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Welcome to Sanday Community School

Sanday Community School is a Junior High School for pupils from 3 to 16 years (Nursery to S4).

The community spirit of the school is our strength, with a wide variety of activities and support available from within the community. Our ethos encourages hard work and a caring attitude to one-another, this has enabled pupils to achieve some of the best examination results in Scotland, and continues to encourage each individual to achieve his or her potential in their personal, educational and social development. Our wide age range gives older pupils the opportunity to take responsibility for the care of younger pupils and creates a supportive family feeling for new pupils. Small classes enable every child to set and reach personal targets. Traditional values involving a strong emphasis on reading, writing and mathematics (with daily spelling and mental arithmetic) blends with theme-related environmental, aesthetic and creative studies.

We are proud of our school and this is reflected in the behaviour of pupils and in the security and cleanliness of the building. Parents are always welcome to come in and visit the school or chat with the head teacher or staff about any concerns they may have. More formal communications are sent to parents through reports, parents evenings, occasional meetings. The newly established Parent Council and a PTA providing more opportunities for parents to be involved in the life of the school and for the views of the parents to be considered when planning developments.

Throughout the year a range of extra-curricular activities are offered within both the school and the community. These are wide and varied and compare well with the range offered in very large schools. We are also proud of many other achievements such as a national award for the use of ICT in the nursery, artistic and musical achievements, such as the making of a highly acclaimed animated film, "Lights Out" sporting achievements, drama productions and concerts. As a service to the community, the school produces and distributes a monthly community newsletter, the "Sanday Sound".

We aim to ensure that your child will be happy at Sanday Community School and develop into a successful learner, a confident individual, a responsible citizen and an effective contributor. We count on your support, because it is when school and home work together, in partnership, that children's and young people truly learn at their best..

(Head Teacher)

About Sanday Community School

Address: Sanday Community School
Sanday
Orkney
KW17 2AY

Telephone: 01857 600228

Fax: 01857 600246

E-mail: admin.sanday@orkneyschools.org.uk

Head Teacher: Rosemary Newton (Acting Head)
rosemary.newton@orkneyschools.org.uk

Local Authority: Orkney Islands Council
Kirkwall
Orkney
Director of Education: Mr Leslie Manson

The School Day:	Registration	8.50am
	Morning Break	11.00 - 11.15am
	Lunch	12.35 - 1.20pm
	Close	3.00pm for Primary pupils 3.20pm for Secondary pupils

Clubs run until 4 or 4.30pm daily. Transport home from clubs is parents' responsibility. Please ask for help in case of difficulty.

Pupils should not arrive at school before 8.30am

The staff can not take responsibility for pupils left to play on the premises before or after school hours.

The Staff

Head Teacher
Principal Teacher

Rosemary Newton (Acting Head)
Kristen Muir (Acting Principal Teacher)

Primary

Kaye Towrie
May Allan
Kristen Muir
Heather Collinson

Nursery
Infant Teacher
Middle Primary Teacher (job share)
Middle Primary Teacher (job share)/Early
Intervention
Upper Primary Teacher

Myra Stockton

Secondary

Sue Hull
Nicky Thompson
Rosemary Newton
Stephen Clackson
Martyn Newton
Sylvia Thorne
Jayne Hayden
Margaret Dearness
Tony Hull
Carolyn Dixon
Mary Rackstraw

English & French, Librarian
History, Geography, PSD, RE, Guidance
Biology, Maths
Science, Maths
Chemistry, Science
Art
Music
PE
ICT
Technical Subjects
Home Economics

Learning Support

Sandra Towrie
Claire Cawthorne

Caitrian Leslie

Learning Support Teacher
Support for Learning Assistant/Early
Intervention
Support for Learning Assistant

Other Staff

Irene Brown	School Secretary
Gordon Bain	Janitor
Netta Bain	Cleaner
Margaret Peace	Cook
Diane Grieve	Catering Assistant
Fiona Rae	Catering Assistant
Ron Cooper	Pool Attendant

Other Useful Contacts

Contact number

Leslie Manson	Director of Education	01856 873535
Graham Bevan	Education Department Link Officer	01856 873535
Peter Diamond	Assistant Director of Education	
	Children's Services	01856 873535
Tina Smith	Adviser Pre school/Early years	01856 873535
Vicky Anderson	Schools' Nurse	01856 885400
Ann Leslie	Speech & Language Therapist	01856 875400
Frances Muir	Local Nurse	01857 600344
Valerie Webster	Senior Educational Psychologist	via school
Chris Cook	Careers Officer	01856 872460
Steve Bunning	Autism Support Teacher	01856 874779
Nicky Palmer	EFL Teacher	01856 874779
Karen Hewitt	Behaviour Support Teacher	via school

Ian Ballantine	Head Teacher	
	Kirkwall Grammar School	01856 872102
Mike Cuddihey	Principal Officer	
	Papdale Halls of Residence	01856 876060

Curriculum Information

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Nursery

Our Nursery class takes children from age three and through the pre-school year. The nursery is open every morning. Further information is provided in a separate nursery handbook for parents available on request

The Sanday playgroup meets in the community room on Monday afternoons and Friday mornings. Contact Kate Beale via the school for further information.

Primary

The curriculum in Primary 1 to Secondary 2 follows National Guidelines in:

- Language
 - Mathematics
 - Environmental Studies
 - Expressive Arts
 - Religious & Moral Education
 - Information and Communications Technology
 - Health
 - Personal & Social Education and Development.
- Individual teachers develop these areas of study through interesting topics.

You will be told how your child is progressing in mathematics and language through five levels (A to E) which extend from P1 to S2. A profile is built-up of pupils' development in other areas. Your child will bring home their completed work and projects termly. Homework, open evenings and class projects offer lots of opportunities for parents to be involved in children's education.

Primary pupils also have access to some of the secondary specialists, PE, art, music and a visiting drama specialist. Teachers consult with the other specialists in home economics, ICT, language, science and technical education in planning their courses. This, and the opportunity for occasional teaching input from these specialists is a great benefit of the Junior High School arrangement.

Secondary

Secondary 1 and 2 (S1, S2) develops the main areas of study from primary into the subjects: English; French; mathematics; science; social subjects; craft, design & technology; home economics; music; art; PE and personal, social, religious and moral education. In addition we teach ICT through the internationally recognised ECDL course. Learning skills, ICT, language and

mathematics are also developed through all subjects. We place a strong emphasis on developing learning skills and pupils in S1 and S2 have weekly Personal Learning Skills (PLS) lessons.

Pupils are assessed at levels A to F in English and mathematics and should normally be attaining towards level D/E (or F in exceptional cases) by the end of S2.

In S3 pupils embark on a two year "Standard Grade" course. Standard Grades are national qualifications taken by all pupils in S3 and S4 in Scotland. They are assessed by an examination in May of S4 and the final grade awarded sometimes includes an element of internally assessed material. Pupils will study a maximum of 8 standard grades or units (shorter internally assessed courses) which they can choose from a menu of options. Some very able pupils may sit for Standard Grade exams early and go on to study subjects at a higher level in S3 or S4. The specialisms of resident staff can be augmented at this stage by the availability of supported distance learning and video conference courses. Both Standard Grades and Units can be used to gain entry to further education and work. Full information is available in the school document "Information on S3 & S4" which is available on request.

S5 & S6 and Further Education

We are currently unable to offer a full curriculum beyond S4. Pupils who wish to continue their studies have various options. They may transfer to Kirkwall Grammar School where they will board in the Papdale halls of residence during the week and return home at the weekends. Here they can take higher or vocational courses; they may transfer to the Orkney College (or another college); or they may take open learning courses or register with the Open College and use Sanday school's facilities and resources by negotiation.

Full information and guidance is available from Orkney Opportunities Centre on 01856 872460 or the Head Teacher at the school.

Personal, Social, Religious and Moral Education

The Personal and Social Development programme helps to equip pupils with life skills. Personal Development is concerned with pupils' self-awareness and self-esteem. Social Development is concerned with relationships and independence & inter-dependence. These issues are covered in weekly PSD lessons. Programmes of personal, safety, social, health and careers education have been developed. Religious and moral education presents a balanced and informative study of a number of world religions. It also looks at values issues and includes discussions of contemporary moral issues and culminates in a personal search based on knowledge of beliefs.

Parents who have doubts about their child participating in Religious Education should discuss this with the school.

Physical Education and Sport

All pupils, primary and secondary, benefit from a wide variety of activities throughout the year. The community school facilities include a swimming pool, gym hall (with a full range of apparatus for gymnastics and indoor sports). Large playing fields and playgrounds provide facilities for netball, hockey, tennis and football. The 300m running track enables pupils to train in various athletic events for house competitions and the North Isles Sports. An annual swimming gala and swimming and athletics award schemes are also in operation. Extra curricular sport enables children to experience a very wide variety of sports, for example scuba diving and fencing, as well as all the usual sports

General Information

Coming into Primary 1

During the summer term, pre-school children will spend some time in school to meet their teacher and become familiar with the classroom. Parents will be invited to meet staff informally and look around the school. Prior to this

the Primary 1 Teacher and Classroom Assistant will have met the children around the school and in the Nursery class.

Children are admitted to Primary 1 in August providing they reach the age of 5 by the end of February of the next year Alternatively parents may wait until the first entry date (August) after their child's fifth birthday. If you have any doubts as to your child's readiness for school or the benefits of deferral, please discuss with the nursery staff in the first instance.

The ability to do the following things will increase a child's confidence before starting school:

- Dress and undress by them-selves
- Use a knife, fork and spoon
- Go to the toilet unaided and wash hands
- Show confidence when separated from parents
- Fit in socially with other children
- Use scissors and a pencil
- Listen carefully
- Accept appropriate discipline
- Deal with buttons and zips

What Children should Bring

- a school bag
- a pencil case containing pencils, pens, ruler, rubber, sharpener (more specialist equipment for older children only).
- an overall or shirt for art
- a gym kit (T-shirt, shorts and trainers)
- a swimming kit (when required)
- a purse would be handy for dinner money, book club money etc.

All items should be labelled with the child's name.

Induction of New Pupils (who are older)

We will endeavour to provide induction 1:1 with a member of staff and provide a buddy for the child until they find their way around and make their own friends

There are various forms that parents of new pupils should complete. Please make an appointment to come in and see Irene about these.

Registration and Attendance

All pupils are registered at the start of the day. If your child is going to be absent from school, we would appreciate being informed by telephone not to expect the child on that day. If absence is known in advance please notify the school.

The school must approve absence during term time. Whilst this is usually a formality, some absences such as holidays and shopping trips will not be sanctioned by the Authority (nor will they be of benefit to a child's education). Please submit absence requests in writing to the school marked for the attention of the Director of Education.

Punctuality is expected. Pupils must report their presence to the school office if they arrive late. If pupils arrive after 11.00am they are marked as absent for the morning session.

If pupils need to be temporarily excused lessons such as PE or swimming, please send a note to the school.

The pastoral care of children, described separately is undertaken by the class teacher in primary and the guidance teacher in secondary. The Learning Support Teacher also has a role in pastoral care and Guidance.

Homework

Homework is an important part of the learning process. It is also important that homework load should not prevent a pupil learning about appropriate use of leisure time including extra-curricular activities, hobbies, youth organisations, reading, home life and chores.

Pupils are expected to do homework to:

- consolidate learning
- provide practice in skills
- acquire essential knowledge
- research material for school
- catch up on work missed through absence
- develop independent study skills
- promote self-discipline, individual responsibility and a work ethic
- prepare themselves for the demands of further education.

The type, quantity and regularity of homework will vary with the stage of the pupil and the course being followed. Secondary pupils receive a homework timetable to assist them and the teachers in spreading workload. They also receive a homework diary to assist with planning. They should have some homework every night. As a guiding principle - whatever age your child is, if there has been no homework for a week it's time to ask questions.

If you feel able to assist your child with their homework it will give your child a great deal of confidence and become a rewarding experience. In any case, your assistance in checking the schoolbag or diary and ensuring that the homework is done and returned would be greatly appreciated. Children also benefit from the provision of suitable conditions for homework - a table top in an area free from distractions.

If you have any concerns about the quantity, regularity or type of homework given please contact the school. If children are not doing homework we will contact you to discuss the matter.

Reports and Parents Nights

Parents are issued with reports on their children's progress at least once a year, and further progress reports are issued from time-to-time. We hope these reports are useful and user-friendly. If you have any comments on the format or content, or wish to discuss your child's progress between reports just contact us.

There are two parents' evenings per year. Appointments will automatically be made for you to see your children's teachers. If the day does not suit please contact us to make an alternative arrangement. Parents evenings run over two or three consecutive evenings. If none suit we will make every effort to see you at another time.

Supporting the role of parents

We strongly support the role of parents in their children's education. We work hard to be a "family centred" school which is a place where parents feel they can approach staff and work in partnership towards the best outcomes for their children. We also work closely with other agencies associated with children's education and welfare. The school also provides an extensive toy library for children from birth to 12 years. A parent council established this year provide a forum for all parents to contribute to the consultative process that guides school development.

School Rules

Pupils are expected to:

- Attend regularly and punctually
- Behave acceptably
- Work hard at classwork and homework

In particular pupils should:

- Arrive on time for school and classes with all the right books and equipment.
- Pay attention in class, not interrupt a teacher or other pupil who is speaking and work hard at all times.
- Complete all homework tasks and hand them in on time.
- Avoid personal abuse - verbal or physical, which is wholly unacceptable.
- Move around the school quietly and behave in a safe and responsible manner.
- Respect the school property and environment Pupils must report accidental damage and other observed damage.
- Observe "out of bounds" rules.

Please note: The following items are not allowed in school:

- mobile phone
- chewing gum
- electronic games and portable music players
- aerosols

Discipline

(Policy available)

Although pupils know the standards expected of them and normally behave well, if things go wrong we will deal with the situation in a fair and consistent way.

More serious breaches of the school rules require definite action.

These include:

- persistent misbehaviour despite warning
- deliberate or thoughtless action causing danger to self or others
- malicious or insolent behaviour directed towards pupils or staff.

We aim:

- To provide clear and straightforward guidance on acceptable standards of behaviour
- To emphasise the positive rather than the negative and to give praise where praise is due
- To ensure that staff have common standards and a common approach on discipline
- To inform and involve parents at appropriate stages.

In such cases, some or all of the following steps may be taken:

- verbal reprimand, move seat, punishment exercise, apology, repair damage etc.
- the head teacher will be informed and will interview the child
- detention at interval(s) and/or lunchtime(s)
- parents informed and may be invited in to discuss a united approach to bringing about improvement in behaviour
- behaviour targets and input from the Learning (Behaviour) Support Teacher. This may include a system of negotiated sanctions and rewards.

In extreme cases of persistently unacceptable behaviour or isolated incidents of very bad behaviour such as physical assault, bullying or insolence, a pupil may be excluded from school temporarily or permanently but only after consultation with the director of education. School and education department policies on exclusion are available for parents to see on request.

Fortunately, indiscipline is very rare here. We endeavour to ensure that children are happy and busy, provided with activities which are relevant, stimulating and challenging, thus minimising the opportunity for misbehaviour and disruption.

Bullying

We believe that all pupils have the right to be educated in an environment where there is mutual respect and co-operation. Bullying is wrong. It will not be tolerated because it works against all we are trying to do.

Bullying is when someone deliberately goes out of their way to threaten, frighten, abuse, or hurt someone else. Bullying is also taunting, or name calling as well as damaging a person's property, clothing or school work. It is ganging up on someone or isolating them. Unwelcome behaviour happens occasionally between young people. Bullying is more serious, distressing, repeated and deliberate and will be dealt with severely.

Happy School

Not all children are happy at school all the time. We strive for a Happy School which has been shaped by staff, pupils and parents. We aim to ensure that children are happy and secure in school by giving pupils and staff strategies for dealing with any unwelcome behaviour of other children. We advocate a no-blame approach and use "circle-time" and discussion to work through issues worrying children.

Equal Opportunities

We also strive to ensure that every child, regardless of their gender, background, religion or ability has equal access to and benefit from the range of opportunities we provide here.

Emergency Closures and Non-openings

In severe weather, power cuts or other circumstances the school may not open. In this event Radio Orkney (Radio Scotland) will announce the closure at 7.30am. If you are in any doubt you can get information by telephoning the school on 600228 or 600404.

If the weather changes during the day a decision will be made, in consultation with the Education Department, as to whether to close the school. You will be asked to complete a form on severe weather arrangements at the start of each winter. In the event of a closure all the buses will be summoned at once and the school bus will be used to take children home or to the location requested on the form. Meanwhile parents will be contacted to collect children from road ends and ensure someone is home. Local parents may be asked to collect their children if possible.

School Trips

We believe that excursions, both local and further afield, are a valuable aspect of education. A wide ranging programme of sporting, curricular, cultural and social trips is organised each year involving children of all ages. Often these trips involve meeting children from other schools and areas. Local Authority guidelines are always adhered to.

You will always be given full information about any proposed trips and asked to complete a consent form on each occasion.

Costs Generally the school fund subsidises trips. Parents will be asked for a contribution.

Dress and Discipline

Children represent their school and their community on excursions and are expected to dress smartly and behave well. Where there is the slightest doubt over a pupil's ability to meet these standards they will be unable to participate. School rules apply on school trips. We do not allow pupils to bring mobile 'phones to school or on trips.

Transfer and Leaving

Although it is possible to transfer to Kirkwall Grammar School at the end of S2, it is expected that pupils will stay in Sanday School until they complete their Standard Grades at the end of S4. A full curriculum is available and pupils are likely to achieve the best results possible here. There is also an unparalleled range of extra opportunities provided and the benefits of remaining in the family environment until 16 can not be overestimated. Pupils will only normally transfer before then if they have very special needs or talents which can not be met here in Sanday.

Further information for pupils transferring to KGS at S3 or S5 is available on request. Parent information evenings and meetings with a careers officer are made available to parents of secondary pupils as transfer dates approach.

For school leavers, if the 16th birthday falls between March 1st and September 30th a pupil may leave school on the last school day in May. If the 16th birthday falls between October 1st and the last day of February, the pupil may leave at the Christmas holidays.

Consulting Teachers

Parents are welcome to consult with teachers between formal parents evenings. You are requested to make appointments as teachers will normally be teaching or involved in planning through the day.

The Head Teacher is normal available for informal contacts at the beginning and end of most days, but please telephone for an appointment if you would like to meet with him during the course of the school day to make sure he is available.

For security reasons please report your presence in the school to the school office on arrival.

Complaints

We try very hard to provide a service that suits parents and will endeavour to make special provision wherever this does not conflict with the rights or entitlement of others'. We do welcome constructive criticism and will try to resolve any problems before they become serious.

Complaints regarding any matter should be made directly to the Head Teacher. If you are not satisfied that your complaint has been resolved you may contact the Director of Education on 01856 873535.

School Transport

All aspects of the school transport system, including entitlement to transport, are the direct responsibility of the local authority. Any queries or special requests should be directed to:

Maureen Gunn,
Principal Administration Officer,
Education Department
Orkney Islands Council,
Kirkwall
Tel 01856 873535

Summer

All pupils under the age of eight who live more than two miles from the school or the nearest pick-up point for transport are eligible for school transport. Pupils aged eight and over who live more than three miles from the school or the nearest pick-up point also qualify for school transport.

Winter

Between October and Easter all children who live more than 1.5 miles from the school or the nearest pick-up point or more than 0.5 miles up a side road from the pick-up point are transported to school.

The school bus contractor is John Allan Tel: 01857 600202. He will, upon enquiry, specify the pick up point and time.

Bicycles

Bicycles must be roadworthy and have working brakes. There are racks and a shelter for bikes. Children who cycle to school **MUST** wear a helmet and a reflective.

Reflectives

Reflective jackets are provided by the school free of charge to all primary children and to secondary children on request. Wearing of reflectives is compulsory to and from school for primary children during the winter months. Secondary children may exercise their judgement on the matter, but must wear them if they walk or cycle to school in the dark months.

Assemblies and Religious Observance

We hold weekly non-denominational assemblies on themes related to everyday life and the promotion of moral values. These are often presented by children and provide opportunities for children to perform for their peers. We visit the Cross Kirk at Harvest Thanksgiving. Pupils are encouraged to say grace at the start of school meals. If you do not wish your child to be involved in church visits you must notify the school to this effect and alternative arrangements can be made.

Pastoral Care and Guidance

Pastoral care involves caring for pupils as individual children and meeting their needs as fully as possible. They will become well-known to at least one member of staff and their progress and development will be monitored with interest.

Because of the character of this island community and the closeness of staff and pupils there is not a complex guidance structure such as would be found in a large secondary school. Primary pupils' needs will be met by their class teacher (for at least two successive years), Secondary pupils have a close relationship with a number of teachers, any of whom they may chose to confide in or seek support from. The PSD teacher keeps records and is probably the nearest to a guidance teacher, and the head teacher takes an active interest in the academic progress of secondary and primary pupils across their subjects.

Support for Learning

The Support for Learning Teacher and assistants work in both primary and secondary departments. They support classroom teachers by working with all pupils in a class, and may extract small groups or individuals to do individual tasks and programmes. Children with special educational needs are monitored and programmes are designed to meet their needs. The Learning Support teacher also works in a consultative capacity with class teachers and may work with very able pupils to further stretch them to reach their potential. She is also trained and experienced in dealing with behavioural difficulties.

If your child is experiencing any difficulties at school please contact the appropriate subject teacher, the class teacher, the Learning Support Teacher or the head teacher. Steps will be taken to identify and solve the problem. These may involve, subject to your agreement, working with outside agencies such as Psychological services.

School Meals Charges

Lunch is possibly a more formal affair than in many schools, but we consider a civilized mealtime to be a virtue, and use it to ensure that children develop appropriate table manners and social skills. We do not provide junk food, plastic crockery or "eat and run" canteen cuisine. Most pupils take a school lunch although those with packed lunch join us in the dining room. Pupils sit in mixed groups with older pupils serving younger pupils. There is always a choice and lunches are tasty and healthy.

Primary pupils may purchase books of 10 tickets from kitchen staff or lunches can be paid for daily. Free meals are provided for pupils whose families are eligible. Application forms must be completed annually and are available from the School Office.

School Shop

We operate a stationery shop from the School Office. The following items are usually available:

large ruler
pencil/pen (various)
rubber
pencil sharpener
swimming goggles
ring binder
cardboard folder
scientific calculator

Replacement locker Keys
Replacement homework diary

We also provide the following services: Photocopying, Faxing, Laminating, Internet Access, Videoconferencing, Island Telephone Directory, Sanday Survival Guide (local information for newcomers), Sanday Sound (monthly newsletter), and Local Christmas Post.

Book Fair

Twice a year we hold a book fair where we receive a large number of books which are displayed and available for purchase. The book fair also has the benefit of generating a high percentage commission in books for the school.

Accidents

Any accident or suspected injury will be reported to the local doctor or nurse and parents informed as soon as possible. Minor cuts and bruises will be attended to by the school secretary or any other member of staff who is first-aid trained.

Medication

No Medication can be given in school without written parental consent. Where a child must have medication administered during the school day, parents should give precise instructions with the medication to the head teacher. The medication must be clearly marked with the child's name. Children are not permitted to carry or administer any form of medication themselves (so that younger children can't gain access to it) unless special arrangements for this have been agreed.

Dental Checks

The school dentist visits occasionally and operates a "negative consent" procedure, so if you do not want your child seen by this dentist it is very important that you write to us to this effect. Parents are not routinely informed of inspections (check-ups) by the dental service but *we* try to let you know when we know the dentist is coming so you can go along if you wish.

Health

The schools medical service provides full medical examinations for new entrants to the school. Hearing and vision tests are given to older primary pupils, as are all necessary vaccinations. Parents will be notified in advance of these examinations.

There are no longer routine checks for headlice and control is the responsibility of parents. It is important that you inform the school if your

child has any infectious disease eg. ringworm, scabies, impetigo and veruccas. These should not necessitate exclusion from school once treated.

The Schools doctor can be contacted on 01856 885400.

Illness

If your child is slightly unwell in the morning but fit to come to school, please send them - we will look after them well, including colds, aches and sniffles. If your child becomes too unwell to stay at school we will, of course, call you or bring them home.

Property and Lost Property

All items of clothing or belongings brought into school should be named. Any losses should be reported immediately to a member of staff.

The school can not accept responsibility for money or valuable items lost by pupils unless they have been given to a member of staff for safe keeping. Pupils should not normally bring large sums of money or valuable items to school.

Lost property will normally be displayed in the foyer until a parents' evening. Unclaimed property will be disposed of at the end of the session.

Certain items are not normally allowed in school, these include animals, mobile phones, computer games, chewing gum and aerosol sprays. For safety and security reasons, please keep jewellery to a minimum. Piercings will have to be covered with blue plasters for Home Economics.

Schoolwear

Pupils and parents were involved in producing this dress code which reflects the school's aim to help pupils to develop dress, behaviour and work habits which make them confident, reliable and high-achieving adults in the workforce.

Pupils should wear clean smart clothes and sensible footwear appropriate for work.

The following ARE allowed:

- Light makeup only
- Natural-looking haircolour
- Subtle hairstyles
- Modest and inexpensive jewellery

The following are NOT allowed:

- Clothing with offensive slogans
- Symbols cut into hair
- Revealing clothing

There are also Health and Safety considerations:

- Dangly bits on clothing can get caught in practical subjects
- High heels are impractical given the activities pupils will be undertaking in the course of a day.

Pupils should bring warm outdoor clothing and tie back long hair for practical subjects. For Art they will need an overall or old shirt to keep in school.

Team kits are provided by the school for team competitions and events outwith Sanday.

Swimming costumes, towels and goggles will be required for the swimming block in PE.

Materials for Practical Subjects

A small contribution for materials or ingredients may be required from time to time for home economics, art and craft & design.

If this is likely to cause financial difficulty please inform the school and we will make sure that no child will be penalised or embarrassed.

Instrumental Lessons

Violin instruction is available and may be provided individually or in small groups at the discretion of the instructor. There is no charge or aptitude testing for this service, however parents will be asked to provide an instrument (we can help with funding or lending instruments) if the child wishes to continue after the first few lessons and there may be a short waiting list from which the eldest children will be taken first. Children who clearly do not enjoy or make sufficient effort on their instrument may not be allowed to continue.

The Sanday Fiddle Club brings together adults, private and school pupils in performance and practice each Monday after school. For information contact Claire Cawthorne or the instrumental instructor. In recent years fiddle club has won high accolade in the productions and events in which it has participated.

ICT

Sanday School is extremely well equipped with up-to-date computer technology, with a suite of PC computers. Additionally, there are PC computers in many other learning areas around school. From nursery upwards, pupils become competent in the use of computers, the use of other digital hardware such as cameras, e.mail and internet.

We use digital projectors and interactive whiteboards to provide up-to-date lessons/presentations and for pupils to use. Video conferencing is used by pupils, staff and community for a large variety of meetings, business matters and courses.

Our web site is at www.sanday.orkney.sch.uk

Extra Curricular Activities

Clubs

Throughout the year a range of activities is offered to pupils in term-long blocks. Nearly all pupils participate in several clubs. In recent years these have included creative writing, sewing and other crafts, various sports, chess and board games, maths/puzzles, first aid, cookery, dancing, art, model making and film-making. For the safety of the children, we ask parents to collect them from the foyer during the winter months. We will not release unaccompanied children from the building into the darkness.

In addition there are training sessions in netball, tennis, football, fencing, volleyball and athletics. Various swimming groups cater for all children. Other activities available include Rookie Lifeguards, Guides, Brownies, the Duke of Edinburgh Award Scheme and Pony Club.

Inclusion and Excellence schemes

The school is continually seeking funding to offer further opportunities for the island's children, to ensure that no opportunity is denied them due to their location, and to enable them to develop and demonstrate excellence in sports and musicianship by travel and competition.

Summer Activities

A full and varied summer activities programme usually includes arts, sports, outdoor pursuits, music and drama, environmental activities and excursions. Expertise from outwith the island enhances children's opportunities.

Visitors

We actively seek interesting visitors who will expand the children's horizons and bring new experiences and dimensions to their lives. Recent examples of this have included a local artist, musicians from the St Magnus Festival and the Folk Festival, a youth choir from Malawi, staff and pupils from our

partner school, Minga in Malawi, archeologists, architects and a host of others.

School-Community Links

Sanday has had a "Community School" since 1991. During the day both the school and the community share use of the library, hall, changing rooms, community room and swimming pool. For security reasons, community use of the school during the day can only be through prior arrangement. In the evenings much of the school and its facilities are available to community user groups. This arrangement works very well and the Community Association share management responsibility with the head teacher. The community bookings secretary is Irene Brown who can be contacted at the school.

The library is a facility for use by everyone on the island. The school provides a large number of children's books including popular tape/book sets. The adult books are gifted from a number of sources and include the "Towrie Cutt" collection which, until recent years, gifted every book printed in Orkney.

Parent Council

We are fortunate to be supported by an active Parent Council. Membership of the Parent Council offers parents an opportunity to take a more active interest in the running of the school and in educational issues generally. The council will contribute to the work of the school in a number of ways:

- Promoting effective communication between parents and the school
- representing parental and community opinion on issues affecting the school
- supporting the development of the school in all its aspects
- suggesting new ideas and initiatives, researching and developing these
- supporting the school by lobbying where necessary
- organising a programme of training for its members

Minutes of meetings are available for consultation. Meetings will be held throughout the year, after meetings to which all parents are invited, at times considered to be the most convenient by parents

You may wish to approach the parent council with any issues you would like to be considered.

Chair: Alan Cameron

Tel: 01857 600444

SOEID Statistics

These contain the details of this school's examination results, attendance figures, running costs and leaver destinations and are available from the school. *(Where examination results statistics enable individuals to be identified in very small cohorts, we have not included them in material for public consumption, but aggregated material can be obtained by contacting the school).*

Further Information

If you are the parent of a pupil new to Sanday School you can obtain the following documents from the school:

- current school term dates
- calendar of events
- timetable (for Secondary pupils)
- any policies requested
- The most recent parents' newsletter
- The most recent Standards and Quality report on the school

- The most recent report on this school by Her Majesty's Inspectors of Education.

- Nursery Handbook
 - Information on making course choices

- A number of forms for your attention.

- Free Meals/clothing grant application
 - Medical Service forms
 - Transport request form
 - School Enrolment Form
 - Family information form
 - Medical information form
 - SCOTEXED/Data Protection form
 - Internet use parental permission form

We hope you have found the above information helpful. Should you wish to visit us you will be more than welcome- please telephone us first.