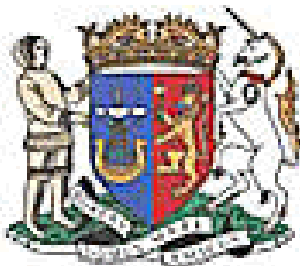




Stenness Community School

Parent/Carer Information Handbook





Stenness Community School
Stenness, Orkney, KW16 3LB
Tel: 01856 850 212

Email: admin.stenness@glow.orkneyschools.org.uk
Head Teacher: Mr Grant Thomson

Executive Director	James Wylie	873535
Head of Schools	Peter Diamond	873535
NHS	School Health Team	888262
School Dental Service	Karyn Tait	885415
Library Service	Karen Walker	873166
Transport Provider	J&V Coaches	851425
OIC School Transport	Education Dept	873535
Parent Council Chairperson	Kate Pirie	851924
Parent Council Clerk	Raema Lyon	
Community Association		
Chairperson	Mhairi Hughes	761027
Hall Booking Clerk	Rachel Boonzaier	850120
Community Liaison Officer	Kerry Spence	873535
Janitor	Carolynda Sayers	761288





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Whilst information provided in this handbook is considered to be correct at the time of printing, it is possible that there may be some subsequent inaccuracies.



General Information

History

The original Stenness School was situated at Stymilders on the border of the parishes of Firth and Stenness. The school was shared by both parishes. Subsequently a parish school known as the Madras School was built at Savedale. The next school was built in 1892 on an acre of land provided by the Balfour Estate.

We moved into the present building in April 1994. The school is semi-open plan in design with the classrooms arranged around a common open area. The Nursery adjoins the P1-3 class but can be closed off from the rest of the school by a dividing door. The school also has a library, a medical room, a technology/music room and an upper gallery which accommodates the art room. PE is taught in the community hall which is also used for lunches, games and drama and is available for the children to use during their 'Privilege Time' on a Friday afternoon.

As the building is a community school we share the facilities with other community users. During the school day the school has priority use of the hall and can also use the community room if it is available.

Our well-designed school has every facility necessary to deliver a modern, stimulating education.



Outdoor areas

There are extensive grounds for outdoor activities. The school has a playground area with a climbing frame and ample space for children to run around. There is a football pitch and, beside the school, a smaller playpark used by the younger children.

The Nursery children spend much of their time outdoors and, as well as using the playpark, they have their own outdoor play equipment and areas to expand imaginative play, such as a mud kitchen and a sand pit.

The children have access to a large number of balls, skipping ropes and other play equipment to make breaktimes as much fun as possible.

We have installed a "Play Pod" which is full of everyday equipment to promote imaginative play. This has been very successful in encouraging the children to develop their creativity and imagination, and also become more "risk aware" rather than "risk averse".

With help from the community and parents, the school garden is flourishing.





School Vision, Values and Aims

Statement of School Aims

Responsible Citizens

As responsible citizens we will value, respect and care for all members of the School Community - children, staff, parents and visitors.

We will extend this responsibility to our local, national and global communities.

Effective Contributors

We will empower children and staff to be effective contributors to their community, through the development of thinking, reflecting, questioning and debating skills. We will provide opportunities for all members of the school to take responsibility for themselves and others.

Children

'The heart of our Community'

The overriding aim of the school is to provide a secure, happy and stimulating environment within which every child can acquire the knowledge, skills and attitudes they need to be:

- *Responsible Citizens*
- *Effective Contributors*
- *Successful Learners*
- *Confident Individuals*

Successful Learners

We are all learners in our school. In a positive, supportive and challenging environment, we will empower children and staff to be life long learners; encouraging excellence and meeting individual learning needs.

Confident Individuals

We will foster a love of learning within the School Community. The partnership between children, staff and parents, expressed through a holistic curriculum, will develop knowledge and understanding, skills, values and creativity, enabling the children to approach life with confidence.

These aims were established as part of the school development programme and are evaluated at least annually as part of the school's development.

Our Values

Share

Co-operate

Try

Fair

Respect

Care



Section 2

Educational Provision

2.1 Catchment area

The parish boundary delineates the catchment area of the school.

2.2 Enrolment

Pupils may be enrolled at the beginning of a session in the August preceding his/her 5th birthday if the birthday occurs before the end of the February following enrolment. On enrolment a pupil must be 5 before the end of February.

Parents resident in the parish have the right to send their children, at their own expense, to any school outwith the parish boundary. In these instances, a Placing Request form must be submitted to the Local Authority who will assess each application on a case by case basis. Enrolment dates are advertised in the Orcadian each year.

2.3 Nursery

There is nursery provision for three and four year olds. Nursery sessions are 9.30am to 3.30pm five days per week. Children may join the nursery class following their third birthday.

2.4 School Roll / Class Composition

The composition of classes varies each year according to the number of children at each stage.

The school roll (P1-P7) for session 2021/2022 is 31. All classes are composite and arranged as follows:

Nursery and Pre School	5
P1 - P3	10
P4- P7	16

The maximum number of pupils in a composite class is 25.

2.5 School hours

9.30 - 11.15am

11.15 - 11.30am break

11.30 - 12.50pm

12.50 - 1.35pm lunch

1.35 - 3.30pm

2.6 School Calendar

There are four school terms each year.

Term dates are listed below for school year 2021 / 2022

Term 1 Tuesday 17 August - Wednesday 6 October (37 days)

October holidays Thursday 7 October - Friday 22 October

Term 2 Monday 25 October - Tuesday 21 December (42 days)

Christmas holidays Wednesday 22 December - Tuesday 4 January

Term 3 Wednesday 5 January - Friday 1 April (60 days)

Schools closed Friday 11 - Tuesday 15 February

Spring holidays Monday 4 April - Monday 18 April (Easter Monday)

Term 4 Tuesday 19 April - Thursday 30 June (51 days)

Schools closed Thursday 2nd & Friday 3rd June (Queen's Platinum Jubilee)

Schools closed Monday 6 June (In Service)



Section 3 Staffing

Stenness Community School Staff

Session 2021 / 2022

3.1 Teaching

Head Teacher	Mr Grant Thomson
P1-3	Mrs Ingrid Taylor
P4-7 & Principal Teacher	Mrs Vickie Leonard
Support for Learning Teacher	Ms Katherine Diaper
Principal Teacher Relief	Mrs Yvonne Allen
Nursery	Mrs Fiona Manson (Early Years Lead Practitioner)
	Mrs Audrey Harcus (Early Years Lead Practitioner)
	Mr Grant Thomson (Manager)

3.2 Itinerant Teaching Staff

Art	Ms Eilidh Harcus
PE	Ms Holly Elson
Music	Ms Kate Fletcher

3.3 Itinerant Instrumental Tutors

Violin	Mrs Elizabeth Duncan
Guitar	Mr Adam Clarkson

3.4 Visiting staff

Drama tutor	Mrs Inga Linklater
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3.5 Non-Teaching

Clerical Asst/Auxiliary	Mrs Donna Hibbert (Monday - Friday)
Support for Learning Assistants	Mrs Nicola Kenyon, Ms Valerie Gray
Janitors	Ms Carlynda Sayers (Monday - Friday)
School Meals	Mrs Sylvia Manson (Firth School Kitchen)
Cleaners	Mrs Morag Adamson, Mr Douglas Edgar

3.6 School Chaplain

Reverend Martin Prentice is our School Chaplain. He provides regular Religious Observance throughout the year, especially at Easter, Harvest and Christmas.

If you don't wish your child to participate in this, please let us know.

3.7 Supply Staff

Occasionally there will be other visiting teachers in school who may be covering for illness or staff training. When possible, you will be notified of temporary changes which will affect your child.

3.8 Students

Occasionally students train in-school as part of their course work. Such students may be from universities or from Orkney College or the local secondary schools. Parents will be notified regarding any placements.

Orphir Contact No - 811 265

Stenness Contact No - 850 212





Section 4

School Wear

4.1 Daily wear

Children should wear suitable, appropriate and serviceable clothing. Sensible footwear should be worn and trainers are required for PE.

School uniform is not compulsory but we have adopted school colours of purple and blue. Hoodies, sweatshirts and polo shirts are available to buy locally at "Leviathan International" in Stromness. The school logo and any personalisation you wish can be printed on the garments.

4.2 Special Events

At times e.g. concerts or sporting events, it may be necessary for all pupils to wear a school tee shirt or sweatshirt. We have some polo shirts and sweatshirts with the school logo printed on them. We use these when children are representing Stenness School.

4.3 Footwear

Children may bring indoor footwear if they wish. This would be particularly welcome during wet or snowy weather. Children should not wear wellington boots inside the school.

4.4 PE wear

Children should have a suitable PE kit with trainers or plimsolls, shorts and a tee shirt which they must bring to school on PE days, and must be named.

4.5 Swimming

The upper classes are allocated a swimming block once per year. Notification of specific dates and classes will be given. The children receive swimming tuition at the Stromness pool and transport is provided to and from the pool.

4.6 Art wear

Children should bring in an old shirt for artwork. This garment can remain in school.

4.7 Safety vests

All pupils are issued with fluorescent safety vests which they are expected to wear during Terms 2 & 3.

It is important that all children wear these for their own safety whilst travelling to and from school.

4.8 Team Colours

We have football strips and netball skirts, polo shirts and bibs. These are issued to the teams at the beginning of each season.

4.9 Clothing Grant

A clothing grant for those in need may be available on application to Orkney Islands Council. Please contact the School or Education Department for further information. Applications are to be completed online.

4.10 General

All clothing and footwear should be clearly marked with the child's name. Children are encouraged to take responsibility for their own belongings and have respect for the property of others.

We ask all children to keep a change of clothes in school. Our stocks of spares are limited.

4.11 Lost Property

Lost property is kept in the school until the end of the school session when it will be disposed of during the summer break.

If your child loses something please contact the school.



Section 5 Transport

5.1 Summer Arrangements (Easter to October break)

Transport is provided for children up to age 8 who live more than two miles from school within the catchment area and for children over 8 who live three miles or more from school.

5.2 Winter Arrangements (October to Easter)

In the winter months transport is provided for all children in the catchment area who live more than 1.5 miles from school.

If you live outside the Stenness Community School catchment area and your child attends the school, you must provide your own transport each day.

5.3 Nominated passengers

If there is a spare seat on the school bus, a pupil living on the bus route but not eligible for transport can become a nominated passenger, i.e. he/she can travel on the bus as long as the seat is not allocated. However, they may have to give up this seat if new pupils arrive at school who qualify for transport. Nominated passengers travel at the discretion of the Education Department.

5.4 School transport loading / unloading and supervision

Members of staff will supervise the loading and unloading of buses at school. It is the parents' responsibility to ensure the safety of their child/children at their respective pick up points.

Children must wear seat belts and are not supervised on the buses but are expected to act sensibly and remain seated with their seatbelts fastened until the bus stops.

Parents will be notified if their child misbehaves on the bus. Unruly behaviour may result in temporary exclusion from the bus (parents will be fully informed of this).

5.5 Communication

It is important to inform the school of any temporary change to transport arrangements e.g. if your child is to go home with a friend or you intend to pick up your child. This avoids any delays and confusion at home time.

5.6 Insurance

Children are insured **only for the route specified by the Education Department**. The school, bus company or the Education Department will not accept responsibility for children travelling without permission.

5.7 Cycling

Children who have passed their Bikeability Level 2 test may cycle to school at the discretion of their parents who will take total responsibility for their safety.

Children should always wear a safety helmet and have a roadworthy and well-maintained bike.

5.8 Walkers

We cannot provide supervision for children crossing the road before or after school.

5.9 Safety Vests

Children are issued with fluorescent safety vests which should be worn morning and afternoon during Terms 2&3.

5.10 Transporting children by bus on trips / outings

At times private transport may be necessary for outings, educational visits etc. When large numbers are involved we will obtain a bus by private hire, or we may occasionally use the service bus. The school or the Parent Teacher Association will usually meet all costs. We are very grateful to the PTA for this assistance, without which educational trips would be extremely difficult and less frequent.

5.11 Emergency procedures

In the event of emergency closure transport will be provided as soon as possible. We will try to contact all parents. Please ensure that the school is aware of alterations to emergency contact numbers.

5.12 Queries

All transport arrangements for pupils are made by the Education Department.

All queries relating to the allocation of places should be directed to them 873535.



Section 6

Daily Procedures

6.1 Arrival

School begins at 9.30am. The janitor will meet the school bus.

When children arrive at school in the morning they can enter the building to deposit coats, bags etc. then, depending on the weather, follow the indoor or outdoor code of conduct. Hand sanitiser will be issued on arrival, then the children will wash their hands when they enter the building to start the school day.

6.2 Play times

Morning break lasts for 15mins, 11.15 -11.30am. It is usual for children to bring a small healthy snack or drink for break times.

6.3 Outdoor

Children will be supervised in the playground. There are playground rules and boundaries which are expected to be followed. Children who use the playing field must bring a change of footwear.

Small play equipment is provided for use on the playground as well as our "Playpod Scrapstore", which contains many items for creative and imaginative play.

We don't encourage children to take their own toys to play with as they could break or get lost.

Electronic games and mobile phones are not permitted.

6.4 Indoor

Children will stay indoors in wet weather. Children may choose from a range of activities organised in the different areas. Children will be supervised during indoor breaks.

6.5 Lunch times

Lunch time lasts for 45 mins, 12.50 - 1.35pm. Children are supervised both in the dining room and in the playground.

6.6 School meals

School lunches are available at a daily cost of £2.60 although P1-5 children are eligible for free school meals every day. You can pay daily, weekly or termly, whichever suits you best. The lunches are made in the Firth School kitchen and are transported to Stenness each day. Special diets can be catered for following consultation with parents.

You'll get a menu at the start of the school year; please keep it in a safe place. The children order their lunches a day in advance.

6.7 Packed lunch

Children may bring a packed lunch from home and eat their lunch with their friends in the dining room.

6.8 Free Meals and Clothing Allowance

Families with a lower income may be entitled to free school meals and/or a clothing allowance. Applications can be made online by visiting the www.orkney.gov.uk website and treated in the strictest confidence.

P1-5 children are all automatically entitled to free school meals. If you have a child in one of these classes and think you might be eligible for a clothing allowance, please complete an application form.

If you have any queries about eligibility, please contact the Education Dept on 873535.

6.9 Home time

School ends at 3.30pm. Members of staff put the children on the school bus and make sure they are safely 'belted in'.

Parents who are collecting their children can wait in the car park for their children.

If there are any changes to your child's normal end of day routine (ie, someone else picking them up or they are not going on the bus), please let us know in good time to avoid confusion and delays at the end of the day.

6.10 Appointments

It may be necessary for parents to collect their child early from school for dental, doctor's appointments etc. Please ensure the class teacher is aware of this and collect your child from the classroom.

If playtime or lunchtime, please do not take your child without informing a member of staff.



Section 7

Emergency Closures

7.1 Bad weather

Occasionally it may be necessary to close the school due to bad weather. The decision to close the schools early is made by the Education Department, in consultation with the Met Office, the transport provider (J&V Coaches) and Roads Department. The safety of children is paramount.

Announcements will be made on Radio Orkney between 7.30 - 8.00am and on the local bulletin on Radio Scotland at lunch time, or you can contacting the Local Education Authority after 7.30am (873535). Updates can also be found on the OIC's 'Twitter' and 'Facebook' pages and on the www.orkney.gov.uk website.

7.2 Midday closure

In bad weather schools could be notified to close at short notice. In the event of emergency closure transport will be provided as soon as possible. We will try to contact all parents, but if this is not possible, we will phone emergency contacts. We'd urge everyone to provide us with the name of someone we can call in the event of us not being able to contact parents or carers. Children will not be sent home without either the parent or emergency contact being informed.

Parents may collect their child from school if they are worried about any deterioration of weather or road conditions.

7.3 Other Emergency Closures

Although rare, there may be other reasons for school closure such as interruption to heating, lighting or water supply. Usually, we receive early notification of this and parents will be notified accordingly. However, should the school need to close early the midday closure procedures will apply.

7.4 Emergency Contact

Please ensure that the school is aware of alterations (however temporary) to emergency contact names and numbers.



Section 8

Welfare of pupils

8.1 Security / General Contact

To ensure children's safety there is access only through the main entrance located at the front of the building. The office staff will greet you and assist with all enquiries. Visitors to school will be required to sign a visitor's book and wear a security badge.

8.2 Health Assessments

Routine health assessments, eg hearing, sight, height and weight, are carried out on all Primary One pupils and at intervals throughout primary school. Parents are invited to attend these if they wish. Consent forms are issued by the NHS School Staff.

8.3 Medical Information

It is important that school is notified of **any** known medical condition pertaining to your child e.g. diabetes, allergies etc.

8.4 First Aid

We have qualified First Aiders in school who will attend to accidents, injuries, illnesses and minor problems. In the event of something more serious parents will be notified and additional medical help will be sought.

8.4 Medicine

Occasionally it may be necessary for children to bring medicines to school. Medicine can only be administered by a member of staff if there are clear, written and signed instructions from the parents which state name of medicine, dose and required time to administer. With written agreement between the school and parents, it is possible for medicines to be held on the premises for individual children, for instance asthma inhalers or epipens.

8.4.1 Children using inhalers should have their name clearly marked on the device and parents should inform class teachers of their child's needs.

8.4.2 Parents should inform the class teacher if their child is to remain indoors during breaks if, for example, they have a cold.

8.5 Dentist and Childsmile Toothbrushing Scheme

The school dental team visit regularly for routine inspections and also for the administration of fluoride varnish twice per year. Parents will be notified of the dates in advance and consent is always required.

In addition to this, and in line with other Orkney Schools, we are part of the Childsmile Toothbrushing scheme. The children brush their teeth at school every day using brushes and toothpaste provided by the Dental Service and under the guidance of the trained toothbrushing supervisor. Our toothbrushing supervisor is also our janitor, Carolynda Sayers.

8.6 Speech Therapy

If your child requires speech and language assessment or intervention, this is provided by the NHS Speech and Language Dept.

8.7 Psychological Services

This service is available to all schools. If parents and staff are in agreement that a child is experiencing difficulties, may have a special educational need or would benefit from the advice of psychological services, this can be arranged. The school can refer a pupil following a parental discussion.

8.8 Absences

If your child is absent please phone the school before 10am. In the interest of your child's safety we will contact you if we have an unexplained absence. It is important that we are made aware of the reason for absence as these are recorded using a national code and are categorised as authorised or unauthorised. Throughout Scotland schools are given attendance targets which they should strive to achieve. Any absence without reason will be recorded as unexplained.

8.9 Holiday Absences

A list of school holiday dates is provided. If possible, we recommend that holidays are taken during these times. However, if this is not possible and family breaks are to be taken outwith the school holidays it is important that school is informed. Family holidays are usually recorded as 'unauthorised' absences for statistical purposes, unless the circumstances can be proved to be exceptional.

8.10 Late Arrival

If your child is going to be late please notify school. This is particularly important if a school meal needs to be ordered and to avoid us trying to contact you.

8.11 Insurance

Orkney Islands Council holds public liability insurance in respect of all school children. Occasionally, additional insurance is required which school will finance.

8.12 School Outings

There may be occasions either for social or educational reasons when children are taken out of school. Parents are asked to complete consent and medical forms at the beginning of each school year. Parents will always be notified of such outings.

8.13 Residential Trips

A residential trip is arranged every second year for children in P6&P7. In previous years this has been to the Abernethy Outdoor Centre in Nethybridge, Inverness-shire.

This is a week-long trip (Monday to Friday) at the beginning of Term 4 and provides the children with an invaluable learning experience.

Since the onset of the pandemic, trips outwith Orkney have not been allowed. Alternatives have been identified within the county where children can still have a few nights away from home but stay in Orkney.

8.14 Risk Assessment

Risk assessments are undertaken for every excursion and all activities. For health and safety reasons all school trips are risk assessed and checked by the Education Department.

8.15 Transfer to other schools

Please let us know as early as possible if your child is moving school so that the transition can be smooth and transfer records sent to the new school.

At the end of P7, children from Stenness transfer to Stromness Academy. When children transfer to secondary school, transition visits are arranged and members of staff from the Academy visit the school.

There is also a day of sports activities for all the primary feeder schools so the children can meet up with their future classmates.



Section 9

Home School Partnership

At Stenness Community School we strive to work in partnership with parents in order to provide the best possible educational experience for all children.

9.1 Parental Involvement

When current Covid restrictions are lifted, parents will be welcome in school once again. There may be times when parents can assist with some activities such as helping in the school library or assisting with art and craft activities. We are particularly keen to hear from parents or carers willing to help out with after school activities. If you are willing to offer occasional help please contact school to discuss (again, once restrictions allow).

9.2 Contacting staff

It may be necessary for you to wish to discuss matters with the Class Teacher or the Head Teacher. Staff members are usually available by phone at the start and end of each day. It is advisable to make an appointment so that time and privacy can be ensured, but it is realised that there might be a need for urgency and matters may need prompt attention. There may also be times when the Class Teacher or Head Teacher requests an opportunity to discuss your child's progress or behaviour and an agreed meeting time will be arranged.

9.3 Parent's Evenings

Parent's Evenings are held once a year, usually in the winter. Appointments are 15 minutes long per child. Arrangements can be made directly with the Class Teacher if additional appointments are requested. Annual Reports are sent out towards the end of the school year (usually middle of May).

9.4 Special meetings

There may be times throughout the year when special meetings are called to discuss specific issues. Early notification will be given where possible.

9.6 Newsletter

Newsletters are sent home regularly, keeping parents and carers full informed of all school updates and events.

9.7 Homework

Homework provides opportunities to:

- Practice skills
- Collect information and/or materials
- Catch up

- Develop good work habits
- Build partnerships

9.7 Stenness Parent Teacher Association (PTA)

The group's main aims are to help with fundraising and supporting and organising school events such as discos, Halloween parties and Christmas productions. Any parent or carer can be part of this group and you are encouraged to join. We have recently amalgamated with the Stenness Parent Council. By joining together the number of termly meetings has reduced as we previously held one meeting each per term.

9.8 Book Clubs

The school uses Scholastic Book Club. Sales from this provide the school with free books for classrooms and the school library. Leaflets are sent home with the children each term. There is no obligation to purchase books although we would obviously encourage a love of books in everyone.

9.10 Consultation Groups

Some school developments require consultation with parents. Throughout the year you may be asked to participate in a working group to assist in the development of school programmes.

9.11 Netball and Football

There has been no netball training since the Covid restrictions were imposed. However, this will be starting up again shortly.



Section 10 Curriculum

10.0 Curriculum

The Primary Curriculum in Scotland is known as the "Curriculum for Excellence". The Curriculum aims to ensure that all children have the capacity to be:

Confident Individuals
Successful Learners
Effective Contributors
Responsible Citizens

Entitlements

- A coherent curriculum from 3-18
- A broad general education, including well planned experiences and outcomes across all the curricular areas. This should include understanding of the world and Scotland's place in it and understanding of the environment.
- A senior phase which provides opportunities for study for qualifications and other planned opportunities for developing the four capacities.
- Opportunities for developing skills for learning, skills for life and skills for work
- Opportunities to achieve to the highest levels they can through appropriate personal support and challenge
- Opportunities to move into positive and sustained destinations beyond school

Learning Experiences and Outcomes

Expressive Arts

Health and Wellbeing

Religious and Moral Education

Social Studies

Language and Literacy

Mathematics and Numeracy

Sciences

Technologies

10.1 Approaches to Teaching and Learning

A variety of teaching methods are adopted within school. At times children will work as a class, in groups, pairs or individually depending on the task. We try to match the curriculum to the individual needs of the children and therefore activities are differentiated.

10.2 Support for Learning

Support for learning is allocated according to need and is provided individually or in groups, in class or in a quiet area. Parents will be notified if their child is receiving support for learning and an appointment with the Support Teacher will be offered at Parents' Evenings to discuss your child's specific needs.

10.3 Languages and Literacy

The components within English Language include:

- **Listening** - for information, instructions and directions: listening in groups: listening in order to respond to texts: type of texts and knowledge about Language
- **Talking** - conveying information, instructions and directions: talking in group: talking about experiences, feelings and opinions: talking about texts: audience awareness: and knowledge about Language
- **Reading** - reading for information: reading for enjoyment: reading to reflect on the writer's ideas and craft: type of text: reading aloud: and knowledge about Language
- **Writing** - functional writing: personal writing: imaginative writing: punctuation and structure: spelling: handwriting and presentation: and knowledge about language

We use a number of published schemes to support the Language curriculum.

Children are encouraged to borrow books from the school library.

We use computer programmes as an integral part of the Language programme. There is opportunity within Environmental Studies projects to develop skills in functional writing e.g. reports, investigations, instructions, letters etc.

10.4 Mathematics and Numeracy

The components of Mathematics consist of;

- **Number, Money and Measurement:** including range and type of numbers: money: add and subtract: multiply and divide: round numbers: fractions, percentages and ratio: measure and estimate: Time: and perimeter, formula and scales
- **Shape, Position and Movement:** including range of shapes: position and movement: symmetry: and angle
- **Information Handling:** including collect: organise: display: and interpret
- **Problem Solving and Enquiry:** including starting a task; doing a task (implementing strategies): and reporting on a task.

10.5 Environmental Studies

- **Science:** understanding living things and the processes of life: understanding energy and forces: and understanding earth and space
- **Social Subjects:** understanding people and place: understanding people in the past: and understanding people in society
- **Technology:** understanding and using technology in society: understanding and using the design process

Environmental Studies are taught through a variety of contexts or topics. The emphasis on science, social and technology will vary so that we can offer a balanced curriculum. Each topic has a focus level with differentiated activities according to the needs of the individual or the composition of the class. The duration of a topic is usually a term. There may also be mini projects based on a theme within the topic.

10.6 Expressive Arts

Expressive Arts includes P.E, Music, Art and Drama. Programmes are drawn up in consultation with specialist teachers and in line with 'Curriculum for Excellence' guidelines.

10.6.1 PE

This includes games, team sports, gymnastics, dance, athletics, swimming and outdoor education. Children also experience and gain knowledge and understanding of the role of exercise in good health and develop a positive attitude to an active lifestyle and a concern for well being.

10.6.2 Art

In Art the children are given the opportunity to explore the various elements of the Art and Design curriculum and such opportunities are related to pupils' previous experiences, interests and stages of development. Children's artwork is displayed in the school.

10.6.3 Music

All children receive music tuition from our visiting teacher once per week. Children are given the opportunity to play a musical instrument from P4. At Stenness we offer violin and guitar tuition. Those wishing to learn may be placed on a waiting list.

Instruction time is limited therefore selection is dependent on assessment by the music instructor based on age, enthusiasm and the self-discipline to practice regularly. Each pupil's progress is monitored and failure to practice or make progress may result in the loss of tuition.

10.6.4 Drama

The drama tutor works with the children at some point during each school year as well as planning programmes of work with class teachers. Through drama, pupils are given the opportunity to develop their knowledge and understanding of themselves and their relationship to others and real-life events. By engaging feelings, creative and imaginative thought is stimulated and confidence and self-esteem enhanced.

Traditionally there is a whole school performance every 2nd year, usually held in the Christmas term.

10.7 Religious and Moral Education (RME) / Health & Wellbeing / Personal and Social Development (PSD)

There is some overlap in all these subject areas and we have developed a combined programme of study to cover all three areas.

10.7.1 R.M.E.

The components of RME include:

Christianity: celebrations, festivals, ceremonies and customs; sacred writings, stories and key figures; beliefs; sacred places, worship and symbols; and moral values and attitudes.

Easter and Christmas Services are held in the School Hall, where the School Chaplain, Reverend Martin Prentice, conducts a short service for the children.

Other World Religions: celebrations, festivals, ceremonies and customs; sacred writings, stories and key figures; beliefs; sacred places, worship and symbols; and moral values and attitudes.

Personal Search: the natural world; relationships and moral values; and ultimate questions

10.8 Health and Wellbeing

The components of the Health Education curriculum relate to:

- **Physical Health**, which is concerned with the knowledge, skills and attitudes that are needed to understand physical factors in relation to our health.
- **Emotional Health**, which deals with the knowledge, skills and attitudes that are required to understand emotions and feelings and how they affect us.
- **Social Health**, which develops an understanding of the interplay of knowledge, skills and attitudes that are needed to understand the interaction of the individual, the community and the environment in relation to health.

10.9 Personal and Social Education (PSD)

Personal development is essentially concerned with

- **self awareness**,
- **self esteem** and
- **social development** which relates to inter-personal relationships, independence and interdependence.

Personal and social development is therefore an aspect of education embedded in all areas of learning and in all aspects of school life.

We place great value on the education of the whole child and not just academic performance.

10.10 Information and Communications Technology (ICT)

The overall aim of ICT is to develop the knowledge, skills and informed attitudes of ICT for individual pupils. Through ICT pupils will be encouraged to:

- develop confidence and skills in using ICT
- make use of ICT to create and present their own ideas and material
- use ICT to collect and analyse structured information and to solve problems
- employ ICT to control and model aspects of the environment
- be aware of and be informed about the applications and implications of ICT in society

10.11 Modern Languages

All children Stenness have the opportunity to start to learn another language. The emphasis is on the spoken word through games and activities such as setting up a French Café.

The younger children learn basic French with the aid of "Camembear", a bear who teaches them French songs and words.

10.12 Extra Curricular Activities

Throughout the year we may offer additional after school activities. This depends very much on assistance available, and any volunteers for this would be most welcome.

At this time we are able to offer netball training on a Monday afternoon.



Section 11

Assessment and Recording

11.1 Continuous Assessment

Continuous assessment of pupils' work is an integral part of the learning and teaching process. A variety of methods of assessment will be used which will include dialogue, observation, written work, verbal questioning and testing. We promote the principles of formative assessment and involve pupils in the process of self-evaluation.

11.2 Standardized Tests

At times your child will undergo standardised assessments. These provide information on how your child is performing relating to their age and the diagnostic element of the tests assists in providing information regarding next steps in learning.

11.3 Recording

Information regarding progress and assessments are recorded and form part of the pupil profile. This information is used to determine the next steps or future areas of learning and teaching.

11.4 Reporting

A formal written report is given once in each school year, usually Term 4 (May).

11.5 Pupil Information

Currently the information held on your child is as follows:

Personal Pupil Record	The official school record held in all schools for each pupil. This contains all relevant information regarding each child from admission forms to yearly reports. This file gets passed on to the Secondary School at the end of P7, or to any new school the child moves to.
Cumulative Record	Samples of work from each school year - a selection of writing, drawing, project work, etc. This record is given to each child when they leave Primary school.



Section 12

Personal and Social Education

12.1 Positive Behaviour Policy

We have a policy for positive behaviour which includes procedures for dealing with unacceptable behaviour in class and in areas around the school. We also have an Anti - Bullying Policy.

Parents will be notified if staff are concerned about the behaviour of their child.

12.2 School values and rules

In consultation with the children, we have established school values. Each class have their own rules within the classroom. We also have a code of conduct expected to be followed at play times. Our values and rules are simple:

School Values

Fair Share Care Respect Try Co-operate

Outdoor Play

Be polite and thoughtful to others at all times, and be careful with the language used.

Look after school equipment and keep the playground tidy.

Keep yourself and others safe by using playground equipment properly.

Always stay within the school grounds during the school day.

12.3 Achievement

Praise is a valuable attribute to self-esteem. Each week children who have earned certificates for being 'Successful Learners', 'Confident Individuals', 'Responsible Citizens' and 'Effective Contributors' are awarded these in front of all pupils.

The whole school meet regularly throughout each term for assemblies where achievements within and outwith school are recognised and shared.

Achievements are also published in the school newsletter.

12.4 Pupil Voice

We feel it's important for the children to have a say in how things are organised within the school. To this end, we've set up Pupil Voice groups where the children play a part in the running of certain aspects of school life. For instance, we have groups of Junior Librarians who keep the library tidy, Junior Janitors who tidy up the playground and do indoor jobs such as filling the soap dispensers and a Sports Committee who arrange sporting activities and events in the school. These groups meet once or twice a term to get on with their duties and this has become a very enjoyable time for them whilst promoting pride in their school.



Section 13

School Developments

13.1 The Learning Improvement Plan

A Learning Improvement Plan contains identified aims of areas of development within the school. These development priorities may be defined by national or regional initiatives, by staff or Parent Council. The Plan includes an action plan, targets, implementation strategy, criteria for success, approximate time scale for completion and procedures for evaluation. This plan is the shared responsibility of all members of staff.

Priorities are set in a three-year programme of development and resources allocated accordingly. The plans are shared with the Parent Council and monitored by the Education Department.

Copies of the School Learning Improvement Plan are presented to parents at Parent Council meetings, are published in the school website and are available on request from the School Office.

Section 14

Devolved School Management

14.1 Devolved School Management

All schools in Orkney are responsible for managing their school budget by a scheme known as Devolved School Management (DSM)

Under this scheme budgets are set for each school according to formulae which relates to number of pupils, number of staff, size and condition of the school.

This budget covers most school supplies, a staffing budget for continuing personal development and absence cover, and some small building repairs and maintenance.



Section 15

Stenness Community School Parent Council

15.1 All parents are, by right, members of the Parent Forum, who elect the Parent Council. Parents are welcome to approach any member of the Parent Council to discuss any matter relevant to the school.

There is a maximum of 8 elected members on the Parent Council.

Parent Council 2021/2022:

Chairperson:	Kate Pirie
Staff Representative:	Vickie Leonard/ Ingrid Taylor
Head Teacher:	Grant Thomson
Treasurer:	Nicola Kenyon
Clerk:	Raema Lyon
Local Councillors:	Harvey Johnston Jimmy Moar Rachael King Owen Tierney

The Parent Teacher Association (fundraising group) meet in conjunction with the Parent Council. They organise periodic fundraising events which help boost the school financially for the benefit of the children. The school is enormously grateful to the PTA for providing much needed finance in a variety of different ways, for instance paying for bus hires for school trips, providing money to buy new books for the library, buying resources for teachers and classrooms, covering netball and football fees and many more examples.

Without their assistance, we would be unable to provide such rich experiences for the children within the school.



Section 16

The School and the Community

16.1 The role of school in the community

The school and the wider community are in agreement that we should work in partnership for the good of all. Our OIC Community Liaison Officer is available to discuss specific Community issues.

16.2 Community Involvement

Community spirit in Stenness is very strong. Wherever possible we try to involve the community in the life of the school. Some school projects lend themselves more to community involvement than others. For instance, when Covid allows, the pupils perform for different community groups when requested, such as singing carols to the "Diamond Club", our local senior citizens, and the school and community come together for both the annual tree lighting ceremony and Christmas Carol Service. The "Diamond Club" also joins the children and staff for Christmas Lunch.

The Community Association organises a Christmas party each year for all of the children attending Stenness School and a summer family sports day each September.

Being at the centre of the Heart of Neolithic Orkney means that we also have very strong links with Historic Environment Scotland. The HES Rangers are regular visitors to the school and accompany us on topic related trips to their sites, as well as offering us the opportunity to use the neighbouring Maeshowe Visitor Centre for displaying work.

16.3 Community Groups

The community school is used regularly (when Covid restrictions are lifted).

Community groups for children include:

- Stenness Youth Club (P7 upwards)
- Mums and Toddlers
- Whist & 500
- Friends of Happy Valley
- Rendall Pipe Band

16.4 OIC Community School Operational Handbook

The handbook clearly defines roles and responsibilities of user groups in the building. A copy of this handbook is available for reference in the school office or can be obtained by contacting the Community Association.

16.5 Joint Planning Group

The planning Group consists of the Chairperson of the Community Association, The Head Teacher, the Area Community Education Worker, the Chairperson of the Parent Council, and the OIC Councillors for the parish. This group meets twice a year and it is the responsibility of the Head Teacher to call and chair such meetings.

The planning group is a discussion forum only, with a remit to debate and make recommendations to the appropriate body with regard to;

The co-ordination of day-to-day operations including the promotion of effective communication with and between all users.

Devising, recommending and evaluating present programmes and existing structures including letting policies, emergency procedures, building maintenance programme, local policy on payment for repairs, forward planning i.e. schools timetable, community timetable, joint ventures and evening classes and any other competent business.

Assess future needs and recommend future action including building and facility expansion and alteration.

Items for the planning group agenda should be put in writing to the Head Teacher.

16.6 Arrangements for bookings

The community facilities may be hired for private use from the Stenness Community Association. The booking clerk is Rachel Boonzaier (850120).

Hire charges are set each year by the Education Department. A key holder should be available during all lettings.



Section 17 Information for Parents

We aim to work in partnership with parents, Education Department and external agencies to provide the best possible educational and social experiences for all pupils in Stenness Community School.

17.1 Concerns

If you have any concerns please let us know.

In the first instance matters causing concern should be raised with the Class Teacher or the Head Teacher. A second channel is through the Parent Council by contacting a parent representative who will then contact the Head Teacher or place the item on the agenda at the next meeting.

17.2 Complaints

If you have a specific complaint which cannot be resolved satisfactorily having followed the approaches above, direct contact can be made with the Head of Schools, Mr Peter Diamond.

17.2.1 SCSWIS Complaints Procedure;

As a school we are also regulated by Social Care and Social Work Improvement Scotland. If you wish to make a complaint please contact the regional office.

Peter Diamond Head of Schools Council Offices School Place Kirkwall KW15 1NY Tel 873535	SCSWIS Compass House 11 Riverside Drive Dundee DD1 4NY
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