

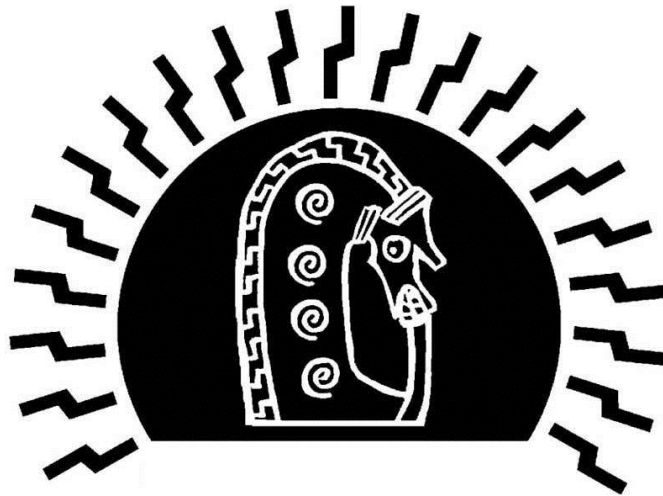
Orkney Island Council  
EDUCATION AND RECREATION SERVICES

# SANDAY COMMUNITY SCHOOL

Sanday, Orkney, KW17 2AY

Tel: (01857) 600228 Fax: (01857) 600246

E-mail: [admin.sanday@glow.orkneyschools.org.uk](mailto:admin.sanday@glow.orkneyschools.org.uk)



## Parent Handbook

*Sanday School- the heart, soul and future of our Island Community*

Head teacher Rosemary Newton

Updated August 2012

*Information for Parents and Pupils*

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General Information

## Welcome to Sanday Community School

Sanday Community School is a Junior High School for pupils from 3 to 16 years (Nursery to S4).

The community spirit of the school is our strength, with a wide variety of activities and support available from within the community. Our ethos encourages hard work and a caring attitude to one-another. We encourage each individual to achieve his or her potential in their personal, educational and social development. Our wide age range gives older pupils the opportunity to take responsibility for the care of younger pupils and creates a supportive family feeling for new pupils. Small classes enable every child to set and reach personal targets. Traditional values, involving a strong emphasis on literacy and numeracy, health and wellbeing, blends with theme-related environmental, aesthetic and creative studies.

We are proud of our school and this is reflected in the behaviour of pupils and in the security and cleanliness of the building. Parents are always welcome to come in and visit the school or chat with the head teacher or staff about any concerns they may have. More formal communications are sent to parents through reports, parent evenings, and occasional meetings. The Parent Council provides opportunities for parents to be involved in the life of the school and for the views of the parents to be considered when planning developments.

Throughout the year a range of extra-curricular activities are offered within both the school and the community. These are wide and varied and compare well with the range offered in very large schools. We are also proud of many other achievements such as our International Schools award and our Link to Learn award. Sanday School has a good reputation for sporting achievements, drama productions and concerts. As a service to the community, the school produces and distributes a monthly community newsletter, the "Sanday Sound".

We aim to ensure that your child will be happy at Sanday Community School and develop into a successful learner, a confident individual, a responsible citizen and an effective contributor. We count on your support, because it is when school and home work together, in partnership, that children and young people truly learn at their best.

Rosemary Newton (Head Teacher)

## About Sanday Community School

Address: Sanday Community School  
Sanday  
Orkney  
KW17 2AY

Telephone: 01857 600228

Fax: 01857 600246

E-mail: [admin.sanday@glow.orkneyschools.org.uk](mailto:admin.sanday@glow.orkneyschools.org.uk)

Head Teacher: Rosemary Newton  
[Rosemary.newton@glow.orkneyschools.org.uk](mailto:Rosemary.newton@glow.orkneyschools.org.uk)

Local Authority: Orkney Islands Council  
Kirkwall  
Orkney  
Director of Education: Mr Leslie Manson

The School Day:

|       |  |
|-------|--|
| Opens | 8.50am   |
| Break | 11.00 - 11.15am  |
| Lunch | 12.35 - 1.20pm   |
| Close | 2.50pm for Primary pupils<br>3.20pm for Secondary pupils |

*Clubs run until 4 or 4.30pm daily. Transport home from clubs is parents' responsibility. Please ask for help in case of difficulty.*

*Pupils should arrive at school no more than 20 minutes before the start of the school day.*

*The staff can not take responsibility for pupils left to play on the premises before or after school hours.*

## The Staff

Head Teacher  
Principal Teacher

Rosemary Newton  
Kristen Muir

### Primary

Kaye Towrie  
May Allan  
Joanna Jones  
Kristen Muir

Early Years Worker (i/c nursery)  
Lower Primary Teacher (job share)  
Lower Primary Teacher (job share)  
Upper Primary Teacher

### Secondary

Yvonne Gray  
Ann Butler  
Nicky Thompson  
Rosemary Newton  
Kirsty Brown  
Tony Hull  
Carolyn Dixon  
Cate Evans  
Jayne Hayden  
Margaret Dearness  
Catherine Lennon  
Elizabeth Sullivan  
Linda Hamilton

English  
Maths, Science and Chemistry  
History, Geography, PSD, RE, Guidance  
Biology  
Art  
ICT  
Technical Subjects  
Home Economics  
Music  
PE  
Drama  
Instrumental Music Instructor (violin)  
Instrumental Music instructor (cello)

### Learning Support

Catherine Lennon  
Claire Cawthorne

Learning Support Teacher  
Support for Learning Assistant/Early  
Intervention

Caitrian Leslie  
Helen A'Hara  
Gail Spears  
Angela Lennie

Support for Learning Assistant  
Support for Learning Assistant  
Support for Learning Assistant  
Support for Learning Assistant

## Other Staff

|                  |  |
|------------------|--|
| Irene Brown      | School Secretary                         |
| David Pendelbury | Janitor                                  |
| Bridget Sinclair | Cleaner                                  |
| Gloria Yould     | Cleaner                                  |
| Margaret Peace   | Cook                                     |
| Diane Grieve     | Catering Assistant                       |
| Fiona Rae        | Catering Assistant                       |
| Huw Evans        | Swimming Pool attendant                  |
| Robbie Scott     | Relief Janitor and Relief Pool attendant |

## Other Useful Contacts

## Contact number

|                   |   |              |
|-------------------|---|--------------|
| Leslie Manson     | Director of Education,<br>Leisure and Housing | 01856 873535 |
| Peter Diamond     | Assistant Director of Education               | 01856 873535 |
| Graham Bevan      | School Improvement Officer                    | 01856 873535 |
| Catherine Diamond | Adviser Pre school/Early years                | 01856 873535 |
| Vicky Anderson    | Schools' Nurse                                | 01856 885400 |
| Ann Leslie        | Speech & Language Therapist                   | 01856 875400 |
| Dr Stephen Murray | Local doctor                                  | 01857-600221 |
| Tim Shimwell      | Local Nurse                                   | 01857 600320 |
| Denise Thomson    | Local Nurse                                   | 01857-600339 |
| Rod Thorne        | Island Ranger                                 | 01857-600341 |
| Catherine Grivas  | Children and Families Social Worker           | 01856 870193 |
| Valerie Webster   | Senior Educational Psychologist               | via school   |
| Chris Cook        | Careers Officer                               | 01856 872460 |

|               |                               |              |
|---------------|-------------------------------|--------------|
| Liz Innes     | Home Link worker (pre-school) | 01856 872650 |
| Steve Bunning | Autism Support Teacher        | 01856 874779 |
| Nicky Palmer  | EFL Teacher                   | 01856 874779 |
| Sheila Dick   | Head Teacher                  |              |
|               | Kirkwall Grammar School       | 01856 872102 |
| Mike Cuddihey | Principal Officer             |              |
|               | Papdale Halls of Residence    | 01856 876060 |
| Bill Ross     | Principal- Orkney College     | 01856-569000 |

## Curriculum Information

### Nursery

Our Nursery class takes children from age three and through the pre-school year. The nursery is open every morning from 9.30-12 noon. Children may attend every day but do not have to. Further information is provided in a separate nursery handbook for parents available on request.

The Sanday playgroup meets in the community room on Monday afternoons Contact Kaye Towrie via the school for further information.

### Primary

We have two Primary classrooms and pupils are taught in composite classes for the seven years of Primary. Our Curriculum is based on the principles of *A Curriculum for Excellence*, and we aim to help all our children become *Successful learners, Responsible citizens, Effective contributors and Confident individuals* through a range of learning opportunities. The curriculum encompasses all that children learn including

- Interdisciplinary learning
- Opportunities for personal achievement
- Ethos and the life of the school as a community
- Curriculum areas and subjects.

There are eight curricular areas.

- Mathematics and Numeracy,
- Languages and Literacy
- Health and Wellbeing
- Sciences
- Social studies
- Technologies
- Expressive arts
- Religious and moral education

In addition pupils are encouraged to take an active role in their learning. In Sanday School we make good use of our school grounds and Island to encourage outdoor learning. Primary 7 pupils are given opportunities to take on leadership roles. Pupil reports are issued once per year and report on progress in all 8 curricular areas. By the end of P7 a pupil profile is created to reflect on achievements throughout primary. Additionally your child will bring home a Learning Log weekly. This enables sharing of learning and their progress. Completed work and projects are also taken home termly. Homework, open evenings, trips and visits and class projects offer lots of opportunities for parents to be involved in children's education.

Primary pupils are also taught weekly by the PE, art, music and drama specialists. Other secondary staff frequently work with primary pupils, particularly on whole school or inter-disciplinary projects. We pride ourselves in creating opportunities for using the skills of our secondary specialist staff with for the benefit of our Primary pupils. This is a major benefit of the Junior High School arrangement.

## Secondary

The Broad general education started in primary continues through Secondary 1 and 2 (S1, S2). Specialist staff teach English, French, Maths, Science, Social studies, Craft and Design, Home economics, Art, Music, PE and ICT. Interdisciplinary work and vocational qualifications are undertaken through Rich tasks lessons. In Secondary 3 (S3) this broad general education is widened to introduce more specialised subjects (biology, chemistry, history, geography, food technology, design technology and



engineering science) to enable pupils to make an informed choice for study in S4. They all continue to receive music, art and PE too. In addition we teach ICT through the internationally recognised ECDL course.

In S4 pupils select subjects to study for the national 4 and national 5 qualifications taken by all pupils in S4 in Scotland. The National 5 qualification is assessed by an examination in May of S4, whilst the National 4 qualification is internally assessed. The final grade awarded includes an element of internally assessed "added value". Pupils will study a maximum of 7 national qualifications which they can choose from a menu of options. Full information is available from the school on request.

## S5 & S6 and Further Education

We are currently unable to offer a full curriculum beyond S4. Pupils who wish to continue their studies have various options. They may transfer to Kirkwall Grammar School where they will board in the Papdale Halls of Residence during the week and return home at the weekends. Here they can take higher or vocational courses; they may transfer to the Orkney College (or another college); or they may take open learning courses or register with the Open College and use Sanday school's facilities and resources by negotiation.

Full information and guidance is available from Skills development Scotland on 01856 872460 or the Head Teacher at the school.

## Personal, and Social Development and Religious and Moral Education

Health and Wellbeing is the responsibility of all teachers, but pupils do have dedicated Personal and Social Development lessons and Religious and Moral education lessons to help equip pupils with life skills. Personal Development is concerned with pupils' self-awareness and self-esteem as well as their mental health and personal safety. Social Development is concerned with relationships and independence & inter-dependence. These issues are

covered in weekly lessons. Religious and moral education presents a balanced and informative study of a number of world religions. It also looks at social values, prejudices, rights, rules and responsibilities issues and includes discussions of contemporary moral issues.

## Physical Education and Sport

All pupils, primary and secondary, benefit from a wide variety of activities throughout the year. The community school facilities include a swimming pool, gym hall (with a full range of apparatus for gymnastics and indoor sports). Large playing fields and playgrounds provide facilities for netball, hockey, tennis and football. The 300m running track enables pupils to train in various athletic events for house competitions and the North Isles Sports. An annual swimming gala and swimming and athletics award schemes are also in operation. Extra curricular sport enables children to experience a very wide variety of sports, for example scuba diving and fencing, as well as all the usual sports. Senior pupils may also use the on-site fitness suite.

## General Information

### Coming into Primary 1

During the school year, pre-school children will spend regular time in the primary classroom to meet the Primary teacher and become familiar with the classroom. Prior to this the Primary 1 Teacher and Classroom Assistant will have met the children around the school and in the Nursery class.

Children are admitted to Primary 1 in August providing they reach the age of 5 by the end of February of the next year. Alternatively parents may wait until the first entry date (August) after their child's fifth birthday. If you have any doubts as to your child's readiness for school or the benefits of deferral, please discuss with the nursery staff in the first instance.

The ability to do the following things will increase a child's confidence before starting school:

- Show confidence when separated from parent
- Go to the toilet unaided and wash hands
- Dress and undress by them-selves and deal with buttons and zips
- Use a knife, fork and spoon
- Use scissors and a pencil
- Fit in socially with other children
- Listen carefully
- Accept appropriate discipline

### **What all Children should bring to school**

1. A school bag (P1 pupils will also be issued with a reflective and an A4 book bag)
2. A pencil case containing pencils, pens, ruler, rubber, sharpener (secondary pupils need a calculator)
3. An overall or old shirt for art
4. PE kit (T-shirt, shorts and trainers)
5. Swimming kit (when required)

All items should be labelled with the child's name. Parents will be issued with additional lists as their child progresses through school.

### **Induction of New Pupils (who are older)**

We appreciate that we often expect new pupils to "just know" about the organisation, traditions and routines of the school, We will endeavour to provide induction 1:1 with a member of staff and provide a special (responsible) buddy for the child until they find their way around and make their own friends.

There are various forms that parents of new pupils should complete. Please make an appointment to come into school to discuss this with the secretary or Head teacher.

## Registration and Attendance

All pupils are registered at 08.50. If your child is going to be absent from school, we would appreciate being informed by telephone not to expect the child on that day. If absence is known in advance please notify the school.

The school cannot approve absence during term time other than for medical appointments or similar. The school term dates are published on the OIC website and parents are respectfully encouraged to make arrangements for family holidays during school holiday times. If this is unavoidable however, please ensure that the school is notified in writing in advance.

Punctuality is expected. Pupils must report their presence to the school office if they arrive late. If pupils arrive after 11.00am they are marked as absent for the morning session.

If pupils need to be temporarily excused lessons such as PE or swimming, please send a note to the school.

The pastoral care of children is a shared responsibility of all staff in the school. The key role is undertaken by the class teacher in primary and the registration teacher in secondary along with the Learning support teacher. Secondary pupils have a learning mentor who has responsibility for pastoral care also.

## Homework

Homework is an important part of the learning process. Whilst we recognise that the homework load should not prevent a pupil learning about appropriate use of leisure time including extra-curricular activities, hobbies, youth organisations, reading, home life and chores, all pupils will nevertheless be expected to complete an appropriate amount of homework.

The purpose of homework is to:

- consolidate learning
- provide practice in skills
- acquire essential knowledge
- research material for school

- catch up on work missed through absence
- develop independent study skills
- promote self-discipline, individual responsibility and a work ethic
- prepare themselves for the demands of further education.

The type, quantity and regularity of homework will vary with the stage of the pupil and the course being followed. Secondary pupils receive a homework timetable to assist them and the teachers in spreading workload. They also receive a homework diary to assist with planning. They should have some homework every night. As a guiding principle - whatever age your child is, if there has been no homework for a week it's time to ask questions.

If you feel able to assist your child with their homework it will give your child a great deal of confidence and become a rewarding experience. In any case, your assistance in checking the schoolbag or diary and ensuring that the homework is done and returned would be greatly appreciated. Children also benefit from the provision of suitable conditions for homework - a table top in an area free from distractions.

If you have any concerns about the quantity, regularity or type of homework given please contact the school. If children are not doing homework we will contact you to discuss the matter.

## Reports and Parents Nights

Parents are issued with formal written reports on their children's progress once a year. Additionally all children from Nursery to S3 will bring home a weekly "Learning Log". This enables the sharing of learning and progress to be made very regularly. Small reminders are included in this and there is opportunity for parents to make a comment. Photos are usually included in this more informal reporting process.

There are two parents' evenings per year. Primary parents are usually given the option of attending in the afternoon or evening. An appointment system operates and we ask that you let us know if you are unable to attend. Parent evenings sometimes run over two or three consecutive evenings. If none suit we will make every effort to see you at another time.

## Supporting the role of parents

We strongly support the role of parents in their children's education. We work hard to be a "family centred" school which is a place where parents feel they can approach staff and work in partnership towards the best outcomes for their children. We also work closely with other agencies associated with children's education and welfare. The school also provides an extensive toy library for children from birth to 12 years. We have an active and supportive parent council to provide a forum for all parents to contribute to the consultative process that guides school development.

## School Rules

Pupils are expected to:

Attend regularly and punctually

Behave acceptably

Work hard at classwork and homework

In particular pupils should:

- ❖ Arrive on time for school and classes with all the necessary books and equipment.
- ❖ Observe the school dress code and the out of bounds rules
- ❖ Mobile phones, portable music players and games are not allowed in school. Chewing gum is not allowed.
- ❖ Pay attention in class. Do not interrupt a teacher or other pupil who is speaking. Work hard at all times.
- ❖ Complete all homework tasks and hand them in on time.
- ❖ Move around the school quietly and behave in a safe and responsible manner at all times.

- ❖ Be polite and helpful to all visitors to the school
- ❖ Personal abuse - verbal or physical, or by text or internet is wholly unacceptable.
- ❖ Respect the school property and environment. Put all litter in a bin and report any damage. Intentional damage is wholly unacceptable.

## Discipline

Although pupils know the standards expected of them and normally behave well, if things go wrong we will deal with the situation in a fair and consistent way.

**More serious breaches of the school rules require definite action.**

**These include:**

- persistent misbehaviour despite warning
- deliberate or thoughtless action causing danger to self or others
- malicious or insolent behaviour directed towards pupils or staff.

**We aim:**

- To provide clear and straightforward guidance on acceptable standards of behaviour
- To emphasise the positive rather than the negative and to give praise where praise is due
- To ensure that staff have common standards and a common approach on discipline
- To inform and involve parents at appropriate stages.

**In such cases, some or all of the following steps may be taken:**

- verbal reprimand, move seat, punishment exercise, apology, repair damage etc.
- the head teacher will be informed and will interview the child
- detention at interval(s) and/or lunchtime(s)

- parents informed and may be invited in to discuss a united approach to bringing about improvement in behaviour
- behaviour targets and input from the Learning (Behaviour) Support Teacher. This may include a system of negotiated sanctions and rewards.

In extreme cases of persistently unacceptable behaviour or isolated incidents of very bad behaviour such as physical assault, bullying or insolence, a pupil may be excluded from school temporarily or permanently but only after consultation with the director of education. School and education department policies on exclusion are available for parents to see on request.

Fortunately, indiscipline is very rare here. We endeavour to ensure that children are happy and busy, provided with activities which are relevant, stimulating and challenging, thus minimising the opportunity for misbehaviour and disruption.

## Bullying

We believe that all pupils have the right to be educated in an environment where there is mutual respect and co-operation. Bullying is wrong. It will not be tolerated because it works against all we are trying to do.

Bullying is when someone deliberately goes out of their way to threaten, frighten, abuse, or hurt someone else. Bullying is also taunting, or name calling as well as damaging a person's property, clothing or school work. It is ganging up on someone or isolating them. Unwelcome behaviour happens occasionally between young people. Bullying is more serious, distressing, repeated and deliberate and will be dealt with severely.

## Happy School

Not all children are happy at school all the time. We strive for a Happy School which has been shaped by staff, pupils and parents. We aim to ensure that children are happy and secure in school by giving pupils and staff strategies for dealing with any unwelcome behaviour of other children. We



advocate a no-blame approach and use "circle-time" and solution orientated discussions to work through issues worrying children.

## Equal Opportunities and Fairtrade

We strive to ensure that every child, regardless of their gender, background, religion or ability has equal access to and benefit from the range of opportunities we provide here. We are aiming to gain Fairtrade school status and we run a fair-trade tuck shop each Thursday.

## Emergency Closures and Non-openings

In severe weather, power cuts or other circumstances the school may not open. In this event Radio Orkney (Radio Scotland) will announce the closure at 7.30am on FM93.5. Parents are advised to keep a battery operated radio. If you are in any doubt you can get information by telephoning the school on 600228 or checking on the OIC website.

If the weather changes during the day a decision will be made, in consultation with the Education Department, as to whether to close the school. In the event of a closure all the buses will be summoned at once and the school bus will be used to take children home or to the person nominated as their emergency contact. Meanwhile parents will be contacted to collect children from road ends and ensure someone is home. Families that live very close to school may be asked to collect their children if possible. It is important that the school has up to date family contact information (including mobile numbers and e mail addresses)

## School Trips

We believe that excursions, both local and further afield, are a valuable aspect of education. A wide ranging programme of sporting, curricular, cultural and social trips is organised each year involving children of all ages. Often these trips involve meeting children from other schools and areas. Local Authority guidelines are always adhered to.

You will always be given full information about any proposed trips and asked to complete a consent form on each occasion.

**Costs** -The school fund subsidises all trips, but parents are asked to contribute half the boat fare for trips to Kirkwall and sometimes a small contribution towards the event. Each year a major residential experience is organised for all secondary pupils which is considerably more expensive. Parents can spread the cost of these 'big' trips by setting up a direct debit. No child will be denied a place on a school trip due to financial difficulties. All parents are encouraged to assist with the fundraising that enables such experiences to continue.

**Dress and Discipline**-Children represent their school and their community on excursions and are expected to dress smartly and behave well. Although we do not have a school uniform, school kit will be used where appropriate. Where there is the slightest doubt over a pupil's ability to meet the expected standards they will be unable to participate. School rules apply on school trips. We do not allow primary pupils to bring mobile 'phones on trips and although secondary pupils may bring mobiles on trips, strict rules govern their use.

## Transfer and Leaving

Although it is possible to transfer to Kirkwall Grammar School at the end of S3, it is expected that pupils will stay in Sanday School until they complete their National examinations at the end of S4. A full curriculum is available and pupils are likely to achieve the best results possible here. There is also an unparalleled range of extra opportunities provided and the benefits of remaining in the family environment until 16 can not be overestimated. Pupils will only normally transfer before then if they have very special needs or talents which can not be met here in Sanday.

Further information for pupils transferring to S4 and to S5 is available on request. Parent information evenings and meetings with a careers officer are made available to parents of secondary pupils as transfer dates approach.

For school leavers, if the 16th birthday falls between March 1st and September 30th a pupil may leave school on the last school day in May. If the 16th birthday falls between October 1st and the last day of February, the pupil may leave at the Christmas holidays.

## Consulting Teachers

Parents are welcome to consult with teachers between formal parent evenings. You are requested to make appointments as teachers will normally be teaching or involved in planning through the day.

The Head Teacher is normal available for informal contacts most days, but please telephone for an appointment if you would like to meet with her during the course of the school day to make sure she is available.

For security reasons please report your presence in the school to the school office on arrival and wait outside the office.

## Complaints

We try very hard to provide a service that suits parents and will endeavour to make special provision wherever this does not conflict with the rights or entitlement of others. We do welcome constructive criticism and will try to resolve any problems before they become serious.

Complaints regarding any matter should be made directly to the Head Teacher. If you are not satisfied that your complaint has been resolved you may contact the Director of Education on 01856 873535.

## School Transport

All aspects of the school transport system, including entitlement to transport, are the direct responsibility of the local authority. Any queries or special requests should be directed to:

Gemma Russell,  
Education Department  
Orkney Islands Council,  
Kirkwall  
Tel 01856 873535

Summer-All pupils under the age of eight who live more than two miles from the school or the nearest pick-up point for transport are eligible for school transport. Pupils aged eight and over who live more than three miles from the school or the nearest pick-up point also qualify for school transport.

Winter-Between October and Easter all children who live more than 1.5 miles from the school or the nearest pick-up point or more than 0.5 miles up a side road from the pick-up point are transported to school.

The school bus contractor is Ann Tulloch Tel: 01857 600468. Please contact her with any queries eg the pick- up point and time.

## Bicycles

Bicycles must be roadworthy and have working brakes. There are racks and a shelter for bikes. Children who cycle to school **MUST** wear a helmet and a reflective.

## Reflectives

Reflective jackets are provided by the school free of charge to all primary children and to secondary children on request. Wearing of a reflective is compulsory to and from school for primary children during the winter months. Secondary children may exercise their judgement on the matter, but are encouraged to wear them if they walk or cycle to school in the dark months. All children are usually issued with clip on reflective to attach to their schoolbag.

## Assemblies and Religious Observance

We hold weekly non-denominational assemblies on themes related to everyday life and the promotion of moral values. These are often presented by children and provide opportunities for children to perform for their peers. All parents are welcome to join us at assembly, which is usually at 10.40 on a Friday morning.

We visit the Cross Kirk at Harvest Thanksgiving and hold a Christmas Carol concert in school. Pupils are encouraged to give thanks at the start of school meals. If you do not wish your child to be involved in church visits you must notify the school to this effect and alternative arrangements can be made.

## Pastoral Care and Guidance

Pastoral care involves caring for pupils as individual children and meeting their needs as fully as possible. They will become well-known to at least one member of staff and their progress and development will be monitored with interest.

Because of the character of this island community and the closeness of staff and pupils there is not a complex guidance structure such as would be found in a large secondary school. Primary pupils' needs will be met by their class teacher (for at least two successive years), Secondary pupils have a close relationship with a number of teachers, any of whom they may chose to confide in or seek support. All children are encouraged to speak to a member of staff if something is troubling them.

## Support for Learning

The Support for Learning Teacher and classroom assistants, work in both primary and secondary departments. They support classroom teachers by working with all pupils in a class, and may extract small groups or individuals to do individual tasks and programmes. Children with special educational needs are monitored and programmes are designed to meet their needs. The Learning Support teacher also works in a consultative capacity with class teachers and may work with very able pupils to further stretch them to reach their potential. She is also trained and experienced in dealing with behavioural difficulties.

If your child is experiencing any difficulties at school please contact the appropriate subject teacher, the class teacher, the Learning Support Teacher or the head teacher. Steps will be taken to identify and solve the problem. These may involve, subject to your agreement, working with outside agencies such as Psychological services.

## School Meals Charges

Lunch is possibly a more formal affair than in many schools, but we consider a civilized mealtime to be a virtue, and use it to ensure that children develop appropriate table manners and social skills. All meals are cooked on site using fresh ingredients. We do not provide junk food, plastic crockery or "eat and run" canteen cuisine. Most pupils take a school lunch although those with packed lunch join us in the dining room. Pupils sit in mixed groups with older pupils serving younger pupils. There is always a choice and lunches are tasty and healthy.

Primary £1.80 each day

Secondary £1.90 each day

Lunches can be paid for daily or weekly. Free meals are provided for pupils whose families are eligible. Application forms must be completed annually and are available from the School Office.

## School Shop

We operate a small stationery shop from the School Office where pupils can purchase pencils, rulers, calculators etc. Swimming goggles are also available to purchase.

We also provide the following services: Photocopying, Faxing, Laminating, Internet Access, Videoconferencing, Island Telephone Directory, Sanday Survival Guide (local information for newcomers), Sanday Sound (monthly newsletter), and Local Christmas Post.

## Accidents

Any accident or suspected injury will be reported to the local doctor or nurse and parents informed as soon as possible. Minor cuts and bruises will be attended to by the school secretary or any other member of staff who is first-aid trained.

## Medication

No Medication can be given in school without written parental consent. Where a child must have medication administered during the school day, parents should give precise instructions with the medication to the head teacher. The medication must be clearly marked with the child's name. Children are not permitted to carry or administer any form of medication.

## Dental Checks

The school dentist visits occasionally and operates a "negative consent" procedure, so if you do not want your child seen by this dentist it is very important that you write to us to this effect. Parents are not routinely informed of inspections (check-ups) by the dental service but we try to let you know when we know the dentist is coming so you can go along if you wish.

## Health

The schools medical service provides full medical examinations for new entrants to the school. Hearing and vision tests are given to older primary pupils, as are all necessary vaccinations. Parents will be notified in advance of these examinations.

There are no longer routine checks for head lice and control is the responsibility of parents. Lice-combs can be obtained from the school and most parents comb children's hair with these twice weekly as a preventative/identification measure. It is important that you inform the school if your child has any infectious disease eg ringworm, scabies, impetigo and verruccas. These should not necessitate exclusion from school once treated.

## Illness

If your child is slightly unwell in the morning but fit to come to school, please send them - we will look after them well, including colds, aches and sniffles. If your child becomes too unwell to stay at school we will, of course, call you to take them home.

## Property and Lost Property

All items of clothing or belongings brought into school should be named. Any losses should be reported immediately to a member of staff.



The school can not accept responsibility for money or valuable items lost by pupils unless they have been given to a member of staff for safe keeping. Pupils should not normally bring large sums of money or valuable items to school.

Lost property will normally be displayed during two school assemblies unclaimed property will be disposed of.

Certain items are not normally allowed in school, these include animals, mobile phones, computer games, chewing gum and aerosol sprays. For safety and security reasons, please keep jewellery to a minimum. Piercings will have to be covered with blue plasters for Home Economics.

## What to wear to school.

Pupils and parents were involved in producing this dress code which reflects the school's aim to help pupils to develop dress, behaviour and work habits which make them confident, reliable and high-achieving adults in the workforce.

The school dress code is:

Pupils are expected to come to school wearing clean and tidy clothes that are appropriate for work.

For PE pupils are expected to change your tee shirt and have shorts and trainers. Secondary pupils are allowed to change into track suit trousers.

Shoes must cover your feet. Sandals which show your toes are unsafe in Home Economics lessons, Science, Biology and Chemistry lessons and Craft Design and Tech Studies lessons.

Hair must be tied back for all practical lessons.

### **Pupils are allowed**

Light make up (secondary pupils only)

Sensible heels

Modest and inexpensive jewellery  
Subtle hairstyles and natural looking hair colour

### **Pupils are not allowed**

Any clothes which are revealing  
Any clothes with offensive slogans  
Symbols dyed or cut into your hair

There are also Health and Safety considerations:

- Dangly bits on clothing can get caught in practical subjects
- High heels are impractical given the activities pupils will be undertaking in the course of a day.

Pupils should bring warm outdoor clothing and tie back long hair for practical subjects. For Art they will need an overall or old shirt to keep in school.

Team kits are provided by the school for team competitions and events outwith Sunday.

Swimming costumes, towels and goggles will be required for the swimming block in PE.

## **Materials for Practical Subjects**

A small contribution for materials or ingredients is requested for home economics, and craft & design.

Home economics charge £2 per cooking lesson. CDT charge £6 per year for S1/2 £10 per year for S3 and 755 of project costs for S4

If this is likely to cause financial difficulty please inform the Head teacher and we will make sure that no child will be penalised or embarrassed.

## Instrumental Lessons

Violin instruction is available and may be provided individually or in small groups at the discretion of the instructor. There is no charge or aptitude testing for this service, however parents will be asked to provide an instrument (we can help with funding or lending instruments) if the child wishes to continue after the first few lessons and there may be a short waiting list from which the eldest children will be taken first. Children who clearly do not enjoy or make sufficient effort on their instrument may not be allowed to continue. Recent extra funding has enabled us to offer cello instruction too.

## ICT

Sanday School is extremely well equipped with up-to-date computer technology, with a suite of PC computers and a wireless networked class set of laptops. Additionally, there are PC computers in many other learning areas around school. From nursery upwards, pupils become competent in the use of computers, the use of other digital hardware such as cameras, email and internet.

We use digital projectors and interactive smartboards to provide up-to-date lessons/presentations and for pupils to use. Video conferencing is used by pupils, staff and community for a large variety of meetings, business matters and courses.

Our web site is at [www.sanday.orkney.sch.uk](http://www.sanday.orkney.sch.uk)

## Extra Curricular Activities

### Clubs

Throughout the year a range of activities is offered to pupils in term-long blocks. Nearly all pupils participate in several clubs and we aim to offer something for everyone. In recent years these have included science, kite-making, sewing and other crafts, various sports, chess and board games, cookery, traditional and highland dancing, junk model making, role-play,

drama..... After school sporty activities may include in netball, football, fencing, volleyball, fun and games and athletics Usually the clubs are run by teachers or other volunteers. For the safety of the children, we ask parents to collect them from the foyer during the winter months. We will not release unaccompanied children from the building into the darkness.

Other activities available for children include Guides, Brownies, Rainbows, Cubs, Scouts and the Duke of Edinburgh Award Scheme. These are run by volunteers out of school.

## Inclusion and Excellence schemes

The school is continually seeking funding to offer further opportunities for the island's children, to ensure that no opportunity is denied them due to their location, and to enable them to develop and demonstrate excellence in sports and musicianship by travel and competition.

## Visitors

We actively seek interesting visitors who will expand the children's horizons and bring new experiences and dimensions to their lives. Recent examples of this have included a local artist, musicians from the St Magnus Festival and the Folk Festival, a youth choir from Malawi, staff and pupils from our partner school, Minga in Malawi, archaeologists, architects and a host of others. Do let us know if you have an interesting story to share!

## School-Community Links

Sanday has had a "Community School" since 1991. During the day both the school and the community share use of the library, hall, changing rooms, community room and swimming pool. For security reasons, community use of the school during the day can only be through prior arrangement. In the evenings much of the school and its facilities are available to community user groups. This arrangement works very well and the Community Association share management responsibility with the head teacher. The community bookings secretary is Irene Brown who can be contacted at the school.

The library is a facility for use by everyone on the island. The school provides a large number of children's books including popular tape/book sets. The adult books are gifted from a number of sources and include the "Towrie Cutt" collection which, until recent years, gifted every book printed in Orkney.

## Parent Council

What is the role of the Parent Council?

It is a partnership between parents and teachers to support all in the school community.

The main roles are:

- Promoting effective communication between parents and the school
- Representing parental and community opinion on issues affecting the school
- Supporting the development of the school in all its aspects
- Suggesting new ideas and initiatives, researching and developing these
- Supporting the school by lobbying where necessary
- Organising a programme of training for its members

What else does the Parent Council do?

- Fundraising - to provide "extras" for pupils and the school
- Information - arranging meetings and workshops to inform other parents about aspects of their children's education. Attend Parents evenings where they provide information and an opportunity for other parents to share views and ideas.
- Social - running social events for parents and children

**The Committee**

Chair:

Ruth Brough

Secretary: Angela Lennie  
Treasurer: Kate Beale

Plus Parent representatives, Teacher representatives, the Head teacher, a Community representative and a representative from the Pupil Council

You can help by:

- Putting your name forward to be one of the parent members.
- Volunteering to help with fundraising events
- Sharing your ideas with the committee

## Further Information

If you are the parent of a pupil in Sanday School you can obtain the following documents from the school:

- Current school term dates
- Calendar of events
- Timetable (for Secondary pupils)
- Any policies requested
- The most recent parents' newsletter
- The most recent Standards and Quality report on the school
- The most recent report on this school by HMIe
- A number of forms that may be useful to you

Free Meals/clothing grant application  
Educational Maintenance Allowance form

I hope this handbook has been useful to you. Please let me know if you have any suggestions for improvement. Finally, please remember that if you have any queries or concerns regarding any aspect of your child's education, do call in and discuss them with me.

Rosemary Newton Head teacher