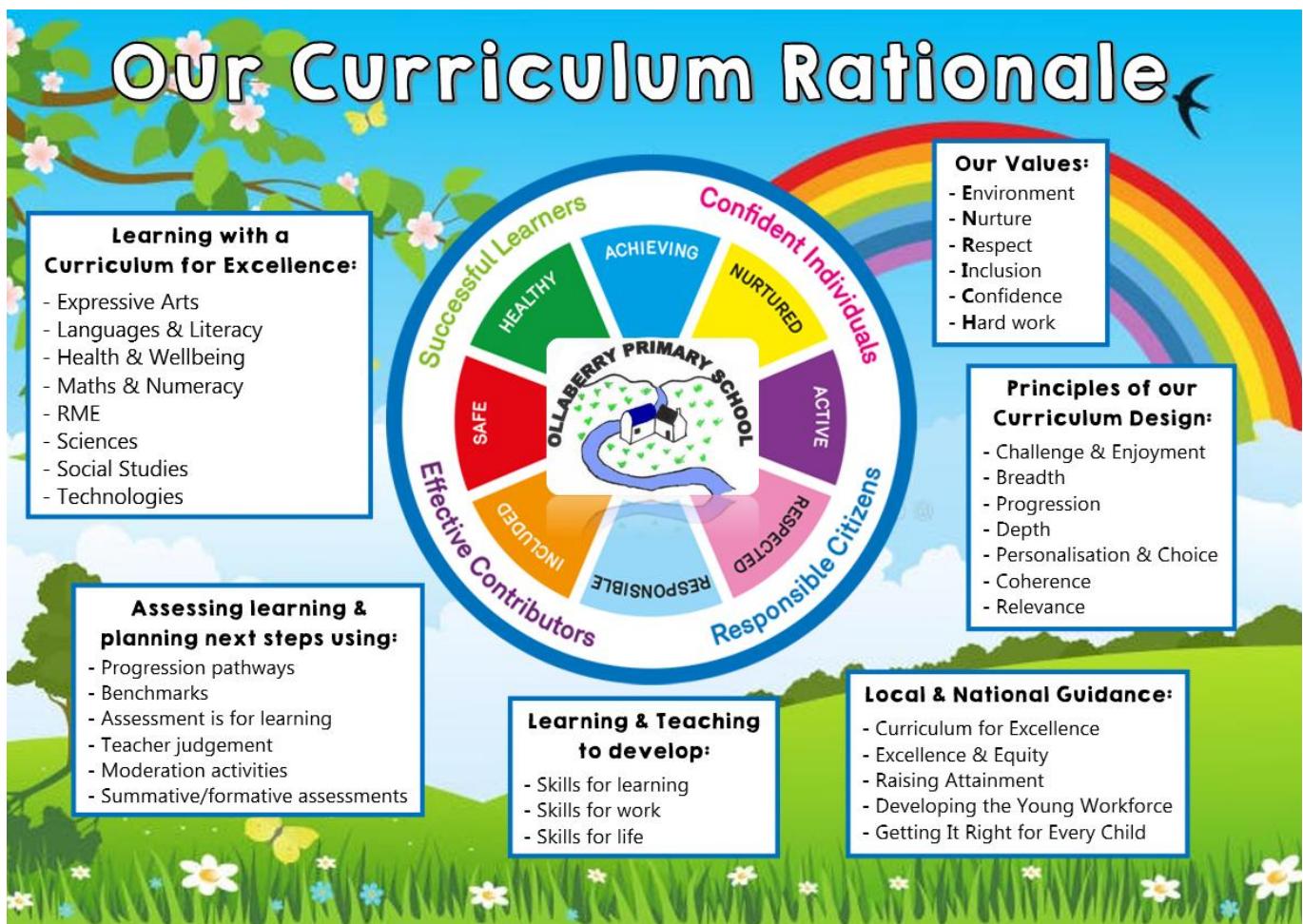
The direct link is: <http://www.educationscotland.gov.uk/thecurriculum/index.asp>



Ollaberry School Curriculum

All pupils are taught in one class. Our current school numbers are:

P1	0 pupils
P2	2 pupils
P3	4 pupils
P4	0 pupils
P5	1 pupil
P6	3 pupils
P7	4 pupils



Ollaberry School has a varied and individual approach to supporting children to learn. Lessons are differentiated to ensure pace and challenge for all learners. Under a 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.

Specialist teachers provide education in Music, Art and PE. Individual pupils from Primary 5 and above, have the opportunity for instrumental music tuition and to learn a second modern foreign language. Tuition in swimming is given in blocks of six weeks during each school year. Pupils

learn French from P1, building on skills by singing songs, asking and answering questions, learning to count, etc. From Primary 5 up they also start learning Spanish.

Learning through play

At Ollaberry School we set up invitations to play to support our learners to learn and develop skills through play.

Construction	Role Play	Fine Motor skills
<p>Our construction area has a variety of resources available for our learners including:</p> <p>Small building blocks Large building blocks Stickle Bricks Train Tracks Roads Knex Vehicles (cars, trucks, diggers etc) Lego</p> <p>At our junk modelling area our learners can make anything with the materials provided: Cardboard, boxes, scissors, tape, elastic bands, cable ties, pipe cleaners, rulers, pencils etc.</p> <p>At our woodwork bench, our learners can use a variety of real tools to make different things. This allows them to develop the skills to manage risk. All 3 areas mentioned above are used to complete various STEM Challenges.</p>	<p>Our role-play area changes as and when our learners want it to. Our learners can choose from a range of set ups including:</p> <p>Home area Police Station Vets Doctors Surgery Café Post Office School Jewellery Workshop Shop Ice Cream Parlour Florist Hair Dresser Bakery Opticians Pizzeria</p> <p>Role-play supports the development of skills such as listening, talking, writing, reading, counting, adding, subtracting, problem solving, social skills and much more. Role-play sparks creativity, imagination, and supports Developing the Young Workforce objectives.</p>	<p>Our fine motor skills area is set up with a different challenge each week. The challenges are planned to support pre-handwriting skills. Challenges can include:</p> <ul style="list-style-type: none"> - Manipulating playdough - Cutting with scissors - Using tweezers (tripod or pincer grasp) - Controlling and manipulating tools - Using fingers to move small objects - Mark making using fingers/tools/pencils - Threading/weaving - Balancing objects - Posting items through a slot - Opening and closing jar lids
Tuff Tray	Outdoor Play	Loose Parts
<p>Our class tuff tray is for activities such as messy play and small world play. Our learners can choose their own activities in our tuff tray. Small world play supports our learners to develop a variety of skills. Playing with other learners stimulates the development of key social skills such as sharing, turn taking and communication.</p> <p>Messy play supports the development of gross and fine motor skills. We use a variety of messy play materials including:</p> <p>sand water ice slime play dough foam cornflour mud rice paint</p>	<p>Our school is in an ideal location which is rural and beautiful, with lots of outdoor spaces for learning outdoors in all weathers. We are a short walk from lovely beaches, the Ollaberry playpark and a burn runs next to our school. Our outdoor play resources include:</p> <ul style="list-style-type: none"> - Polycrub for growing food and flowers - Mud kitchen - Bug Hotel - Large loose parts (tyres etc) - Different materials for building dens - Multicourt with football goals/netball hoops - Chalk boards - Fire pit 	<p>Loose parts are open-ended resources that can be used in many ways through imagination and creativity. Nature is the best source of loose parts. For example, a stick could be a wand, pencil, sword, fishing pole, microphone, ruler & much, much more. We have a selection of loose parts available for the children to play imaginatively with:</p> <p>peg dolls buttons stones shells sticks corks pine cones glass pebbles logs pegs</p> <p>Our loose parts support play across the curriculum. Learners use loose parts for small world play, role play, outdoor play, fine motor skills, numeracy, messy play, construction etc.</p>

Learning and Teaching

At Ollaberry School, we strive to support our pupils to reach their full potential in life. We have high expectations, we encourage all pupils to try their best. Some of our pupils have Individual Education Plans (IEP's) to ensure they are progressing at the rate right for them. Our pupils set learning targets, made and agreed with their teacher to help each one progress and gain confidence and competence in their learning.

We expect that our teachers will deliver well-planned, appropriate and engaging learning activities for our pupils. Our staff take part in professional development regularly so that they can keep up to date with new techniques, materials and developments in education. There are Quality Assurance measures in place to make sure that pupils are receiving the highest quality of experiences. These include our school self-evaluation processes, learning & teaching observations, tracking and monitoring and visits by SIC Quality Improvement Officers. We also publish a School Standards & Quality Report and School Improvement Plan annually (available on our website www.ollaberry.shetland.sch.uk or from our School Office).

Learning to Read

It is our aim at Ollaberry School that every pupil will learn to read confidently, competently and with enjoyment. We want our readers not only to have excellent basic skills but also to have a wide knowledge and experience of using them in real life.

Reading is taught across the curriculum but specifically pupils have one-to-one or very small group instruction in reading with their teacher. They take home their reading books to share with parents/carers. Pupils are encouraged to make use of our excellent Library area and to choose and share books with adults and with each other, for pleasure. Throughout the year, we hold 'reading promotion' activities such as World Book Day.



Learning to Write

We aim for all of our pupils to have strong skills in writing. We want them to be able to confidently record their ideas and be competent spellers. We want their handwriting to feel comfortable for them and be easily read. Pupils start off learning letter formation along with their Jolly Phonics work but are also encouraged to 'pretend write' in play situations. They learn spelling through a structured plan of activities. Our pupils practise handwriting skills using Nelson materials. All of our pupils use laptops regularly and learn to type/edit/publish their written work confidently by the time they move to High School.

Self-regulation & Co-regulation

We have created a new Sensory Room. Our sensory room provides a space for pupils to relax and enjoy the lights and projector and a selection of handheld sensory toys. Our sensory room is a calming space. This valuable space supports our pupils to self-regulate and provides a suitable environment for our staff to help co-regulate pupils.



Numeracy and Maths

We aim for our pupils to be completely confident in addition, subtraction, multiplication, division, problem solving and use of measures, shape, money etc. Pupils develop maths skills using the maths scheme SHM and many other materials. They are also given opportunities to use maths in play and in other learning situations so that they can apply maths skills in real life. Pupils make progress at their own pace as their teacher uses the maths scheme materials to meet individual needs and learning targets. We strive to foster pupils' self-esteem and confidence by giving them a solid grounding in maths skills.

STEM (Science, Technology, Engineering and Maths)

Our pupils regularly take part in STEM learning activities. They have had an opportunity to demonstrate their STEM skills at the annual Shetland Celebration of STEM Day at the Shetland Museum. This involved great teamwork, planning and presentation skills, proving to be very successful. In May 2024 our primary 5-7 pupils won two trophies at the Celebration of STEM day. They won the marble run challenge and the overall prize of the day, this was for all their STEM work completed in school including the 'climate smarter' school model they made.



Religious Observance and Assemblies

We have an awards Assembly each Friday. The Head Teacher presents 'star pupil' awards to pupils each week, awards are based on our school values. Scottish Schools are required to deliver opportunities for Religious Observance during the school year. Ollaberry School sometimes has visits from religious leaders or speakers who are invited to the school by arrangement with the Head Teacher as part of a project or RME lesson. We take the views of our parents seriously and endeavour to make sure that all families feel comfortable with the curriculum we deliver, including sensitive issues in RME/Health & Wellbeing. Parents have the right to withdraw their children from Religious Observance. Please speak to The Head Teacher if you have concerns about this issue.

School Trips and Visitors

Whenever possible, pupils are taken on educational trips. Parental permission slips are issued at the start of the school year and specific permission forms are completed when required. Additionally, visitors including actors, artists, musicians and dancers are sometimes invited to the school to provide workshop sessions, which contribute to pupils' learning experiences.

Enterprise

Pupils have regular opportunities to take part in enterprise activities, including raising money for charity, involvement in community events and running small business projects. Each year they create new products to sell to raise money for our school fund. Our pupils will be selling their crafts at the Ollaberry craft fair in November at the Ollaberry Hall. This year our pupils are organising an Enterprise Café for their parents/carers. All of their enterprise projects are linked to Developing the Young Workforce.

Assessment and Reporting

Pupils' progress and achievement is assessed across all curriculum areas:

- Literacy and Language
- Numeracy and Maths
- Health and Wellbeing
- Social Subjects
- Science
- Technology
- Expressive Arts
- RME

During the year, each pupil builds up a 'My Learning' file. This is kept in the classroom and contains some examples of the pupil's work and evidence of his or her learning in different areas of the curriculum. Pupils are welcome to show these to parents/carers any time they are in school and are especially encouraged to do so at Open Days and Parents Evenings.

A wide range of methods are used to help the teacher to assess a pupil's learning, these include:

- Observing pupils as they learn
- Listening to pupils and asking questions
- Writing, drawing and oral work
- Pupils demonstrating or showing what they know (e.g. teaching it to someone else or giving a talk)
- Tests or assessment tasks
- National Standardised Assessments for Scotland (end of P1, P4 and P7)
- Talking with pupils individually about their learning;
- Asking parents/carers about their child's learning e.g. through responses in homework diaries and at Parents Evenings

Some of the most useful assessments are made in an ongoing way every day in class. The teacher will be continually assessing how well your child has understood or recalled the learning and will be planning the next step to help each pupil progress. Pupils may be working with a group or a partner but often the learning task is specially planned for each individual.

In Term 4 parents/carers receive an Annual Report which has details about progress in the key areas and also specifically covers other curriculum areas and classes taught by visiting staff (Art, Music and PE). Parents are offered two opportunities each year for parent and teacher evening meetings (usually in November and May). The Head Teacher is willing to fit in with shift and work patterns so that all parents/carers can have opportunities to discuss their child's learning and progress. Parents are encouraged to make additional appointments if they wish to do so and can usually speak to The Head Teacher informally at the end of the school day, by email or by phone. Parents/carers of pupils who have GIRFECs will be offered additional review meetings as needed (usually twice a year but can be each term if necessary).

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.

Pre-School Liaison

During the session prior to pupils' entry to P1, pre-school pupils may attend school for a number of sessions and participate in the activities with the current P1 pupils. Where a child has attended an Early Years Setting, the Class Teacher liaises with the Early Years Teacher prior to the child commencing Primary 1.

Primary to Secondary Liaison

Prior to our P7 pupils transferring to Brae High School, the Brae School ASN Teacher visits and meets our P7 pupils. In late May/June, P7 pupils will spend two familiarisation days in Brae High School. Additionally, all P7 pupils across the North Mainland have a number of 'getting to know each other' days. Further information on Brae High School should be directed to:

Mr Logan Nicolson
Head Teacher
Brae High School
Brae
Shetland
ZE2 9QG
Tel: (01595) 745600
Brae.school@shetland.gov.uk

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. 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 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 Additional Support Needs departments (attached to Bells Brae School and the Anderson High School). A request for a child to access a place in one of these ASN 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:

[Support for Pupils – Shetland Islands Council](http://www.shetland.gov.uk/education/documents/SupportForPupils)

Inclusion and Provision for Pupils with Additional Support Needs

Ollaberry School provides an inclusive education for pupils with a range of Additional Support Needs. Pupils are encouraged to be supportive of each other and Health & Wellbeing is taught as an integral part of the curriculum. Some pupils may be supported by Learning Support Workers or Learning Support Assistants in and out of class. All pupils, whether they have ASN or not, have regular 1:1 time with their Teacher to decide on appropriate tasks to help them learn. Assessments of pupils' progress in learning are undertaken regularly. This makes sure that any areas of concern are picked up very quickly. Pupils take part in a range of assessment tasks.

Parents are given opportunities to discuss their child's learning, both formally at parent-teacher meetings and informally. Pupils with ASN may also be supported by colleagues from other Children Services, e.g., Social Care, NHS, Psychological Services. Staff work hard to make sure pupils have access to specialist support and resources if needed. Additional Support Needs can be short and long term and may include physical needs, medical needs, behavioural needs, emotional, mental and social needs, learning needs and needs relating to family circumstances.

Pupils with Additional Support Needs are included in our mainstream P1-7 multi-composite class. All pupils, including those with ASN, are supported by the teacher in class to work towards achieving individual targets and goals. Some pupils may also work in small groups or individually with a teacher, or with a Learning Support Worker or Learning Support Assistant. Lessons will be

adapted to best meet our pupils' needs. Our pupils are encouraged and supported to take increasing responsibility for their own learning and are expected to make the best use of the learning opportunities which they are offered.

Pupils with ASN may have an Individual Education Plan (IEP) or a GIRFEC plan (Getting It Right For Every Child) which clearly identifies areas of strength and those which require more support. It includes targets and an action plan to support the pupil in making. Parents/carers of pupils with IEPs or GIRFECs will be fully involved in discussions about starting the plan and will be invited and encouraged to take part in the reviews of the plan. We try to make this as convenient, stress-free and accessible as possible for parents and reviews normally take place at the school. The pupil will also be involved in deciding what the IEP/GIRFEC targets should be.

If you would like more information or advice about ASN or if you have questions or concerns about your child's ASN, please contact The Head Teacher at the school.

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/carer 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.gov.scot/Puplications/2017/12/9598>

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

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>

Working Together to Keep Children Safe

Please ensure that you as parents/carers, have:

- Given school up to date contact information for your child in case of emergency
- Informed the school of any changes to the usual end of day arrangements for your child
- Informed the school of medications your child is taking or any relevant medical issues and provide school staff with updated care plans

School Improvement

Ollaberry school staff undertake self-evaluation and produce a School Improvement Plan and a Standards & Quality Report annually (available on our school website and from our school office).

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. However, where schools are very small, some specific information may not be available in order to safeguard pupils' anonymity.

Direct links are:

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

<http://www.educationscotland.gov.uk/scottishschoolsindex.asp>

HMIE Inspection reports and School Consultation reports can be accessed directly on Education Scotland's Reports webpage. Ollaberry School was last inspected during September 2013 and the Report can be found on Education Scotland's Reports webpage.

The direct link is:

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

Policies and Practical Information

Policies applicable to Ollaberry School are kept in the school office and copies can be requested. 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 and Adverse Weather etc.

The direct link is: http://www.shetland.gov.uk/education/policies_guidelines_and_forms.asp

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

School Meals

The School Meals Service is run and managed by Shetland Islands Council Catering Service. All queries regarding this service should be directed to the Catering and Cleaning Manager on 01595 744129.

The School Meals Service provides a healthy and nutritious lunch, which is cooked at the Brae School Canteen and transported to Ollaberry School in hot boxes. Some pupils bring a packed lunch to eat at school. Schools are required to encourage parents/carers to send healthy options in packed lunches. Pupils should bring a snack and water bottle each day from home. Again we encourage parents/carers to send healthy options. The menu is available on the school website.

The current charge for school meals are:

- ELC, P1-5 - Free
- P6-7 - £2.50
- Secondary - £3.00

Any charges for school meals must be paid through ParentPay - www.parentpay.com. Parents will be provided with activation details for ParentPay at time of enrolment. All queries regarding ParentPay should be directed to the Children's Services - Finance Team on 01595 743844.

Financial Help for Parents/Carers

You may be eligible for support with Free School Meals or a Clothing Grant. Information and application forms are also available by calling Children's Services on 01595 743845/743848, by emailing childrensservices.finance@shetland.gov.uk or on the Shetland Islands Council's website: <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>

Sanitary Products in School

In line with Scottish Government advice, free sanitary products are provided in Ollaberry School toilets. Products can be taken at any time, including whole packets of supplies for weekends and holidays. Pupils can order products online at:

[www.shetland.gov.uk/support-pupils/period equality?documentId=436&categoryId=20142](http://www.shetland.gov.uk/support-pupils/period-equality?documentId=436&categoryId=20142)

Use of Pupil Personal Information

Personal information about all pupils is processed in accordance with the Data Protection Act 2018 to allow us to effectively deliver an education service. The Data Protection Act 2018 gives parents/carers and pupils the right to know how we will use personal data. Further information about how we use pupil personal data is available from Children's Services or the Council's website at: <https://www.shetland.gov.uk/downloads/file/314/schools-quality-improvement>

School Transport (operated by Shetland Islands Council)

Authorities must enable the attendance at school of children living beyond the legally specified maximum walking distance from their school. Walking distance is specified as two miles for children under eight years of age, and three miles for children aged eight years and over. Shetland Islands Council amends this entitlement during the winter months (i.e. October break to Easter break) to provide transport for all children who live more than a mile and a half from their school. Any children who are entitled to school transport will receive the requisite bus pass, along with a letter from the Transport Planning Service, advising of times and pick up and drop off points, prior to the start of the new term in August.

Parents/Carers who choose to send their child, through a Placing Request, to a school other than their designated school will be responsible for their child's transport. Education Authorities are also required to offer any vacant seats on dedicated school transport to children who live on a route but within walking distance of their school. Vacant seats must be applied for each year. Any queries regarding school transport should be directed to the Transport Planning Service in the first instance, Tel: 01595 744886.

Pupils who have been issued with a bus pass for use on the school bus cannot use their pass on any other transport at any other time. **Seat Belts on School Transport** The Seat Belts on School Transport (Scotland) Act came into force in August 2018. Please remind your child that they must wear a seat belt on school transport at all times.

Insurance

The school cannot accept responsibility for personal belongings including musical instruments. Shetland Islands Council will not provide any refund towards repair or replacement of damaged or lost personal possessions unless the damage or loss was as a result of the Council's negligence. If you have household insurance, you are advised to check with your insurer or broker that personal possessions, musical instruments, bicycles and other personal equipment used at school are covered for loss or damage whilst away from the home.

The Shetland Islands Council has Public Liability insurance which covers the costs of incidents of damage to personal property belonging to pupils or others, or incidents resulting in injury, where the damage or injury has resulted from negligence on the part of the Council. The Shetland Islands Council does not provide Personal Accident insurance for incidents that are not the fault of the Council. This type of cover is available from many sources and you may wish to consider acquiring cover for your child. Comprehensive Travel Insurance is arranged by the school for all residential trips within or outwith Shetland.

Adverse Weather – School Closure

How do I find out if the school is closed?

SIBC, a 24 hour radio station, will provide regular local information up-dates.

BBC Radio Scotland will provide local information.

Shetland Islands Council Twitter feed and Facebook page will be updated as soon as possible. Shetland Islands Council webpage at <http://www.shetland.gov.uk/adverseweather> will display the list of schools closed.

Our closed parents/carers & staff Facebook page will be updated as early as possible, although this is network dependent.

The Headteacher and/or school clerical assistant will phone parents/carers and staff who have not seen the update on the closed parents/carers & staff Facebook page.

Please remember that the decision to send your child to school is ultimately yours. If you do not feel it is safe to travel then please let the school know that your child will not be attending due to the road conditions etc.

What happens if the school closes during the day?

If the school is advised by Shetland Islands Council or transport operators to close during the day, we will make every attempt to contact you. Please ensure that your contact details are up-to-date. At all times, transport operators are in the best position to assess road conditions.

Useful Websites

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_d

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/schools/school-transport>

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

For the results of the survey and supporting documents:

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

