

Low Port Primary School: Where you are given opportunities and leave with happy memories.

Newsletter August/September 2019

I can hardly believe we are already in week 2 and the summer holidays seem a distant memory! I would like to extend a warm welcome to our new families joining us in P1 and across the school. Apologies for the long newsletter – there is a lot to share at the start of the new school session!

RRS GOLD AWARD - What a way to end the term!!!!

Wow!!! What a successful end of term! We are absolutely delighted that we have received our **RRS GOLD AWARD!!!!**

Many thanks for all the wonderful support and commitment from all of our children, staff, parents/carers and our wider community partners, who have strived to promote the United Nations Convention on the Rights of the Child, linking these to our core school values. This underpins what we aim to achieve as a school for all our pupils.

Our sincere thanks and appreciation to the parents/carers and community partners who came along on the day to share their positive partnership work with our school, it was very much appreciated and valued!

We believe that a strong set of core values create a positive ethos where children are encouraged to be 'confident', 'honest', 'fair' and show 'respect', leading fulfilling lives, linking these values to the United Nations Convention on the Rights of the Child. Many thanks for all your support!

Staffing

We would like to welcome Ms Marisa Flecha working alongside Mrs Caroline Cameron in P5 this session. Mrs Fan has now returned to her family and post back in China. We hope to possibly have another Hanban teacher to work with us this year in teaching all classes about Chinese language and culture. I will let you know about this in due course if we have a positive outcome! I would also like to welcome Mrs Kay Leith to the office team. Mrs Leith will be working Tuesday to Friday in the office. Mrs Golding will continue to work Monday to Friday.

A reminder of staffing is as follows –

P1	Miss Smith
P2	Mrs McGilliard
P3/2	Miss Paton
P4	Miss Tully
P5	Ms Flecha / Mrs Cameron
P6	Miss Cuthbert
P7J	Mrs Johnston
P7C	Mrs Crawford

Senior Leadership Team - Jane Livingston, Head Teacher / Natalie McCartney, Acting Principal Teacher

Support for Learning - Mrs Henderson (Tuesday and Wednesday only)

Pupil Support Staff - Mrs Kerr, Mrs Morrice, Mrs Nicholls, Mrs McPhillips on Fridays.

Office staff - Mrs Golding and Mrs Leith

Communication with Parents and Carers and Contacting the school

We would like to remind all families that should they have any feedback or concerns to contact the office in the first instance. They can then direct your query appropriately. As the office team maintain records of communication, we would ask that parents/carers go via the office and do not contact staff directly.

I would direct you to the School Handbook for specific advice on Communication with Parents as well as the WLC Concerns/Complaints Procedure. The School Handbook is regularly reviewed and contains a wealth of information. You can find it on our school website.

Please find below the excerpt from the School Handbook on these topics:-

Communication with Parents

We use a range of ways to ensure that parents/carers are kept fully informed of the life of the school. We value parents' opinions and welcome you to contact us with any concerns, queries or suggestions.

- *Groupcall Electronic Mail - a group email system of communication with the primary parent/carer contact. This will be used to send out school information and newsletters and will also be used by the Parent Council and PTA/FLPPS. Paper copies will be issued to parents who have not opted for electronic mail.*
- *Newsletters will be produced monthly with essential information and school news for all parents, plus pupil friendly reading.*
- *Two parent contact meetings are held each school year to discuss pupil progress with class teachers. Outwith these times parents are asked to make an appointment should they have concerns e.g. pupil progress.*
- *Information about activities in school e.g. Shared Start/Finish times, extra-curricular clubs, curriculum events, permission letters for education visits etc., will be sent out to parents prior to the event.*
- *A 'Meet the Teacher' evening will be held at the beginning of the school year to give parents the opportunity to meet with their child's class teacher and hear about some of the work their child will be doing throughout the year.*
- *Regular opportunities for parents to see pupils engaged in learning will be provided throughout the year e.g. Shared Start/Finish Weeks, concerts, school shows, assemblies.*
- *School staff will share learning using Twitter on a regular basis for parents to access. This feeds to our school website, so you do not require a Twitter account.*
- *Updated Big Pictures will be sent home termly for parents to discuss with their child. These 'set the scene' for learning each term.*
- *The Head Teacher will report on school issues at Parent Council meetings.*
- *P1 - P7 Homework jotters are issued to all children. These are also used as a means of communication with parents.*
- *Learning Targets and profiling will be shared with parents/carers.*

- *Parents are supplied with a written progress report at the end of the school year. This will provide information about how each pupil is progressing across the curriculum. Parents are encouraged to respond to these reports.*

An Information Evening for parents of prospective P1 children will be held during November.

An intake meeting for families granted a place will be held in May with more detailed information about your child starting Primary 1.

Concerns / Complaints Procedure

We hope that you enjoy your association with the school and urge you to contact us with worries, concerns or complaints that you may have - remember we are only a phone call away.

If you have concerns or complaints regarding the service you are receiving, these can be addressed by contacting the Head Teacher in the first instance.

PTA, Parent Council and Education Trust Fund AGM

The Annual General Meeting of the Parent/Carer groups is on **Wednesday 18 September at 7pm** in the school hall. A separate Groupcall email will be sent out with details about this. All are welcome and we would love to see any parent/carers interested.

Parent helpers in school

Parent helpers are required to have current PVG checks in place and school must keep a record of these so that any renewals are in place. It would be much appreciated if parent helpers could let the office know the date of their PVG when they get this to allow us to maintain appropriate records. We welcome all parents who wish to help out into the school.

Meet the Teacher

Meet the teacher will be held on Wednesday 4 September 6pm - 7pm starting in the school hall and then moving to your child's classroom. This will offer families an opportunity to meet the new teacher working with their child(ren) as teachers set the scene for the year ahead. We look forward to seeing you there.

Health and Safety

Allergies

We have a number of children with severe allergies in school so it would be much appreciated if snacks containing nuts could be avoided at playtime or in packed lunches. It would also be helpful if you could remind your children at home, as we do in school, to avoid sharing snacks and lunch items due to allergies. Thank you for your help in keeping all of our children safe and healthy.

For these reasons, we are unable to distribute sweets, treats or cakes if it is a birthday. Please save these items for home.

Head Lice

May we please remind families to regularly check for head lice. Unfortunately these unwanted visitors often pass around easily in classes and regular checks are required.

Flu Immunisation

Our flu immunisation date allocated to us is Wednesday 19 November 2019. Letters have been sent home with further information. Please return to school by Friday 6 September 2019.

Access to Sanitary Products in Schools

There is some evidence to suggest that more than a quarter of people in education have struggled at some point in the previous year to access sanitary products. We know, too, that some girls and young women have had to miss school or skip classes because they didn't have access to products. The Scottish Government, local authorities and the university and college sectors have therefore committed to providing free access to sanitary products in all schools, colleges and universities in Scotland beginning from the new academic term. Further information can be found at www.young.scot/periods

Car Park Safety

For the safety of your children, we would ask that you do NOT allow children in any of the staff car parks. The safest route for children coming into school is by using the path from the Rose Garden, or in front of Low Port Centre, bearing in mind crossing at the bottom of the road.

Health Care Plans and Medication In Schools

Our office team have been working extremely hard to ensure that the medication and permissions to administer are in place for your children. We would ask that you complete the paperwork **ON THE DAY** as we are unable to give any medication without written consent. The office regularly checks expiry dates and will let families know where an expiry date is looming. We are unable to store 'just in case' medication for periods of time and this kind of medication should only be for the duration of a particular illness. Thank you for your understanding.

Contacting Your Child's Class Teacher

If you wish to have a word with your child's class teacher, please contact the office in the first instance. In the morning, teachers are often dealing with the children coming into school and cannot spend quality time with parents sharing concerns or updates. We also must be able to account for all adults in the building for both fire and security reasons. May we please ask that you report to the office and do not go into class directly or enter the school via any other door. Thank you for your understanding.

Playground Safety

In order to make our playground as safe as possible, all pupils have been asked to avoid slide tackles when playing football and have been reminded that football is a non-contact sport. On a daily basis, Pupil Support Staff inspect the grassy areas to ensure that these are dry enough for all children to play on safely. This is communicated to the children by a red / green card system in the porch entrance and verbally.

May we please ask that any dogs brought to school be tethered to the fence before entering the playground. **Dogs should not be brought into the school grounds at all.**

Should there be bad weather in the morning before school starts, please note that the P1 porch entrance will be opened from 8.40am to allow the children to come in early. Please do not arrive earlier than that.

Breakfast Club in the hall starts at 8.15am. Breakfast club and the office are not manned until this time. Pupils arriving before this time may not be able to access the school building.

Parents are reminded to avoid using the staff car parks wherever possible for safety reasons. These staff car parks can be very busy with staff from both school and Low Port Centre, as well as minibuses and taxis. It is much safer for children to be dropped off at the Regent Centre

Car Park and walked up via the Rose Garden. This includes the top staff car park for OOSC access in the mornings.

School Website

Our website link can be found at -

<https://lowportprimary.westlothian.org.uk/>

We will continue to set the scene for termly learning by sending home Sharing the Big Picture information for each class and using a Twitter feed to share learning in action on an ongoing basis. The Twitter feed can be seen on the website as well as by following us.

Party invites

Whilst we appreciate that our younger pupils may need some assistance in handing out party invitations, this can take up quite a lot of teacher time and present challenges for staff to deal with if invites are being handed out to only some children in a class. We would welcome parents helping their children to hand these out in the playground to enable staff to focus on learning and teaching. Thank you for your understanding.

Photography Permissions

West Lothian Council have a standard photography permission form. We would appreciate your support in completing these and returning them to school as soon as possible.

Junior Road Safety Officers

We are delighted to announce that our new P7 Junior Road safety Officers this term are Maya, Lewis and Flora. We would like to say a huge well done to everyone that applied and were interviewed, as the standard was SO high. Mrs McCartney is looking forward to working closely with them this session. They will update you with what they are up to you via Twitter, newsletters and their JRSO display. Well done to our JRSO's!

Family Learning - P1 literacy and numeracy workshop

On Wednesday 25 September there will be a P1 literacy and numeracy workshop straight after school in the P1 classroom. A creche will be in operation while parents and carers attend this session should they wish. This short session will allow you to see some of the approaches we use to teach literacy at the Early level. We anticipate the session should run from 3.20/3.30pm (as soon as we can get started) to 4.15pm.

Vertical Learning Groups (VLG)

Vertical Learning Groups will begin after the October holiday. These groups are formed across stages and are linked to our school improvement and pupil leadership plans so that all children have an opportunity to have a say in making our school even better. Staff are in the process of agreeing their VLG and preparing a slide to promote this so that children may make an informed choice in their preferred VLG. Once the themes for VLG groups have been decided we would be delighted to hear from any parent helpers who wish to assist!

Opportunities for Wider Achievement

At Low Port Primary School, there may be some extra-curricular opportunities offered during the course of a session either through our Active Schools Coordinator, music tutors, parents or

by some staff. Details of these are sent out to specific stages via Groupcall and places are allocated on a first come, first served basis. The choir is run by parents for children in P4-7 and has already started on Monday lunchtimes. If you have a particular skill or interest and you are keen to take this forward supporting the club with any extra-curricular club, we would love to hear from you. Details of any other clubs running will be issued as and when they arise.

Tuck Inn

P5 would like to remind children and that the Tuck shop is now open and has lots of different, healthy snacks for sale. These may include:-

Banana chips
panda bars
fruit bars
apples
apple rings

Upper School Arts and Crafts

In school, we have a number of painting overalls for arts and crafts. These tend to best fit our younger pupils. For arts and craft with our older pupils, it would be most helpful to have their own large fitting old t shirt or shirt that they can keep in school for wearing over school uniform. If this could be brought in by pupils as soon as possible that would be great.

Diary Dates

I have sent out separately an annual calendar with key dates for the whole school session identified for longer term planning at home. I hope you may find this of use. Please note that some dates may be added in as the session progresses so keep checking the newsletter, class update through Twitter feeds and Sharing the Big Picture and website calendar for updates!

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| • Tuesday 3 September | P7 rugby event |
| • Wednesday 4 September | Meet the Teacher 6-7pm |
| • Wednesday 11 September | P6 and P7 Risk Factory |
| • Monday 16 September | Holiday |
| • Tuesday 17 September | In Service Day |
| • Wednesday 18 September | FLPPS (PTA) and Parent Council AGM 7pm all welcome |
| • Wednesday 25 September | P1 literacy and numeracy workshop 3.20pm |
| • Friday 27 September | P7J assembly - P7J parents welcome |
| • Friday 4 October | P3 assembly - P3 parents welcome |
| • Wednesday 9 October | Parent Consultations 4.30pm -7.30pm |
| • Thursday 10 October | Parent Consultations 4.30pm -7.30pm |
| • Friday 11 October | END OF TERM - RETURN TO SCHOOL TUESDAY 22 OCTOBER |