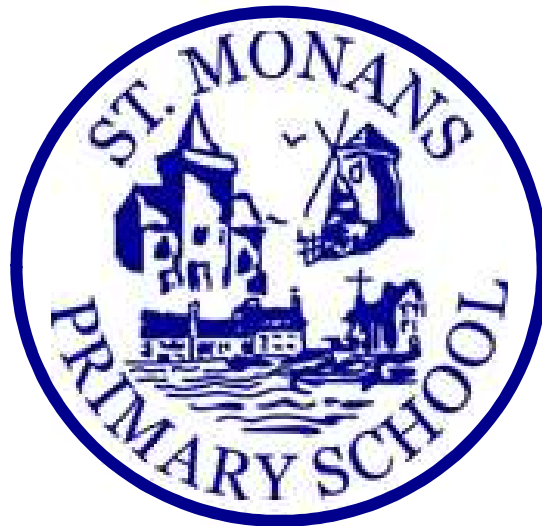


St Monans Primary School

2024/2025



Standing Proud and Full of Potential

Information for P1 Families

Dear Parents/Carers,

Starting school is an important milestone and we want to make sure that it is a happy experience for all of our new children joining us and for you, their families, whether this is your first child starting school or whether you have been involved in the St Monans Primary family for a number of years.

This booklet aims to provide practical information around the life of our school which will hopefully be of help to you and your child in preparation for August and in the early days of them starting school.

If you have any questions that are not covered in this booklet please do not hesitate to get in touch.

We look forward to working with you and your child during their primary school years.

Mrs Ashley McBain
Headteacher





Welcome to St Monans Primary School!

St Monans Primary School is a small school located in the village of St Monans in the East Neuk of Fife.

The school building, opened in 1987, is of open plan design. The teaching areas are grouped round a central courtyard which the children enjoy playing in. We have a general purpose room, known as the music room, which is used for music lessons and louder activities as well as a quieter space for children to work in or for small group work. There is also a spacious hall which doubles as a dining room.

Our large playground has a lovely trim trail which all children can use and a track for doing laps on bikes and scooters. We have lovely picnic benches and a wealth of imaginative toys which we store in our shed and can be taken out during lunch break. Some of our P7 children enjoying leading lunch clubs too.

We have free access to a large grassy common adjacent to the school which we use for sports and other activities.

We are very fortunate to have full wheelchair access and a disabled toilet in the main building.

The school has excellent links with the community at large. Events involving the school and the community are numerous and much enjoyed by all.

We have links with:

- St Monans Library
- St Monans Town Hall
- St Monans Allotments Association
- Beautiful St Monans
- Colinsburgh Primary School
- Elie Primary School





Our Ethos and Values

Our aim is to create an ethos within the school environment where pupils, parents and staff work together in partnership to provide the highest possible standard of education for all of our pupils.

During the 2023-24 session, we have been reviewing our visions and values. All families, children and staff have had the opportunity to vote on the values that they feel are most important for our school and the following 5 have been agreed as the values for St Monans Primary School.

Our values:

- **Honesty**
- **Kindness**
- **Respect**
- **Responsibility**
- **Inclusion**

During the year, our current P1-P7 children have also shared ideas around a vision for our school. Staff and children have worked together and propose our new school vision to be ***'Standing Proud and Full of Potential'***. This is going out for consultation with families in May 2024. If families support this vision, it too will be full embedded during your child's primary 1 school year.

It is important for us that children have ownership of our vision and values and really understand what they mean. We want children to feel confident in talking about the values, knowing what they can expect from everyone in our school community and also how they themselves can contribute to our school by demonstrating these values and aspiring to our vision.

We are currently working on a visual for our vision and values which will be displayed throughout the school.

Values certificates will be handed out to the children every 2 weeks during assemblies.

All staff work hard to ensure the values are referred to in class and in the playground as well as being taught through Health and Wellbeing lessons.



New School Session 2024/2025

The new school year for the 2024/2025 session starts on **Wednesday 21st August 2024**. All new Primary 1 children will attend school on a full-time basis from their first day. Their day will start at 9am and finish at 3pm. We will share further information about your child's first day, prior to the summer holidays.

Further information of school term, inset day and holiday dates can be found online at [School Holidays, Term, and Closure Dates | Fife Council](#)

Times of the school day

School Start Time	9.00am
Morning Break	10.40am – 10.55am
Lunch	12.45pm – 1.30pm
Home time	3.00pm

Drop off/Collection

As you are aware, it is important for your child to arrive at school on time and that you are on time for collection. Your child will only be let across the gate at the end of the day if a name adult is there waiting for them. Any problems then please let the office know and we will keep your child safe in school until you arrive. All Primary 1 and 2 children **must** be collected by an adult.

Illness/Absence

Please contact the school office to notify us if your child will be off school for any reason. You can contact the school office via telephone on 01334 659441 from 8.45am, via email at stmonansps.enquiries@fife.gov.uk or on the Parents Portal (see information below). This only needs to be done on the first day of an absence and **all absences do need to be explained**. It becomes a cause for concern if attendance falls below 85%. You will be sent a letter if that happens. If your child is ill at school, we will use the emergency contact list to contact someone to agree what would be the best course of action.



Playtimes

Children are encouraged to bring in a healthy snack to enjoy at break time.

During morning break and lunch time, there are adults to supervise the children in the playground. All P1 children will also have a P7 buddy who will be able to support them in the playground (further information below).

If your child does have an accident, grazes their knee or has a bump; we will administer First Aid. ***We will always let you know of any serious accidents and bumps on the head.***

Some of our older children are soon to be trained as Junior Sports Leaders to help run activities during break times in addition to the fun lunch clubs already underway.

Staffing

During the 2023/24 session, St Monans Primary school has four classes; P1/2, P3/4, P5/6 and P6-7. **The class configuration for the 2024/25 session will be confirmed around May/June 2024 along with class teachers.**

Current staff (May 2024) -

Mrs McBain	Headteacher
Mrs Brocklebank	Principal Teacher
Miss Meg	P1/2 Teacher
Mrs McBride	P3/4 Teacher
Mrs Michie	P5/6 Teacher
Miss Archdale	P6/7 Teacher (Monday- Wednesday and Friday PM)
Mr Smith	P6/7 Teacher (Thursday and Friday AM)
Mrs Fell	Support for Learning Teacher
Mrs Adamson	Pupil Support Assistant
Miss Farrell	School Support Assistant
Mrs Smith	Pupil Support Assistant (Monday-Friday)
Miss Tarvit	Pupil Support Assistant
Mrs Leitch	Clerical Assistant
Mr Low	School Janitor
Denise	School Dinner Lady
Denise and Ziggy	School Cleaners

School Uniform

In partnership with pupils and parents we have a dress code which consists of:

- Royal blue sweatshirt/cardigan
- white polo shirt/shirt
- black/navy/grey skirt/trousers/shorts



School jumpers and polo shirts are also available direct from our online suppliers *Border Embroideries* on the following link:

<https://www.border-embroideries.co.uk/schools/colinsburgh-primary-school.html>

Children do not have to wear the school branded uniform. Plain white polo shirts and royal blue jumpers are absolutely fine.

Physical Education

Your child will need a PE or gym kit. This should include:

- t-shirt
- shorts/jogging bottoms
- gym shoes
- hoodie
- socks if your child is wearing tights

It is good to include a hoodie as we do go outside for PE and can be cold in the winter until the children are warmed up! Please write names on EVERYTHING as they do get mixed up very easily. Stickers such as those available on the following link can be very hand and are long lasting.

[Stick-on Clothing Name Labels - Petit-Fernand](#)

Please encourage your child to practise dressing and undressing – not too many buttons, belts, etc. For safety reasons we cannot allow jewellery to be worn in the gym. This includes studs and hoops for pierced ears. Children will be asked to remove any piercings and if they cannot be removed for any reason, micropore tape will be provided. PE will not take place on the first day in August and you will be notified of PE days and arrangements for your child's class, at that time.

School Lunches

Children in P1-5 are all entitled to a free school lunch.

Lunches are prepared in Waid Academy and delivered daily.

The menu can be found of the following link as an indication as to what is on offer.



https://www.fife.gov.uk/data/assets/pdf_file/0023/131981/Primary-and-Nursery-Interactive-Menu-April-2021-V5pdf

Lunches can be pre-ordered online, up to 3 weeks in advance, or they can be ordered when your child gets to school through the iPayimpact system. It is a good idea discuss with your child what they would like on each day.

Packed lunches can be brought to be eaten at the same time as those having a school lunch. ***Please no glass bottles or fizzy juice.***

Please be aware that due to a severe allergy within our school, we cannot allow any citrus fruits or items containing citric acid to be brought into school.

Please inform the school as soon possible of any allergies or medical needs as there are procedures that must be followed to ensure any plans/actions are put in place prior to August 2024.

Children are also welcome to go home. Lunch time starts at 12.45pm and ends at 1.30pm. In P1 and P2, children must be collected from the school office if they are having a school lunch.

iPayimpact

Mrs Leitch in the office will send out letters with account details and how to set up iPayimpact from a home device. Mrs Leitch is also on the end of the phone to support with this or is in the office from 8.45am – 4.15pm.





School Milk

This can be ordered termly through the iPayimpact system and is currently 25p per day. You will get a notification from the office when the payment is open for order.

Free School Meals and School Clothing Grants

Fife Council can provide free school meals and a school clothing grant if you are on a low income. The school clothing grant is £120 per child for primary school pupils and £150 per child for high school pupils.

To qualify for free school meals and a school clothing grant you must receive one of the following:

- Income Support
- Job Seekers Allowance (Income Based)
- Employment and Support Allowance (Income Related)
- Child Tax Credit only with annual income below £18,725
- Child Tax Credit & Working Tax Credit with annual income up to £8,717
- Support under Part VI of the Immigration & Asylum Act 1999
- Universal Credit, with monthly earned income of not more than £726
- Long Term Incapacity Benefit (school clothing grant only)
- Widows Allowance - if not in full-time employment (school clothing grant only)
- Child Tax Credit & Working Tax Credit with annual income below £18,725 (school clothing grant only)

You can also receive free school meals and clothing grant if you care for a child as part of a kinship care agreement.

All children in primary 1-5 can receive a free school meal without an application however, you must still apply to receive free school milk and a school clothing grant.

Our school can benefit from additional funding relative to the number of families accessing free school meals and clothing grants so if you qualify, we do encourage you to apply as this can be mutually beneficially.



Water

Research shows that children should drink water during the day to keep their brains active. We encourage children to bring a water bottle to school each day. **It is Fife Council Policy for water bottles to contain water only.** These should be taken home daily for washing and filled and chilled at home ready for the next day. There is a water fountain where they can be re-filled during the day. **Juice will not be permitted to be on tables in the classroom. Please also remember we are a no citrus fruit school, this includes drinks such as diluting orange, due to a severe citrus allergy.**

Toilets

The children will be encouraged to go to the toilet at break and lunch times but can ask to go during the day if they need to go. We encourage the children to go at times they are not in the middle of teaching time with their teacher so they do not miss vital information.

School Nurse/Doctor

Your child will have a health assessment during the year. You will be informed beforehand regarding the visit.

Toothbrushing and the School Dentist

Children in P1 and P2 brush their teeth daily after lunch. Each child is provided with their own toothbrush for this, identifiable to them with a colour and a picture. Dental inspections take place for P1 and P7 children. You will be notified if your child's teeth need attention.

Medicines/Allergies/Medical needs

If your child requires medication during the school day there is a form that needs to be completed prior to the medication being issued; the forms can be obtained from the school office. The first dose of any new medicine must be given at home. **Please inform the school as soon possible of any allergies or medical needs as there are procedures that must be followed to ensure any plans/actions are put in place prior to August 2024.**

Seesaw

St Monans Primary School subscribes to Seesaw, an app through which children can share their in-school learning with their families and complete homework tasks as well as offering an easy source of direct communication between families and class teachers.



The Seesaw app is free to download from app stores or can be accessed from a desktop computer. Your child will receive a **home learning code** so that they can access their own 'learning journal' via the Seesaw app or on a desktop, both in school and at home.

There is also a family code that will be shared that can be used to access the app/website logging in as a family member. This is a great way to be involved in your child's learning, commenting on posts and celebrating achievements.

This all sounds very confusing but we assure you it is user friendly once you get the hang of it! :) Many of you will already be familiar with the app through nursery.



If your child does not currently attend St Monans Nursery, we will send you a Seesaw permission form that has more details on it. We will not set up an account for your child with our your permission.

Communication

As a school we try very hard to keep parents up to date and aware of all areas of school life.

Your child's learning journey will be communicated through Seesaw and also their Learning Journal, a jotter that showcases some of their work and comes home termly.

In addition, we aim to issue newsletters at least twice per term where possible, with information about holidays, events, dates for the diary etc. These are sent as a Sway document via email.

Our school frequently updates the school Facebook page and our Twitter feed also showcases the learning happening in school.

Follow us: <https://www.facebook.com/StMonansPS/>
<https://x.com/stmonansps?s=11&t=uxNHoBp>

Communication Channels for families at St Monans Primary School



October 2023

We appreciate that there are many different methods of communication that we use in school so hopefully this quick guide will be useful and help families understand the role each channel plays and to help you find information more easily.

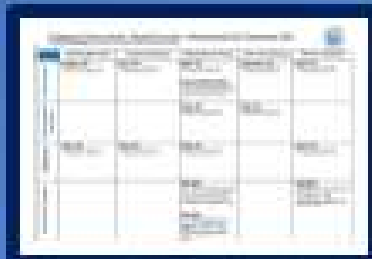
Parents Portal App



<https://parentsportal.scot/pportal>

- Parents Portal is a site wide app used in Primary Schools and High Schools.
- Used for the admin tasks associated with school, it is **NOT** about your child's learning
- On the app you can:
 - Reports your child's absence from school / check attendance level
 - Respond to the annual data check
 - Link directly to IpayImpact for adding school dinner monies and selecting lunch choices
 - Book Parent/Carer Evening timeslots (An email will be sent when booking goes live)

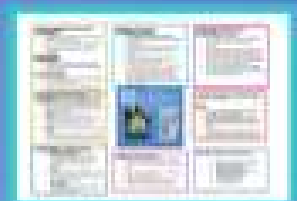
Weekly Overview



- Each Friday Mrs Leitch will email out a weekly overview for the following week.
- It will provide reminders of PE times, any significant events taking place in school and any after school activities.

Learning Journals

- Our planning for learning in school is over three blocks. Block 1 is August – December, Block 2 is January to April and Block 3 is April to June.
- Children and Class Teachers develop targets together, for each block and will share these with home through Learning Journals.
- The Learning Journals will come home once per block and families will have an opportunity to leave a positive comment for your child to read and enjoy.



Groupcall



- Groupcall allows us to give Parents/Carers updates about the school, by email, in an environmentally friendly and cost-effective manner.
- We will send our weekly overviews and newsletters via Groupcall.
- We do understand that a lot of emails are sent via groupcall which can be tricky to keep track of, especially if you have children at Waid too. We try to minimise the amount of emails we send, and will constantly review this.

Seesaw – Nursery / P1 / P2



- Our nursery children and P1/2 children will, with Parent/Carer permission be signed up to Seesaw.
- Seesaw is a very user-friendly app that allows the exchange of photos, videos and learning tasks between home and school.
- Each child has their own learner profile that only those with their family access code can see. This code can be shared with aunts, uncles, grandparents etc.

Microsoft Teams on GLOW – P3 / P4 / P5 / P6 / P7

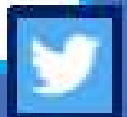
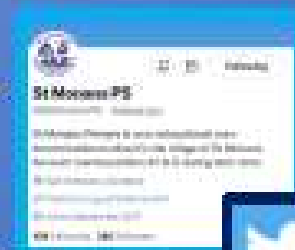
- GLOW is a Scottish Education Intranet that all staff and children in Scottish schools have access to.
- Our children in P3-P7 use Microsoft Teams (via GLOW) to develop their digital and communication skills and use it as a tool to support learning.
- Children access this with their unique GLOW username and passwords.
- We reinforce with the children the message of keeping passwords secure.
- Family members should not access children's GLOW accounts for child protection and safeguarding reasons but children are encouraged to show their families what they are doing/learning on Microsoft Teams.



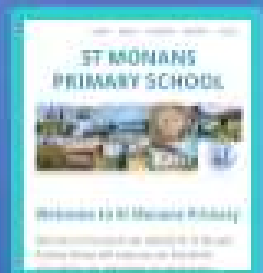
Social Media



- Our school uses Facebook and X (formerly known as Twitter) to make links with our community and beyond e.g.
 - to advertise community events/clubs
 - to share Active Schools or Five Wide educational events we participate in
 - to tag companies or organisations who we partner with to provide educational experiences



School Website



- Our school website can be found through a search engine or on the following address <https://blogs.glowscotland.org.uk/n/stmonansprimary/>
- Our website is constantly being developed
- It is a place where you can find information about the school as a whole, our provision, our policies, Five policies, Child Protection and Safeguarding information, Enrolment information, Contact Details, Uniform Suppliers etc
- We will also share our Improvement Plans and evaluations on our website



Parents' and Carers' Evening

You will be invited to a Parents and Carers' Evening to discuss your child's progress with the class teacher. This will take place in October/November and March. An end of year report will be issued in June. If you have any concerns about your child's progress at any point during the year though, an appointment can easily be arranged with their class teacher; please contact Mrs Leitch in the office to arrange.

Parent Council

We are very fortunate to have enthusiastic families here at St Monans who support the school in many ways throughout the year.

- ❖ The Chairperson of our Parent Council is Karen Bjork
- ❖ The Secretary of our Parent Council is currently a vacant position
- ❖ The Treasurer of our Parent Council is Angela Robinson

If you would be interested in joining the Parent Council please contact Karen or Mrs Leitch in the office and she will pass your details on.

Meetings are held approximately once per term and everyone is welcome.

After-school Clubs

We are very lucky to be able to offer a variety of after school clubs at various point throughout the academic year. Current clubs include football and Code Club. We will let you know of after-school clubs your child may enjoy as the year goes on.

If you have a skill that would lend itself to an afterschool club, please don't hesitate to get in touch – we are always keen to explore new ideas and make new partnerships.

Getting Ready for School

Children are very much on their own learning journey. They all develop at their own pace and learn new skills when they are developmentally ready. That being said, there are things you and your family could help your child do over the next few months in preparation for starting P1.

Promoting Independence

Your child will really benefit from being as independent as possible when they start school. Of course staff will always be on hand to help, but children feel a real sense of achievement when they can accomplish things by themselves!

It would be beneficial if your child can:

- put their coat on and zip it up independently
- take off their jumper when they get hot and put on their jumper if they are cold
- think about folding clothes they take off and storing them safely e.g in their bag
- dress and undress independently as this will really help with changing for PE
- put on their shoes/change their shoes for gym. Learning to tie shoelaces can be tricky, so provide opportunities to practise this skill and also explore different types of fastenings, for example Velcro.
- use the toilet independently, including washing and drying their hands.
- blow their nose on a tissue and put it in the bin.
- use a knife, fork and spoon if having hot school dinners.
- open the packets and containers of food they will be taking if they are having a packed lunch.

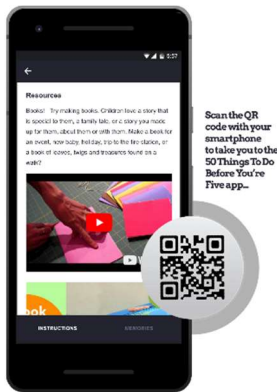
Other suggestions;

- It can be helpful to encourage your child to help choose their school lunch option (see Ipayimpact above) and make their packed lunch.
- Maybe your child could use their new school lunchbox and water bottle when you go for a picnic over the summer. This would enable them to practise opening their food and to discuss suitable items for packed lunches.

All families can help prepare younger children for school by sharing books, numbers all around, colours, shapes, nursery rhymes, counting out things, encouraging to share toys and tidy up.

50 things to do before you're Five

The 50 things to do before your five app helps children develop the skills, language and resilience needed on school and beyond.



House Points

We have a house system in school and each child is placed into one of the 3 houses; **Abercrombie**, **Inverie** and **Newark**. Siblings will be in the same house. Children earn house points for following our school values and always trying their best.

Wider Achievements

We like to celebrate achievements children have outside of school, no matter how big or small - we are proud of everyone. If your child has a wider achievement, we would love to see certificates, medal, photos if they have them or simply hear from the children about how they have achieved them. Seesaw is the perfect tool for sharing learning outside of school with teachers and classmates. We are looking at new ways of celebrating wider achievements with the whole school next session.

Buddies

All our new P1 children have been allocated a P6 buddy, who will support your child with the transition into P1. The buddies will continue to support your child throughout their first year in primary as they will be in P7.

Buddy visits are well underway and all children involved are having great fun together and benefiting from these new friendships.

Play-based Learning – Progression through Early Level

In recent years, learning and teaching in the early years has been going through a period of transformation and is placing more emphasis on the value of play. Through play, children develop mentally, emotionally, socially and physically.

Play encourage conflict resolution, self-regulation, empathy, social skills and knowledge of the world around children. However, this play needs to be purposeful and used to entice and motivate learners, enhancing the planned learning experiences for the children.

Through the Curriculum for Excellence, the transition from Nursery to Primary 1 aims to be as seamless as possible. Many of the activities you see in Primary 1 initially, will be similar to those in the Nursery but they will be extended to meet the needs of the children as they progress. Learners will be supported and challenged based on their own individual stage of development to ensure each individual achieves their full potential.

Teacher learn much about the children in play situations and plays a crucial role in scaffolding the learning, stepping into the learning to deepen understanding and the teacher also gathers rich assessment information through observations, discussions and evaluations.

Getting it Right for Every Child (GIRFEC)

In St Monans Primary, we value and respect diversity and we celebrate each child as a unique individual.

As we said above, children mature at different rates, and your child's teacher will adapt teaching and learning approached in response to the needs of the children in the class.

In some cases, children will need an additional level of planning and if this is the case, you will be fully involved in this process.

Mrs Karen Fell, our Support for Learning teacher, works in consultation with our class teachers, pupil support assistants and the leadership team to support children as effectively as possible.

In some case, we also work with partner agencies such as our educational psychologist, health professionals, speech and language and social work to ensure that everyone works together to meet the needs of individual children and families.

Child Protection

All staff always look out for the welfare of your child in school following our school Child Protection and Safeguarding Policy and Protocols. Copies of these are available in the entrance of nursery, school and on our website.

Our Child Protection Team are happy to discuss any concerns you may have at any time. Please contact the school office to arrange a suitable time for a call back or a meeting.



Mrs Ashley McBain
Child Protection
Co-ordinator



Mrs Korina Brocklebank
Child Protection
Depute Co-ordinator



Mrs Jennifer McBride
Child Protection
Depute Co0ordinator



Contact Details

Please do not hesitate to contact the school if you have any questions or concerns. An appointment can be arranged with your child's class teacher or with a member of the school leadership team.

St Monans Primary School: 01334 659441

stmonansps.enquiries@fife.gov.uk

A Final Thought

Dear Parent,

We understand that you are scared
To wave your child goodbye
And leave him in a teacher's hands
Don't worry if you cry!

We're used to weeping parents
It's hard to leave I know.
But it's time to share him (just a bit)
To help him learn and grow.

Let us reassure you
That we'll give your child our best
We'll wipe his tears, soothe his fears
And change his dirty vest!

If your darling child is full of cold
We'll blow his nose all day
Just like you, we'll care for him
In a special way.

We'll treat him like we would our own
We'll catch him from a fall
And if there is ANY problem
We'll be sure to tell you all.



It's true he'll grow to love us
He'll talk of school a lot
It doesn't mean he hates you
And that you should lose the plot!

We'll tell you a secret..
That when your boy is here
He talks to us as much of you
Of this please have no fear.

You'll always be his family
Whilst teachers come and go
To him you are his number one
This we truly know.

Soon you'll see some changes
In your little girl or boy
They'll become more independent
And to see this, it's a joy!

We'll teach them all we have to give
To share, climb and to write
But to you they safely will return
To tuck them in at night.

From all the staff at St Monans Primary School

Adapted from '[A Teacher's Insight](#)' by Leonie Roberts

