

Westray Junior High School

Welcome Guide



It gives us great pleasure to welcome you to Westray Junior High School. This short Welcome Guide has been designed to share essential school information that will help pupils and parents ease into life at WJH.

We are very proud of our school. WJH pupils are given opportunities to achieve and be recognised not only academically but also in a wide range of vocational and extra-curricular activities.

School Contact Details

Address	Westray Junior High School Pierowall Westray KW17 2DH
Telephone Number	(01857) 677353
Website	http://www.westrayjuniorhighschool.co.uk/
Email Address	admin.westray@glow.orkneyschools.org.uk

Senior Leadership Team

Head Teacher	Mr Alasdair Harvey		aldasair.harvey@glow.orkneyschools.org.uk
Principal Teacher	Mrs Louise Harcus		louise.harcus7@glow.orkneyschools.org.uk
Office Staff	Mrs Caroline Kent		caroline.kent@glow.orkneyschools.org.uk
	Mrs Sarah Cowe		sarah.cowe@glow.orkneyschools.org.uk

School Day

Nursery	Primary	Secondary
Morning Sessions Mon- Fri 9.00 - 12.00	Mon - 09.50 - 15.15 Tues, Wed, Thurs - 09.00- 15.15	Mon - 09.50-15.45 Tues, Wed, Thurs - 09.00-15.45
Afternoon Sessions Mon – Fri 13.00 - 15.00	Fri - 09.00 - 14.25	Fri - 09.00 – 14.55

Home-School communication

We will always get in touch with parents as soon as possible if we are concerned about your child's behaviour, learning or progress. For pupils in the Primary School, we also write home at the start of every term letting you know what we will be learning about, and anything else exciting that is going on.

If there is anything you would like to talk to us about, the first point of contact would usually be your child's class teacher, however the Head Teacher, is always very happy to see parents as well about any issue.

Complaints

We hope that by staying in regular contact with parents and families we will be able to work together and avoid the need for things to get to the point where formal complaints are necessary. Please do get in touch with your child's class teacher, or the Head Teacher, if there is anything worrying you.

However, if we do not manage to do this, our complaints procedure is as follows:

1. Please direct all complaints to the Head Teacher in writing in the first instance.
2. If you have contacted the Head Teacher, and do not feel that they have resolved the matter to your satisfaction, you can refer your complaint to the Director of Education at OIC.

Practical information

If children arrive by bus before 8.30am, Tuesday to Friday and 9.30am on a Monday, they must stay in their classrooms until 8.30 / 9.30am, when Mrs Rendall, our playground supervisor, will take them outside to play.

At break time in the primary, children wash their hands and then eat their snack before going out to the playpark where they are supervised by Mrs Rendall and one of our Janitors.

At lunch time they wash their hands before going to the dinner hall for their lunch. All children in Primary 1 to 3 are entitled to a free school meal, if they want it. Children having packed lunches and school dinners sit together in the hall before going out to play in the playpark or on the netball pitch.

Getting to and from School

In the Summer, primary children can take the school bus if they live more than three miles away from the school. In the Winter they can take the school bus if they live more than one and a half miles away. If your child is eligible for school transport you will receive a form from the school office to complete.

Primary children are taken out to the playground at the end of the day by their teachers. They either get on the bus, or they go to the car park to meet their parents. If your child is going home in a different way to usual, please let the office know, and we will make sure that they know what they are supposed to do at the end of the day.

We do not recommend that children cycle to or from school by themselves until they have passed their bikeability test.

The school finishes at 3.15 for primary pupils who are transported home. The buses all come back in time then for 3.45 for secondary school ending.

For pupils travelling to and from Papa Westray, the bus collects these pupils from the school at 3.45pm to take them to the Pier. The bus then returns to collect the secondary pupils who go to the Westside. These pupils usually wait an extra 5-10 minutes. All other secondary pupils get the school bus as normal at 3.45pm.

Pupil Attendance

If you know that your child is going to be off school in advance, please let us know.

If your child is not well in the morning, please call the school office to let us know that they will not be coming in.

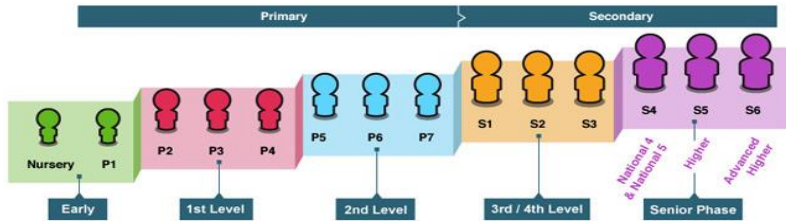
We will always make sure that children returning to school after an absence catch up with anything that they have missed.

Mobile Phones

Mobile Phones must always be switched off and out of sight in class unless permission has been given by the teacher for use in learning and teaching.

To ensure the safety, security and privacy of all in WJH, any pupil found to be taking unauthorised photographs, videos or recordings while in school will have their phone confiscated by the class teacher or head teacher and may be reported to the relevant authorities. All confiscated phones will be handed back at the end of the day and parents, guardians and/or carers will be informed.

The Curriculum - 1



By the end of their time in Nursery, most children will have been working at the Early Level of the Scottish Curriculum for Excellence. As they move to P1, children will be in a composite class with P2, but most of them will continue to do work at the Early level. The fact that they are in a composite class with P2 means that children can move up to the First Level when they are ready for it, whether that is towards the end of P1, or well into P2.

At the start of Primary 1 all of the learning is play-based, and children will find their time in school very similar to their experience in the nursery. In October, we begin to introduce slightly more structured types of learning, very gradually, into their day. However, much will remain play-based, as this is a great way for young children to learn!

In Primary 1 children continue to work across the eight curricular areas in the Curriculum for Excellence. In the Primary at Westray Junior High School, we divide those curricular areas into the following subjects:

Literacy and English, including reading, writing, talking & listening

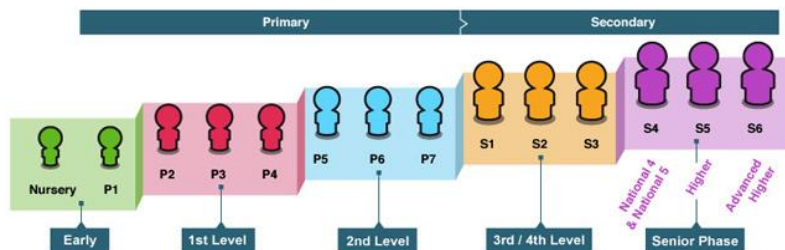
Numeracy and Mathematics

Art once a week, with Mrs Gibson

Music and PE once a week with our itinerant teachers

Project work, covering a range of curricular areas

The Curriculum - 2



In the Upper Primary, most children will have been working at the second level of the Broad General Education in the Curriculum for Excellence. As they move to S1, students will be in a composite class with S2. Most S1 students will start to work at the third level, but teachers plan their lessons so that students can still work at the second level if they need to, or be stretched with some work at the fourth level.

In S1-3 students continue with the Broad General Education phase of the Curriculum. This means that they continue to study subjects across the eight curricular areas. In Westray Secondary School, we divide those curricular areas into the following subjects:

English

Mathematics

Sciences (covering Chemistry, Physics and Biology)

Social Studies (covering History, Geography, Modern Studies and Religious and Moral Education)

Modern Languages - French

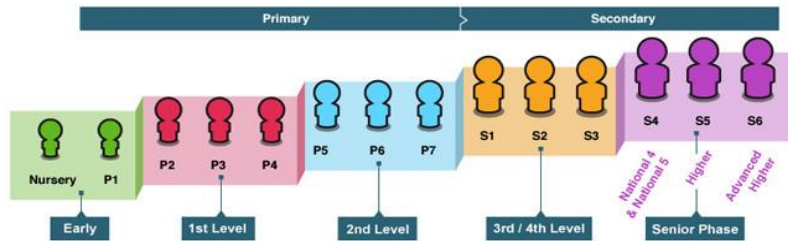
Expressive Arts (Art, Music and PE)

Technologies (Craft and Health and Food Technology)

Health and Wellbeing

It should be noted that some subjects such as Art, Geography, craft and HFT, are taken as options in S3 and continued in S4 at National 5.

The Curriculum - 3



In S4 students begin the Senior Phase of their education. There are an increasingly complicated range of qualifications students can do, and ways in which they can study for them. Students in Scotland typically study for 6 qualifications, from the following list:

National 4: this is the equivalent of the old *General pass* at Standard Grade. It is a Pass or Fail qualification, and there is no end of year exam - instead students sit a number of "unit assessments" in school, which are marked by their class teacher. If they fail to pass one unit, they can try again.

National 4 Skills for Work courses: these courses are designed to develop young people's employability skills for particular career pathways, and cover subjects like Construction, Hairdressing, Rural Skills or Childcare. We offer Early Learning and Childcare at Westray. Orkney College offers a broader range of Skills for Work courses, and students from Westray can attend College one day a week in S4 if they are interested in one of these courses.

National 5: this is the equivalent of the old *Credit pass* at Standard Grade. Students sit an end of year exam, and are given a grade from A to D.

SCQF level 5 and National 5 Skills for Work courses: these courses are similar to the Skills for Work courses above and are practical routes into particular types of employment.

Orkney College offer these courses in subjects like Maritime Skills, Coastal Navigation, Engineering and Computer Games Design.

As above, students from Westray can attend college one day a week to take one of these courses if they wish.

Highers and Advanced Highers: These courses are the next two levels above National 5, and if Westray students wish to continue with an academic pathway they will transfer to KGS in S5 and S6 to study for these.

School Handbook

More information can be found in the School Handbook available here.
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