



SHETLAND ISLANDS COUNCIL

CHILDREN'S SERVICES



Mr M Clark
Acting Head Teacher



SANDWICK JUNIOR HIGH SCHOOL
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Dear Parents/Carers,

Term 2 Information Letter – Sandwick ELC

The ELC staff have had an exciting 2 weeks with our year-round children. We look forward to welcoming back our term time children.

Term Dates

Information about term dates can be found via the link: [Term Dates – Shetland Islands Council](#)
Please note the last day of Term 2 is Friday 19th October 2025 for our all year round and term time children.

Staffing Update

We have a few staffing updates to share with you:

Staff Member	Post	Days in setting
Vacant	Manager	Mon-Fri
Jay Dutch	Senior Practitioner	Mon-Fri
Shivvy Lee	Practitioner	Mon-Fri
Maisie Robertson	Learning Support Worker 10-230 Support Worker 830-10/ 230-400 (Supply Term 2)	Mon-Fri
Emma Williamson	Support Worker 10-2.30 (Supply Term 2)	Tue, Wed, Thur
Jessica Falconer	Support Worker/Practitioner 830-400 (Supply November)	Mon & Wed
Gabby Reid	Practitioner ELC & OOSC Absent	Mon-Fri
Theresa Tate	ELC Teacher	Tue & Fri
Seth Travins Kristen Kinnear	ASN Teachers	Short sessions within the week.

There may be times when additional supply staff are in the setting. The Senior Practitioner will display a daily 'staffing sheet' inside the porch with staff in the setting and their role. If you have any questions about staffing please do not hesitate to be in touch via email or phone call to the school office. Some of our vacant roles are in the recruitment process and updates will be provided as soon as feasible.

RESPECT

EQUALITY

ACHIEVEMENT

CREATIVITY

HAPPINESS

Reporting to Parents/Carers

We are delighted to share key dates for the term which include opportunities for formal reporting to parents and opportunities for families to watch Christmas performances:

Event	Date and Time	Further Information
Optional Parents Appointment with ELC Teacher and Senior Practitioner	Friday 28 th November 2025 9.00am-11.00am Tuesday 2 nd December 2025 2.00pm-4.00pm	This is an optional 10 minute appointment to discuss your child's play and learning. Further information will follow to book your 10 minute slot.
Personal Plans – Sharing and Signing Plans	W/B 10 th November 2025	Parents/Carers will have the opportunity to read, review and sign personal plans alongside senior practitioner.
Christmas Sing-a-long and Stay and Play	Friday 12 th December 2025 1.15pm-2.00pm	Join children to sing Christmas songs and have a Christmas stay and play.

Change of Clothing

We politely request that children have a spare change of clothing in their bags. On occasion during playtime, craft activities or outdoor learning a change of clothing is required. The ELC have a small supply available.

ELC Action Plan 2025-2026 – Personal Plans

As part of our ELC Action Plan for session 2025-2026, staff have been collaborating on our new personal planning vision, procedure and format. We have been using the care inspectorate guidance and feedback from our recent inspection. We used this to moderate our current personal plans and develop our new format and build a shared understanding as a staff team. Our personal plan vision is available for parents/carers to read, the purpose of the vision is to share our commitment to actively involving children, parents/carers and staff in creating personal plans which will allow all children's needs to be met and support them to thrive at Sandwich ELC. You can view guidance and the personal plan vision below:

Care Inspectorate Guidance: [Personal planning guides for providers | Care Inspectorate Hub](#)
Personal Plan: [ELC Information – For Parents/Carers | Sandwich Junior High School](#)

From week 3 beginning 10th November 2025, parents/carers will be asked to read, review and sign their child's personal plan. Parents/carers will be asked to review personal plans 3 times per school session, November, March and June. Personal plans are an active document, they will be continuously updated as and when required. This is to ensure they remain up-to-date with children's individual changing interests, needs and successes as well as to reflect information/updates from home. Please do not hesitate to pass on relevant information to ELC staff to update into children's personal plans.

Halloween

If children wish to, they can come to ELC dressed up for Halloween. As a reminder, we request children do not wear masks, bring weapons, face paint or costumes that may frighten others. Pupils are responsible for looking after their costumes and we request children bring clothes in a bag to change into if they wish.

Finally, we look forward to a busy term with your child/children in the meantime, should you have a query or concern please do not hesitate to contact myself or ELC staff.

Kindest Regards,

Gemma Sjöberg

Acting Depute Head Teacher Primary