Term Dates Session 2017/2018

<table>
<thead>
<tr>
<th>Term 1:</th>
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<tbody>
<tr>
<td>14 &amp; 15 August 2017</td>
<td>In-Service</td>
<td>School closed to pupils</td>
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<tr>
<td>16 August - 06 October 2017</td>
<td></td>
<td>School open to pupils</td>
</tr>
<tr>
<td>09 - 20 October 2017</td>
<td>October Holidays</td>
<td>School closed</td>
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<tr>
<th>Term 2:</th>
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<tbody>
<tr>
<td>23 &amp; 24 October 2017</td>
<td>In-Service</td>
<td>School closed to pupils</td>
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<tr>
<td>25 October - 22 December 2017</td>
<td></td>
<td>School open to pupils</td>
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<tr>
<td>25 December 2017 - 05 January 2018</td>
<td>Christmas Holidays</td>
<td>School closed</td>
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<tr>
<th>Term 3:</th>
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<tbody>
<tr>
<td>08 January 2018</td>
<td>In-Service</td>
<td>School closed to pupils</td>
</tr>
<tr>
<td>09 January - 30 March 2018</td>
<td></td>
<td>School open to pupils</td>
</tr>
<tr>
<td>31 January 2018</td>
<td>Occasional Holiday</td>
<td>School closed</td>
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<tr>
<td>23 &amp; 26 February 2018</td>
<td>Occasional Holidays</td>
<td>School closed</td>
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<tr>
<td>02 April - 13 April 2018</td>
<td>Spring Holidays</td>
<td>School closed</td>
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<tr>
<th>Term 4:</th>
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<tbody>
<tr>
<td>16 April - 29 June 2018</td>
<td></td>
<td>School open to pupils</td>
</tr>
<tr>
<td>25 &amp; 28 May 2018</td>
<td>Occasional Holidays</td>
<td>School closed</td>
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Delivery of Information to Parents/Carers

- Important dates and events are notified through school letters and newsletters. These can also be found on the school website.
- If you have supplied an email address the majority of communication will be sent home via email.
- If you have not supplied an email address letters will be sent home via your child’s school bag.
- Letters with permission slips or forms attached, that need to be returned to the school, will be sent home in school bags.
- Please check your child’s schoolbag nightly for information or letters.
- Please regularly check your emails for information from school.

Do your best in everything and lifelong learning will be your gift.
Useful Contacts:

| School Address: | Sound Primary School  
|                | Sound  
|                | Lerwick  
|                | Shetland  
|                | ZE1 0LY  
| Telephone      | 01595 744982  
| E-mail         | sound@shetland.gov.uk  
| Website        | www.sound.shetland.sch.uk  

Head Teacher:  
Mrs Ann-Marie Angus

Depute Head Teacher  
Mrs Gail McCulloch (P4-P7)  
Mrs Carol Nicol (ELCC-P3)

Clerical Assistants  
Mrs Linda Leask  
Mrs Julie Taylor (Mon-Thur 9.00am-1.00pm & Fri 9.00am-3.00pm)  
Mrs Shirley Hunter (Wed & Thur 12.30-2.30pm)

The following rules are introduced and encouraged:

**OUR GOLDEN RULES**

- Do be gentle
- Do not hurt anybody
- Do be kind and helpful
- Do not hurt other people’s feelings
- Do be honest
- Do not cover up the truth
- Do work hard
- Do not waste time
- Do look after property
- Do not waste or damage things
- Do listen to people
- Do not interrupt

There will be opportunities throughout the school year where parents/carers will be invited to visit the school and share in their child’s learning journey.

Please contact the Depute Head Teacher or Head Teacher if you have any problems or concerns at any time.

We hope your child’s time at Sound Primary School will be happy and enjoyable. We look forward to being part of your child’s learning journey, encouraging and challenging them as they learn the necessary skills and knowledge that allows them to develop as confident and successful learners.
Now For the Big Day Itself!

Your child will have met their teacher and classmates on the pre-school visits and will have spent some time in the classroom. Your child should therefore feel quite confident about starting school.

The teacher will welcome you into the classroom where you can settle your child at a table. We would encourage you not to stay too long in the classroom and to remind your child that you will see him/her at 12.55pm.

The infant classrooms are well resourced to provide an attractive, safe, learning environment. In addition to class work, children will have PE, music and art with specialist teachers. Additional Support for Learning staff may also support the work of the class teacher.

What Does Your Child Have To Bring?

A school bag (large enough to hold an A4 size folder) and a pencil case containing a good quality pencil, rubber, white glue stick and coloured pencils. Your child’s gym shoes, shorts and t-shirt should be kept at school; together with an apron or an old shirt for painting.

Pupils should not bring expensive or very special toys to school. The school cannot be responsible for such items should they get lost or damaged.

What Should Your Child Wear?

Children are expected to come to school well presented. Although there is no official school uniform, various styles of tops with the school logo are available from www.clothingattesco.com. The school earns 5% commission on all orders.

Please choose shoes that children can put on and fasten easily themselves.

Please put names on all items of clothing and footwear.

School Day for P1

Morning 9.00 am - 12.55 pm
Afternoon 1.40 pm - 3.00 pm
Morning Break 10.50 am - 11.05 am
Lunch Break 12.55 pm - 1.40 pm (when full time)

Primary 1 pupils will begin school on Wednesday 16 August 2017. From 16th-18th August, P1 classrooms will be open from 8.55 am and parents/guardians are encouraged to drop off their children at this time. Thereafter the normal start time will be 9.00 am.

Please note for the first three weeks Primary 1 children only attend until 12.55pm. Full time attendance will start on Monday 4th September 2017.

During the first week, 16-18 August, parents/carers are asked to wait for their children in the coat peg area at the end of the day. During the following two weeks, 21 August - 01 September, the P1 teacher will take your child out to meet you at the main infant door.

If at any time you have a query or a problem, please contact the school office where your enquiry will be dealt with accordingly. Appointments to meet with a member of staff can also be made through the school office.

Emergency Contact

Please keep the school informed of any change of address or telephone number, including work phone number. It is very important you give us a phone numbers of an emergency contact in the event of school staff not being able to contact you during cases of illness, accident or school closure.

Gulberwick Bus Arrangements

There is no school bus at 12.55pm, so for the first three weeks your child may travel on the morning school bus but will have to be collected from school at 12.55pm. When children are at school a full day they can travel home on the bus to Gulberwick. The children wait in their classroom until they are collected for the bus.
Parking at Sound School

The car park accessed from the South Road is for the Use of staff, delivery vehicles, disabled access, and emergency services and is not to be used to pick up or drop off pupils. There is a drop off point in the middle wing car park and parking areas around the Oversund Road area of the school.

School Crossing

There are patrolled crossings on the main South Road and Oversund Road. The Crossing Patrol Attendants are on duty before school and at the end of the school day. Please note that if a child is going home at lunchtime they must be collected from and returned to the school office; where they will be signed in and out of the school.

School Security

The school has a security system in operation. All external doors are locked whilst pupils are in class. Pupils arriving late and visitors to the school can gain access through the main school entrance. All visitors must report to the main office on arrival.

Punctuality

You should make sure your child arrives at school on time. School doors open at approximately 8.40am and the children are allowed inside the cloakroom.

We ask that you do not send your child to school too early, as supervision cannot be guaranteed before that time.

Collecting Your Child during School Hours

If a child has a medical or other appointment during school hours the class teacher or school should be informed. On arrival at the school parents/guardians must report to the school office before collecting their child for an appointment and note that their child must be signed both out and in.

Snack Time

Children are welcome to bring their own snack from home. Water should only be carried to school in leak-proof plastic bottles. Fizzy, energy drinks are not permitted. Alternatively, your child may choose to buy a healthy snack from the snack trolley. Prices range from 5p - 40p.

Milk is available before playtime each day, at a cost of 90p per week. Milk should be paid for at the start of each term. You can do this online at www.shetland.gov.uk/payments or by cheque or cash sent to the school office.

Playtime 10.50am – 11.05am & 12.55pm – 1.40pm

Children are supervised by Playtime Supervisors both inside school and in the playground. When the weather is suitable we encourage all children to play outside. Parents/Guardians may request that their child remains indoors due to medical reasons. On such occasions, a letter detailing the reasons for a pupil to stay indoors will be required.

School Lunches

For those children opting to take school meals the canteen will provide two choices; one choice will always be a baked potato with a filling, the filling will change from day to day. Children can choose between the meal on the menu or the baked potato when they are at the servery. Menus are available on the school website www.sound.shetland.sch.uk. Parents/carers will opt for their child to have school meals for the whole term or to have packed lunches for the whole term. There will not be an option to change during a term. Parents/carers must inform the school at the end of term if they wish to change the lunch option for their child for the following term.

School lunches are served in the dining hall. Supervisors are on hand to help the children cut up any food, however, you can help by making sure your child can use cutlery and by encouraging them to eat independently.

Children having a home lunch must be collected by an adult and signed out at the school office then signed back in on their return.

School Meals are currently free for all Primary 1, 2 & 3 pupils.