

Broughton Primary School
August Newsletter 2018



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. If you have not yet visited our school website, I would encourage you to do so and also to sign up to 'follow' and you will then be notified of any new postings as they happen.

School Website : Broughtonprimary.org

School Twitter : @broughton_PS

School Refurbishment:

The programme of work to maintain and refurbish areas of the school and school building are now well underway. The necessary stonework repairs will continue and the playground has now been tarmacked in places. The school pool is currently closed as the upgrade work of the pool continues. The refurbishment programme inside the school has now begun with Room 18 and the Boost room currently closed. P4a have been relocated to Room 2 while their room is worked on. The school is going to look fantastic when it is all complete. It is a long programme of work for at least the next 18 months. Disruption to the life of the school will be kept to a minimum.

I would like to thank all my staff and contractors who have worked extra hard over the past week to get the school ready for the children's return. I would also like to thank all the Broughton families for their patience over the past few weeks. We were delayed getting access to the school after the holiday so the admin team and Senior Leadership Team are trying very hard to catch up with any enquires or emails. Can I please ask that you only contact us by email if it is something that you are not able to ask your child's class teacher directly. The school office will be open at:

8.50am – 3.45pm Monday

8.30am – 3.45pm Tuesday – Thursday

8.30am – 12.45pm Friday

The office will be closed on a Wednesday 1.15pm – 2.30pm. You will be able to leave a message on the school answering machine.

Scooters and Bikes:

During the refurbishment scooters and bikes can continue to be locked on the pods in the front playground and to any permanent fencing around the playground. Can I please ask that all vehicles are locked so that children cannot play on them during the school day.

Staffing:

Unfortunately I still do not have start dates to share with you regarding the new class teachers, as we are still waiting for the recruitment process to be completed. Meanwhile I can confirm the staffing for the following classes below:

P4a : Mr Gonzalez / Ms Mcintosh (awaiting completion of recruitment process)

P5b : Ms Herbert (supply) / Ms McCrinmon (awaiting completion of recruitment process)

P6b : Ms Weston and Ms Downie (supply) / currently recruiting class teacher

I would like to thank Ms Baillie who has been teaching P6b. Her time with us has come to an end earlier than expected as she has secured a position in Thailand.

I appreciate that this may appear to be an unsettling start to the school year but the staff are working hard with the support of the Leadership Team and their stage partner to make sure the children's learning is not disrupted.

Parent Meetings:

We are having a **'Meet the Teacher' event on Friday 14th of September**. A letter regarding this event will follow.

Our first Parent Consultations 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 **Wednesday 10th October 5-8pm and Friday 5th October 1-4pm**.

What Will My Child Be Learning:

You will continue to receive class newsletters in September, October, January and April detailing the learning that has been planned for your child's class. The first class newsletter will be issued on Friday 14th September at "Meet The Teacher" and by email.

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 builder’s compound has now been placed in the playground. This session P4 – P7 will line up in the back playground and be led into school each morning by their class teacher. P3 will line up in the front playground where they will also be met by their class teacher.

We will continue to have soft start for our P1 and P2 pupils where they can come into the building when the door opens at 8.45am to allow them time to settle, supporting their transition to school each morning. The Language Classes will line up outside The Link where they will be met by the Language Class team.

Punctuality-Please make every effort to have your child in the playground before 8.50am 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 a referral to the Educational Welfare Officer.

If you have personal difficulties that can effect punctuality, please contact the school to discuss this with myself or Ms Vacher. If your child’s class is in the Link you must report with them to the school office if you are late on arrival to school. They should not go straight into class.

Pupil Absence – If your child is unable to come to school due to illness or a 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 clear 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.

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 the school office 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. It is therefore very important that children do not bring nut foods to school. I hope you will support us in trying to be a nut free school.

Inhalers – From nursery – P3 inhalers will be kept in your child’s classroom by the class teacher and the spare centrally in the school. 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 inhaler will be kept centrally in the school. Please can you make sure you provide us with two inhalers, one for your child to carry or be kept in the classroom and one to be kept in the school office.

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. Head Lice are very difficult to eradicate so it important that all families take responsibility for checking their own child’s hair regularly.

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. The playground will close daily at 4.00pm so that the refurbishment work can continue. Access to the After School Club can be made through the front playground.

Visitors – If you are visiting the school, please call at the school office to collect a visitor’s badge and sign in. If you need to collect your child early you must notify the school office at the start of the school day so that this can be organised.

School Lunches :

School lunches can be ordered using the ParentPay service. If you require a new activation letter for this service, then please contact the school office. The deadline for **everyone** ordering on ParentPay is Wednesday for the following week’s lunch. If you have not ordered by ParentPay your child will receive a baked potato for lunch.

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. Lost property will be available at the school office on a Friday morning only if you are looking for a particular item.

Parent Council and PSA news:

The AGM for the Parent Council will be held on Wednesday 5th September at 6.30pm in the Link. 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. Information regarding the Parent Staff Association AGM will follow.

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 Wednesday 29th August. You should therefore complete and return to school in your child's bag as soon as possible:

- Local Excursions
- Photographs in school
- Data Capture form
- Medication (if required)



- ✓ **Monday 20th August: P1 Started Full Day**
- ✓ **Wednesday 29th August: Forms issued**
- ✓ **Wednesday 5th September: Parent Council AGM**
- ✓ **Monday 10th September: Maths and Numeracy focus week**
- ✓ **Friday 14th September: Meet the Teacher**
- ✓ **Friday 14th September: Class newsletters issued**
- ✓ **Monday 17th September: Autumn Holiday- School Closed**
- ✓ **Monday 24th September: P7 School camp and activity week**
- ✓ **Friday 5th October: Whole school parent/carer drop in**
- ✓ **Friday 5th October: 1-4pm Parent Consultations**
- ✓ **Wednesday 10th October: 5-8pm Parent Consultations**
- ✓ **Friday 12th October: School closes at normal time for October Holidays**
- ✓ **Monday 22nd October: Staff Resume – In Service Day**
- ✓ **Tuesday 23rd October: Pupils Resume**

I appreciate that this newsletter contains a lot of information, but it is important it is shared with you at the start of the school year. **If you would like a summarised version of this newsletter please contact the school office next week.** I look forward to writing future newsletters that celebrate the great learning and teaching that is taking place in school. Thank you once again to everyone for their support and patience over the past few weeks and I look forward to watching our school environment improve over the coming year.

Kind regards,

Samantha Rushforth and all the staff at Broughton

