



Kilmaurs Primary School  
Transition to Primary 1  
Parent/Carer Information  
August 2023



Dear Parent/Carer,

Welcome to Kilmaurs Primary School. We are delighted that you and your child are joining our community for this exciting new step and we look forward to working with you over the coming months and years ahead.

It is our aim is to make your child's transition to Primary 1 a happy, enjoyable time and the beginning of a successful and positive school experience with a love of lifelong learning.

However we do recognise that this can be an anxious time for both children and parents and I hope that the information contained in this pack will provide some practical advice and support as well as key information.

At Kilmaurs, we aim to work closely with parents and from the outset, I would encourage you to voice any questions or concerns you may have as your child moves towards their first day of school, as I want all children to come to school feeling happy and confident and ready to settle easily to learning and having fun.

At the start of the session, you will be issued with a data pack for you to complete and to return to the school office. It is extremely important that the information we hold about you and your child is up to date and accurate, please inform the school office throughout the school year about any changes. We always endeavour to store and use your data in compliance with GDPR regulations.

I hope these arrangements will help to make this transition smooth for everyone and that you are looking forward to this new chapter in your child's learning journey.

If you have any questions, please don't hesitate to contact me via the school office or via email.

I can be contacted on 01563 538388 or on [gillian.crawford@eastayrshire.org.uk](mailto:gillian.crawford@eastayrshire.org.uk)

Kind regards,  
Miss G Crawford

## Starting and finishing time arrangements for Day 1: Wednesday 21st August 2023 and thereafter



Primary 1 pupils will begin on **Wednesday 21<sup>st</sup> August 2023** at **9.10am** and will finish at **2.50pm**. This will be the starting and finishing times for the **Wednesday, Thursday and Friday of this week only**, thereafter 9:00am start and 3.00pm finish, in line with the school.

On the first day, please bring your child to the Primary 1 playground for the time noted above. The Primary 1 teacher, the Head Teacher and Depute Head Teacher, Mrs Robertson, will come out to the playground to welcome the children and accompany them into the building (thereafter, the class teacher will be there every day).

On the first day only, parents are welcome to come into the class and stay for 10 minutes to help settle their child, Miss Crawford and Mrs Robertson will be on hand also, to lend their support during this transition.

At 2.50pm, please collect your child from the P1 playground. Please stand away from the door as this allows all children and staff to see clearly the adults and it helps us in keeping all the children safe as they leave the building. Children will re-join parents/carers one at a time when the teacher has identified the adult picking up each child. We do not allow children to leave the playground unaccompanied.

### Playtime

Your child will have a break from 10.30 – 10:45.am and if you choose, please provide a small, healthy snack and a named water bottle which children are able to drink at any time during the day (plain water only). To allow staff to get the children ready in a timely manner, please put snack in the front pouch of the school bag where possible. Fruit is available at snack time for children to help themselves to.

### Buddies

The Primary 7 Buddies will help the children get ready for playtime, show them where to play and for an initial period they will play with them and help them settle into the routine of the playground. The P7 Buddies will do this for the first few weeks of term until the children are settled.



### Other Things To Know

Remember to name EVERYTHING and I mean EVERYTHING! There are many children in the class with the same jumpers, ties and polo shirts, and items can be easily misplaced. We do our best to help get items back to owners but we need your support. If items are named, they can quickly be returned to their owner. Please note, we have in the past had children in the wrong trousers or tights (a fabric pen has been gifted to you!)

If an item of clothing is misplaced then please check in our **Lost Property** which is located in the Community Room which is open from 8.45 am to 9.45am and 2.45pm to 3.15pm Monday to Friday.

## Health Promoting School

Kilmaurs Primary is a health promoting school and we are advised by the government to promote nutritional guidelines such as healthy snack and fresh water and to ensure daily access to the outdoors. Please ensure your child is appropriately dressed for rain, snow, sunshine or four seasons in one day! We encourage children to have spare socks for wet weather, hats and gloves for snow, sun cream for warm weather etc. They can keep them in their gym bag in the cloakroom.

We only keep children indoors in extremely cold or wet weather as it is healthy to play outside in the fresh air.

## Uniform

There is a school uniform which we expect all children to wear as it promotes a sense of school identity and belonging and it is easier for choosing clothes in the morning. May I again reinforce the message, **please label all items.**

**We always have spare items of uniform in school and are happy to give these out where needed** – please just get in touch!

white shirt/polo shirt

school tie

black skirt/trousers

black long/short trousers

blue cardigan/jumper

blue sweatshirt

black shoes

checked summer dress



School uniform can be bought in any major supermarket or from the National School Wear shop in Kilmarnock.

*We appreciate the cost involved in purchasing school uniform, please do not put yourself or family under pressure to purchase uniform branded with the school logo – school colours are enough and very much appreciated.*

## Gym (P.E.)

Your child will have 2 hours of P.E. per week and this will be delivered as planned and progressive learning experiences.

On P.E. days (these will be shared with you in August) please help the class teacher and your child by dressing with polo shirts rather than shirts and ties and Velcro shoes rather than laces. Shirts and ties may be worn on the other 3 days of the week.



## Gym Kit

Please label all items and keep in a labelled gym bag. Gym bags can be kept in class and then sent home at the end of each term for clothes to be washed and shoe sizes checked. Gym clothes should be; black shorts, slip on or velcro gym shoes and white polo shirt. Hair should be tied back on gym days.

## Jewellery

Please note, jewellery must not be worn for P.E (ear piercings should wait until summer holidays). Authority guidelines state staff cannot remove earrings, so we ask these are removed at home on P.E. days. If earrings are not removed, your child will miss out on this vital and fun area of the curriculum.

## First Aid, Medication and Emergencies



There are first aiders who deal with first aid incidents in school, scrapes and minor cuts are dealt with without informing parents but we always contact a parent/carer for head bumps.

If your child requires medication, please complete a medicine administration form available from the office. This should be handed into the office and clearly labelled. If your child requires an inhaler, please complete the same form and hand in your child's inhaler in a labelled Tupperware box to the office this will then be kept in the office or classroom.

Please ensure all your contact details are up to date. Please inform the office of any changes so we can contact you in an emergency.

## School Lunches

Primary 1-5 eat for free as part of a government initiative. School lunch consists of two courses with a choice of two hot meals or a hot/cold snack, a dessert or soup and a drink. Please go over the lunch menu each evening to help your child select what they would like to eat, as there is a slight difference from the ECC lunch menus. School Meals are cashless and pre-paid through Parent Pay, even though they are free to P1-5. Parent Pay log ins



are issued once the children start PI as they must be on our school system first but we will get the lunches ordered for the children in this interim.

Please note, all dietary requirements are catered for to meet pupil needs. Please inform us throughout the school year of any dietary changes.

### School Lunches/Packed Lunches

During the initial settling in period, your child will be accompanied and supported by staff.

If you choose for your child to have a packed lunch, please may we request this is healthy and **nut free (this includes nut based chocolate spreads and biscuits)**. Children will eat packed lunches with their friends at the table with the rest of the class. Please label packed lunch bags and containers clearly.

### Home Lunches

Children must be collected by an adult from the playground at the school office if they are going home at lunchtime. Lunchtime begins at 12.30. Pupils should return to the school office by 1.15 prompt.

### Milk

Milk is available every day for free as part of school lunch.

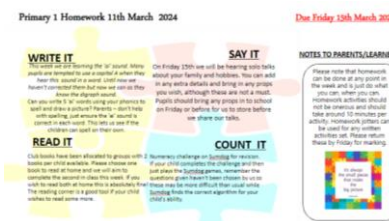


### Absences

We ask you to inform the office before 9:15am if your child will be absent, this will be shared with the class teacher. Absences for holidays during term time should be in writing to the Head Teacher and handed in to the school office.

### Homework and Reading

Your child will have some home learning tasks on a regular basis, these activities will be placed up on Learning Journals, so please check regularly. A homework jotter will be provided to complete any written tasks.



Please talk with your child about their learning and encourage them to adopt good routines of learning at home as this will support their classroom learning and allow them to make great progress. If you are unsure how to support your child's learning at home, please let us know and we can help you with this. We will be holding sessions for parents early in the new session to further explain what and how your child will learn and how you can help them at home.

### Promoting Positive Behaviour

At Kilmaurs we promote positive behavior through our School Values and our Code of Conduct, this ensures consistency of behavior across the whole school and applies to everyone at Kilmaurs Primary and ECC.

## Kilmaurs Values

Kind

Proud

Successful

## KPS Code of Conduct

Be Respectful

Be Safe

Be Proud

Be your best

Each class will also have their own ways to promote positive behavior, including rewards. Your child will be involved in creating a class charter to encourage an ethos of respect in the classroom.

### Things to think about!

- Kilmaurs is a nut free zone, (this includes nut based chocolate spreads and biscuits) please may we ask you respect the safety and wellbeing of others as some children and staff have allergies and can react severely.
- We do not allow toys to be brought in to school. Anything brought in must be kept in a school bag until home time, this includes playtime and lunchtime. Pupils will be invited to bring a toy from home on the last day of each term, this will be communicated on Learning Journals.
- If your child is going to bring money to school for any reason, please provide them with a named purse/wallet which they have responsibility for keeping safe in their bag.
- Please go to the school office to pass messages on to staff or make an appointment as teachers must promptly bring the children into school at 9:00am to begin teaching. Please note, all parent/carers or visitors must always report to the school office.



Please note, in the interests of security, parents are not permitted to enter the P1 classroom or school building via the playground door. Should you wish to speak with the class teacher or visit the classroom, it is school policy and procedure that all parents and visitors must report to the school office in the first instance, where the office staff will direct your enquiry.

I hope this information allays any concerns or queries you may have had. Should you require further information, please contact me via the office.

I can be contacted on 01563 538388 or on [gillian.crawford@eastayrshire.org.uk](mailto:gillian.crawford@eastayrshire.org.uk)

Kind regards,  
Miss G Crawford