



## **BURRAY PRIMARY SCHOOL DETAILS**

Burray Primary School, Burray, Orkney, KW17 2SS  
Telephone: 01856 731208 Fax: 01856 731583  
E-mail: [admin.burray@glow.orkneyschools.org.uk](mailto:admin.burray@glow.orkneyschools.org.uk)  
Website : [www.vikingnewmedia.net/burray/](http://www.vikingnewmedia.net/burray/)

### **STAFF DETAILS**

Head Teacher:	Miss Stephanie Stanger
Principal Teacher:	Miss Erin Boyd
Class Teacher	Miss Kirsten Scott
Class Teacher	Miss Saffron Thain
Early Years Lead Practitioner:	Miss Vicky Duncan
Early Years Practitioner	Miss Rebecca Tait
Secretary/Auxiliary:	Mrs Debbie Smales
Cleaner:	Mrs Debbie Smales
Janitor	Mr Alan Riding
Dinner Assistant:	Mrs Trish Nicholson
PE Teacher:	Ms Holly Elson
Art Teacher:	Mrs Marie Montgomery
Music Teacher:	Mrs Denise Denvir
Strings Instructor:	Mr Douglas Montgomery
Cello Teacher:	Dr Linda Hamilton

### **STAFFING**

Miss Stanger is shared with the Hope Primary School. Miss Boyd takes responsibility for the school when Miss Stanger is absent. Miss Boyd is the teacher of upper stages. Miss Boyd has 1 day out every fortnight for principal teacher duties, and Miss Thain teaches the class that day. Miss Scott teaches lower stages. The classes are allotted approximately an hour of specialist music, art and PE per week. Strings instruction is provided one morning per week with Mr Montgomery and one afternoon per week with Dr Hamilton. We are timetabled every year for 8 sessions of swimming.

### **BUILDINGS AND GROUNDS**

Burray Primary School was built in 2006. It has very good grounds and amenities. The football pitch is used during the summer months on a regular basis though the pupils must seek permission from school staff to use it. We also have a Scrap Store Play Pod the children can access, and a newly built "wooden ship" climbing frame.

## **POLICIES**

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

## **ADMISSION**

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

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

## **SCHOOL DAY**

### **Open 9.30am**

Children are asked not to arrive before 9.15am as they will not be supervised until then.

Playtime        11.00 - 11.20am

Lunch            12.50 - 1.30pm

Close            3.30pm

Specialist teachers are as follows;

Cello on a Monday, PE on a Wednesday, Art on a Thursday, Music and strings on a Friday.

## **ORGANISATION OF CLASSES**

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

## **DISCIPLINE**

To promote positive behaviour within the school we have adopted a discipline policy known as Time Out. We also actively promote positive behaviour and pupils are awarded tally marks accordingly. Should you wish further information on this please do not hesitate to ask.

If the need should ever arise parents will be alerted by telephone/letter of any serious recurring breach of discipline particularly anti-social behaviour. The ultimate sanction is to have the child temporarily withdrawn.

## **CURRICULUM**

We adhere to the principles of Curriculum for Excellence and plan programmes of work to help children achieve the experiences and outcomes.

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

## **EXPECTATIONS**

We see pupil education as a three way partnership between you, your child and the school so please don't be a stranger – feel free to speak to us about any aspect of school life.

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

## **HOMEWORK**

Some homework is required of every pupil during the school week. The nature and amount given is determined by the class teacher.

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

## **DINNER**

Pupils may bring a packed lunch or pay £2.20 per day for the school meals provided.

Primary 1-3 pupils are entitled to free school meals.

If you think you may be entitled to free school meals for primary 4-7 please contact the Education Department on 01856 873535.

## **DRESS CODE**

School uniform can be brought from John Kemp, Albert Street, Kirkwall. The uniform consists of a white/navy polo shirt and jade sweatshirt both with the school logo on. All clothing/footwear should be named. If you think you may be entitled to school uniform clothing vouchers please contact the Education department on 01856 873535. Children must not wear high heels. They should not wear clothing with inappropriate slogans or which is too revealing. The children should not wear dangly earrings to school and earrings should be completely removed for PE. They will need a pair of indoor shoes suitable for P.E. lessons.

## **SAFETY**

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

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

Public Liability insurance is held in respect of all school children

## **TRANSPORT**

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

Easter – October      2 miles or more from school for children under 8 years old  
                                 3 miles or more from school for children over 8 years old

October – Easter      1 ½ miles or more from school for all age groups

## **MEDICAL/DENTAL INFORMATION**

School staff members are not permitted to prescribe medicines for headaches etc. but will administer any medicines prescribed by a doctor. If your child needs medication for any reason please contact the school office and fill in the appropriate form.

All P1s and P7s are, with their parent's permission, medically examined. Hearing and eyesight are tested at intervals throughout the children's primary education.

Dental inspection and fluoride varnishing takes place on site annually.

## **SCHOOL FINANCE**

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

## **ABSENCE**

If a child is unwell please telephone the school before 9.30am on *each* day of absence so that we know why they are not present.

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

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

## **BAD WEATHER PROCEDURES**

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

We advise you to listen to Radio Orkney (93.7 FM) at 7.30am for updates on school closure. There is also a dedicated OIC facebook page for school closures.

## **PARENT TEACHER ASSOCIATION and PARENT COUNCIL**

The Parent Council Chairpersons are Douglas Montgomery (731229) and Cheryl Rafferty (731935)

## **PARENT/ TEACHER CONTACT**

Parents are welcome to visit the school by appointment at any time during the school day. Parents meetings are held twice during the year when a formal opportunity is given to discuss your child/ren's progress with the teacher. Learning Journeys go home 6 times a year which give you a chance to see the childrens learning and track its progress.

The school has a very relaxed atmosphere so please do not hesitate to contact us with any concerns and worries.

## **THE HEADTEACHER**

Miss Stanger follows the timetable below;

Monday from 12.45pm

Tuesday- all day in the Hope school

Wednesday- Burray 8.30am-11.30am

Thursday all day in Burray

Friday from 12.45pm.

She can be contacted at:

Burray school 731208

Hope school 831217

Email- [stephanie.stanger@glow.orkneyschools.org.uk](mailto:stephanie.stanger@glow.orkneyschools.org.uk)

## **TRANSFER TO KIRKWALL GRAMMAR SCHOOL**

Children within the catchment area of Burray School automatically transfer to Kirkwall Grammar School at the end of Primary 7. It is normal practice for a member of the secondary guidance staff to meet the class for informal talks and for the Primary 7's to visit KGS before beginning Secondary 1.

## **NURSERY EDUCATION**

The Burray Nursery is open between 9.30-12pm and 1pm-3.30pm Monday-Friday. Your child is entitled to 6 sessions per week. Please contact the school office in the first instance who will put you in touch with the nursery staff. Children staying to nursery all day are entitled to a free school lunch.

## **HOW YOU CAN HELP**

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

**Child Protection - Burray Primary School**

**Reporting Officer - Miss Stephanie Stanger (Head) or Miss Erin Boyd (Principal Teacher) in her absence**

**What to do:**

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

**All cases:**

Record the facts as soon as possible and report them to Stephanie/Erin.

- You **must** refer; you **must not** investigate.

**Things you must do:**

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

**Things you must NOT do:**

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