

Broughton Primary School

August Newsletter 2017



Dear Parents/Carers,

A big welcome back and welcome to all of our new staff and pupils. I hope you all had a wonderful summer holiday and found time to relax with your families. Thank you for sending your children back to school looking so smart, in their new school uniform. I am looking forward to getting to know our many new families this session and hope you all feel very welcome in our Broughton school community.

Parent Meetings:

We are having a 'Meet the Teacher' evening for P2-7 classes on **Tuesday 5th of September at 6.30pm** and on **Tuesday 12th September for P1 parents at 6.30pm**. A letter regarding these meetings will follow.

Our first Parent Consultations which will take place prior to the October holidays. This meeting will be an opportunity for you to discuss with the class teacher your child's individual strengths and areas for development. I do feel that it is important that this meeting is a dialogue between parent, pupil and teacher and so we would expect pupils to attend the consultations as they have done in the past.

Parent Consultations with your child will take place on **Friday 6th October 1-4pm** and **Tuesday 10th October 5-8pm**. Appointment slips will be issued nearer the time. Our second Parent Consultations will be in March 2018.

What Will My Child Be Learning:

You will continue to receive class newsletters in September, January and April detailing the learning that has been planned for your child's class.

Health & Safety:



At the start of each session I would like to take the opportunity to remind you about school procedures.



Morning Procedures- Each session we review our 'lining up, entering and exiting' the school building organisation and procedures in light of the configuration and the situation of allocated classrooms. You will have noticed the scaffolding has now gone from the playground. From **Monday 4th September** the children will be able to line up on both sides of the playground depending on the allocation of their classroom. This will allow us to update fire procedures and share with the children their new place to line up. We will continue to have soft start for our P1 pupils where they can come into the building when the door opens at 8.45 to allow them time to settle supporting their transition to school. From P2-7 all pupils will line up and be met by their class teacher and taken to their classroom each morning. In the back playground P4 and Language Classes will line up outside The Link and P5-7 will enter through the basement doors.

Punctuality-Please make every effort to have your child in the playground to join their line when the bell rings. The start of the school day is an extremely important time for pupils and it is in their best interests if they are able to start the day's learning in a calm, settled manner. We are instructed by the City of Edinburgh Council guidelines to record any lateness. Consistent lateness will lead to referral to the Educational Welfare Officer.

If you have personal difficulties over punctuality please contact the school to discuss any issues with myself or Ms Vacher.

Pupil Absence - If your child is unable to come to school due to illness or medical appointment, please inform the school office -

Tel: 0131-556-7028 before 9am. Within our telephone system we have a dedicated line to report pupil absences where you should leave a message detailing your name, your child's name and reason for absence.

School Procedures for unknown pupil absence - It is City of Edinburgh Council Policy that school must contact parents/carers if a child is absent and we have not been notified. Therefore you must ensure that you have called the school, or if we are required to call you and leave a message, please return the call as soon as possible. This procedure is in place to ensure the safety of all pupils.

Medical Needs - If your child has any long term medical needs please ensure you notify us and if the situation changes throughout the session.

Medicines - The City of Edinburgh Council requires that medicine should only be administered after the appropriate form has been completed and signed by a parent/carer. Please inform us at any time of any changes in your child's medical needs.

Allergies - We do have a number of children in school this session with a nut allergy. I hope you will support us in trying to be a nut free school.

Inhalers - From P4 - P7 inhalers will be the responsibility of the child. They will be in charge of their own inhaler and self administration. The spare will be kept centrally.

Head Lice - As it is no longer council policy to send out letters if head lice are detected in school, it is recommended by the Scottish Government that parents check their children's hair on a regular basis (at least once a week). Children who show no signs of head lice should NOT be treated with special shampoo.

Safety in School Grounds - Please do not drive into the school car park to drop children off, pupils and parents should not enter the school car park. The playground will be locked during school hours and so access to the school during the school day will be through the front gate and all visitors should visit the school office.

Visitors - If you are visiting the school, please call at the school office to collect a visitor's badge and sign in.

School Lunches:

We are now aiming to be a cashless school through the use of Parentpay. If you require a new activation letter for this service then please contact the school office. We currently have 20% of our school families using Parentpay. Let's hope we can increase this considerably by my next newsletter in September.

Please remember to send in all order forms (including free lunch orders) and payment to the office by the Wednesday for the following week. If any payments have to be made by

cheque then payment and forms should be enclosed in an envelope with the child's name and class and pupils should give this to the class teacher to avoid disruption at the office.

Lost Property:

Lost clothing continues to be a big problem. **Please ensure that your child's name is clearly marked on all items of uniform** and check regularly that you do not have someone else's.

Parent Council and PSA news:

The AGM will be held on Tuesday 29th August at 6.30pm in the school dining hall. All parents are welcome and we are always looking for new members, it is a really good way of getting to meet other parents and getting involved in your child's school.

Forms to return to school:

As at the beginning of any session there are a number of forms that need to be completed and returned to school. This session we have tried to send them out in one bundle, which will be issued to the children on Monday. You should therefore complete and return to school:

- Local Excursions EE2
- Photographs in school
- Milk order
- Volunteer Form



- ✓ **Monday 21st August: P1 Start Full Day**
- ✓ **Tuesday 5th September: 6.30-7.30 - P2-7 Meet the Teacher Evening**
- ✓ **Tuesday 12th September: 6.30 - 7.30 P1 Meet the Teacher**
- ✓ **Monday 18th September: Autumn Holiday- School Closed**
- ✓ **Monday 25th September - Friday 29th September: P7 at School Camp**
- ✓ **Friday 6th October: 1-4pm Parent Consultations**
- ✓ **Tuesday 10th October: 5-8pm Parent Consultations**
- ✓ **Friday 13th October: School closes at normal time for October Holidays**
- ✓ **Monday 23rd October: Staff Resume - In Service Day**
- ✓ **Tuesday 24th October: Pupils Resume**

I look forward to working with all of you in this new session at Broughton,

Kind regards,

Samantha Rushforth

Acting Head Teacher