

# Seafield Primary School



## P1 Induction Booklet 2022-2023





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Moray  
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Dear Parent/Carer,

We are delighted to have your child joining us in August 2022. Starting school is a very exciting time for every child and at Seafield Primary School we try to make this experience as easy as possible for both you and your child.

We hope this will be the beginning of a long, happy partnership between the school, your child and yourselves. We aim to provide a positive, stimulating experience for your child during their time at Seafield.

This booklet has been written to offer you some suggestions as to how you can work in partnership with the school for a smooth transition to Primary 1. Please keep this booklet in a safe place as it contains important information about arrangements for the first few days and weeks of Primary 1, we don't expect you to read it immediately from cover to cover, but you will find it helpful to dip in and out of.

At the back of the booklet, we have tried to answer some of the recurring questions parents have asked in the past. We hope that the information we have included helps you understand what to expect when your child first starts school.

Our school motto is 'Together We Learn, Together We Grow', and as parents and carers you are our main partners in your child's education. Your knowledge of your child, interest and support will always be valued and respected. Our experience tells us that your child will learn most effectively if they enjoy school and learning. We want your child to be happy, to feel relaxed and secure, to discover learning is fun, valuable and that teachers are there to help.

However, if at any time you feel unsure about anything, no matter how trivial it may seem, just come and talk to us. The door is always open! More information is available in our main school handbook and it can be found on our website at

<https://blogs.glowscotland.org.uk/my/SeafieldPrimarySchoolWebsite/>

Yours sincerely,

Angela Stuart

Depute Head Teacher P1-3

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## Contact Information

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Depute Head Teachers

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**Website**

<https://blogs.glowscotland.org.uk/my/SeafieldPrimarySchoolWebsite/>

## **Seafield Primary School Induction Information**

Every year we ensure that there are opportunities for your child to meet with their Primary 1 teacher before they start school. You will be issued with a letter with regard to induction dates and times for these meetings and activities. Induction activities will go ahead for the children but could be subject to change dependent upon Covid Restrictions. As we receive advice and information on pre-school transition we may change our induction programme.

Meantime we have written an extended induction booklet for you to share with your child and family.

## **Our Vision and Values and Aims**

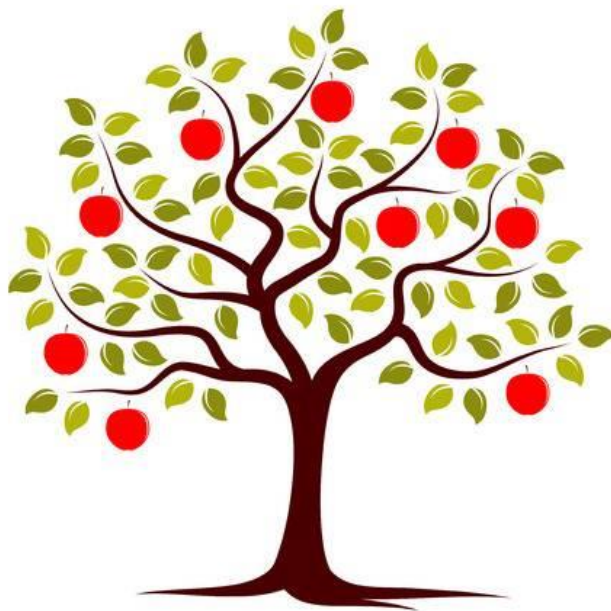
Seafield Primary School strives to be a welcoming and motivational school that nurtures and develops life skills. We work as a community to support pupils to learn transferable skills for life learning so that they can be as successful as they can be.

### **Our Vision**

Seafield Primary School believes that

Learning Empowers and Values Everyone @ Seafield

Leaves@Seafield



*Together We Learn, Together We Grow*

**Our Values**

Happiness

Nurture

Positivity

Equality

Resilience

Respect

Communication

**Our Aims**

1. To ensure our children feel happy and secure within our community.
2. To create a safe, healthy and welcoming school ensuring all members of our Learning Community feel valued and supported.
3. To support children and families educationally, emotionally and socially through creating a positive ethos which promotes health, wellbeing and respect for all, where individuals feel secure, nurtured & included and social & cultural diversity is celebrated.
4. To encourage pupils to believe in themselves and support them to achieve their full potential by providing a wide variety of opportunities and experiences.
5. To encourage our children to be independent and take responsibility for their own learning through encouraging strong partnerships with parents and carers, actively involving them in their child's learning whilst promoting high aspirations and a 'can-do' attitude.
6. To equip our children with the knowledge and develop the skills and qualities they will need to adapt and thrive in an ever changing world.

## COMMUNICATION

Our main methods of communicating with parents and carers is through the email, phone call, school text system, Group Expression, Twitter, Class Dojo and our school website



<https://blogs.glowscotland.org.uk/my/SeafieldPrimarySchoolWebsite/>

On our site, there are a number of drop-down tabs, which contain information that may be of interest to you, for example: the School Improvement Plan, School Policies and Standards and Qualities information.



## CLASS DOJO

Using your email addresses provided, your child's class teacher will invite you to join Class Dojo. This will be the main method class teachers contact you on a day-to-day basis.

Please keep an eye out for the email. You can also send your child's teacher a message through this system.

Please refer to our policy and guidelines regarding the use of this method.

## LINKS WITH NURSERIES



Once enrolment is completed, around the end of April the Depute and/or P1 staff visit or call local nurseries to meet/find out about our new entrants. Preschool staff have the opportunity to pass on relevant information and we can have an informal discussion with your child's key worker and, where possible, meet the children who will be starting school.

In addition, under normal circumstances, we try to arrange for our P1 teachers to visit children in nursery after our induction meeting has taken place. During

May/June we also receive information from the nursery your child has attended which tells us about his or her interests, aptitudes and progress.

## TRANSITION INTO P1- INDUCTION DAYS

After nursery visits parents of new entrants would normally be invited into school for an induction meeting. At the meeting transition arrangements are outlined. Parents/carers usually have the chance to visit the P1 classrooms, meet the P1 teachers and to ask questions. This is currently under review in line with the School Covid Risk Assessment.

School uniform can be viewed at this event and ordered online from a local supplier in Elgin. <https://www.dallasdesignsltd.co.uk/index.php/23/533973/>

This year the classroom tour is available on the school website. There will also be a video on this site with a message from the class teachers. Classes are not composed until mid-May.

We hope our induction booklet covers any questions you may have.

Normally the pupils are invited to join in a variety of induction sessions to help them to get to know their classroom, their buddy and the school. We hope to be able to run these sessions this year and information will be sent out to parents.

A timetable of proposed induction events can be found at the rear of the booklet. We have Induction Materials online at our website in case we are unable to have face to face activities due to any local Covid Restrictions.

Seafeld Nursery normally have a separate induction programme as they have direct access to the school, and this is organised and supported by the Nursery Team in collaboration with the Depute Head Teacher.

For our Partner Providers we usually have four sessions- two sessions called Stay and Play. These are informal sessions in a P1 class accompanied **by one** parent/carer and no siblings in line with our Covid Risk Assessment which allows limited numbers of adults into a classroom area.

The next two sessions for Partner Nurseries will be

- a Stay and Play with the Buddies where the children are introduced to their P7 buddy for a Meet and Greet Play Event
- and a visit to the canteen to meet Mrs Ross our school cook.

Dates are still being firmed up for these sessions. It is ideal if you can come along to the sessions but even if you can only manage to one it will still be beneficial for your

child. If you are unable to attend it is good if you can arrange for someone else to bring your child along.

During the first term in school there will normally be a meeting for parents. The purpose of this meeting is to talk about how your child has settled in, the curriculum and how parents can support their child's learning. This session is normally followed up with monthly 'sharing the learning' sessions throughout the year. These are sessions where parents can come in to observe the children at activities and talk to the teacher about ways they can support their children's learning. From this, parents and teachers can work together to support learning at school and at home. Throughout the transition process positive communication is being developed. Please let us know if children have any additional support needs so that we can then best support your child at school.

Our induction sessions in May usually allow children the opportunity to meet some of their classmates (some of whom they may already know from nursery), spend time with their class teacher and see around the school building. It's also an opportunity for you to find out a bit more about what to expect when your child starts school and ways in which you can support their learning.

We have produced a Virtual Tour available on the school website which will also be updated soon with videos from class teachers introducing themselves.



### **STEP UP SESSION-To be arranged**

Your child will normally be able to attend a "Step-Up Session" where they can experience what it feels like to be in P1 and work with their teacher. The session is only an hour long as the P1 class teachers still have their classes to work with that day. Seafield Nursery pupils are brought through by their key workers and our partner nursery children are brought in by their parents/carers.

Partner Nursery pupils- When you arrive on the Step-Up day a member of staff will welcome you and take you over to the P1 classrooms where the children will stay for the hour. You can select a morning or afternoon session. Please let us know which session you would prefer for your child. Parents will return to the school canteen to enjoy a cup of tea or coffee whilst the class teachers get to enjoy the company of your children and help them to become familiar with the class set up.



## **ADDITIONAL TRANSITION SUPPORT**

Some children need enhanced transition for a variety of different reasons. These children are offered the chance to be part of a support group who undertake a variety of activities with yourself, our Home School Links Workers, the child's key worker and Seafield Primary School staff. Parents are kept informed and can discuss with their child the benefits of such support. If there are significant additional support needs, meetings are set up at Seafield Primary so that there can be a formal transfer of information. Again, parents are kept fully informed and are invited to these meetings. School Staff attend Child Plan meetings prior to your child starting school so we can assess how best to support your child and their transition.

## **PREPARING TO START SCHOOL**

Our job in school is to build on the learning which has always taken place at home and at pre-school. For this to be successful, we need to work together. You can help to prepare your child for some of the things he/she will be expected to do for himself/herself.

Over the summer break, you will of course be talking with your child about coming to school and will be supporting their growing independence. When your child comes to school, it would be beneficial if he/she can:

1. Show your child how to put on a coat or an anorak and fasten it properly. Also show him/her how to cope if the sleeves are inside out! We will help with those stuck zippers!
2. Show them how to put on their own gloves and fasten buttons.
3. Show your child how to put on and fasten their shoes. It is also better for the child if they have shoes that are easy to fasten, rather than the latest fashion. We do not expect young children to be able to tie their shoelaces but if you can practise at home, they will eventually learn.
4. Encourage your child to dress and undress himself/herself as this will help him/her to cope at gym time and home time. It is often easier to give them a "helping hand" but try to resist the temptation. Many children learn very quickly when they know they have to do it by themselves. During these unprecedented times pupils should come changed in their PE kit.
5. Ensure you have named all belongings including shoes, packed lunch boxes and water bottles.
6. Show them how to empty their own school bag.
7. If your child is staying in school for lunch, teach them proper table manners, including how to eat with a fork and knife.

8. Make sure they can manage to open the items in their packed lunch.
9. Help your child to use the toilet independently and wash hands afterwards.
10. Talk with your child about the many experiences you share together. E.g. going shopping, a journey in the car etc.
11. Encourage your child to help in the house e.g. baking, helping to wash up, set the table etc.
12. Play games with your child and encourage sharing and turn taking.
13. Encourage your child to sit and draw.
14. Read stories frequently so that your child learns that books give a lot of pleasure. Teach them also to handle books with care.
15. Your child will be expected to tidy up in school, after play or art and craft activities. Therefore, encourage your child to tidy up.

We hope you have found this information useful and reassuring. We look forward to getting to know you and your child at Seafield Primary School and remember if at any time you have any concerns, please feel free to arrange a time to come to school and speak to us or just have a chat on the telephone.

Over the summer holiday continue to encourage curiosity and interest in early academic skills, for example reading and talking about books is a great way to get children interested in reading prior to starting in school. Point to the words as you read to encourage left to right tracking. Look at the pictures for clues and ask your child to predict what might happen next.

Ask your child to retell their favourite stories. Nursery rhymes and songs help to develop early reading skills where they are listening carefully to sounds and sound patterns.

You can encourage your child's early writing skills with lots of opportunities to draw, colour, make patterns, join dots to make patterns and pictures etc. Write lists together, for example, a shopping list, point out signs and labels in the environment and play I-spy. Surround your child at home with books, magazines, paper, pencils and pens to encourage writing and drawing.

Children love maths activities and counting so you could practise counting – count everything around you, as you walk up or down stairs, people waiting at the bus stop, steps to the bus stop or car, count and sort household items, make a counting book, look for numbers in the environment – on doors, buses, number plates, listen to and sing counting songs and rhymes.

Other maths skills are also easy to develop at home – discuss shapes around the house and in the environment, play with shape puzzles and blocks, order every day activities, create patterns, weigh and measure when baking, sort objects by shape, colour and size and so on.

Most children are excited at the prospect of starting school. Some children are less confident and will need reassurance. We can work in partnership with you to help your child settle in more confidently.

Children do not learn at the same rate and have preferred learning styles. Although it is hard, try not to make comparisons with other children and always use positive statements to encourage your child. All children thrive on encouragement, praise, success and an environment of low stress and high expectations for all.

Sometimes you may want to talk with your child's teacher, and you are always welcome to do so. This will be arranged at a mutually convenient time through the school office. It is not appropriate to 'catch' the teacher at the end of the school day.

There are many ways that parents can help in school. You can volunteer to work in the classroom, help in the library or help with educational trips. This can benefit the children immensely, and many parents find this a satisfying and rewarding experience.

The school follows the Moray Council Evolve policy with regard to volunteers in school. You can make enquiries at the school office or inform the class teacher if you would like to be a volunteer in school or complete and hand in the classroom volunteer's sheet in this pack.

All regular volunteers are checked through Disclosure Scotland and must be a member of the PVG scheme. This rigorous check is paid for by the authority to ensure the children's safety.



## SCHOOL UNIFORM

Wearing school uniform helps to foster a positive ethos and school identity. Our school sweatshirt and cardigan colour are purple and we really encourage everyone to wear this colour to school. School uniform orders are made directly online from Dallas Design and you can request that they are sent directly to you or you can pick it up from them. You can order online, Phone your order in or pop over to the shop to try on and select your uniform.

Here is the link to Dallas Designs <https://www.dallasdesignsltd.co.uk/>

situated at Unit 8-10 Linkwood Way, Elgin IV30 1HY

Our school uniform consists of a white shirt or Seafield polo shirt (white), school tie, grey, trousers/shorts/skirt or pinafore, purple sweatshirt or cardigan, purple fleece and purple reversible waterproof jacket. These are attractive, practical and look really smart. We also have a round neck PE t-shirt with the house colours green for Baird, yellow for Bell, red for Watt and blue for Fleming. You can also purchase gym bags with the school logo on. You will be sent a letter informing you which house your child is in. Siblings normally are in the same house. Please remember to label all clothes.

It is advisable to keep gym shoes, t-shirts and shorts in school during the week as the class take part in P.E. regularly. The kit is stored in gym bags, which parents provide and hang on your child's coat peg in the cloakrooms outside the classrooms. All P.E. kits are taken home regularly for washing. Please remember to label all clothes including gym shoes.

## **BOOK BAGS**

**BOOK BAGS** It is recommended that you purchase one of the purple book bags for keeping homework/reading books safe/in good condition. These are useful as they keep school reading and library books safe when water bottles burst. These can be purchased online through Dallas Designs.



## **BUDDY SYSTEM-Covid dependent**

At Seafield Primary, we want our new entrants to feel secure and happy from their very first visit. During the induction process, the current P6 pupils normally act as their helpers and guides-Buddies.

The following session when the children start school in P1 these same senior pupils, who are now in P7, become their official 'buddies'. Every P7 is invited to be responsible for one or two new entrants. The new entrant is given a 'Buddy Passport' with the name of the buddy and a photograph (only with parental consent) so that they can recognise her/him.

Buddies meet up with each other at playtime and lunchtime each day for the first few weeks, organise games and activities for them and generally see that their introduction to school life is as happy and smooth as we can make it.

Thanks to our Parent partnership we have many fun play resources which are managed by the P7 Playground Pals, who check on use and retrieval each interval.

This has proven to be a very good method for offering support to our new entrants and a sense of belonging to the Seafield Primary School community. In our Buddies it encourages a sense of leadership, responsibility, offers them scope to manage and guide others and teaches them many life skills which will stand them in good stead for the future.

## **YOUR CHILD'S FIRST DAYS AT SEAFIELD PRIMARY**



**Week 1-First Day of Primary 1 Tuesday 16th August 8.50am-2.50pm**

**On the first day of school you bring your child to Gate 2 where you will be met by staff who will show your child which class line to go to. The class teachers will also be at this gate. At 8.50am the classes will be escorted down to their lines in the playground outside the modular unit. This is where they will line up after break and lunch to go back into class.**

Primary 1 pupils will come into school from 8.50am-2.50pm. As described above the children line up and proceed to the class with staff when the bell rings at 8.50am. When they come into school, they sanitise their hands, hang up their coats on their pegs, unpack their bags in class, put their bag into the bag box and are ready to start their day. While your child is in school we want to give them a sense of achievement and independence and ask you to allow them to walk to the lines on their own.

At the end of the day, the class teacher will accompany the pupils out of the school and will wait until all pupils have been collected. If there are any pupils not collected, then the teacher will take them to the main reception area of the school office to ensure a safe collection.

Non-collection of pupils should be only in the case of an emergency. We do not have additional staff to deal with pupils when parents have failed to be at the school on time.

Our entry and exit procedures encourage a calm and orderly learning environment and we ask parents to observe our procedures.

In Term 4 pupils begin to enter school and go into their lines independently as part of the Transition into P2.

## **NORMAL SCHOOL DAY**

- The normal school day begins at 8.50am.
- The interval for Primary 1 is from 10.40 a.m. until 11a.m. (subject to change)
- Lunchtime for Primary 1 is from 12.40pm until 1.20pm. (subject to change)
- Packed / school lunches are supervised by a member of Senior Management and our Lunch Time Auxiliaries in the school canteen.
- School finishes at 2.50pm.

The children are supervised in the playground by our Playground Supervisor, Playground Assistants and Support Staff. If the weather is extremely bad, the children stay indoors in their classrooms and will be supervised by staff and Primary 7 pupils.

Please ensure your child comes to school with a warm, waterproof coat, hat/hood and appropriate outdoor footwear every day.

Our P7 buddies play a very important role in helping our new entrants settle into school and we really appreciate how seriously they take their responsibilities.

## **MILK / SNACK / WATER**

Milk is available with the Sandwich Lunches. All milk is semi-skimmed as part of The Nutritional Requirements for Food and Drink in Schools Regulations 2008.

Pupils are encouraged to take one healthy snack into school for mid-morning break and one for afternoon brain breaks. As we are a health promoting school, crisps, sweets, biscuits, etc. are discouraged. Fruit, vegetables, cheese, rice cakes, crackers, easy to open yoghurts are all ideal snacks. Also, it is only a short time between break and lunchtime; if the children are eating only fruit, they are more likely to enjoy a hearty lunch. Please note, nut products are not permitted in school due to staff and child allergies.

Pupils are encouraged to bring a water bottle to school so that they always have a drink available. Please make sure that water bottles only contain water and not juice of any kind. These bottles should be taken home at the end of the day for cleaning and refilling.



## **SCHOOL LUNCHES**

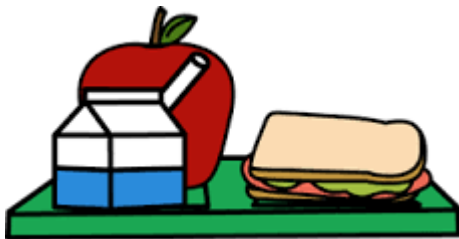
Children in P1-5 are entitled to a free school meal at lunchtimes. Our meals are cooked on the premises. Mrs Liz Ross is our school cook.

Moray Council run a 4-week cycle for school lunches that runs throughout the year. The menu is available on our school website in the information for parents' tab and the Moray Council website. There are three choices each day – including a vegetarian and vegan option as well as a sandwich option. Choices for school lunches is available through our online payment system ipayimpact. This is completed in class with the class teacher each morning.

Please take time to discuss the lunch choices with your child.

If you wish, your child can take a packed lunch into school. Packed lunches are eaten in the canteen and are supervised by a member of the Senior Management Team and Lunchtime auxiliaries. You may decide to take your child home for lunch. Please let the teacher know and they will ensure your child is dropped off at reception at 12.30pm for collection.

If your child forgets their packed lunch, they will be offered a school lunch option.



### **School Lunch Procedure**

The class teachers ensure all pupils are toileted and have washed their hands before going over to the canteen for lunch. Pupils are given a coloured band to let the cooks know what their lunch choice is that day.

Green, Yellow and Blue are the hot options and these pupils line up at the right-hand side of the canteen. Here they collect their main meals and pudding option then make their way to the seating area where their places are set out with knives, forks, spoons and water tumbler.

Orange bands make their way to the left-hand side of the canteen to the sandwich trolley where they get to select their sandwich and snack choices available that day and a salad option. They may also select a soup or pudding option and milk. They then make their way to the seating area.

This is a very sociable time for children, and they enjoy the opportunity to sit down with their peers to enjoy their meal and a chat.

On completion of their meal the pupils take their cutlery, plates and tumblers to the clean-up service area. Children having packed lunches will return all their packaging and uneaten food to their lunch boxes to take home. They then make their way to the playground to meet up and play with their friends. P1 pupils wait and are escorted to the playground area.

## INFORMATION about FREE SCHOOL MEALS

### For pupils in P6 – P7

You can claim free school meals for your child if you are receiving the following benefits. This should be done through the Benefits Section at Moray Council Headquarters.

- Income Support
- Income-based Job Seekers' Allowance
- Any income related element of Employment and Support Allowance
- Universal Credit where take home pay is less than £610 per month
- Child Tax Credit but not Working Tax Credit, and your annual income, as assessed by HMRC, is below £16,105
- Child Tax Credit and Working Tax Credit with an income below the threshold for receipt of maximum Working Tax Credit, currently set by the Government at £6,420
- Support under Part VI – Immigration & Asylum Act 1999
- Universal Credit with a monthly earned income of not more than £610

### Clothing Grants

Clothing grants are also available to parents who meet the same financial criteria as above. Application forms are available from the payments section of The Moray Council.

If you are between 16 and 18 years old and receive any of these benefits in your own right, you can apply for a free clothing grant for yourself.

## TRANSPORT -SAFER STREETS

All Primary and Secondary pupils who live more than 2 miles from their school will be provided with free transport if they attend their local catchment school. Door-to-door transport is not guaranteed. In certain instances, children may be required to walk up to 2 miles as appropriate.



Any child living more than two miles from the school is entitled to transport if the family live in the school's catchment area. Children living out with the zone are not entitled to transport.

To claim entitlement, please refer to **Appendix A of the school handbook** for information on how to request an application form.



Our School is part of the Safer Street Scheme which means the road outside school is closed off to traffic (taxis and residents exempt) from 8.40am-9.10am and 2.50pm-3.20pm.

### **ABSENCES / ILLNESS**

We request that you telephone the school to say why your child is absent on the day they are off by 9.15am calling 01343 547792, or by emailing direct to admin.seafielddp@moray-edunet.gov.uk / message line **0870 054 9999** pin **031470**

and leaving a message on our school answerphone. If you do not contact the school then we will contact you or your emergency contact to make sure that your child is safe.

As a result of illness we encourage parents that the child remain at home until they are fully recovered.

If your child has been diagnosed with Covid-19 please contact the school immediately to allow us to follow Public Health Scotland guidance.

In the event of sickness or diarrhoea you should keep your child at home for 48 hours from the last incidence of sickness and/or diarrhoea (in line with NHS advice) to ensure that it does not spread to other children or adults. All absences must be reported to the office.

Please notify us in writing in advance of any appointments.

### **SEAFIELD PRIMARY MESSAGE LINE**

#### **Instructions for Use**

1. Dial **0870 054 9999**
2. Enter your school's PIN number: **031470**
3. You will get a confirmation message: "**Selected Seafield School**"

You will then enter a menu system:

- Press 1 - to hear severe weather information
- Press 2 - to leave a non-urgent message
- Press 3 - to hear general school information
- Press 4 - to enter a different school PIN number
- Press # - to end call

## PLAYGROUND



Mrs Matheson is our Playground Supervisor and Reprographics Assistant. Playground Auxiliaries, Pupil Support Assistants and Classroom Assistants will take care of children in the school playground at breaks. We request that children do not take toys from home as we have a lot of wonderful playground equipment / games.

The P1 playground is in the middle courtyard behind the P1 classrooms and in front of the infant corridor. Should pupils need to go to the toilet they have access to the infant corridor toilets. Our staff carry walkie talkies to communicate with the office.

## FIRST AID

Our playground staff carry first aid materials in a body bag to administer first aid. We have a first aid station at the entrance to the infant and Senior corridor that they access as well.



If your child sustains a head injury you will receive a telephone call as well as a letter home to inform you.

## MEDICATION

In line with policy agreed by the Senior Clinical Medical Officer, school will only administer medicines with the written approval of a medical practitioner. Please contact the school office. A form has to be completed to allow us to administer medicines to children

Painkillers such as aspirin and paracetamol **do not** fall into the category and will therefore NOT be administered on pupil request.

A copy of the "Supporting Pupils with Medical Needs in Schools including The Administration of Medicines" guidance document is available at the school.

## **HEAD LICE**

We encourage the regular checking of heads for live head lice and eggs (nits). Please, if you discover live head lice, do inform the school so that we can monitor the spread of any infection.

## **TOOTH BRUSHING**

Childsmile aims to improve the oral health of children in Scotland and reduce health inequalities. At Seafield Primary School, our tooth brushing programme begins in the nursery and continues through to the end of Primary 2. All of the children are given their own toothbrush and toothpaste. Supervised tooth brushing takes place in the classroom after lunchtime. There will be communication which will be sent to parents and carers, directly from Childsmile. Parents/Carers will be given the option to 'opt out' of this programme on behalf of the child, by writing to the school on receipt of the communication.

## **MEDICAL/DENTAL VISITS**

At various times, pupils will be screened by the school nurse or doctor for their general health or specifically for vision, hearing, etc. The school dentist regularly visits to carry out routine check-ups. If pupils need to leave school to visit their own dentist or doctor, please contact the school to make them aware of the appointment. Pupils should be collected from the school reception by an adult.

## **ASSEMBLIES**

Currently, we have a virtual assembly every week. Each class usually takes responsibility for an assembly during the session. This time together is a very important part of our school week, and the message of the assembly is developed within each class at a level appropriate to the age of the pupils. During non-Covid times, parents are always welcome at our class assemblies and will be informed about these before the event.



## **PRIMARY 1 AND THE EARLY YEARS CURRICULUM**

### **The Totality of Experiences**

The curriculum includes all of the experiences which are planned for children and young people through their education, wherever they are being educated. These experiences are grouped into four categories:

**Interdisciplinary Learning:** How the curriculum should include space for learning beyond subject boundaries which will provide learners with the opportunity to develop

insights and apply skills in a way and/or to a degree not offered through the study of a discrete curriculum area.

**Ethos and Life of the School:** The starting point for learning is a positive ethos and climate of respect and trust based upon shared values with genuine engagement across the school community.

**Opportunities for Personal Achievement:** Children and young people need opportunities for achievements both in the classroom and beyond, giving them a sense of satisfaction and building motivation, resilience and confidence.

## **PLAY BASED AND ACTIVE LEARNING**

*“Real play is the freedom for children to engage with and learn from the world that surrounds them. By mentally and physically connecting children to the world, play empowers them to create and grow for the rest of their lives. It is a fundamental right for all children.” - Word Economic Forum*

Background

*“Amongst the many challenges and complexities involved in teaching young children is the recognition that, as truly ‘active’ learners, they do not just learn what they are taught; rather, they learn what they experience. The effective Early Years teacher, therefore, has to consider not only their own interpersonal style as a teacher, and not only the learning activities they will devise and provide for the children, but also the entire classroom environment and ethos within which they and the children will live and work.” (Whitebread, 2015: 25)*

The Early Level of Curriculum for Excellence was designed with the understanding of developmentally appropriate learning and teaching. The Early Level spans (for most children) Nursery to Primary 1.

*“Active learning is learning which engages and challenges children’s thinking using real-life and imaginary situations. It takes full advantage of the opportunities for learning presented by:*

- *spontaneous play*
- *planned, purposeful play*
- *investigating and exploring*
- *events and life experiences*
- *focused learning and teaching*

Supported when necessary through sensitive intervention to support or extend learning. All areas of the curriculum can be enriched and developed through play”.  
**(Building the Curriculum 2)**

In Primary 1 we are working towards developing a consistent, deep understanding of developmentally appropriate pedagogy. This takes into account the flexible nature of play pedagogy, contingent upon context, staff and the individual needs of children.

There is a progression across the Early Level in play, *“most children enter primary school as enthusiastic, independent learners who are used to making decisions, solving problems and initiating their own learning.....staff need to build upon this by planning approaches to learning which reflect these enthusiasms, needs and interests”*. **(Building the Curriculum 2)**

Globally, there is an increasing recognition that to develop learners who have the skills to meet the challenges of the future we need to allow children to play more. *“Play is needed to endow us with leaders who can resolve conflict, problem solve, build socially connected communities and inspire society to flourish.”* – **World Economic Forum**

## PHYSICAL EDUCATION

The Scottish Government recognises the positive impact physical education can have on a pupil's health, educational attainment and life chances and that it can form a key element of a school's plan to deliver the broad health and wellbeing outcomes and experiences contained within Curriculum for Excellence. Seafield Primary School is committed to ensure, as much as possible, that every school pupil will benefit from at least 2 hours of physical education, per week, in primary school. Class teachers take classes for PE.



Where possible we try to use the outdoors for PE so please ensure your child has a pair of indoor gym shoes and an old pair of trainers for outdoors.

## CLUBS and ACTIVITIES

We have a Silver Award for our work in physical activity involvement at Seafield. We work closely with SportScotland and the Active Schools Network who help to develop and support the delivery of quality sporting opportunities for our pupils. Throughout the session, your child may have opportunities to take part in sports/physical activities either during lunchtime and/or after school. In recent years, these clubs have included athletics, cross country, netball, basketball, badminton, football, Wildlife Club, Gardening Club and dance club. More information will follow as it becomes available.

## **TEACHING**

Children will experience quality teaching which includes a variety of teaching styles ranging from direct interactive to discursive teaching. Teaching and learning is highly participative and children are encouraged to demonstrate their learning. All children will be encouraged to actively demonstrate their learning by what they write, say, make and do. All children will be encouraged to actively engage in the learning process by talking, listening, thinking, constructing, manipulating objects, making visual representations and the use of ICT. A multi-sensory approach encourages learning for all. A Curriculum for Excellence requires children to develop skills to be successful learners, confident individuals, responsible citizens and effective contributors. If you would like more information about this, details can be found at <https://education.gov.scot/education-scotland/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-building-from-the-statement-appendix-incl-btc1-5/what-is-curriculum-for-excellence>

## **SCOTTISH NATIONAL STANDARDISED ASSESSMENTS**

The Scottish Government has commissioned the Scottish National Standardised Assessments as part of the National Improvement Framework. For children and young people to have the best chance of reaching their potential, parents/carers, teachers and the children themselves need to understand how they are progressing, and what further support they require. Alongside a wide range of other assessment activity, the assessments help to inform that understanding by providing teachers with objective and nationally consistent information on children's progress. Teachers can then discuss the children's progress with them and their parents/carers, planning next steps accordingly, and ensuring parents/carers understand how best to support their child's learning at home.

The Scottish Government has introduced a single nationally developed set of standardized assessments, designed to reflect the way we deliver education in Scotland, through Curriculum for Excellence.

Ongoing and informal assessment is, and will continue to be, a central part of everyday assessment. Teachers will continue to draw on all assessment information available to them, when considering children's progress and planning the next steps in their learning.

Scottish National Standardised Assessments focus on aspects of reading, writing and numeracy. All children in P1, P4 and P7 will be assessed.

Standardised Assessments, Scottish Government Website 2018(link below)

<https://standardisedassessment.gov.scot/parents-and-carers/>

## NURTURED



As a school, we have adopted a Nurturing approach. We follow the six principles of Nurture which are noted below.

### The Six Principles of Nurture

1. Children's learning is understood developmentally
2. The classroom offers a safe base
3. The importance of nurture for the development of wellbeing
4. Language is a vital means of communication
5. All behaviour is communication
6. The importance of transition in children's lives

Ref: Lucas, S., Insley, K. and Buckland, G. (2006) Nurture Group Principles and Curriculum Guidelines Helping Children to Achieve, The Nurture Group Network

### What does this mean for you and your child?

Settling into Primary 1 can be emotional. At Seafield Primary, when your child needs care, comfort and guidance, we give it to them. We talk, we listen, and we look for solutions to any problems.

## RESPECTED



**RESPECTED** We always promote a respectful relationship and culture between:

- Pupils and Pupils
- Pupils and All Staff
- Pupils and Parents
- Parents and All Staff
- Pupils, Parents and the Wider Community

Moray Council Schools are committed to becoming “Rights Respecting Schools (R.R.S)” where we make children, parents, staff and the wider community aware of the United Nations Convention for Rights of the Child (UNCRC). Seafield Primary has a recognition of commitment to the Rights Respecting School initiative and currently working towards our Award. We aim to take R.R.S. further and embed it into our

curriculum and wider school activities. Look out for more information coming to you about this, soon from the Rights Respecting Steering Group.

### **PUPIL VOICE and PARTICIPATION**

We respect and appreciate pupil participation in developing the life and accomplishments of the school. Your child will receive opportunities to participate in various committees, groups, and activities to widen their experience, and most importantly, to let their voice be heard. In these groups, we encourage parent participation. If you have a certain skill, interest or passion for any of the following, do let us know, so that we can benefit from your parental participation too!

- Pupil Council
- Eco Schools
- Rights Respecting Steering Group
- Junior Road Safety Officers (JRSO)
- Health and Wellbeing Group
- After-School/Lunchtime Clubs



### **SCHOOL HOUSE SYSTEM**

The school has four houses, Baird (Green), Bell (Yellow), Fleming (Blue) and Watt (Red).

On enrolment at the school children will be allocated a house. Siblings will be allocated to the same house.

The system encourages team spirit and points are awarded throughout the year for all aspects of achievement including House Competitions. Elected House Captains assist in organising inter-house events and are supported when organising sporting challenges.

This is why we encourage pupils to wear their house t-shirts-wear it with pride!



## **ENGLISH as an ADDITIONAL LANGUAGE (E.A.L.)**

Mrs Frivoli and Language Support Assistants from the EAL service visit and support children with EAL. They support children with talking and listening, reading, writing, phonics and spelling. We have, and value, the many different languages being spoken at Seafield. We believe it adds to the culturally diverse and vibrant nature of the school and is in line with our school values Equality and Respect. If any pupils are struggling in their understanding, we do our best to ask an older pupil to come and translate, if/when necessary.

## **ADDITIONAL SUPPORT NEEDS (ASN)**

We at Seafield, aim to identify and support any additional support needs children may have, be it social, emotional, behavioural or academic, short or long-term. If you feel your child is requiring further support in any of these areas, please speak to the class teacher in the first instance.

If your child's class teacher feels a pupil needs a block of extra support, they will contact you directly to discuss.

## **LIBRARY BOOKS**

Once a week your child will get the chance to take home a school library book. The book will be sent home in a Book Bag and should be returned to school by the same day the following week. We encourage all children to change their library book weekly and would ask for your help to ensure this is the case. The Library remains closed currently in line with the school Covid Risk Assessment.

## **READING BOOKS**



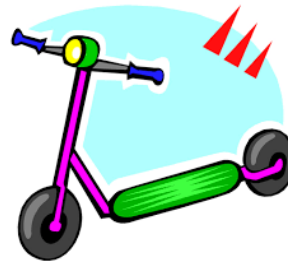
Once your child begins to receive a reading book to take home, we kindly remind you to ensure they bring it back to school daily.

## **MONEY, SCOOTERS, BICYCLES AND LOST PROPERTY IN SCHOOL**

Children are not encouraged to bring money or articles of value to school except when necessary.

The Bikeability Scheme (cycling proficiency) will be run for P5-7 pupils. Pupils bringing bicycles and scooters to school do so at their own risk. You are asked to park them securely in the school bicycle shed in playground 3.

Lost Property is held in the drawer unit in the reception area. Any queries regarding lost property should be directed to the school office. All items of lost property are put on display once a term in the school hall and, if still unclaimed at the end of the session, will be disposed of to the Moray School Bank, the School Recycled Uniform Project or local charity shops.



## **PARENTAL ENGAGEMENT**

### **Welcoming and Including Parents**

As parents, you are a hugely valued part of the school community – you have been your child's first educators and provide the main role-model in their lives. It, therefore, makes sense that we work together as much as possible.

Parents/Carers evening in Term 1 gives an opportunity for parents to speak with the class teacher directly about the progress of their child.

There will also be Shared Learning Sessions each month where parents/carers can come into classes to meet with the class teachers and children.

These focussed sessions provide a variety of experiences for shared learning. - these sessions have not been running since Covid-19. Hopefully they'll be back next session.

## **SCHOOL EXECUTIVE COUNCIL**

We have parents serving on the SEC as well as teaching staff and School Leadership involvement. This Council meet to discuss Moray Council Policies, Education Scotland directives and other relevant aspects of our community.

The main functions of the Executive Council are to:

- Support the school in its work with pupils and parents
- Represent the views of parents
- Promote contact and communication between the school, parents, pupils, the community, nursery and other providers
- Report to the Parent Partnership

### **PARENT PARTNERSHIP-SCHOOL FUNDRAISING GROUP**

Parents /carers and staff of the school are members of this group. We organise and run a fantastic range of after school fundraising activities to benefit the school. During the year, we run various events such as discos, film nights and quiz nights. We raise funds for the school with our annual Spring Fayre and support the school with other events. Our aim is to support and advance the welfare, education and social interaction of the pupils and to foster good links between the parents and staff. Anyone can help and join our committee, which meets on average once a month. New members are very welcome so watch out for meeting dates in the school newsletters, school app, Twitter, Seafield Parent Partnership Facebook page or check the school website.

### **OTHER CONCERNS**

If there are other concerns, then parents are welcome to call the school office to arrange an appointment with the class teacher or school management at a mutually agreeable time.

### **SCHOOL CONTACT DETAILS**

Seafield Primary School, Deanshaugh Terrace, Elgin, Moray IV30 4ES

Telephone: 01343 547792

Email: [adminseafieldp@moray-edunet.gov.uk](mailto:adminseafieldp@moray-edunet.gov.uk)

Website: <https://blogs.glowscotland.org.uk/my/SeafieldPrimarySchoolWebsite/>

## GETTING TO KNOW US

Your child will come into contact with lots of new people when they start with us in August. Please look at this page with your child and talk about the people in the photographs so they won't be strangers to them.



**Miss Snodgrass, Head Teacher**



**Miss Stuart, Depute Head Teacher and P2 Class Teacher**



**Mrs MacWatt, P1 Class Teacher**



**Mrs Stewart P1 Class Teacher**



**Mrs Layton P1/2 Class Teacher  
(Currently on Maternity Leave)**



**Mrs Reid Principal Teacher of  
Additional Support Needs**



**Mrs McClure, Our ICT Teacher/SFL**



**Mrs Taylor, School Admin**



**Mr McBride, our school Janitor**



**Mrs Ross, our School Cook**

## GETTING AROUND SEAFIELD PRIMARY



**Reception Entrance**



**P1 Classroom Entrance**



**Cloakroom**



**P1 and P2 Playground**

## Inside P1 Classrooms and P1/2



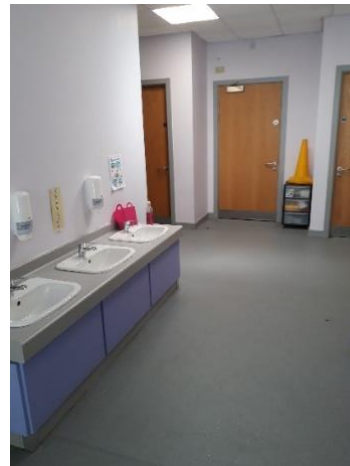
**P1S Classroom**



**P1M Classroom**



**P1/2L Classroom**



**Toilets in P1 Modular**

## Toilets in the Infant Corridor





## The Main Corridor to the Canteen



**The Canteen-Main Doors**

## The Packed Lunch and Sandwich Area



**The Hot Lunch Area**

**The Rainbow Room (Nurture)**



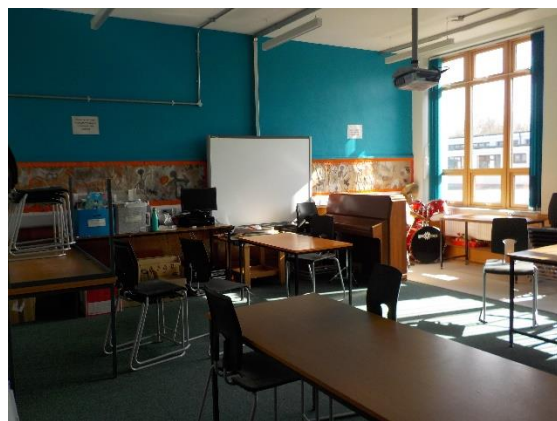
**The Learning Lounge  
(Enhanced Provision)**



**The Library-shh!**



**The Creative Zone (Art and Music Room)**



## The Gym Hall



And that takes us back

to...Reception

Pupil Entrances to School (Gate 3 is on the field-pupils can walk across the grass to their playgrounds)

Gate 1



Gate 2



On Day 1 cones are placed so pupils know where to line up in their classes. P1 classes have laminated signs on the left hand fence at Gate 2

**We hope you liked the quick tour.**

## **FREQUENTLY ASKED QUESTIONS**

This section has been made up from questions we have been asked in previous induction meetings.

### **What things can I be doing to help my child once he/she has started school?**

Once your child has started school, please check his/her bag every night for his/her reading book, any homework or letters from school. We appreciate a prompt reply to any letters, often via a return slip.

### **How long does the school day last for Primary 1?**

8.50a.m. - 12.40 p.m. (interval 10.40am -11am) Lunch break 12.40 p.m. – 1.20 p.m. 1.20p.m. – 2.50p.m. We recommend that you don't bring your child to school too early. Primary 1 children are admitted to school at 8.50 a.m.(the first bell) to allow them time to get ready before the other pupils come in. The front door is locked when all pupils have entered.

### **What if we are late?**

If you are late please enter the school by the main door at reception where the admin team will enter your child's attendance on the system and take your child to class.

### **What does my child need to wear?**

At Seafield Primary, we try to take a sensible attitude to dress and children are encouraged wear school uniform as it promotes a sense of pride and identity with the school. Sweatshirts, polo shirts, fleeces etc. bearing the school badge as well as school ties can be ordered/bought through Dallas Designs.

<https://www.dallasdesignsltd.co.uk/>

Local supermarkets stock a very good range of school clothing.

The school colour is purple. The following guidelines may be helpful to you.

Purple Sweatshirt/Cardigan

White blouse or polo shirt

Grey Skirt/pinafore/trousers/shorts

Checked Purple Summer dress (if desired in summer)

PE House T-Shirt

Black shorts

Easy fastening Gym shoes (Velcro)

Your child should be able to recognise their clothing and possessions easily. However, please do not rely on recognition only - everything taken to school should be labelled or named for easy recognition.

From P1-P7 we ask that children bring an overall for art/craft activities. The aprons with sleeves are ideal.

We also ask that they bring a pair of indoor gym shoes which they can fasten themselves e.g. black gym shoes, trainers. Children change into these before they come into class.

We **do not** wear outdoor shoes indoors.

During the school year, there may be special days when we have a “Dress as You Please” day. Parents will be informed of these, in writing, in advance of these days.

### Will my child have PE?

The children will have gym sessions every week, so they need a pair of shorts, a pair of gym shoes (slip ons or velcro are easier for them) and a t-shirt in their house colours. PLEASE put your child’s name on his/her gym kit too. It can be difficult to tell whose gym shoe is whose – especially when you have a pile of mixed up black gym shoes that all look alike. For health and safety reasons, your child will be asked to remove all jewellery including earrings during PE and girls with long hair should wear it tied back.(Where pupils are unable to remove earrings tape should be used to cover the earring)

If your child forgets their PE kit you will be sent a reminder on the second occasion of forgetting. The Scottish Government policy is that children should be physically active for 2 hours a week.

**Your child should come to school dressed in their PE kit on their PE days due to Covid regulations. Most children wear jogging bottoms, hoodies/sweatshirts over their PE kit.**

### **What Else Might My Child Need?**

Your child will need –

- School Bag- for carrying materials to and from school. Please choose one that will support books etc. and keep them dry in wet weather.
- Indoor gym shoes, (which are left in school in their shoe boxes)
- Water bottle
- When your child is issued with a reading/library book we advise you not to put the water bottle in this bag unless it is a leak proof bottle.

There is a charge for damaged books.

- a packed lunch box - if your child chooses to have a packed lunch in school, it is advisable to carry it in a separate box/cool bag as juice can occasionally spill or leak and spoil books etc. On occasions when we go out of school it may be necessary for your child to take a packed lunch with them- Picnic in the Park events.
- a purse/wallet for money. Please also ensure your child has only the necessary amount of money with them each day - money can be very easily lost in school.
- Children will not need a pencil case as all stationery is issued to pupils in line with the School Covid Risk Assessment.

Please ensure your child's name is on all of the above items.

### **What happens at interval time?**

Break is from 10.40am - 11 a.m. All children go outside to play at this time. During playtime for the first 2 weeks your child's Primary 7 buddy will keep them company in the playground. Please ensure your child has suitable outdoor warm waterproof clothing as unless it is very wet, we go outside. During the morning interval and lunchtimes, the playground is supervised by our Playground and support staff.

Our Playground Pals in their Hi Vis vests from P7 also ensure classes are involved in playing games and having fun.

### **What happens during a wet interval?**

Your child will stay in their classrooms during very wet weather. Our Playground Staff and P7 pupils will supervise them. We advise against bringing toys to school, particularly electronic handheld games or other valuable toys, as we cannot be responsible for their safekeeping. The children have access to a variety of play resources in class.

Current Covid restrictions means children **cannot** bring in toys and games from home.

### **What if my child is not feeling well?**

If your child is unwell and unable to attend school for any reason, we ask you to contact the school before 9.15am on 01343 547792, email or call the school messaging line. We have to follow Moray Council policy and contact parents of any absent children if they have not notified the school. If your child has sickness or diarrhoea, please keep them at home for 48hrs after their last incident. That way he/she is less likely to pass on any germs to the rest of the class – or the teacher. If your child becomes unwell at school and needs to go home, we will phone you or your emergency contact to ask you to come and collect them.

Please keep us informed of any change of your contact details, especially mobile phone numbers and email addresses.

### **Covid Symptoms**

Should your child develop any symptom related to Covid during the school day, they will be taken to the isolation room and you will be called to take them home and seek guidance from Public Health Scotland.

### **What if my child has got to go to the dentist or doctor in school time?**

We realise that it is not always possible to fit in dentist, doctor and other medical appointments after school. If you have an appointment during the day, then you must collect your child from the school reception. If the appointment is short, then you can bring your child back to school and that means he/she misses as little as possible.

### **What happens if my child has an accident at school?**

Accidents can happen in the playground or school. You will be informed of minor bumps and scrapes by the class teacher or Class dojo. If the injury is more serious, you or your emergency contact will be informed by telephone.

It is recommended that they bring a full change of clothes (joggers and a top are fine) including pants and socks for those other wee accidents. Just pop them into a carrier bag to be left on their pegs.

If your child has to change clothing they will take the soiled clothes home. Should this happen please don't forget to send another set in to school. This saves us phoning you and asking for a change of clothing to be brought in.

### **How Do You Manage Behaviour?**

#### **Respectful Relationships -Good to Be Green**

At Seafield Primary we promote Respectful Relationships and encourage children to work and play co-operatively with others. We have an ethos of respect and consideration for all which comes through in our school values Happiness, Nurture, Positivity, Equality, Resilience, Respect and Communication.

Our school behaviour system is called Good to be Green. Children are encouraged to take responsibility for their behaviour. Full details can be found in our school handbook and in our Promoting Respectful Relationships Policy. This system will be demonstrated to you by the class teacher during a Shared Learning event.

All children are allocated a House when they begin Seafield Primary. Children are rewarded by all members of staff for being good citizens by receiving house/Dojo points. If we have any concerns about your child's behaviour we will invite you to school to chat about how we can work together and support your child.

### **Why is there a Yellow Line on the playground?**

**In Line with the Covid School Risk Assessment parents must stay outside the school grounds.**

Pre-Covid- The Yellow Line outside in the playground is there to avoid confusion at dropping off and picking up time. Parents/carers are requested to pop their child into line and remain behind the yellow line in the playground. This avoids confusion for children at drop off time.



At the end of the school day teachers bring the children to the door and have a clear view of who is coming to collect children by observing parents/carers waiting at the yellow line.

**Staff now walk children to Gate 2 for collection at the end of the day.**

### **Where should I collect my child from?**

Staff escort the children to Gate 2 at the end of the day. We ask that you look out for your child as they approach the gate and only come forward when they are at the front of the line. This avoids congestion and allows teachers to see parents more easily.

### **What about road safety?**

Our School no longer has a lollipop person so it is important your child is warned of the dangers when crossing the road. Teachers reinforce the message from Living Streets Scotland and encourage pupils to walk, cycle, use a scooter and park and stride to come to school.

Each day your child records how they came to school on the interactive programme and are rewarded with badges for coming to school in an environmentally friendly way.

### **What is the function of the yellow zig zag lines outside the school gates?**

There are yellow zig-zag lines at the school gate area to protect children crossing the road to school. Please do not stop or offload on them. Please also ensure that you DO NOT use the vehicle entrance to the school car park as a pedestrian access. Our School car park is for staff and tradesmen only and ask you not to bring your car into the car park to drop-off or collect your child. There is a small car park situated to the rear of the Hub area. There is also parking at the rear of the field area. Our neighbours also ask that you please refrain from parking outside their drive ways and block them in.

Safer Streets Scheme runs from 8.40am-9.10am and 2.40pm-3.20pm. During this time Deanshaugh Terrace outside school is restricted to emergency vehicles, disabled drivers holding a blue bag and residents. This is helping to keep our street safe for the children.

### **What approach to teaching is used at Seafeld Primary?**

Our pupils will have had a wide range of experiences and a wide range of skills and interests when they join school. We believe that we provide a well-planned and resourced curriculum to take their learning forward. We provide

opportunities for all children to succeed in an atmosphere of care and of feeling valued.

Children will have the opportunity to play and adults will support a learning through play approach.

The curriculum we follow is the national Curriculum for Excellence, which promotes children becoming Successful learners, Confident individuals, Responsible citizens and Effective contributors. More information can be accessed by this link-

<https://education.gov.scot/education-scotland/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-building-from-the-statement-appendix-incl-btc1-5/what-is-curriculum-for-excellence>

<https://www.playscotland.org/about/play-strategy/>

### **When will my child receive a reading book?**

At Seafield, all children are treated individually according to their needs and stage of development. Due to this, different groups of children will begin to receive reading books at different points during the year. All children will not receive reading books at the same time. Rest assured all children are involved in daily interactions with teaching staff to ensure they are progressing their reading skills.

### **Can we take a family holiday during term time?**

Advice from the Scottish Government is that holidays taken during the school session, other than in exceptional circumstances, should be considered as unauthorised absences. Parents need to inform the school in writing or in person about such holidays and each case will be considered on its merits.

### **What happens if there is a school closure?**

Head Teachers have discretion as to the closure of schools when they anticipate weather conditions or in other circumstances which would put children at risk. If school closes during the school day, children will be kept in school until parents are contacted. There is a School Information Line which is available to provide information in such circumstances. This will also be announced on Moray Firth Radio, The Moray Council Website and Seafield Twitter@SeafieldHT. Our new Seafield App will also link these systems.

Please see the school handbook for more details.

### **What do I have to do if I volunteer to come in and help during non-Covid times?**

We encourage parents/carers and other visitors to come into school. However, the safety and security of the children must be our highest priority so when you come into school you must report to the Reception desk and sign in.

## What kind of things does my child need in class?

### Starting School at Seafeld Primary- Checklist

#### School Bag

- **PE Kit: Currently pupils come in to school changed ready for PE on their PE day. The class teacher will let you know when this is.**
- Usually a Named PE Kit Bag with Shorts/T-Shirt in colour of House Team/Spare Socks/Gym Shoes. **House PE T-Shirts Colours: Fleming-Blue, Watt- Red, Baird-Green, Bell-Yellow**
- **INDOOR GYM SHOES:** All pupils change into indoor gym shoes on arrival at school and change into outdoor schools for break, lunch, outdoor learning and end of day. Indoor gym shoes are left in the pupil's shoe box. We recommend black plimsolls.
- **Bottle of Water-** no juice in class. Please ensure bottles do not leak in bags
- **Full change of clothing in a plastic bag to leave at school- for wee accidents and if pupils get wet during outdoor learning**
- **Packet of paper hankies-** always a good idea
- **Small healthy snack** for break if desired -FRUITY FRIDAY!
- Small healthy snack for Brain Break in the afternoon
- School meals are free of charge to pupils in P1-P5- sample menus will be sent home- Please ensure children know which lunch choice they are having each day. Some pupils may prefer to bring a packed lunch from home on days they do not like the choices
- **Any change to person collecting pupils-** a written note is requested

- **PLEASE name** all items of clothing and equipment otherwise they may get lost/mixed up

And most of all...



**A cheery smile! And remember...**



**Good Luck and Welcome to Seafield!**

### **SCHOOL DATES and HOLIDAYS 2022-2023**

<b>Term 1-Autumn Term</b>		
	Teachers return	Monday 15 <sup>th</sup> August 2022
	Pupils return	Tuesday 16 <sup>th</sup> August 2022
	Term Ends	Friday 7 <sup>th</sup> October 2022
October Holidays	Monday 10 <sup>th</sup> -Friday 21 <sup>st</sup> October 2022	
<b>Term 2-Winter Term</b>		
	<b>School Returns</b>	<b>Monday 24<sup>th</sup> October 2022</b>
Inservice Days-school closed to pupils	Monday 14 <sup>th</sup> and Tuesday 15 <sup>th</sup> November 2022	
	Term Ends	Thursday 22 <sup>nd</sup> December 2022
Christmas Holidays	Friday 23 <sup>rd</sup> December- Monday 6 <sup>th</sup> January 2023	
<b>Term 3-Spring Term</b>		
	School Returns	Monday 9 <sup>th</sup> January 2023

February Mid Term Break	Thursday 9 <sup>th</sup> -Monday 13 <sup>th</sup> February 2023	
	School Returns	Tuesday 14 <sup>th</sup> February 2023
	Term Ends	Friday 31 <sup>st</sup> March 2023
Easter Holidays	Monday 3 <sup>rd</sup> April-Friday 14 <sup>th</sup> April 2023 Good Friday-Friday 7 <sup>th</sup> April 2023-Summer Term	
<b>Term 4-Summer Term</b>		
	School Returns	Monday 17 <sup>th</sup> April 2023
May Bank Holiday		Monday 1 <sup>st</sup> May 2023
Inservice Days-school closed to pupils	Thursday 11 <sup>th</sup> and Friday 12 <sup>th</sup> May 2023	
	Term Ends	Friday 30 <sup>th</sup> June 2023
Summer Holidays for pupils	Monday 3 <sup>rd</sup> July- Monday 14 <sup>th</sup> August 2023	

### Starting Times and Dates for 2022-2023

<p><b>Start School: Tuesday 16<sup>th</sup> August</b>  Start of School Day: 8.50am  Breaktime: 10.40am-11am  Lunch-12.30pm-1.20pm  End of School Day: 2.50pm</p>
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### Concerns and complaints

Seafield Primary and Nursery have an open door policy, which means that parents during non-Covid times are welcome in the school at any time, signing in at reception first. If, however, parents wish to discuss something in depth it is better to make an appointment for a time when the teacher is free from class commitment. Class teachers may phone you or hold a social distanced meeting with you.

Most concerns or complaints are of a minor nature and can be resolved by discussion with the class teacher. If however, this is not the case the matter can be raised with the Head Teacher or Depute Head Teacher. An appointment must be made in order to do this. They may phone you or hold a social distanced meeting with you.

It is best to make an appointment with a member of staff through the School Administrator in the school office. Should it not be possible to deal with an issue within the school, Moray Council's formal complaint policy can be obtained from the school office or there is a link at Appendix A in the school handbook.

## **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

Information on pupils and parents/carers is stored securely on a computer system. The information gathered is subject to the terms of the Data Protection Act 2018.

The information may be used for teaching, registration, assessment and other administrative duties. The information is shared with Moray Council for administrative and statistical purposes. Extracts of the information are shared with a range of partners such as Skills Development Scotland, the Scottish Qualifications Authority, and the NHS (for the dental and child health immunisation programmes). Information is also shared with The Scottish Government for statistical and research purposes, although individual children are not identified.

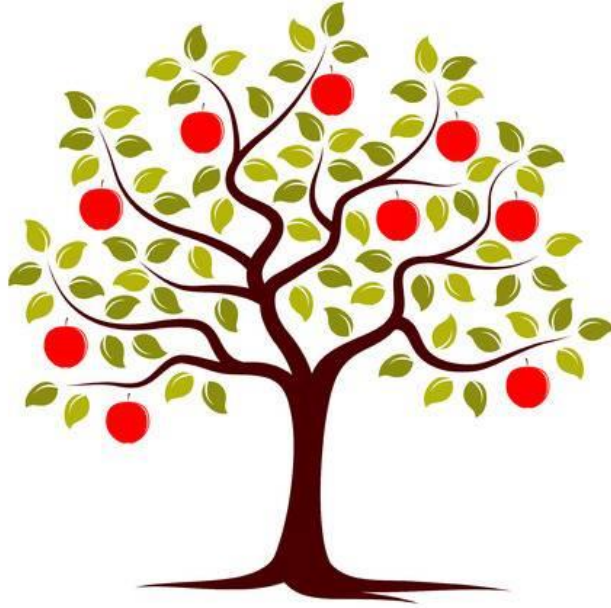
The Data Protection Act ensures that information is collected fairly and lawfully, is accurate, adequate, up to date, not held for longer than necessary, and may only be disclosed in accordance with the Codes of Practice.

More information is available on the Moray Council Internet site at:

[http://www.moray.gov.uk/moray\\_standard/page\\_75569.html](http://www.moray.gov.uk/moray_standard/page_75569.html)

It is hoped that you have found the information in this booklet to be useful. We are looking forward to seeing you and your child at Seafeld Primary School. We pride ourselves on being a kind, caring and nurturing community.

If any point has not been made totally clear, or if you wish to talk to the Head Teacher or Depute Head Teacher, please do not hesitate to contact us.



*Together We Learn, Together We Grow*

## **WELCOME to SEAFIELD!**

More information can be found on our website at

[www.seafieldprimary.sch.uk](http://www.seafieldprimary.sch.uk)

SCHOOL APP

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