

EDUCATION, LEISURE & HOUSING

St Andrews Primary School

Toab, Deerness, Orkney, KW17 2QG

Tel: (01856) 861256 Fax: (01856) 861421

Email: admin.standrews@glow.orkneyschools.org.uk

Head Teacher: Mr Mark Taylor



ORKNEY
ISLANDS COUNCIL

School Handbook 2017/2018



We are committed to excellent education for all

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EDUCATION & LEISURE SERVICES

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Dear Parent,

Welcome to St Andrews Primary School.

This abridged handbook gives an outline of some of the main features of life at St Andrews, and tells you about our school and its place in the community.

We believe that positive relationships with adults and children enable our children to make the most of their learning and enjoy school. We join with our community in having high expectations of our children's behaviour and their engagement in learning.

We aim to create a happy school in which all children can learn and thrive in an atmosphere of shared responsibility, encouragement, mutual support and trust.

Your child's teacher is the first point of contact between home and school, but I too am happy to meet with you to discuss aspects of your child's education. I encourage you to mention any concerns or worries as soon as possible so that we can work together to ensure your child is confident and happy - essential ingredients in being a learner.

Yours sincerely

Mr Mark Taylor

Footnote: This is the abridged version of St Andrews Primary School Handbook. If you would like to read the full handbook, please go to our website, www.st-andrews.orkney.sch.uk/ or request a printed copy from the school office.



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St Andrews Primary School

Vision Statement

We are committed to excellent education for all.

School Aims

To enable all to become successful, confident, life-long learners, and inspire a love of learning

Our school will endeavour to provide a stimulating and enjoyable learning environment. Our school community will aspire to enable everyone to be all they can be.

For children to operate as independent learners and thinkers

We shall provide our children with opportunities to develop their persistence to learn and improve; to feel secure and be able to take measured risks; to take on responsibility and review the results of their efforts; and to celebrate their role in the successes of the learning community.

To develop respect and understanding for each other in our school, local communities and the wider world

We will foster a community within which everyone is encouraged to show respect for one another and the environment through responsible actions.

For children to value themselves and the environment

We will provide a nurturing environment where we demonstrate care for ourselves and others. Our school community will foster a holistic approach to the physical, mental, social, emotional and spiritual well-being of all.

To provide a relevant curriculum for all

Our school community will ensure the needs of all are considered and acted upon.

At St Andrews children have said they value:

Kindness

Good manners

Being fair

Respecting self and others

Patience

Loyalty

Sharing

Being responsible

Listening to others

Being Inclusive

For a happy school they said:

Make and obey five golden rules.

Make sure everyone has someone to play with.

Being nice to each other and the teachers.



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Don't huff and puff at hard work (Approach difficult work with courage and confidence, because this is an opportunity for big learning!)

These are revisited annually.

Pupils' achievements in and out of school are celebrated regularly at the weekly achievement assembly, on the notice board in the foyer, class blogs, school website, and with the wider community through local media e.g. Radio Orkney and the East Mainland Church newsletter.

St Andrews Primary School is at the heart of its community. We value our links with many community groups such as The East Mainland Church, Orkney Rugby Football Club, Orkney Netball Association, Orkney Youth Development Group (football), The East Mainland Show, the group of helpers which joins us each week in terms 2 and 3 to help the children develop handwork skills, community associations, local charities, RSPB, the Orkney Rangers' Service, Orkney College, St Magnus Festival, Orkney Folk Festival.

As an eco-aware school, we engage in a roots and shoots approach to protecting our world and enabling our children to develop aspects of the four capacities; successful learners, confident individuals, responsible citizens and effective contributors.

Classes are encouraged to find about life in other parts of the world for example visits sourced through 'indigenous people' and author visits. School assemblies are often led by visitors who share their experiences of working in other countries. Teachers seek opportunities to establish links with schools in other parts of this country and across the world.



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... successful learners.

Which means we -

- are interested in learning new things
- do the best we can
- think about new ideas.

To help us do this we-

- use maths, language and talking and listening
- use technology
- can think of new ideas by ourselves
- learn by ourselves and in a group
- think about the good points and bad points of new ideas
- use all of these different things when learning new ideas.

...confident individuals.

Which means we-

- have respect for ourselves
- are healthy and happy
- look forward to the future.

To help us do this we-

- listen and try to understand others
- are healthy and active
- try to understand the world around us
- decide what is right and wrong.

We can all become...

...responsible citizens

Which means we -

- have respect for other people
- take part in making decisions.

To help us, we need to-

- understand the world around us and Scotland's place in it
- understand different people from around the world
- listen to different ideas and opinions before making decisions
- think about issues in the world around us and develop views about them.

...effective contributors.

by-

- being enterprising and thinking of new ideas.
- thinking up ideas for ourselves.

We can -

- find different ways of telling people our ideas
- work with a partner and a bigger team
- lead a group when working
- take what we have learned and use it in a new situation
- solve problems.



CURRICULUM

Scotland's education system is currently undergoing a major change. The new curriculum is called 'A Curriculum for Excellence'. This new curriculum aims to provide greater choice and opportunity for pupils, and a single, coherent curriculum for all young people from 3-18. It also aims to enable all young people to become:

successful learners
responsible citizens

confident individuals
effective contributors

The curricular areas are:

Expressive Arts
Languages
Religious and Moral Education
Social Studies

Health and Wellbeing
Mathematics
Sciences
Technologies

The curriculum develops through five broad stages from age three to eighteen.

Early Level	Pre-school - P1
First Level	P2 - P4
Second Level	P5 - P7
Third and Fourth Levels	S1 - S3
Senior Phase	S4 - S6

As the Curriculum for Excellence develops, we will share developments with you. Meantime if you have any questions please don't hesitate to contact the school or you can find more information on the "Parentzone" or Scottish Parent Teacher Council websites.

The new curriculum will take several years to fully implement; an exciting time for all involved in Scottish education.



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SUPPORTING LEARNING

We place the learning and development needs of each child at the centre of our work, and aim to match activities and resources to their age, needs and abilities.

Together with our team of support staff - an early years worker, two support for learning assistants and a support for learning teacher - we aim to ensure each child receives appropriate support when needed, either providing input or extension work.

We also have access to other expertise in the authority should further support be required, for example Speech and Language Therapy, Educational Psychologist, Behavioural Support team. These colleagues are part of the wider support team and we are very appreciative of the expertise they can bring.

Parents share an important role with the teaching team in helping their child learn, and may be involved in determining 'next steps' and approaches in their learning.

Our joint aim is to ensure our children can engage fully in their learning through approaches such as:

- Individual support
- Extension material
- Small group work

We welcome opportunities to discuss your child's learning with you.



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THE SCHOOL DAY

The school day begins at 9.15am and ends at 3.30pm.

Morning break 10.45 - 11.05

Lunch Early Years 12.00 - 12.25
 Upper School 12.30 - 12.50

Lunch break 12.50 - 13.30

The janitor begins playground supervision at 8.45 a.m, therefore no supervision of children is available before this time.

Nursery & Pre-school

Morning Sessions	Monday	09.20 - 11.50
	Tuesday	09.20 - 11.50
	Wednesday	09.20 - 11.50
	Thursday	09.20 - 11.50
	Friday	09.20 - 11.50

Afternoon Sessions	Monday	12.50 - 3.20
	Tuesday	12.50 - 3.20
	Wednesday	12.50 - 3.20
	Thursday	12.50 - 3.20
	Friday	12.50 - 3.20



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SCHOOL MEALS

School meals are prepared daily in the school kitchen by a team of catering staff led by the School Cook, Samantha Rendall.

Meals currently cost £2.20 each and payment should be made directly to the school meals staff between 9.00 and 9.15 every morning. Parents can either give their child money daily or buy a book of ten tickets in advance from the school kitchen staff and give their children daily tickets rather than money. A book costs £22.00 and parents can come to the school between 9.00 and 9.15am to purchase them or send money with their child. Cheques should be made payable to 'OIC School Meals' and a valid cheque guarantee card number must be written on the back. Please ensure all tickets are identified with your child's name and class, and their choice of meal for that day.

The food is very healthy and wholesome, and the children can have a great variety in a week. Each day your child can have:

- A main meal with home-made soup or a sweet
- Soup & sandwich and a sweet
- Baked tattie & filling with soup or a sweet

A choice of fruit or yoghurt is available instead of the sweet. There are always salads. A drink of juice/milk/water is always provided with the meal.

The term's menu goes home to each family and the daily menu is also posted in the entrance area. Vegetarian meals are provided on request. Please let the school know of any special dietary requirements your child has.

Packed Lunch

Some children prefer to take their own packed lunches and these are also eaten in the dining hall.

Free School Meals

Some families are entitled to free school meals for their children. Application forms and further information are available either from the Education Department, which determines entitlement, or the school office.

Primary 1 - 3 children receive free school meals.

Milk/Milkshakes

Milk is available to all pupils for 20p daily and fruit for 20p. This is provided at break time in the hall by the kitchen staff. Payment is taken at the same time. Pupils can buy a milk shake at lunch time costing 20p. This can be ordered and paid for in the morning or paid for at lunch time.



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School Transport

School transport provision is arranged by the Education Department.

The following table outlines who is entitled to school transport.

SCHOOL CHILD	DISTANCE FROM SCHOOL EASTER-OCT	DISTANCE FROM SCHOOL OCT-EASTER
Age 7 and under	Over 2 miles	Over 1.5 miles
Age 8 and over	Over 3 miles	Over 1.5 miles

School Car Park

Please observe the following guidelines when using our School Car Park.

- Drivers must enter the area at an appropriate speed in the knowledge that there are lots of people around
- Please park in the bays where possible, parking across empty bays removes a space; if you are blocked in it will not be for long, everyone is away by 15.40.
- Please do not park in the bus bays or in the entrance to the car park. The buses need that space in the entrance to swing round the corner, and cars parked there mean that the buses struggle to get in with their pupils. If there are no spaces left at all please park in front of the buses.
- Walk with your child to your car but do not go between buses. Walk either to the left or right from the gate until past the buses, then with a clearer view cross to your car. Hold your child's hand where appropriate and stress the need to walk and be vigilant of cars. With this in mind, Nursery children and staff practise how to cross the car park safely.
- Nursery closes at 15.20 - ten minutes before school closes, so that Nursery parents and children can be away before the older children make their way to the buses.



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ATTENDANCE

Attendance is considered very important and is monitored closely in the school daily. If your child is absent from school due to illness please inform the school office between 9-10am on the first day of absence so that we can amend the absence registers. If there is no communication, we will telephone to find out the nature of the child's absence.

Please read the following Council guidelines issued by the Education Department concerning holiday absences in term time.

Family Holidays During Term Time

The majority of family holidays taken during term time should be categorized as unauthorised absence. However, it is acceptable under exceptional circumstances for schools to authorize a family holiday during term time. Such circumstances may include:

- A family holiday judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.

A family holiday classified under the 'authorised absence' category should not include such reasons as:

- The availability of cheap holidays
- The availability of desired accommodation
- Poor weather experienced during school holidays
- Holidays which overlap the beginning or end of term
- Parental difficulty obtaining leave (with local judgement applied in cases where evidence is provided by the employer that it cannot accommodate leave during school holidays without serious consequences).



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EMERGENCY PROCEDURES/SECURITY/SCHOOL TRIPS

Accidents within School

Minor injuries will be dealt with by trained first aiders. Parents will be contacted for more serious incidents and all head injuries.

Emergency Contacts

In the event that a child should become unwell or injured at school, it is important that the school has up-to-date emergency contact details. We require home/work telephone numbers and those of a neighbour, friend or relative who can take a child home who is not well. Please inform the office of any changes.

Emergency Closures

It may be necessary to close the school at short notice. Wherever possible the Education Department will notify Radio Orkney who will broadcast the necessary information during morning and lunchtime programmes.

Prior to the school closing, parents or emergency contacts will be contacted by phone before the buses leave.

Security

We request that all visitors to the school report to and wait at reception at the main entrance.

School Trips

Various school trips are organised for the children throughout the year. These are an important aspect of the children's learning. The Council's safety procedures are adopted and parental consent sought before all trips to ensure the safety and enjoyment of everyone taking part.

Safety

All school activities are subject to risk assessments which ensure that any hazards involved are identified and managed appropriately.

Whenever parental consent is required the school will issue the appropriate form. This will include consent for:

- Trips & excursions
- Administering medicine
- Using pupils' images out with the school i.e. newspaper reports, school blogs and facebook
- Use of internet
- Use of school sun cream



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ACTIVITIES

St Andrews Primary School offers a variety of activities at break/lunch times and after school, depending on the time of year. These include-

Chess Club

Choir

Fiddle Club

Football

Guitar

Netball

Rugby

Ukulele

More information on any of these activities is available from your child's teacher or the school office.



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CONTACTING YOUR SCHOOL

Questions

If you have any questions or concerns, please contact your child's teacher in the first instance. This can be done by contacting the school office, writing a note in your child's homework book or by e-mailing the teacher directly. We would recommend that any confidential information you wish to discuss is done in person or over the telephone rather than by e-mail.

If you wish to contact the Head Teacher or another member of staff, please do so through the school office.

School Contact Information

St Andrews Primary School,
Toab
Deerness
Orkney
KW17 2QG

Telephone: 01856 861256

Fax: 01856 861421

E-mail admin.standrews@glow.orkneyschools.org.uk

Education Department Contact Information

Education and Leisure Services
Council Offices
School Place
Kirkwall
Orkney
KW15 1NY

Telephone: 01856 873535



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