



Burravoe Primary School



School Handbook 2024-25

Burravoe
Yell

Shetland

ZE2 9AY

01595 807088

Email: burravoe@shetland.gov.uk

School website: www.burravoe.shetland.sch.uk

School blog:

<https://blogs.glowscotland.org.uk/sh/BurravoePrimarySchool/>



Teaching Staff

Mrs Katy Hay: Headteacher

Management Time Cover Teacher: Mrs. Anne Smith

Visiting Teachers

Music Teacher: Mrs Anne-Karine Leslie

PE Teacher: Mr Adam Fulton

Instructors

Instrumental Music Teacher: Ms Sioban Tekhan

Support Staff

Clerical Assistant: Mrs Jennifer Odie

Learning Support Worker: Mrs. Tracey Odie

Lunchtime Supervisor: Mrs. Amanda Grice

Cleaner in Charge: Ms Laura Turner

Cook in Charge: Ms Louise Smith

Canteen Supervisor: Ms Claire Ferguson

Parent Council

Chair: Rolling post

Vice Chair : TBC

Clerk: Ms Hazel Robertson

About the School

Burravoe Primary School is a state funded, non denominational school. It was built in 1968. The roll in 2024/25 is 5. The catchment area extends from Sound,

West Yell, through South Yell to Gossabrough, East Yell. Children from West Yell to Hamnavoe can be brought to school by school transport; at the moment the contract for school transport is held by R. Robertson and Son. All children eat school meals which are cooked in Mid Yell and transported to school. Any dietary needs can be discussed with Katy Hay and Mid Yell JHS Kitchen Staff. At breaktime all children are offered milk and a healthy snack. Statistical information about the school can be found on The Scottish Government website:

<http://www.educationscotland.gov.uk/scottishschoolsonline/schools/burravoeprimaryschoolshetlandislands.asp>

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. The menu is available on the school website.

The current charge for school meals are:

- ELC, P1-5 - Free
- P6-7 - £2.50
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Any charges for school meals must be paid through ParentPay – www.parentpay.com. Parents will be provided with activation details for ParentPay at time of enrolment. All queries regarding ParentPay should be directed to the Children's Services – Finance Team on 01595 743844.

School Milk

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

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

School hours are:

Monday – Wednesday

School start 9.00am

Break 10.45am – 11.00am

Lunch 12.30pm – 1.30pm

Home time 3.30pm

Thursday (Mid Yell)

School start 9.00am

Break 10.45am – 11.00am

Bus to Mid Yell 12.10pm

Lunch 12.30pm – 1.15pm

Home time 3.45pm

Friday

School start 9.00am

Break 10.45am – 11.00am

Lunch 12.00pm – 1.00pm

Home time 2.00pm

Aims of the School:

To give the children the education they need to develop the four capacities which underpin Curriculum for Excellence

- to be successful learners
- to be confident individuals
- to be responsible citizens
- to be effective contributors

and which will enable them to thrive in the world in which we foresee them living.

The Curriculum

We follow [Curriculum for Excellence](#). Subjects studied by children are Languages, Mathematics, Numeracy, Science, Social Studies, Technologies, Expressive Arts, Religious and Moral Education and Health and Wellbeing. Pupils study a modern foreign language from P1; at the moment this language is French. Music and some PE are taught by specialist teachers. Many of these subjects are taught in a cross curricular way through 5 or 6 topics during the year; the children are

given the opportunity to decide what topics they would like to study. PE and swimming, which are part of the Health and Wellbeing curriculum, are taught at Mid Yell Leisure Centre on Thursday afternoons. Every pupil gets 6 weeks of swimming tuition a year. We share our PE lessons at the Leisure Centre with Cullivoe Primary School. PE is also taught at school.

Pupils have the opportunity to visit the Library weekly when attending Mid Yell for PE, and are encouraged to select their books with growing independence. Please send PE kits and Library books in on Thursdays.

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 SCQF level 4
Senior phase	S4 –S6 and college or other means of study

The school works with other schools in the North Isles cluster to moderate and agree standards of pupil work across different subjects.

ePortfolios are published at the end of the school year but parents are welcome to come and discuss their child's progress at any time and are also welcome to come into school to share the classroom experience. All children have an online learning diary and ePortfolio which parents can access at any time through [Glow](#) (the Education Scotland intranet).

Further information on achievement, reporting and profiling can be found on Education Scotland's website. The direct link is:
<http://www.educationscotland.gov.uk/learningteachingandassessment/assessment/achievement/index.asp>

Homework

All children are expected to read regularly at home; they all have a book bag which contains their reading book and a shared reading record to

which we would ask you to add any comments you wish and sign. Younger children will also have daily work about letter sound patterns. Children will also be given spelling lists to learn on a weekly basis. Older children are required to learn multiplication tables and it will help all children's computation skills if they learn regularly used number facts eg halving and doubling numbers, common number patterns, etc. All children keep learning diaries which they update regularly; they may set themselves targets which require practice at home. At times children will be asked to do research at home, complete pieces of work or brainstorm ideas for future work. The school appreciates the support which parents/carers give children with home learning. The school uses [Glow](#) as a means of sharing resources online to support learning and as a tool for collaboration and sharing of learning. All Shetland and most Scottish pupils have Glow accounts. These can be accessed at any time and from anywhere with an internet connection. If the school has to close because of bad weather, tasks for children to do will be posted online. The school makes alternative arrangements for parents who have no internet or a poor connection.

Transition:

Into P1:

All pupils are invited for visits in the term before they start school; we try to give them experience of the type of activities they will have when they come to school and at least one of these visits can include staying for lunch if parents wish.

Children who attend nursery usually go to the nursery in Mid Yell. There are meetings between staff prior to transition and the nursery bring pupils to visit the school. Staff from the school visit pupils in the nursery. All pre-school children are welcome to join us for pre-school group which is on Friday mornings from 10am until 11.30am.

Into S1:

Pupils transfer to Mid Yell JHS at the end of P7. Transition activities begin in the January before children change schools. P7 pupils from the 3 Yell primary schools meet together in all 3 schools and there is a planned programme of shared work to enable a smooth academic as well as social transition.

P7 also compile a profile which they take with them into S1.

This is the website for Mid Yell JHS; it contains contact information
<http://www.midyell.shetland.sch.uk/>

Details of SIC's School Admissions Policy can be found here:
<http://www.shetland.gov.uk/education/consultation.asp>

Discipline

School Rules

1. Be kind and polite to everyone
2. Walk around inside the school
3. Laugh with anyone but at no-one

Children will help decide whether any other rules are needed for short periods of time.

Sanctions

The children have agreed that the sanctions should increase in severity.

1. "The look"
2. "The name"
3. Being spoken to in the classroom
4. Being spoken to outside the classroom
5. Being asked to leave the classroom for a fixed period of time
6. Lose some playtime/lunchtime play
7. Parents/Carers being informed
8. Not be allowed to join in some activities eg after school club
9. Involvement of outside agencies
10. Exclusion

Clothing

There is no school uniform but the school does have sweatshirts which children may be asked to wear for special occasions eg on school trips. Unless it is raining heavily children will go outside for playtimes every day so we ask that they have gloves, hats etc. when needed. In the summer we ask that they bring a sunhat or cap and have suncream (letters will be sent home about the application of cream). We like to learn outdoors when opportunities arise and so we ask that children come prepared to be out in all weathers! We do have some spare wellies and wet weather clothing in school. Children are asked to change into indoor shoes as they come into school during wet or snowy weather; these are kept in school. P.E. t-shirt, shorts, and shoes will be needed and should be kept in a PE bag at school. A swimming costume and towel will also be needed on Thursdays during our swimming block. For health and safety reasons, children with pierced ears are asked to wear stud earrings.

Communication with Parents

Parents are welcome to phone or visit the school at any time.

Letters and information for parents about trips, events, visitors to the school etc are emailed to parents unless they request a paper copy or a signed permission slip is required to be returned.

We will ask parents for contact numbers and will use phone calls or texts if we need to make quick contact.

Information about upcoming events etc can be found on the Parents page of the school website and the pupils also blog regularly on the school blog and tweet from the school twitter account so you can keep up with what we are doing.

Agendas and minutes for the Parent Council and other information which we hope you will find helpful are also on the school website.

The contact number, email address and web addresses for the school are on the front page of the handbook.

There are links to the SIC website and Education Scotland's website on the school site. There are also links which parents might find helpful eg about esafety; these are regularly reviewed.

This is the link for the SIC Parental Involvement Strategy

<http://www.shetland.gov.uk/education/documents/ParentalInvolvementStrategyJan2010.pdf>

Parent Council

All parents/carers are members of the School Parent Council. Meetings are held at the school at least once a term. Parents will be emailed about meetings

Parent Council Chair is a rolling post shared between members and Ms. Hazel Robertson is the Clerk to the Parent Council.

Meetings are used to discuss school, local and national issues and initiatives which pertain to the children's learning; at most meetings the Headteacher will give a report to parents and it is an opportunity for parents to contribute their views and ideas about what the school is doing and planning. Minutes of meetings are available on the parents section of the school website.

Pupil Voice

A pupil meeting is held every term and more often if at the pupils' request. All pupils attend the meeting which is chaired by pupils who take it in turns. Pupils decide the agenda and the meetings are minuted. Pupils discuss any developments they would like to see and any concerns they may have.

Attendance

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. All absences require a signed and dated note giving a reason for absence, or a telephone call or email from a parent before 9.30 a.m. on the first day of absence. If there has been no notification from a parent / guardian, a member of staff will telephone the parent before 10:00 a.m. that morning to seek information on the pupil's absence from school.

For further information on school attendance, a guide for parents can be found on the Scottish Government's website.

<http://www.scotland.gov.uk/Publications/2009/12/04134640/0>

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 that your child 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

To help you, the Scottish Government has published a guide for parents on choosing a school and the placing request system. It is available on the Scottish Government's website.

<http://www.scotland.gov.uk/Publications/2010/11/10093528/0>

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 leaflets that Enquire have produced; Factsheets 2, 3 and 6 have particular relevance. Please request these from your child's school or refer to Enquire's website. <http://www.enquire.org.uk/publications/factsheets>

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:

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

Complaints

The school adheres to the SIC Schools Complaints Procedure. Copies can be obtained from the school or from:

http://www.shetland.gov.uk/childrens_resources/complaints.asp