



MID YELL JUNIOR HIGH SCHOOL



Handbook 2024/2025



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Foreword

This booklet is intended to provide parents, pupils, staff and the community with useful information about Mid Yell Junior High School.

The school is moving forward in a very positive manner. We believe that it is a place where:

- Pupils feel secure and can enjoy learning
- Educational standards are high, yet tailored to each individual pupil's needs
- Staff enjoy their work, and their commitment to teaching is fully rewarded.

Vision

At Mid Yell Junior High School we aim to provide a learning community that is broad, aspirational and enjoyable within a safe and inclusive environment.

School Motto

Mid Yell Junior High School, learning at the heart of our **ISLAND**.

Values

Below are the values that our learning community believe are important. The initial letter of each word spells ISLAND, which relates to our motto.

Inclusive

- We welcome everyone into our school in a happy, warm and friendly way.
- We value every member of our learning community, celebrating diversity and treating everyone with respect.
- We understand the importance of empathy and value the experiences and emotions of others.

Supportive

- We work together with pupils, parents, staff and partner agencies to provide a positive learning experience.
- We work together as a team to ensure everyone meets their full potential.
- We communicate with others in a fair, positive and honest way.

Learning

- We engage in a broad education that is inspiring, varied and exciting.
- We use our creativity to meet challenges, using our initiative to solve problems.
- We are curious and critical thinkers, using modern approaches and technology to help us succeed.

Aspirational

- We understand the learning journey we are all on and work hard to achieve our full potential.
- We have high expectations for ourselves and strive to succeed in whatever we set out to do.

- We reflect on our actions and experiences and aim to be the best possible version of ourselves.

Nurturing

- We support, nourish and encourage every member of our learning community.
- We feel safe and trusted in school and confident to express our feelings and opinions.
- We participate in activities that promote a positive physical and mental well-being and understand the importance of self-care.

Developing

- We face challenges with a growth mindset and learn from our mistakes.
- We develop the skills for work, learning and life and actively promote positive leaver destinations.
- We actively engage with our wider community and promote and celebrate what makes our island unique.

The information contained in this booklet is accurate at the time of writing. Some of it will become out-of-date in the course of the year, and of course it is unlikely to contain everything you may want to know. It cannot and is not meant to take the place of direct contact between parents and school, so if you would like further information, or have suggestions on how school life might be improved in future, please get in touch.

Some Useful Addresses and Phone Numbers

1. The School:
Mid Yell Junior High School,
Mid Yell
Shetland
ZE2 9BN
Tel: 01595 745050
e-mail: midyell@shetland.gov.uk

2. The Local Authority:
Education & Social Care
Hayfield House
Hayfield Lane
Lerwick
ZE1 OQD
Tel: 01595 744000
Fax: 01595 744010

3. Education Service Head:
Mrs Helen Budge
Tel: 01595 744000

4. Clerk to Parent Council:
Mrs Julia Lyth
5 Meadowbank Road
Burravoe
Yell
Shetland
Tel: 01595 745050

5. For information and queries about dental / medical inspection:
Shetland Health Board
Gilbert Bain Hospital
Lerwick
Shetland
Tel: 01595 696767

The School

The old school buildings were completed and the school opened in 1966. The building of our new School started in 2009 and was completed in October 2010. The New school officially opened on 14th December 2011.

The school is non-denominational and open to both boys and girls. It caters for all stages from Nursery to Secondary four. Any adults wishing to join Secondary certificate classes should contact the Head teacher.

Our nursery pupils come from all over Yell and access nursery education from the age of three until they start school. In some cases children can have a nursery place from the age of two if it is felt that would be beneficial and are referred from our local health visitor or other agencies. Our nursery day runs from 9.00 until 15.15 Monday to Friday. More details on our nursery can be found in our Starting Nursery Guide.

Primary pupils, come from Basta, North-a-Voe, Camb, Setter, Herra, Westsandwick, Mid Yell, Vatster, Aywick and Otterswick. Our Secondary Department serves the whole island, as does our Nursery Department.

The school day begins for teachers at 8.50 and for pupils at 9.00. We have a morning interval from 10.40 until 10.55. Primary pupils have lunch at 12.25, while Secondary classes start lunch at 12.35. All afternoon classes resume at 1.15.

The primary pupils' day ends at 3.20 Monday to Thursday and at 2.05 on Friday. Secondary classes finish at 3.45 Monday to Thursday and at 2.05 on Friday. The buses leave at 3.50. Primary children who have to wait for the school bus, are looked after by an auxiliary. Our New primary 1 pupils have a fairly flexible start to their school life and we judge the amount of time they spend in school during the first term on an individual basis.

Our Swimming and Physical Education lessons all take place in the Leisure Centre adjacent to the school, and we also have the use of the local football pitch.

School staff provide coaching during out of school hours in activities such as football, netball, badminton and music. Pupils are always informed of the coaching currently available. This is a voluntary service provided by interested members of staff.



Choice of School

It is the custom and expectation that primary children and secondary pupils up to S4 stage will attend their nearest schools. Current legislation however allows parents to send their children to the school of their choice, provided that the preferred school has room for extra pupils and that no extra cost, e.g. transport, falls on the local authority. More information about this can be obtained from the School Service.

Following S4 our pupils have the choice to transfer to the Anderson High School and access Hostel accommodation or access courses at Shetland College, North Atlantic Fisheries College, an apprenticeship or start in the "world of work".



Starting School

All children who have reached the age of 5 on the day school opens after the summer holidays must enrol then.

Children who will be 5 before the end of the following February may enrol at the same time. Parents may decide to defer entry to school by another year, this is considered on an individual basis with the needs of each child at the forefront of the decision. The experience children gain during their time in the Nursery prepares them well for school life.

During the summer term we invite children, who will be joining our primary one class after the summer holidays, to come to school for induction afternoons. This greatly eases the transition to full attendance after the holidays. Details will be sent to parents of children involved.

School Transport



Pupils under 8 years of age who live more than 2 miles from school, and those over 8 living more than 3 miles away, are entitled to free transport. The S.I.C also provides transport during the winter for pupils living more than one and a half miles from school. In addition, they are willing to consider special cases, usually involving ill health or particularly difficult circumstances.

Separate transport for primary and secondary pupils, at different times, is not provided. An auxiliary supervises primary pupils while they wait for the school bus.

The Authority does not guarantee to provide "door to door" transport. In certain instances children may be required to walk some distance as appropriate.

Emergency Closure

Sometimes we have to close early because of weather conditions or power supply failure. On such occasions we do our utmost to alert parents, to ensure that no child comes home to a locked or empty house. However, as in cases of illness or accident, it is vital that every child should know where to go if there is no one at home. Emergency contact numbers should be provided and kept up to date.

We trust there will never be a time when we cannot safely get home from school in bad weather; but should it ever happen we shall arrange that as many pupils as possible stay with relatives or friends in the Mid Yell area. It would be very helpful if parents who can do so would arrange such accommodation and inform us.

On rare occasions blizzard conditions may develop before children can be safely sent home. If this happens children will be kept in the school until weather conditions improve or until an adult collects

them. As a last resort pupils will be kept overnight. The school is equipped with emergency heating and lighting, and a supply of food is available.

On mornings when it is doubtful whether we should set out for school, two possible scenarios occur.

- (a) The Authority informs head teachers that all schools are to remain closed or
- (b) The head teacher consults bus operators and comes to a joint decision with them.

If there is to be no school, a telephone relay system is set in motion to alert pupils who might otherwise go out and wait in vain for buses. These closures are usually announced on local radio and online in various media.

The final decision to send pupils to school in adverse weather conditions always rests with parents.

Health and Safety

The Medical and Dental services provided are organised by Shetland Health Board. Any parent wishing more detailed information should contact them directly.

The school nurse will see all entrants to Primary 1. This takes the form of a health interview and screening of height and weight, vision, hearing and speech. Some children may be referred to the school doctor at this stage. There will be a follow up inspection of children in Primary 3.

A health interview will be offered routinely to pupils in Primary 7 and Secondary 4. As a result of this interview some pupils may be referred to the school doctor.

It is hoped to check height yearly, weight and vision every two years, with hearing tests in Primary 3 and Primary 7. MMR/Rubella and HPV will be offered to girls in Secondary 1 who are not already protected, and BCG given to Secondary 2 pupils. Information will always be sent to parents prior to a health interview, medical or screening.



Details of all accidents are recorded in an online register.

A first aider sees any child who turns ill or has an accident at school. If necessary they will then be referred to a doctor or nurse at the Health Centre. If the pupil has to be sent home, the school will ensure that there is a responsible person available to care for them when they reach home.

If any child has, even temporarily, a condition that might affect, or be affected by school activities or which might cause alarm if not known about, it is very important that the school is informed, to ensure that the pupil receives proper care and attention.

We take all reasonable precautions to ensure the safety of the premises and equipment. We regularly report maintenance needs, hold termly Fire Drills and call in the SIC Safety Officer if in doubt on any safety matter.

Medication

It is the policy of Education Services that school will not administer any drugs or medicines to pupils, nor provide mild analgesics in any form.

However, there are two sets of circumstances in which requests may be made to the Head Teacher to deal with the administering of medicines to pupils at school.

1. Cases of chronic illness or long-term complaints, such as asthma, diabetes or epilepsy.
2. Cases where children recovering from a short-term illness are well enough to return to school but are receiving a course of antibiotics, cough medicine, etc.

The Head Teacher will only accept responsibility if the medicine is brought to the school by the parent, not the child, delivered personally to the Head Teacher or Depute Head, and medication is accompanied by written instructions.

School Code of Conduct

The School has a code of conduct based on the general principle that we treat each other, and the premises and equipment, with consideration and respect. We prefer positive motivation and hold that any rules or prohibitions must be explained and backed up with reasons, so that pupils will readily understand their purpose and importance. A copy of the School Code of Conduct is in the appendices.

There are however some basic rules which must be observed.

During school hours pupils may not leave the school grounds without the knowledge and consent of a teacher. They must sign a sheet in the office as they leave and when they return. Pupils may, if specially arranged by the school and the Leisure Centre, go there at intervals for approved activities.

Pupils in S3 and S4 may sign out at lunchtime if they have parental permission and follow the guidance given in advance.

Smoking is forbidden on school premises and buses.

Chewing gum is forbidden because of the mess it makes.

For safety reasons, snowballing within the school precincts during school hours is banned throughout Shetland.

For security, money or valuables should be lodged in the office or in the pupil's locker.

Knives should not be brought to school.

Mobile phones are to be switched off in classes. Primary pupils are not allowed to use any 'electronic equipment' - games etc during the school day unless directed by a member of staff.

If any damage occurs, accidentally or otherwise, it should be reported at once to a member of staff. If it has clearly resulted from reckless or malicious behaviour, liability for repair or replacement may fall on the person responsible.

Absence

Pupils are expected to attend school punctually and regularly, and a signed and dated note must explain all absences. In cases where the school becomes concerned about the frequency of absences parents will be informed by letter. They will then be contacted again prior to action, such as referral to the Reporter to the Children's panel, being taken. Very detailed statistics on attendance and absence now have to be compiled annually and sent to the Scottish Government Education Department in Edinburgh. We have been issued lately with much stricter guidelines about unauthorised absence. Please contact the school for advice on this.

Leaving School

Pupils whose 16th birthday falls on or before 30th September can leave on the previous May 31st. If a pupil's 16th birthday falls between 1st October and the end of February he/she can leave at the Christmas break.

Dress

There is no special school uniform, but pupils are expected to appear clean, tidy and presentable. However, extreme fashions are discouraged. The pupil council decided on a dress code that finds suggestive T-shirts, or the evidence of exposed underwear etc to be unacceptable. It is sensible to ensure that all outdoor clothing is clearly marked with the owner's name. A copy of the Dress Code is detailed in the appendices.

For PE lessons pupils should bring trainers (not the type that make black marks on floors), shorts, a top or T-shirt and a towel.

Please send a note if your child is unfit to take PE or swimming.

Anti Bullying Measures

Anti-Bullying Policy 2018

[anti-bullying-in-shetland-schools-policy](#)



The school has a responsibility to create a safe environment for all the pupils in its care so that parents can send their children to school in the confident knowledge that they will be protected from bullies.

In line with recent study and research we define bullying as follow:-

"Any sort of abuse of power which is hurtful. It can be verbal, social, material, psychological or physical."

In line with the School Code of Conduct we aim to encourage respect for each other, the building, and between teachers and pupils. At interval times a playground auxiliary and the janitor supervise pupils. Any issues of bullying are dealt with as soon as is possible, following the SIC policy. At various stages in the Primary and Secondary the children will participate in Anti Bullying workshops and programmes. These messages are also shared at primary gatherings and whole school assemblies. If bullying does occur it is dealt with appropriately by teachers/auxiliary/janitor. Serious or recurring cases are referred to the school's Anti-bullying Co-ordinators. They monitor and record

any incidents, which can then be shared with appropriate staff members. Parents may also be contacted as appropriate. At all times pupils are urged to let it be known if they feel they are being bullied. Any parents who feel they might have a concern are encouraged to contact the Anti-bullying co-ordinators, the Head teacher or any other member of staff as appropriate.

The issue of bullying will be kept to the fore by:

- Being included on the agenda of each staff meeting
- Including topics on bullying in the curriculum at all stages
- Always giving pupils the opportunity to talk about bullying in general

The effectiveness of our anti bullying measures will be reviewed regularly as part of the "How Good is our School" audit cycle.

Additional Support Needs

Learning difficulties can occur for a variety of reasons - we are always alert for signs of such problems and try to spot them as early as possible. We welcome input from parents and urge you to get in touch with the school if you have any concerns. ASN staff provide help to any pupil having difficulties - these can be short or long term. Help is usually given in the classrooms but occasionally pupils, either singly or in small groups, will go to the ASN room. We prefer to provide ASN support in the classrooms whenever possible which means that more pupils receive help.

We are well provided with suitable materials and equipment and staff are kept up to date with regular In Service training and meetings with colleagues.

If we feel we need additional support or advice we can contact various Outside Agencies. This would normally only happen after we had discussed the situation with parents and received their consent if further support or assessment is required.



Assessment

Pupils in the primary and lower secondary are assessed on a continuous basis, with class work and homework. Project & unit assessments can be used by class teachers as tools to help inform assessment and plot the next steps in learning. The National Assessment Resource (NAR) is available to staff as a source of advice and to download appropriate assessment examples.

In S3 and S4 assessment is more formal, with a number of assignments and investigations counting towards the pupil's SQA certificates.

The school is continuing to develop Formative Assessment as part of our continuous improvement this session, involving all pupils and staff in assessing their own and others work. This should mean that all our pupils are actively involved in their own assessments and evaluations.

Insurance

The Council holds Public Liability Insurance cover that provides indemnity to Third Parties, including school children, in the event of legal liability falling on the Council.

No provision is made by the Council for Personal Accident cover except:

1. Personal Accident cover is provided in the case of pupils who take part in work experience programmes arranged by school in co-operation with the Education Industry Liaison Officer.
2. Comprehensive travel insurance is arranged by the school for all residential trips (i.e. involving an overnight stay), in or outwith Shetland, as part of the package.

Education Services recommend that pupils should not be allowed to leave school grounds during the school day unless the approval of a member of the Management Team has been given. If pupils leave school premises without seeking the above permission the school cannot be held responsible for any accident or injury occurring during the time outwith school.

Clothing and personal affects are not covered for loss or damage unless employees of the Council are found to have been negligent.

Parents are, of course, free to arrange their own personal accident cover for their children.

Instrumental Tuition



This school has a particularly strong music tradition, and we are glad to be able to offer individual instruction in piano, traditional fiddle, woodwind, drumming and accordion. Tuition is offered during school hours to children who show aptitude and interest, who are prepared to work and practise and who have an instrument to practise on. It is rare that instrumental tuition will be offered to pupils younger than primary 4.

The scope for individual tuition is limited, and not everyone who applies can be accommodated immediately. The Education Service now has an Instrumental Instruction Policy, which includes aptitude tests. Pupils who have been selected but do not respond well or make reasonable progress may have to make way for others who will benefit. A copy of a booklet for parents entitled Instrumental Provision can be obtained from Children's Services on request. Further information and the waiting list form can be found at: [Instrumental Instruction – Shetland Islands Council](#)

One instrumental lesson a week is not enough to ensure worthwhile results; regular practice must be undertaken as prescribed by the instructor. **It is also expected that work missed in subject classes, to attend instrumental tuition, will be completed in the pupil's own time.**



Liaison with Other Schools and the "Outside World"

We maintain close links with other schools in Shetland in various ways:

1. We remain in close and regular touch with Cullivoe and Burravoe Primary Schools, through their weekly visits to Mid Yell for PE and swimming etc.

Also, as part of our Pupil Support programme, we have a regular consultation involving the heads of our associated primaries and the Pupil Support Staff of Mid Yell Secondary to discuss and make any necessary special provision for next year's Secondary One, who are drawn from all Yell Primaries. These pupils also come in for 2 full days in June to meet their classmates and teachers for next year and to have a foretaste of the secondary timetable. A further link is provided by the fact that some of our specialist teachers also serve the Primaries. In addition, Burravoe & Cullivoe primary 7 pupils join Mid Yell School primary 7 for specialist classes on Thursday afternoons during the third term.



There is also a transition programme in which pupils/staff from the three schools take part in the summer term. This involves the pupils all getting together for a day in each of the three schools.

2. We co-operate with the AHS, Brae High School, Shetland College and Careers Office in helping parents of Secondary four pupils to make transfer decisions and in planning courses for those moving on.
3. Our staff have regular contact with teachers from other school through In-Service Training, Subject Panel meetings, Local Course Development Groups, Head Teachers' Meetings, etc.
4. Our pupils meet those of other schools at football and netball matches, athletics meetings, and sports tournaments.
5. We sometimes "share" trips outwith Shetland with other schools. Every 2 years we have a Primary 6/7 trip with pupils from all schools on Yell, Unst and Fetlar.



6. Over the past few years we have built up close relationships with several schools across the world and developed a broad programme of international education. We have taken pupils and staff on several educational trips to find out about life and culture in other countries and communities. These include Spain, Reunion Island and China
7. We continue to take an interest in, and be informed about, the careers of our former pupils.
8. As part of the curriculum, we organise field trips and visits to museums and places of interest.

9. The Mid Yell School has positive links with many local employers who support our Developing the Young Workforce agenda to great effect.

The Curriculum.

With the introduction of Curriculum for Excellence our curriculum is undergoing some major changes and developments. The purpose of the curriculum is summarised in the four capacities - to enable each child or young person to be a **successful learner**, a **confident individual**, a **responsible citizen** and an **effective contributor**.

These are based on the 7 principles for curriculum design: **challenge & enjoyment; breadth; depth; coherence; relevance; progression; personalisation and choice**.

Our pupils have the right to a **broad general education**, including the experiences and outcomes well planned across all the curriculum areas, from early years through to S3. A **senior phase in education after S3** should provide opportunities to obtain qualifications as well as to continue to develop the four capacities.

They should have opportunities to develop **skills for learning, skills for life and skills for work** with a continuous focus on **literacy, numeracy and health and wellbeing**.

Pupils must study subjects from within the curricular areas:

1. Expressive Arts
2. Health & Well Being
3. Languages
4. Mathematics
5. Religious and Moral Education
6. Sciences
7. Social Studies
8. Technologies

Secondary One and Secondary Two

In Secondary one and Secondary two all pupils are taught as mixed-ability groups, and there is no separation of boys and girls in any subject. All pupils study English, Maths, Science, French, Social Studies, Technical, Art, Music, ICT (Information and Communications Technology), Social-Moral-Religious Education and Physical Education, and cooking and food hygiene.

The Pupils also enjoy having opportunities to select short elective courses which can add another dimension to their learning.

Secondary Three and Secondary Four

Pupils in Secondary three and Secondary four continue to study a broad and balanced curriculum, in accordance with the document Curriculum Design for the Secondary Stages. Details of the subject choices are shown as the option sheet for National 4 & 5 courses in the appendix to this handbook. Pupils in this school normally choose seven certificate subjects.

The Scottish Qualifications Authority (SQA) is the body which controls certificate exams. All certificate and non-certificate passes are recorded on the same certificate, which is issued by the SQA.

Secondary pupils have the use of lockers in which they are encouraged to keep all valuables and money during the school day.

The Primary Department

There are seven primary classes, from Primary One to Primary Seven, but only two class teachers, making composite classes necessary. The actual division depends on the number of pupils in each class - - we do not normally split year groups.

Our primary classrooms are well equipped and basic competence in ICT is firmly established in the Primary Department.

Visiting specialist teachers and instructors serve the Primary Department as well as the Secondary, and several of our full-time secondary staff also contribute to the Primary Curriculum.

Reporting and Parental Liaison.

Reports are intended to be detailed and genuinely informative. They concentrate on stating, in detail, what children can actually do, and what skills they have mastered.

Our present practice in Primary is to issue one in-depth written report on each child in the course of the school year, and to balance this at a different time in the year by having a face-to-face discussion, with parents, about the child's progress. These individual meetings are held in the evening by appointment, usually in February. There is also a Parents Evening held at the start of each session, usually late August. We also send home parent information sheets every term and encourage parents to help set 'home targets' with their child and also to evaluate them. Other targets are set by the pupils in consultation with their teacher.

Secondary reports are issued at different times, to meet different needs and to help spread the administrative load on teachers. Those for S1 and S3 are issued in May and June. S4 reports are sent out in December, while S2 reports are issued in February and have a special bearing on choices for S3. At each of these times there will be parental liaison, usually in the form of a Parents' Evening. There is also a settling in report for S1 in October, followed by a Parents' Evening, and a settling in report for S3 in October. In December the S4 Targets will be sent home to parents too, as an indication of how they are progressing during this important year.

There is an Open Evening in June or July when all parents and others interested in the school are invited to come along. Prize giving takes place at this time.

Over and above these arrangements, parents are welcome to contact the school at any time if there is any matter they wish to raise or clarify.

The school has a very active and supportive Parent Council which has proved very successful and has provided valuable support to the school over the years. We would encourage all parents to get involved and support the work of this great group.

Homework

Homework is set, largely at the discretion of individual teachers:

1. To consolidate and reinforce class learning.
2. To encourage private study and responsibility.

3. As special preparation for certificate exams.
4. To ensure that work begun in class, which could and should have been finished, is in fact completed.
5. To give parents an insight into what their children are doing at school.

We try to match quantity and level of difficulty of homework to the ability and needs of each individual child. We also try to allow more than one evening for major tasks, to allow the homework load to be spread throughout the week. The school provides each secondary pupil with a study planner. Pupils are instructed in their use and all homework should be entered in them. Parents are encouraged to sign their child's study planner weekly and these will be checked by 1st line Guidance regularly. Any parent having concerns over their children's homework should contact the school.

We hope that you will take an interest in your children's homework, by encouraging them to do it conscientiously and return it on time. A copy of the Homework policy can be found in the appendices.

Private, independent reading cannot be too highly recommended as an educational aid, and if there is no other homework then this should be encouraged. Also, regular times tables practice, especially in Primary, can be of significant benefit.

After School Homework Club

A Homework Club is available, this has been set up to provide a supported environment and designated time to allow pupils to complete homework tasks. Please see Miss Nicholson to arrange days to suit.

Fruit will be provided for any pupils that would like a healthy snack during this study club.

Pupils are expected to arrange their own transport home. However, if this is proving difficult then please contact the school and we will try our best to organise transport home.



Parent Council

The Mid Yell Parent Council has at least four elected parent members, one elected teacher member, and two members co-opted from the community. The Head Teacher attends board meetings to inform and advise, but does not have a vote. The Local Education Service may send a representative to meetings, and the Council may invite any persons to attend who seem likely to be able to give useful information and advice. The Parent Council must approve the school plans on spending the per capita allowance for books and equipment before these items can be ordered. The Board will have a part, along with the Education Service, in the appointment of Head Teacher and Deputy Head.

The current Board Members are:

Mrs Tammie Fraser	Chair
Mrs Lynsay Cunningham	
Mrs Julia Lyth	Clerk
Mrs. Michelle Coutts	Teacher Representative
Mr. Mark Lawson	Head Teacher
Ms Zuleika Brown	community member
Mrs. Jill Thomson	Vice-chair
Mrs Louise Tulloch	
Ms Alex Sheach	
Mrs Jude Kelman	
Mrs Louise Smith	
Mrs Vicky Johnson	
Miss Katherine Brown	

Pupil Council

The school has a Pupil Council and classes have elected pupil representatives. This group meets with the Head Teacher and the Depute Primary once a term. The meetings are formally conducted and minutes taken. This allows all pupils to raise issues with management, through their elected representative.

The Secondary pupil members currently elected to the Council are:

Lisa Thomson	S4 Chairperson
Hunter Coutts	S4 Treasurer
Kaylan Brown	S4 Secretary
Cameron Sheach-Mosedale	S3
Callum Brown	S3
Mark Henry	S2
Evie Tulloch	S2
Kristoffer Coutts	S1
Filip Poniecki	S1

The Primary pupil members currently elected to the Council are:

Leah Buce	P7 Chairperson
Macy Williamson	P7 Vice-Chair/ Secretary
Leon Johnson	P7 Treasurer
Lukas Fewsdale	P7
Anna Williamson	P5

Religious and Moral Education

Our RME classes in both Secondary and Primary provide education about religious and moral issues consistent with the guidelines from the SCCC. The course has a wide base and endeavours to broaden the knowledge pupils have about religions and faiths. Any parent wishing to withdraw their child from Religious Education lessons must inform the Head Teacher in writing. We sometimes has visitors of different faiths who come to help us deliver this part of the curriculum.

Religious Observance.

As required by the Authorities, observance of a broadly Christian nature is practised on a number of occasions. During whole school assemblies, we might observe the Lord's Prayer or have some reflection time. The Primary Department has a separate assemblies some weeks, and the whole school has a service at Christmas time. Parents who want to withdraw their children from observance should inform the Head Teacher in writing.

School Meals Booking

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

The School Meals Service provides a healthy and nutritious lunch, which is cooked on the premises. The menu is available on the school website.

The current charge for school meals are:

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

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

School Milk

School Milk is offered to all pupils. For Pupils in P1-7 there will be a weekly charge of £1.25. This must be paid through your ParentPay account. Please note this is a weekly rate regardless of how many days milk is taken.

You may be eligible for support with Free School Meals/ Milk or a Clothing Grant, please visit [EMA, Bursaries and Financial Support - Shetland Islands Council](#) for further information and to apply online.

School Improvement Plan

The Mid Yell Junior High School Improvement Plan consists of three main parts:

1. General Aims
2. Annual Audits
3. Development Priorities for the following session

Each session the Audits examine important aspects of the school's work, with any problems identified being fed into the Improvement Priorities for future years, and any strengths identified, providing a strong base for the following year.

Pupil Support and Welfare.

All members of staff, whether or not they hold a designated pupil support post, are concerned with the personal welfare of children, and look out for any sign of discomfort, unhappiness or under-achievement. As an extra safeguard, every child is encouraged, if in difficulty of any kind, to approach which ever member of the entire staff he or she feels best able to talk to.

Primary teachers naturally form a strong bond with the children they teach every day. In the Secondary Department Pupil support is organised by Mr F Hall, and each class will have a first line pupil support teacher.

Pupil support work can be categorised under three main headings:

- 1. PERSONAL**
- 2. CURRICULAR**
- 3. VOCATIONAL**

The following is a list of some of the pupil support "services" offered to pupils here:

Transition	P7-S1, S4-S5
Care of sick pupils	S1-4
Personal References	S4
Yearly pupil support Report/Target setting reports	S1-4
Advice on Interview Skills	S4
Computerised Careers Advice	S3
Curricular Guidance for pupils	S2-4
Guidance for Statutory School Leavers	S4
Monitoring of Pupils' Progress in School	S1-4
Personal and Social Education Programme/ASDAN Courses	S1-4
Individual Pupil Support when necessary	S1-4
Guidance for Potential University/College Applicants	S4
Extensive information on U.K. University/College Courses	S4
Careers Information on a wide range of Jobs and Occupations	S1-4
Work Experience	S4
16+ Learning Choices Co-ordinator	S4+

A copy of the S3-4 Choices booklets are shown in the appendix.

S2 Pupils complete these after lengthy pupil support advice.

S4 pupils obtain similar advice before choosing courses for S5 and S6 at Anderson High School or Brae High School.

The Mid Yell Junior High School also has a comprehensive Child Protection Policy. This policy is based on the principles outlined in the Shetland Inter-Agency Child Protection Procedures. A copy of this policy is available online at: [Shetland inter-agency Child Protection Procedures \(safershetland.com\)](http://safershetland.com)

Throughout your son or daughter's school career we wish to maintain regular contact with you as parents, and regular pupil support reports will be sent home.

We would urge you to get in touch with us on any matter which may be giving you concern regarding your son or daughter's welfare at school.

School Library



Mid Yell School has a very well stocked library. It caters for all ages, from babies to adults, with the majority of the stock suitable for school aged children. Apart from books there are magazines, videos, talking books, e books, music CD's, maps and a reference section. The library is open during school hours and at break times so there is ample opportunity for browsing and selecting books. Classes are also timetabled into the library for one period a week when the children learn library skills and find out how to locate the information they need. Pupils are allowed to borrow up to 8 items at a time for a four-week period. For more

information on School Library Services please see www.shetland-library.gov.uk

Community Library

We have a community library which is open each Wednesday evening from 5.00pm - 7.00pm during term time. A wide selection of books available plus a laptop, printer and ipad available for public use during these times. Books can be ordered from the library service and picked up in the school.

Community Use of the School.

Most of the school's facilities are available to the community at rates fixed by the Authority. Hiring of school premises can be arranged by phoning the school during school hours.

Please note that use of the school kitchen requires separate approval from the Education Services, School Meals Section, Hayfield House, Hayfield Lane, Lerwick, (01595 744055).

School website

The School website is kept up to date with all the school information. Please have a browse sometime at www.midyell.shetland.sch.uk .

STAFF

Mr Mark Lawson	Head Teacher
Mrs Susan Thomson	Depute Head/ Computing Teacher
Mrs Michelle Coutts	Principal Teacher of Curriculum/ UP Teacher
Miss Louise Nicholson	Pupil Support/ Social Subjects Teacher
Mrs Julia Lyth	Clerical Assistant
Mrs Kelly Keith	Clerical Assistant
Mrs Chelsea Thomson	Upper Primary Teacher (Mon/Tues)
Ms Annette Gear	Lower Primary Teacher
Mrs Ann-Marie Smith	Senior Practitioner
Mrs Kirsty Bruce	Early Years Practitioner
Mrs Gwen Johnson	ELC Support Worker
Mrs Julie Preston	ELC Support Worker
Mrs Tammie Fraser	Library Assistant
Mrs Gemma Feeney	ASN Teacher
Mrs Jackie Guthrie	Learning Support Worker
Mrs Caroline Keith	Learning Support Worker
Mrs Louisa Lewis	Learning Support Worker
Miss Karolina Matlinska	Learning Support Assistant
Mrs Jenna Smith	Learning Support Assistant/Play Practitioner
Mr Donald Anderson	English Teacher
Ms Carla Mitchell	English Teacher (Tues)
Mr Jamie Mouat	Maths/ Physics Teacher
Mrs Lynsay Cunningham	Science Subjects Teacher
Ms Isabelle Boulay	French Teacher
Mr Matthew Fenney	Business/ Admin Teacher
Mr Matthew Ronalds	Technical Subject Teacher
Miss Emma Shaw	Art Teacher
Mrs Anne-Karine Strachan	Music Teacher
Ms Jude Kelman	Home Economics Instructor
Mrs Marie Lamb	Supervisory Assistant
Ms. Laura Turner	Supervisory Assistant
Mrs Louise Smith	Cook in Charge
Mrs Lynne Nisbet	Kitchen Assistant
Mrs Bryony Hansen	Kitchen Assistant
Ms Claire Ferguson	Cleaner in Charge
Mrs Donna Wolff	Cleaner
Miss Olivia Brown	Cleaner
Mrs Amelia Meudell	Janitor
Vacant Post	Youth Development Worker