

# Carmondean Primary School Newsletter 1

August 2017

Dear Parents/Carers,

## **Welcome back**

Welcome back everyone and a warm welcome to new staff and pupils who have now joined Carmondean Primary. We are delighted to see all the children back looking smart in their school uniforms and even more so with everyone wearing the Carmondean colours, navy and white. We all work hard to make sure the children wear the school uniform and your support with this is much appreciated. Please ensure that all items of clothing are named as this makes it easier to trace lost clothing.

The children and teachers are working hard over the first two weeks to establish their class charter and rules to create the right environment within which children can best work to achieve their potential in all areas of their development. Also, during the first two weeks, each class is learning more about wellbeing indicators and the principles associated with Rights Respecting Schools.

## **Communication**

Our updated Communication Policy will be issued shortly. Please take a moment to read this to ensure you are aware of the number of ways in which we communicate with you and how you can contact us. Please note the final bullet point of the policy which details an additional way of finding out more about the variety of experiences the children are given across all stages.

## **New Telephone System**

Over the summer a new telephone system was installed. When you call the school you will hear a recorded message asking you to either press 1 to report your child's absence or to press 2 if you wish to speak to the school. Please note that when you press option 1 you will be required to leave a message regarding your child's absence. The office staff will attend to the message option before 9.30 am.

On the very rare occasion our telephone system goes down you can contact us via email at [wlcarmondean-ps@westlothian.org.uk](mailto:wlcarmondean-ps@westlothian.org.uk) or use the text messaging service on 07860049699.

## **The Office Staff**

As always, Mrs Wotherspoon and Mrs McLean are very busy, in particular, first thing in the morning. Please ensure that your child/children has/have everything they need for school before they enter the building. At times, many parents gather at the school office handing things in which children have forgotten and often the ladies are overwhelmed with delivering forgotten items. Money for lunches, milk, etc. should also be given to the children for payment at class collections rather than the school office. In addition, it would help if exact money is handed in to the Office as there is very little change to give out each day. Banking is done on a daily basis and so there is no availability for change to be given first thing in the morning. If you have not yet taken advantage of the online payments system that was introduced last session then by signing up you will no longer have to search for the exact amount for lunch money. iPayimpact offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week – safe in the knowledge that the technology uses the highest internet security available. Please contact the School Office to receive your unique iPayimpact Account activation details.

## **Pupil Support Workers**

This session we have 8 Pupil Support Workers who work alongside the Class Teachers. Their remits are long and varied ranging from working directly with children, preparing resources to supervision in the playground. They are an integral part of the Carmondean Community and are very much valued for the work they do. This session we welcome Mrs McMillan to the team. Primary 1, P2/1 is supported by Mrs Drummond, Primary 2, P2/3 is supported by Mrs Scott. Mrs Spence and Mrs McMillan work alongside the Primary 3 Class Teachers. Mrs Dudgeon supports Primary 4 and Mrs Shiach works in Primary 5. Primaries 6 and 7 are supported by Mrs Smith and Mrs Harding.

## **Parent/Carer Calendar**

The parent/carers calendar will be available from the Office at a cost of £1 from Tuesday 29 August. Despite trying to keep to the set calendar dates there will inevitably be changes and most of these changes are necessary for the smooth running of the school.

## **Email Addresses**

The majority of parents have provided the school with their email address so that any letters, notices, newsletters etc can be sent to you electronically. However, there are some parents who have yet to let the Office know their address. If your email address has changed or you haven't given it out, please contact the Office. If you have received this newsletter electronically then we have your correct contact details.

## **Staff news**

We welcome on to the staff team two new members of staff who we feel have been part of the staff team for much longer than a week. Mrs MacNeil joins us as a Nursery Nurse within the Nursery and Mrs McMillan joins the Pupil Support Worker's team. I am sure that over the course of the next few weeks you will take the opportunity to welcome them to the Carmondean Team.

## **School Self Evaluation Summary 2016-17 and School Improvement Plan 2017-18**

A copy of our report to parents/carers on our Progress and Future Developments was sent out to all families this week. If you did not receive this, please contact the School Office, who will send you another copy. In summary, the areas for development for the school for session 2017-18 are as follows:

- Area for Development 1: Raising attainment for all.
- Area for Development 2: Improvement in Literacy for all.
- Area for Development 3: Improvement in Numeracy for all.
- Area for Development 4: Improvement in all children and young people's wellbeing.
- Area for Development 5: Improvement in employability skills and sustained positive school leaver destinations for all young people.

## **Parent/Carer Information Evening for Residential Trips**

In the past we have held an information evening for our residential programme in September. This session we have changed the format whereby there will be individual information sessions run

approximately 2 weeks before the children leave. This change is to give you the most up to date information prior to the children going on a residential. The dates are as follows:

P6, Dalguise and P5, Lendrick Muir residential information meeting: **Wednesday, 21 February 2018, 6.00pm.**

P3, Low Port and P4, Auchengillan residential information meeting: **Wednesday, 11 April 2018, 6.00pm.**

P7, France residential information meeting: **Wednesday, 18 April 2018, 6.00pm.**

### **After School Clubs**

After School Clubs will go ahead as usual this session and letters will be sent out nearer the time. Please look out for these in school bags. It is very important that parents and children read and comply with club rules, in particular ensuring that children attend clubs regularly and that if they cannot attend the school is informed. Like last session the Clubs will run over two terms and each block will run for six weeks. To ensure the children have access to the full six weeks we are excluding Mondays for the majority of After School Clubs. The first block will start on Tuesday 24 October for six weeks. The second block will start on Tuesday 16 January and will also run for six weeks. Please note that the second block will have a two week break, week beginning 5 and 12 February, to allow for parent consultations and the February holiday. Please note that, like last session, some of the Clubs will run out of sync with the rest of the Clubs, for example, the Homework and Football Clubs.

### **Annual Data Check Forms**

These will be sent home by pupil post in the next week. Please ensure that the information is checked and signed before returning them to school. It is very important that we are aware of any medical information in relation to your child.

### **Medication**

In the event your child/children have to take any form of medication in school a form needs to be completed giving us details of the medication, the condition it is treating and your permission for it to be administered. Because there are so many medications treating a variety of conditions we are required to use the correct form for you to complete. All forms are available at the School Office and the staff will guide you through the process if required. Please do not send your child to school with any form of medication or hand the medication to a Class Teacher. All things medical must come through the Office. Your cooperation with West Lothian's Medication Policy is very much appreciated by all staff. All medicines which were sent home at the end of last session should be returned to school with a new form completed if they are still required to be taken.

### **Lunch Money**

A reminder that lunches are £1.97. Please ensure that your child has the correct money. Lunches can be paid for daily, weekly, monthly or termly. If paying by cheque please write your address on the reverse of the cheque. Alternatively, you could take advantage of the online payment system which was introduced to all West Lothian Schools last session. For more information, please contact the school Office.

### **Healthy Tuck Shop**

Our Healthy Fruit Tuck Shop is doing really well with a good number of children buying fruit regularly. The cost of fruit is 30p. Most pupils are also bringing water to school, which is worthwhile too. Please support us by providing a bottle with your child's name clearly marked on it every day. As part of the Scottish Government push on Health and Wellbeing and our own concerns for the health of our pupils,

no sweets are sold in school and we hope you will support us further by ensuring that packed lunches and snacks are as healthy as possible and do not include fizzy drinks.

### **Breakfast Club**

Ms Mercado, Mrs Steel and Mrs Shepherd continue to work hard to make the Breakfast Club an enjoyable experience for the children who attend. This is open to all children and is free of charge. The club starts at 8.15. Entrance to Breakfast Club is through the Primary 6/7 entrance door.

A free Breakfast Club runs for all children who attend the morning session at Nursery. This provision begins at 8.10.

### **Educational Excursions**

In the past you were asked to complete one EE2 form, Parental/Carer Agreement form, at the beginning of each session. This will go ahead again this session but will only be relevant for all outings which can take place within and around the school environment. For all other educational outings, for example, sports festivals, theatre visits etc, which will involve taking the children further afield, an EE2 form will have to be completed for each individual trip. This is to ensure that all details are relevant and up to date and reflects West Lothian Council's School Excursion Policy.

### **Parent Assemblies**

Please note that ALL parent assemblies will be held in the large School Hall. Each assembly will start at 9.10 for P1-3 and 11.30 for P4-7. In addition to sending out letters informing you of when these assemblies will take place they are included in the parent/carers calendar which is available to purchase from the Office.

### **Parents Helpers**

If you have some spare time during the week and would like to work with the children and alongside the staff please contact the school. We are always on the lookout for parents to help us on a regular basis and your help would be appreciated. Please speak to a member of the Office staff and they will issue you with a Disclosure Scotland form to complete prior to working alongside the children.

### **Flu Immunisation Programme Session 2017-18**

Flu vaccination will take place in school on Wednesday 8 November. Letters will be sent home soon giving you more information about the programme. If you wish your child to be immunised please complete the form and return it to school to ensure your child receives the vaccination.

### **Primary 1**

This year we have 50 children in Primary 1. From the outset they were raring to go and they are already well settled and following the everyday rules and routine of school. Their next challenge is being in school all day and facing the excitement of their first school lunch. Well done to the boys and girls in Primary 1.

Thank you for your continued support.

Yours faithfully,

Gillian Millar  
Head Teacher

## Dates for your Diary

### August

- 28 Primary 1 children in all day, 3.20 finishing time, 12.30 on a Friday
- 30 Meet the Teacher Nursery and P1-7, 4.30-5.30
- 31 Primary 1 photograph for the West Lothian Courier

### September

- 12 School Photographer – all individual school photographs
- 13 School Photographer – all individual nursery photographs and family groups
- 18 September holiday
- 19 Staff In service day
- 20 Pupils return
- 29 Please return Data Check forms sent home by pupil post

### October

Week beginning 26 September – Harvest food donations to be sent to school

Week beginning 10 October – Book Fair

- 11 Parent Consultations School and Nursery 5.00-7.30
- 12 Parent Consultations School and Nursery 4.00-6.30
- 16-20 October holiday
- 23 Staff In service day
- 24 Pupils return  
After School Clubs begin
- 26 PSA Halloween Party/Disco P1-3 5.00-6.30, P4-7 7.00-8.30