

## 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](mailto:admin.standrews@glow.orkneyschools.org.uk)

Head Teacher: Mr Mark Taylor

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# School Handbook 2019/2020



St Andrews Primary School aims for all of its pupils to be well-motivated and self-aware learners, who can self-regulate their emotions and conduct themselves appropriately in a range of situations. We also aim to create an ethos and an environment in which our pupils feel safe and in which they can learn to interact respectfully, sensibly and maturely with others. We want our pupils to develop into responsible citizens, playing an active part in the school, local and wider communities. We want pupils to behave appropriately because it is the right thing to do. Underpinning this, we expect all staff to be positive role models. Ultimately, we believe that all members of the school community deserve to be treated with dignity and respect.



*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/](http://www.st-andrews.orkney.sch.uk/) or request a printed copy from the school office.

### SCHOOL VISION



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## **'An Excellent Education for all'**

Here at St Andrews we work with our children, families, staff, partners and wider community to provide an inclusive, fair and stimulating learning environment for all.

**We are proud of our learning community and it is our aim to:**

- Create a comfortable and stimulating learning environment both inside and out.
- Create a sense of security and belonging for all within our school and wider community.
- Enable all families and care givers to feel included and part of the setting.
- Uphold the rights of the child and ensure all children feel valued, respected and included
- Respect the uniqueness of each child and develop their independence and self-confidence as active learners.
- Develop the self-confidence and resilience our children need to manage change.
- Develop the skills needed to self-regulate their emotions and conduct themselves appropriately in a range of situations.
- Provide rich learning experiences through play to encourage and develop skills including literacy, numeracy and communication.
- Develop the children's awareness of diversity in the community and respect for each other's values, beliefs and customs.
- Self-evaluate to improve our learning community

## **SCHOOL WITHIN THE COMMUNITY**



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Pupils' achievements in and out of school are celebrated regularly at the weekly achievement assembly, on the notice board in the foyer, Seesaw, 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.



# ST ANDREWS SCHOOL CURRICULUM

The Scottish Curriculum for Excellence is designed to provide a coherent, more flexible and enriched curriculum from 3 to 18. Learning begins at birth and continues throughout our lives. Scottish Government education strategy, and the curriculum frameworks that deliver it, recognise that learning is lifelong, and are designed to help learners develop the skills they need for learning, life and work in an ever-changing world.

The purpose of the curriculum is encapsulated in the four capacities - to enable each child or young person to be a **successful learner, a confident individual, a responsible citizen and an effective contributor.**

**The curricular areas are:**

Health and Wellbeing

Literacy & Languages

Numeracy & Mathematics

Sciences

Social Studies

Expressive Arts

Religious and Moral Education

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

## **Our curriculum rationale**

**To establish a strong sustainable community for Orkney's future, our curriculum will provide opportunities for:**

- Children and young people to become happy, healthy and resilient;
- Children to become successful learners, confident individuals, effective contributors and responsible citizens;
- Children to develop skills to succeed in an ever changing world.



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## **We want the children at St Andrews Primary School to:**

- Be healthy, happy and resilient;
- Be literate and numerate;
- Experience a broad range of learning opportunities across the curriculum;
- Experience success and achieve aspirations;
- Show respect and care for others;
- Take an active role in the life of the school and the wider community;
- Understand Orkney's unique location culture and history to promote a sense of belonging;
- Have an understanding and awareness of the wider world;
- Develop a variety of skills to meet the demands of learning, life and work;
- Have the confidence, awareness and information needed to help them make positive future life choices.



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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.

Our Class Teachers, Support for Learning Teacher and our Early Years Worker 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, Central 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
- Small group work
- Extension material

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                      10.40 - 11.00 (P1-4)  
   11.00 - 11.20 (P5-7)

Lunch              Early Years              12.00 - 12.30  
                         Upper School              12.30 - 12.50

Lunch break                              12.50 - 13.35

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 £2.40 each (£2.30 for nursery children) 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 £24.00 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 milk or 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 at Orkney Islands Council, which determines entitlement, or the school office.

Primary 1 - 3 children receive free school meals.

### **Milk/Fruit**

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.



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## SCHOOL TRANSPORT

School transport provision is arranged by the Education Department at Orkney Islands Council.

The following table outlines who is entitled to school transport.

| SCHOOL CHILD    | DISTANCE FROM SCHOOL<br>EASTER-OCT | DISTANCE FROM SCHOOL<br>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 by telephone or email 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. Attendance is reviewed monthly if a child's attendance falls below 90%, the Head Teacher will contact the parents/carers to discuss this. It may be that the school can offer support to parents in maintaining their child's school attendance.

If your child has 90% attendance they will have the equivalent of:

- $\frac{1}{2}$  a day off per week
- 19 days off per year
- 247 days off over their school career = to over 1 year of lost education.

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 will 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 for parents/family members. 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](mailto: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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