



Welcome to Primary One  
Linkwood Primary  
Parents' Guide  
2022-23



# Welcome

A very warm welcome to Linkwood Primary School. We look forward to getting to know you and your child as you begin your journey with us.

The first steps to starting school can be daunting for everyone, especially at this time of uncertainty. We hope this guide will answer some questions you may have. Linkwood Primary has a very open door, and we welcome all our families to get in touch if they have any queries or concerns.

Here are some faces who will quickly become familiar to you once the new school year is under way.

## The P1 Staff Team



Mrs Fiona Stevenson  
Headteacher



Mrs Elaine Kelly  
School Administrator



Mr Les Milne  
Janitor



Mrs Andrea Main  
Depute Headteacher



Miss Annelie Graf  
Depute Headteacher



Mrs Vicki Sim  
Class Teacher



Mrs Mandy Anderson  
Class Teacher



Mrs Ruth Herschell  
Class Teacher



Miss Kirsty Dunlop  
Class Teacher

# How will you know what is happening in school?

## Correspondence

You will receive monthly newsletters and updates which will be emailed to you unless you have requested a paper copy which will be sent home with your eldest child.

Sometimes important information which requires a return slip to be returned to school will be sent home in your child's blue reading bag, please check this bag **daily** and remove any letters or information that does not need to be kept in here.



Xpressions is available to download for free from any device store, allowing parents to send/receive free text messages, emails, receive school alerts and links to services. This service is sent directly to the school using a priority service, which reduces the risk of emails getting lost in the school email box. This application also allows the school to send emergency alerts to parents without any internet services. Please see page 48 of the school handbook for information on how to set this up.

## See-Saw

Throughout the year your child will keep a Personal Learning Profile which you will have access to through the See-Saw app. Information on how to access this will be provided during transition.

Here you will be able to be part of your child's learning journey through sharing examples of work, photos, pupil and teacher comments and next steps.

The class teacher will share a termly overview of the planned learning. It is important to share the profile with your child and use it as a discussion tool.

## Website and social media (see links to the right)

The school website, Facebook and Twitter accounts are updated regularly and termly information and newsletters are available on our website.



## School Contact Details

Linkwood Primary School,  
Thistle Drive  
Elgin  
IV30 8AS

Telephone: 01343 547782

Email:  
admin.linkwoodp@moray-edunet.gov.uk



## WEB SITE

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



Twitter

@LinkwoodPrimary



Facebook

<https://engb.facebook.com/LinkwoodPrimarySchool/>



# What will your child need to wear and what to take to school?

## School Bag



- **Packet of tissues**
- **Packed lunch** (if not having school meal)
- **Apron** (an old shirt is ideal!)

## Water bottle

Pupils are encouraged to drink water regularly throughout the day. Please provide your child with a named bottle or flask containing water, with a sports top.



## Snack

We offer all children 'flexible snack time' so that they can access their snack when they are hungry rather than wait till break time. Please give your child 1 or 2 small, healthy, easily managed snack which will help them through to lunchtime, along with a drink of water or juice. Please make sure this will not leak and is put in their school bag, not the blue reading bag. We encourage all our children to eat healthily, please avoid high sugar or high salt snacks.



## Change of clothes

Please provide a labelled bag inside their school bag, containing a complete change of labelled spare clothes to keep in school in case of any accidents.

If you have any concerns about your child's toileting ability, please let the teacher know as soon as possible so appropriate support can be given.

## Blue Reading Bag

All P1 pupils are encouraged to have a reading bag. These are available to buy from Dallas Design. They are great for keeping reading and library books dry and safe and are used for transporting homework tasks and communication.



## Gym Bag (Depending on current guidance)



- **Shorts**
- **T-shirt** please do not give your child clothing associated with football teams
- **Gym Shoes** please avoid laces unless your child can manage these independently
- **Jogging bottoms and a fleece** PE is likely to take place outdoors as often as we can throughout the year.
- **PLEASE NAME ALL CLOTHING**

## School Uniform

### Our School uniform is:

- **Navy sweatshirt / Cardigan** with the school logo- these can be ordered from Dallas Designs:  
<https://www.dallasdesignsltd.co.uk/index.php/23/535719/>
- **Grey or black trousers or skirts** Jeans are not permitted. Tracksuit bottoms are fine as we encourage outdoor learning as often as possible.
- **White polo-shirt**
- In the summer, girls may wear **blue and white check dresses** which can be bought from local supermarkets.
- **Comfortable shoes (preferably waterproof)** please avoid laces and ensure your child can put these on and take them off independently. Laced shoes are not suitable for young children unless they can confidently tie them themselves. Children often don't have all the skills necessary to tie laces until age 6. Thank you for your support and understanding.
- **Indoor Shoes-** ALL children will change into indoor shoes. These should have light coloured soles and be practical e.g. gym shoes, sensible slippers.
- **Wellington boots-** we will be making regular trips to local woodland areas.



### Looking after our belongings

We encourage all our children to take care of their own belongings and to dress themselves. Please ensure all items are **CLEARLY LABELLED** with your child's name. The school has set up an account with My Name Tags. Every time you order your child's name labels from this company, the school will benefit from 24% of the cost. A great way to keep your child's belongings safe and help us raise funds!

<https://www.mynametags.com/>

School ID: 104969

# First Days of School

## School Transport

School transport is provided to all primary and secondary pupils who live more than 2 miles from their school, if that is 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.

All children are expected to display good behaviour on the bus and independently use their seatbelt. Children are expected to wear a face mask when using the bus unless exempt.

## Walking Bus

We are part of the Living Streets Travel Tracker programme and encourage children to walk, scoot or cycle to school. As part of this we have set up a walking bus that children can join in order to take part in the walking initiative. You can join the bus from the path leading from the Moray Sports Centre car park. The bus is led by a member of school staff and a rota of parent helpers. The walking bus sets off at 8.40 to ensure children arrive in the playground for 8.50am. If you are interested in supporting the walking bus from August please complete the form attached. <https://forms.office.com/r/r9RK6vJLkB>

## Our School Day

**Start** 8.50-10.30

**Break** 10.30-10.50

**Lunch** 12.30-1.15

**Afternoon** 1.15-2.50

Primary 1 children can choose to stay for school dinner or packed lunch or go home for lunch. There are no bells at Linkwood. Staff will alert children to line up when they need to.

### Arriving at School

If children are walking to school parents are requested not to arrive before 8.40am. For safety reasons, parents must **NOT** use the school car park when dropping off or collecting their child from school. Moray Sports Centre have kindly offered their car park and we encourage families to park and stride along the joining path. We also have a walking bus that leaves from the Sports Centre path at 8.40am and pupils can join the walking bus daily. An Active Travel booklet is available on our website showing safe routes to walk, scoot and bike. P1 children will enter school by their classroom door in the north playground, parents are encouraged to drop their child at the nearest gate and leave. We have limited space for parents to congregate.

### Leaving School

P1 Children will exit from their classroom door. Parents should stand back to allow the teacher to clearly see who is collecting each child. Taxi and bus children wait inside the reception area until escorted out by a member of support staff. **Please remind your child that they must stay with their teacher until they have been told it is ok to leave. All children in P1-3 must be collected by a responsible adult.**

### First Day Arrangements:

Tuesday 16<sup>th</sup> August – First Day of school.

School will begin at 9.00am on the first day. This will allow time for the other children to come into school so that the playground will be quieter for their first day. It also gives parents the opportunity to have the all-important first day photo. Please support your child to join their line then step back to avoid upsetting other children.

Children will finish at the usual time of 2.50pm. If you have older children at school please arrange with them a meeting point.

## Homework

Once P1 is underway there will be weekly practical activities to take home and consolidate what has been learned in school. If you have any queries about these activities, please don't hesitate to ask the teachers for guidance.



## School Lunch

All children in Primaries 1-5 are entitled to Free School Meals. This includes a variety of hot and cold choices. Dinner tickets **are no longer required** for these pupils.

All pupils will receive a rotating Dinner Menu which can be used to make choices prior to coming to school. These are available on Moray Council's website.

[http://www.moray.gov.uk/moray\\_standard/page\\_55519.html](http://www.moray.gov.uk/moray_standard/page_55519.html)

We encourage all pupils to be independent in the dinner hall including using cutlery to cut their food. Please help your child to eat independently at home prior to starting school so that your child feels confident. If your child requires support, please let their class teacher know.



## Toilet Breaks

We encourage all pupils to use the toilet at break times however if they need to go during class times, the Primary 1 classes use 'toilet cones' which the pupils place on their desk to let the teacher know where they are.



## Buddies

Primary 1 classes will be assigned P7 buddies, who will help guide them during their first few weeks.



# What does the school day look like?



All pupils come into school at 8.50am. Pupils line up in the playground and are met by their teacher at their classroom door.

## 8.50- 10.30am Learning Time



During the first term, Primary 1 will be developing their phonic and numeracy skills through engaging learning activities which are often play based. They will also build their class community as they learn more about our school values.

Your child will take part in many different activities covering a range of subject areas both indoors and outdoors. Comfortable and cosy clothes really support outdoor learning opportunities.

## 10.30-10.50am Break Time



Weather permitting pupils will play in the playground for 20 minutes from 10.30-10.50am. There are supervisors in the playground to keep everyone safe and help with any first aid requirements. Buddies are also on hand to play and help. All pupils must stay in the playground. The gates are locked during break times and no child should leave the supervised spaces.

During very wet weather, pupils will be supervised in their classes.

At the end of break, children line up outside their classroom where they are met by their teachers. Buddies and Support staff will help new Primary 1s to do this in the first few weeks.

### Art

Some class activities will be messy. Please provide an apron to protect your child's clothing. An old shirt would be ideal.





## 12.00-12.45pm Lunch Time

At lunchtime Primary 1 pupils go straight to the dinner hall where they will be shown to a table to eat their packed lunch or line up to join the hot meals line. During the first few weeks, Primary 1 pupils will be well supported to manage this time.

Pupils having a packed lunch are encouraged to take home their unfinished food and wrappers so that parents know what has been eaten.

After lunch has been eaten, the pupils make their way outside.

There is lots to do outside at lunchtime. The older children will offer some playground games for the Primary 1s to join in with.

At the end of lunch, children line up outside their classroom where they are met by their teachers. Buddies and Support staff will help new Primary 1s to do this in the first few weeks.



## 12.45-2.50pm Learning Time

### PE

Please ensure your child has a change of clothes for PE. This will be on the same days each week and your child will be encouraged to dress themselves. You can help their teacher by encouraging your child to dress independently at home. PE clothes are left in a drawstring bag. This will come home at regular intervals for you to wash and check footwear still fits but if you wish to check it more often, please let the teacher know.

For reasons of safety, **NO jewellery** should be worn on PE days or earrings should be covered with medical tape, provided by their family. Long hair should always be tied up.



## 2.50pm Home Time

P1 Children will exit from their classroom door. Parents should stand back to allow the teacher to clearly see who is collecting each child. A wave to your child and their teacher would be very helpful during this busy time.

Children using taxi and bus transport wait inside the reception area until escorted out by a member of support staff.

**Please remind your child that they must stay with their teacher until they have been told it is ok to leave. All children in P1-3 must be collected by a responsible adult.**



## Linkwood is a Bucket Filling School

Bucket filling is a philosophy which underpins the very positive behaviour at Linkwood School and is understood by all of our pupils.

The basic idea is that everyone carries an invisible bucket that holds our good thoughts and feelings. When our buckets are full, we feel happy and when our buckets are empty, we feel sad. Children quickly understand that they can fill buckets when they do and say things that are kind, considerate, caring, and respectful.

They also learn that when they are mean, inconsiderate, uncaring, or disrespectful, they dip into buckets and remove those good feelings. Even the youngest child understands that actions and words can either fill a bucket or dip into it.

Each class has a wall displays to recognise when individuals are bucket fillers at home, at school, and everywhere they go.

We focus on a different aim each week and we try and catch children being 'bucket fillers'. We complete a star for the display. These are collected in at the end of the week and we have a bucket filling lucky dip at assembly and share some of the stars. These are then displayed and later stuck into your child's Personal Learning Profile.

If you catch your child filling someone's bucket at home—please use the stars we will send home to tell us about it.

Ask me how —  
filled a bucket today



## The Linkwood Way

We are very proud of the very good behaviour we have at Linkwood and the children are very proud to be pupils in our school. All our children and families are valued members of our school community.

### Our School Values are to be:

Kind

Responsible

Positive

Creative

### Our aims are :

- To create a happy and welcoming environment where everyone feels cared for and valued.
- To ensure that our pupils experience high quality, purposeful and relevant learning and teaching.
- To develop a school community which relates to, and respects, the immediate environment, the wider community and the world beyond
- To fully involve pupils, parents and staff as partners to continually develop a forward thinking and improving school

### Our school rules are:

Rule 1- Kind words, kind actions (Hold hands)

Rule 2- Smart choices (Tap head)

Rule 3- Don't say no, give it a go (Thumbs up)

Rule 4- Follow the Linkwood Way (Chest out, proud)

We have high expectations of our learners and we ask them to help us follow the 'Linkwood Way'. They can show us they are following the rules when they are moving around the school by showing us:

- Arms by sides
- Smile giving
- Heads held high
- Calm walking
- Door holding

If disagreements do occur then staff will take a 'restorative approach', encouraging all involved to find an agreed way forward which may include a consequence if behaviour falls out with our expectations and rules are broken. Sanctions may include:

- Verbal warning for persistent misbehaviour
- Time out from class to calm down
- Time to reflect during breaktime or for some time at lunchtime.
- Phone call to parents
- In some cases, extreme behaviour may lead to exclusion from school



## Other Information

### Lost Property

All lost property that is not named and cannot be easily returned to its owner is placed in the Lost Property box. If your child has lost an item, advise them to check there first. All unnamed and unclaimed lost property is sent to a charity shop at the end of term.

### Medical

Please let us know of any medical condition your child may have so we can take appropriate action to support them.

If your child requires prescribed medication, a completed, signed medication form must be handed to the school office. In the case of using inhalers for asthma, your child can store these in their tote tray.

Please see the School Handbook for more information and details of school procedures.

### Illness

If your child is unable to come to school for any reason, please email or phone the school to let us know as soon as you can.

The school telephone number is **01343 547782**,

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

Or leave a message on the school's Information Line:

Dial **0870 054 9999** then enter PIN number: **031780** (non-urgent)

- If your child is not in school and we have not heard from you, we will phone the numbers we have available to us to find out why they are not in attendance.
- If your child is unwell with sickness or diarrhoea then they must remain at home for 48 hours after the last bout of illness.
- If your child becomes ill whilst at school you or your emergency contact will be contacted. Minor injuries are dealt with by our playground auxiliaries who are trained in First Aid. If your child has bumped his/ her head, a note will be sent home to let you know.
- In the case of more serious injuries we would contact you and take the child to hospital, if necessary.

**Please keep the school updated with any changes to telephone numbers**

### Helping in School

We would love to encourage parent/ family helpers who could come and regularly help with a variety of jobs e.g. preparing resources, helping with craft. If you would like to join our team of helpers or would like to help whenever you can, please see the teachers and they can give you a PVG form which must be completed first.

We look forward to seeing you and your child when we begin the new school year, have a lovely summer.

**The LinkwoodTeam**