

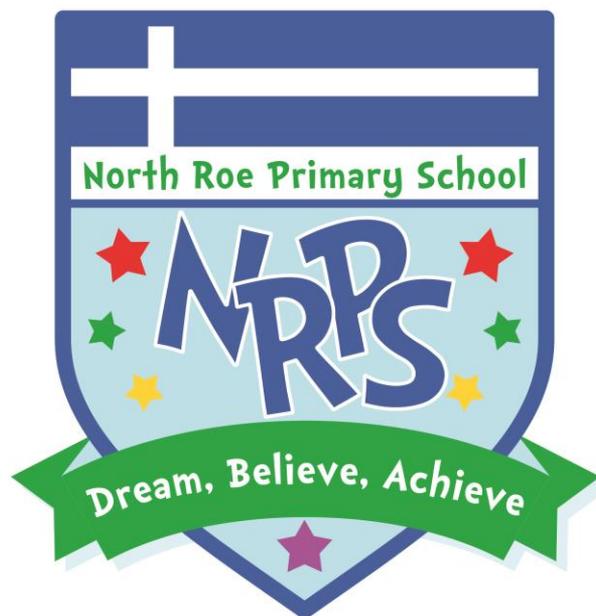


Shetland Islands Council

North Roe Primary School

Information Handbook

2023 -2024



Contact Details

Name:	North Roe Primary School
Address:	North Roe, Shetland, ZE2 9RY
Telephone:	01595 745685
Website:	https://blogs.glowscotland.org.uk/sh/northroeprimaryschool/
Email:	northroe@shetland.gov.uk
Stages of education:	Primary
Roll:	16
Denominational status:	Non-denominational
Head Teacher:	Mrs Hannah Johnson
Parent Council:	Mr Phillip Johnson (Chair)

About this handbook

This handbook provides information for the school year 2023-2024. Although the information is believed to be correct (August 2023), it is possible that changes have occurred, or will occur during the course of the year, that will affect the contents for this year or for the following school years. For further information or clarification, please contact the school and/or look at our school blog. A hard copy of the school handbook or an alternative form/language other than English can be made available, please contact the school.

Handbooks for all Shetland Islands Council's schools can be found on the council's website. The direct link is: <http://www.shetland.gov.uk/education/SchoolHandbooks.asp>

Contact Arrangements

For brief informal discussions, the Headteacher is happy to take telephone calls or meet parents before or after the school day. Formal appointments can be made for the end of the school day and some evenings.

Introduction

North Roe Primary School is one of three primary schools that serve the Parish of Northmavine. It is the most northerly school on the mainland of Shetland.



The school was built in 1878 and is of traditional design, consisting of an attached schoolhouse and one room which is now used as the school's general purpose room. In 1962 and in 1992 extensions were built in order to increase the level of accommodation, which now consists of two main classrooms, staffroom, kitchen and storage facilities as well as the general-purpose room.

Members of the local community are involved mainly in crofting, fishing, aquaculture, construction industry and in the oil industry at Sullom Voe Terminal.

The school is at present a one-teacher school with a roll of 16, as of August 2023. The head teacher, Mrs Johnson, teaches the class 3.5 days per week. Mrs Stuart teaches the class 1.5 days per week. Visiting specialist teachers come to the school once a week to teach the children Art and Music. We currently have a vacant Physical Education Teacher post.

When you
Enter this
Loving school
Consider yourself
One of the
Members of an
Extraordinary family

School Ethos

The school is the heart of the North Roe community. Our school community feels like one big family. The school ethos is friendly and nurturing, our staff are trauma informed and trained in Safety Intervention. We use the CIRCLE resource which has provided our staff with a framework to identify classroom strategies to support learners with additional support needs access the curriculum and to be included. This year we are developing the Zones of Regulation, it is one of the priorities on our 2023-2024 School Improvement Plan.

The Vision, Values and Aims of North Roe Primary School

Vision:



Our School
Vision

Our vision is to be
a vibrant community
of learning
and **AMBITION**
WHERE TOGETHER WE
support each other
to reach our
full potential
in life.

Values:

At North Roe Primary School, the school community works together to ensure that all our learners are supported to reach their full potential in life. We have consulted with parents, learners and staff to review our school values, which are outlined below. Our values are important to us, they make our school a happier place and allow the staff, learners and school community to improve and progress.



Our School Values

- N** Nurturing Kindness
- R** Respect for Everyone
- P** Perseverance to Succeed
- S** Supporting Inclusion

NRPS we will always try our best!

Aims:

Our school aims to inspire, motivate and support learners to reach their full potential by:

- ❖ Engaging learners in the highest quality learning activities to develop a culture of creativity, ambition and achievement.
- ❖ Providing a safe, caring, happy and stimulating environment in which each learner is valued and supported.
- ❖ Fostering high quality leadership and management at all levels.
- ❖ Working in partnership with parents, learners and other agencies to support learners to become:
 - ◆ Successful learners
 - ◆ Responsible citizens
 - ◆ Confident individuals
 - ◆ Effective contributors

The school maintains very close links with all its associated primaries, the local nursery unit at Urafirth Primary School and with Brae High School. Smooth transition of pupils between nursery/primary and primary/secondary is key to our learner's emotional, social and educational development. North Roe Primary School works closely with a number of partner agencies i.e. NHS, Shetland Recreational Trust etc. to ensure best experiences and outcomes for all/individual pupils.

When at North Roe Primary School, our learners are expected, supported and encouraged to behave with respect for others and themselves. They are also expected and encouraged to respect the school building and property. Positive behaviour and respect are essential ingredients for a happy and safe school community. We promote positive behaviour by developing positive relationships based on mutual respect. We use our class charter to develop pupils understanding of positive behaviour and their rights and responsibilities. Where possible, learners are encouraged to suggest solutions to difficulties encountered with peer agreement being key. Parents will be informed of any serious or persistent difficulties.

Rights Respecting School

We are working towards our first Rights Respecting Schools award. All learners take part in creating a 'class charter' each year, which outlines our rights and responsibilities based on the UN Convention on the Rights of the Child. All learners are encouraged to respect the rights of others in order that an effective learning environment can be maintained through mutual respect.

Concerns

If you have any concerns regarding your child, please contact the Headteacher to discuss these.

Contact arrangements:

For brief, informal discussions, the Headteacher is happy to take telephone calls or meet parents before or after the school day. Formal appointments can be made for the end of the school day and some evenings. The school Facebook page should not be used to discuss any concerns or confidential information. Please contact the Headteacher by phoning the school on 01595 745685 or by e-mailing northroe@shetland.gov.uk

Absence/Sickness

If your child is ill, or if you think it is necessary for your child to be absent from school for any other reason, please contact the school with the details, as soon as possible. Parents should contact the school before 9.30am to explain why a child is absent. If no contact is received by 9.30am, the school will contact the parent.

Good attendance is essential and parents should arrange family holidays to coincide with school closure times. The Scottish Government guidance to authorities on attendance and absence (Circular No. 5/03) states that family holidays are to be classified as “unauthorised absence” from school, unless under exceptional circumstances.

[Included, engaged and involved part 1: promoting and managing school attendance - gov.scot \(www.gov.scot\)](#) was published in 2019 and attendance guidance is currently being developed. An Attendance Matters leaflet can be found here on the council website - [Parental Involvement – Shetland Islands Council](#)

Complaints

Please direct a complaint to the Headteacher in the first instance.

The School Complaints Procedure can be found on Shetland Islands Council’s website.

The direct link is:

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

Visiting the school

You may wish to visit the school if your child has been offered a place or if you are seeking a place for your child. Please contact the school to make arrangements.

Communication

North Roe Primary School promotes good communication through:

- An Open Door policy - parents are welcome to come into school to discuss any matter concerning the education or wellbeing of their child.
- Reading records/homework diaries with sections for home and school to make comments.
- Our School blog and Facebook page provides information on what the children have been learning.
- Termly school calendars with an overview of 'what's on this term'.
- Information letters in pupil bags or e-mails to parents to communicate upcoming events or changes to routine.
- Parent Council Meetings.
- Two parents evenings per year to discuss learner's progress.
- One detailed pupil report per year.
- Termly evaluations of the progress of the School Improvement Plan.
- **Emergency contacts** - it is essential for the school to have a telephone number to enable contact to be made quickly in an emergency. In this context, it is vital that parents inform the school of any change to their address or telephone number or that of their emergency contact(s) so that our records can be kept up to date.
- If there are **adverse weather conditions** parents should listen to SIBC between 7.30 and 8.00 am to hear if there has been an early decision not to open schools. Information is also published on the Council's homepage and parents can now follow alerts on twitter. If there is no blanket closure the head teacher will contact you individually before 8.45am if North Roe Primary School is to be closed. On occasions through the winter, when snow or ice leads to bad driving conditions, school will close early so that children can reach home before dark. The usual time for such a close is 1.00 pm, so parents should arrange to be at home or for an emergency contact to take their children when this happens. From time to time, blizzard warnings, deteriorating conditions or power cuts mean an immediate close – in some cases turning pupils back as they arrive at school. An attempt will be made to inform parents of such a closure, but this is not always possible so careful instruction should be given about what to do in the case of your child finding a locked door. On rare occasions, unexpected blizzard conditions may develop before children can be

safely sent home, if this happens children will be kept in school until weather conditions improve or until an adult collects them. At all times, transport operators are in the best position to assess road conditions and to judge whether it is safe to bring children or staff to school or not and the Schools Service liaises closely with them in reaching a decision. However, the responsibility for deciding to send children to school in adverse weather conditions rests finally with parents. If parents do bring children to school on occasions when school transport does not operate, they are responsible for their safe return.

- When unexpected power cuts occur in better weather, if the temperature and lighting in school are up to acceptable Health and Safety standards, the school day will continue as normal. Children will be sent home if the provision of school meals is in doubt.

Parental Involvement

North Roe Primary School has an active Parent Council that meets once per term.

Chairperson:

Phillip Johnson

Vice Chair

Saskia Cromarty

Secretary/Clerk:

Kelly Goodlad/Sophie Robertson

Treasurer

Jennifer Johnson

Parent Council Members:

All parents are invited to each parent council meeting.

The Parent Council discusses the life and work of the school including improvement planning, the Standards and Quality reporting, policy making, pupil activities, fundraising etc. Parental views are vital to the operation and development of the school and all parents are welcome to attend these meetings.

Parents and community members are invited into school for open days and community events. All parents are invited to become parent helpers.

Family Learning

Health and well-being are key aspects in the life and work of the school and partnership with parents is crucial. We promote family learning and encourage parents to be active partners in the life and work of the school. The school organises a range of opportunities each term for parents to support their child's learning, both in school and at home.

All pupils are set homework weekly/monthly to support family learning, help develop independent learning skills, develop time-management skills and to help develop, revise and consolidate class work. The amount and type of homework will vary according to the age and ability of each learner. Parents are asked to encourage and assist their children when necessary, by providing, for example, a suitable time and place for homework.

There are two formal Parents' Meetings where learner's progress is discussed in October/November and June, a formal report is also issued in May. Throughout the year, there are various social and curricular events to which all parents are invited, including the Christmas Concert held in the local hall, family learning nights and School Open Days.

Annually, as part of the school's audit and review cycle, parents are requested to complete a questionnaire to collect views on the work of the school and areas for improvement. These are fed into the improvement planning process. However, parents are welcome to share their views informally at any time, including the biannual parents evenings. There is a comment box at the front door, where parents can post anonymous comments at any time. For further information and resources regarding getting involved with your child's learning, please contact the school and/or look at Parentzone on Education Scotland's website. The direct link is: <https://education.gov.scot/parentzone>

Medical Issues

Medical examinations are carried out by a member of the School Health Team on pupils in Primary 1. Parents are notified in advance of these visits and may be present if they wish. The school will not administer any drugs or medicines, nor will the school provide mild analgesics in any form. There are, however, two sets of circumstances in which requests may be made to the Head Teacher with regard to the administration of medication to pupils at school:

1. In cases of chronic illness or long-term complaints, such as asthma, diabetes or epilepsy.
2. In cases where children recovering from a short-term illness are well enough to return to school, but are in receipt of antibiotics, cough medicines etc. Please note staff will not administer the first dose of a medication that is new to the child.

The Headteacher will only accept responsibility if the medicine is brought to school by the parent, delivered personally to the Headteacher and is accompanied by the completion of necessary administration forms. If your child has an ailment or allergy, of which the school would need to be made aware, please inform the Headteacher. This information will be treated sensitively. Parents whose children have particular problems may contact the Child Health Service on 01595 743076. The Head Teacher, Clerical Assistant and Learning Support Worker hold a current Emergency First Aid Certificate.

A dental visit is made during each session in order to assess dental care required by pupils. Between these visits dental treatment can be obtained by arrangement with the School Dental Clinic on 01595 693204.

A Curriculum for Excellence

Curriculum for Excellence is designed to provide a coherent, flexible and enriched curriculum throughout a child's life from 3 to 18 years old. The curriculum aims to ensure that all children and young people in Scotland develop the knowledge, skills and attributes they will need if they are to flourish in life, learning and work. Curriculum for Excellence defines five levels of learning. The first four levels provide a broad general education, with progression to qualifications described under a fifth level, the senior phase.

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

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond. This will ensure children continue to work at a pace they can cope with and be provided with challenge they can thrive on. Detailed information about Curriculum for Excellence can be found on Education Scotland's website.

Some children will have an alternative and individualised curriculum that may have a higher emphasis on health and wellbeing, and skills for life. Some children with complex additional support needs may be using the CfE milestones for foundation skills and competencies, literacy and English and numeracy and mathematics – [Milestones: Supporting learners with complex additional support needs \(education.gov.scot\)](https://www.education.gov.scot/milestones)

Curriculum

At North Roe Primary School, we aim to educate each learner according to their age/ability by means of a broad and balanced curriculum, learning through all eight curricular areas:

1. Literacy
2. Numeracy & Mathematics
3. Health & Wellbeing
4. Social Studies
5. Science
6. Technologies
7. Religious & Moral Education (RME)
8. Expressive Arts

Through their learning experiences, we encourage pupils to become successful learners, confident individuals, effective contributors and responsible citizens. Class teachers work along with specialists in teaching Expressive Arts, Music and P.E. Lots of learning is interdisciplinary to help pupils make connections across discrete areas and support them in developing and securing the transference of skills across subjects. Learners are encouraged to be creative and enterprising through class topic work and individual projects to develop the school, its grounds and to link with the local community. Outdoor activities and school trips are integral to developing pupils' knowledge and understanding of the world and undertaken whenever possible to compliment lessons, within the finances available.

Under Curriculum for Excellence, everyone involved in education has a responsibility to develop young people's literacy, numeracy and health and well-being skills across all areas of their learning. Staff work together to plan for the development of skills in these key areas seeking to employ a wide variety of contexts both in and out of the classroom.

Sex Education is an important aspect of every child's personal development. With parental consent, learners are taught about relationships, puberty, reproduction and parenthood at the appropriate level for their age and stage. Prior to any work being undertaken parents are given an opportunity to view and discuss materials/videos being used. Parents have the right to withdraw their child from Sex Education after consultation with the school. The school works with partner agencies to deliver age appropriate programmes on drug and alcohol awareness to pupils.

Religious and Moral Education (RME) forms part of the curriculum for all primary pupils. It may be taught as a discrete subject or within a Social Studies topic. In common with all subjects the development of pupils' spiritual, moral, social and cultural values is given due regard. Assemblies will be held regularly, four/five times a year and may be led by the Headteacher, the school Chaplain or by the pupils. Parents have the right to withdraw their children from religious education and/or observance. These requests, however, should be made in person or by letter to the Headteacher.

Children in primary 6 and 7, take part in Bikeability Training. Pupils should wear fluorescent/reflective jackets when cycling and walking to school during dark winter months, cycle helmets must be worn at all times. The police are willing to visit the school to give talks on water safety, fireworks safety, dealing with strangers and road safety.

To promote healthy eating, the school has a healthy eating award. Learners are encouraged to take a healthy snack to school each day to eat at break time. Learners earn points for eating fruit/vegetables, points then earn prizes!

The Rationale of our Curriculum

What makes our school unique:

- Size
- Location
- Community
- Child-centred
- Ambition
- Global Citizenship
- Ethos

Planning learning activities using Curriculum for Excellence experiences and outcomes in:

- Expressive Arts
- Languages & Literacy
- Health & Wellbeing
- Mathematics & Numeracy
- Religious & Moral Education
- Sciences
- Social Studies
- Technologies

Assessing learning & planning next steps using:

- Progression pathways
- Benchmarks
- Assessment is for learning
- Teacher judgement
- Moderation activities
- Summative assessments
- Formative assessments

Learning and Teaching to develop:

- Skills for learning
- Skills for work
- Skills for life

Our Values:

- Nurturing kindness
- Respect for everyone
- Perseverance to succeed
- Supporting inclusion

NRPS

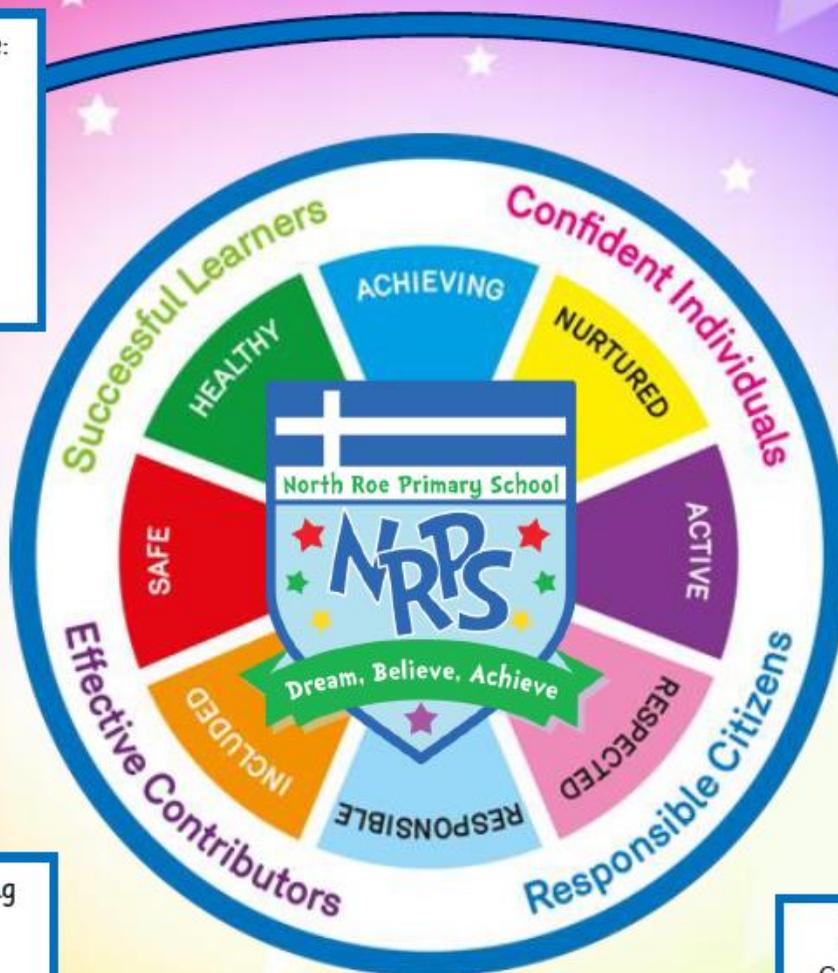
We will always try our best!

Principles of our Curriculum Design:

- Challenge & Enjoyment
- Breadth
- Progression
- Depth
- Personalisation & Choice
- Coherence
- Relevance

Local & National Guidance:

- Curriculum for Excellence
- Excellence & Equity
- Raising Attainment
- Developing the Young Workforce
- Getting It Right For Every Child



Our Curriculum Rationale

North Roe Primary School aims to inspire, motivate and support learners to reach their full potential by:

- ❖ Engaging learners in the highest quality learning activities to develop a culture of creativity, ambition and achievement.
- ❖ Providing a safe, caring, happy and stimulating environment in which each learner is valued and supported.
- ❖ Fostering high quality leadership and management at all levels.
- ❖ Working in partnership with parents, learners and other agencies to support learners to become:
 - ◆ Successful learners
 - ◆ Responsible citizens
 - ◆ Confident individuals
 - ◆ Effective contributors

We have consulted with parents, learners and staff as to what makes our School Unique:

- ◆ **Size** – we are a small school with a strong family feel and bond. All the learners are in one multi-composite class.
- ◆ **Location** – we are a very rural school, the most northerly on the mainland of Shetland. We respect our unique and beautiful environment in North Roe.
- ◆ **Community** – we are a strong, inclusive community, working together and supporting each other. We are passionate about sustaining our community.
- ◆ **Child Centred** – our curriculum is inclusive and tailored to meet the needs of each individual learner. Learning activities are relevant, active and fun.
- ◆ **Ambition** – the school is a focus of hope and aspiration for the community, it enriches the fabric of the area. Our learners are encouraged to believe in themselves and be ambitious. We support and celebrate each learner's achievements.
- ◆ **Global Citizenship** – we take pride in North Roe and our close-knit community but we are also committed to broadening our horizons so that we can be a community of effective global citizens. We are an inclusive school and we celebrate diversity.
- ◆ **Ethos** – we place a big emphasis on positively developing character, educating the mind and the heart, so that our learners are equipped to make a positive difference in the world.

“
EDUCATING the mind
without EDUCATING
the heart is no education
at all.”

Aristotle

Assessment and Reporting

North Roe Primary School believes that parents are key partners in learning, and assessment gives parents the opportunity to be involved in understanding, reviewing and planning next steps in learning. Learners' progress is continuously assessed. Day to day class work, formative and summative assessment activities, peer-assessment, self-assessment and homework etc, are all taken into consideration. Learners' achievements both in and out of school are recorded and celebrated by the school community. Parents support in this is particularly valuable. All assessments are used to provide formal reports to parents every May in order to inform them of their child's progress. There are two formal Parents' Meetings where pupil's progress is discussed in term 2 and term 4.

Learners in primary one (early level), four (first level) and seven (second level) will take part in the Scottish Standardised Assessments. These assessments are completed by pupils online and help to inform teacher judgement. Parents who wish to withdraw their children from these assessments should contact the Headteacher.

When a learner leaves North Roe School, their progress records will be sent to the new school.

If a learner is experiencing barriers to learning at any time during the school year, the school will contact the parents to discuss with them how the school can provide the best possible support. For further information, please see Support for Pupils section.

Transitions

Transitions occur at key points in a child's education when they move on to a different stage of learning. Transitions can include moving to the stage of primary education from an early years setting, moving from primary to secondary school, moving to the senior phase of Curriculum for Excellence and then post-school learning, training or work. Transitions can also include any changes in a pupil's learning journey, for example, when a pupil changes school or when learning is interrupted.

Transitions for children with Additional Support Needs:

Planning for **enhanced** transitions starts two years prior to transition itself. Local work on transitions is ongoing and a useful document can be found at

<https://scottishtransitions.org.uk/7-principles-of-good-transitions/>

Transitions are also the subject of Chapter 6 in the Code of Practice, found at

<https://www.gov.scot/publications/supporting-childrens-learning-statutory-guidance-education-additional-support-learning-scotland/>

It is important that transitions are carefully planned with school and home working together. When pupils transfer from nursery to primary, the Headteacher will visit the nursery to meet and work with the learner in the familiar nursery environment. Following this the learner will be offered the opportunity to visit the school on a number of occasions and participate in a variety of activities including experiencing a break time, a lesson with a visiting teacher and having a school lunch on their final visit. Opportunities for parents to visit the classroom and consult with the Headteacher are organised to suit parental circumstances.

The school maintains very close links with Brae High School aid to smooth transition of pupils from primary to secondary school. During the summer term, staff from Brae High School visit learners in Primary seven. Primary seven learners also visit Brae and follow a mock timetable for two days before the summer holidays. Other activities to aid transition to secondary include, the social fitness programme, an outdoor education day with pupils in S1 register classes, a maths and science challenge day lead by staff from Brae High School.

Secondary contact information:

Brae High School
Brae
Shetland
ZE2 9QG

Head Teacher: Mr Logan Nicholson

Tel: 01595 745600

If your child is leaving North Roe Primary School, you must inform the school of the address of your child's new school. You should ask the Headteacher of your new school to contact North Roe Primary School in order that your child's records can be passed on securely from school to school.

National organisations, such as Parenting Across Scotland, provide advice to parents on supporting their child's transitions.

The direct link to Parenting Across Scotland is:

<http://www.parentingacrossscotland.org/>

Regarding transition into adult life, more information can be found on Shetland Islands Council's website.

The direct link is:

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

We recognise that learners with additional support needs may need transition arrangements that are additional to those made for their peers. Information sharing and planning will take place in advance of each transition and an enhanced transition will be planned. Further details can be found on Shetland Islands Council's website.

The direct link is:

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

Placing Requests

If you do not wish for your child to attend the catchment area school, you can place a request with Shetland Islands Council for your child to attend another school. Details of how to make a placing request can be found in Shetland Islands Council, Children's Services, Admissions Policy.

The policy can be found at: <http://www.shetland.gov.uk/education/consultation.asp>

Please make your Placing Request in writing to:

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

Enquire is the Scottish advice service for additional support for learning. If your child requires additional support for learning and you wish to place a request to have your child schooled elsewhere, you may wish to look at the Enquire website.

The direct link is:

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

In Shetland, we have two special Additional Support Needs departments (attached to Bells Brae School and Anderson High School). A request for a child to access a place in one of these special departments is at the discretion of Children's Services. Further information can be found on Shetland Islands Council's website,

The direct link is:

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

Support for Pupils

Most learners will be given the support they need to fully access the curriculum in the general course of their education. There will be times when some learners will need additional support. This could be on a long-term basis with the amount of support varying according to the needs of the pupil as progress is made through school or as a temporary support when a need arises.

It is school policy to provide learners with the level of support they require to achieve the best possible experiences and outcomes. Parents who have children with specific needs will be consulted on the planning of Individual Educational Plans (IEPs), Co-ordinated Support Plan (CSP) or GIRFEC Child's Plan (Getting It Right For Every Child) and be given opportunities to discuss progress towards targets set in these at regular intervals throughout the academic year, as appropriate.

We can also call on the expertise of Speech and Language, Physiotherapy and Occupational Therapists; Educational Psychologists; Behaviour Support Staff and Advisory Staff in Additional Support Needs.

Information on how learners' additional support needs are identified and addressed can be found on Shetland Islands Council's website. The website also provides information on mediation and dispute resolution services, links to the NHS and other agencies or organisations that can provide further support, information and advice about support and advocacy.

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

Enquire - the Scottish advice service for additional support for learning

Enquire offers free, independent, confidential advice and information on additional support for learning through:

- a telephone helpline - 0845 123 2303
- an email enquiry service - info@enquire.org.uk
- two websites - www.enquire.org.uk (for parents, carers and practitioners) and www.enquire.org.uk/yp (for children and young people)

Enquire also provides a range of accurate, clear and easy-to-read guides and factsheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school'.

The direct link is: <http://www.enquire.org.uk/>

Getting It Right For Every Child (GIRFEC)

In Shetland, we believe that children can be better supported by adults working closely together and sharing important information with each other. This process is known as GIRFEC: getting it right for every child. The staff asking permission will explain more about what GIRFEC means. Detailed information about the process can be found on Shetland Islands Council's website.

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

We have a Staged approach to interventions in Shetland. The relevant document can be found on Glow at [Circulars - Home \(sharepoint.com\)](#) Pupils at Stage 2 will usually have a GIRFEC Child's Plan prepared.

An educational review for a child with ASN should take place at least once per year, for those with more complex needs this could be every 6 months or more often as needed. All members of the multi-agency team involved with a child should be invited to attend the review meeting. Parents/carers and others involved with a child's education will be sent a copy of the summary of any review meeting.

GIRFEC – latest information is available at [Getting it right for every child \(GIRFEC\): policy statement - gov.scot \(www.gov.scot\)](#)

Co-ordinated Support Plans

When a child or young person is referred for assessment, it may be found that a coordinated support plan is required to meet the additional support needs of the child. The plan will be required where a child has additional support needs arising from complex or multiple factors that necessitate the coordination of their support from the authority and from other agencies. Parents and children are fully involved in every stage of preparing and reviewing a Coordinated Support Plan or GIRFEC plan. Information about CSPs can be found in the revised Code of Practice chapter 5

<http://www.gov.scot/Publications/2017/12/9598>

Child Protection

It is every child's right to be cared for and protected from harm. It is every person's responsibility to make sure that happens. The Shetland Child Protection Committee provides help when there is a need. Their website gives information on how to access that help.

The direct link is: <http://www.childprotectionschetland.com>

Shetland Islands Council's website also provides information on our responsibilities towards children and includes where to find help and support.

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

Head Teacher Mrs Hannah Johnson is the designated member of staff for Child Protection at North Roe Primary School.

Additional Support Needs

Information on how pupils' additional support needs are identified and addressed can be found on the Council website. The website also provides information on mediation and dispute resolution services, links to the NHS and other agencies or organisations that can provide further support, information and advice about support and advocacy. The direct link is: [Support for Pupils – Shetland Islands Council](#)

Pupil with ASN may have an Individual Educational Plans or Programme (IEP). An IEP contains details of curricular aims, and long and short-term targets. Targets are usually reviewed and updated each term by the class teacher and ASN team, in close involvement with the child and their parent/carers. Advice regarding IEPs in Shetland [is available on the Shetland ASN Glow tile](#)

Parents and carers should contact the Head Teacher with any questions regarding ASN.

School Improvement

North Roe Primary School is committed to continuous improvement and works with pupils, parents and the wider community to establish aspects of the school that are working well and areas that require development. Please see Parental Involvement section for details of the annual audit process and how to become involved.

Annually the school publishes the School Standards & Quality Report and School Improvement Plan, which formalises the audit results and establishes how developments are to be undertaken, in conjunction with the Standards and Quality report on the work and life of the school, for the completed academic year. During the formation of this document, it is discussed with parents through the Parent Council and issued to parents upon publication. A copy is available from the school and on our school blog.

The School's main improvement priorities for 2022-2023 were:

1. Emotional Regulation
2. Raising Attainment and Achievement through play based learning
3. Parental Engagement

Information about the school's performance at national level can be found on the Scottish Government's website and on the Education Scotland's Scottish Schools Online website, which also includes Education Scotland Inspection Reports.

Direct links are:

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

<https://education.gov.scot/inspection-reports>

School Policies and Practical Information

All current School Policy Documents are available from the school.

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

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

The direct link is:

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

Various after school clubs may be organised over the session to provide learners with opportunities to extend their sporting and creative experiences. Parents will be notified as these are organised. Dates and times are also available on the parent notice board and the school termly calendar.

Learners travel by bus to the swimming pool, sports, music events and for school trips. Positive behaviour is essential to both safety and enjoyment during these trips. Consent forms, issued to parents at the beginning of the school year, should be completed giving authorisation for children to take part in out of school activities.

As far as possible, we aim to give as many learners as we can from P5 onwards the chance to learn an instrument usually Piano or Traditional Fiddle. Learners must adhere to the suggested practice schedules for all instruments. All lessons are started on a trial basis over a period of six to eight weeks and a charge is made.

Shetland Island Council's website provides information on Instrument Instruction along with other creative learning opportunities. The direct link is:

http://www.shetland.gov.uk/education/creative_learning.asp#InstrumentInstructions

North Roe Primary has an active Pupil Council. All learners are members of the Pupil Council with elections being held for the chair and secretary. Pupils also take responsibility for the Healthy Eating Award, Rights Respecting Schools and a range of weekly class jobs.

No formal school uniform is required, but pupils are expected to dress appropriately for the activities of the school day. Special requirements include gym shoes and shorts/jogging bottoms for gym. Make-up should be discouraged and in the interests of safety, jewellery e.g. long earrings should be kept to a minimum. All items of jewellery must be removed before participating in P.E and long hair must be tied back. In colder weather, please ensure pupils come to school with suitable warm clothing and footwear.

Our school fund is maintained with the Shetland Islands Council. This fund is used to purchase a variety of items/resources for the school. Income to the School Fund is raised through fundraising including the annual Christmas Concert, Enterprise and Sunday Teas.

The first Headteacher of North Roe School, Robert Bremner, left a legacy (The Bremner Fund) to the school, which can be accessed to purchase resources.

Any reports of bullying are treated very seriously and will be investigated in accordance with the Shetland Islands Council Anti-Bullying Policy. A copy of the policy is available from the school.

The school is not responsible for any money or valuables left in coat pockets, school bags, in the building or in the playground. Pupils are discouraged from taking large sums of money or valuables to school. Any loss of property should be reported to the Headteacher as soon as possible. While the school cannot accept responsibility for items lost, every effort will be made to find the missing property. Mobile phones and hand held electronic games are not required in school, except in exceptional circumstances, please discuss with the Headteacher.

At North Roe School, we aim to ensure equality of opportunity for all, regardless of gender, race, culture, religion etc. Activities will be age appropriate within Council guidelines.

School Meals

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 at Brae High School. School meals are transported from Brae High School to North Roe School in hot boxes.

The current charge for school meals are:

- P1-5 - Free
- P6-7 - £2.30

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.

Some children may prefer to take packed lunches and facilities are provided for these to be eaten in the Dining Area.

School Milk

School Milk is offered to all pupils. For Pupils in P1-7 there will be a weekly charge of £1.10. 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.

Financial Help for Parents

Grants are available for school meals and clothing. Guidance and an application form can be found on Shetland Islands Council's website.

The direct link is: <http://www.shetland.gov.uk/education/ClothingGrants.asp>

Information on the provision and finance of transport can be found on Shetland Island Council's website.

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

The Education Maintenance Allowance is available for qualifying 16-19 year olds. Guidance and an application form can be found on Shetland Islands Council's website.

The direct link is:

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

The School Day

The school day for learners is from 8.50 am to 3.00 pm. Morning interval is from 10.45 am to 11.00 am and lunch break from 12.30 pm to 1.25 pm. During the school day, learners may leave school premises, e.g. to go home at lunchtime, only if parents have contacted the Head Teacher to give their permission. School begins at 8.50 am for learners and 8.45 am for staff.

A single intake system is operated at the end of August each year and all children whose fifth birthday falls between 1st March of that year and 28th February of the following year will be eligible for admission. Children who have not reached their fifth birthday by the start of the session cannot be compelled to enrol, but are advised to do so. The school is not permitted to vary the regulations, but a parent may appeal to Children's Services if early or late entry is felt to be desired.

As an introduction to school, the Headteacher will visit new pupils in their early years setting. Learners will be offered the opportunity for transition visits to the school towards the end of the summer term prior to entry. These visits will include the possibility to join in playtime and to have a school lunch. An induction meeting for parents will also take place towards the end of the summer term.

To provide a settling in period, parents can request that primary one learners be collected from school after lunch each day for their first few weeks of school. No additional transport will be available to take pupils home at lunchtime. The settling in period may be shorter/longer depending on the needs of individual learners.

The Schools Service has a responsibility to provide public liability and third party insurance cover for all employees. No provision will be made by the Schools Service with regard to Personal Accident Cover for any pupils on activities either within or out with the school. Parents wishing to have insurance cover for their children should arrange such insurance independently.

Additional Information

Online Protection

For information about online protection for your child, you may like to look at the Child Exploitation and Online Protection Centre's website.

The direct link is:

<http://www.thinkuknow.co.uk>

Transferring Educational Data About Pupils

The Scottish Government and its partners collect and use information about pupils to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Careers Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors which influence pupil attainment and achievement,
- share good practice,
- target resources better.

Information about pupils' education is collected in partnership between the Scottish Government and Local Authorities through the ScotXed programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

The individual data collected by Scottish Government is used for statistical and research purposes only.

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of

data. The Data Protection Act gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website (www.scotxed.net).

Scottish Government works with a range of partners including HM Inspectorate of Education, Careers Scotland and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and out with Scottish Government.

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at Peter.Whitehouse@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

Term dates for 2023/24

Dates are inclusive.

Term 1

Wednesday 16 August 2023 to Friday 6 October 2023

Term 2

Wednesday 25 October 2023 to Friday 22 December 2023

Term 3

Tuesday 09 January 2024 to Thursday 28 March 2024

Term 4

Monday 15 April 2024 to Friday 28 June 2024

Occasional Holiday Dates

- Wednesday 31 January 2024
- Friday 23 February 2024
- Monday 26 February 2024
- Friday 29 March 2024

In-Service Dates

- Monday 14 August 2023
- Tuesday 15 August 2023
- Monday 23 October 2023
- Tuesday 24 October 2023
- Monday 08 January 2024

Term dates for the following school year can be found on Shetland Islands Council's website. The direct link is: http://www.shetland.gov.uk/education/term_dates.asp