Glaitness School

Parent Handbook

CONTENTS

Introduction....3

School Hours....3

School Staff for the Session 2008 - 2009....4

Statement of School Aims....5

Glaitness School - What We Believe....7

Annual Statistics from Scottish Executive....9

School Uniform....10

School Meals....11

Safety....12

Road Safety....13

School Transport....14

Medical....15

The Curriculum: What we teach....16

Positive Behaviour - School Rules....20

Glaitness School - Eco Code....21

Parental Involvement....22

Comments, Compliments and Complaints....23

Glaitness School

Introduction

Glaitness School is one of two primary schools situated in the town of Kirkwall in the Orkney Islands. We offer provision for children aged 4 – 12 who live in the north-west sector of the town and the adjacent rural area. We also provide additional support for pupils from any area in Orkney whose needs cannot be fully met within their own local school. Having once been two separate schools, we now have one fully inclusive school, extensively refurbished and adapted in order to meet the needs of all pupils.

We also seek to promote the health of all pupils and staff and continually look for ways of being eco-friendly in the use of our buildings and resources.

As a result of much hard work in these areas, we are very pleased to have been accredited with the Health Promoting Schools Award. We are also proud to have received a Green Flag, the first given to a school in Orkney, in recognition of our eco achievements over the last two years.

School Address
Glaitness School, Pickaquoy Road, Kirkwall, Orkney, KW15 1RP

School Telephone Number
(01856) 873648 between the hours of 8 am – 4 pm

School Fax Number
(01856) 878868

School e-mail Address
admin.glaitness@orkneyschools.org.uk

School Website Address
www.glaitness.orkney.sch.uk

School Hours

Pre-School Classes	Monday - Friday	9.15 am	-	11.45 am
		12.45 pm	-	3.15 pm
Classes				
Morning	(Classes 1 - 3)	9.30 am	-	12.30 pm
	(Classes 4 - 7)	9.30 am	-	1.00 pm
Interval	(Classes 1 - 7)	11.00 am	-	11.20 am
Lunch	(Classes 1 - 3)	12.30 pm	-	1.40 pm
	(Classes 4 - 7)	1.00 pm	-	1.40 pm
Afternoon	(Classes 1 - 7)	1.40 pm	-	3.30 pm

School Staff for the Session 2008 - 2009

Head Teacher	Mrs Valerie Bleakley – Senior Management Team		
Depute Head Teacher	Ms Angela Rosie (Maternity Cover for I Rendall)– Senior Management Team		
Business Manager	Mrs Helen Killeen – Senior Management Team		
Class Teachers	Pre-school	Mr F Keenan	
	Class 1	Miss I Falconer	
	Class 1A	Ms M Rendall	
	Class 2/3	Mrs M Pettet	
	Class 3	**Mrs S Muir**	
	Class 3A	Mrs M Gray	
	Class 4	Miss Corinne Corse (Temp until Jan 09)	
	Class 5	Mrs A McRae (Principal Teacher)	
	Class 5A	Mrs J Bunning/Miss L Garriock	
	Class 6	Mr A Bichan	
	Class 7	Ms L Mackay	
	Class 7A	Mrs R Recep/Miss L Garriock	
Support for Learning		Mrs M King (Principal Teacher)	
Visiting Teachers	Art	Mrs S Firth	
	Music	Mr T Geddes	
	PE	Mrs L Cromarty	
Visiting Instructors	Strings	Miss S Dunsmuir	
	Woodwind	Mr S Miller	
Support Staff	Secretaries	Mrs C Carroll/Mr G Ward	
	Auxiliaries	Mrs C Muir/Mrs L Nicolson	
	Support for Learning Assistants		
	Mrs M Corse	Mrs A Harcus	Mrs S Scott
	Mrs S Croy	Miss L Mackay	Mrs M Stanger
	Mrs C Drever	Mrs I Mackenzie	Mrs V Thompson
	Mrs M Foubister	Mrs B Pirie	Mrs D Younie
	Miss S Hamilton	Miss E Rosie	
	Early Years Workers	Miss V Duncan (Pre-school class)	
		Mrs F Scott (Early Intervention)	
		Ms Leona Benston	
	Janitor	Mr J Scott	
	Janitor	Mr M Mowat	
	Cook	Mrs A Prestwood	
	Assistant Cook	Vacant Post	
	Kitchen Assistants	Mrs D Sutherland	
		Mrs M Stevenson	
	School Patrol Crossing Officer	Mrs J Brammah	
School Chaplain	Rev Allan McCafferty, King Street Halls, Kirkwall		

As they occur, staff changes are announced in the regular Parents' Newsletters.

Statement of School Aims

The School aims are guided by the National Priorities and by the vision, values and aims of the Education service as follows:

The National Priorities set by the Scottish Government's Education Department are:

Priority One Achievement and Attainment: To raise standards of educational attainment for all in schools, especially in the core skills of literacy and numeracy, and to achieve better levels in national measures of achievement including examination results.

Priority Two Framework for Learning: To support and develop the skills of teachers, the self-discipline of pupils and to enhance school environments so that they are conducive to teaching and learning.

Priority Three Inclusion and Equality: To promote equality and help every pupil benefit from education, with particular regard paid to pupils with disabilities and special educational needs, and to Gaelic and other lesser used languages.

Priority Four Values and Citizenship: To work with parents to teach pupils respect for self and one another and their interdependence with other members of their neighbourhood and society and to teach them the duties and responsibilities of citizenship in a democratic society.

Priority Five Learning for Life: To equip pupils with the foundation skills, attitudes and expectations necessary to prosper in a changing society and to encourage creativity and ambition.

Working towards a Wealthier and Fairer, Smarter, Healthier, Safer and Greener Scotland.

The Local Authority's Vision, Values and Aims

With reference to the five National Priorities, the O I C's education department Vision, Values and Aims were set in 2002 and reviewed in 2005, these are currently under review and new vision, values and aims will be published in August 2008.

The school aims are guided by the vision, values and aims of the Education service as follows: **Vision and Values**

- Education is for all
- Education is about the whole person
- Education is for life
- Education is the shared responsibility of the whole community

Aims

The local authority aims are:

Aim 1 To raise attainment and achievement in all learners.

Aim 2 To support all learners and promote inclusion and access.

Aim 3 To develop the curriculum.

Aim 4 To promote meaningful partnerships.

Aim 5 To develop the skills of all staff.

Aim 6 To develop quality buildings and infrastructure.

Aim 7 To manage the service and manage change effectively.

The above National Priorities and local authority's Vision, Values and Aims are the basis of the school aims. These have been agreed with all the relevant parties and are reviewed annually. During 2006 the overarching values were revisited in the light of a Curriculum for Excellence, initially using the ACfE toolkit. Staff and pupils were consulted and a statement of shared values articulated as follows –

A Curriculum for Excellence:- To enable all young people to become –

Successful Learners

Confident Individuals

Responsible Citizens

Effective Contributors

Glaitness School - What We Believe

We value and are developing INDIVIDUALITY

- Children and staff as individuals
- Differentiation and appropriate support
- Multiple intelligences
- Abilities and aptitudes
- Assessment strategies to support attainment for all
- Autonomy and responsibility
- Pupil choice
- Pupil centred active learning
- Self- esteem
- Creativity
- Self-efficacy and motivation
- Fairness and respect
- Equal opportunities
- Accessibility

We value and are developing OUR ENVIRONMENT

- Our playgrounds
- Our health promoting status
- A safe learning environment
- An eco- friendly school
- A welcoming and positive school
- A stimulating and informative environment
- Caring and sharing
- Pupils as responsible citizens
- A healthy eating environment
- Motivation in all
- Using resources efficiently and effectively

We value and are developing INCLUSION

- Equal rights for staff and pupils
- Equal opportunities for staff and pupils
- Support for all children and staff
- Respect for others values and beliefs
- We welcome all parents to be partners in our education
- Acceptance and awareness that each child is unique
- Encouraging and supporting a holistic team approach

LEARN AS ONE, LIVE AS ONE

School Aims

The overarching aim of the school is to provide a safe, secure, happy and stimulating environment within which every child has equal opportunity to acquire the knowledge, skills and attitudes they need and which are relevant to the world in which they live.

The following is a précis of the school's aims and is made in reference to the 7 key areas which encompass all aspects of school life.

At Glaitness we aim to:

Curriculum

Provide all pupils with a creative broad and balanced curriculum with experiences which are well planned and follow local and national guidelines, promoting pupil motivation in learning and developing skills, aptitudes and talents for life.

Attainment

To provide each child with the opportunity to reach his/her full potential, setting high self expectations of achievement. Employ a range of assessment procedures, to ascertain pupil attainment and to share this information with pupils and their parents through clear understandable written and verbal reports.

Learning and Teaching

Ensure that a range of appropriate and effective teaching and learning methods are used to develop pupils' knowledge and learning skills.

Support for Pupils

Provide all pupils with the necessary support and resources required to maximise their learning and development of positive attitudes and social skills.

Ethos

Encourage and support respect for self and others; to develop confidence and value the opinions and skills of others within and beyond the school.

Resources

Make efficient and effective use of all resources available to the school and to plan for future needs and budget accordingly.

Management, Leadership and Quality Assurance

Encourage and support a holistic team approach involving pupils, parents and staff in consultation of key areas and to continually monitor and evaluate progress to ensure needs are being met.

Annual Statistics from Scottish Executive

ANNUAL INFORMATION from Scottish Executive, Education Department								
ATTENDANCES 06-07	**P1**	**P2**	**P3**	**P4**	**P5**	**P6**	**P7**	**P1-7**
Scotland (average)	18,621,930	19,374,897	19,826,489	20,547,503	20,963,414	21,023,851	21,352,544	141,710,628
Orkney (average)	71,351	63,002	80,119	82,599	88,451	93,106	108,625	587,249
Glaitness (average)	5,162	9,365	7,747	12,032	8,950	13,112	13,630	69,998
Percentage Authorised Absences								
Scotland	4.1	3.9	3.7	3.6	3.7	3.8	3.8	3.8
Orkney	3.4	3.4	3.1	3.2	3.3	3.6	3.7	3.4
Glaitness	4.0	3.9	2.1	2.7	4.3	3.9	4.3	3.6
Percentage Unauthorised Absences								
Scotland	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9
Orkney	0.8	0.8	0.6	0.6	0.8	0.6	0.7	0.7
Glaitness	0.7	0.9	1.3	0.7	0.9	0.6	0.2	0.7

	School Roll at September 2006	**Total School Running Costs at April 2007 (£)**	**Cost per Pupil (£)**
Scotland	382,156	1,307,663,324	3,422
Orkney	1,558	9,057,431	5,813
Glaitness	185	1,298,368	7,018

School Uniform

The school strongly encourages the wearing of school uniform throughout the school and parents are asked to support the school by purchasing the uniform and ensuring pupils wear it to school.

Our Parent Council supports the wearing of school uniform as it offers a sense of identity and belonging to the school as well as being a cost effective way of providing clothes for the children.

Items should be ordered from the School Office, the current range is as follows:

The gold or white polo shirt, green sweatshirt, green fleeces, green rugby shirts and green hoodies can be worn by all pupils.

A PE kit consisting of a yellow tee shirt, green shorts and PE bag is also available at £11.00.

Current prices are:

Polo Shirt	-	Child £8.00	Adult £10.00
Sweatshirt	-	Child £9.00	Adult £10.00
Zipped Fleece	-	Child £14.00	Adult £18.00
Smock Fleece	-	Child £14.00	Adult £18.00
Rugby Shirt	-	Child £15.00	Adult £19.00
Hooded Top	-	Child £12.00	Adult £14.00
Reversible Waterproof Jacket	-	Child £15.00	

It is not necessary to purchase a uniform with a logo. The school is currently trying to source a separate badge for parents to add on to their own, sweatshirts, jumpers, etc.

Footwear

Some of the school is carpeted therefore in an effort to maintain cleanliness, children are requested to change dirty or wet footwear, and in particular rubber boots or heavy footwear on entering the building.

PE Kit

Plimsoles or trainers (without black soles), shorts and t-shirt. (It is recommended that Classes 1 and 2 pupils do not wear blouses or shirts on PE days for ease of changing clothing).

Painting Overall

This is a recommended item of clothing for all pupils. An old shirt turned back to front with the sleeves shortened is ideal.

Jewellery

The wearing of jewellery is not advised. Where earrings are worn they should be simple studs. All items of jewellery should be removed before PE lessons and given to staff for safe keeping.

Lost Property

All items of clothing and footwear must be clearly named to avoid confusion and anxiety. Children should be discouraged from bringing valuables, jewellery or expensive toys to school. Parents are invited to check the contents of the lost property box at any time.

Mobile Phones

The use of mobile phones is discouraged. If a child needs to use one (perhaps after football to call for a lift home) the phone should be given to their class teacher who will send it to the School Office for safe keeping through the day.

Football Shirts

Football shirts should not be worn during the school day, they are permitted for PE only but **not** for sports day.

School Meals

As a school we encourage healthy eating through serving nutritional lunches which meet the requirements set out in 'Hungry for Success'. Meals are prepared in the school and served in the dining hall at two sittings.

The traditional hot school meal consists of:

Soup and a main course

or

Main course and a sweet

There is also the option of a cold lunch from the snack bar. Sandwiches and baked tatties are available along with a range of different salads.

Parents of pupils who have special dietary requirements are asked to inform the kitchen staff in writing.

Menus are sent home on a regular basis attached to the school newsletters.

School meals cost £1.45 per day or parents/carers can purchase books of 10 tickets for £14.50. Pupils are encouraged to be responsible for their own dinner payment – it does help if dinner tickets are named individually, just in case they go astray!

Application forms for free school meals are available from the school office. On completion, forms should be sent directly to the Education department.

Healthy Tuckshop
A variety of healthy snacks are available at playtimes. These have been chosen by the pupils with changes made according to which items are in season.

Break Time Snacks
A healthy option should always be the first choice when providing your child with a snack at break time eg. peeled and cut fruit or vegetables, raisins. Salty crisps or chocolate biscuits not only create litter problems but are really not the healthy option. Sweets and fizzy drinks are not permitted to be consumed at anytime during the school day. Parents/carers are asked not to allow their children to bring these to school.

Safety

Emergency Closure
The decision to close the school early because of bad weather is made by the Education Department in consultation with the Meteorological Office, Roads Department and school staff.

Information will be available from 7.30am each morning by phoning the Council's main switchboard number on 873535. You can also listen to Radio Orkney at 7.30 am and 12.55 pm for school closure information. Should school be closed during the day, staff will call parents to advise of arrangements for getting pupils home. **Please do not call the school unless absolutely necessary to ensure that telephone lines are kept clear. Please note that if the school is closed any extra-curricular activities that are planned for that day will automatically be cancelled without notification.**

When bad weather is forecast parents are advised to:

- listen to Radio Orkney (93.7 FM) in the morning between 7.30 and 8.00 am for information from the Education Department regarding school closure.
- be alert to the fact that the school could close at lunchtime and listen to the radio at 12.55 pm. If there is an emergency and all Orkney schools are to be closed, the Education Department will arrange for an emergency announcement to be made on the radio (same frequency as the Radio Orkney Broadcast).
- please ensure that all the information given on emergency closure forms is up to date and accurate, we can and will **only follow your instructions.**
- if you collect your child/children during the school day please inform the school office as well as their class teachers.
- if in doubt do not send your child to school.

In adverse weather, if the school is open, pupils with additional support needs who are transported to school will be picked up in Kirkwall or at designated pick up points.

Interval/Playground arrangements
In fine weather the children are required to play outside on the hard play areas, or grassy areas (weather permitting), unless a note is sent by the parent to the class teacher requesting that the child be allowed to stay inside because of health reasons.

Support staff supervise the children whilst in the playground during intervals assisted by pupil helpers who also provide children with games equipment.

The use of skateboards and roller boots are not allowed within the school buildings or grounds, and only footballs provided by the school may be used in the all weather court.

Children are not allowed to play on the grassy areas during the winter months when the ground is very wet or muddy or to use the all weather court during frosty conditions which render it unsafe. The making of icy slides or throwing snowballs is strictly prohibited.

Fire Precautions
Fire precautions and equipment in the school satisfy the statutory fire regulations. Notices about fire emergency are displayed in classrooms and a fire drill is practised at least once a term. Each classroom has its own fire door.

Road Safety

No pupil will be allowed outside the school grounds at any time during the day without permission from the Head Teacher.

Pedestrians
All pupils who walk to school should use the back path as it is the only safe pedestrian access. No pupil should walk unaccompanied along Pickaquoy Road.

School Road Safety Crossings (Lollipop Crossings)
A Road Safety patrol crossing officer is on duty at Junction Road at the corner of Union Street and also at the school car park by the back path.

Bicycles
Only pupils in Classes 6 - 7 are allowed to cycle to school after the child has passed their Cycling Proficiency Certificate, and then only if a letter, written by the parent, is sent to the Head Teacher requesting permission.

Cars
Parents are requested to park in the school car park even when collecting or dropping off pupils. Cars should not stop outside the school gate since tail backs of traffic easily develop, causing dangerous congestion of traffic. Cars should also not park at the entrance to the School Office to allow access for additional support needs transport.

Teaching of Road Safety
Parents - your child's best road safety teacher is you. Don't wait for the school to teach road safety to your child; it is your responsibility to teach the basic pedestrian skills. Basic road safety can only be taught in the street, from the time your child walks it is your example he or she follows. Pupils from Class 7 have the opportunity to become Junior Road Safety Officers.

Gate
The gate at the back of the school is locked by 9.45 am each morning and opened at 3.25 pm each afternoon.

School Transport

Free school transport to and from the school is provided for the following:

1 All children living three miles or more from the school.

2 All children living between two and three miles from the school until the end of the school term at which they reach the age of eight.

3 From mid October to Easter, all children living one and a half miles or more from the school.

This applies to children living within the stipulated catchment area of Glaitness School only, ie. on the Scapa/Greenigoe route and the Lesliedale/Sunnybank/Hatston route.

A special 1.00 pm lunchtime service is provided for the beginners during the 1st weeks of Term 1 otherwise the school transport runs at 3.30 pm.

Parents are asked to inform the school by telephone or in writing if there are any changes to be made in transport arrangements.

Medical

Parents should inform the school of any physical disabilities their children might have which could affect their learning or which might be aggravated by activities such as PE, swimming or games.

If your child requires to wear spectacles, their class teacher should be notified in writing to ensure they are worn.

Parents are required to complete a medical form for all pupils who require medicine during the school day. This should include details of dosage and frequency of administration. Medicines will be handled only by first aid staff.

First Aid
In the school we have three qualified first aiders. In the event of sickness or injury the child will be attended to by qualified members of staff. Except in minor cases, the parent is consulted before further action is taken. Should the child need hospital treatment every effort is made to contact the parents immediately so that they can be present at the hospital.

Medical Officer
There is an annual medical inspection conducted in the school by the Chief Administrative Medical Officer of all new entrants and referrals. Parents are informed in advance and are offered the opportunity to be present.

School Nurse
The school nurse makes regular visits to the school. Her work includes eyesight and hearing tests and giving talks and advice to classes working on health education projects.

Preventative Measures for Head Lice
Parents are asked to regularly check their child's hair and to follow the advice provided in the Orkney Health Board leaflet entitled "Head Lice - Your Questions Answered". Letters will be sent to the classes affected during an outbreak.

School Dentist
The school dentist makes periodic visits to inspect pupils' teeth.

Absences
The school should be informed preferably in writing indicating reasons for pupil absences. Education Department policy is that authorised absences will include medical/dental appointments, immediate family weddings, bereavements, religious observances, attendance at court/child care review/child hearing and lack of transport due to bad weather. All other absences will be marked as unauthorised. Parents are requested to inform the school if their child has contracted any communicable disease eg. chicken pox as soon as it is confirmed. In no circumstances should a parent withdraw a child from school during the school day without first informing the school office or the class teacher.

Special Diets
Please inform the Class Teacher and the Kitchen Staff if your child requires any special diet for any reason e.g. diabetes, vegetarian diet, allergies etc. In these cases a medical protocol is made up for the child so that all staff are aware in case of any emergency.

The Curriculum: What we teach

The curriculum is what is taught in school.

Curriculum policies and programmes of study have been drawn up in school so that all the work is planned to give balance and progression in accordance with the Scottish Executive 5 - 14 Guidelines and A Curriculum for Excellence. All policies are available for Parents to read from the school office. These are subject to ongoing evaluation and will be amended as necessary in the light of national initiatives.

The three main elements which are encompassed in all areas of the curriculum are:

1 Knowledge and Understanding

2 Learning Skills

3 Personal and Social Development

These are relevant to the education of every pupil at every stage and in all areas of the curriculum. The main areas of the curriculum are:

English Language
Listening, talking, reading and writing are the four main components or outcomes. Programmes of work are planned in each area each term with a main emphasis given to at least one. Through this planned and progressive programme, pupils are given the opportunity to experience a variety of spoken and written texts, language forms and purposes.

Since it is through language that children acquire much of their knowledge and many of their skills, the curriculum gives high priority to developing pupils' ability to use language accurately and appropriately.

Modern Languages
French and/or German is taught to pupils in Classes 6 & 7 as an introduction to learning Modern Languages.

Mathematics
Mathematics provides pupils with knowledge and understanding of number, money and measurement; shape, position and movement and handling information or data. Most work is approached through problem solving and experiential learning with a strong emphasis placed upon mental calculations. Through working in these ways, pupils learn the concepts, facts and techniques required to apply mathematics within different contexts.

Environmental Studies
Environmental Studies is a construct of various subjects and skills which together help the child to learn about the world he/she lives in.

This takes the form of themes or topics which help simulate the child's awareness and understanding of the environment and their place within it whilst at the same time encouraging the development of skills eg. observation and communication.

It also provides opportunities to develop informed attitudes and values towards the environment and their own health and safety.

Expressive Arts
This area of the curriculum is composed of four elements - Art, Music, Drama and Physical Education. Together these play an important part in pupils' development of expressive movement, physical fitness, imaginative, creative, emotional and aesthetic responses.

Religious and Moral Education
Religious education is a vital element of every child's education. There are two assemblies held each week in the school hall, one for pupils in Classes 1 - 3 and one for pupils in Classes 4 - 7. These may be conducted by the Head Teacher, Depute Head, the pupils themselves, the School Chaplain or by visiting speakers. Each class is responsible for planning and implementing an assembly on an annual basis to which parents are invited. Pupils may be withdrawn from Religious Education activities at the request of their parents. Such requests should be made in writing to the Head Teacher.

Planning
Class teachers follow the curricular guidelines when planning the year's work. Each term a scheme is planned by each class teacher in consultation with the Head Teacher, Depute Head and/or Principal Teacher. This is a detailed piece of work which identifies the components in each curricular area which are to be covered and the specific aspects of Knowledge and Understanding, Personal and Social Development and Skills which are to be developed. Parent information letters are sent home each term outlining the work to be covered at each stage.

Assessment
Assessment is the process through which teachers obtain information to allow them to make professional judgments about pupils learning. This is achieved by:

- planning those aspects of knowledge and understanding, skills and elements of personal & social education which are appropriate to the pupils' needs. These are shared with the children verbally, through classroom display and also with parents through the curricular letter sent home at the start of each term.

- maximising the learning and teaching opportunities by clearly communicating that which should be learned and by making appropriate choices of activities, tasks and resources to help the child achieve the planned aims.

- regularly recording statements of each child's progress and planning next steps in learning. These statements are used to report information to parents during parents evenings and in written annual reports.

- providing immediate feedback to pupils verbally, through written comments and by supporting self and peer assessment.

  Self and peer assessment is a process where pupils are encouraged to assess their own learning, value theirs and others contributions whilst also providing teachers and parents with a useful indicator of the child's motivation, interest and enthusiasm.

Pupils are encouraged to reflect on their learning and to record achievements both within and outwith school.

National Assessments are used to confirm ongoing pupil progress. They are only used when the teacher feels the child is competently working at a given level in English Language and Mathematics.

Response slips are also provided with the annual written reports for parents to comment on aspects which please or concern them.

Learning Support
There is a full-time Learning Support teacher in the school.

Her role is four-fold:

1 To act as a consultant on learning difficulties to other members of staff and to parents.

2 To work in co-operation with the class teachers to give supportive help to any pupil, including those with specific learning difficulties and high achievers who require an extra challenge.

3 To give direct assistance to the pupils who are experiencing difficulty in mastering the basic skills of reading and number.

4 To give short term support for pupils with temporary learning difficulties.

In addition, there are specialist visiting teachers who provide support for pupils with visual or auditory impairment. The speech & language therapist regularly visits the school. At the beginning of the school session she screens all P1 pupils.

Visits are also made by the Educational Psychologist to investigate and advise on any particular learning or behavioural problems referred by the school or at the request of a parent.

Where a child is experiencing learning difficulties, the school staff will seek to work in partnership with parents so as to effectively support the child's needs.

Student Placements
Throughout the school year we will have student placements from KGS and Orkney College as well as Teacher training colleges. These students are supported by the staff throughout their practice and are monitored very closely not only by the school but also by the organisations concerned.

Homework
Aims to give pupils the opportunity to:

- reformulate, apply and use creatively the knowledge and skills they are learning in school.
- develop independent learning set within a context of support and guidance.
- take responsibility for the organisation, planning and execution of their own work.
- to offer parents the opportunity to become actively involved in their child's learning experiences.

Homework Tasks
These are carefully constructed by the class teachers to meet the needs of individual pupils. They will be directly related to the work of the class and form an integral part of it. The tasks aim to be interesting, varied and challenging but not time consuming. They will reinforce skills which have been taught in school but will also extend knowledge and understanding.

Homework is given each night except Friday, Saturday and Sunday. In most classes the work is given daily but in the senior classes teachers often prepare a weekly homework plan which allows pupils to begin to take responsibility for the organisation of their own work.

P7/S1 Diary - Term 4
In term 4, pupils in P7 are provided with a P7/S1 diary within which they plan for all homework and extra curricular activities, set personal aims and evaluate achievement. Weekly comments from parents and staff play an important part in helping to support pupil independence and self discipline. These diaries are sent to guidance staff at Kirkwall Grammar School at the end of the term where they are retained then handed back to pupils for use in term 1 of secondary 1. The collective involvement of pupils, parents and staff from both primary and secondary schools helps to ensure continuity and progression during this transfer stage.

Instrumental Tuition
Tuition by specialist instructors is available in strings and woodwind instruments.

Violin instruction may start from P4, but **Woodwind** not until Primary 5. A pupil may not have instruction in both and only in special circumstances would a child be allowed to switch from one to the other.

Pupils selected for violin classes must provide their own instruments. Because places in these classes are limited, especially in the case of woodwind, a form of selection is necessary. An 'ear' test (involving rhythm and pitch) is given to all those who wish to learn an instrument.

Selection is not a guarantee of success. Pupils must undertake to practise regularly.

Where a pupil fails to show satisfactory progress, tuition may have to be discontinued.

Extra-Curricular Activities
A number of extra-curricular activities are provided each year by the school. These may vary according to the interests of the staff and parents who volunteer to organise these activities. Weekend trips to the islands or an activity week at an Outdoor Centre such as Nethybridge may also be arranged for the older pupils. A consent and medical information form is sent to parents in February. This covers all level 1 and 2 excursions until the following February. New pupils will receive their first forms when they start school. Additional forms are required for level 3 and 4 trips and will be issued as and when required.

Discipline
A safe, orderly environment is required for effective learning and teaching to take place within the school. To this end, a number of simple rules have been drawn up in consultation with staff, pupils and parents to help ensure high yet attainable standards of behaviour. Guidelines for implementing these rules are detailed in the school discipline policy.

The Pupil Council
At the start of each session, a boy and girl are elected from each of Classes 2 – 7 to represent their class on the pupil committee for that year.

From this group of pupils, a Chairperson, Vice-chairperson and Clerk are elected and the committee formed. The committee meets with the Depute Head on a regular basis to review school rules and discipline procedures and any other matter of immediate concern.

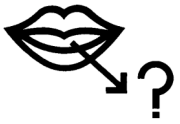
Positive Behaviour - School Rules

The Safety Rule
Look after our school and all that are in it

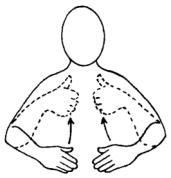
The Learning Rule
Work Hard

The Respect Rule
Be Kind and Helpful

The Inclusion Rule
Ensure that everyone belongs



The Communication Rule
Express yourself clearly and positively



The Health and Well Being Rule
Look after ourselves and others

GLAITNESS SCHOOL ECO-CODE

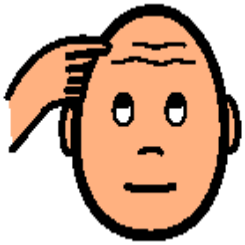
Green, clean and healthy

Lights switched off

All reducing, reusing, recycling

Inventive ideas

Trying to reduce car transport



Not wasteful – thinking first!

Energy saving and enterprising

Sustainable environment

Saving the school and the planet!

Parental Involvement

Parent Association
Currently a committee of parents, one representative for each of the classes, including Pre-school, is elected each year at an open meeting in the school. From August 2007 all parents of pupils at the School form the Parent Forum. The Parent Representatives from each class will now form the Parent Council. A parent serves for two years on this committee which will be known as the Glaitness Parent Council and which meets regularly with the Head Teacher to discuss matters of policy and to help with fund raising and school activities. It is their function also to co-ordinate with other parents and to enlist their help as required. Standing as a parent representative is not a time consuming, onerous task, former parent representatives have found it interesting, informative and enjoyable. If you would like to become a member we would welcome you to this group.

Aim of Parent Council
1 To discuss items relating to general school policy.

2 To be a 'sounding board' for ideas put forward by staff/parents/pupils/the community.

3 To enlist help with projects, trips, outings etc.

4 To help with fund raising.

Parent Meetings
Parent meetings are held regularly at school, at least twice a year. These take the form of evenings when the parents have the chance to have individual consultation with the class teachers, learning support and specialist staff. An appointment system is operated for these evenings so that parents do not have to queue. If an evening appointment is unsuitable a daytime appointment can be made to see members of staff during their non-teaching time.

Parent Visits
Besides the organised parent meetings, individual visits of parents to the school will always be welcome. If possible it is helpful to make an appointment first.

Written Communication to Parents
Parents newsletters containing information and items of interest are sent out every month, and letters to parents for special purposes may be sent as necessary.

A written report on each child's educational progress is sent to parents towards the end of the summer term each year. A parents response slip is included which parents are requested to sign and return to the school as receipt of the report. They can also note on this form issues they wish to discuss with the class teacher.

Change of Address/Circumstance
Parents are requested to inform the school immediately of any change of circumstance, address, telephone or emergency contacts.

Comments, Compliments and Compaints

Glaitness School is committed to delivering a quality service to all our users.

We very much welcome comments about the service we provide to assist us evaluate our practice. We would encourage parents/carers to post their comments in the suggestion box which can be found in the School reception area.

We aim to take effective action in ensuring standards are upheld. Therefore, we welcome being informed if this is not the case.

Copies of the Orkney Islands Council Complaints procedures are displayed in the Information Board.