

Shetland Islands Council

**ANDERSON HIGH SCHOOL**

**SCHOOL INFORMATION HANDBOOK**



2023-24





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# Introduction



Anderson High School is a six year school, serving Lerwick and the surrounding areas, with our associated primary schools of Bells Brae, Hamnavoe, Nesting, Scalloway, Sound, Tingwall and Whiteness. In addition, pupils from the small islands of Fair Isle, Foula and Fetlar attend the school for up to six years. The school also serves all pupils in Shetland for S5 and S6, except for those attending Brae High School. There are extensive transport arrangements into Lerwick, and Halls of Residence accommodation for those pupils unable to travel each day.

Founded in 1862 by Arthur Anderson, the school was originally located in the centre of Lerwick at Lovers Loan. In October 2017, the new school building and Halls of Residence were opened at North Loch Drive.

In December 2023, 975 pupils were enrolled at Anderson High School. There were 71.74 full-time equivalent teachers with 12.0 full-time equivalent teachers of Support for Learning, based at Anderson High, supporting pupils from across Shetland.

The School Library has two Shetland Islands Council Library Service staff. Individual music instruction is offered by a number of

peripatetic staff working between several schools. The Science Technician Service for the whole of Shetland is based in the Anderson High School. The Canteen is open from 0815 - 1315 daily. There are three janitors and six admin colleagues.

The school has a strong community role, regularly being used by a wide range of groups. The Parent Council actively contributes to the life of the school.

This handbook provides information for parents for the school year 2023-24. Although the information is believed to be correct (June 2023), it is possible that changes have occurred, or will occur during the course of the year, that will affect the contents for this year or for the following school years.

For further information or clarification, please contact the school and/or look at our school website [www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk)

Throughout this handbook, links to websites are provided for further information. Shetland Library Learning Centre and Islesburgh Community Centre can help you. Hard copies and different formats of the handbook (for example in Braille or large print) will be made available by request to the school.

# Contact Details

## Anderson High School

North Loch Drive  
Lerwick  
Shetland  
ZE1 0GR  
Telephone: 01595 808008

## Email

[ahs@shetland.gov.uk](mailto:ahs@shetland.gov.uk)

## Website

[www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk)

## Present Roll

975  
12 – 18 years old  
Non-denominational  
S1 – S6

## Head Teacher

Mr Robin Calder

## Depute Head Teachers

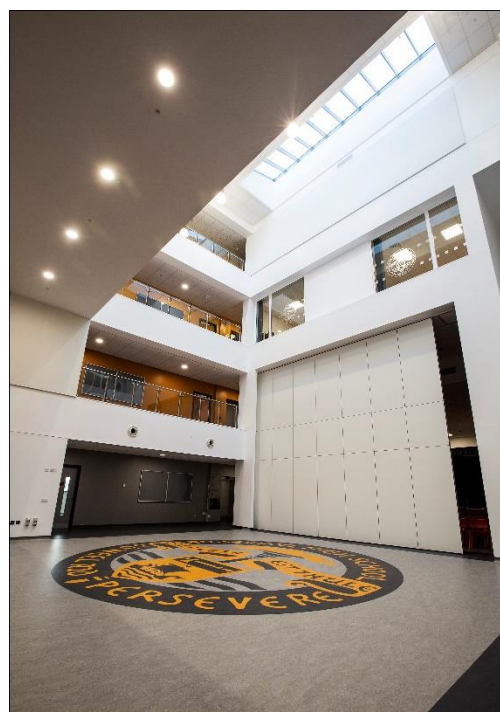
Mr Barney Redman (S5/6)  
Mr Patrick Robertson (S3/4)  
Mrs AnnMarie Scollay (S1/2)

## Parent Council

Mrs Fiona Nicholson, Chairperson

## Parent Council Website

see [www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk)



# School Ethos

Since being founded in 1862, Anderson High School's motto has been "Dö weel and persevere". Penned by our founder, Arthur Anderson, the motto still sums up our commitment to trying hard and to keep going.

We use a variety of means to celebrate the success of our young people including daily tannoy announcements, the website, electronic screens throughout the school, local press articles, newsletters and pin boards around the school as well as in classrooms.

On a daily basis, we have high expectations for positive behaviour. Pupil Support Teachers take an active role in helping pupils solve relationship issues. Our School Values and Aims were refreshed by our pupils, and are integral to our worth.

Anderson High School's Health and Well Being Group leads activities throughout the year in relation to promoting positive attitudes to health and activity. With the group's help, the school promotes healthy breakfasts, fitness, mental well-being and personal safety. Our Active Schools Co-ordinators arrange for a number of lunchtime and after school activities. These are publicised on the tannoy, electronic screens and the school website.

The School Library encourages pupils of all ages to join activities at lunchtimes too.

For some time, Anderson High School has been committed to global citizenship enjoying strong links with Shetland Islands Council's International Education team. Senior pupils have the opportunity to take part annually in the Global Classroom project and Learning School initiative and conference. Our Modern Languages Department is committed to strong links with partner schools in France and Germany.

Our last school inspection was in January 2012, when some of the key strengths highlighted by Her Majesty's Inspectors were:

- Well-behaved, responsible young people who are keen to learn and actively support their school and community;
- A safe, caring, supportive and inclusive environment for all young people;
- High quality support from specialist staff for young people with particular learning needs and
- Staff's enthusiasm and dedication to enhancing the experiences of young people.

In June 2022, an Education Scotland Recovery visit recognised the positive relationships in the school community.

We enjoy a wide range of links with community organisations including health professionals, careers, local businesses, local colleges, employers and recreation.

## AHS SCHOOL AIMS

**Perseverance:** We need to have grit and determination, and never give up, so that we can be the best we can be.

**Ambition:** Each of us must believe in ourselves, always striving to improve, achieve and succeed.

**Respect:** Each of us must look after ourselves, be considerate of others, and have good manners.

**Responsibility:** We will take responsibility for our learning, our community and our local environment.





# Anderson High School

## Positive Relationships and Behaviour Toolkit

### Guide for Pupils and Parents/Carers

#### Leaving for School in the Morning – Checklist (✓)

- Dress appropriately for school and the weather.
- Schoolbag with
  - Pencil/ruler/eraser/calculator/homework diary.
  - Jotters/books for each subject – check your timetable.
  - Homework.
  - Equipment for specific subjects (e.g. PE kit).
  - Water bottle.
- Leave in plenty of time to arrive punctually, **before** 8.50 am.
- Head to school with a positive attitude, ready for the challenges of the day!



#### Arriving to Class – Checklist (✓)

- Always arrive prepared and on time.
- If you need to go to the toilet, register with your class teacher first.
- Remove jackets/hats/hoods and put headphones/earpods away.
- Switch off phones and other devices; put these either in school bags or phone pockets on wall.
- Settle quickly.
- Be ready to start.

#### In the Class – Checklist (✓)

- Listen to the teacher and follow instructions first time.
- Use only appropriate language, no swearing.
- Raise hand for attention, rather than shout out.
- If you have to leave the classroom, you must ask, then you will be expected to sign out *with your phone left in the classroom*.
- Only water allowed. Chewing gum, or juice, is not permitted.
- Leave the classroom neat and tidy.

#### And your Final Checklist (✓)

- Be polite, helpful, considerate and kind to everyone.
- Make use of toilet facilities/fill water bottles/buy water during break and lunchtimes.
- Show respect at all times to people and property.
- Take all possessions home with you at the end of the day.
- Make sure that everyone gets the most out of their time at school.

## FAQs

What if I see someone else misbehaving? What can I do?  
I am not learning because of the behaviour of some pupils in my class. What can I do?



Don't get involved  
Tell someone privately when you can, (eg your class teacher, your Pupil Support teacher, or someone at home)

I find myself losing focus and distracting myself and others.  
What can I do?



Tell your teacher privately. It might help to sit somewhere else in the class. You can also discuss with your Pupil Support teacher too.  
We need to make sure that both you and others around you are able to learn.

What happens if I need to go to the toilet during class time?



Make sure you go to the toilet at break and lunchtime!  
You will usually be allowed to go during classtime, but you **must** sign out and leave your phone in the classroom.

I think I have been treated unfairly.  
What can I do?



Talk to your class teacher in private at the end of the lesson. It is not appropriate to take up class time.  
You can also speak to your Pupil Support teacher.

## Whole school expectations

<b>Perseverance</b> For example:	<b>Ambition</b> For example:	<b>Respect</b> For example:	<b>Responsibility</b> For example:
Work hard and be consistent in your efforts.	Always try your best.	Show good manners - be polite and kind.	Arrive on time, organised and prepared to work.
Ask for help and be helpful.	Set yourself goals and support others to reach their goals.	Respect property, both your own and others.	Walk on the left, taking care on stairs.
Follow instructions.	Strive to do your best for the whole school community.	Be part of the school community to help overcome barriers and inequalities.	Only eat in canteen areas, use the bin, water only in classrooms.
Stay in class for the lesson.	Help others to believe in themselves.	Listen to everyone without judgement.	No chewing gum.

## Rights and responsibilities

<b>Rights</b>	<b>Responsibilities</b>
I have a right to learn	I have a responsibility to do my best. In class I need to keep on task and be organised.
I have a right to be heard	I have a responsibility to listen to others. In class I need to follow instructions and listen while others speak.
I have a right to be safe	I have a responsibility to look out for others. Use equipment with care.
I have the right to be respected	I have a responsibility to treat others with respect. In class I need to encourage others, show respect to the views and opinions of others and show good manners.
I have the right to use school property	I have the responsibility to respect school property. In class I need to treat my classrooms and the school with care and to tidy up after myself.

<b>Role of Staff</b>	<b>Role of Pupils</b>	<b>Role of Parents</b>
<p>All school staff have a responsibility to model positive behaviour.</p> <p>All staff should <b>Praise in Public</b> and <b>Reprimand in Private</b>. Staff should be consistent and fair when dealing with behaviour.</p>	<p><b>Pupils are responsible for behaving appropriately</b> in class and within the school and the community.</p> <p>They should all be aware of the expectations for behaviour and the school values.</p> <p>Consequences of behaviour will be clear.</p>	<p>Parents and Carers are responsible for encouraging positive behaviour and <b>supporting their child in meeting the school expectations</b> with regard to promoting positive behaviour.</p>

## Dress Code

There is no special uniform, but we expect pupils to be smart and tidy in appearance at all times. We interpret this ruling fairly flexibly but would ask parents to co-operate in not sending children to school wearing clothes which would be described as provocative or offensive to others, e.g. badges, slogans, etc.

We expect young people to come to Anderson High School wearing clothes appropriate for their workplace.

Please make a note of the days your child has PE on their timetable, making sure they come to class with a suitable change of kit.

## Property

The school cannot accept responsibility for lost property. We recommend that valuables and large sums of money should not be carried to school. Lockers are available for all pupils in S3-S6, if they wish to apply for one. Younger pupils who feel they require a locker may apply through the School Office.

## School Policies and Practical Information

On the Anderson High School website, [www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk), you will find current information including newsfeed with photo links, letters, quick links, newsletters, school term dates, and curriculum information. If you have any queries please contact the Anderson High School Office on 01595 808008.

On the Shetland Islands Council website, [www.shetland.gov.uk](http://www.shetland.gov.uk), policies applicable to all schools across Shetland can be found. The policies include:

- Admissions
- Anti-bullying
- Home Education
- Managing Exclusions in Shetland schools
- Race Equality
- School Transport
- Strategy for Parental Involvement and Engagement

The direct link is:

[http://www.shetland.gov.uk/education/policies\\_guidelines\\_and\\_forms.asp](http://www.shetland.gov.uk/education/policies_guidelines_and_forms.asp)



## Use of Pupil Personal Information

Personal information about all pupils is processed in accordance with the Data Protection Act 2018 to allow us to effectively deliver an education service. The Data Protection Act 2018 gives parents/carers and pupils the right to know how we will use personal data. Further information about how we use pupil personal data is available from Children's Services or the Council's website at <https://www.shetland.gov.uk/downloads/file/314/schools-quality-improvement>

# The School Day

Monday – Thursday		
Period 1	0850 - 0940	50 mins
Period 2	0940 - 1030	50 mins
Interval	1030 - 1050	20 mins
Period 3	1050 - 1140	50 mins
Period 4	1140 - 1230	50 mins
Lunchtime	1230 - 1315	45 mins
Period 5	1315 - 1405	50 mins
Period 6	1405 - 1455	50 mins
Period 7	1455 – 1545	50 mins

Friday	
0850 - 0940	50 mins
0940 - 1030	50 mins
1030 - 1050	20 mins
1050 - 1140	50 mins
1140 - 1230	50 mins
1230 - 1315	45 mins
1315 - 1405	50 mins

**S1** released for lunch at 1220

**S2/S3** released for lunch at 1225

**S4, S5** and **S6** released for lunch at 1230

It should be noted that the school cannot accept responsibility for pupils arriving in school before 0830. Pupils can access the building and purchase breakfast from 0815.

# School Term Dates

## Session 2023/24

- Term 1** Wednesday 16 August – Friday 06 October 2023  
**October Holidays** Monday 09 October – Tuesday 24 October 2023
- Term 2** Wednesday 25 October – Friday 22 December 2023  
**Christmas Holidays** Monday 25 December 2023 – Monday 08 January 2024
- Term 3** Tuesday 09 January – Thursday 28 March 2024  
**Spring Holidays** Friday 29 March – Friday 12 April 2024
- Term 4** Monday 15 April – Friday 28 June 2024 inclusive

## In-Service days

Monday 14 August 2023  
Tuesday 15 August 2023  
Monday 23 October 2023  
Tuesday 24 October 2023  
Monday 08 January 2024

## Occasional Holidays

Wednesday 31 January 2024  
Friday 23 February 2024  
Monday 26 February 2024  
Friday 29 March 2024  
Monday 20 May 2024

Term dates for the following school year can be found on Shetland Islands Council's website: [http://www.shetland.gov.uk/education/term\\_dates.asp](http://www.shetland.gov.uk/education/term_dates.asp) , or

the Anderson High School website: [www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk)



# Calendar of Events 2023/24

<b>August 2023</b>	
Monday 14 August	In Service Day
Tuesday 15 August	In Service Day
Wednesday 16 August	Pupils return
<b>September</b>	
Friday 15 September	S3 Monitoring Reports posted to parents/carers
Tuesday 26 September	S1 Parents' Evening
<b>October</b>	
Wednesday 04 October	Aberdeen University Representative – Parents' Evening for those in S5/6 applying to any university
Thursday 05 October	S3 Parents Evening
Monday 23 October	In Service Day
Tuesday 24 October	In Service Day
<b>November</b>	
Wednesday 08 November	S5/S6 Reports out to pupils
Tuesday 14 November	S5 Parents' Evening
Thursday 23 November	S6 Parents' Evening
Thursday 30 November	S4 Reports out to pupils
<b>December</b>	
Monday 04 December	S4 Parents' Evening
Thursday 07 December	S1/2 Beanfeast
Monday 11 December	S3/4 Beanfeast
Friday 15 December	Senior Beanfeast
Friday 22 December	S1 Monitoring Reports posted to parents/carers
<b>January 2024</b>	
Monday 08 January	In Service Day
Thursday 11 January	S2 Information Evening
Monday 15 January	S4 Prelims start
Monday 22 January	S2 Reports out to pupils
Tuesday 23 January	S4 Prelims end
Wednesday 31 January	Occasional holiday

<b>February</b>	
Monday 05 February	S5/6 Prelims start
Tuesday 06 February	S2 Parents' Evening
Tuesday 06 February	S3 Information Evening
Friday 09 February	S4 Monitoring Reports posted to parents/carers
Friday 16 February	S5/S6 Prelims end
Tuesday 20 February	S5 Visit Day/Local Opportunities Event
Friday 23 February	Occasional holiday
Monday 26 February	Occasional holiday
<b>March</b>	
Thursday 07 March	S4 into S5 Information Evening
Friday 01 March	S5/S6 Monitoring Reports posted to parents/carers
Monday 11 March	S3 Reports out to pupils
Friday 29 March	Occasional holiday
<b>April</b>	
Monday 22 April	SQA Exam diet starts nationally
<b>May</b>	
Thursday 02 May	S2 Monitoring Reports posted to parents/carers
Monday 06 May	S1 Reports out to pupils
Monday 20 May	Occasional holiday
Monday 27 May	New Timetable starts for S2, S3 and S4
Wednesday 29 May	New Timetable starts for S5 and S6
Thursday 30 May	SQA exam diet ends nationally
<b>June</b>	
Friday 07 June	S3 Sports Day
Friday 28 June	Last day of term



## Visiting the School

You may wish to visit the school if your child has been offered a place or if you are seeking a place for your child. Please contact the School Office, on 01595 808008, to make arrangements.

## Transitions

Transitions occur at key points in a child's education when they move on to a different stage of learning. Transitions can include moving to the stage of primary education, moving from primary to secondary school, moving to the senior phase of Curriculum for Excellence and then post-school learning, training or work. Transitions can also include any changes in a pupil's learning journey, for example when a pupil changes school or when learning is interrupted.

## Transition from Primary School

Our associated primary schools are:

School	Head Teacher	Telephone number
Bell's Brae	Mrs J McGinlay	01595 743720
Fair Isle	Ms G Maxwell	01595 807245
Foula	Ms B McPherson	01595 745026
Hamnavoe	Mrs H Robertson	01595 807440
Nesting	Mrs S Petrie	01595 743701
Scalloway	Mrs M Fox	01595 743777
Sound	Mrs A Angus	01595 744982
Tingwall	Ms M Birrell	01595 747244
Whiteness	Mrs R Colclough	01595 745380

During Primary 7 pupils will have opportunities to link with Anderson High School including spending two days following their secondary school timetable. Pupils with specific support needs may have additional visits to AHS, as part of their enhanced transition. All P7 parents are invited into AHS to meet with staff in May, before their child transfers.

In addition, there is a great deal of sharing of information between primary and secondary teachers, with a Principal Teacher of Pupil Support working closely with each primary school. The P7 profiles, as well as pupil records, are passed to us.

During the summer holidays, the Head Teacher of AHS sends a pack of information home to all new S1 families, to support parents in talking through the final stages of transition with their child.

# Transition from Junior High School

Our associated junior high schools are:

School	Head Teacher	Telephone number
Aith Junior High	Mr M Spence	01595 807400
Baltasound	Mr P Thomson	01595 807020
Mid Yell	Mr M Lawson	01595 745050
Sandwick	Mr A Hunter	01595 745320
Whalsay	Mrs H Kerr	01595 743800

During Secondary 4, all junior high school pupils will have the opportunity to visit Anderson High School with their teachers. Some pupils may have additional visits, if they require enhanced transition arrangements. Course choice information is passed to the junior high schools, and the Depute Head Teacher for S5/6 visits all schools to talk through the months ahead. All parents are invited into AHS before their child begins S5. Pupil Support teachers in AHS and the junior high schools share information about pupil progress and support needs.

National organisations, such as Parenting Across Scotland and ParentZone, provide advice to parents on supporting their child's transitions.

The direct link to Parenting Across Scotland is:

<http://www.parentingacrossscotland.org/>

Regarding transition into adult life, more information can be found on Shetland Islands Council's website.

The direct link is:

<https://www.shetland.gov.uk/support-pupils/additional-support-needs-information/6?documentId=220&categoryId=20142>

We recognise that children with additional support needs may need additional transition arrangements. Information sharing and planning will take place in advance of each transition. Further details can be found on Shetland Islands Council's website.

The direct link is:

<https://www.shetland.gov.uk/support-pupils/additional-support-needs-information/3?documentId=220&categoryId=20142>



# Placing Requests

If you do not wish for your child to attend the catchment area school, you can place a request with Shetland Islands Council that your child attend another school. Details of how to make a placing request can be found in Shetland Islands Council's, Children's Services, Admissions Policy. The policy can be found on the Shetland Islands Council website: [www.shetland.gov.uk](http://www.shetland.gov.uk)

Please make your Placing Request in writing to:

Director of Children's Services  
Children's Services  
Hayfield House  
Hayfield Lane  
Lerwick  
ZE1 0QD

To help you, the Scottish Government has published a guide for parents on choosing a school and the placing request system. It is available on the Scottish Government's website.

The direct link is:

<http://www.scotland.gov.uk/Publications/2010/11/10093528/0>

Enquire is the Scottish advice service for additional support for learning. If your child requires additional support for learning and you wish to place a request to have your child schooled elsewhere, you may wish to look at leaflets that Enquire have produced; Factsheets 2, 3 and 6 have particular relevance. Please request these from your child's school or refer to Enquire's website.

Useful links are:

- <http://enquire.org.uk/>
- [Additional Support Needs Information – Shetland Islands Council](#) and in Shetland Islands Council's Children's Services Admissions Policy.
- The policy can be found on the Shetland Islands Council website – [www.shetland.gov.uk](http://www.shetland.gov.uk)

# Additional Support Needs – Shetland Islands Council

On the **Shetland Islands Council website** you can find key information about Additional Support Needs at [https://www.shetland.gov.uk/education/asn\\_home.asp](https://www.shetland.gov.uk/education/asn_home.asp)

This Shetland Islands Council page will take you to information about **Schools, Standards, Guidelines, Outreach Services, Psychological Services, Managing Inclusion Guidelines, Staged Intervention, Transitions, Inductions, Getting it Right for Every Child, Resolving Disagreements and who to contact at Shetland Islands Council.**

Some other useful links you may wish to refer to are noted below.

## **Transitions**

Transitions for children and young people with Additional Support Needs starts two years prior to transition itself. In secondary settings, it begins in S3 to ensure arrangements are in place for any pupils considering leaving school in S4. Transition out of school may include a request for assessment to be undertaken by a social worker in order to understand a young person's needs to access adult services. Local work on transitions is ongoing and a useful document can be found at <https://scottishtransitions.org.uk/7-principles-of-good-transitions/>

Transitions are also the subject of Chapter 6 in the revised Code of Practice, found at <https://www.gov.scot/publications/supporting-childrens-learning-statutory-guidance-education-additional-support-learning-scotland/>

## **Co-ordinated Support Plans (CSPs) and Individual Education Plans (IEPs)**

When a child or young person is referred for assessment, it may be found that a Coordinated Support Plan is required to meet the additional support needs of the child or young person. The plan will be required where a child or young person has additional support needs arising from complex or multiple factors that necessitate the coordination of their support from the authority and from other agencies. Parents/carers and children are fully involved in every stage of preparing and reviewing a Coordinated Support Plan or GIRFEC plan. Information about CSPs can be found in the revised Code of Practice chapter 5 <http://www.gov.scot/Publications/2017/12/9598>

An educational review for a child with ASN should take place at least once per year, for those with more complex needs this could be every 6 months or more often as needed. All members of the multi-agency team involved with a child should be invited to attend the review meeting. Parents/carers and others involved with a child's education will be sent a copy of the summary of any review meeting.

GIRFEC – latest information is available at <https://www.gov.scot/policies/girfec/> and locally at [http://www.shetland.gov.uk/children\\_and\\_families/GIRFEC.asp](http://www.shetland.gov.uk/children_and_families/GIRFEC.asp)

# Support for Pupils

In Shetland, most pupils will be given the support they need to fully access the curriculum in the general course of their education. There will be times when some pupils will need additional support. This could be on a long-term basis with the amount of support varying according to the needs of the pupil as progress is made through school or as a temporary support when a need arises.

Information on how pupils' additional support needs are identified and addressed can be found on Shetland Islands Council's website. The website also provides information on mediation and dispute resolution services, links to the NHS and other agencies or organisations that can provide further support, information and advice about support and advocacy.

The direct link is:

[http://www.shetland.gov.uk/education/asn\\_home.asp](http://www.shetland.gov.uk/education/asn_home.asp)

## Additional Support Needs Provision in Anderson High School

Our Support for Learning Department is led by three Principal Teachers, Ms M Grant, Mrs M Harpe and Mr R McAdoo.

As part of the transition process, from primary or junior high school, information will be shared to allow for the best possible support of your child on arrival in AHS. In addition, if you think that your child needs additional support once at AHS, please contact your Pupil Support Teacher in the first instance. The Pupil Support Teacher will have an understanding of your child's progress across the school, and will liaise with Mrs Grant, Mrs Harpe and Mr McAdoo as appropriate. Pupil Support Teachers will see most children every

week, in PSE lessons, and will arrange individual appointments with them twice per year. Pupil Support Teachers will support your child, helping set goals for the next stage of their learning.

Parents/Carers are encouraged to contact Pupil Support Teachers at any time, sharing information on children's needs to allow us to best support them. Ms Grant, Mrs Harpe and Mr McAdoo may also be key contacts.

Other useful information and advice regarding additional support for learning can be found on Enquire's website.



The direct link is: <http://www.enquire.org.uk/>

# Getting it Right for Every Child (GIRFEC)

In Shetland, we believe that children can be better supported by adults working closely together and sharing important information with each other. This process is known as GIRFEC: getting it right for every child.

Before GIRFEC can be used, consent from the parent of the child and/or the child

(depending on the age of the child) is required. The staff asking permission will explain more about what GIRFEC means. Detailed information about the process can be found on Shetland Islands Council's website.

The direct link is:

[http://www.shetland.gov.uk/children\\_and\\_families/GIRFEC.asp](http://www.shetland.gov.uk/children_and_families/GIRFEC.asp)

## Child Protection

It is every child's right to be cared for and protected from harm. It is every person's responsibility to make sure that happens. The Shetland Child Protection Committee provides help when there is a need. Their website gives information on how to access that help.

The direct link is:

<http://www.safershetland.com>

Shetland Islands Council's website also provides information on our responsibilities towards children and includes where to find help and support.

The direct link is:

[http://www.shetland.gov.uk/children\\_and\\_families/child\\_protection.asp](http://www.shetland.gov.uk/children_and_families/child_protection.asp)

## Online Protection

For information about online protection for your child, you may like to look at the Child Exploitation and Online Protection Centre's website.

The direct link is:

<http://www.thinkuknow.co.uk>



# Anti-Bullying Policy

All school staff are aware that there is the potential for bullying to occur. They are instructed that it is their duty to be vigilant and to immediately report bullying incidents.

Bullying takes many forms, whether psychological or physical. Sometimes it is an individual who is exhibiting bullying behaviour and sometimes it is a group. Social media provides an easy avenue for bullying and parents/carers should be vigilant on this.

The important thing is never to underestimate the distress that a child experiencing bullying can feel.

The school aims to provide a secure environment, where:

1. pupils are frequently reminded that bullying is completely unacceptable – they are encouraged to report any bullying incidents to a member of staff, teaching or otherwise. Pupils are encouraged to see such reports as the norm and not as "telling tales";
2. pupils are made aware that whatever they say will be taken seriously and appropriate action taken. The Pupil Support department is continuously staffed and operates an open-door policy so that pupils always have someone to speak to at any time during the school day;
3. staff are vigilant and act on any suspicion of bullying; and
4. staff and pupils are kept aware of the issue on a regular basis.

## The School's Action Against Bullying

### 1. Preventing Bullying

- 1.1 In June 2018, Shetland Islands Council launched its "Anti-Bullying in Shetland Schools" Policy. You can find it at:  
<https://www.shetland.gov.uk/directory-record/1929/anti-bullying-policy>
- 1.2 All schools in Shetland follow the Shetland Islands Council Policy.
- 1.3 The school's **Anti-Bullying Co-ordinator (Mrs K Redfern)** discusses bullying issues and anti-bullying initiatives with her Pupil Support colleagues on a regular basis. She also consults with other staff for advice when required, in particular the Head Teacher and Mr P Thoresen (Principal Teacher of Computing and ICT advisor). Pupils are also consulted via questionnaires and through the Student Representative Council (SRC).
- 1.4 In **Personal & Social Education** classes, the issue of bullying is highlighted in a variety of ways, such as case studies or discussion. Pupils are encouraged to be aware of their rights and their responsibilities, and made aware of the risk that peer pressure may lead to them behaving in a way that they would normally avoid.
- 1.5 The importance of **supervision** of pupils during the school day is recognised. Teachers are responsible for this in their classrooms; at break times social areas are supervised by auxiliary staff and senior management. Pupils are allowed to leave the school grounds at lunch times (unless parents request otherwise). Pupils may also choose to take advantage of the varied programme of lunchtime clubs provided by staff.

- 1.6 At **Primary/Secondary** and **Junior High/Anderson High Transfer** times we have induction programmes which are designed to familiarise new pupils with the layout and administrative procedures of the school, as well as introducing them to their Pupil Support Teacher. Every new pupil receives the school's anti-bullying leaflet, which emphasises the importance of telling someone if bullying occurs, and lists the ways of seeking help.
- 1.7 A programme of **Peer Support** is provided for all first year pupils by trained sixth year volunteers. Pairs of sixth year pupils take groups of about six first year pupils for a series of lessons, at the same time building up relationships with them.
- 1.8 **Staff Awareness** of bullying is raised regularly through, for example, discussion of questionnaire results, or workshops. The points continually emphasised are:
- 1.8.1 Any report or suspicion of bullying should be immediately passed on to the pupil's Pupil Support Teacher.
- 1.8.2 There is no foolproof way of knowing that a pupil is being bullied but changes in behaviour such as a deterioration of work in their subjects, increased absences, unexplained illnesses, giving up interests or hobbies, staying in quiet places away from others, can all indicate that there may be something amiss.
- 1.9 **Parents/Carers** are informed of the school's anti-bullying policy via the School Handbook, which each new pupil receives on enrolling at the school. It is made clear that parents can contact the school at any time to report concerns.
- 1.10 S1/S2 enjoy the annual "Kool Katz" **anti-bullying disco** in October each year.

## 2. Procedures for Dealing with Bullying (refer to flowchart also)

- 2.1 Staff (teaching and support), pupils, parents/carers or friends who see, suspect or are told about bullying incidents are to pass their concern on to the Pupil Support teacher of the pupil as soon as possible.
- 2.2 Pupil Support teachers have the most knowledge of each individual pupil. They will ensure that all aspects of a situation are examined, working with all to resolve the conflict, and also providing ongoing support/counselling. No single method can be used to deal with all bullying situations and the response in each case will depend on the particular circumstances. Mediation and counselling are the more typical responses.
- The Year Group Head is kept informed and may be involved in action if appropriate. Parents and pupils involved are kept informed and external agencies may be consulted if appropriate. The person who reported the bullying receives appropriate feedback as a matter of courtesy.
- 2.3 Pupil Support teachers keep records of each stage of their response in line with the Shetland Islands Council policy.
- 2.4 Pupil Support teachers keep up-to-date with the latest resources and research on bullying.

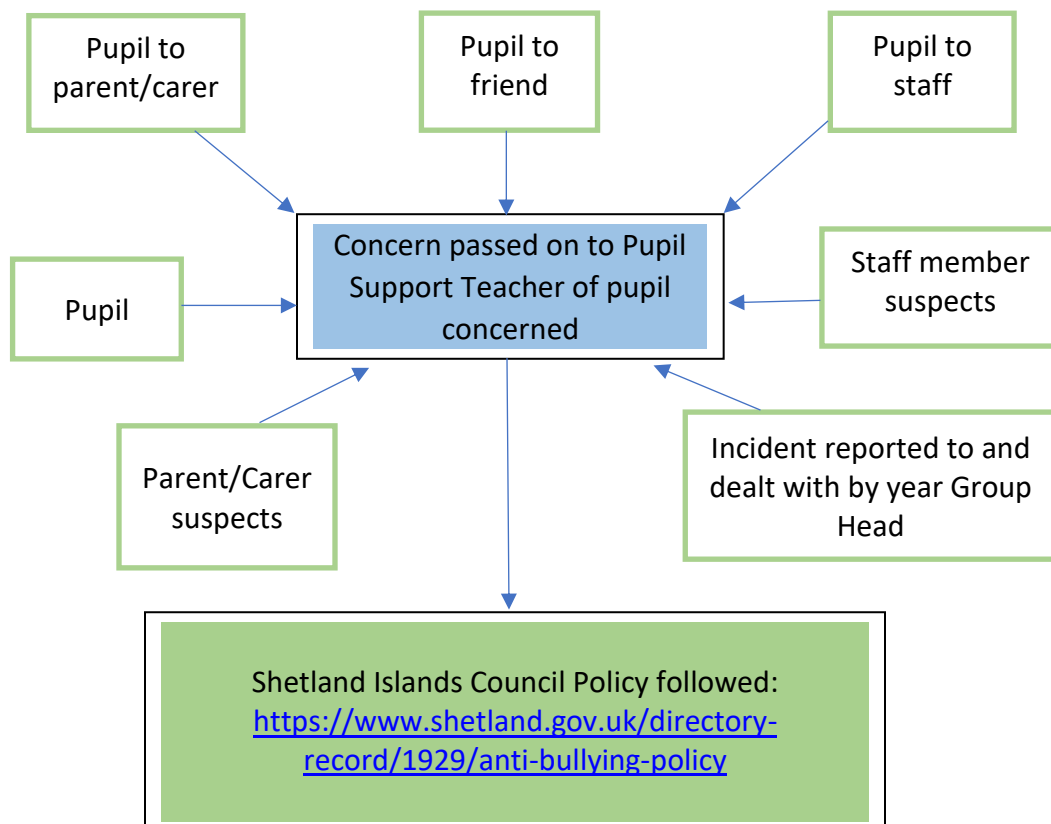


### 3. Monitoring of Bullying

In line with Shetland Islands Council policy, bullying is recorded and monitored through our pupil database, SEEMIS.

### 4. Procedures to Follow when Bullying Incidents Arise

All reports of bullying will be dealt with immediately. If you have any concerns, contact your child's Pupil Support Teacher: phone 01595 808008 to speak to the Pupil Support teacher or arrange an appointment.



# Health Education

Most pupils attending Anderson High School participate in a programme of Personal and Social Education (PSE) which provides information on a wide range of important issues facing young people. Health Visitors participate in the programme with S2/4 pupils on the subject of family planning. Each class meets with the Health Visitor for one period.

Should you have questions or concerns related to the above, please contact your child's Pupil Support Teacher.

If your child has an individualised education programme, you can discuss health education with Ms Grant or Mr McAdoo.

# Communication

## Routine communication

Anderson High School's website can be found at [www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk). Our website holds a great deal of information about the school, along with photographs of recent events. Given the school's catchment area, key school letters eg parents' nights, data collection, are posted home. Some flyers eg adverts for events will be sent home in school bags. We also have a Facebook page where we share school news.

## Urgent communication

All parents and carers must inform the school of any change of address or telephone numbers, in case we need to get in touch with you quickly if your child is ill. When the school is closed due to weather conditions early in the morning, information is carried on BBC Radio Scotland, SIBC and Shetland Islands Council's website <http://www.shetland.gov.uk/adverseweather>. If the school has to be closed during the day, every attempt will be made to contact parents before pupils leave the school building.

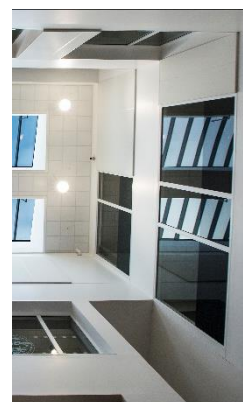
## Communicating about your child's progress

The school monitors and reports upon your child's progress. Every year, you will receive two reports – a full report and an interim monitoring report. You will be invited into a parents' evening and information evening. In addition, Pupil Support Teachers will get in touch with you if they have any matter they feel needs to be discussed. Please phone your child's Pupil Support Teacher if you have any queries about progress at school.

## Home Study

Most homework will now be placed on Microsoft Teams. If your child would like a free Homework Diary, they can collect one from the School Office.

Our website [www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk) has information on all subject areas, along with home study information for pupils in S1, S2 and S3. Pupils with individualised education plans will have personal advice shared with home, as appropriate.



## Concerns and Complaints

If you have a concern in relation to your child's progress, please do not hesitate to contact their Pupil Support Teacher. The Pupil Support Department is staffed all day, so there should be someone to talk to at any time. The matter will be treated confidentially. Pupil Support Teachers will talk through how to best resolve the situation, and will let you know how the matter has progressed.

In addition, if it is a broader issue about the life of the school, you can address your concern to the Head Teacher or the Depute Head Teacher responsible for your child's year group.

If you feel a matter warrants a complaint, we follow the SIC Complaints Handling Procedures at: [www.shetland.gov.uk/contact-us/make-complaint](http://www.shetland.gov.uk/contact-us/make-complaint). This means that the Head Teacher will follow Stage 1: Frontline Resolution. Thereafter, the matter can be referred to SIC Children's Services.

## Attendance

Parents/Carers are legally responsible for making sure their child is educated. You can find out about your responsibilities at:

Included, Engaged and Involved

<https://www.gov.scot/publications/included-engaged-involved-part-1-attendance-scottish-schools/>

In cases of unsatisfactory attendance, the Year Group Head and/or the pupil's Pupil Support Teacher will discuss the problem with parents/carers. Where attendance concerns persists, the Head Teacher, following discussions with the Year Group Head and other interested parties, will decide whether the case should be referred to the Reporter to the Children's Panel.

The school shares the SIC Attendance leaflet with all parents/carers each year in August.

## Absence/Sickness

If your child is ill or if you think it is necessary for your child to be absent from school for any other reason, please contact the school with the details, as soon as possible.

Children are required to attend school regularly, and clearly it is in the children's interest to do so.

**If your child is absent, please phone the school before 0930** every day your child is off to inform the school of the reason for absence.

## Latecomers/Leaving School during the School Day

Pupils must make every effort to arrive punctually at school, to be in class by 0850. If a pupil arrives late in school, for any reason, they must report to the Pupil Support Department (Room PS4), before going to their classes.

If pupils have to leave their class, or the school, during the pupil day, they must obtain permission from their Pupil Support Teacher. If pupils feel unwell and are going home or to the Halls of Residence, they must ensure that their Pupil Support Teacher is informed. After receiving permission, pupils must sign out at room PS4. If pupils return again on the same day, they must report to the Pupil Support Department again, and record their time of return.

## Requests for Leave of Absence other than for Medical Reasons

All requests for leave of absence from school other than for medical, dental or optician appointments must be made to the Head Teacher, by completing a Leave of Absence Form provided by the school. It is important that we have full information as to the exact date, time and reason for absence.

Requests for absence must be placed at least one week in advance of the required date. This includes requests for family leave at fire festivals.

In line with Scottish Government guidelines, family holidays in school time are classified as unauthorised absence. Please give careful consideration to the adverse effect such absence can have on progress at school.

For further information on school attendance, a guide for parents can be found on the Scottish Government's website.

The direct link is:

<http://www.scotland.gov.uk/Publications/2009/12/04134640/0>



## Study Leave

S4, S5 and S6 pupils are permitted to study at home at the time of their Scottish Qualifications examinations in May, where this meets their individual needs. Parental permission will be sought in advance of the SQA examinations for S4 pupils. Key dates for returning to school after SQA examinations are shared by letter and on the school's website [www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk)

Individual programmes will be organised for young people with no National 5 exams.

There is no study leave at prelim exam times for any year group.

## End of Term Attendance

In line with Shetland Islands Council policy, pupils are expected to attend school until 1545 (Monday – Thursday) or 1405 (Friday) on the last day of each term. There is no early closure before school holidays.

## Leaving the School during Lunchtimes

Pupils are allowed to leave the school at lunchtime if parents/carers are supportive. Pupils should adhere to the school's values, which includes treating other people and their property with respect.

If a pupil fails to do so, they will lose the privilege of leaving the school at lunchtime, for a period of time agreed between the Year Group Head and the parents or carers. Provision will be made within the school for the pupil during this time.



# Adverse Weather – School Closure

## How do I find out if the school is closed?

BBC Radio Scotland will provide local information.

SIBC, a 24 hour radio station, will provide regular local information up-dates.

Shetland Islands Council Twitter feed and Facebook page will be updated as soon as possible.

Shetland Islands Council webpage at <http://www.shetland.gov.uk/adverseweather> will display the list of school closed.

We are trying to have the school website, [www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk), carrying news of our closure, as early as possible, although this is network dependent.

We will try to update the school website, and our Facebook page, although this is network dependent.

**Please remember that the decision to send your child to school is ultimately yours.**

## What happens if the school closes during the day?

If the school is advised by Shetland Islands Council or transport operators to close during the day, we will make every attempt to contact you. Please ensure that your contact details are up-to-date.

At all times, transport operators are in the best position to assess road conditions.

They also have to prioritise their routes, including primary school runs.

Children will be kept in school until it is safe for them to travel home.

Isles pupils: if normal transport is not available, pupils will be advised not to travel. The school does not accept responsibility for pupils who independently decide to seek alternative transport home.

Shetland Islands Council Transport Planning has a voicebank to communicate communication about any disruption to school transport. This number is **01595 745743**.

## What about home study when the school is closed?

1. Teachers have spoken with pupils about work they can get on with at home, if they cannot attend school due to the weather (including revision, useful websites, summarising notes and reading).
2. Please see the school website for subject information, from the "Departments" menu.
3. Please see the S1/S2/S3 Curriculum booklets on school website. [www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk)
4. Every subject will have a Microsoft Team.

# Parental Involvement

## **How can parents/carers become involved in the life of the school?**

Logging on to our school website [www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk) gives a good starting point for talking about school life at home. We will also share information with you through letters and flyers. Please come along to school events and concerts.

Our Parent Council is active, meeting regularly at the school. You can see the dates of meetings and minutes of the Parent Council meetings on the school website. Do consider attending a meeting – you do not have to be a member to come along.

## **How are parents/carers involved in their child's learning?**

On a day-to-day basis, parents/carers are encouraged to talk with their child about school and their home study diaries. The school website gives a great deal of information about the subjects studied, including our S1, S2 and S3 Curriculum and Learning at Home booklets. Please have a look and talk about these with your child. At times of assessments and examinations, parents/carers can be a great support in creating a positive study environment at home. Traditionally, our parents' evenings are

very well attended. Please use these as an opportunity to talk about your child's progress.

You can telephone your Pupil Support Teacher at any time, to talk about your child's learning.

## **How do we seek and take account of parental views?**

At each Parents' Evening, the Parent Council will serve teas and coffees, giving you the chance to talk through issues of concern to you. These are passed to the Head Teacher. This has proven to be a good informal means of gathering views. From time to time, questionnaires will be sent home for you to complete, as the school plans how to improve its work. With the introduction of changes to the curriculum, we will occasionally hold information evenings, to gather your views and questions on your child's future education.

In the spring of each year, Depute Head Teachers will invite you to join parental consultation workshops, to help us improve the work of the school. The Head Teacher will share the issues raised and action plan with everyone by the summer term.

# Family Learning Opportunities

As well as the Curriculum Information we share on the school website, please have a look at Parentzone, <http://education.gov.scot/parentzone>

We are now looking at developing further family learning events, post Covid-19.



# Parent Council

Anderson High School's Parent Council came into effect in August 2007. Our current Parent Council Members are:

## Parent Council Members:

Fiona Nicholson	Chairperson
Dawn Ratter	Clerk/Treasurer
Jim Anderson	Parent Member
Marianne Clark	Parent Member
Jerry Edwards	Parent Member
Vicky Gowans	Parent Member
Amanda Hawick	Parent Member
Ayesha Huda	Parent Member
Carrie MacDonald	Parent Member (Vice Chairperson)
Anna Moar	Parent Member
Kenny Pottinger	Parent Member
Gowri Saravanan	Parent Member
Hazel Shearer	Parent Member
Cameron Mackenzie	Staff Representative
Amy Sandison	Staff Representative
Nick McCaffrey	Halls of Residence Team Leader and Co-opted Member
AHS Student reps	invited to attend

In addition, the Head Teacher, and local Shetland Islands Council Councillors also attend Parent Council meetings in a non voting capacity.

## Further information

For further information and resources regarding getting involved with your child's learning, please contact the school and/or take a look at Parentzone on Education Scotland's website.

The direct link is:

<https://education.gov.scot/parentzone>

You may wish to learn more about the role of the Parent Council in representing your views on education matters. You can contact the school's Parent Council directly and/or access information on Education Scotland's website.

The direct link is:

<https://education.gov.scot/parentzone/getting-involved/parent-councils>



# Curriculum - Overview

The Scottish Government introduced its Curriculum for Excellence across its schools. The Scottish curriculum is designed to provide a coherent, flexible and enriched curriculum throughout a child's life from 3 to 18 years old.

The curriculum aims to ensure that all children and young people in Scotland develop the knowledge, skills and attributes they will need if they are to flourish in life, learning and work.

Curriculum for Excellence defines five levels of learning. The first four levels provide a broad general education, with progression to qualifications described under a fifth level, the Senior Phase.

Level	Stage
Early	The pre-school years and P1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.
Third and Fourth	S1 to S3, but earlier for some. The fourth level broadly equates to Scottish Credit and Qualifications Framework level 4. The fourth level experiences and outcomes are intended to provide possibilities for choice and young people's programmes will not include all of the fourth level outcomes.
Senior Phase	S4 to S6, and college or other means of study.

Teachers and practitioners will share information to plan a child's "learning journey" from 3-18, helping their progression from nursery to primary, primary to secondary and beyond. This will ensure children continue to work at a pace they can cope with and be provided with challenge they can thrive on.

Detailed information about Curriculum for Excellence can be found on Education Scotland's website. This includes:

- how the curriculum is organised
- the entitlements of every child
- how progress is assessed

The link is:

<https://education.gov.scot/>

# Broad General Education (Secondary 1 – 3)

Under Curriculum for Excellence, everyone involved in education has a responsibility to develop young peoples' literacy, numeracy and health and well-being skills across all areas of their learning.

In the first two years, most pupils are placed in classes of mixed ability to follow the same course made up of the following subjects: English, Social Subjects, French and German, Science, Art & Design, Home Economics, Technical Subjects, Business/Computer Technology, Physical Education, Religious Education and Personal and Social Education (PSE). In this way, all pupils are given the same opportunities to engage with the experiences and outcomes in each of the curriculum areas stipulated by the Scottish Government within a Curriculum for Excellence. These are: (1) Expressive Arts; (2) Health and Well Being; (3) Languages and Literacy; (4) Mathematics and Numeracy; (5) Religious and Moral Education; (6) Sciences; (7) Social Studies, and (8) Technologies. A certain amount of setting commences during the first year in Mathematics.

These first two years of the Broad General Education provides an opportunity for pupils to establish their likes and strengths, and for the staff to find out about pupils and guide them, in partnership with parents and carers, towards appropriate specialisation and choice in the third year of their Broad General Education. During the first two years they will have the opportunity to work up to and beyond (where appropriate) the third level experiences and outcomes in all curricular areas.

In S2, Social Subjects lead the delivery of the John Muir Award. This is an integrated part of the S2 curriculum that links classroom teaching with outdoor learning and offers an alternative form of recognising pupil achievement. It is also an important tool in delivering Health & Wellbeing across our curriculum. Many pupils will have worked towards their Discovery Level Award at Primary School. We aim to complete the Explorer Level. Pupils will have 4 outdoor learning opportunities, participate in the *Voar Redd Up* and engage with a range of linked classroom experiences.



Most pupils in S2 have a Wider Achievement lesson each week, where they can choose to develop an interest in an activity.

All families will receive a "Curriculum Information" booklet at the start of S1, S2 and S3. This can be found on our website [www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk)

During S2, pupils and parents are given every opportunity of discussing the possible areas of appropriate personalisation and choice within the 8 curricular areas for S3 and their corresponding opportunities.

During S3, most pupils will have the opportunity to engage with experiences and outcomes up to and including Level 4 within the 8 curriculum areas, studying up to 9 subjects.

There will also be opportunities to progress beyond this into work that will contribute towards the courses based on the new National Qualifications at National 3, 4 and 5.

The school also offers some units in S3 which are certificated by the Scottish Qualifications Authority (SQA), including RME Award, Modern Languages Life and Work, PE Performance, Personal Development Self and Work, and Working with Others.

If your child follows an individualised learning programme, their curriculum is led by Ms Grant or Mr McAdoo and monitored at your regular Child's Plan meetings.

One week's work placement is undertaken by most S3 pupils towards the end of the session.

Further details of subject and choice are available in the Option Choice Booklet ([see www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk))

### **What about wider achievement?**

At Anderson High School we try to celebrate all of your child's achievements, both within and out with school. As part of Curriculum for Excellence, we use MerIT to create an individualised Pupil Profile, and by the end of S3 your child will have a statement of all aspects of their learning. From S1, your child has recorded their interests and achievements.

### **What about Literacy, Numeracy and Health & Well Being?**

At the end of S4, most pupils will receive certification in Literacy and Numeracy (in addition to English and Mathematics). We have school working groups considering how to develop Literacy, Numeracy and Health & Well Being across the whole school.

### **Where can you find further information?**

Please contact the school, if you have any queries. Your Pupil Support Teacher will be able to give individual advice. If you have a question, or a comment, on how we are approaching this, please call Mrs Scollay (Depute Head) or Mr Calder (Head Teacher from 14.08.23). School phone number: 01595 808008.

If your child has an individualised curriculum, please contact Ms Grant or Mr McAdoo.

<https://education.gov.scot/> - the national body responsible for learning and teaching in Scotland. Holds information on Broad General Education and Senior Phase.

<https://education.gov.scot/parentzone/> - information for Parents.



# Senior Phase (Secondary 4 – 6)

## Secondary 4

### What will happen in S4?

Most young people currently in S4 are presented in qualifications called “Nationals” at the end of S4, in May. Not all of these subjects will require an exam, but may be assessed in other ways. Most will, however. (See section on ‘Assessment & Reporting’).

### Why have we chosen to deliver the curriculum in this way?

At the moment, the Shetland Islands Council model of up to 7 subjects in S4 gives your child a breadth of experience to the end of S4. We hope this will give them a range of choices about what they can do at 16. Also, in Shetland, some pupils from junior high schools join Anderson High School at the end of S4. This model will mean that nearly everyone can start their Higher/new National courses in S5, in June, together.

### What about wider achievement?

At Anderson High School we try to celebrate all of your child’s achievements, both within and out with school. By the end of S3 your child will have a statement of all aspects of their learning. From S1, your child has recorded their interests and achievements. Notable wider achievements will continue to be recognised and parents will continue to be made aware of these by Pupil Support staff and in pupils’ annual reports.

### What about Literacy, Numeracy and Health & Well Being?

At the end of S4, most pupils will receive certification in Literacy and Numeracy (in addition to English and Mathematics). We have school working groups considering how to develop Literacy, Numeracy and Health & Well Being across the whole school.

## Shetland Learning Partnership / Foundation Apprenticeships

In S4, pupils will hear about the Foundation Apprenticeships. In S5/6, pupils can choose to study at school and at college, in Engineering, Built Environment and Health & Social Care. More information is available from Pupil Support Teachers.

### Where can you find further information?

Please contact the school, if you have any queries. Your Pupil Support Teacher will be able to give individual advice. If you have a question, or a comment, on how we are approaching this, please call Mr Robertson (Depute Head) or Mr Calder (Head Teacher from 14.08.23). Further details can also be found through the following websites:

<https://education.gov.scot> - the national body responsible for learning and teaching in Scotland. Holds information on Senior Phase.

[www.LTScotland.org.uk/Parentzone](http://www.LTScotland.org.uk/Parentzone) - information specifically for parents.

[www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk) - our school website



## Secondary 5

Pupils have the choice to return to study in S5. School is one of several options and care is needed to select the most appropriate choice.

Pupils returning in S5 will choose 5 subjects plus one period of Personal and Social Education. For most, English is a key subject and along with the remaining 4 subjects, can be studied as a combination of Higher and National Qualifications levels.

For most pupils, S5 is the most demanding year of their school life, requiring a faster pace of work and study at a deeper level. A commitment to study outside school is essential to ensure success. Pupils who plan to go on to Higher Education should aim to get their entry qualifications during S5. Three or more Highers form the basis of entry to university and college. Pupils should try for the maximum number of Highers which they are capable of studying in one year. We have updated the S5 Option Booklet for the academic year 2023-24. You will find this on our website - [www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk)

## Secondary 6

The Sixth Year is planned as a preparation for University/College and the world of work and, as such, pupils are expected to show considerable personal responsibility in their pattern of study. A considerable proportion of their time will be timetabled, but for the remainder they will be given a wide measure of freedom to organise their own private study, work placement or work shadowing, opportunities for whole school involvement and leisure. By the completion of the Sixth Year, we expect pupils to have adopted sound habits of study which will stand them in good stead at University/College and work life.

An important part of the Sixth Year syllabus consists of work for the Advanced Higher, in a variety of subjects. These courses play an invaluable part in the transition from school to University.

Sixth Year pupils may participate in conferences, school exchange visits, Young Enterprise Schemes, supporting Additional Support Needs department and many other opportunities.

We have updated the S5 into S6 Option Booklet for the academic year 2023-24. You will find this on our website - [www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk)



# Assessment and Reporting

The school uses a variety of assessment methods in line with advice from Education Scotland <https://education.gov.scot> . All assessments are kept under regular review. All departments are employing "Assessment is for Learning" strategies, involving pupils in assessing their own progress and planning for future learning. Wider achievements are also recognised with all pupils in S1-3 discussing these with Pupil Support staff for inclusion in annual reports to parents, and recording.

Our Support for Learning Department will ensure that pupils with additional support needs can be presented for units at N1 and N2 as appropriate.

Young people with additional support needs will have tailored support and advice, led by our Principal Teachers of Support for Learning.

## (a) **Broad General Education: S1 – S3**

For most pupils, courses are structured so that there are regular checks on individual progress and aptitude and on the effectiveness of teaching methods. From these checks, a report is supplied once per session highlighting a pupil's strengths, development needs and next steps. Over page, you will find our calendar of reporting to parents/carers, with all S1-3 pupils having 2 reports each year. As well as discussion with teachers, the school will be monitoring pupil progress across their subject areas, in S1-3, using a database called SEEMIS.

## (b) **S4**

Subjects are mostly offered for National Certification at National 3, 4 or 5. National 3 and 4 units and courses are assessed internally with external moderation on a Pass/Fail basis. National 5 courses may have some internal assessments but the overall course assessment is external and is graded A-D. Normal progression for each of these qualifications would be as follows (although there may be slight variations for particular subjects):

<u>Qualification</u>	<u>Progressing to</u>
National 3	National 4
National 4	National 5
National 5	Higher

S4 will be assessed according to relevant national specifications in each subject they are taking as a National Qualification. This will involve a broad variety of strategies ranging from ongoing, continuous assessment to end-of-unit tests and course examinations. They will have a report in November and Parents' Evening in December followed by mock exams in January.

(c) **S5 and S6 – Higher and Advanced Higher Courses**

In Fifth and Sixth year, pupils may complete a range of National, Higher and Advanced Higher courses. These courses involve internal assessments, at school, as part of the final award, as well as external examination in May. All internal and external assessments and marking instructions are set by the Scottish Qualifications Authority. To prepare for these exams, students will have a diet of mock exams in February. S5/6 will receive their reports in November.

Later in the session, in March, a detailed monitoring report for each student will be produced and posted home to parents/carers.

Further information on achievement, reporting and profiling can be found on Education Scotland's website - <https://education.gov.scot/>

## Profiling and Recognising Achievement

Pupils will have the opportunity to gain recognition for a range of achievements and for the skills for learning, skills for life and skills for work. Pupils at Anderson High School will record their achievements in the eight curricular areas and with their Pupil Support Teacher at planned times throughout each session as well as through formal qualifications and awards. Most pupils will complete a P7 profile prior to transition to S1. Pupils will also complete a Profile at the end of S3 which will be shared with parents. Pupils will be introduced to the e-portfolio which allows pupils to record their progress. Achievements will be shared via the school newsletter which is published twice yearly on the Schools Website. [www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk)



<b>Stage</b>	<b>How will pupil achievements be gathered and recorded in the Broad General Education?</b>	
<b>S1 - 3</b>	<p>Profiling of pupil progress and achievement is being undertaken in all departments in Anderson High School with latest and best work kept in departments.</p> <p>Pupils will be introduced to the MerIT e-portfolio in Pupil Support.</p>	
<b>S1</b>	<b>September</b>	Parents' Evening
	<b>December</b>	Pupil progress will be tracked and monitored, and the interim report will be posted to parents.
	<b>May</b>	Pupils receive a detailed report
<b>S2</b>	<b>January</b>	Pupils receive a detailed report Information Evening
	<b>February</b>	Parents' Evening
	<b>May</b>	Pupil progress will be tracked and monitored, and the interim report will be posted to parents.
		Pupils will complete an end of year summary of achievements
<b>S3</b>	<b>September</b>	Pupil progress will be tracked and monitored, and the interim report will be posted to parents.
	<b>October</b>	Parents' Evening
	<b>February</b>	Information Evening
	<b>March</b>	Pupils receive a detailed report
		All pupils in S3 will complete an S3 Profile – a personal summary of their latest and best achievements in and out of school.

<b>Stage</b>	<b>How will pupil achievements be gathered and recorded in the Senior Phase?</b>	
<b>S4</b>	<b>November</b>	Pupils receive a detailed report
	<b>December</b>	Parents' Evening
	<b>February</b>	Pupil progress will be tracked and monitored, and the interim report will be posted to parents.
<b>S5/S6</b>	<b>November</b>	Pupils receive a detailed report Parents' Evenings
	<b>March</b>	Pupil progress will be tracked and monitored, and interim report will be posted to parents.



# School Improvement

Every year Anderson High School writes a School Improvement Plan. This is published on our website [www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk) by the end of September each year.

## **AHS School Improvement Plan 2023-24**

Our key priorities this year are:

1. Improving School Attendance.
2. Raising Attainment.
3. Pupil Voice/Parental Engagement
4. Reinforcing our Whole School Expectations.

Anderson High School completes a Standards and Quality Report by the end of September each year, to let you know about our performance over the previous year.

If you do not have access to our website, you can get paper copies of our School Improvement Plan and Standards and Quality Report from the School Office. We will post these to you if you telephone 01595 808008.

Information about the school's performance at national level can be found on the Scottish Government's website and on the Education Scotland's Scottish Schools Online website which also includes HMIE Inspection Reports.

Direct link is:

<https://education.gov.scot/>

HMIE Inspection reports and School Consultation reports can be accessed directly on Education Scotland's Reports webpage.

The direct link is:

<https://education.gov.scot/>

### **Other useful websites**

Information on the following websites may also be of interest to you:

Scottish Qualifications Authority

<http://www.sqa.org.uk/sqa/41292.html>

Scottish Credit and Qualifications Framework

<https://scaf.org.uk/support/support-for-learners-parents/> Learner, Parents and Carers



## AHS Student Representative Council (SRC)

Every year, in September, we give all pupils the opportunity to represent their year group by standing for the Student Representative Council (SRC). This group meets on a weekly basis, at lunchtime, and then twice termly for a longer, more formal, session. Pupils are encouraged to raise school improvement matters with the Head Teacher. Pupils are sometimes consulted on local Shetland Islands Council matters, with visiting speakers.



## Lunchtime and After-School Activities and Clubs

A list of all the activities we offer can be found on the school's website at [www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk) . Our school is proud of the wide range of opportunities available eg sporting, musical, study, chess, debating and library activities. The school promotes these activities through tannoy announcements and posters around the school.

If a pupil is involved in an After School Study session and needs to pay to get the Service Bus home then they are now eligible for free transport by using their Young Scot National Entitlement Card. For more information please visit <https://www.transport.gov.scot/concessionary-travel/young-persons-free-bus-travel-scheme/#69510>

## Music/Instrumental Tuition

Shetland Island Council's website provides information on Instrument Instruction along with other creative learning opportunities.

The direct link is:

<https://www.shetland.gov.uk/schools-learning/instrumental-instruction>

Individual music tuition is normally available in a range of instruments. We try to manage to ensure continuity of lessons from primary to secondary, if wished. On occasion, it may be the case that initially there are not enough places, but this can usually be resolved within a few weeks. The Instrumental Service is managed by Shetland Islands Council Children's Services and your contact is:

Ms N Henderson, Creative Links Officer, Tel: 01595 744013  
email: [noelle.henderson@shetland.gov.uk](mailto:noelle.henderson@shetland.gov.uk)

## First Aid

When a pupil becomes ill or suffers injury as a result of an accident, the following procedure is followed:

1. Pupil reports to first aid stations – in the School Office or the Janitor's Office. If the pupil cannot be moved, a first aider will go to the pupil.
2. Pupil Support teachers will inform parents at the earliest opportunity.
3. The school has a number of qualified first aiders who will assess the situation. If a pupil, under the age of 16, is to be transferred to hospital, an adult will accompany them.
4. When a pupil is feeling ill, Pupil Support staff will contact home, and arrangements will be agreed.

## Medication

The school will not administer any drugs or medicines to pupils, nor will the school provide mild analgesics in any form.

However, there are two sets of circumstances in which requests may be made to the Head Teacher to deal with the administering of medicines to pupils at school.

1. Cases of chronic illness or long-term complaints, such as asthma, diabetes or epilepsy.
2. Cases where children recovering from a short-term illness are well enough to return to school but are receiving a course of antibiotics, cough medicine, etc.

The Head Teacher will only accept responsibility if the medicine is brought to the school by the parent, not the child, delivered personally to the Head Teacher or the Depute Head, and is accompanied by written instructions.



# Safe Use of Computers and the Internet

The use of computers, the Internet and e-mail in Anderson High School is now well established. The school encourages this use as it is not only a rich information resource, but helps with the development of appropriate skills of analysis and evaluation. These skills will be fundamental in the society pupils will be entering.

Pupils themselves are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.



The Internet is provided for pupils to conduct research and communicate with others. This access is a privilege, not a right and access requires responsibility. Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with general school standards. Computer storage areas and USB's will be treated like school exercise books, school folders, jotters, etc. Staff may review files and communications to insure that users are using the system responsibly. Users should not expect that files stored on servers or disks will always be private.

The following are not permitted:

1. Attempting to bypass the school internet filter.
2. Sending or displaying offensive messages or pictures.
3. Using obscene language.
4. Harassing, insulting or attacking others.
5. Damaging computers, computer systems or computer networks.
6. Violating copyright laws.
7. Using others' passwords.
8. Trespassing in others' folders, work or files.
9. Intentionally wasting limited resources.

## Sanctions

1. Violations of the above rules will result in a temporary or permanent ban on Internet and computer use.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
3. It should be noted that it can be a criminal offence to use online social media in an inappropriate manner.

## Computers at Home

- Do you have a computer at home to use for your learning?
- Do you have good connectivity at home?
- If not, please let us know by contacting your Pupil Support Teacher or the School Office.

Shetland Islands Council and Anderson High School will try to support you have good access to ICT at home. This will help you with home learning as well as making sure you can access school lessons if we have remote learning again.

## Use of Phones in School

In line with Shetland Island Council's guidelines, mobile phones must not be used in school classrooms. Mobile phones can only be used at interval time and lunchtime. 'Digital Down Time' operates at all other times of the school day. As pupils walk around the school between classes, mobile phones and mobile devices should be switched off and headphones removed. As pupils enter a classroom they should place their phones in the phone storage pockets before sitting down.

Photographs and video recordings must never be taken of anyone, without their permission.

## Weapons in School

Shetland Islands Council and Police Scotland have informed all schools that possession of a knife, or similar, on school premises may be a criminal offence. Therefore, anyone taking such an item into school will be reported to the Police. Anderson High School will discuss the matter with Shetland Islands Council Children's Services, and parents/carers, and appropriate actions will be taken.

## Police in Schools

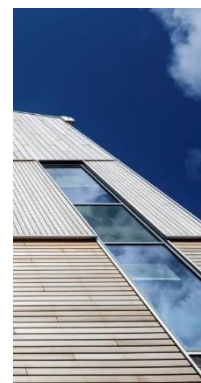
Anderson High School works closely with Police Scotland. Officers will be in school regularly, contributing to our PSE programme eg, Dogs against Drugs, Anti-Radicalisation Training, Internet Safety.

## Photographs

From time to time, your child may be photographed in school. These photographs may be used to display activities around the school. In addition, photos may be used for school publications like the newsletter, or for publicity in the local press. On occasion, images may appear on the school website. Please let your Pupil Support Teacher know if you do not wish your child to be photographed. Photo/Video Permissions letter was enclosed in our parental pack in August.

## CCTV Coverage

The Anderson High School has CCTV coverage around the outside of the building and in central areas. This is a security measure and part of our health and safety strategies.



# Financial Help for Parents/Carers

## Clothing Grants

Grants are available for school meals and clothing. Information and application forms are available by calling Children's Services on 01595 743845/743848, by emailing [childrenservices-finance@shetland.gov.uk](mailto:childrenservices-finance@shetland.gov.uk) or on the Shetland Islands Council's website:

<http://www.shetland.gov.uk/education/ClothingGrants.asp>

## Free School Meals

If your child is in receipt of free school meals they will automatically receive a daily allowance of £2.75 on their Young Scot National Entitlement Card (NEC). They should present their Young Scot NEC at the till point to pay for their meal. If you think you would be eligible for free school meals but have not yet applied, please visit: [EMA, Bursaries and Financial Support – Shetland Islands Council](#) for further information on eligibility and to make an application. A new application must be made each school year.

If your child does not have a Young Scot National Entitlement Card (NEC), please visit: [National Entitlement Card \(NEC\) – Shetland Islands Council](#) to make an application.

## Finance of Transport

Information on the provision and finance of transport can be found on Shetland Island Council's website.

The direct link is:

[http://www.shetland.gov.uk/education/hpc\\_school\\_transport.asp](http://www.shetland.gov.uk/education/hpc_school_transport.asp)

## Education Maintenance Allowance

The Education Maintenance Allowance is available for qualifying 16-19 year olds. Guidance and an application form can be found on Shetland Islands Council's website.

The direct link is:

<http://www.shetland.gov.uk/education/EMA.asp>

## Sanitary Products in School

In line with Scottish Government advice, free sanitary products are provided in AHS toilets. Products can be taken at any time, including whole packets of supplies for weekends and holidays. Pupils can order products online at [www.shetland.gov.uk/support-pupils/period-equality?documentId=436&categoryId=20142](http://www.shetland.gov.uk/support-pupils/period-equality?documentId=436&categoryId=20142)



# School Meals

The school canteen opens from 0815 till 1315 and offers a wide range of items for sale, by a cash cafeteria system.

At lunch time the school canteen serves traditional two-course meals from 1220 to 1315. The "meal deal" costs £2.75. Salad and pasta boxes are available as are yoghurts, fresh fruit, sandwiches, filled rolls, fruit juice and milk. These items are individually priced.

During the lunch interval, pupils may leave the school grounds. It should be remembered that every pupil is a representative of the school and is responsible for the reputation of the school at all times. Public property must be respected at all times. The right to leave the school grounds may be withdrawn.

Young Scot National Entitlement Card (NEC) and cash payments are available. [National Entitlement Card \(NEC\) – Shetland Islands Council](#) to make an application.

## Pupil Price List

<p><b>MEAL DEAL 1</b> Main Course (with potatoes, 2 veg or salad), piece of fruit &amp; drink £2.75</p>		<p><b>MEAL DEAL 2</b> Sandwich/Filled Roll/Baguette/ Filled Wrap, piece of fruit &amp; drink £2.75</p>	
<p><b>MEAL DEAL 3</b> Baked Tattie with up to 2 fillings, piece of fruit &amp; drink £2.75</p>		<p><b>MEAL DEAL 4</b> Soup, Sandwich/Filled Roll/ Baguette/Filled Wrap, piece of fruit &amp; drink £2.75</p>	
<p>Extra tattie filling</p>		<p>£1.00</p>	
<p>Main Course only</p>		<p>£2.30</p>	
<p>Salad Box</p>		<p>£2.20</p>	
<p>Soup (cup)</p>		<p>£1.00</p>	
<p>Main Course (with potatoes, 2 veg or salad) &amp; sweet</p>		<p>£2.75</p>	
<p>Sandwich/Filled Roll/Baguette/Filled Wrap</p>		<p>£2.00</p>	
<p>Water (bottled)</p>		<p>60p</p>	
<p>Milk</p>		<p>20p</p>	
Still Water	60p	Crackers	30p
Radnor Still	60p	Jelly Tubs	50p
Radnor Sparking	50p	Fruit Tubs	60p
Yoghurts	40p	Homebakes	50p
Digestives	40p		

## School Transport (operated by Shetland Islands Council)

Education Authorities must enable the attendance at school of children living beyond the legally specified maximum walking distance from their school. Walking distance is specified as two miles for children under eight years of age, and three miles for children aged eight years and over. Shetland Islands Council amends this entitlement during the winter months (i.e. October break to Easter break) to provide transport for all children who live more than a mile and a half from their school.

Any children who are entitled to school transport will receive the requisite bus pass, along with a letter from the Transport Planning Service, advising of times and pick up and drop off points, prior to the start of the new term in August.

Parents/Carers who choose to send their child, through a Placing Request, to a school other than their designated school will be responsible for their child's transport.

Education Authorities are also required to offer any vacant seats on dedicated school transport to children who live on a route but within walking distance of their school. Vacant seats must be applied for each year.

**Any queries regarding school transport should be directed to the Transport Planning Service in the first instance, Tel: 01595 744886.**

### **Conduct on School Transport**

School Buses/Weekend Transport: Please note that misconduct on buses or Shetland Islands Council ferries is a serious offence and drivers or skippers may ban pupils from using this transport.

Smoking is also forbidden on school transport.

Pupils waiting for buses must behave in an orderly fashion, and must not enter or leave vehicles while in motion.

Pupils must follow designated paths.

Pupils who have been issued with a bus pass for use on the school bus cannot use their pass on any other transport at any other time.

### **Seat Belts on School Transport**

The Seat Belts on School Transport (Scotland) Act came into force in August 2018. Please remind your child that they must wear a seat belt on school transport at all times.

### **Pupil Vehicles**

Pupils bringing cars or motorbikes to school must park in the AHS spaces between the playing fields, at parental drop-off. Pupils must not park in the AHS staff car park or Shetland Recreational Trust car park at Clickimin.

# Insurance

1. The school cannot accept responsibility for personal belongings including musical instruments. Shetland Islands Council will not provide any refund towards repair or replacement of damaged or lost personal possessions unless the damage or loss was as a result of the Council's negligence. If you have household insurance, you are strongly advised to check with your insurer or broker that personal possessions, musical instruments, bicycles and other personal equipment used at school are covered for loss or damage whilst away from the home.
2. The Shetland Islands Council has Public Liability insurance which covers the costs of incidents of damage to personal property belonging to pupils or others, or incidents resulting in injury, where the damage or injury has resulted from negligence on the part of the Council.
3. Any child taking part in a work experience programme within any department of the Shetland Islands Council is covered under the Council's Employers' Liability insurance for incidents of injury that occur as result of the Council's negligence. Similarly, for any child on work experience arranged by the Council but at a business outwith the Council, the employer is obliged to provide evidence to the Council confirming they have Employers' Liability insurance to cover any injuries resulting from acts of negligence of their business.
4. The Shetland Islands Council does not provide Personal Accident insurance for incidents that are not the fault of the Council. This type of cover is now freely available at low cost from many sources and you may wish to consider acquiring cover for your child.
5. Comprehensive Travel Insurance is arranged by the school for all residential trips within or outwith Shetland.



# Anderson High School Staff

## Senior Management Team

Mr R Calder	Head Teacher
Mr B Redman	Depute Head (S5/6)
Mr P Robertson	Depute Head (S3/4)
Mrs A Scollay	Depute Head (S1/2)

## Art & Design and Music Departments

Mrs A Leslie	Principal Teacher (teacher of Music)
Ms J Armstrong	Art & Design
Miss R Jamieson	Art & Design
Mrs J Kelly	Art & Design
Mrs C Mackenzie	Music
Miss M Nisbet	Music

### Instrumental Instructors:

Ms A Hayward, Miss E Henderson, Miss K Hendry, Mrs J Pottinger,  
Mr A Small, Ms S Tekcan, Mr E Watt, Ms P Wiseman

## Business Education Department

Mrs D Tulloch	Principal Teacher
Mrs E Isbister	
Mrs B Lamming	
Mrs E Nicolson	

## Computing Department

Mr P Thoresen	Principal Teacher
Mr D Ross	

## Craft, Design & Technology (CDT) Department

Mr J Walls	Principal Teacher
Mr P Armstrong	
Mr J Robertson	
Mr P Szucs	(CDT Instructor)
Mr I Smith	(Technical Assistant)

## English Department

Miss C Cluness	Acting Principal Teacher
Mrs C Bradley	
Miss S Burgess	
Ms J Cowie	
Mr J Dort	
Mrs T Hastie	
Mrs J Leslie	
Mrs T Rathore	
Mrs A Scollay	
Mrs V Tylsar	

## Geography and History Departments

Mr E McLeman	Principal Teacher (teacher of History)
Mr J Sandison	History
Mrs D Shields	Geography
Mr A Smith	History

## Home Economics Department

Mrs H Tulloch	Principal Teacher
Ms L Garriock	
Ms S MacLennan	
Ms C Mann	(HE Instructor)

## Mathematics Department

Mr E Irvine	Principal Teacher
Mr G Dorrat	
Mrs Z Galbraith	
Mr D Hutcheon	
Mrs A Renaud	
Mrs A Risk	
Miss A Risk	
Mr P Robertson	
Mrs A Smith	

## Modern Languages Department

Mrs H McNicol	Principal Teacher
Mrs V Coyne	
Mrs M Nicolson	
Mrs V Pearson	
Mr E Perdu	

## Modern Studies and Religious, Moral & Philosophical Studies (RMPS) Departments

Mr C Mackenzie	Principal Teacher (teacher of RMPS)
Mrs T Barry	RMPS
Mr R Gomes	Modern Studies
Mr B Redman	RMPS
Miss S Taylor	Modern Studies
Ms L Willins	Modern Studies

## Physical Education Department

Mr K Smith	Principal Teacher
Mr K Gifford	
Miss K Leask	
Miss E Niven	
Mr A Williamson	

### Pupil Support Department

Mr M Boxwell	Principal Teacher
Mr A Johnson	Principal Teacher
Mr M Manson	Principal Teacher
Mrs K Redfern	Principal Teacher
Mr P Regan	Principal Teacher

### Science Departments

Mrs C Reid	Principal Teacher (teacher of Biology)
Mr M Arthur	Chemistry
Mrs N Hunter	Physics
Miss R Inkster	Biology
Mr C McGinlay	Physics
Miss S Morrison	Physics
Mr S Nield	Biology
Mrs T Regan	Chemistry
Miss A Robertson	Biology
Miss A Sandison	Chemistry
Mrs J Shepherd	Biology

### Support for Learning Department

Ms M Grant	Principal Teacher
Mrs M Harpe	Principal Teacher
Mr R McAdoo	Principal Teacher
Mr M Ferguson	
Mr A Freeman	
Ms N Hall	
Mrs P Morris	
Mrs N Pottinger	
Mr D Smith	
Mrs J Smith	
Mrs J Thomson	
Mrs J Whittle	

### Learning Support Workers:

Ms F Aitken	Miss V Knight	Mrs C Gray (SfL Assistant)
Mrs J Best	Ms J Leask	
Mrs L Campbell	Mr T Leith	
Ms K Couperwhite	Mrs Y MacGregor	Mrs C Alderson (Clerical Assistant)
Mrs H Drummond	Ms J McDiarmid	
Mr A Duffus	Mr J McGuire	
Mr M Dutch	Ms K Manson	Mrs B Walterson (Kitchen Assistant)
Miss C Fordyce	Ms J McDiarmid	
Mrs A Fraser	Mrs R McKay	
Mrs R Fraser	Miss D Morrison	
Mr S Gardiner	Ms I Nicol	
Mr R Gray	Mrs J Nicolson	
Mr D Gunn	Mr L Reid	
Ms N Hall	Mrs L Rosie	
Ms D Harper	Mr S Shead	
Ms A Jamieson	Mrs E Waterhouse	
Miss R Kerr		

### **School Office**

Mrs P Somerville      School Management Officer  
Mrs D Anderson  
Miss S Green  
Miss V Johnson  
Mrs E Kirk

### **School Library**

Mrs T Odie              School Librarian  
Mrs L Goodlad

### **Shetland Islands Council Science Technician Service**

Mrs S Leith             Senior Technician  
Mrs J Grant  
Miss A Mouat  
Mrs D Smith

### **Supervisory Assistants/Auxiliaries**

Mrs C Gray  
Miss C Gray  
Mrs D Laurenson  
Mrs E Williamson

### **Janitors/Groundsman**

Mr I Morrison         Head Janitor  
Mr S Anderson  
Mr K Duncan  
Mr F Cluness  
Mr R Hughson

