



Shetland Islands Council

Sandwick Junior High School



Information Handbook

2019-20

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Introduction

Sandwick Junior High School is a non-denominational school located in Sandwick. It provides Early Years, Primary and Secondary education up to S4 for children from Sandwick and the surrounding area. The primary catchment area incorporates Sandwick including Hoswick and as far south as Channerwick. The secondary department also caters for the catchments of Cunningsburgh Primary School (Quarff, Fladdabister and Cunningsburgh) and Dunrossness Primary School (Levenwick, Bigton, Maywick, Quendale, Virkie, Boddam and Scousburgh).

This handbook provides information for parents for the school year 2019-20. Although the information is believed to be correct (December 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 or look at our school website.

Throughout this handbook, links to websites are provided for further information. Free access to these pages can be gained at the Shetland Library Learning Centre and at Islesburgh Community Centre. Hard copies and different formats of the handbook (for example in Braille or large print) will be made available by request to the school.

Handbooks for all Shetland Islands Council's schools can be found on the council's website.

The direct link is:

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

PLEASE NOTE:

We have a variety of allergies across the school and have very important measures in place to protect pupils.

Any food/drinks containing peanuts or pineapple must not be brought into Sandwick Junior High School; it is a **peanut and pineapple-free school**.

One of our primary pupils suffers from a **very severe dairy and egg allergy**, meaning that all snacks and lunches are to be eaten in the canteen, or designated areas for secondary pupils.

Contact Details

Name: Sandwich Junior High School

Address: Sandwich, Shetland, ZE2 9HH

Telephone: 01595 745320

Website: <https://blogs.glowscotland.org.uk/sh/sjhs>

Twitter: @SandwickJHS

Email: sandwick@shetland.gov.uk

Stages of education: Early Years/Primary/Secondary 1-4

Roll: Early Years Department: 26
Primary Department: 107
Secondary Department: 134

Denominational status: Non-denominational

Head Teacher: Mr Stuart Clubb

Parent Council email: sandwickpc@gmail.com

Concerns/ Complaints

Here at Sandwick Junior High School we constantly strive to provide pupils with a positive experience, which allows them to meet their full potential. However it is recognised that, from time to time, concerns and complaints are raised and action needs to be taken. We strongly believe that local remedy is by far the best. Therefore, we will endeavour to deal with any concerns/complaints raised in a prompt and courteous manner and to the satisfaction of all concerned.

How to raise a concern

Parents/Carers would arrange to communicate directly with the class teacher (primary), Pupil Support (secondary) or a member of the school leadership team. This may be by letter, by telephone or in person by appointment. Simple clarification or the provision of information can resolve many concerns and it is anticipated that most concerns/complaints will be resolved by this informal stage. When calling to arrange to speak with a member of staff it would be extremely useful if you could share the reason for your call.

Making a complaint

In the case of serious concerns or complaints it may be appropriate to address them directly to the relevant senior leader. At this stage you will be invited to attend a meeting in school at a time that suits you and the school staff. You will usually meet with your child's class teacher (primary), pupil support (secondary), a senior member of staff or both. We hope to resolve complaints at this stage.

Next steps

For a concern which cannot be resolved by the class teacher, a formal meeting with the Depute Head Teacher or Head Teacher will be scheduled.

As part of the Shetland Islands Council we adhere to their complaints procedures. Details of this can be found on the following website:

http://www.shetland.gov.uk/comments_complaints/

In the case of Early Learning and Childcare provision complaints can also be taken to the Care Inspectorate. Further details can be found at <http://www.careinspectorate.com/> and are displayed within the Early Years.

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.

Section 30 of the 1980 Education Act lays a duty on every parent of a school age child to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon. Absences are recorded as authorised (when the parent has informed the school of the reason), unauthorised or temporarily excluded from school. Unexplained absence will be recorded as unauthorised.

Pupils' attendance is monitored regularly and a promoted member of staff will contact parents, if a pupil's attendance gives cause for concern. If attendance continues to be concerning a report may be sent to the Children's Reporter or to the Director of Children's Services who has powers to carry out the statutory responsibilities of the Authority with regard to defaulting parents.

Parents/carers should inform the school in advance of any planned absences. A Pupil Absence form is available from the school office or can be accessed on the school website. This form should be completed for all planned absences. In the interest of pupil safety it is **essential** that parents contact the school to inform us when their child is absent. Contact should be made prior to 0930. If the school has not been contacted we will make every effort to contact parents or named emergency contacts to establish a reason for the absence. Parents and carers are expected to inform the school on the first day of a pupil's absence and continue to keep the school up to date on the progress of the child's illness should it be longer term.

Every effort should be made to avoid taking family holidays during term time as this both disrupts the child's education and reduces learning time. These absences must now be recorded as unauthorised. Parents should inform the school of the holiday dates before going away.

For further information on school attendance, a guide for parents can be found on the Scottish Government's website.

The direct link is:

<https://www.gov.scot/publications/guide-parents-school-attendance/>

Visiting the school

All visitors must report to the school office on arrival. 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. We would be happy to meet you and your child(ren) and show you around.

Communication

We communicate with parents/carers in a number of different ways. Parents/carers receive regular letters keeping them informed of school activities and can choose to receive these electronically via email or in paper format. Our school website is updated regularly and hosts all school policies. We strongly encourage parents/carers to look at the website regularly. The school will also communicate regularly on Twitter and this news feed can be accessed via the website.

On the rare occasion that we have to communicate with parents/carers as a matter of urgency, i.e. emergency school closure, the following procedures will operate:-

Before the start of the school day:

- BBC Radio Scotland, at 6.50am and 7.20am, will provide local information.
- SIBC, a 24-hour radio station, will provide regular local information up-dates (including Twitter).
- Shetland Islands Council webpage at will display the list of school closed.
- We will update our website via the school Twitter account.
- Our Parent Council Chairperson will be notified.
- We will communicate information about the reopening of the school.
- Please remember that the decision to send your child to school is ultimately yours.

Closure during the school day:

- As above plus:
- A blanket email will be sent to all parents/carers notifying them of the closure arrangements.
- All pupils will remain supervised in the school building until collected, busses arrive or alternative arrangements put in place.
- We would advise secondary parents/carers to be proactive and discuss with their son/daughter what arrangements should be put in place if the school has to close during the school day.
- We will communicate information about the reopening of the school

We have an 'open door' policy and welcome contact from parents/carers. We promote this in the following ways:

- We respond to all contact within 24 hours
- Homework diaries are used in classes. These offer daily opportunities for two way communication between the class teachers and parents/carers
- Parents/carers are welcome to contact class teachers at times when they are not class committed
- Parents/carers can e-mail the school to share information

Parental Involvement

Parental Representation

All parents who have a child at the school are automatically members of the Parent Forum. The Parent Forum can expect to receive information about the school, decide on the format of the Parent Council and how it operates, identify issues for the Parent Council, be consulted by the Parent Council and express views through the Parent Council. The Parent Council is the committee appointed by the Parent Forum to run matters on its behalf.

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:

<https://education.gov.scot/parentzone/getting-involved/parent-councils/About%20parent%20councils>

Members of the Parent Council are listed below:

Hilary Burgess	Chair
Clare Smith	Vice Chair
Gary Cape	Clerk
Debbie Jamieson	Treasurer

Parent Representatives:

Local Councillors:

- The Parent Council meets regularly in the school and parents are welcome to attend these meetings. Dates of meetings are included on the Parent Council Facebook page. The Parent Council are frequently asked their opinion on documentation produced by the school. This is important as it ensures the information we provide is easily understood and appropriate for its intended audience.

Home/school partnerships

Effective home/school partnerships will allow children to get the most out of their school and their education. Working in co-operation will allow potential difficulties and opportunities to be identified at an early stage. We have a number of opportunities for contact with parents/carers and their extended family on an informal basis:

- Day to day contact in the school
- Fundraising events
- School events – concerts and sports day
- Social events

These events take place at various times including weekends, holidays, evenings and through the daytime.

Contact with parents is very important and you are welcome to call at the school at any time. It is not always necessary to make an appointment to visit but we do request that you contact the school office on entering the building.

Non-residential parents are welcome to contact the school to be updated on their children's progress. They can request appointment times to meet with class teachers, copies of school reports and newsletters. Non-residential parents should inform the Head Teacher in writing of their requirements and may have to evidence that they have parental rights.

We have a number of formal opportunities for contact with parents/carers and regarding their child's progress:

- Parents Evenings
- Learner Led Event (primary)
- Open Evening (new S1 pupils)
- Interim Reports (secondary)
- Full reports (primary and secondary)

Supporting learning at home

Homework is an important link between school and home. It is a way of consolidating work learnt in the classroom. It also provides an opportunity for parents to share in their children's learning and support them. In primary, all children receive a homework grid appropriate to their age and ability. In secondary, there is a requirement for S1-3 pupils to complete two formal pieces of homework per unit of study. S4 pupils will receive homework on a regular basis to consolidate their classroom learning and develop the skills required for SQA exams. However, homework should consolidate/challenge children not stress/distress them or their parents/carers – if this happens, stop and let your child's class teacher/ pupil support know.

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/>

Written communication Letters are sent out as necessary. As these are sent to you via email you are strongly advised to check your emails on a regular basis. Letters requiring a return slip will be sent home in paper form with your child(ren). All letters are uploaded on to our school website.

Volunteers in school: We actively encourage the involvement of parents/carers and other members of the community in enhancing the experiences of the children in the school. This could be by accompanying classes on trips, sharing their knowledge and skills with a class or coming in to support specific projects. It is recognised that when parents/carers are involved, children do better in their education. Our staff work positively to promote an ethos of partnership within our school. Such involvement by parents/carers and other members of our community will benefit the school, by both enriching the curriculum and encouraging a wider understanding of schools and the education system in general.

We are keen to ensure that time spent in school by helpers is as enjoyable and beneficial as possible. We endeavour to involve helpers as fully as possible in school life whilst ensuring safe boundaries for all involved.

On occasions you are asked to fill in a form giving information about addresses, telephone numbers and emergency contacts. If any changes occur during the year please inform the school. Most of this information is stored electronically and has been registered in accordance with the Data Protection Act 1984. You are welcome to place a request to inspect data held about your child.

As part of our process of self-evaluation we regularly gather the views of all parents/carers, pupils, staff and partner agencies. We do this in a variety of ways including audits, questionnaires and through discussion. We value your opinions and the information you share with us and analyse these to assist us in identifying our strengths as well as areas for development.

These areas for development form the basis of our School Improvement Plan for the next session. This document is available on our school website and a summary is provided for all parents/carers. All feedback from parents allows us to continuously improve the experience for all at Sandwick Junior High School.

School Ethos

In Sandwick we want to ensure that everyone is a valued and respected member of a whole school community. An inclusive culture exists where all learners and staff are encouraged and supported to achieve to the very best of their abilities.

In October 2019 our school Vision, Values and Aims were finalised, these have been agreed upon following a consultation process involving pupils, parents/carers and staff. Our Vision statement is ambitious and reflects our local context:

“Stronger Together, Reaching High.”.

We want to equip every pupil with the values and skills that will enable them to make their mark on the world and be a true global citizen. Our new school values will be promoted by the school community and will underpin all of our work (appendix 2)

Wherever possible we involve the local media in promoting the successes and achievements of our pupils and staff to the wider community.

The school has a prominent place within the local community, both in terms of its geographical location and its reputation, and is held in high regard by its 'partner' organisations and agencies. These include; Sumburgh Airport, NHS, police, social work, psychological services, Shetland Recreational Trust, Home-Link, youth work etc.

At Sandwick we recognise the contributions outside speakers and visitors can make to the curriculum. Representatives from a wide variety of groups and organisations are invited to speak at assemblies. This not only provides them with the opportunity to share their particular messages but also allows them an insight into the work of the school.

The promotion of positive behaviour and the importance of forming, and maintaining, good relationships are fundamental in the ongoing development of the pupils and staff here at Sandwick. We are currently developing a Positive Behaviour policy, which places restorative conversations and promoting positive behaviour at the core of our practice.

On the rare occasion when there has been an incident of challenging behaviour, wherever possible children are encouraged to reflect on their actions and supported in considering what the consequences have been and possible alternative actions they could have taken. We believe strongly that helping someone find and understand better solutions to problems they are likely to face again is an important part of becoming a responsible citizen. When a child is unable to respond to this approach, parents/carers will be informed and asked to meet with school staff so that any problem can be resolved.

At Sandwick we understand that good health and wellbeing is central to effective learning and preparation for successful independent living and this is reflected in our school aims. Pupils are provided with a diverse range of activities that enable them to develop their mental, emotional, social and physical skills and make informed decisions regarding all areas of their development, e.g. healthy food choices, active learning in all areas of the curriculum, participation in decision making, etc.

Any reports of bullying are treated seriously and investigated. If there is evidence of bullying or anti-social behaviour taking place in the school we follow the Shetland Islands Council policy 'Anti-bullying in Shetland Schools. This policy can be accessed from the following website:

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

The topic of anti-bullying is addressed through our Health Education (primary) and Personal, Social, Health Education (PSHE) programmes at various stages within the school.

Curriculum – overview

Curriculum for Excellence, overseen by Education Scotland, was implemented in schools in 2011. The curriculum is designed to provide a coherent, flexible and enriched curriculum throughout a child's life from 3 to 18 years old.

The curriculum aims to ensure that all children and young people in Scotland develop the knowledge, skills and attributes they will need if they are to flourish in life, learning and work.

Curriculum for Excellence defines five levels of learning. The first four levels provide a broad general education, with progression to qualifications described under a fifth level, the senior phase.

Level	Stage
Early	The pre-school years and P1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.
Third and Fourth	S1 to S3, but earlier for some. The fourth level broadly equates to Scottish Credit and Qualifications Framework level 4. The fourth level experiences and outcomes are intended to provide possibilities for choice and young people's programmes will not include all of the fourth level outcomes.
Senior phase	S4 to S6, and college or other means of study.

Teachers and practitioners will share information to plan a child's "learning journey" from 3-18, helping their progression from early years and childcare to primary, primary to secondary and beyond. This will ensure children continue to work at a pace they can cope with and be provided with challenge they can thrive on.

Detailed information about Curriculum for Excellence can be found on Education Scotland's website. This includes:

- how the curriculum is organised
- the entitlements of every child
- how progress is assessed.

The direct link is: [https://www.education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-\(building-from-the-statement-appendix-incl-btc1-5\)/What%20is%20Curriculum%20for%20Excellence?](https://www.education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-(building-from-the-statement-appendix-incl-btc1-5)/What%20is%20Curriculum%20for%20Excellence?)

Curriculum

The curricular areas are Language, Mathematics, Science, Social Studies, Health & Well-Being, Expressive Arts, Religious and Moral Education and Technologies. All pupils will be provided with learning opportunities from all these curricular areas on a regular basis.

In primary, interdisciplinary learning takes place in all classes throughout every term. It links different areas of the curriculum and takes place through one-off projects or longer courses of study and provides opportunities for interest-based learning. An interdisciplinary whole school programme for Sandwich is being developed which, alongside discrete subjects, ensures all pupils experience breadth and balance across the curricular areas and ties in very closely with our local context. Pupils are involved in the planning of these interdisciplinary studies as they identify key questions to be answered during the course of their studies.

Educational Visits are an important part of the curriculum. Outings into the local community provide opportunities for social inclusion and to develop and practise life-skills. Visits will often be arranged as part of interdisciplinary themes. Permission for local outings within Sandwich is sought at the time of enrolment. If there is to be a half or full day outing separate consent will be sought.

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.

All children and young people are entitled to opportunities for developing skills for learning, life and work. In Sandwick we provide opportunities for our young people to engage in active learning, interdisciplinary tasks and to experience learning in practical contexts. Our pupils are encouraged to become successful learners, confident individuals, effective contributors and responsible citizens. They demonstrate these capacities in a number of ways e.g. enterprise projects, performances, use of ICT.

SJHS works with partners such as Skills Development Scotland (SDS) to ensure that opportunities are made available to develop career management and other skills, and that young people are supported and encouraged to seek these out. SDS are based in the school once a week and engage with learners from P7-S4.

Parents and carers play a key role in all aspects of their children's education. It is good practice for schools to inform and consult parents and carers as closely as possible about key aspects of the curriculum. This is particularly important in relation to sensitive and potentially controversial areas such as relationships, sexual health and drugs awareness.

Senior Phase S4 options:

- Transition to AHS
- Support with college application/ interview
- Support with apprenticeship application/ interview
- Entering work-based learning
- Assist for volunteering opportunities

PT Pupil Support will liaise closely with staff at the AHS to ensure a smooth transition for pupils looking to start 5th Year. These include DHT, Pupil Support and former pupil visits to SJHS, information evenings and a transition day at the AHS.

Pupil Support will coordinate external agencies to assist pupils in transitioning out of school. These can include Skills Development Scotland, Train Shetland, Shetland College, NAFC, CITB and local employers.

Through our Personal, Social and Health Education (PSHE) programme, our PT Pupil Support will deliver a range of lessons providing guidance on interview skills, CV writing, career opportunities and financial advice.

SJHS and Highlands and Islands Airports Limited (HIAL) have a partnership agreement which would enable the school and Sumburgh Airport to enhance learning across the curriculum. Such benefits may include;

- Improving learning and teaching by bringing real-life contexts into the classroom (e.g. contributing to learning on STEM, or languages skills)
- A better understanding of the local labour market (helping to ensure that learning is relevant and supports all young people into positive destinations)
- More innovative careers information, advice seminars and workshops within the school
- Developing skills for job applications, CV writing and interviews
- First Aid training for S4 pupils

There is a legal obligation that schools and local authorities must provide religious and moral education in non-denominational schools. At Sandwick we provide children and young people with a broad general education including Christianity, other world religions and developing beliefs and values.

Religious observance is seen to complement instruction in religion and to have an important role in schools. It continues to be a statutory duty on local authorities to provide religious observance in Scottish Schools. We hold regular assemblies for all pupils. Various visiting speakers are invited to speak to the children. On occasion these assemblies are held for the purpose of religious observance.

The law provides a "conscience clause" whereby a parent/carer may withdraw his or her child from any instruction in religious subjects and from any religious observance in the school (s.9 Education (Scotland) Act 1980). Any parent/carer wishing to do so should come and discuss this with the school so that we can ensure that they have sufficient information on which to base a decision. Final requests for withdrawal should be made in writing to the Head Teacher.

Assessment and Reporting

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

Assessment approaches at Sandwich promote learner engagement and ensure appropriate support so that all learners can achieve their aspirational goals and maximise their potential.

Our learners experience a range of approaches to assessment. The following approaches are used regularly throughout the school:

- Teachers share learning intentions and success criteria with pupils
- Teachers work with pupils to set realistic targets
- Staff use assessment information to monitor provision and progress across the school and plan for improvement
- Staff use a range of evidence from day to day activities to check pupil's progress.

Class teachers use the results of their assessments to plan next steps for learning. They track pupil progress through the experiences and outcomes of Curriculum for Excellence to ensure that all pupils experience both breadth and depth in their learning.

Opportunities for staff to moderate work and share standards are available throughout the year.

Primary:

- Learner Led Event held in September
- Parent/teacher appointments are held in February when parents/carers will be offered an appointment to discuss their child's progress with the class teacher.
 - Parents/carers have the option to bring their child along to these appointments.
- Pupils' Reports are issued in May. Parents/carers are welcome to contact the school at anytime to discuss their child's progress.

A folio of evidence for each learner is in place. These support staff to award levels, set next steps with learners and share progress with parents.

Secondary:

- Parent/teacher appointments are held throughout the school session when parents/carers will be offered an appointment to discuss their child's progress with the class teacher.

- Parents/ carers of pupils who are in S1-3 will be issued with an interim and full report during the course of the school session
- Parents/ carers of pupils who are in S4 will receive three tracking reports to monitor pupil progress.

These dates can be found on the school website.

Further information on achievement, reporting and profiling can be found on Education Scotland's website.

The direct link is:

<https://education.gov.scot/parentzone/learning-in-scotland/assessment-and-achievement>

In August 2017, new, national standardised assessments were introduced in all schools in Scotland. These assessments will provide an additional source of nationally consistent evidence for teachers to use when assessing children's progress.

Every child in P1, P4, P7 and S3 will undertake national standardised assessments covering some aspects of reading, writing and working with numbers.

Scottish National Standardised Assessments (SNSA) will:

- Provide diagnostic reports detailing areas where children and young people have shown particular success or where they require further development;
- Help staff to make decisions about next steps in learning;
- Provide staff with additional information to consider when making a professional judgement on a child's progress in achieving the relevant Curriculum for Excellence level.

Further details about this can be found on the following website:

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

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.

In order to support the transition of pupils from Early Learning and Childcare centres, pre-school children have regular chances to visit the school between May and July. Here at SJHS we are in the unique position where our Early Years and Primary 1 teacher works across both setting. This allows pupils to become familiar with their new learning environment. Parents/carers are invited to attend an information session in June where they will have the opportunity to ask questions, meet staff, see the Primary 1 classrooms and have a tour of the school.

More information about the local authority's school enrolment processes can be found on the council website. The direct link is –

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

From the beginning of Primary 1, pupils attend full school days.

Children completing their primary education at Sandwick usually transfer to the secondary department within the school. In order to ensure a smooth transition a programme of events

for pupils, including visits to the secondary department, outdoor and STEM activities. Exact details are intimated to parents of P7 pupils.

Should you require further information on transfer to the senior phase please contact the 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. Further details can be found on Shetland Islands Council's website.

The direct link is:

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

If your child is leaving Sandwick 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 us in order that your child's records can be passed on promptly from school to school.

Information about a child's progress is passed on at points to transition to ensure that prior learning is built on and that staff are aware of a child's strengths and next steps.

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/documents/AdmissionsPolicyFINAL.pdf>

Please make your Placing Request in writing to:

Director of Children's Services
Children's Services
Hayfield House
Hayfield Lane
Lerwick ZE1 0QD

Or by completing the following form:

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

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://enquire.org.uk/publications/>

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/documents/AdmissionsPolicyFINAL.pdf>

Support for Pupils

All 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.

In Sandwick, each class teacher will develop a relationship with the pupils in their class and will have an overall picture of how each child is progressing. Parents/carers are welcome to contact their child's class teacher (primary) and PT Pupil Support (secondary) at any time. Regular discussions about learning will take place throughout the year with pupils. From these pupils will be fully aware of their learning targets and will be encouraged to reflect on their learning. Through this process they will identify their next steps in learning.

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

Any parents/carers who think their child may require some additional support should contact their child's teacher or PT Pupil Support (see appendix 1) who can provide advice. It is vital that parents/carers share information about their child's difficulties and successes with the school so that we can best meet their needs.

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/>

Target Setting and Individual Educational Programmes

An Individualised Educational Programme is drawn up for children with additional support needs. This document contains personal details about a child such as their name, address and contact numbers, the nature of their learning difficulty and information on how best to assist the child. It also contains details of curricular aims and long and short-term targets. Targets will be reviewed and updated each term. Class teachers set targets after discussing and carefully considering the needs and abilities of each child with all members of the team of workers involved with the child. Parents/carers are encouraged to be closely involved in this process.

Reviews and Reports

For children with additional support needs an educational review of their needs will take place at least once per year. All members of the inter-disciplinary team involved with a child will be invited to attend. Written reports are compiled for this review and future targets for a child's Individual Educational Programme will be discussed. Additional reviews can be called at any time, if the need arises. Parents/carers and others involved with a child's education will be sent a copy of the summary of any review meeting.

Co-ordinated Support Plans

When a child or young person is referred for assessment, it may be found that a coordinated support plan is required to meet the additional support needs of the child or young person. The plan will be required where a child or young person has additional support needs arising from complex or multiple factors that necessitate the coordination of their support from the authority and from other agencies. Parents and children are fully involved in every stage of preparing and reviewing a Co-ordinated Support Plan or GIRFEC plan.

Illness and Accidents

If your child is unwell in the morning, please do not put him/her to school. Sending a sick child to school only increases the risk of spreading germs or infection and can sometimes result in someone having to spend lengthy periods of time contacting parents/carers in order to have the child taken home. Advice on the recommended time off school for specific illness can be found in appendix 3 of the document on the NHS website:

<https://www.documents.hps.scot.nhs.uk/hai/infection-control/guidelines/infection-prevention-control-childcare-2015-v2.pdf>

Please note that this advice states 'Children with diarrhoea and/or vomiting should be excluded until they have had no symptoms for **48 hours** after an episode of diarrhoea and/or vomiting.'

In the case of infectious diseases please follow the advice given by your GP.

In the event of a child becoming ill at school, or if an accident occurs, every attempt will be made to contact the parent/carer or emergency contact. Minor accidents will be attended to and simple first aid administered. Parents/carers will be contacted for more serious incidents and all head injuries.

Please inform the school of any medical conditions, which may affect your child's education.

Medicines

Staff are unable to administer medicines to pupils unless a 'REQUEST FOR SCHOOLS TO ADMINISTER MEDICATION' form has been completed. A copy of this can be downloaded

from the school website or collected from the school office. Therefore, children should not bring medicines to school without prior agreement with school staff. If your child requires medication please contact a member of the promoted staff so that the necessary paperwork can be completed.

All medicines must be sent to school in their original container. All medicines are kept in a locked cupboard and are dispensed by a responsible member of staff who keeps a written record of all medicines administered.

Children who need to use inhalers to control their asthma will be able to use them as necessary. Parents should ensure that their child knows when, and how, to use the inhaler correctly. Parents/carers of children with asthma will be asked on a regular basis to complete a School Asthma Card. These are available from the school office or on the school website and will provide school staff with information regarding the child's medication and when it may be required. Parents/carers should update these cards if there are changes to their child's asthma care.

All schools in Shetland following the NHS policy 'Management of Pupils with Health Care Needs in Schools Policy' a copy of which is on the following website:
<https://www.shetland.gov.uk/education/documents/NHSManagementofPupilswithHealthCareNeedsPolicy.pdf>

Allergies

It is extremely important that parents inform the school of any allergies their child may have.

We have a variety of allergies across the school and have very important measures in place to protect pupils.

Any food/drinks containing peanuts or pineapple must not be brought into Sandwick Junior High School; it is a **peanut and pineapple-free school**.

One of our primary pupils suffers from a **very severe dairy and egg allergy**, meaning that all snacks and lunches are to be eaten in the canteen, or designated areas for secondary pupils..

Food which has been prepared outwith the school premises will not be shared with pupils.

Getting It Right For Every Child (GIRFEC)

In Shetland, we believe that children can be better supported by adults working closely together and sharing important information with each other. This process is known as GIRFEC: getting it right for every child.

Before GIRFEC can be used, consent from the parent of the child and/or the child (depending on the age of the child) is required. The staff asking permission will explain more about what GIRFEC means. Detailed information about the process can be found on Shetland Islands Council's website.

The direct link is: http://www.shetland.gov.uk/children_and_families/GIRFEC.asp

To ensure children/young people and their families get the right help at the right time, each child/young person in Shetland has a Named Person in the universal services of health (pre-school) and education (school age). They will arrange help for a child/young person if required. Your child/young person's Named Person will be:

- Up to 10 days - Midwife

- 10 days to starting Primary — Health Visitor
- At Primary— Head Teacher or Depute Head Teacher
- At Secondary— Pupil Support Teacher

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.childprotectionsketland.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

School Improvement

Robust procedures are in place for evaluating what happens in Sandwick school and for planning for improvement. To ensure that all stakeholders have the opportunity to be involved in influencing our developments and supporting us in our work, we seek the views of pupils, parents/carers, staff and partner agencies on an annual basis. This information allows us to identify the school's strengths and development needs with the latter forming the basis of the School Improvement Plan.

On an annual basis we report on standards and quality to the school community. Within this report we detail the school's main achievements over the last 12 months and our plans for the future.

Our School Improvement Plan and Standards and Quality Report forms one document and is available to all parents/carers on our school website <https://blogs.glowscotland.org.uk/sh/sjhs> or from the school. A summary of this document is sent home to all parents/carers and is also available on the aforementioned school website.

We regularly review and monitor our practice, including the learning and teaching, within the school. We endeavour to ensure that our young people are highly motivated and receive a wide range of learning opportunities, which are resourced to a high standard. This ensures that the standards achieved by our pupils are of a high standard in all curricular areas, in particular literacy, numeracy and health and well-being.

Information about the school's performance at national level can be found on the Scottish Government's website.

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

HMIe Inspection reports and School Consultation reports can be accessed directly on Education Scotland's Reports webpage.

The direct link is:

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

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
<https://scqf.org.uk/>

Scottish National Standardised Assessments
For general information on these assessments:
<https://standardisedassessment.gov.scot/parents-and-carers/>
For the results of the survey and supporting documents:
<http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education/SSLN>

School Policies and Practical Information

Copies of all our school policies can be found on our school website.

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

- healthy eating
- anti-bullying
- exclusion
- school trips
- equality and diversity
- adverse weather.

The direct link is:

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

Sport and Social Events

Primary School Sports Day is held annually during school hours towards the end of the summer term, weather permitting. All children are encouraged to participate and parents/carers and friends are welcome to attend.

Tuition in "Bikeability" is offered to P6 pupils during the summer term. The Road Safety Officer and school staff carry out the tuition. Whilst under instruction children are asked to bring cycles to school. The school cannot be held responsible for damage to cycles parked in the bike shelter.

All primary classes take part in the 'Fresh 15' which enables pupils to gain an additional 15 minutes of outdoor activities.

An Afterschool Club for primary pupils is run by the school from Monday to Thursday, 3pm-4.30pm. Staff from the school collect children and accompany them to the Afterschool Club room in the secondary department.

Please contact the school office if you wish to register your child(ren).

Instrumental Instruction

From P5, the parents of all pupils have the opportunity to apply to the School's Service for their child to have instrumental tuition. Currently lessons in **Piano, Woodwind, Traditional Fiddle, Accordion, Brass or Cello** are offered in the school.

Regular practice is essential.

It must be remembered that this is an extra activity and class work missed must be made up in a pupil's own time.

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

The allocation of places and the organisation of the timetable is carried out by staff based in Children's Services at Hayfield House, Lerwick.

Pupil Leadership

Pupils within the school have the opportunity to take on leadership roles. A Pupil Council consisting of two representatives (a boy and a girl) from each P3-S4 classes meet on a monthly basis. Pupil representatives are elected annually in June or August and can serve on the Pupil Council for two years. Pupils standing for election give a short talk to their class about why they want to be a member of the Pupil Council.

Four pupils from P6 have the opportunity to become Junior Road Safety Officers. Their job is to promote road safety within the school and to represent the school at the Annual JRSO Presentation day in the Town Hall in June.

Pupils in P6 also get the opportunity to become playground leaders (buddies) supporting pupils in the P1-4 playground. Young Leaders' Training for this important role is provided.

S3 Pupils have the opportunity to become Young Ambassadors for the school, which aims to promote sport and extracurricular activities within their school. Two pupils also get to attend a 1-day training event in Aberdeen.

S4 pupils have the opportunity to participate in a Social Committee to coordinate the Christmas and End of Year dances. In addition, they will organise end of year hoodies and Year Books.

The School Meals Service

The Schools 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, 01595 744129

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

The Schools Meals Service provides a healthy, nutritious and inexpensive lunch, which is cooked on the premises. The weekly menu is displayed in various locations within the school and on the school website. All children eat their lunch in the school dining hall.

The current charge for pupils in P4-7 is £2.10 per day.

Pupils in P1-3 receive free school meals. It is therefore assumed that all pupils in these classes will be having a school dinner unless their parent/carer has opted out.

Parents/carers of pupils in P4-7 must opt in for their child(ren) to have lunch. Parents opt in and pay for lunches using the ParentPay online system. Parents will be given more information and log in details at the time of enrolment.

Opting in and out is on a termly basis.

Secondary:

Monday – Thursday 8.50am – 3.40pm

Friday 8.50am – 2pm

Secondary intervals are as follows

Morning 10.30am – 10.50am

Lunch 12.30pm – 1.10pm

As lessons begin at 0850 all children are expected to be in school prior to 0850. The doors are opened around 0830 but **no supervision** can be guaranteed before 0830.

School Term Dates 2019-2020

Term 1	Monday 19 August – Friday 11 October	40 days
<i>October holidays</i>	Monday 14 October – Friday 25 October	10 days
Term 2	Monday 28 October – Friday 20 December	40 days
<i>Christmas holidays</i>	Monday 23 December - Friday 03 January 2020	10 days
Term 3	Monday 06 January – Friday 27 March	60 days
<i>Spring holidays</i>	Monday 30 March – Monday 13 April	11 days
Term 4	Tuesday 14 April – Friday 3 July	

Occasional Holiday Dates for Session 2019 - 2020	In-service Dates for Session 2019 - 2020
Wednesday 29 January 2020	Monday 19 August 2019
Friday 21 February 2020	Tuesday 20 August 2019
Monday 24 February 2020	Monday 28 October 2019
Monday 13 April 2020	Tuesday 29 October 2019
Friday 29 May 2020	Monday 06 and Tues 07 January 2020
	Friday 20 February 2020

Term dates for the following school years can be found on Shetland Islands Council's website.

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

Specialist teacher	Frequency	
PE	1 x 50 min period with the PE specialist and 1 x 50 min period with the class teacher	Pupils will be given information about when they receive these specialist subjects during their first week in school.
Art	1 x 50 min period	
Music	1 x 50 min period	
Swimming	1 period per week for a 6 week block	P5-7 Term 2 P1-4 Term 3

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>

Inclement Weather

In severe and extreme weather conditions parents/carers are strongly advised, for safety reasons, to keep their child(ren) at home.

Parents/carers may collect their children from school if they are concerned about deteriorating road conditions. They should inform a member of staff before taking children out of the building.

If parents/carers are unsure if the school is open during periods of bad weather they should listen to the local media for updates. If it is decided that the school will not open due to bad weather this will be announced on Radio Shetland on the previous evening or on Radio Orkney after 7.30 in the morning. Announcements will also be made on SIBC and on the Shetland Islands Council website. Parents can also follow alerts on twitter. A direct link to this can be accessed through the Shetland Islands Council home page www.shetland.gov.uk click on twitter 'follow@shetlandsCll' button at the top right corner of the page.

Personal Belongings/Dress

The school is not responsible for any monies or valuables left in coat pockets, in the building or in the playground. We would appreciate it if parents would discourage children from taking large sums of money or valuable items to school.

Any loss of property should be reported to the child's class teacher, school office or caretakers as soon as possible. Whilst the school cannot accept responsibility for items lost, every effort will be made to trace missing articles.

The school does not have a uniform policy. However, there are various items of clothing with the school logo embroidered on them. These are available to purchase from InterSport on Commercial Street.

All children are expected to be clean and tidy and dressed appropriately for school. For safety reasons it is suggested that children only wear stud earrings to school. Although, pupils are not permitted to wear jewellery during PE lessons.

For PE and Drama lessons children require shorts, T-shirt and gym shoes. Slip-on gym shoes are preferred for young children. You may also wish to consider tracksuit bottoms for PE, as where possible PE will take place outdoors.

To avoid loss and confusion, please ensure that clothing is labelled with your child's name.

Staffing**Senior Leadership Team**

Mr S Clubb Head Teacher
Mr M Manson Depute Head Teacher

Early Years Staff

Mrs G McClelland Early Years Teacher
Mrs L Smith Senior Early Years Practitioner
Mrs L Farquhar Early Years Assistant
Mrs C Smith Early Years Assistant
Miss T Maclennan Modern Apprentice Early Learning & Childcare

Primary Staff

Mrs J Bray P1/2
Mrs G McClelland P1/2
Mrs K Osborn P2/3
Mrs A Adamson P4
Mrs T Tate P5/6
Mrs D Richardson P5/6
Miss K Saunders P6/7

Secondary Staff

Mrs M Harpe PT Pupil Support
Mrs C Adamson PT ASN
Mr N Finlayson PT Curriculum/ Chemistry/ Science
Dr G Irvine PT Curriculum/ Geography/ Physics/ Social Subjects
Mr K MacPhail Physical Education
Mrs J Smith Physical Education
Mr A Rich Biology/ Science
Ms T Hastie English/ RME
Mr L Price Art
Ms E Mounsey English/ Modern Studies/ Social Subjects
Mr C Murray Mathematics
Mr J Jackson Mathematics
Ms Y Bruce Mathematics
Miss S Inkster ICT/ Business Studies/ Administration/ Computing
Mr Y Harpè French/ Spanish
Mrs D Dort Home Economics/ Health and Food Technology
Mr Paul Chant Technical/ Practical Skills Metalwork/ Graphic Communication
Mrs J Inkster Music
Mrs D Richardson ASN

Music Instructors

Mr E Watt	Drums Instructor
Mrs S Briggs	Woodwind/Piano Instructor
Ms E Henderson	Fiddle Instructor
Mr P Wood	Accordian Instructor

Support Staff

Mrs M Smith	Clerical Assistant
Miss Y Pearson	Clerical Assistant
Mrs B Redfern	Clerical Assistant
Mr G Dow	Janitor
Mrs K McKay	Janitor (Part time)
Mrs S O'Rooke	Library Assistant
Mrs M Adamson	Learning Support Worker
Mrs A Stephen	Learning Support Worker
Vacant Post	Learning Support Worker

Catering Staff

Mrs M Munro	Head Cook
Mrs E Lyall	Head Cook
Mrs E McCarron	Assistant Head Cook

