

## **SCHOOL DETAILS**

Burray School, Burray, Orkney, KW17 2SS  
Telephone: 01856 731 208 Fax: 01856 731 208  
E-mail: [admin.burray@orkneyschools.org.uk](mailto:admin.burray@orkneyschools.org.uk)

## **STAFF DETAILS**

Head teacher:	Mr Jack Cromarty
Principal Teacher:	Miss Stephanie Stanger
Class Teacher:	Mrs Inga Linklater
Support for Learning Teacher:	Mrs Sheila Beaven
Support for Learning Assistant:	Mrs Moira Budge
Secretary/Auxiliary:	Mrs Linda Cromarty
Janitor:	Mrs Debbie Smales
Dinner Assistant:	Mrs Beryl Simpson
PE Teacher:	Ms Laura Cromarty
Art Teacher:	Mrs Jennifer Scott
Music Teacher:	Ms Jayne Hayden
Violin Instructor:	Mr Douglas Montgomery

## **STAFFING**

Mr Cromarty is shared with the Hope Primary School; he is at Burray School on Monday and Wednesday from 12.40 until 3.40 and on Tuesday, Thursday and Friday from 8.45 until 11.30. Miss Stanger takes responsibility for the school when Mr Cromarty is at the Hope. There are currently two full time members of staff, Miss Stanger and Mrs Linklater. Support for Learning is provided by Mrs Beaven for five hours per week. Our Support for Learning Assistant is in the school for 5 hours per week and her time is split between the two classrooms as needed. Each classroom is allotted approximately an hour each of specialist music, art and PE per week. Violin instruction is provided one afternoon per week and we are timetabled for 8 sessions of swimming per year.

## **BUILDINGS AND GROUNDS**

The building contains two classrooms, a general purpose room, staff room, the head teacher's office, a small store and toilets. We have two portacabins, one of which is used as an extra classroom for music, art etc. The second portacabin and a garage are used for storage.

The Community Hall, across the road from the school, is hired from the local authority for PE lessons and drama/movement activities. The hall is also used for school dinners.

The school has a tarmac playground and access to the adjacent play park and/or the playing field across the road in fine weather.

## **POLICIES**

The school has policies for all aspects of the curriculum as well as for specific issues such as bullying and discipline. Should you wish to view these policies at any time, please contact the school.

## **ADMISSION**

Pupils may be enrolled at the beginning of a session in the August preceding their fifth birthday if the birthday occurs before the end of February.

The parish boundary normally delineates the catchment area of the school but, by arrangement with the local authority, parents resident in the parish have the right to send their children to any school outwith the parish boundary at their own expense.

## **SCHOOL DAY**

Open 9.30am

\*Please note pupils should not arrive at school earlier than 9.00am

Playtime 11.00 - 11.20am

Lunch 12.50 - 1.30pm

Close 3.30pm

## **ORGANISATION OF CLASSES**

Your child/ren will join a composite class i.e. he/she/they will share a classroom with up to three other year groups; they will often share a classroom with their siblings. The maximum number of pupils allowed in any composite classroom is 25.

Depending on the number of pupils in each class group, the normal split will be:

Infant classroom – P1-4

Senior classroom – P5-7

## **DISCIPLINE**

To promote positive behaviour within the school we have adopted a strategy known as Time Out. Rewards systems are present in both classes through “points charts” and “Star of the Week”. Points are awarded for especially good work, high levels of effort and positive behaviour. We also have a “Well Done Board” which is used to praise good behaviour and achievement. Should you wish further information on this please do not hesitate to ask.

If the need should ever arise parents would be alerted by telephone/letter of any serious recurring breach of discipline, particularly anti-social behaviour. The ultimate sanction is to have the child temporarily withdrawn. This is something we have never yet done so it would only happen as the last resort.

## **CURRICULUM**

We follow the 5-14 guidelines on Education which give the following minimum time allowances:

English Language plus Modern language	5hrs
Mathematics	3 3/4hrs
Environmental Studies	3 3/4hrs
Expressive Arts	3 3/4hrs
Religious and Moral Education, Health and PSD	3 3/4hrs

This leaves 5hrs flexibility time for teachers to use in areas most in need.

Following our inspection this is targeted at:

Mathematics – problem solving and mental	1 1/4hrs
English Language – writing	1hr

Teachers decide which areas need the other 2 3/4hrs – generally this needed in English and Mathematics to cover the years curriculum.

\*Please note, parents have the right to withdraw their children from Religious Education.

## **ATTAINMENT**

All pupils progress at different speeds within each area of the curriculum but the following is the 5-14 guide for classes:

### NATIONAL ASSESSMENT

By the end of P3 most pupils will achieve Level A

By the end of P4 most pupils will achieve Level B

By the end of P6 most pupils will achieve Level C

By the end of P7 most pupils will achieve Level D

Some pupils will move through the curriculum at a slower speed while others will progress to Level E and possibly Level F

Please don't worry if your child does not fit into this as we are a small school and differentiate work to be appropriate for the children.

## **EXPECTATIONS**

We see pupil education as a three way partnership between you, your child and the school so please don't be a stranger – speak to us if you have any worries or generally even if you are happy with your child's progress.

We find that parental views are often mirrored by the children so if you can be enthusiastic about their education then they will generally be as enthusiastic.

## **HOMEWORK**

Some homework is required of every pupil during the school week. The nature and amount given is determined by each class teacher. No child should be given more than a maximum of 30 minutes per night.

Parents are strongly encouraged to work with and help their children; this is a good time to share the learning experience with your child/ren.

## **DINNER**

Pupils may bring a packed lunch or pay £1.20 for the school meals provided. If you think you may be entitled to free school meals please contact the Education Department on 01856 873535.

## **DRESS CODE**

School uniform is new to us and can be ordered through the school. At the moment all the children have ordered it but it is optional. The uniform consists of a white polo shirt and jade sweatshirt both with the school logo on. All clothing/footwear should be named. Children must not wear high heels. They should not wear clothing with

inappropriate slogans or which is too revealing. The children should not wear dangly earrings to school and earrings should be completely removed for PE.

### **SAFETY**

Within the school and school grounds great emphasis is placed on safety.

Children are not allowed outside the school gate during the school day unless supervised by a teacher.

Public Liability insurance is held in respect of all school children

### **TRANSPORT**

Statutory transport is provided for some children and is determined as follows:

Easter – October	2 miles or more from school for children under 8 years old 3 miles or more from school for children over 8 years old
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October – Easter	1 ½ miles or more from school for all age groups
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### **MEDICAL/DENTAL INFORMATION**

School staff members are not permitted to prescribe medicines for headaches etc. but will administer any medicines prescribed by a doctor.

All P1's are, with their parent's permission, medically examined. Hearing and eyesight are tested at intervals throughout the children's primary education.

Dental inspection takes place on site annually but parental permission must be obtained before further treatment is given.

## **CHILD PROTECTION**

We have an authority procedure to follow if we are worried about any pupils welfare:

### **Child Protection - Burray Primary**

#### **Reporting Officer – Mr Cromarty or Miss Stanger in his absence**

##### **What to do**

1. If a child talks to you about abuse by someone else:
  - Tell him/her that you must pass the information on
  - Allow him/her to speak to you without interruption, listen carefully to what is said - BUT do NOT investigate.
  - Be sensitive but do not make any judgement (verbally) to the child.
  - Tell them they were right to share the information.
  
2. If you suspect a child is being abused - emotionally, physically or sexually:
  - Report the matter immediately to Jack (Stephanie).
  - Jack/Stephanie will then inform O.I.C. Child Protection Officer and they will follow instructions from there.
  
3. If you receive an allegation about any other school adult or yourself:
  - Tell Jack/Stephanie immediately.
  - Jack/Stephanie will then inform the education Child Protection Officer.

##### **ALL CASES**

- Record the facts as soon as possible and report them to Jack/Stephanie.
- You **must** refer; you **must not** investigate.

### **Things You Must Do.....**

- Treat all children with respect.
- Ensure your own conduct is an example of good practice.
- Ensure that you are not alone with a child - make sure you are within sight or hearing of others.
- Respect children's right to personal privacy
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Recognise that special caution is required if you are discussing sensitive issues with children.

### **Things You Must NOT Do.....**

- Have inappropriate physical contact with children including 'caring' physical contact (a hug).
- Encourage inappropriate attention seeking behaviour.
- Speak to a pupil or pupils in an inappropriate way, or make suggestive/derogatory remarks or gestures in front of children.
- Draw conclusions about others without checking facts.
- Exaggerate or trivialise child abuse issues.
- Rely on your good name to protect you from scrutiny of your conduct.
- Think it could never happen to you.
- Take a chance when common sense, policy and practice suggest another more prudent approach. (e.g. ignore a pupil comment).
- Ignore the Child Protection Guidelines and procedures operating within Orkney.

### **SCHOOL FINANCE**

Education is free but the school may ask for a contribution towards certain handwork activities and trips.

## **ABSENCE**

If a child is unwell please telephone the school before 9.30am so that we know why they are not present.

If a child has been absent, a letter or phone call of explanation is required. If no note or call is received it will be recorded as an unauthorised absence.

When parents plan to take their children on holiday at a time other than during school holidays they should inform the school as soon as possible as the government is actively trying to discourage this.

## **BAD WEATHER PROCEDURES**

In exceptional weather conditions the school may close early. Such emergency closures are at the discretion of the local authority in consultation with the head teacher. All parents are telephoned to inform them of early closures. Parents should ensure that the school has an emergency contact and telephone number for occasions when the school cannot reach the parents at home. All emergency contacts should reside in Burray.

We advise you to listen to Radio Orkney (93FM) at 7.30am for updates on school closure

## **SCHOOL BOARD**

The purpose of the School Board is to give the parents an opportunity to support the work of the school.

Chairperson:	Jon Humphreys
Vice Chairperson:	
Clerk:	Susie Woodward
Staff Representative:	Stephanie Stanger
Members:	Lawrence Smith Elaine Duncan Duncan Montgomery Steven Gough
In Attendance:	Jack Cromarty Peter Diamond – Education Department Andrew Drever – Councillor

Should you wish to view the minutes of any School Board Meetings please contact Susie Woodward on 731 305.





## **HOW YOU CAN HELP**

1. Alert us about special needs e.g. health, concerns, allergies, dietary requirements, problems outwith school.
2. Communicate with us immediately if you feel your child is having academic or social problems at school.
3. Check your child has everything needed for the school day;
  - a. Dinner money/packed lunch.
  - b. PE/swimming kit on appropriate days.
  - c. Painting shirt for messy activities.
  - d. Homework prepared.
4. Have your child at school on time each day.
5. Help with homework.
6. If you collect your child from school please be there at 3.30pm.
7. Support the School Board and PTA.
8. Attend Parents Nights.

## **QUALITY INDICATOR**

The School must monitor its procedures under the seven key areas which have thirty five quality indicators. The attached may help to understand the School Development Plan and Standards and Quality Report.