

WELCOME TO



Mauchline Primary School

Information for Parents/ Carers
(Including School Holidays)

Session 2022-2023



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Contacting the School

If you wish to discuss an issue with a member of staff, please telephone first to arrange an appointment, or leave a message for a return call. Staff are not necessarily freely available to take a call or see someone and if you come to school without an appointment, it is unlikely that the appropriate person will be available to talk with you.

School Information	
Telephone:	01290 50306
E-mail:	eaMauchline.PS@eastayrshire.org.uk
Website:	Mauchline Primary School & Early Childhood Centre East Ayrshire site (glowscotland.org.uk)
Twitter	@MauchlineC
School Handbook:	Mauchline Primary School & ECC School Handbook (east-ayrshire.gov.uk)
School Day:	9:00 am – 3:00 pm
P1-7 Interval:	10:40 am – 10:55 am
Lunch	12:35 pm – 1:20 pm

Senior Management Team	
Head Teacher	Mrs Robyn Davidson
Depute Head Teacher	Mrs Susan Cross
Principal Teacher	Mrs Karen McKinlay
Acting Principal Teacher	Miss Jennifer Kirkcaldy

Class Teachers	
Primary 1a	Miss Sheridan Mair
Primary 1b	Miss Rebecca Craig
Primary 2	Miss Victoria Laing
Primary 2/3	Mrs Jacqueline Bryson
Primary 3	Mrs Jean Norman
Primary 3/4	Mrs Alana Bissland
Primary 4	Mrs Allison Burt
Primary 5	Miss Shannon Duffy and Mrs Karen McKinlay
Primary 6	Mrs Caroline Jamieson
Primary 7a	Mrs Lyndsey Murray
Primary 7b	Miss Emily Little and Miss Jennifer Kirkcaldy

NCCT	Mrs Annie Scarisbrick
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Support Staff	
Senior Clerical Assistant	Mrs Hazel Drummond
Clerical Assistant	Mrs Lesley McHarg
Classroom Assistants	Mrs Helen Stewart Mrs Helen Cooke Mrs Laura Blair Mrs Hazel Cousar
Janitor	Mr Leitch

School Attendance

Where possible all medical or dental appointments should be made outwith school hours. However, if your child has an appointment please put this in writing to his/her class teacher and collect / return your child from the main office for such appointments.

In particular holidays taken during term time are recorded as **Unauthorised Absence** on pupil records. Reasons such as *cost, parental holiday dates, weather conditions or availability of accommodation or travel arrangements*, are **not** considered valid reasons for holidays in term time. The Head Teacher cannot give permission for holidays taken during term time. The school does not provide work for holidays during term time.

Please inform the school by letter if your child is likely to be absent for some time and a note to be sent on his/her return confirming the reason for absence.

Absence from School

Schools are becoming increasingly vigilant about informing parents of absence from school. We operate a system where we will contact the main parent/carer of pupils for whom there is an unexplained absence after 9:30am. It is therefore very important for the safety of your child that;

- **If your child is absent from school for any reason please phone the school on 01290 550306 before 9:30am.**

Emergency Closures

In the event of an emergency affecting the school, East Ayrshire Council have well established procedures in place to cope with almost all situations:

- **Notification on School APP**
- **Group Texts will be sent out to parents/ carers to advise of an emergency.**
- **The Council's Communications Team work quickly to update the Council website, Facebook and Twitter with the latest developments and advice on what to do.**
- **The team also work closely with Westsound Radio (DAB 11B, MW 1035) and West FM (96.7, 97.5 and 106.7) and statements and updates are issued frequently.**

As parents/ carers, you are advised that before telephoning your child's educational establishment, you should first check the Council webpage, for news and announcements: www.east-ayrshire.gov.uk

You can also check the Facebook page: www.facebook.com/eastayrshire/ or, Twitter: East Ayrshire Twitter

Photographs

We use pupil photographs on Twitter and the school website, for the local newspapers and in other publicity materials. If you have any objections to this, and do not want your child to be photographed, please indicate this on the online Photographic Consent for Children and Young People online form.

ParentPay

Mauchline Primary School is a cashless school. Payment for ***school meals, school trips, tickets for school concerts etc.*** are now all paid through ParentPay.

All pupils have been given a letter with a Parents activation code and if you have not already registered – please do so now. If you have lost your activation details, or have any problems activating your account, please contact the school office.

If you do not have access to the Internet and wish to pay for ***school meals, school trips etc.*** please contact the school office who will give

you information on how to pay cash by Paypoint at local convenience stores.

Expansion of Universal Free School Meals

In January 2022, free school meals were introduced for P5 children. This means a two-course meal is provided to all children from P1 to P5.

Information regarding the roll out of free school meals to the remaining year groups (P6 and P7) will be provided in 2022.

Note: **Free School Meals (FSM)** and **Infant Free School Meals (UifSM)** are automatically calculated and will reduce the 'Payment due' value where appropriate. In most cases this will show a zero cost.

Free School Meals & Clothing Grant

The application process for school clothing grants and free school meals has changed. All applications must be made online – and this can be done from a smart phone, PC, laptop or tablet. If you, or someone you know does not have online access, please call **01563 554400 (option 3)** and a member of staff will complete the form over the phone on your behalf.

To apply for Clothing Grants and Free School Meals you will need to register for an '**Our East Ayrshire Account**'.

For more information and to apply visit;

<https://www.east-ayrshire.gov.uk/EducationAndLearning/Information-for-parents-and-carers/Information-for-parents-and-carers.aspx>

School Transport

Free Transport - We will provide free transport for all primary pupils who live 1.5 miles or more from their local primary school (by the recognised shortest suitable walking distance) and to secondary pupils who live 3 miles or more from their local secondary school (by the recognised shortest suitable walking distance). This policy remains more generous than that prescribed by statute and may be reviewed at any time.

Free transport may also be available on the grounds of a medical condition or in cases where a family has moved house at a critical stage of education.

If you feel your child qualifies for free school travel and you wish to take advantage of this option, please fill in the Online School Transport Application.

Privilege Seat Transport - Subsidised privilege seats may be available, if there is spare capacity on existing school transport contracts. If you feel your child qualifies for a privilege seat and you wish to take advantage of this option, please fill in the Online School Transport Application.

Should your child suffer an injury which results in a short-term requirement for transport to and from school, it may be possible to arrange this. In the first instance, please contact your child's school. Please note that a letter from their doctor may be required.

To apply for School Transport you will need to register for an '**Our East Ayrshire Account**'. For more information and to apply visit; <https://www.east-ayrshire.gov.uk/EducationAndLearning/TravellingToSchool/Schooltransport/Schooltransport.aspx>

Snacks

As a health promoting school, we encourage children to eat healthily at snack times and lunchtimes and would urge parents/ carers to support this. Children should bring one healthy snack **e.g. fruit, vegetables or oatcakes** and a bottle of water to drink in the class – no fizzy drinks!

Packed Lunches

Pupils who bring packed lunches eat their meals in the dining hall. Primary 4 to 7 pupils have the option of eating their packed lunch outside in the playground using one of the picnic benches. Parents/ carers are asked to inform the office about any special diet requirements prescribed for medical reasons. As a number of children in any school suffer from a nut allergy, a potentially fatal condition, we ask all parents/ carers that **NO NUTS** are given this includes ***Nutella spread, peanut butter, chocolate bars containing nuts (e.g. Snickers)***. Children, apart from those who travel home for lunch, are **NOT** permitted to leave school premises at lunchtime.

Medical & Health Care

It is essential that parents/ carers advise the school of any medical requirements that their child may have. Please note that medication can only be administered when the official paperwork has been completed and will be at the discretion of the Head Teacher.

Routine medication **will not be administered by the school.** This includes *antibiotics, cough bottles, painkillers, cream, eye/ear/nose drops.* Antibiotics can be given to pupils before and after school and if it is required to take a dose at lunchtime, parent/carer can contact office to arrange a suitable time to attend.

Please do not send in any medication in your child's bag

First Aid

If your child receives first aid for a minor injury during school, your child will be given an illness report slip with a brief description of the injury and first aid treatment administered. In the event of a head injury/serious injury parent or designated emergency contact will be informed by telephone.

Uniform

Our school uniform is very smart and it is hoped that parents will encourage their children to wear the school uniform, as there are a number of reasons why it is important;

- **Security** - intruders are easily identified
- **Appearance** - uniform presents a smart image for pupils and the school as a whole
- **Confidence** - pupils need not worry that they have the most fashionable clothing, or a large number of clothes
- **Bullying** - pupils will not be picked on because of their clothing. For this reason football tops etc. are banned

SCHOOL UNIFORM

**Mauchline Primary School Tie
White Polo-shirt / White Shirt
Red Sweatshirt / Red Cardigan
Black Trousers / Black Skirt
Red Tartan Skirt / Pinafore
Appropriate Black Shoes**

Items of clothing can be purchased throughout the school year from Blu Design in Mauchline. **Please make sure that all clothing is clearly marked with the child's name.** We do have a lost property box, so please do ask if your child has lost an article of clothing.

Valuable Items should be left at home - The school cannot be responsible for the personal property of pupils. Pupils should not bring valuable items to school, or wear expensive items of clothing/jewellery. We do not have insurance to cover for pupil property. If items are lost, damaged or stolen it is highly unlikely that any compensation will be paid unless the authority has been negligent in some way.

Mobile phones

Pupils are not permitted to make use of mobile technologies within our school grounds. If a pupil does require to bring their mobile phone to school, it should be switched off before entering the playground and handed to the class teacher for safe keeping until 3:00pm when it will be returned. Mobile phones should remain in the pupil's school bag until they have left the school grounds.

- Apple Watches are no longer permitted and should not be worn to school.

If a mobile phone/Apple watch or other device with cellular technologies is on and being used during the school day it will be confiscated with a parent/carer being contacted to arrange safe collection of the device.

Gym Kit

You will need; ***a gym bag to keep your gym kit in school. (This will be gifted to new P1 pupils starting in August)***

In the interest of health and safety, shorts and gym shoes should be worn for P.E. lessons to allow the children to take part fully in the activities of the class. ***“The Physical Education Code of Practice 2.5”*** forbids the wearing of jewellery. Pierced earrings **must** be removed. It is helpful if younger pupils do not wear earrings on gym days.

Homework

Class teachers will confirm homework details on return to school.

Homework should take no more than 20–30 minutes. Parents/ carers are asked to check that work is done carefully and neatly.

Homework is provided for a number of different reasons:–

- **to provide more practice and consolidation of work done in school**

- to encourage each child to become an independent learner
- to allow parents/ carers to share in their child's learning
- to have a mutually acceptable contract between child, parent and school

If you are experiencing any difficulties with homework activities or the time taken to complete please contact the school.

Religious Observance

All pupils attend regular assemblies at which the school chaplain may officiate. The theme of an assembly will be morally uplifting in nature and may include both prayer and Biblical references. In addition, there are formal religious assemblies at Christmas and Easter which include specifically Christian references and bible readings. Parents/ carers have the right to withdraw children from religious education and services. If they wish to do so, the Head Teacher should be informed in writing.

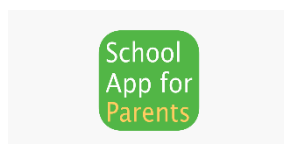
Parent Council

All parents are automatically members of the Parent Forum and are welcome to attend our Parent Council Meetings. Any parent interested in becoming involved or attending a meeting should contact our chair.

Chairperson - Mrs Lorna Donnelly
Email: mpspcsocial@gmail.com

Future Events - School App

Our School App is live in the Apple and Google Play Stores. You can keep in touch with our events, news and receive important messages from us!



Please remember if you have any concerns or queries do not hesitate to contact me at the school.

Kind regards,

Mrs Robyn Davidson
Head Teacher

School Holidays

EAST AYRSHIRE COUNCIL					
School Holiday Arrangements 2022/2023					
Term	Break	Detail / Attendance	Date	Cumulative Holiday Total	Cumulative Working Days
First	Mid Term	Teachers (In Service)	Wednesday 17 August 2022		
		Pupils return	Thursday 18 August 2022		
		*Local Holiday	Friday 16 September 2022	1	
		*Local Holiday	Monday 19 September 2022	2	
		Pupils return	Tuesday 20 September 2022		
		Close	Friday 14 October 2022	7	
		Teachers (In Service)	Monday 24 October 2022		
		Pupils return	Tuesday 25 October 2022		
		Close	Friday 23 December 2022		86
Second	Mid Term	Re-open	Monday 9 January 2023	17	
		Close	Wednesday 8 February 2023		
		Local Holiday	Thursday 9 February 2023	18	
		Local Holiday	Friday 10 February 2023	19	
		Local Holiday	Monday 13 February 2023	20	
		Teachers (In Service)	Tuesday 14 February 2023		
		Teachers (In Service)	Wednesday 15 February 2023		
Pupils return	Thursday 16 February 2023		143		
		Close	Friday 31 March 2023		
Third		Re-open	Monday 17 April 2023	30	
		Local Holiday (May Day)	Monday 1 May 2023	31	
		Pupils return	Tuesday 2 May 2023		
		Local Holiday	Friday 26 May 2023	32	
		Local Holiday	Monday 29 May 2023	33	
		Teachers (In Service)	Tuesday 30 May 2023		
Pupils return	Wednesday 31 May 2023		195		
		Close	Friday 30 June 2023	66	

***Subject to change in alignment with Gold Cup weekend.**

Session 2023/2024: Teachers (In Service) – Thursday 17 August 2023
 Teachers (In Service) – Friday 18 August 2023
 Pupils return – Monday 21 August 2023

Good Friday – 7 April 2023

Pupils' attendance will be 190 days after deducting 5 In Service days.

NOTE: Public Holidays 2022 may be subject to change in alignment with the Queen's Platinum Jubilee.

