

# Shetland Islands Council

## CHILDREN'S SERVICES

**Anderson High School**  
North Loch Drive  
Lerwick  
Shetland  
ZE1 0GR



**Head Teacher: Valerie M L Nicolson**

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**Coronavirus Up-date: We will let you know if there are to be any changes to the arrangements for re-opening schools.**

24 July 2020

Dear Parents/Carers

### **Anderson High School, 2020-21**

I have pleasure in writing to you as your child starts a new session at Anderson High School. Pupils return to school on Tuesday 11 August 2020.

This letter gives you some key information about the school. Please keep it for future reference. In addition, all new pupils will have received a full AHS Information Handbook. This can also be found on our school website at [www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk). We also produce a Standards and Quality Report for the local authority in September of each year, and any parent/carer can collect this from the School Office, or access it on the school website.

School is an enjoyable and rewarding experience for most children, built on strong relationships and understanding between pupils, parents/carers and teachers. From time to time, issues may arise and I encourage you to discuss any matter with your child's Pupil Support Teacher as soon as possible.

### **AHS SCHOOL VALUES AND AIMS**

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

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

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

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



## **OUR WEBSITE**

Please check our website at [www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk)  
You can save it to your Home Page or Screen, and it appears as an 'App'.

## **SCHOOL DAY**

The school day is from 0850 to 1545 Monday to Thursday, and 0850 to 1405 on Fridays. Morning interval is between 1030 and 1050, with lunch break from 1230 to 1315.

## **PUPIL RECORDS**

The information you share with us when enrolling is kept on a database called SEEMiS. You can see this information at any time. We ask you to take responsibility for ensuring update of change of address, telephone numbers and pupil medical information. Any changes must be given to the school in writing.

## **USE OF PUPIL PERSONAL DATA**

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

## **ATTENDANCE**

Parents/Carers are legally responsible for making sure their child is educated. Children are required to attend school regularly. If your child is absent, please phone the school before 0930 every day your child is off to inform the school of the reason for absence.

If your child becomes unwell during the school day, you will be contacted, and appropriate arrangements will be agreed.

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

## **TRUANCY**

Unauthorised absence from school for any period, as a result of premeditated or spontaneous action on the part of the pupil, parent/carer or both is truancy.

In all cases of truancy, parents/carers will be informed and your support sought to resolve the problem.

## **FAMILY HOLIDAYS**

Shetland Islands Council Policy states that family holidays are to be classified as “unauthorised absence” from school, unless under exceptional circumstances. Please consider carefully the impact of taking your child out of school for a holiday.

## **REQUESTS FOR LEAVE OF ABSENCE**

All requests for leave of absence from school, other than for medical, dental or optician appointments, must be made to the Head Teacher on the Leave of Absence Form. Pupils can collect this form from the School Office. It is important that we have full information as to the exact date, time and reason for absence.

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

Careful consideration should be given to the adverse effect that any absence can have on progress in school.

NB. Pupils residing in the Halls of Residence should inform the Team Leader of a proposed leave of absence. However, it must be stressed that the Halls of Residence Team Leader cannot grant leave of absence from school.

## **DRESS CODE**

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

We expect young people to come to Anderson High School wearing clothes appropriate for their workplace. Therefore items like very torn jeans are not appropriate.

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

## **PROPERTY**

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

## **MOBILE PHONES**

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

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

## **WEAPONS IN SCHOOL**

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

## **POLICE IN SCHOOL**

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

## **APPOINTMENTS WITH STAFF**

Parents/carers are encouraged to make contact with the school to discuss their child's progress or other matters of concern. If a question arises about your child's welfare or progress, you should contact their Pupil Support Teacher by letter or telephone 01595 808008.

A Year Group Head is responsible for each year and they will be available to deal with problems relating to the school. If the need arises, the Year Group Head or Pupil Support Teacher will put parents/carers in contact with a Class Teacher. The Head Teacher is normally available for consultation at short notice although it is likely that the Year Group Head and Pupil Support Teacher will have more knowledge of individual children.

## **HEALTH CARE**

NHS School Health personnel regularly visit the school. There are health clinics usually once a week, from 1230 – 1315 in the Nurse's Room at Anderson High School. School nurse visits will be announced on the school tannoy. Parents/Carers and pupils are welcome to contact the School Health Service at any time during term time (telephone 01595 743076).

If a pupil suffers from a recurring illness or has to take medicines, the accurate information you provide will enable the school to give more effective assistance if any difficulties arise.

## **HEALTH EDUCATION**

Most pupils attending Anderson High School participate in a programme of Personal and Social Education (PSE), taught by their Pupil Support Teacher, which provides information on a wide range of important issues facing young people.

Health Visitors participate in the programme to provide information to S2 and S4 pupils on the subject of family planning. Each class meets with the Health Visitor for 1 period.

The session on family planning must be taken in the context of the whole PSE programme and has been discussed and approved by the School Health Service.

Should you have questions or concerns related to the above, please contact your child's Pupil Support Teacher, or the Support for Learning Department if your child has an individualised education programme.

## **ADMINISTRATION OF MEDICINES**

Generally, the school cannot administer any drugs or medicines to pupils, nor can the school provide mild analgesics in any form.

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

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

The Head Teacher will only accept responsibility if the medicine is brought to the school by the parent/carer, not the child, and must be delivered personally to the Head Teacher or a Depute Head along with written guidelines for the administration, signed by parent/carer and doctor.

## **SCHOOL DENTAL SERVICES**

Treatment is available at any time throughout the school year for any pupil who wishes it. Parental consent is needed before treatment is carried out. The Dental Clinic at Montfield can be contacted on 01595 743160.

## **AFTER SCHOOL STUDY SESSIONS**

If a pupil is involved in an After School Study session and needs to pay to get the Service Bus home then they should ask the bus driver for a receipt. This should then be brought to the School Office for full reimbursement.

## **CLOTHING GRANTS**

SIC Children's Services operates a scheme to provide clothing and footwear to ensure that a pupil is sufficiently clad to take full advantage of educational provision. Information and application forms are available by calling SIC Children's Services on 01595 743845, by emailing [childrensservices-finance@shetland.gov.uk](mailto:childrensservices-finance@shetland.gov.uk), or the website: <http://www.shetland.gov.uk/education/ClothingGrants.asp>

## **SCHOOL MEALS**

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

At lunch time the school canteen serve traditional two-course meals from 1220 to 1315. The traditional two-course meal costs £2.60. Salad and pasta boxes are available as are yoghurts, fresh fruit, sandwiches, filled rolls, fruit juice and milk. These items are individually priced.

Pupils entitled to **Free School Meals** receive a wallet-sized photo card from the School Office. Applications must be made annually. Information and application forms are available by calling Children's Services on 01595 743845, by emailing [childrensservices-finance@shetland.gov.uk](mailto:childrensservices-finance@shetland.gov.uk) or the website: <http://www.shetland.gov.uk/education/ClothingGrants.asp>

## **EDUCATION MAINTENANCE ALLOWANCE**

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

The direct link is:

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

## **SANITARY PRODUCTS IN SCHOOL**

In line with Scottish Government advice, free sanitary products are provided at AHS in both ground floor toilets, in the single toilet on the first floor, and from the Pupil Support department. Products can be taken at any time, including whole packets of supplies for weekends and holidays.

## **SCHOOL TRANSPORT**

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

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

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

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

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

## **SEAT BELTS ON SCHOOL TRANSPORT**

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

## **COMPLAINTS PROCEDURE**

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

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

If you feel the matter cannot be resolved at school level, you may contact Shetland Islands Council Children's Services on 01595 744000. The SIC Complaints Policy can be found at:

[http://www.shetland.gov.uk/comments\\_complaints/default.asp](http://www.shetland.gov.uk/comments_complaints/default.asp)

## **SCHOOL CHAPLAIN**

Currently our school chaplain is Rev Neil Brice. As part of his role, he helps the school to deliver religious observance, as advised by Education Scotland. Parents/carers have the right to withdraw their child from any such religious activity. If you wish to discuss this, in relation to your child, please contact their Pupil Support Teacher.

## **PARENT COUNCIL**

Anderson High School Parent Council exists to encourage the community to co-operate with the school in the education of the pupils and to provide a means for the expression of parents' interests and views.

### **Parent Council Members:**

Kenny Pottinger	Chairperson
Dawn Ratter	Clerk/Treasurer
Jim Anderson	Parent Member
Marianne Clark	Parent Member (Vice Chair)
Jerry Edwards	Parent Member
Vicky Gowans-Little	Parent Member
Carrie Macdonald	Parent Member (Vice Chair)
Gordon Mackay	Parent Member
Shona Manson	Parent Member
Rhona Nicolson	Parent Member
Hollie Shaw	Parent Member
Hazel Shearer	Parent Member
Edwin Irvine	Staff Representative
Shona Taylor	Staff Representative
Nick McCaffrey	Halls of Residence Team Leader and Co-opted Member
AHS Student reps	invited to attend

In addition, Ms Valerie Nicolson, Head Teacher, and local SIC Councillors also attend Parent Council meetings in a non voting capacity.

## **PHOTOGRAPHS**

From time to time, your child may be photographed in school. These photographs may be used to display activities around the school. In addition, photos may be used for school publications like the newsletter, or for publicity in the local press. On occasion, images may appear on the school website. Please let your Pupil Support teacher know if you do not wish your child to be photographed.

## **CCTV COVERAGE**

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

## **SCHOOL NEWSLETTER**

In September and March we publish a school newsletter and distribute a flyer to all pupils asking them to take home to parents/carers. The full newsletter can be viewed on the school website [www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk)

## **ANTI-BULLYING PROCEDURES**

Please do not hesitate to contact Pupil Support Teachers regarding any bullying matter. Our anti-bullying co-ordinator is Mrs L Moss (Principal Teacher of Pupil Support) but all Pupil Support Teachers are involved in supporting their groups of pupils.

You can find full details of the Shetland Islands Council Anti-Bullying Policy at <http://www.shetland.gov.uk/education/documents/2018Anti-BullyinginShetlandSchoolsSICPolicy.pdf>

## **SCHOOL IMPROVEMENT**

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

As part of this process, we invite parents/carers to let us know how we can improve our work.

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

## **ADVERSE WEATHER – SCHOOL CLOSURE**

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

BBC Radio Scotland, will provide local information.

SIBC, a 24 hour radio station, will provide regular local information up-dates. They also have a Twitter feed.

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

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

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

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

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

At all times, transport operators are in the best position to assess road conditions. They also have to prioritise their routes, including primary school runs.

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

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

In addition, the SIC Transport Planning Voicebank gives news of any disruption to school transport. This number is **01595 745743**.

## **INSURANCE**

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

## KEY PERSONNEL

If you wish to contact the school at any time, you may find the following names useful:

Ms V Nicolson, Head Teacher

Mr B Redman, Depute Head Teacher (Year Head for S5 & S6)

Mr P Robertson, Depute Head Teacher (Year Head for S3 & S4)

Mrs A Scollay, Depute Head Teacher (Year Head for S1 & S2)

Mr M Boxwell, Principal Teacher of Pupil Support (1E, 2E, 3E, 3F, 4E, 5E, 6E, 6F)

Mr A Johnson, Principal Teacher of Pupil Support (1B, 2B, 3B, 4B, 5B, 5F, 6B, 6G)

Mrs L Moss, Principal Teacher of Pupil Support (1A, 1F, 2A, 3A, 4A, 5A, 6A, 6H)

Mr P Regan, Principal Teacher of Pupil Support (1D, 2D, 3D, 4D, 5D, 5H, 6D)

Mrs F Spence, Principal Teacher of Pupil Support (1C, 2C, 3C, 4C, 4F, 5C, 5G, 6C)

Ms M Grant, Principal Teacher of Support for Learning

Mrs M Phillips, Principal Teacher of Support for Learning

Yours sincerely



Valerie M L Nicolson  
Head Teacher

<b>Term Dates 2020/21</b>	
<b>Term 1</b>	Monday 10 August – Friday 09 October 2020 inclusive (Pupils return on Tuesday 11 August 2020)  <b>October Holidays</b> Monday 12 October – Friday 23 October 2020 inclusive
<b>Term 2</b>	Monday 26 October – Tuesday 22 December 2020 inclusive (Pupils return on Wednesday 28 October 2020)  <b>Christmas Holidays</b> Wednesday 23 December 2020 – Monday 04 January 2021 inclusive
<b>Term 3</b>	Tuesday 05 January– Friday 26 March 2021 inclusive (Pupils return on Wednesday 06 January 2021)  <b>Spring Holidays</b> Monday 29 March – Friday 09 April 2021 inclusive
<b>Term 4</b>	Monday 12 April – Friday 25 June 2021 inclusive
<b>In-Service Days</b> Monday 10 August 2020 Monday 26 October 2020 Tuesday 27 October 2020 Tuesday 05 January 2021 Thursday 18 February 2021	<b>Occasional Holidays</b> Wednesday 27 January 2021 Friday 19 February 2021 Monday 22 February 2021 Friday 21 May 2021 Monday 24 May 2021

School Term dates up to 2022 are on our school website [www.anderson.shetland.sch.uk](http://www.anderson.shetland.sch.uk)

<b>Calendar of Events 2020/21</b>	
<b>August 2020</b> Monday 10 August Tuesday 11 August	In Service Day First day back for pupils
<b>September</b> Monday 07 September Thursday 24 September Tuesday 29 September	Careers Fair Family Learning Event Aberdeen University Representative – Parents' Evening
<b>October</b> Wednesday 07 October Monday 26 October Tuesday 27 October	S1 Parents' Evening In Service Day In Service Day
<b>November</b> Tuesday 10 November Monday 16 November Wednesday 25 November By end of November	S5/6 Reports out to pupils S5 Parents' Evening S6 Parents' Evening S4 Monitoring Reports posted to parents/carers

<b>December</b>	
Thursday 03 December	S1/2 Beanfeast
Saturday 05 December	AHS Christmas Coffee Morning
Monday 07 December	S3/4 Beanfeast
Thursday 10 December	S3 Reports out to pupils
Friday 11 December	Senior Beanfeast
Monday 14 December	Winter Reflections Artwork Display/Music Concert
By end of December	S1 Monitoring Reports posted to parents/carers
<b>January 2021</b>	
Tuesday 05 January	In Service Day
Monday 11 January	S4 Prelims start
Tuesday 12 January	S3 Parents' Evening
Thursday 14 January	S2 Information Evening
Tuesday 19 January	S4 Prelims end
Friday 22 January	S2 Reports out to pupils
Wednesday 27 January	Occasional Holiday
<b>February</b>	
Monday 01 February	S5/6 Prelims start
Wednesday 03 February	S2 Parents' Evening
Tuesday 09 February	S4 Reports out to pupils
Tuesday 09 February	S3 Information Evening
Thursday 11 February	S4 Parents' Evening
Friday 12 February	S5/S6 Prelims end
Tuesday 16 February	S5 Visit Day/Local Opportunities Event
Thursday 18 February	In Service Day
Friday 19 February	Occasional holiday
Monday 22 February	Occasional holiday
<b>March</b>	
By the beginning March	S5/S6 Monitoring Reports posted to parents/carers
Tuesday 02 March	S4 into S5 Information Evening
Monday 22 March	Seniors' Music Concert
By end of March	S3 Monitoring Reports posted to parents/carers
<b>April</b>	
Monday 26 April	SQA Exams start
Wednesday 28 April	S1 Reports out to pupils
<b>May</b>	
By beginning of May	S2 Monitoring Reports posted to parents/carers
Friday 21 May	Occasional Holiday
Monday 24 May	Occasional Holiday
Tuesday 25 May	New Timetable starts for S2, S3 and S4
<b>June</b>	
Wednesday 02 June	SQA Exams end for AHS pupils
Wednesday 02 June	Open Evening for new S5 pupils/Halls of Residence parents/carers
Thursday 03 June	New timetable starts for S5 and S6
Friday 04 June	S2 Sports Day
Friday 11 June	S3 Sports Day

Friday 25 June

Last day of term