

SCHOOL BACKGROUND

Hope Primary School is a Community School which opened in August 1990. The official opening was performed by Brigadier M. Dennison, Lord Lieutenant of Orkney, and a former pupil of the school, on 14th December 1990.

The school area is semi open plan in design, with four class spaces looking on to a central shared area. This is used for all art, craft, design and construction activities. The Pre-school / Infant annex was constructed in 1999. This area consists of a purpose built Pre-school unit and a class space, with a shared 'wet area' for sand, water and paint activities.

Included in the school base, is a library area where children can sit in secluded corners to read or carry out research work.

There is also a seating area just outside the Pre-school annex, where parents can sit and wait for their children to come home. This area is also used as a waiting area for any parents who may wish to talk to teaching staff. When not in use by parents, pupils use this as an extra study space.

We have a small room next to the library area which is kept as a resource room, and there is a computer bay outside the senior classroom.

The Hall is central to the school and shared with the community. Because of its community status, the hall is larger than is usual for a primary school. It also doubles as the school dining room.

The well-equipped kitchen provides meals for Burray School as well as Hope Primary.

For community use there are two rooms and a small kitchen. Shower and toilet facilities are situated near the back door, giving easy access to and from playing fields. A Healthy Living Centre was added in 2005.

When the community rooms are not in use during the day, the school has access to them as general purpose rooms, a facility missing from the general school base. The expressive arts teacher uses this room for music classes.

A very small room adjacent to the hall is intended for use by the Playgroup for storage.

SCHOOL RULES

In this school people believe that:

1. People should act and speak respectfully using good manners at all times.
2. People should respect the property of others, including school property.
3. No one should harm another.
4. People should walk when inside the school building.

PARENT / TEACHER ASSOCIATION (P.T.A.)

We are lucky to have an enthusiastic PTA, members of which organise a variety of fund-raising activities each year. The A.G.M. is in September annually when a new committee is formed. All parents are informed of who their representative is after this meeting. The committee members meet regularly to co-ordinate events.

The children have benefited in many ways from the fund-raising organised by the PTA. Money has been spent on a variety of audio equipment including CD/cassette player; sports strips; photographic equipment including a video camera, as well as funding school trips. Minutes of the PTA meetings are displayed in school, in the Post Office and in the South Parish Post Office, as well as being given to the PTA committee members.

DENTAL INSPECTIONS

During the course of the school year your child may undergo routine dental screening. This may be followed by additional treatment but the Chief Administrative Dental Officer will insure that you are contacted if further action is considered necessary.

SCHOOL CALENDAR 2006 – 2007

<u>Term</u>	<u>Dates</u>	
Autumn	Start (Staff)	Monday 21 August 2006
	(Pupils)	Tuesday 22 August 2006
	End	Friday 6 October 2006
Winter	Start (Staff)	Monday 23 October 2006
	In-service	Monday 23/Tuesday 24 October 2006
	(Pupils)	Wednesday 25 October 2006
	End	Thursday 21 December 2006
Spring	Start	Monday 8 January 2007
	In-Service	Thursday 8/ Friday 9 February 2007
	Mid-term break	Monday 12 February 2007
	End	Friday 30 March 2007
Summer	Start	Monday 16 April 2007
	Mid-term break	Monday 7 May 2007
	End	Wednesday 4 July 2007
Autumn Term 2007	Start (staff)	Monday 20 August 2007
	(pupils)	Tuesday 21 August 2007

THE CURRICULUM

The curriculum comprises the following:

Language

Incorporating listening, speaking, reading and writing. We aim to equip children to cope with the multitude of language experiences, for life as it is here in Orkney, as well as life viewed through newspapers, television, books, magazines, social interchange, travel and other contacts out with the home.

Mathematics

The broad overall aim is to help children towards an understanding of mathematics and to equip them with the skills necessary to function at their level of understanding. Aspect of mathematics studied will include information handling, number, money and measurement, shape, position and movement. These aspects will involve different kinds of learning such as problem solving and enquiry skills, which in turn help in the learning of concepts, facts and techniques.

Environmental Studies

This aspect of the curriculum often provides the context for learning in all other areas. It is about developing an approach to learning which embodies learning by doing; learning through direct experience; learning both inside and outside the classroom. It involves investigations, observation and communication in the widest sense. In South Ronaldsay we are fortunate to have a wide range of expertise in our parents and in the island community, and a willingness to share this with our pupils, either through individual visits to school or through class visits out of school. The Parent Teacher Association has agreed to set aside an amount of money each year to ensure the school can plan field trips whenever relevant.

EXPRESSIVE ARTS

Includes all aspects of music, art, drama and physical education.

Although these can be taught separately through specialist teachers, strands of each intertwine with the other, and in primary school, an integrated approach is favoured.

The main outcomes of expressive arts are enjoyment through expressing thoughts, ideas and feelings; using materials, techniques and skills, and learning to evaluate and appreciate.

RELIGIOUS AND MORAL EDUCATION

This should not be confused with religious instruction which is not part of the primary curriculum. Religious and Moral education deals with the development of the pupil in relationships with others and the beliefs, values and practices which go to make up a religious outlook on life. In this way it contributes to the personal and social development of the pupils.

Aspects covered: Christianity, Other World Religions and Personal Search.

While schools are obliged to teach religious education, parents have the right to request that their children be excluded if they wish.

ASSESSMENT

Assessment is integral to learning and teaching. The school has assessment and recording procedures built in to its curriculum.

Assessment begins with planning and knowing what has to be taught.

Assessment provides information to the teacher on how well the lesson was taught, and how well the pupils learned.

Assessment also helps pupils to know how they are progressing.

Assessment may point the way for future developments, or indicate the need for extra support.

Assessment also provides a useful standard against which to measure performance.

National Testing in English Language and Mathematics is carried out in primary school when the pupil has covered the work of a particular level, and the teacher judges the pupil will achieve that level.

REPORTING TO PARENTS

Annual pupil reports are compiled by the school and distributed to parents during the summer term. These written reports are a summary of the progress the pupils have made over the course of a year.

Parents' evenings are held twice a year, one in November and a second one in June. In November, the reporting is of a verbal nature, whereas in June, the interview is to discuss the written report on the pupils' progress.

Verbal reports, parents evenings, individual consultations with parents, school open days and ongoing communication on work covered are all very important to the parent/teacher partnership which we enjoy at this school.

HOMEWORK

The school has a detailed homework policy, which is relayed to parents in the form of a booklet. This booklet is given to all new parents when their child comes to school.

Homework provides pupils with training in planning and organisation of time. It allows practice and consolidation of work done in class as well as preparation for future class work. We aim to provide opportunities for individualised work as well as to encourage ownership and responsibility for learning. Homework also provides information to parents on the ongoing class work, as well as providing opportunities for parental co-operation and support.

ADMINISTRATION OF MEDICINES

We aim to work in partnership with parents and pupils to meet the needs of pupils who require medication during the school day. A record card will be completed for each pupil receiving medication. This record card includes the following information.

- the medication required by the pupil
- details of dosage and times of medication
- the types of medication being carried
- the staff involved in administration or supervision of medication
- the signature of the parent and Head Teacher.
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If a pupil requires to carry an asthma inhaler, the inhaler should be clearly marked with the child's name, and a pro forma should be completed, giving all necessary information to the school staff. A pro forma should be completed by a parent whenever a pupil needs to have medication administered at school. Medication should be brought to school in a suitable container. The container should be clearly labelled with the following:

- name of pupil
- name of drug
- dosage
- frequency of administration

Where a pupil needs two or more prescribed medicines, each should be in a separate container. Medicines should always be kept in the original container.

Members of staff work closely with parents to ensure that all information regarding the medical condition of the pupil is passed on to all concerned. Confidentiality of the pupil's medical needs will be respected.

Parents should provide the Head Teacher and staff with adequate information about their child's medical condition, treatment or any special care needed at school. For pupils starting school in Pre-school /P1, this information will be gathered during the induction process. Pupils transferring to Hope School will be asked to pass on such information during the administration process.

The cultural and religious views of families are always respected and information of issues concerning medical treatment should be shared with staff.

Medication should only be taken at school when it is needed. Medication can be prescribed in dose-frequencies which enable it to be taken outside school hours, and this should be done whenever possible.

With prior agreement of parents, school staff may administer analgesics e.g. one paracetamol tablet to a child who suffers pain or headache. A school/parent agreement form must be completed for such. School staff will never administer aspirin to a child under 12 years old.

SWIMMING

Hope School has the use of the Kirkwall Grammar School Pool for the afternoon during the first and second term of the session. There are two trained P.E. members of staff there to give them swimming instruction.

THE SCHOOL DAY

School starts	09.30
Interval	11.20 – 11.35
Lunch	12.45 - 13.30
Afternoon	13.30 – 15.30

N.B. P1 will go home at 12.30 for the first three weeks, then stay all day.
Nursery organisation is explained in a separate booklet.

ABSENCE NOTES

If your child is absent from school for any reason, please send a note to the teacher on return to school. Similarly, if your child has any illness or allergy, or takes medication, please let the teacher know, as this may affect educational performance.

If for any reason you wish your child to stay in school during break times, please send a note to the class teacher so that they can make appropriate arrangements.

SCHOOL TRANSPORT

If your child travels by school transport, we must have a note if travelling arrangements are changed for any reason e.g. going to a birthday party. In this connection, parents must not assume that children can swap buses without prior permission from the bus contractor. Pupils are only insured for the bus taking them to and from their regular picking up and dropping off point.

SCHOOL DINNERS

Meals are cooked on the premises. School meals staff are responsible for the collection of school meal monies for the Council.

Option 1

School meals staff operate a cash register, and pupils are asked to bring money to school to pay for their meal on a daily basis. The daily cost is £1.30.

Option 2

Parents or pupils may purchase directly from the cook a book of 10 tickets for 10 school meals, each book costing £13.00 and valid for one year from the date of issue. These tickets may be paid for by cash or cheque. Parents should write their child's name on each ticket.

Pupils entitled to free meals will be issued with tickets by the school office.

MILK

Milk is sold in the school hall at morning break and lunchtime. The cost for one third of a pint is 12p. Milk shakes are also on sale, price 15p. Money for this should be brought daily.

PACKED LUNCH

Pupils not wishing to eat school meals may bring a packed lunch. All P1 pupils are encouraged to have school meals. These are well balanced and there is always a choice of main meal or baked potato with a variety of fillings or sandwiches. For pudding there is a choice of yoghurt, fresh fruit or the pudding made by the cook.

Packed lunches should be carried in a separate bag from schoolbooks. Glass bottles are not allowed in case of breakage.

TUCK SHOP

The school runs a tuck shop at morning break. Here we sell a variety of snacks. The prices range from 10p-30p.

SCHOOL UNIFORM

This is royal blue with the school badge embroidered on a small logo. Items can be ordered through the school at any time in the session.

NECESSARY CLOTHING

Art

All pupils should have a painting shirt for art and other messy tasks. An old shirt is better than an apron as this ensures sleeves are covered as well.

P.E.

Pupils should have shorts, T shirt and gym shoes, all named, and kept in a drawstring bag, also named please.

In P1 gym shoes should be slip on style or have Velcro fastenings.

In P1 children should also bring a spare pair of pants and trousers to be left in school in case of accidents.

Indoor shoes

These are necessary so that children can change when they come in to school on wet muddy days. This is particularly important in the winter. Gym shoes will do for this.

BOOK CLUB

The school run an excellent book club for all classes.

When a selection is to be made, pupils receive a leaflet giving information about books. There is an order form attached. When ordering a book, please mark the appropriate place on the order form and return this to the school along with the correct money. Books usually arrive within two weeks.

I would recommend this book club to all parents, not only for the benefits to the children, but also for you to share the reading experience with them.

FOR PARENTS OF P1 CHILDREN

CHECK

Look in you child's schoolbag every day in case there is a note or school newsletter.

All P1 pupils will be issued with a note book in which the teacher will write.

This will also be a two-way communication system, with parents writing down any queries or observations.

Reading

Please do not worry because you child will not have a reading book when he/she starts school. Make your child aware of this so that he/she does not expect one. This does not mean they will not be preparing for reading. The teacher will be developing reading skills through picture matching, lotto, snap, games and many similar activities, form the first weeks in school.

The children will also begin to recognise some words from everyday class work in number and environmental studies. When this happens, they will get some sight words to learn at home. These will be in a word tin which you can help with. Again, this information will be given to you in their personal notebooks, which will be in their schoolbags.

Writing

In P1 pupils will not start to write until they have mastered the correct formation of all letters. This is done through a writing scheme called 'Foundations of Writing'. Great emphasis is placed on drawing and developing detail through close observation. Fine motor skills will be developed, and you will be able to see the progress children make when you visit the school.

FINALLY

We hope this booklet will be of help to you.

Please feel free to contact the school about any query you may have regarding your child's education.

The school telephone number is 831 217.