

Glaitness School Handbook 2025 / 2026



Be All We Can Be

Nurturing Belonging Community Thriving Flourishing



Headteacher's Welcome

Dear Parent,

Welcome to Glaitness School.

This handbook gives an outline of the main features of life at Glaitness and tells you about our school and its place in the community.

We believe that positive relationships with adults and children enable our children to make the most of their learning and enjoy school. We join with our community in having high expectations of our children's behaviour and their engagement in learning.

We aim to create a happy school in which all children can learn and thrive in an atmosphere of shared responsibility, encouragement, mutual support and trust.

Your child's teacher is the first point of contact between home and school, but I too am happy to meet with you to discuss further aspects of your child's education, the school and the handbook. I encourage you to mention any concerns or worries as soon as possible so that we can work together to ensure your child is confident and happy - essential ingredients in being a successful learner.

Yours sincerely

Mrs Ingrid Rendall, Head Teacher



Glaitness School Handbook Contents

Glaitness School is striving to provide excellent education for all our pupils. This handbook comprises seven sections to guide you through the life and work of the school, three appendices of ancillary information, and a feedback questionnaire¹.

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¹ It may be possible to offer some assistance in helping to translate all or part of this handbook for parents whose first language is not English. Enquiries should be directed to Education, Leisure and Housing by telephone on 01856 873535 or email education.leisure@orkney.gov.uk.

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Disclaimer: Whilst every effort has been made to ensure that this handbook contains accurate information at the time of going to print (December 2025), it is inevitable that by the start of the following academic year some of the information may have become out-dated and been superseded while other information may not have been available at the time of writing.

1 Practical Information

1.1 Term Dates for Session 2025-26

Education, Leisure and Housing

School term dates - 2025 / 2026 (all dates are inclusive)

Term 1 2025	Tuesday 19 August – Friday 10 October. (39 days)
October holidays	Monday 13 October – Tuesday 28 October.
Term 2	Wednesday 29 October – Friday 19 December. (38 days)
Christmas holidays	Monday 22 December – Friday 2 January.
Term 3 2026	Monday 5 January – Friday 3 April. (61 days)
Schools closed	Thursday 12 February – Tuesday 17 February.
Spring holidays	Monday 6 April – Friday 17 April. (Easter Monday 6 April).
Term 4	Monday 20 April – Wednesday 1 July. (52 days)
Schools closed	Monday 4 May (May Day holiday).
Schools closed	Monday 1 June.
Staff Only, In-service days are: <ul style="list-style-type: none"> Monday 18 August. Monday 27 – Tuesday 28 October. Tuesday 17 February. Monday 1 June. 	

1.2 The School Day (P1-P7)

	P1-P3	P4-P7
Morning Session	9:30 – 11:10am	9:30 – 10:40am
Morning Break	11:10 – 11:30am	10:40 – 11am
Lunch Break	1pm – 1:40pm	12:20pm – 1pm
Afternoon Session	1:40pm – 3:30pm	1pm – 3:30pm

School Staff begin playground supervision at 9.15 am. **To ensure their safety, children should not arrive at school until 9.15 am.**

During morning and lunch breaks there is always access to the building for children who need it. Janitors, auxiliaries and support for learning assistants routinely supervise the children. In addition, the head teacher, depute, business manager and principal teachers are on call to provide support where necessary. Parents will

always be kept informed if there are any significant issues which arise during the day.

In wet weather pupils remain in school during breaks. Pupils are provided with indoor activities so that their break time is safe and happy. We have high expectations for behaviour and safety during indoor break as at other times of the school day.

1.3 Contacting the School

The name and address of the school is:

Glaitness School, Pickaquoy Road, Kirkwall Orkney, KW15 1RP

You can contact us by:

- Telephone: 01856 87-3648
- E-mail: glaitness.school@orkney.gov.uk

Class teachers also have their own school e-mail addresses and, where appropriate, these may be made known by the class teacher to parents.

Please remember that, if your child will be absent from school, you **must** contact the school office by telephone even if you've informed the class teacher via Seesaw. If the school office is closed, you will still be able to leave us a voice message which will be picked up first thing.

Equally, it is important that you also let us know immediately of any significant change in family circumstances so that we may best support your children through challenging times. This might include parental separation, court orders, serious illness, or the loss of loved ones.

1.4 The Glaitness School Community

We are a non-denominational school and, working closely with Glaitness Nursery, we cater for nursery and primary-school-aged children aged from 2 to 12. Glaitness School currently comprises 8 mainstream primary classes, together with 5 supported classes which are each located in close proximity to their corresponding peer age mainstream class. At the time of publication, the whole school roll is 220 children, with a further 56 in children at Glaitness Nursery.

Orkney Islands Council has introduced procedures to ensure the safety and security of pupils and staff when attending or working in a school. We use several security measures, including a visitors' book, badges, and escorts, to ensure safety and security for all while visitors are within the school building. All visitors to the school are asked to report to the school office in the first instance.

A full list of all staff employed by the Glaitness School is available on our website:

<https://www.orkney.co/glaitness/school-info/team/>

The wider team of individuals, from across a range of services and organisations, dedicated to providing the best possible educational experience for you and your children includes:

- A Senior Leadership Team (SLT) comprising a Head Teacher, Depute Head and a School Business Manager
- An Extended Senior Leadership Team (XSLT) comprising the SLT plus a Principal Teacher Support for Learning, a Principal Teacher of Learning and Teaching, and the Early Learning and Childcare Manager
- 13 classes - 18 Class Teachers, including part-time staff
- 23 Support for Learning Assistants, including part-time staff
- Education professionals providing temporary supply cover for absences
- Learning is also supported by specialist teachers of Music, Art and P.E.
- The day to day running of the school is supported by 2 Janitors, 2 Auxiliaries and 2 Office Staff
- We also host a school meals team and, after the children have left for the day, a team of cleaners help us prepare for the next morning.

Whilst at school your children may also encounter:

- The ELCC Team in Glaitness Nursery
- The School Chaplain – we are linked to the East Church
- Speech and Language Therapists
- Educational Psychologists
- Place2Be Counsellor
- Members of the OIC Pupil Support Team
- Paediatric Physiotherapists and Occupational Therapists
- Staff from Children and Families/All Age Disabilities Services
- School Mental Health Practitioners
- Members of the Orkney School Health Service
- Parent and community volunteers
- Visiting speakers and entertainers

These adults help us to work with you in meeting your child's needs. If it is recommended that your child requires additional support and involvement from any of these agencies, you will always first be asked for your consent.

1.5 Registration and Enrolment:

School and Nursery registration details are published by the Education Service each February. This is the first opportunity to register your child for an Early Learning and Childcare place. For further information on ELC and/or school registration please visit the following website:

<https://www.orkney.gov.uk/our-services/education-and-learning/early-learning-and-childcare/registration/>

1.6 Communication

From time to time your child will bring home communications from the school. Parents are encouraged to check their child's schoolbag for these communications as they may be important. We also use online platforms such as Seesaw and GroupCall text messaging to communicate a range of information to parents.



You can download the Groupcall Xpressions App (available on Apple iOS and Android) for free notifications from and to respond to messages



We offer opportunities for parents to discuss their child's progress with teachers through arranged meetings. All parents will be advised of when these occasions are. Over and above scheduled meetings, parents are welcome to contact the school to seek information or for an appointment. Enquiries regarding learning should be addressed to the class teacher in the first instance. Please see section two of this handbook for more details on home / school partnership.

Our school website: www.orkney.co/glaitness contains useful information about the school, its procedures, and up-to-date information on any extra-curricular activities of the school. It also contains a copy of this handbook, minutes of the Friends of Glaitness School (Parent Council), our Standards and Quality Report and the School Improvement Plan.

1.7 Attendance

It is the legal responsibility of parents of a child of school age to make sure that their child is educated. Most do this by sending their child to school regularly. Attendance is recorded twice a day, morning, and afternoon.

Absence from school may be recorded as 'authorised', that is, approved by the education authority; or as 'unauthorised', that is, unexplained by the parent (truancy).

Please remember that, if your child will be absent from school, you **must** contact the school office by telephone even if you've informed the class teacher via Seesaw. If the school office is closed, you will still be able to leave us a voice message which will be picked up first thing. Please also give your child a note on his or her return to school, confirming the reason for absence. If there is no explanation from a child's parents, the absence will be regarded as unauthorised.

Please make every effort to avoid arranging family holidays during term time as such absences disrupt education and reduce learning time. However, in certain extreme situations, a head teacher can approve absence from school for a family holiday, for example, in traumatic domestic circumstances where the holiday would improve the cohesion and wellbeing of the family. Please always discuss your plans with the head teacher before taking such a holiday as, if the head teacher does not give permission before the holiday, it will be recorded as unauthorised absence. Absence approved by the head teacher on this basis is regarded as authorised absence.

Parents from minority ethnic religious communities may request that their children be permitted to be absent from school to celebrate recognised religious events. Absence approved by the head teacher on this basis is regarded as authorised absence. Extended leave can also be granted on request for families returning to their country of origin for cultural or care reasons.

1.8 Absence Monitoring

The Senior Leadership Team review attendance on a monthly basis, noting absences of 90-95% and those below 90%. Absence rates below 90% may be followed up with parents/caregivers to encourage improved attendance. This could include a discussion on the reason(s) for absence, establish if there are underlying issues which may result in further absences and explore if there is any support or assistance that could be put in place to minimise future absence.

A supportive approach is taken to unexplained absence - however the education authority has legal powers to write to, interview or prosecute parents, or refer pupils to the Reporter to the Children's Panel, if necessary.

National guidance on the management of attendance and absence in Scottish schools can be found at the following link:

<http://www.scotland.gov.uk/Publications/2007/12/05100056/0>

1.9 Travel and Transport

Orkney Islands Council provides school transport for pupils who live out with walking distance, and the provision is described in the Authority's School Transport Policy.

Full details of the authority's School Transport including entitlement, catchment areas, collection / drop off points, code of conduct and provision for pupils with additional support needs is available on the following webpage:

<https://www.orkney.gov.uk/our-services/education-and-learning/schools/about-our-schools/school-transport/>

Parents should also consult the authority's website for the variations in the summer / winter transport entitlements.

Bus transport to Glaitness School is provided by two operators		
Stagecoach in Orkney Scott's Road Hatston Industrial Estate KIRKWALL T: 01856 870555 or 01856 878014	Additional Support Needs Transport: J D Peace & Co Junction Road Kirkwall ORKNEY KW15 1JY TEL: 01856 872866 FAX: 01856 875300 Email: info@jdpeace.co.uk	
Glaitness School Routes		
66	St Ola - Lesliedale/Sunnybank	Stagecoach
65	St Ola – Scapa	Stagecoach
R29 / 30	ASN Transport	Peaces

Parents should remind child(ren) that, in the interests of safety, good behaviour is expected from all pupils travelling on school transport.

Parents of P1-P3 pupils who walk to and from school are required to accompany their children to and from school. Any P1-P3 pupil whose parent does not arrive to collect them at the end of the day will be taken to the school office and the parent phoned to come and collect their child.

Parents of older children, who walk to school alone, are asked to remind their children to exercise care, especially when crossing the road to the school gate.

Cycle training is provided for all P6 children to ensure that they have the basic skills and knowledge required when cycling on the road. We strongly recommend that parents do not consider allowing their child to cycle to school until this training has been successfully completed.

Drivers are requested, when dropping off / collecting children from school, at the beginning and end of the school day not to stop in the designated bus parking area.

1.10 Unplanned Closures

Occasionally the weather causes disruption to schools and school transport. It is important to ensure that the school has your up-to-date contact details to inform you of any during-the-day closures. Information on school closures and transport disruption can be obtained as follows:

Early morning:

- OIC School Transport Facebook page is available; this may be your first stop for information on school closures and transport changes.

- The Facebook page and Twitter feed are both updated as soon as information is available. This can be as early as 6.30am to assist isles daily travellers in planning their travel. Information and links to these sites are available at:
- <https://www.orkney.gov.uk/our-services/education-and-learning/schools/school-contacts/school-emergency-closures/>
- School closure information is passed to BBC Radio Orkney and broadcast on its programme at 7.30am (93.7 FM). Radio Orkney will be notified if there is disruption to transport and / or school closures. However detailed information on specific routes will not be provided.
- Information on school closures and transport disruption is also provided on the OIC answer phone (01856 873535) outwith office hours.

Note: In bad weather conditions it is very difficult to obtain individual route information to advise parents whether the school bus on their route is running that morning, because it will depend on the local weather and road conditions. We therefore are only able to advise whether there will be disruptions to school transport in general. Parents are best placed to know the road conditions in their area, and this will guide their decision whether to put their child out for school transport and how long they wait.

Throughout the school day:

- We contact parents if the school is closing, or transport is running early.
- Local media (Radio Orkney, The Orcadian) will also be notified of any disruption during the day.

1.11 Pupil Dress Code

The Glaitness pupil dress code was agreed in consultation with parents, pupils, staff, and Friends of Glaitness School. It incorporates a range of purple/dark green/white clothing items, e.g., polo shirts, sweatshirts, fleeces, PE kit.

Experience shows that a school uniform contributes to a positive school ethos, helps avoid discrimination and reduces peer pressure to wear expensive designer clothing. A school's reputation can also be enhanced in the local community by supporting the school dress code.

Please ensure that all items of clothing are **clearly labelled**; particularly sweatshirts and PE clothing which are easily lost. A protective apron or an old shirt should be worn for art and craft activities. Please help the school and the education authority by making sure that pupils do not bring valuable or expensive items of clothing to school.

The wearing of jewellery at school is discouraged. If a child has pierced ears, then studs may be worn. Children will be asked to remove jewellery for PE. The appropriate clothing and footwear for PE is a T-shirt, shorts, and gym shoes with non-marking soles. If a child has long hair, it should be tied back. Your co-operation is requested to ensure that pupils are equipped to participate in the PE lessons safely.

Occasionally, activity-appropriate clothing and footwear will be necessary for school trips and extra-curricular activities.

Clothing with a Glaitness logo, these can be ordered from the following:

Logo Orkney, 48 Albert Street, Kirkwall Tel: 873190

<https://www.facebook.com/LOGO.Orkney/>

MacGregor Industrial Supplies

<https://macgregorschoolwear.co.uk/glaitness-primary>

My Clothing

<https://myclothing.com/glaitness-primary-school/26376.school>

Trek & Travel, 15-17 Bridge Street, Kirkwall Tel: 874505.

<https://www.trekandtravel.co.uk/schools-teams/glaitness>

A pre-loved selection of school uniform is available free of charge from the front foyer of the school.

If you have any queries regarding the school's dress code, please contact the head teacher.

1.12 School Meals at Glaitness

School meals at Glaitness are prepared daily in the school kitchen by a team of catering staff. School pupils join one of two settings in the dining hall with P1-P3's lunchbreak taking place between 1.00 to 1.40pm and P4-P7's lunchbreak running between 12.20 to 1.00pm.

In January 2022 universal free school meals became available to all P1-P5 pupils. For other pupils, meals cost £3.70 each.

School dinners are ordered online using a unique link that is sent weekly in advance by email. If no online selection is made by 10am children will be provided with a hot main meal and dessert

The food is healthy and wholesome, and the children can have a good variety in a week.:

- Option 1 Main Course & Pudding
- Option 2 Soup & Main Course
- Option 3 Soup Sandwich & Pudding

There are always vegetarian options on request, and a drink of water / milk is always provided with the meal.

Packed Lunches

Some children prefer to take their own packed lunches, and these are also eaten in the dining hall. Parents and caregivers are encouraged to make healthy choices in the packed lunches they provide for children.

1.13 Free School Meal Entitlement

All children, up to the end of P5, are entitled to free school meals. No applications need to be made to the Education Service unless the pupil has an older sibling in P6-P7 who would also be entitled to benefits-related free school meals. Applications for Free School Meals and Clothing Allowance are made on one form and should be submitted to Orkney Islands Council for each school year.

By applying for free school meals not only will your child be receiving nutritional benefits, but the school receives funding through the Pupil Equity Fund (PEF) and Participation Fund. This funding can be used to support a wide range of initiatives and can help those who experience barriers to learning. **We strongly encourage all parents who are eligible for free school meals to apply for them.**

The eligibility criteria are outlined on the following webpage, where application forms are also available: <https://www.orkney.gov.uk/our-services/education-and-learning/grants-emas-and-bursaries/school-meals-and-clothing-allowances/>

Application forms can also be obtained from the school and Orkney Islands Council (OIC) Customer Services. Applications must be submitted along with supporting documentation as detailed on the form. A new application is required for each school session. For help with filling out the form and more information on school meals and clothing grants please telephone Education, Housing and Leisure on (01856) 873535, or email: education.grants@orkney.gov.uk, or visit in person at OIC Customer Services.'

1.14 Break Time Snacks and a Nut Free Environment

A healthy option should always be the first choice when providing your child with a snack at break time e.g., peeled and cut fruit or vegetables, raisins. Salty crisps or chocolate biscuits not only create litter problems but are not the healthy option. Sweets, chewing gum and fizzy drinks are not permitted and glass bottles must not be brought to school.

We have an increasing number of children in our school who have potentially life-threatening allergies or intolerances to certain foods. Of these allergies, peanuts and tree nuts pose the greatest risk. Anaphylaxis (allergic reaction) can occur as a result of digestion, inhalation or any other contact with nut-based products.

As a result, and whilst we can never guarantee a wholly nut-free environment, we have a whole school approach to minimising the risk of any child suffering allergy-induced anaphylaxis and ask that you do not send your child into school with any nut-based product for snack or packed lunch – this includes products that may contain traces of nuts.

We also ask that, if your child consumes any nut-based product before school, that they wash their hands and face thoroughly and rinse their mouth before entering the school grounds.

1.15 Use of Electronic Devices, Including Mobile Phones

Mobile phones may not be brought to Glaitness School without good reason, for example, in case of emergency for a child who walks or cycles home. In these rare cases, the child should keep their phone switched off and pass on to the class teacher until the end of the day.

Orkney Islands Council is in the process of updating its policies on the use of personal electronic devices at school. In the meantime, if children take electronic devices into school, the school accepts no responsibility if they are lost, damaged or broken.

1.16 Equality, Diversity and Inclusion

Orkney Islands Council is committed to promoting equal opportunities, challenging discrimination, and fostering good relations, both in employment and in carrying out its work and delivering services, and we at Glaitness School are part of that commitment. For more information on Orkney Island Council's commitment to equality and diversity please visit the following website:

<https://www.orkney.gov.uk/your-council/equality-diversity-and-inclusion/>

1.17 English as an Additional Language

The Authority provides a support service of teachers who offer information and advice to address the needs of pupils learning in their second language.

1.18 Compliments, Complaints and Suggestions

Orkney Islands Council Education Service is keen that you should be satisfied about your child's education and encourage feedback on its services from parents and pupils. We are, therefore, always willing to receive your feedback, be that in the form of compliments, suggestions, or complaints.

If you wish to register feedback of any type about the school you can do this by writing, e-mailing, telephoning, or making an appointment to speak with someone.

If you do have a complaint about the school, it is important that you let us know. It is better that these things are shared openly and resolved fairly, rather than being allowed to potentially damage the relationship between the family and the school. There will be no negative consequences arising from making a complaint and we will always deal with any issue as confidentially as possible and, if we have made a mistake, we will apologise quickly and clearly and try to put things right.

If you wish to make a complaint:

- Please make any complaints initially to the head teacher. This makes sure that the school knows what is going on and has an opportunity to respond to and resolve the issue.
- We will try to respond as quickly as possible, but often issues are complex, and we need time to investigate.
- If, following engagement with us, you remain dissatisfied with the service or with our response then you have the right to take the matter further using the formal Orkney Islands Council complaints procedure. You can put your complaint in writing or fill in a complaint form, available in the school or any council office. We can help if you have difficulty with this. Completed forms should be sent to: Complaints Officer, Education, Leisure and Housing, Council Offices, School Place, Kirkwall KW15 1NY or emailed to education.leisure@orkney.gov.uk
- If, following investigation by the Complaints Officer, you remain dissatisfied you may then contact the Scottish Public Services Ombudsman.
- You may also raise unresolved concerns with your local councillor, MSP or MP.

1.19 School and Local Authority Policies

Key policies relating to the education of your child can be found within the 'Useful info' section of the Glaitness school website:

<https://www.orkney.co/glaitness/>

1.20 School Health Service

Orkney Health and Care provide an Orkney-wide school health service to all school-age children and young people, to promote their health and wellbeing, and to provide them with information to make informed decisions on lifestyle choices. Our aim is that children and young people are as healthy as possible so they can gain the most benefit from their education, and that they will make healthy choices and therefore reduce the incidence of ill health in the future.

The service undertakes routine screening and is involved with child protection, health surveillance, health promotion and education, Human Papilloma Virus (HPV) vaccination and 1:1 support and advice. It can help any parents with parenting, through the Triple P Positive Parenting Programme, and help children and young people overcome bedwetting.

It also provides advice and support to education staff and delivers training on many health conditions that impact on childhood e.g., asthma, epilepsy, and allergies. It supports and coordinates paediatric clinics and acts as a link between consultants and parents / carers and children.

The School Nurse Team covers all schools in Orkney and comprises a public health nurse (specialist practitioner), registered nurse and healthcare support worker who are based in the School Health Department at the Kirkwall Health Centre Annex. Pupils, parents / carers can request information and advice at any time. Other health professionals and teaching staff can also request advice and input from the school nurse for a child with parental and / or the young person's consent.

- Health screening - All children in Primary 1 will be seen to have their height and weight growth checked.
- Immunisations - Secondary school girls are offered HPV immunisations. At the appropriate time information booklets and consent forms will be issued.
- Health Education and Promotion-The School Health Team has an important role in encouraging healthy lifestyles, working closely with teaching staff, pupils, parents / carers, and the community.

The Orkney Islands School Health Service can be contacted on 01856 888262.

For more information on matters related to pupil health at Glaitness please visit the following link:

<https://www.orkney.co/glaitness/school-info/health/>

1.21 Insurance Cover for School Children

The Authority insures against its legal liability for: -

- a) accidental personal injury and,
- b) accidental damage to property not belonging to the school or Council.

This means that if an injury is sustained or personal property is damaged/broken/lost due to negligence or omission on the part of the school or its staff, claim costs will be met by the Council's public liability policy. There is no automatic right to compensation. It is the responsibility of the person making the claim to prove that the Council has been negligent in their actions leading to the loss.

Parents/carers may wish to consider their own insurance arrangements in terms of appropriate extensions to their household insurance or arranging their own separate covers.

Information on the insurance arrangements for the annual P7 trip to Nethybridge can be found at the following webpage:

<https://www.orkney.co/glaitness/p7-nethybridge/>

2 Parental Involvement

2.1 Parents as Welcome Participants in their Children's Education

At Glaitness we welcome parents as active participants in the life of the school, to be intrinsically involved with their child's education and learning, and to express their views on the school education generally and work in partnership with us. Children are shown to be more successful learners when parents involve themselves with their child's learning and the school. Learning is shared between pupils, parents and staff-members, through means such as, learning journeys, learning logs, homework diaries, class logs, and approved online tools. Other information is made available by letters; electronic means, where agreed; radio announcements, and so forth.

To encourage and support parents, Glaitness School holds parents' evenings. There are also opportunities to attend sessions on developments in the school and the curriculum, and to become active in school activities such as handwork, and after / out-of-school activities. At Glaitness, parents particularly take an active part in supporting football, rugby, netball, and sometimes support classroom activities. Class teachers will involve parents in different ways in their children's learning throughout the year. We also hold end of term services to which parents are usually invited.

2.2 Glaitness Parent Forum and Parent Council

As a parent of a child in our school you automatically become a member of the Parent Forum, and if you wish, you can have greater involvement by becoming a member of the smaller group known as Friends of Glaitness School (FoGS), which works together with everyone involved in school life - parents, learners, teachers, school staff and the wider community - to support the school.

Parent Councils are the formal representative body for parents / carers with children attending school in Scotland. The Friends of Glaitness School has its own space on the school website where you can find detailed information on its purpose and work including a list of current members, how you can get involved, and dates and minutes of its meetings.

<https://www.orkney.co/glaitness/parent-council/>

As automatic members of the Parent Forum, all parents can expect to:

- Receive information about the school and its activities.
- Hear about what partnership with parents means in our school.
- Be invited to be involved in ways and times that suit you.
- Identify issues you want the parent council to work on with the school.
- Be asked your opinion by the parent council on issues relating to the school and the education it provides.
- Work in partnership with staff.
- Enjoy taking part in the life of the school in whatever way possible.

The Parent Forum decides how its representatives on FoGS are chosen and how FoGS operates. Parents / carers are encouraged to volunteer or put themselves forward to be chosen as representatives on FoGS if they wish.

The main aims of FoGS are to:

- Support the school in its work with pupils.
- Represent the views of parents.
- Promote contact between the school, parents, pupils, providers of nursery education and the community.
- Report to the Parent Forum.
- Be involved in the appointment of senior promoted staff.
- Raise funds for the school for the benefit of pupils.

For more information about FoGS please contact the current chair, Maggie Henning, by email: fogs@glow.orkneyschools.org.uk

FoGS has a Facebook² page which is available through the following link:
<https://www.facebook.com/pages/Glaitness-School-Parent-Council/292012817490629>

² Please note that Facebook can provide external links which are outwith the School's control.

3 School Ethos: *Be all we can be*

3.1 Vision and Values

Glaitness School promotes an inclusive approach towards all aspects of the life and work of the school. These are ambitious core values to aspire towards.

Our vision statement is '**Be all we can be**'.

At the heart of our vision lie the core values we all share in our learning community. These are aspirational and are developed in line with local and national educational values and as part of a consultation with staff, parents and children during 2024-2025.

These are **Nurturing Belonging Community Thriving Flourishing**

Our school rules are

Ready

- We are ready to enjoy learning inside and outside our school

Respect

- We show respect for one another and the environment.

Safe

- We care for ourselves and others.

Pupils' achievements in and out of school are celebrated regularly at assembly, on notice boards, the school website, and with the wider community through social and local media e.g., Facebook and Radio Orkney.

Glaitness School is at the heart of its community. We value our links with many community groups such as the King Street Church, Orkney Rugby Football Club, Orkney Youth Development Group, Orkney Netball Association to name but a few. We have a range of helpers who visit the school throughout the year to help the children, local charities, RSPB, the Orkney Rangers' Service, Orkney College UHI, St Magnus Festival, Orkney Folk Festival.

3.2 Curriculum Rationale

At Glaitness School, learning and teaching experiences are underpinned by our school values. We empower children to take an active role in their learning through:

- Planning opportunities which are responsive to their developmental needs and individual interests
- Committing to an inclusive approach to learning and teaching across all classes
- Engaging in experiences that reflect individual interests, local, national and international events, issues and initiatives.
- Providing opportunities for children to reflect on their own and other's learning, identifying appropriate next steps.

Glaitness School is at the heart of its community. Our curriculum reflects our setting and the individual needs of our learners. We make use of our outdoor environment and local facilities as a tool to enhance and enrich children's learning. We develop our learner's skills for life, learning and work. We actively seek opportunities for children to contribute to and be involved in their community. We develop experiences that enable children to develop their understanding of Kirkwall and Orkney, valuing our unique location, culture, history, and heritage.

Through effective use of our resources and facilities we promote and support children's learning and wellbeing. We create a supportive learning experience for all children, and this is supported further through our relationships with parents.

We embrace opportunities for whole school learning, including the promotion of shared and family learning. We recognise and celebrate children's wider achievements, fostering opportunities for them to further develop as successful learners, confident individuals, effective contributors, and responsible citizens.

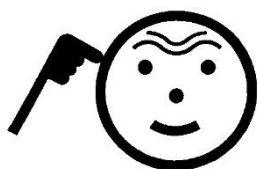
We enable children to develop as global citizens who have an understanding, awareness, tolerance and respect of different needs and cultures through engaging them in learning about real-world issues. Through taking account of broad, topical and cross-cutting themes, we enable children to develop the transferrable skills they will need for lifelong learning in an ever-changing world.

3.3 Pupil Conduct

A partnership between the school and parents is required to ensure the best possible standards of pupil conduct. Pupils are expected to set themselves high standards. School rules have been devised with staff, pupils and parents to allow for the smooth running of the school. The general aim is to produce an atmosphere of friendly co-operation, encouraging respect and consideration for other persons and for property and appreciating the rights of all.

.Since rules are closely related to rights and responsibilities, our school and classroom rules cover the same themes:

SCHOOL RULES



The Safety Rule

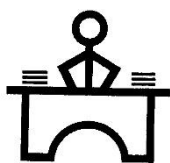
We will try to keep ourselves and others safe



The Respect Rule

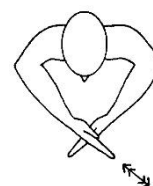
We will be kind to people and look after property





The Ready Rule

We will be ready to learn and will try our best



3.4 Restorative Approach to Bullying Behaviour

We use a restorative approach to bullying behaviour and a copy of our anti –bullying policy is available on the school website: <http://www.orkney.co/glaitness/wp-content/uploads/2018/11/2018-Nov-Glaitness-Anti-Bullying-Policy.pdf>

Further information is available from the anti-bullying network website:

<https://www.respectme.org.uk>

3.5 Care of School Resources

To enable us to provide the best possible education for your child, every care should be taken to look after the school's resources and facilities. Parents are asked to remind their child(ren) that all school equipment should be used with care.

Books and learning resources which are lost or destroyed must be paid for, either wholly or in part. Any loss of school or Council property should be reported immediately to the school.

4 School Curriculum

4.1 Curriculum for Excellence

“Bringing learning to life and life to learning”.

The Curriculum for Excellence is used across Scotland for all 3- to 18-year-olds - wherever they learn. It aims to raise standards; prepare our children for a future they do not yet know and equip them for the jobs of tomorrow in a fast-changing world. Curriculum for Excellence balances the importance of knowledge and skills. Every child is entitled to a broad and deep general education, whatever their level and ability.

Click the link below to learn more about Curriculum for Excellence:

<https://education.gov.scot/curriculum-for-excellence/about-curriculum-for-excellence/what-is-curriculum-for-excellence/>

4.2 The Glaitness Curriculum

Literacy and English

Our literacy and English programme is based on the national guidelines for “A Curriculum for Excellence”.

Listening and Talking

Much attention is given to these important aspects of language; our aim is to enable children to be able to listen and express their ideas and thoughts in a variety of contexts for different purposes.

Reading

The school uses a variety of published resources to support the teaching of reading, including Oxford Reading Tree resources. This approach is backed up using phonic materials. We aim to make our pupils effective readers, commanding all the skills necessary for reading with understanding, enjoyment, and appreciation. The school has adopted Orkney's toolkit for reading and strategies to develop literacy skills.

Writing

Our aim is to encourage fluent expression, factual accuracy, and formal "correctness" (punctuation, spelling etc.) in the different forms of writing tackled by the children, functional, personal and imaginative. The purpose of their writing will be to convey information, express feelings, reflect on ideas and opinions and give imaginative responses. A wide variety of approaches will be tailored to meet individual needs, supporting our learners.

Modern Languages

Children will learn French from P1-7 using a variety of resources to support this. We also learn Sign Language within Glaitness mainly through learning songs for assembly and signing along with these.

Numeracy and Mathematics

Learning mathematics gives children access to the wider curriculum across a variety of subject areas.

Mathematics is sub-divided into:

- Number, Money, and Measurement.
- Problem Solving.
- Information Handling
- Shape, Position and Movement.

We aim to help the pupils acquire mathematical facts, skills and strategies to enable them to apply their learning in a variety of contexts.

Emphasis is also placed on mental maths, numeracy and problem solving.

We use a range of resources at each stage to ensure progression, challenge, breadth, depth, and enjoyment. We emphasise the need to make maths relevant to everyday life.

Interdisciplinary Topics

These embrace aspects of History, Geography, Local Studies, Science and Health and Wellbeing. Children are taught skills and ideas through Interdisciplinary learning. For example, they are taught the skills of observation, researching, and recording.

Visits are made to places of local interest, for example Skara Brae, Ring of Brodgar, and St Magnus Cathedral.

Staff consider interests of the children, prior knowledge and personalization when planning learning experiences and outcomes.

Art

Children are encouraged to be expressive and are taught a variety of techniques in order to do this. They are given the opportunity to work with different types of media.

Music

Children sing, play instruments, make their own music, and recreate that of others, and learn about aspects such as pitch, rhythm, and harmony.

At P4, violin tuition is offered to pupils, and at P6 and 7 stages woodwind is additionally offered. Throughout the year, older children can join the orchestra and/or choir for key school events.

All children who learn an instrument, or sing in the choir, are asked to commit to performing in concerts in school or in the community throughout the year.

Physical Education and Health and Wellbeing

Our itinerant PE teacher teaches an Orkney wide curriculum through a variety of topics including gymnastics, athletics, active health, dance, and games. Class teachers also provide PE sessions. Children are to be given two hours per week of PE.

An Active Schools Coordinator works with the school to provide additional opportunities for pupils

The programme for health and wellbeing, includes aspects of physical, social, and emotional health. Children also take part in the Childsmile Toothbrushing in some classes.

4.3 Active Learning

Curriculum for Excellence emphasises the value of an active learning approach. In the early years, children will have a range of learning experiences that include planned and purposeful play and stimulating learning which engages and challenges children's thinking using real-life and imaginary situations. As children progress through school, they will continue to be involved in active learning experiences which are engaging and give them ownership of their own learning.

4.4 Facilities for Physical Education and Outdoor Activities

The school hall / gym has a variety of apparatus for physical education. As part of the school's physical education programme, pupils may at times also use the facilities of the local sports complex, swimming pool or sports pitches.

4.5 Planning Children's and Young People's Learning

Teachers in nursery, primary and secondary schools share their learning intentions with pupils, parents and carers. This takes place with pupils on a day-to-day basis by agreeing the aims of an individual piece of work. Longer-term planning also takes place in a variety of forms.

There are many opportunities in school for children to make choices in their learning: for example: topics for writing, studying of a particular area or character of interest in greater depth, how work is presented for evaluation or generally, personal targets for learning and so on.

4.6 Homework

Pupils are given homework to support their learning and to encourage them to become more organised and self-supporting in their learning. Homework tasks will be given where a teacher feels a particular child or group of children may benefit from it. Homework will be organised according to the stage and ability of the child; it can arise from all curricular areas and may include written, oral, or practical activities.

Parents are encouraged to help pupils with their homework as a means of keeping them up to date with the work of the class and the child's progress, and to promote partnership between the school and parents.

Homework provides an opportunity to consolidate what has been learned in class and helps parents be aware current learning. This can be a useful discussion starter at home. Parental interest and co-operation in ensuring homework is undertaken is essential.

4.7 Assessment and Reporting your Child's Progress

Assessment is a continuous process as children learn and develop. Staff make and record observations and use a wide variety of strategies to assess learning, including formative and summative methods. These are used to confirm that a child is ready to move from one level to the next.

In accordance with national policy P1 P4 and P7 children complete National Standardised Assessments in reading and maths. P4 and P7 also complete a writing assessment. These are completed before the end of term two. These assessments enable a snapshot of where individual children have reached in their literacy and numeracy development and helps teachers plan for learning.

Pupils in P2, P3, P5 and P6 undertake a similar assessment (SOFA) in reading, writing and maths during term three. We use the information gleaned to enable teachers to plan next steps in learning for pupils.

Pupil's progress will be notified to parents during the session and through the parents' evenings in October and March. A written summary of learning for the year is reported to parents in June.

School staff will share aspects of learning and next steps with parents throughout the year in various ways including the use of Seesaw and a termly information letter about the forthcoming term. Where staff have concerns about a child's learning, they will contact parents to share these. Parents wishing to discuss their child's progress with the class teacher are welcome to contact the school at any time to ask for an appointment to consult with them or head teacher/depute head teacher.

At P7 pupils complete a profile of their achievements and learning preferences which goes with them to secondary school.

4.8 Sensitive Aspects of Learning

Education in relation to sexuality and relationships is specifically taught in P6 and P7. However, building blocks relating to this are built into the health and wellbeing education throughout the school. The programme is supported by a member of the NHS Orkney team. We will notify parents about sensitive aspects of learning in advance of this being taught.

4.9 Religious Instruction and Observance

Parents who wish to exercise their right to withdraw their child from religious education and / or observance should indicate this in writing to the head teacher, and alternative arrangements will be made.

4.10 Extra-Curricular Activities and School Excursions

Extra-curricular activities

Every school is encouraged to offer as wide a range of sporting and cultural activities as possible. In this context, the Authority provides a degree of financial and administrative support for leagues, competitions, festivals, and similar events but it is recognised that, again, the help of parents and the community is invaluable.

At Glaitness, there is a range of extra-curricular activities available for pupils after school, and parents will be informed about these by the school. In addition to in-school activities, classes also make regular educational visits and excursions.

All our in-school activities are supervised by members of staff or other responsible adults, and where participation involves children travelling or staying late after school, written permission for children taking part is required from parents. Our parent council and parent helpers also support extra-curricular activities; we encourage parents to contact the school if they wish to volunteer to support after school activities.

School Trips

Various school trips are organised for the children throughout the year. These are an important aspect of the children's learning. The Council's safety procedures are adopted, and parental consent sought to ensure the safety and enjoyment of everyone taking part.

Whenever parental consent is required, the school will issue the appropriate form. This will include consent for:

- Trips and excursions.
- Administering medicine.
- Using pupils' images out with the school i.e. newspaper reports and online
- Use of internet.
- Use of school sun cream.

4.11 Active Schools

The Active Schools Network in Scotland is a team of people working with the school and the wider community. Its goal is to offer all children and young people the motivation and opportunities to 'get active', ensuring there are more and higher quality opportunities for all children to participate in sport in schools and to increase capacity through the recruitment of a network of volunteers, who in turn deliver activity sessions in schools. Further information is available on the Active Schools webpage of the Council website: <https://www.orkney.gov.uk/our-services/leisure-and-culture/sport-and-leisure/active-schools/>

4.12 Outdoor Education

Outdoor Education opportunities, especially those with a residential element (offered to P7 learners), play an important part in promoting the personal and social development of pupils of all abilities, as well as contributing to their understanding of environmental education themes.

Sometimes the focus of activities will be on the development of skills, at other times on the process by which learning occurs, or by the provision of opportunities for learning through direct experience matched to the children's needs.

At Glaitness, children are given the opportunity to undertake various school trips, some onsite, some in the school's extended campus, i.e. Muddisdale Woods and others further afield.

5 Transitions

Transitions are key points for our children and young people, from home to nursery, from nursery to primary, from primary to secondary, from secondary to further education and beyond.

5.1 Transfer from Early Learning and Childcare to Primary

As children move into Primary One, early years staff will undertake a range of planned activities with the children to enable a smooth transition.

5.2 Primary to Secondary Transfer and the Catchment Secondary School for the East Mainland

Glaitness School falls in the catchment area for secondary education of Kirkwall Grammar School (KGS), and pupils from Glaitness School normally transfer there after primary 7. The P7 class teacher, principal teacher (support for learning), depute head teacher and head teacher liaise with secondary guidance staff and collate information about pupil progress, attainment, and successful teaching strategies before Primary 7 pupils move into secondary school.

Transition is further enhanced through participation in curricular projects and visits by secondary teachers or additional visits to KGS where required.

In June P7 pupils take part in two transition-day visits to KGS. On these days, pupils get the opportunity to participate in lessons in classes they will be in S1.

If children are eligible, they will be able to apply for bus transport.

As well as the transition days, pupils also attend Active Schools Sports events and music opportunities designed to help make new social ties with children from other schools.

Other visits may be arranged from time to time, and the children meet each other and KGS staff through music and sport activities.

Parents will have an opportunity to view the school and be given a brief explanation of school life. For further information, contact Kirkwall Grammar School:

Email admin.kgs@glow.orkneyschools.org.uk

If you wish your child to attend a secondary school other than the catchment secondary school for your home address, you will be required to make a Placing Request. Information on making a placing request can be found via the following website:

<https://www.orkney.gov.uk/our-services/education-and-learning/schools/school-placing-requests/>

Please note that, if a Placing Request is successful, parents will be responsible for the safety and transportation costs of their child to and from their chosen school.

6 Support for Pupils

Getting It Right For Every Child (GIRFEC)

Taking care of our children's well-being and making sure they are alright - even before they are born - helps us ensure the most positive outcomes for them later in life. It gives them the potential to grow up ready to succeed and play their part in society.

Getting it right for every child is a programme that aims to improve outcomes for all children and young people.

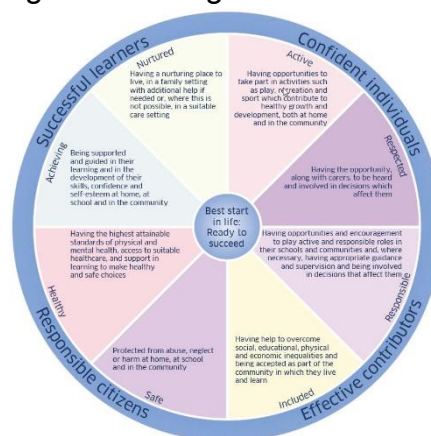
It promotes a shared approach that:

- builds solutions with and around children and families.
- enables children to get the help they need when they need it.
- supports a positive shift in culture, systems, and practice.
- involves working together to make things better.

Getting it right for every child is the foundation for work with all children and young people, including adult services where parents are involved. It builds on universal health and education services and is embedded in the developing early years and youth frameworks. Developments in the universal services of health and education, such as Better Health Better Care and Curriculum for Excellence, are identifying what needs to be done in those areas to improve outcomes for children.

The Getting it Right approach looks at eight areas of 'well-being'. These are recognised as areas in which children and young people need to progress in order to do well now and in the future. They allow those responsible for the care and support of children - including members of their own families - to look at a situation in a structured way that will help them identify any needs and concerns and plan with the child and family any action they need to take. The eight well-being indicators are:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Responsible
- Respected
- Included



The approach gives them a common language and a way to gather information about a child's world, making sure the child is growing and developing, and has everything they need from the people who look after them both at home and in the wider community. It also encourages practitioners to think about who else might need to be involved (for example a teacher might need to contact other professionals

to make sure that an education improvement plan with the child and family was meeting all the child's needs).

Learn more about GIRFEC by following the link below:

<https://girfec.co.uk/what-is-girfec-and-why-does-it-matter/>

Protecting Children and Young People

All children have a right to be protected from harm, abuse and neglect. It is everyone's job to make sure that children in Orkney are safe. Education, Leisure & Housing have an important role in identifying children who have been abused or are at risk of being abused.

Orkney Islands Council has clear procedures for all staff to follow. Head Teachers or designated member of staff are instructed to notify Orkney Islands Council when a member of staff has a suspicion that a child might have been abused or be at risk of abuse. This encompasses a wide range of risks including concerns about emotional abuse or harm.

Orkney Health & Care will decide on whether or not an investigation is necessary and will advise accordingly. In every situation for all staff, the welfare of the child overrides other considerations.

Additional Support Needs

Pupils with additional support needs are identified by class teachers working with the senior leadership team and when appropriate, the educational psychologist. Provision is made for pupils with additional support needs based on assessments in school and on professional advice.

If you believe your child to have any additional needs, please speak to the class teacher in the first instance, or to the head teacher at any time.

Support for Learning and Inclusion Team

Further information on this team is available on the Council's website:

<https://www.orkney.gov.uk/our-services/education-and-learning/pupil-support/pupil-support-team/>

Educational Psychology Service

The Educational Psychology Service is based within Education, Leisure & Housing. The central aim is to promote the development and well-being of children and young people (birth to 24 years), particularly to help them overcome any barriers to learning and self-efficacy. The service aims to achieve this through working collaboratively with teachers, parents, young people, and others.

Further information on the Educational Psychology Service, including contact details, is available on the Council's website:

<https://www.orkney.gov.uk/our-services/education-and-learning/pupil-support/educational-psychology-service/>

Pastoral Support

Glaitness School is a warm and caring place and pastoral support is always available from members of staff as well as through our partner agencies. If you believe your child needs additional pastoral support, please speak to the class teacher in the first instance.

In addition to the information shown above, the school handbook must include information specified by the Education (additional Support for Learning) (Scotland) Act 2009 which includes:

The following organisations, identified under The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011, may provide further information and support to parents of children and young people with ASN:

- Children in Scotland: Working for Children and Their Families, trading as “Enquire – the Scottish advice and information service for additional support for learning”, a charitable body registered in Scotland under registration number SC003527;
- Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and
- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC0127

7 School Improvement

Raising Attainment

Monitoring performance and using the resulting information to secure improvement is an important part of the work of head teachers, school staff and officers within Education Services.

School Standards and Quality Report and School Improvement Plan

Every year each school publishes a Standards and Quality report which highlights the school's major achievements, together with a School Improvement Plan which can be found on the school website.

Transferring Educational Data about Pupils

The Scottish Government – Education and Training has asked that the following advice be included in our school handbook.

Education authorities and the Scottish Government collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus, the Scottish Government has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within the Scottish Government itself.

What pupil data is collected and transferred?

Data on each pupil is collected by schools, local authorities, and the Scottish Government. The data collected and transferred covers areas such as date of birth, Scottish Candidate Number (SCN), postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability and English as an Additional Language (EAL), and attendance, absence and exclusions from school. The SCN acts as the unique pupil identifier. Pupil names and addresses are not passed to the Scottish Government. Your postcode is the only part of your address that is transferred for statistical purposes, and postcodes are grouped to identify 'localities' rather than specific addresses. Dates of birth are passed on as 'month and year' only, again to ensure that individuals are never identified. Data is held securely and no information on individual pupils can or would be published by the Scottish Government.

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on the ScotXed website will help you understand the importance of providing the data.

Why do we need your data?

In order to make the best decisions about how to improve our education service, the Scottish Government, education authorities and other partners such as the Scottish Qualifications Authority and Skills Development Scotland need accurate, up-to-date data about our pupils.

We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils
- plan and deliver better policies for the benefit of specific groups of pupils
- better understand some of the factors which influence pupil attainment and achievement
- share good practice
- target resources better.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the use of pupil data can be found on the ScotXed website www.scotxed.net.

The Scottish Government works with a range of partners including Education Scotland and the SQA. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of the Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with colleagues within and out with the Scottish Government.

Concerns

If you have any concerns about the ScotXed data collections you can in the first instance contact Education, Leisure and Housing on 01856 873535 or email education.leisure@orkney.gov.uk. If you further concerns, please email the Senior Statistician, scotxed@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

8 Glaitness School – Enhanced provision.

What we offer children and young people with moderate to complex additional support needs who are allocated a place at Glaitness in a supported class.

Our focus for our learners with additional support needs is to provide opportunities and structures to ensure that learners have individualised experiences which increase independence in learning and in daily life. We have an enhanced level of staffing at the school which enables us to have supported classes which can provide individual or small group learning as part of a planned programme. Within this planned programme for individual children, opportunities for learning in the mainstream classes are also built in where appropriate to the needs of the children.

We provide flexible learning activities and spaces which are planned and used to meet individual needs. We regularly use a range of visual aids, prompts, symbols and pictures to facilitate communication and independence. These are often shared with home for parents and children to use together.

We have very regular communication with parents in relation to all aspects of their child's learning and care including setting targets, reviewing progress and planning and meeting care or health needs. Relevant training is put in place to enable staff to be trained and confident in addressing a wide range of needs.

We have regular and on-going communication with our partner agencies and colleagues working very closely with Children and Families' team at OIC, NHS Orkney and the support team based within Education, Leisure and Housing Services.

We have a fully accessible physical environment. Spaces include a sensory room, movement room and a hydrotherapy pool. We maximise the use of the close local environment with many visits out into the local community around Kirkwall and we can go further afield with the use of the school minibus. We access facilities and activities in the local area with regular swimming sessions and horse-riding for identified children.

Additional Information

Children are placed in a supported class at Glaitness following multi-agency involvement and agreement from all that this is the best provision for your child. This includes agreement from parents. Transport, if requested may be available for children placed in supported classes depended on needs and distance from the school. If your child is allocated a place in a supported class, we will hold a transition review meeting within approximately 8 weeks with parents and all relevant agencies to ensure this placement meets the needs of the child.

Glossary of Terms

- CFE - Curriculum for Excellence
- ASN – Additional Support Needs
- PEF – Pupil Equity Funding
- EMA – Education Maintenance Allowance
- ASL – Additional Support for Learning
- SQA – Scottish Qualifications Authority
- FOI – Freedom of Information
- HT/PT – Head Teacher/Principal Teacher
- CLD – Community Learning and Development
- GIRFEC – Getting it Right for Every Child