

# WHITEHILLS PRIMARY SCHOOL

## 2019 – 2020



### Information for Parents/Carers and Pupils

#### SCHOOL HOURS

##### Primary

###### MORNING SESSION

9.00am - 10.30am

10.50am - 12.20pm (P1-2)

10.50am - 12.30pm (P3-7)

###### AFTERNOON SESSION

1.30pm – 3.10pm P1-2

1.30pm - 3.20pm P3-7

##### Nursery

###### MORNING SESSION

8.45 - 11.55am

###### AFTERNOON SESSION

12.20 - 3.30pm

#### SCHOOL UNIFORM

Thank you for the wonderful effort that has been made with school uniform. It is very much appreciated. The children look very smart and cheerful in their uniforms.

#### ARRIVING AT SCHOOL

Our playground is wonderful on dry days but it can be a miserable place on wet days. **On wet days, it is advisable that children arrive at school approximately 5 minutes before bell time as there is no shelter in the playground.** Similarly, those going home for lunch should remain at home until 1.25pm. *Your help in this matter would be much appreciated.*

#### SCHOOL MEALS

These cost **£2.10** daily for all P4-7 pupils. P1-3 pupils receive free school meals. All meals should be ordered via iPay. If you are not registered for this you will shortly be receiving a welcome instruction sheet to aid you in the process.

#### CONTACT DETAILS

Parents/carers are asked to ensure that telephone contact numbers, home, work and emergency contacts are kept up to date and are numbers where a response can be obtained in all normal circumstances. We will be sending our Annual Data check forms home in sealed envelopes for you to check and update contact and medical details. Please return these to school in envelopes to ensure confidentiality.

#### ART SHIRT / P.E. KIT/ CLOTHES LABELLED.

ALL children should bring an art shirt to be kept in school. An old adult shirt or T- shirt is ideal.

For taking part in PE activities children will need shorts, a tee-shirt and gym shoes (no football colours or strappy tops). Please send the kit to school in a named bag. Whitehills gym bags are available at the school office and cost £3. For taking part in outdoor PE children may come to school on that day dressed in dark track-suits bottoms/sports leggings, a plain polo shirt, a school sweater and trainers. Class teachers will notify you of the dates for outdoor PE.

**Please remember to label all children's clothes and PE kits at the start of all sessions.** Clothes which have no labels can cause a huge amount of disruption if lost and children cannot identify their belongings.

#### Medicine in school

Where ever possible, parents are requested to ask for prescriptions which can be administered out-with the school day. i.e. in the morning and evening or late afternoon. If children are required to take medication during the school day, please inform the office as a form will have to be filled out. If your child is on long term medication requiring administration by a member of staff, please notify the head teacher or depute head teacher and a medical protocol will be set up. If your child has asthma, please ensure two inhalers are in school and your child knows how to use them.

#### P1 PUPILS IN FULL TIME

P1 Pupils will be in school full time from Monday 26th August. Dinner information will be shared soon. P1 children and parents will be invited to stay for a school lunch on 21st August at 11.40am.

#### Homework

Homework is issued from Monday - Thursday each week and consists of reading, spelling, maths and other curricular areas. Some classes operate a monthly homework grid and they will send out information to explain this. All children should have homework signed by their parents/carers and input from parents is always beneficial.

## IMPORTANT PROCEDURES IF YOUR CHILD IS TO BE ABSENT

It is important to note that if a child does not arrive at school and there is no reasonable explanation provided for his/her absence then members of staff will be required to ascertain the whereabouts and safety of the individual child. In order to avoid causing unnecessary concern for staff and parents the importance of good communication between home and school cannot be over emphasised.

**Parents are asked to assist school staff in the manner detailed below:**

- If your child is unable to attend school through illness please telephone the school between 8.00 and 9.30am on the first day of his/her absence, there is an answering machine, so if this is on please leave a message.
- If you would find it more convenient to send in a note via your child's brother or sister or a friend that would also be acceptable
- If your child becomes unwell at lunchtime and is unable to return to school in the afternoon please telephone the school before the beginning of the afternoon session to inform a member of staff
- When you contact the school it would be helpful if an indication could be given as to the child's expected length of absence from school and the nature of the illness.
- On your child's return to school a note should be provided explaining the reason for absence and confirming the periods of absence from the school. The note should be signed and dated.

### Planned Absence

Parents are encouraged not to arrange family holidays during term time but it is realised that, in exceptional circumstances, this is unavoidable. In such cases, parents are asked to provide the Head Teacher/Depute Head Teacher with information of the dates when the child is to be absent from the school in good time. This will be recorded as an unauthorised absence.

- Except in cases of emergency, planned appointments for children to attend the dentist or doctor should be made outwith the school day
- When a child has a dental or medical appointment during the school day we shall assume they will be collected from school by their parents. If you are making other arrangements then a short note explaining them would be appreciated.

**JEWELLERY** For health and safety reasons no jewellery should be worn during physical activities. All children are advised to leave jewellery at home on these days to avoid valuables being lost.

**EAR PIERCING** — If new (*first six weeks*) and earrings cannot be removed please provide plasters/ tape to cover ears. This again is for health and safety reasons during PE. However, they may still be unable to take part in some aspects of the lesson.

### CYCLING TO SCHOOL

Children may cycle to school but they must be accompanied by an adult. Please contact the school office beforehand as we have permission forms that need to be signed. Please enquire at the office if you are interested.

### Calling at School

- For security reasons it is important that **all visitors and parents** report to the School Office in the first instance. You may be required to make an appointment to speak to a member of staff if they are unavailable.

### Valuables

Children are not permitted to bring large sums of money or valuables such as ipads/ipods to school but if this is unavoidable on occasions, please ask your child to hand them into the school office at 9.00am for safe keeping.

### Mobile Phones

Children are not allowed to bring mobiles phones to school. If due to exceptional circumstances/ emergency situations they need to, they must bring a note from a parent/carer to explain this and hand the mobile (switched off) to Mrs Low first thing in the morning. They will sign in their mobile and it will be locked away securely. It is the child's responsibility to remember to collect it at the end of the day.

**NURSERY** - Children should be prepared for all weathers every day as they spend a lot of time outdoors during each session.

### Dogs in the Playground

Please may I remind all parents and visitors that dogs (except guide dogs) are not allowed in the playground. This is Angus Council policy.

*Thank you for your co-operation*

*Mrs Coureen Peters & Mrs Elaine Gallon*

### ALLERGIES IN SCHOOL

We currently have Pupils who attend our Nursery and School who are known to have severe food allergies. **We request that Parents/ Carers provide safe PEANUT and TREENUT free snacks for their own children during school hours.**