



Welcome to Carmondean Primary



We are very pleased to welcome all our new pupils and their families. We are delighted that you have chosen Carmondean and look forward to working in partnership with you.

At Carmondean, we embrace the values of **RAIN**: **R**espect, **A**chieve, **I**nclude, and **N**urture, which guide our school community.

We hope this leaflet provides everything you need to know about starting Primary 1 at Carmondean and offers a glimpse into how these values shape the learning journey.

Warmest wishes

Miss Millar, Head Teacher & the Staff Of Carmondean Primary

What does my child need?

- School uniform ensuring it is labelled
- A change of outdoor shoes
- Warm jacket (labelled)
- Filled water bottle (labelled)
- A healthy snack for break time
- School lunch ordered on iPay or a packed lunch from home
- School bag
- Pencil case with pencils, rubber, sharpener, small ruler, colouring pencils, etc. (We will also provide these items if needed)



School Lunches

All children from Primary 1 to Primary 5 receive a free school lunch. Lunch is ordered in advance by you through iPay. You will receive your log in after enrolment. Until this system is set up children can order their lunch in class in the morning. You can find the lunch menu here.

<https://www.westlothian.gov.uk/article/32158/Nursery-and-School-Meals-Menu>

Milk

Milk is paid for at the start of each term. An email will be sent out at the end of each term for the next term with details of price and how to pay.

Entitlement to free school meals and milk & uniform grants.

<https://www.westlothian.gov.uk/article/43281/School-Clothing-Grants-Free-School-Meals-Milk>

Breakfast Club

Breakfast Club is open 8:15-8:30am. It is free and you do not need to pre-book.

At 8:30am the children will be taken to the playground with our Pupil Support Workers.

Forms to be completed:

Admission Form:

<https://forms.office.com/e/hPT017PHjc>

Photographic permission:

<https://forms.office.com/e/cfp5ujeNN2>

Primary 1 Seesaw:

<https://forms.office.com/e/g7GwBZm1ci>

Medical:

<https://forms.office.com/e/BGAgCRLJDL>

All about Me: Supporting my transition into Carmondean Primary

<https://forms.office.com/e/Lp65yaqLiU>

Absences

Please phone 01506 280281 or email wlcarmondean-ps@westlothian.org.uk by 9:15 am on the day of absence. If you call out with office hours, please leave a voicemail. A failure to report a child's absence results in initially you receiving a group call text and then is escalated through the council's safe arrivals policy.

Lateness

If your child is going to be late, after 8:55am, they should enter through the front office. Please advise the office if your child will be late so that a lunch can be ordered for them if they require one.

Appointments

If your child has an appointment and needs to leave school early, please call or email the office to arrange. Please collect your child from the main office.

Term Dates

<https://www.westlothian.gov.uk/article/81418/School-Terms-and-Holidays-2025-2026>

Parent Council/PSA

[Facebook](#)

Simply Play After School Club

[Simply Play | Childcare in West Lothian | After School Clubs](#)

Carmondean Pantry and Pre-Loved Clothing Store



School Handbook

[ELC – P1 Transition 2025 – Carmondean School Blog](#)

Starting P1 Leaflet

[ELC – P1 Transition 2025 – Carmondean School Blog](#)

Social Video

You can watch this video about starting Primary 1 - https://youtu.be/j3Sp_n4TAVI

Structure of the School Day

Breakfast Club	8.15am
Start of School Day	8.55am
Safe Arrivals	9.15am
Break	10.30am
Lunch	12.15pm
End of Day Mon-Thurs	3.15pm
End of Day Fri	12.25pm

Communication

- Carmondean Communication Table & Strategy : [ELC – P1 Transition 2025 – Carmondean School Blog](#)
- Website: <https://carmondeanprimary.westlothian.org.uk/>
- School office: wlcarmondean-ps@westlothian.org.uk
- School Office Number: Monday – Thursday: 8:15am – 4:00pm and until 1pm on a Friday: 01506 280281

The Journey to Primary 1

On the page below you will find a calendar of events for all children starting Primary 1 in August. This transition calendar shares the events that we run in school, including a chance to play in the classrooms during a session in the holidays. A video is also be shared with you which you and your child can watch and our class teachers will be a part of the video.

Please be assured that we are flexible with our transition and if your child requires an enhanced transition in August with shorter days or earlier/late start times, we can accommodate this on an individual basis. Please get in touch by email or speak to one of the school staff on transition days if you feel this may be beneficial.

P1 Transition Calendar

November 2024 onwards	Our Primary 6 pupils support Literacy within our ELC on a weekly basis. Our Early Years Practitioners closely observe the relationships that are formed during this time and this helps us match up children for our P1-P7 buddy programme. Every P1 will be allocated 1 or 2 buddies to support them through their first year at school. If your child does not attend our ELC we will discuss this with their current ELC and match them as we see fit.
Wednesday 14 May 4 week block (sign up required if interested)	We are running a 4 week block of family learning sessions. These sessions will be fun, interactive and look at how we teach literacy, numeracy and health & wellbeing within P1 at Carmondean. The group will be held within our Support for Learning base from 2.00-3.00pm on a Wednesday and you can find the 4 dates below. Parents/carers must sign up by emailing wlcarmondean-ps@westlothian.org.uk . Please let us know the name of the adult attending and your child's name. (14.05.25, 21.05.25, 28.05.25, 04.06.25)
Thursday 29 May 3.45pm-4.30pm	All parents/carers and their children are welcome along to visit our classrooms on Thursday 29 May from 3.45pm-4.30pm. Our leadership team will be on hand to answer any queries and it will be a fantastic opportunity to see our classrooms, playroom and resources.
Friday 6 June 11.00am-12.00pm	All parent/carers are welcome along to Carmondean Primary at 11.00am for a short presentation about our school and what you need to know before your child starts (please note, the presentation should last no more than 30 minutes). Your child is invited into their P1 classroom during this time and will meet their teacher. Once the presentation is finished, your child's teacher will bring them to the hall to meet you and say hello. Our P7 buddies will be there to hand over your transition pack which includes forms that require completion before August and our video tour.
Wednesday 11 June 11.15am	All children are invited along to our dining room with one adult to experience our lunchtime routines. Information has been emailed to you regarding this.
Thursday 12 June 9.30am-10.15am	All children are invited along, <u>without their parent/carer</u> for a 45 minute visit to their new classroom from 9.30am-10.15am. Their class teacher will read a story, support an activity and take the children into the playground to play. If your child attends our ELC at this time, we will take them to their classroom. If they do not, please drop off and collect your child from the office entrance.
Monday 16 June 2.00pm-2.45pm	All children are invited along, <u>without their parent/carer</u> for a 45 minute visit to their new classroom from 2.00pm-2.45pm. Their class teacher will read a story, support an activity and take the children into the playground to play. If your child attends our ELC at this time, we will take them to their classroom. If they do not, please drop off and collect your child from the office entrance.
Tuesday 5 August 10.00am-10.45am	Biscuits and Blether! Children and their parents/carer are welcome into our P1 classrooms for a play. There will be tea/coffee and biscuits for the adults to enjoy while the children play. Please note, your child's class teacher will not be there during this session and it will be led by our Depute Head Teacher and Early Years Officer.
Wednesday 13 August 9.00am-3.15pm	All children will start school on this day. Children are encouraged to arrive between 9.00-9.15am at the lower school gate. ELC staff will be there to welcome your child. Your child will be dismissed from the central playground gate at 3.15pm Monday – Thursday and 12.25pm on a Friday. As of Thursday 14 August children should arrive between 8.40am-8.55am as this is our normal start time. Registers are taken at 8.55am.