

Carleton Primary School



Our School Vision



Our vision is for every pupil to feel Unique, Strong, Loved and Belonging to Carleton Primary School.

Our School Values

Our school mascot CARL helps us to be caring, achieving and respectful learners. A pupil from each class is celebrated for being a Values VIP on a weekly basis. Classes work as a team to earn CARL ticks which are rewarded by special treats.



Our School Aims

Our school aim is for every child to become an Effective Contributor, Confident Individual, Successful Learner and Responsible Citizen.



♦ Welcome to Primary One

We look forward to welcoming your child to Primary One on **Wednesday 19th August 2026**.

Due to the volume of people entering the building it is necessary to have a staggered start to ensure that all children have a positive first day experience. Teachers will meet you in the infant playground.

- If your child is in Miss McCabe's P1b/2a class (Room 3) please join us at 9:10 am.
- If your child is in Miss Teale's P1a class (Room 4) please join us at 9:20 am.

School will start slightly later (from 9.10am) on the Thursday and Friday of the first week to help P1 children settle into their new routine. A parent/carer is welcome to bring their child into their class on these days. We ask that there is a maximum of 2 family members per child. The P1 children will also finish slightly earlier, at 3pm. From **Monday 24th August** all children will attend from 9 am and finish at 3.05 pm.

♦ School Staff

As well as class teachers, your child will have the opportunity to work with other members of staff. A "who's who" collection of photographs is on display within the school. The infant staff team can also be seen on our 'Welcome to Carleton 2026' e-Book.

♦ School Uniform

School uniform can be ordered online at schoolwearmadeeasy.com.

Our school uniform is black or grey trousers/skirt/pinafore, white or navy shirt/polo shirt, navy cardigan/jumper/sweatshirt/fleece and black shoes.

A gym kit of shorts, top and gym shoes in a labelled bag can be left on your child's peg in the cloak room.

Children should be dressed appropriately for all weathers and bring a change of clothes in case they get wet or dirty.

Please remember to put your child's name on everything that they bring to school

♦ Messy Activities

Aprons are provided for messy activities but accidents do happen. A good tip is to remove any paint or glue marks with washing up liquid before washing them in a machine.

The Normal School Day

9.00am – 10.40am	in class
10.40am – 10.55am	morning break
10.55am – 12.15pm	in class
12.15pm – 12.40pm	lunch
12.40pm – 1.30pm	afternoon break
1.30pm – 3.05pm	in class

A bell rings at 9.00am. On hearing the bell the children line up in classes in the playground. A member of staff meets the children in the playground and accompanies them to their class.

♦ Break

At break and lunch times your child will be supervised in the playground. Please provide your child with an appropriate snack. It is a short break so something that is quick and easy to eat is best. Young children can find it difficult to juggle eating, drinking and playing so they will be given the opportunity to have a drink as soon as they come back into the classroom. If it is very wet the children will stay in their classroom.

♦ Toilet

Children are encouraged to go to the toilet at break and lunch times but are allowed to go whenever they need to.

◆ Lunch

Children who are going home for lunch can be collected from the main school entrance at **12.40pm**. They should return to school via the Main Office no later than **1.30pm**.

School lunches are free to all primary 1 children as part of a Government initiative. The children can choose two courses and a drink. In order to view the menu and choose a school lunch for your child you must register online for iPayimpact. You cannot do this until after your child starts at school, further advice will follow.

If your child does not want a school lunch they can bring a packed lunch. Children who bring packed lunches will be asked to take home any uneaten food so that you are aware of what they have eaten.

◆ Water

Children are encouraged to sip water throughout the day and should bring a water bottle to school each day. A water cooler is available in the corridor. Please note that juice is **not** allowed in water bottles.

◆ Milk

Milk can be pre-ordered for the whole term in the same way as school dinners. Ordering and payment will be through iPayimpact only. Again, advice will be issued once your child starts school.

◆ Toys

We do not encourage children to bring toys from home. If they are being given the opportunity to 'show and tell' then you will be informed in advance so that you can help them choose something appropriate.

Sharing Information

♦ Parent Interviews

You will be offered appointments through Parents Portal with your child's teacher twice a year to discuss progress. If you have any queries or concerns out with these times please contact the school office and we will organise a meeting for you.

♦ Record of Achievements

We plan for and celebrate pupil achievements in class and also weekly at together times. Should your child achieve something out of school eg: in theatre/dancing/sport please let us know as we like to recognise these achievements too. Children are encouraged to bring certificates/medals/photographs of these achievements to share at assembly. We have even shared videos of some of our talented children performing in competitions.

♦ Soft / Shared Start

Every day begins with a '**Soft Start**'. This is half an hour of activity-based learning which can be either free choice or directed. There is a wide variety of activities for the children to take part in. If it is at the end of the day it is called a 'Soft Finish'. When the children are settled we normally invite parents/grandparents to join us. This is called a '**Shared Start**' and happens from P1 to P7 - we will continue this next session.

♦ **Sharing Our Learning at Home**

We will provide opportunities for you to be involved in learning conversations with your child through different online platforms. More information will follow on our use of the See-Saw app.

♦ **Curriculum Information**

During the first term of Primary 1 we normally have an informal get together for parents and carers, so that we can provide information about the curriculum.

♦ **Other Opportunities / Communication**

We post regularly on our school website, Instagram, Facebook and through Parents Portal. Other opportunities to learn about the work that your child and the rest of the school have been doing usually includes Class Showcase Events, Community Cafes, Services, Newsletters and Sways, Parent Information groups, Parent Voice Group Meetings and volunteering. We would encourage you to support the school by joining our Parent Voice Group.

♦ **Absences / Late Arrivals**

If your child is unable to attend school it is important that you inform the School Office by 9.30am on their first day of absence. This can be done by phoning the office on **01592 583417**, by texting on **07860 003 680** or in the **Parents Portal App** under Absences. A copy of the Attendance Policy is available on request.

If children arrive late (after 9am), they must come into school through the Main Door and check in at the Front Desk or Office so staff are aware of them being in the school.

If we do not hear from you, we will contact you either by text, email or a phone call to ask where your child is. This is part of our safeguarding responsibilities.

♦ Appointments

If your child has an appointment during the school day, they must be signed out **at the office**. They must also be signed back in if they return to school that day. Please inform the school office **before** coming to collect your child so we can have them ready for collection on time.

♦ Child Protection

In line with Fife Policy, the school will play its part in working together with other agencies to ensure the protection of children. The school's Child Protection Co-ordinator is Mrs M Hayes.

Depute Co-ordinators are Mrs M Mackay and Mrs K Drylie.

Mrs A James (Teacher) is our Young Carer's Champion.

♦ Compliments, Concerns and Complaints

Please refer any of the above to the Headteacher, Mrs Hayes.

Carleton Primary School

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