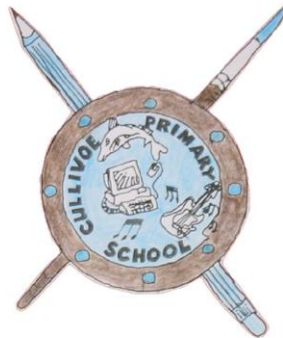




# Shetland Islands Council

## Cullivoe Primary School



### Information Handbook

2023-2024



Successful Learner

Effective Contributor

Responsible Citizen

Confident Individuals

curriculum for excellence



## Introduction

Cullivoe Primary School is situated in the centre of the village of Cullivoe, which is in the north end of the island of Yell, Shetland. Cullivoe Primary serves the catchment area from Colvister to Gloup. With the school being located in the heart of the village, it is also at the heart of the community. There is a very strong community spirit in Cullivoe and many activities and functions take place in the school itself as well as the local hall.



This handbook provides information for parents for the school year 2023-24. Although the information is believed to be correct (August 23) it is possible that changes have occurred, or will occur during the course of the year, that will affect the content 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-  
[cullivoeprimaryschool.wordpress.com](http://cullivoeprimaryschool.wordpress.com)

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

Handbooks for all Shetland Islands Council's schools can be found on the council's website.

The direct link is:

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

## Contact Details

Name: Cullivoe Primary School

Address: Cullivoe, Yell, Shetland Islands, ZE2  
9DD

Telephone: 01595 807080

Email: [cullivoe@shetland.gov.uk](mailto:cullivoe@shetland.gov.uk)

Stages of education: Primary 1-7

Roll: 7

Denominational status: non-denominational

Head Teacher: Claire Lawson

Email: [clairelawson@shetland.gov.uk](mailto:clairelawson@shetland.gov.uk)

## **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 to make arrangements.

## **Communication**

The school recognises parents as the prime educators and values communication which enhances each child's learning experiences. There are a number of ways in which the school communicates with parents.

Email (to multiple addresses if requested) All letters / reminders are emailed to parents

- Staff are available at the end of each school day to speak with parents.
- There is a termly school newsletter informing everyone of our ongoing work.
- There is a parents Facebook page – a closed group used to share information with parents.
- We regularly contact the Shetland Times to promote our activities.
- Each pupil has a home/school diary which both staff and parents are encouraged to write in to help promote home/school communication.
- In the event of an emergency school closure, each parent/emergency contact is phoned directly by a staff member.

## **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.

A phonecall should be made on the first morning of the absence giving an explanation. A letter should be sent to school on your child's return detailing the dates of absence and reasons.

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>

## **Concerns**

If you are concerned about any aspect of your child's time at school, you should make an appointment to speak with either the class teacher or Headteacher, depending on the nature of the concern.

## **Parental Involvement**

It is important that parents are involved in the life of the school. The school seeks to promote positive relationships with parents. Improving home/school partnerships is a key part of the ongoing work of the school. There are a number of ways parents can show support:

- . Supporting learning at home (discussing your child's Learning outcomes, talking about world events, reading together)
- . Supporting fundraising events or school concerts.
- . Giving of your time and skills e.g. for a particular topic or event e.g. school garden, music/art event
- . Attending progress meetings with your child to be fully informed of progress.
- . Spending time planning and working on Learning logs with your child.
- . Reading and writing in the home / school diary.

- . Parents are welcome into the school at any time and, on completion of their PVG, may support learning in the class.
- . Parents are welcome to support visits out of school, both local and those requiring transport.
- . Parents should be involved in the Primary Seven 'Learner Statement' at transition to secondary.
- . Parents are a key part of our Self evaluation process. The views of parents help inform the annual Improvement Plan and seeking the views of parents allow the school to develop their capacity for Improvement. The Headteacher is responsible for decisions made as part of the self evaluation process which takes into account the views of parents, staff, pupils and the wider community.
- . Parental views are sought regularly in a number of ways.
- . Informal discussion at the end of a school day.
- . Questionnaires / surveys available at progress meetings.
- . The Broadview Audit

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:  
<http://www.educationscotland.gov.uk/parentzone/index.asp>

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:  
<http://www.educationscotland.gov.uk/parentzone/getinvolved/parentcouncils/index.asp>

The Chair of the school's Parent Council is currently: Alan Keith  
 Contact: 07766805044

## **School Ethos**

Cullivoe School is a Rights Respecting School and has recently been reaccruited at Gold Level. More information is available about this from the School Office. Staff and pupils have worked together to create a Class Charter which sets out the Rights and Responsibilities they feel are important to highlight during school time. Information has been given to all families about our Rights Respecting work and we keep children's rights at the heart of all we do.

Cullivoe School has high expectations of all its pupils, and works to ensure each child achieves success. Achievements are celebrated regularly and displayed for the whole school community to share.

Cullivoe School works in partnership with the community to provide experiences which enhance learning. We have excellent links with local businesses as well as our local hall Committee.

The school promotes positive behaviour and all staff are conscious of modelling respect and good manners. We use conflict resolution to talk through incidents, allowing children to listen to others and reflect on the impact of their words and actions. Staff take time to talk through any situation to ensure there is an understanding of how a situation occurred and that children are able to respond appropriately should the same situation arise in the future. Time is given for class building throughout the school but particularly in P.1 where the process of managing the building of relationships is so important.

Health and Wellbeing is an area of the curriculum which deals with how children grow and develop into adults who are able to cope in the world in which they live. Children are encouraged to acknowledge the choices they have and be very aware of the importance of diet and exercise for their health. Children are encouraged to discuss how they feel, look and think. Every child is valued and has an important contribution to make to the life of the school.

The school has been awarded six Green Flags which reflect the work done by pupils, staff and parents in becoming more

environmentally friendly and learning to be more sustainable. The school won Sustainable School of the Year award at the School Food awards in 2022.

## Curriculum – overview

The Scottish Government introduced Curriculum for Excellence across its schools. The 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 direct link is:  
<http://www.educationscotland.gov.uk/thecurriculum/index.asp>



## Curriculum

The school timetable gives subject time to Literacy, Numeracy and Health and wellbeing as these are key areas. 'Topic' time is planned in a cross curricular way taking account of the eight subject areas in the Curriculum for Excellence.

The eight subject areas in the curriculum are:

- . Languages / Literacy
- . Maths / Numeracy
- . Health and Wellbeing (which includes P.E)
- . Sciences
- . Technologies
- . Religious and moral education
- . Social studies
- . Expressive Arts

Each pupil receives 50 minutes of music, art and P.E from a specialist teacher each week. Each child also has an opportunity to visit the library in Mid Yell where they are able to exchange books every week.

French is taught from P.1 while Mandarin is introduced from P4/5. The school promotes visitors to the school and takes every opportunity to invite people in with skills or knowledge which help to enhance learning.

The school supports the daily mile initiative where children run a mile with staff from March to October. This is a Scottish Government initiative designed to improve the fitness of children.

To help develop pupils' skills for life, work and learning they have responsibility in a number of areas. P5-7 are on the Pupil Council and make decisions such as deciding the charities we raise money for, planning community events e.g. coffee mornings, lunchtime arrangements. Every pupil is on the Eco committee and work alongside community members to make our school more environmentally friendly. Pupils are responsible for Chairing the meetings and taking the minutes. A pupil is appointed as media officer to send emails and letters.

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

Examples from our achievement board show the range of ways pupils are working towards becoming responsible citizens, effective contributors, successful learners and confident individuals.

Through the week, pupils are expected to read at home and practice their skills with number eg addition, subtraction, division and multiplication. Home learning is seen as an integral part of the learning in Cullivoe Primary School. It should be useful and relevant to learning and something which teachers, pupils and parents approach with a positive attitude.

Learning Logs focus on each child's learning style and creativity. Learning Log tasks are given home every term. The children have 2-3 weeks to complete the task which normally relates to the topic being covered in school. The children are encouraged to respond and show their learning in a way that appeals to them; models, collage, drawings, PowerPoint's, poems, photos, mind maps, etc. There is a wealth of possibilities and the children this year have loved exploring them.

Our school meals are cooked on the premises by Jem, our School Cook. The children are encouraged to eat a balanced meal and table manners of a high standard are expected. If we have any concerns about a child's diet or table manners parents would be notified.

Special diets can be provided for medical reasons after consultation with parents and catering staff. Please inform us of any food related allergies. Dinner money is paid online through the site Parent pay. Instructions on how to do this are available from the school office. Pupil meals cost £2.20 each. The Scottish Government provides free school meals for children in P1-4.

Our children are continually assessed by the staff on an informal basis and their progress and development are carefully monitored and recorded. The children also participate in a range of more formal assessments which we use to ensure they are reaching the appropriate levels of ability. In order to gather good quality evidence of pupils' progress, staff use a wide range of assessment approaches. The active involvement of pupils in this assessment is

essential to ensure they have a well developed sense of ownership of their learning.

Each term parents receive a copy of the learning outcomes planned for Literacy and Numeracy. Comments in the termly report sent out to parents should relate to progress in these areas. Scottish National Standardised Assessments (SNSA) are completed by children in P.1, P.4 and P.7. Results of these are shared with pupils and parents. Parents have the right to withdraw their child from these assessments.

Each pupil builds a Record of Achievement throughout their time in the school. This holds information on their progress and work in school and out of school learning and wider achievements.

Further information on achievement, reporting and profiling can be found on Education Scotland's website.

The direct link is:

<http://www.educationscotland.gov.uk/learningteachingandassessment/assessment/achievement/index.asp>

## **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 next 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.

At key stages e.g. entry in to P.1 and at the end of P.7 there is a transition programme to allow for the transfer of information and to ensure both pupil and parent are comfortable with the move. More details on our transition programmes are available from the school.

National organisations, such as Parenting Across Scotland, 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:

[http://www.shetland.gov.uk/education/transition\\_into\\_adult\\_life.asp](http://www.shetland.gov.uk/education/transition_into_adult_life.asp)

We recognise that children with additional support needs may need transition arrangements that are additional to those made for their peers. 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:

<http://www.shetland.gov.uk/education/documents/TransitionAdmissionsandPlacingRequestsInformationForParents.pdf>

## **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, Children's Services, Admissions Policy. The policy can be found at: <http://www.shetland.gov.uk/education/consultation.asp>

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.

The direct link is:

<http://www.enquire.org.uk/publications/factsheets>

In Shetland, we have two special Additional Support Needs departments (attached to Bells Brae School and Anderson High School). A request for a child to access a place in one of these special departments is at the discretion of Children's Services. Further information can be found on Shetland Islands Council's website,

The direct link is:

<http://www.shetland.gov.uk/education/documents/TransitionAdmissionsandPlacingRequestsInformationForParents.pdf>. and in Shetland Islands Council's Children's Services Admissions Policy. The policy can be found at: [http://www.shetland.gov.uk/education/asn\\_home.asp](http://www.shetland.gov.uk/education/asn_home.asp)

## **Support for Pupils**

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 is provided either in the classroom on a co-operative teaching basis, as individuals or small groups of pupils may be withdrawn to a more suitable location. Support for learning is offered to any child who needs additional help to ensure they are achieving their full potential. This support may be needed due to the fact they are finding a concept difficult to understand or because they are excelling in a certain area. This support may only be for a short period of time or on a continual basis. Every child is treated on a very individual level.

The parents of any pupil receiving support from the ASN teacher will be invited to meet to discuss and agree strategies for support. Parents of a child with an I.E.P (Individual Education Plan) will be asked to attend review meetings to discuss progress and next steps. Any child requiring a referral or an assessment will need GIRFEC consent to be given.

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.

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.childprotectionschetland.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.as](http://www.shetland.gov.uk/children_and_families/child_protection.as)

## Achievements

Achievements are celebrated in many different ways. Pupils have a daily opportunity to share their news and out of school achievements. Certificates and photographs are displayed on our 'achievement wall' and include achievements both in and out of school / classroom. The achievement board celebrates achievements in all four capacities (successful learner, confident individual, responsible citizen and effective contributor)

Some of our school achievements for the last academic years included:

Receiving our 6<sup>th</sup> Green Flag

Prize winning vegetables from our school garden in the Yell show

Prize winning arts and crafts in the Yell Show.

Further development of the school garden including a refurbishment of our Polytunnel and a decking area laid  
A new and improved sensory garden developed  
30 boxes packed and sent to the shoebox appeal (pupils worked with the Women's Guild)  
Sponsoring a dog from the Dog's Trust  
Guizin' around the community to raise money for the fireworks  
Performing our Christmas Show  
We had an Easter egg hunt around the school for all local children.  
Children sold poppies in the local community  
Fundraising for various charities including Macmillan Cancer Support and Children In Need.

Individual achievements both in and out of school are celebrated. We use local media to help inform the wider community of our achievements.

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 links are:

<http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education>

<http://www.educationscotland.gov.uk/scottishschoolsonline/index.asp>

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

The direct link is:

<http://www.educationscotland.gov.uk/inspectionandreview/reports/index.asp>

### *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  
<http://www.scaqf.org.uk/Learners, Parents and Carers/>

Scottish Survey of Literacy and Numeracy

For general information on the survey:

[http://www.educationscotland.gov.uk/Images/SSLN\\_lealet\\_tcm4-716257.pdf](http://www.educationscotland.gov.uk/Images/SSLN_lealet_tcm4-716257.pdf)

For the results of the survey and supporting documents:

<http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education/SSLN>

## **School Policies and Practical Information**

Policy statements can be found on our school website  
[cullivoeprimaryschool.wordpress.com](http://cullivoeprimaryschool.wordpress.com)

Policies applicable to all schools across Shetland can be found on Shetland Islands Council's website. The policies include:

- healthy eating
- bullying
- exclusion
- school trips
- equality and diversity
- adverse weather.

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)

## **School Transport**

Transport is supplied for children who live out with a three mile radius of the school. Transport is provided by R.G Jamieson & Sons. This company also transport children to and from Mid Yell on a Thursday afternoon for a variety of curricular activities. It is the responsibility of parents to ensure their children understand the importance of behaving in a safe and acceptable manner while boarding, travelling and getting off the bus.

## **Instrumental Instruction**

Pupils can receive instrumental instruction from P.5. At present we have access to fiddle lessons. Pupils wishing to receive instrumental instruction are put on a waiting list until a place becomes available. Parents of children entering their P.5 year will receive a letter from Hayfield to assess interest.



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

The direct link is:

[http://www.shetland.gov.uk/education/creative\\_learning](http://www.shetland.gov.uk/education/creative_learning)

### **Financial Help for Parents**

Grants are available for school meals and clothing. Guidance and an application form can be found on Shetland Islands Council's website.

The direct link is:

[http://www.shetland.gov.uk/education/hpc\\_clothing\\_grants\\_and\\_free\\_school\\_meals.asp](http://www.shetland.gov.uk/education/hpc_clothing_grants_and_free_school_meals.asp)

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)

The School Day

**School Starts**                      **9.00a.m.**

**Morning break**                      **10.30a.m. – 10.45a.m**

**Lunch Break**                      **12.35p.m. – 1.15p.m**

**School Closes**                      **Monday, Tuesday, Wednesday - 3.00p.m.**  
**Thursday – 3.45pm due to being in Mid Yell**  
**Friday - 2:15p.m.**

All clothing should have pupils' name on it for identification. Uniform can be ordered through the school office at any time. If after school arrangements change, parents are asked to let the school know as soon as possible.

Term dates for the following school year can be found on Shetland Islands Council's website.

The direct link is:

[http://www.shetland.gov.uk/education/term\\_dates.asp](http://www.shetland.gov.uk/education/term_dates.asp)

## **Additional Information**

### **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>

### **School Closure**

In the event of bad weather, parents are responsible for making the decision to send their child to school. If the school closes during the school day due to inclement weather, parents must make arrangements for their child to be collected from school, even if they only live a short walk away.

If the decision is taken to close the school before the start of the school day, parents will be informed by telephone and a message on the Facebook page. If the phone is not answered staff will leave a message on an answering machine and phone the emergency contact listed.

The school will be closed if the decision is taken at authority level or the Headteacher decides conditions locally make it unsafe for pupils to travel to school.

### **Uniform**

Cullivoe School encourages pupils to wear a school uniform which consists of a red sweatshirt and white polo shirt. Children wear black skirt or breeks along with this. Each pupil is provided with a sweatshirt by the Parent Council on starting school.

Uniforms can be ordered through the school or directly from Rosemary Johnson, Punds, Hamnavoe, Yell. Tel: 01957722384

Every pupil should bring a change of shoes for inside the school.

### **Complaints**

Please direct a complaint to the Headteacher in the first instance.

The School Complaints Procedure can be found on Shetland Islands Council's website.

The direct link is:

[http://www.shetland.gov.uk/education/hpc\\_complaints\\_procedure.asp](http://www.shetland.gov.uk/education/hpc_complaints_procedure.asp)

