



Shetland Islands Council

Dunrossness School Information Handbook



2026-27

Contact Details

Name	Dunrossness Primary School
Address	Dunrossness Shetland ZE2 9JG
Telephone	01595 745440
Website	https://blogs.glowscotland.org.uk/sh/dunrossness/
Email	dunrossness@shetland.gov.uk
Stages of education	Early learning and childcare (nursery) and Primary
Roll	Primary: 94 Early Learning and Childcare: 21
Denominational status	non-denominational
Head teacher	Mrs Louise Leslie
Parent Council Chair	Mrs Sarah Green
Parent Council Email	parentcouncildunrossness@gmail.com

Welcome to Dunrossness Primary School

We hope this handbook gives you a helpful introduction to our school and provides the information you and your family need throughout the school year.

Dunrossness Primary School is situated in the South Mainland of Shetland and serves the communities of Levenwick, Bigton, Quendale, Boddam and Virkie. We are fortunate to be surrounded by a rich and varied local environment, with beaches, wildlife, historical sites and community facilities all within easy reach. We make the most of our local area as part of children's learning and their wider experiences at school.

At Dunrossness, we value the relationships we build with our children, families and wider community. We believe that children do best when school and home work together, and we encourage parents and carers to be involved in school life and to get in touch whenever they have questions, concerns or ideas to share.

This handbook provides key information about Dunrossness Primary School and ELC for the 2026–27 school year, including our routines, approaches to learning, support for children and practical information for families.

We aim to keep the information in this handbook accurate and up to date; however, arrangements may change during the school year. We will communicate any significant changes directly with families.

Further information and regular updates about school life can be found on our school blog: [Dunrossness Primary School](#)

Parents and carers are also very welcome to contact the school directly if they require further information or clarification.

Alternative formats of this handbook, including large print or other accessible formats, can be provided on request.

Information about schools across Shetland is also available through the Shetland Islands Council website: [Schools and Learning – Shetland Islands Council](#)



Head Teacher	Mrs. Louise Leslie
ASN Teacher	Mrs. Kim Wells
Class Teachers	
Nursery	Ms Michelle Sandison
Primary 1/2	Miss Vikky Morrison
Primary 2/3/4	Mrs. Kristy Dag/Mrs. Kristen Smith
Primary 4/5/6	Mrs. Fiona Henderson/Mrs. Brenda Smith
Primary 6/7	Mrs. Jenny Teale
Intensive Support Teacher	Ms Michelle Sandison
Nursery Staff	
Senior Practitioner	Mrs. Leona Smith
Practitioners	Mrs. Amy Colvin Miss Carrie Coutts Miss Curstaidh MacKay Miss Helen Ball
ELC Support Workers	Miss Helen Ball Miss Hannah Watt Miss Ashley Obern
Modern Apprentice	Miss Megan Bolt
Support Staff	
Learning Support Workers	Miss Caitlin Gerrard Mrs. Emma Graydon Mrs. Gwen O'Driscoll Ms Maureen Stewart Miss Ella Roberts
Support Worker (Play)	Mrs. Kelly Harcus
Supervisory Assistants	Mrs. Marion Sutherland Vacant Post
Clerical Assistant	Mrs. Katherine Sandison/Miss Jodi Clark
Janitor	Mr. Trevor Jamieson
Visiting Teachers and Instructors	
P.E	Miss Hannah Robertson
Music	Ms Dana Stewart
Art and Design	Ms Fiona Burr
Piano	Mrs. Moira Peterson
Traditional Fiddle	Ms Eunice Henderson
Accordion	Mr. Bruce Peebles
Guitar	Mr. Stevie Hook
Lower Strings	Mrs. Annalie Irvine
Canteen Staff	
Head Cook	Mrs. Bethany Kelly (temp)
	Mrs. Marina Smith Vacant Post

Our Vision, Values & Aims

OUR VISION

N	E	S	S
Nurturing	Education in the	South End of	Shetland

Our Values

Happiness	Creativity	Helpfulness	Respect
Honesty	Inclusion	Caring	

Our Aims

01 Supporting successful learners Fostering curiosity, creativity and a lifelong love of learning.	02 Nourishing confident individuals Helping children to feel valued, safe and proud of who they are.
03 Building responsible citizens Developing kindness, respect and understanding of the world around us.	04 Encouraging effective contributors Supporting children to work well with others, contribute ideas and share their thinking with confidence.

These are our New Vision, Values and Aims that we will be rolling out over the school year.



Visiting the school

If you are considering Dunrossness Primary School for your child, or have already been offered a place, we would be delighted to welcome you for a visit.

We can show you around the school, introduce you to members of our team and give you and your child a chance to get to know us.

We know that starting or moving school can be a big change. We will work with you and your child to help them feel happy, confident and ready to start, and to put any additional support in place to make the transition as smooth as possible.

Please contact the school directly to arrange a visit.

The School Day

8.45am — Supervision begins in the playground

9.00am — School starts

10.50–11.05am — Morning break

12.15–1.05pm — Lunch

3.00pm — School finishes

Ready for the Day

Please help your child to arrive on time and ready to begin learning at 9.00am. If mornings are proving difficult, please get in touch — we will be happy to see how we can help.

Arriving at School

School doors open to children at 8.45am. Please do not send children to school before this time, as supervision cannot be guaranteed.

Playtimes

Children are supervised during playtimes and are encouraged to enjoy time outdoors whenever possible, so please make sure they come to school with suitable outdoor clothing.

Communication

Good communication between home and school is really important to us. We pride ourselves on being welcoming, approachable and open, and encourage families to get in touch whenever they have a question, concern or something they would like to share.

We communicate with families in a variety of ways, including face-to-face conversations, email, school diaries and our school blog. We may also contact families by telephone when needed. In the event of an unexpected school closure or other urgent situation, we will use the appropriate school and local authority communication channels to keep families informed.

Please Keep us in the Loop

Sometimes things happening outside school can have a big impact on how a child feels during their day.

If there is anything that may affect your child's wellbeing or learning — perhaps a poor night's sleep, changes at home, a new baby, illness or a family bereavement — please let us know.

Information will be treated sensitively and shared only where appropriate. Knowing what is happening helps us to understand your child and provide the right support when they need it.

Communication works best when it goes both ways.

Staying up to Date

School diaries may be used to share information between home and school, so we encourage parents and carers to check these regularly.

Most letters and school information are sent electronically, so please make sure we have an up-to-date email address and contact details for your family.

Be Part of our Learning

We love involving our families and wider community in children's learning.

If you have a job, hobby, skill, experience or interest that could link to something our children are learning about, we'd love to hear from you. From sharing a skill or talking about your work to helping us explore a new topic, there are lots of ways you can contribute to learning at Dunrossness.

Out of School Club

The Out Of School Club is currently not operational. Should there be any changes to the service, we will let the school community know.

Community

Dunrossness Primary School is proud to be at the heart of our local community. We want our children to feel connected to the people, places, culture and traditions around them, and to understand the positive contribution they can make.

Throughout the year, we look for opportunities to bring school and community together. This may include welcoming local groups and visitors into school, taking part in community events, working with local organisations and creating opportunities for our children to learn beyond the school grounds.

We also encourage children to think about how they can make a difference to others. Our pupils take part in fundraising, charitable activities and local and national events, helping them to develop kindness, responsibility and an understanding of the wider world.

These experiences are an important part of learning at Dunrossness. They help our children to develop a strong sense of belonging, community and culture, while building relationships across generations and celebrating what makes the South End of Shetland a special place to live and learn.

Our school is part of our community — and our community is an important part of our school.

Parents, Carers and Families

Working Together

We warmly welcome parents, carers, family members and friends to be involved in the life and work of Dunrossness Primary School. There are lots of ways to get involved. You might share a skill or experience with a class, help with an activity or club, support a school trip, join us for an event or help with fundraising.

We know that children benefit when home and school work well together. By building positive relationships with our families, we can better support children's learning, wellbeing and experiences at school.

For ideas and information about supporting your child's learning, visit Education Scotland's **Parentzone Scotland**:
[Parentzone Scotland](#)

Your Views Matter

We want families to have a genuine voice in the life and development of our school.

Throughout the year, we provide opportunities for parents and carers to share their views on different aspects of our work. We use this feedback as part of our ongoing self-evaluation and improvement planning.

You don't need to wait to be asked, though! Feedback, ideas and suggestions are welcome at any time. Please speak to a member of staff, telephone the school or get in touch by email.

Our Parent Council

Dunrossness Primary School is fortunate to have an active and supportive Parent Council. The Parent Council represents the views of our parent community and works in partnership with the school to support our children and contribute to school life and improvement.

Information about the Parent Council, including meeting information and minutes, can be found on its Glow site:

[Dunrossness Primary School Parent Council](#)

All parents and carers are part of the school's wider Parent Forum, and there are different ways to get involved with and support the Parent Council.

You can find out more about the role of Parent Councils in Scotland through Education Scotland:

[Parent Councils – Parentzone Scotland](#)

Your involvement matters — whether that's helping at an event, sharing an idea, giving us feedback or simply supporting learning at home.

Behaviour

Staff and pupils have worked together to make our 'Behaviour Blueprint' which applies across the whole school. The adults and children follow the same rules!



At Dunrossness, positive relationships are at the heart of our approach to behaviour. We have high expectations for everyone and help children understand what it means to be Ready, Respectful and Safe.

When things go wrong, we respond calmly and consistently, helping children understand what has happened, repair relationships and make positive choices. Our approach is set out in our Positive Relationships Policy and Behaviour Blueprint. Copies are available from the school office or on our school blog.

Mobile Phones

Primary pupils should not take a mobile phone to school. Where a pupil has a legitimate need to have a mobile phone in school, you must notify the school to arrange for the phone to be handed in to the school office at the start of the day and it will be returned at the end of the school day.

Digital wearables linked to mobile phones, such as smart watches and rings, should have settings enabled to avoid receiving or transmitting notifications which can distract the wearer and others

Parents who need to make urgent contact with their child are advised to phone the school office.

For further details please visit: [Mobile Phones in Schools Review – Shetland Islands Council](#)

Snack and Drinks

Snack time

Children are encouraged to bring a small, nutritious snack to enjoy at morning break. Please make sure snacks are easy for your child to manage independently and are clearly named where appropriate. Some of our younger classes may have snack in the afternoon as well, you are welcome to send a second snack in if you wish.

Water

We encourage children to drink water throughout the school day. Children should bring water to school in a named, leak-proof bottle — please do not send glass bottles.

Water bottles can be refilled at school when needed.

Milk

Milk is available each school day for children who wish to have it. There is a charge for school milk, which is paid through ParentPay.

School Meals

Children can enjoy a freshly prepared cooked lunch, made on site by our school catering team. Menus offer a range of choices and are designed to provide children with a healthy, balanced meal.

School meals should be booked in advance through ParentPay. Booking ahead helps our kitchen team to plan effectively, order the right amount of food and reduce food waste.

Information about free school meal entitlement and current meal charges is shared with families and is also available from Shetland Islands Council. Families who think they may be entitled to free school meals are encouraged to apply.

Encouraging Healthy Choices

At lunchtime, children are encouraged to choose a balanced selection of food and to try different foods.

We recognise that children have different tastes, appetites and needs. Children are encouraged to try foods, but they will never be forced to eat something they do not want.

If your child has allergies, dietary requirements or additional needs around food, please let us know so that appropriate arrangements can be discussed.

Packed Lunches

Children are also welcome to bring a packed lunch from home. Please use a securely fastened, clearly named lunch box and non-breakable containers.

School lunches and packed lunches are eaten together in the school dining area.

The Curriculum for Excellence

Our Curriculum

At Dunrossness Primary School, we want learning to be engaging, meaningful and enjoyable. Our curriculum follows Scotland's Curriculum for Excellence and is designed to help every child develop the knowledge, skills and confidence they need for learning, life and work.

Curriculum for Excellence aims to support children to become:

Successful Learners • Confident Individuals • Responsible Citizens • Effective Contributors

These four capacities are reflected throughout children's experiences at Dunrossness.

Curriculum Levels

Children progress through Curriculum for Excellence at a pace that is appropriate for them.

Early Level

Usually ELC and P1

First Level

Usually P2–P4

Second Level

Usually P5–P7

These levels are a guide rather than a race. Children develop at different rates and our focus is on progress, appropriate challenge and supporting each child to achieve their best.

What will my child learn?

Children experience learning across eight curriculum areas:

Literacy & English

Numeracy & Mathematics

Health & Wellbeing

Sciences

Social Studies

Expressive Arts

Technologies

Religious & Moral Education

Literacy, numeracy and health and wellbeing are particularly important and are developed across children's learning, not only during individual lessons.

Digital skills, creativity, problem solving, citizenship and skills for learning, life and work are also developed throughout the curriculum.

What does learning look like?

There is no single way of learning at Dunrossness.

Depending on what children are learning, you might see them talking, reading, writing, investigating, creating, problem solving, playing, working together, using technology or learning outdoors.

Children have opportunities to:

- learn independently and with others
- explore ideas through play and practical experiences
- ask questions, investigate and solve problems
- make choices and contribute to their learning
- use digital technology to support learning
- learn outdoors and within our local community
- develop resilience, independence and confidence.

We make use of the fantastic opportunities available in Shetland and our local community, working with partners and visiting local places to give children meaningful, real-life learning experiences.

Literacy

We want every child to develop the skills and confidence to read, write, talk and listen effectively.

In the early stages, children develop the foundations for literacy through talking, listening, stories, rhymes, play, phonological awareness, mark-making and early writing.

As children progress, they develop their reading, writing and communication skills through a wide variety of texts, contexts and experiences.

One of the most valuable things families can do is read with and to their child regularly. Sharing books, stories and conversations helps develop vocabulary, imagination and a lifelong enjoyment of reading.

Numeracy & Mathematics

We want children to become confident, curious and capable mathematicians.

Children develop their understanding of number, money, measurement, shape, information handling and other areas of mathematics through a combination of practical experiences, discussion, problem solving and written work.

We encourage children not simply to find an answer, but to explain their thinking, spot patterns, make connections and try different ways to solve problems.

Health & Wellbeing

Children's health and wellbeing is at the heart of school life.

Through learning, relationships and everyday experiences, we help children develop an understanding of physical and emotional wellbeing, relationships, healthy choices, resilience and keeping themselves and others safe.

Health and wellbeing is everyone's responsibility, and supporting children to feel safe, included, respected and ready to learn underpins everything we do.

Additional Support for Learning

Every child's learning journey is different.

Some children may need additional support, different approaches or individualised learning at different points during their time at school.

Where additional support is required, we will work closely with children, families and other professionals to identify needs, plan appropriate support and review progress.

Parents and carers will be involved in discussions about significant additional support or individualised approaches to their child's learning.

How do we know how children are progressing?

Assessment is part of everyday learning rather than something that happens only through tests.

Teachers use a range of information, including children's classwork, conversations, observations, practical activities and assessments, to understand what they can do and identify their next steps.

Children are also encouraged to understand their own learning, recognise what they have achieved and know what they are working towards next.

Keeping you informed

We want parents and carers to understand how their child is progressing.

We do this through parents' evenings, annual written reports and ongoing communication between home and school. We also provide opportunities throughout the year for families to share in children's learning.

If you have a question or concern about your child's learning or progress, you don't need to wait until parents' evening — please get in touch with us.

Transitions

We know that moving on to a new class or school is an important step for children and their families. We aim to make transitions as positive and well supported as possible.

Moving Through Dunrossness School

Throughout their time at Dunrossness, children are supported as they move from ELC into Primary 1 and from one class or stage to the next. Each year, we hold a Transition Day, when children spend time in their new class and meet their teacher. This gives them an opportunity to become familiar with new routines and surroundings before the start of the new school year.

We recognise that some children may need additional support with transitions. Where this is the case, we work closely with children, families and other professionals to put appropriate arrangements in place. For children with additional support needs, transition planning may begin well in advance of a move.

Moving to Secondary School

Our cluster secondary school is Sandwick Junior High School (SJHS). We have strong links with SJHS and, throughout their time at Dunrossness, children have opportunities to visit the school and become familiar with staff and the secondary school environment. As children approach the end of P7, we work closely with SJHS to support a smooth transition into S1.

Further Information

Families looking for additional information or advice about transitions may find the following useful:

- Parenting Across Scotland – advice and support for parents and families
<http://www.parentingacrossscotland.org/>
- Scottish Transitions Forum – Principles of Good Transitions
<https://scottishtransitions.org.uk/7-principles-of-good-transitions/>
- Scottish Government – Supporting Children’s Learning guidance
<https://www.gov.scot/publications/supporting-childrens-learning-statutory-guidance-education-additional-support-learning-scotland/>
- Shetland Islands Council – information about additional support needs
<https://www.shetland.gov.uk/support-pupils/additional-support-needs-information/3>

Additional Support for Learning

At Dunrossness School, we want every child to feel included, supported and able to take part fully in their learning. All children receive support as part of everyday learning and teaching, but at different times some children may need additional support.

Additional support can be short or long term and will look different for every child. It might include adapting learning or resources, individual or small-group support, support within the classroom, or working with other professionals.

We have dedicated staff who support children with additional support needs and work closely with class teachers to plan appropriate support. Where needed, we also work alongside other professionals and services to make sure children receive the right support at the right time.

Working with families is an important part of this process. We will involve parents and carers in discussions about their child's needs, the support being provided and how well it is working.

If you have any concerns about your child's learning or development, or think they may need additional support, please speak to your child's class teacher or contact Mrs Leslie.

Further information about additional support for learning, including parents' and children's rights, is available from **Shetland Islands Council**:

Getting It Right For Every Child (GIRFEC)

Getting It Right for Every Child (GIRFEC) is Scotland's approach to supporting the wellbeing of children, young people and their families. It aims to make sure children receive the right help, from the right people, at the right time.

At Dunrossness, this means working in partnership with children, families and other services when additional help or coordinated support is needed.

Information about children is treated carefully and shared appropriately. Where consent is required, this will be discussed with the child and/or their parent or carer.

You can find out more about GIRFEC here:

Shetland Islands Council:

<https://www.shetland.gov.uk/girfec/getting-right-every-child>

Scottish Government:

<https://www.gov.scot/policies/girfec/>

Child Protection

Every child has the right to be safe and protected from harm. Keeping children safe is everyone's responsibility. All school staff have a responsibility to be alert to concerns about a child's wellbeing or safety and to follow Shetland's child protection procedures. Where we have concerns about a child, we have a duty to act and to share relevant information with the appropriate services.

If you are worried about the safety or wellbeing of a child or young person, you can contact the school or seek advice directly from Children's Social Work.

Duty Social Work: 01595 744420

Out of hours: 01595 695611

Police: 101

In an emergency: 999

Further information and advice is available from:

Safer Shetland – Child Protection:

<https://www.safershetland.com/child-protection>

Shetland Islands Council – Child Protection and Children at Risk:

<https://www.shetland.gov.uk/children-families/child-protection-children-risk>

School Improvement

At Dunrossness School, we are committed to continually improving the experiences and outcomes of our children.

Each year, we evaluate our work and gather feedback from children, families, staff and partners. We use this information, alongside attainment and other evidence, to identify what is working well and where we need to improve.

Our Standards and Quality Report (SQR) looks back at the previous school year and shares our progress, achievements and areas for further development. Our School Improvement Plan (SIP) sets out our priorities and planned improvements for the year ahead.

We value the views of our whole school community and provide opportunities throughout the year for children, families and staff to contribute to school improvement.

Our latest Standards and Quality Report and School Improvement Plan can be found on our school website:

<https://blogs.glowscotland.org.uk/sh/dunrossness/parent-council/school-improvement-plan-2/>

Information about schools and education across Scotland is also available from:

Scottish Government – School Education Statistics

<https://www.gov.scot/collections/school-education-statistics/>

Education Scotland – Inspection Reports

<https://education.gov.scot/inspection-and-review/find-an-inspection-report/>

Policies

Our school policies and procedures help us provide a safe, supportive and consistent experience for children and families. Copies of school policies are available from the school office, and key policies are also available on our school website. Some policies and guidance apply to all schools across Shetland and are provided by Shetland Islands Council. These cover areas such as attendance, inclusion, health and wellbeing, school transport and educational visits.

Current Shetland Islands Council information, policies and guidance for schools and families can be found at:

<https://www.shetland.gov.uk/schools-education>

Trips

We believe that some of the best learning happens beyond the classroom. Throughout the year, children have opportunities to take part in a range of trips, visits, sporting events and outdoor learning experiences.

At the beginning of each school year, we ask families to complete a general consent form covering local trips and activities. This means we do not need to ask for a separate permission slip every time a class is learning or taking part in an activity away from the school. We will always let you know in advance when your child is going on a planned trip or visit and will share any important information, such as timings, clothing, equipment or packed-lunch requirements. For some activities or trips, particularly those further afield or involving additional arrangements, we may ask for separate consent.

Instrument Tuition

Children have opportunities to develop their musical skills through Shetland Islands Council's Instrumental Instruction Service. Eligible pupils can express an interest in learning an instrument, with tuition offered depending on the instruments, instructors and places available. We will share information with families when opportunities to apply arise.

Further information about instrumental tuition and current arrangements is available from Shetland Islands Council:

<https://www.shetland.gov.uk/schools-learning/instrumental-instruction>

Religious Observance

Religious observance forms part of school life and may be included within our assemblies and special events throughout the year. Our approach reflects Scotland's Christian heritage while recognising and respecting the different beliefs, faiths and perspectives represented within our school community. We aim to ensure that activities are inclusive and allow children to participate in a way that respects their own beliefs and those of others.

Parents and carers have the right to withdraw their child from religious observance. If you would like to discuss this or request that your child is withdrawn, please contact the school. Appropriate alternative arrangements will be made.

Attendance and Absence

Regular attendance at school is important for children's learning, wellbeing and friendships. We understand, however, that there will be times when children are unable to attend.

If Your Child is Absent

If your child is unwell or unable to attend school, please contact the school as soon as possible, ideally before the start of the school day, to let us know the reason for their absence.

If a child does not arrive at school and we have not received an explanation, the school office will contact their parent or carer to make sure that they are safe.

If your child has an appointment or needs to be absent for another reason, please let us know in advance wherever possible.

If your child has an illness or injury that may affect their participation in school activities, please let us know so that we can make appropriate arrangements.

Sickness and Diarrhoea

To help prevent infection spreading within school:

Children should not return to school until at least 48 hours after their last episode of vomiting or diarrhoea.

If your child has another illness or infection and you are unsure when they should return to school, please contact us for advice.

If Your Child Becomes Unwell at School

If your child becomes unwell during the school day, we will contact you or one of your emergency contacts and arrange for them to be collected.

If urgent medical attention is required, we will seek appropriate medical help and contact you as quickly as possible.

Please make sure that the school always has up-to-date contact and emergency contact details.

Medicines in School

Where possible, medicines should be given at home. We recognise, however, that some children may need medication during the school day. If your child needs medicine at school, please contact the school office.

Appropriate arrangements and written parental consent must be in place before staff can administer medication.

Please do not send medication into school with your child without discussing this with us first.

Further information and the relevant forms are available from the school office.

Family Holidays During Term Time

We strongly encourage families to arrange holidays during school holiday periods wherever possible, as absence from school can interrupt children's learning.

In line with Scottish Government guidance, family holidays taken during term time will normally be recorded as unauthorised absence. There are limited exceptional circumstances in which a term-time holiday may be authorised.

If you need to request a term-time absence, please contact the school and complete a Leave of Absence Request Form.

Other Requests for Leave

Requests for leave for reasons other than illness or routine medical appointments should be made to the Head Teacher using a Leave of Absence Request Form, available from the school office.

Please let your child's class teacher or the school office know about medical, dental or other healthcare appointments. Where possible, we encourage appointments to be arranged outside school hours.

Further information about attendance in Scottish schools is available from the Scottish Government:

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

Collecting Your Child During School Hours

If you need to collect your child during the school day, for example for an appointment, please report to the school office when you arrive. A member of staff will arrange for your child to come to you. For the safety of all our children, visitors should not move around the school unaccompanied unless agreed with a member of staff. Children leaving school during the school day must be signed out by a parent, carer or other authorised adult known to the school.

School Closures and Adverse Weather

Occasionally, severe weather, power cuts or other unexpected circumstances may mean that the school has to close or make changes to the school day.

If the school needs to close during the school day, we will contact parents, carers or emergency contacts before children are sent home. Please make sure that we always have up-to-date contact details and emergency arrangements for your child.

If we know in advance that the school will be closed, we will let families know as soon as possible through our usual communication channels.

During periods of severe weather, school transport may be delayed, altered or unable to operate. Families should consider the conditions in their own area when deciding whether it is safe for their child to travel to school.

We encourage families to have a plan in place for unexpected school closures, including arrangements for their child if they need to return home earlier than usual.

First Aid

We have staff trained to provide first aid and will care for your child if they become ill or have an accident during the school day.

Minor injuries will usually be treated in school. If we are concerned about an injury or your child is too unwell to remain at school, we will contact you or one of your emergency contacts.

If your child requires urgent medical attention, we will seek appropriate medical help immediately and contact you as soon as possible.

Please make sure that the school has current telephone numbers and emergency contact details so that we can reach you quickly when needed.

Transport

Some children are entitled to free school transport depending on where they live and Shetland Islands Council's school transport criteria.

For children starting school, we will provide the relevant information to the school transport team. Families will normally receive details of their child's transport arrangements directly from Shetland Islands Council before the start of the school year.

If your child is entitled to school transport but will not be using it, please let us know.

Changes to Going-Home Arrangements

It is very important that we know how your child is getting home each day. If your child is not travelling home on their usual bus, or is being collected by someone instead, please let the school know directly. Please do not rely on your child to pass on a verbal message about a change of arrangements.

If you would like your child to travel on a different school bus, this must be agreed in advance, as spare places may not always be available.

Letting us know about changes as early as possible helps us make sure that every child gets safely to the right place at the end of the school day and avoids unnecessary delays to school transport.

Travelling Safely

Children travelling on school transport are expected to behave safely, responsibly and respectfully.

Seatbelts must be worn where provided and should remain fastened until the vehicle has stopped. Families are responsible for ensuring that children board their transport safely in the morning, while school staff and transport providers support safe travel at the end of the school day.

We work closely with families, transport providers and Shetland Islands Council if any concerns arise about a child's journey or behaviour on school transport.

Further information about school transport, including eligibility and current arrangements, is available from Shetland Islands Council.

What Your Child Needs for School

We provide children with the stationery and learning resources they need in school. Children will also receive a book bag and home-school diary where appropriate.

We ask families to provide:

- A school bag – large enough to carry an A4 folder
- A named water bottle – filled with water rather than juice
- A warm, waterproof coat – we make use of our outdoor spaces throughout the year and in a wide range of Shetland weather!
- Swimming kit – swimsuit/swimming shorts, towel and goggles when required. We will let you know in advance when your child is due to begin a swimming block.

Please name clothing and belongings, including coats, jumpers, swimming kit and water bottles. This makes it much easier for us to reunite lost items with their owners!

Children generally do not need to bring toys or other belongings from home unless a member of staff has asked them to. We understand that some children may benefit from bringing a familiar or comforting item to support them in school. Please speak to your child's teacher if this would be helpful.

School Uniform and Clothing

School uniform is not compulsory at Dunrossness School. However, many children choose to wear our school sweatshirt or jumper, which helps create a sense of belonging to our school community. Information about ordering school clothing is available from the school office.

Whether wearing school uniform or their own clothes, children should come to school in comfortable, practical clothing and footwear that allows them to learn, play and spend time outdoors.

Please bear in mind that school can sometimes be messy! Children may be painting, crafting, gardening, exploring outdoors or learning in our local environment, so clothing that can cope with everyday school adventures is ideal.

PE

On PE days, children should come to school wearing suitable clothing and footwear that allows them to take part safely and comfortably. Class teachers will let families know which days children have PE.

For health and safety reasons, jewellery may need to be removed for PE and other physical activities.

School Fund and Fundraising

Throughout the year, fundraising helps us provide additional experiences and resources for our children, such as special events, celebrations, trips and equipment.

Our school community is very supportive of fundraising activities, and we are always grateful to families, local businesses and community groups who contribute their time, ideas or support.

There is never an expectation that families must contribute to fundraising activities. We recognise that circumstances are different for every family and aim to make our events and activities as inclusive and accessible as possible.

From time to time, we may invite families to help with an event or contribute items for fundraising activities. Any support is always appreciated, but entirely voluntary.

We are also very happy to hear new fundraising ideas from children, families and members of our wider school community.

Financial Support for Families

We want all children to be able to take part fully in school life and recognise that the costs associated with school can sometimes be challenging.

Financial support may be available to families, including help with school clothing, school meals and other costs. Eligibility and the support available can change, so we encourage families to check the latest information from Shetland Islands Council.

You can find current information and apply for support here:

<https://www.shetland.gov.uk/support-pupils/ema-bursaries-financial-support>

If you are experiencing financial difficulties that may affect your child's experience at school, you are also very welcome to speak to us confidentially. We will always do our best to help or point you towards appropriate support.

Online Safety

Learning how to stay safe online is an important part of children's learning and wellbeing.

We encourage families to talk regularly with children about their online activities and to help them make safe and responsible choices when using games, apps, social media and other online services.

CEOP Education provides useful, age-appropriate advice and resources for children and families:

<https://www.ceopeducation.co.uk/>

Concerns and Complaints

We want families to feel comfortable speaking to us if something is worrying them. Most concerns can be resolved quickly through open and respectful communication.

If you have a concern about your child, we encourage you to speak to their class teacher in the first instance. If the matter remains unresolved, or you feel it would be more appropriate, please contact the Head Teacher.

If you wish to make a formal complaint, please contact the Head Teacher. Complaints are handled in line with Shetland Islands Council's complaints procedure.

Placing Requests

Children will normally attend the school serving the area in which they live. However, parents and carers have the right to make a placing request if they would like their child to attend a different school.

Placing requests are made through Shetland Islands Council. The Council's website provides current information, application forms, deadlines and contact details:

<https://www.shetland.gov.uk/schools/school-enrolment/2>

Families of children with additional support needs have the same right to make a placing request. Further information and independent advice about additional support for learning is available from Enquire, the Scottish advice service for additional support for learning:

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

We hope you find this handbook useful. If there is anything you are unsure about, or if you need information that isn't included here, please get in touch. We are always happy to help.