



# Elderbank Primary, Early Years, Supported Learning and Enhanced Deaf Provision

*Our School Values*

- EXCELLENCE • EQUALITY
- INCLUSION • RESPECT

## August 2022 Newsletter

We hope you and your family had a pleasant summer break. It is lovely to see of all of the children back at school and looking so smart in their school uniforms.

It has been great to welcome new pupils to the school in addition to the Primary 1 pupils and those starting in the Early Years.

We have set out many of the practical aspects of school life and we would be most grateful if you could review the contents.

### Holidays

Monday 19<sup>th</sup> September - closed for pupils In-Service Day for staff

Monday 17<sup>th</sup> October - Friday 21<sup>st</sup> October (Holidays)

### Entry and Exit Points

Thank you to all parents and carers who are continuing to follow the one-way systems. It is important that we continue to follow these and only parents of Early Years and Primary 1 - 3 pupils come in to the school grounds to drop off and pick up. Primary 4-7 pupils should be making their way into the school from the gates independently.

### Breakfast Club

The school are pleased to have our breakfast club available in school, and it is open from 8.10 a.m. every day. Please access this via the side door, this is located just through the large gate at the side of the school, nearest the path to Greenwood. If the door is closed please ring the doorbell which will be in place from Monday 29<sup>th</sup> August.



## Staffing Update

Mrs Finnigan in our Office is leaving on Friday 26<sup>th</sup> August to take up a new post. We are very sorry to be losing Mrs Finnigan, as we will miss her, but we wish her well in her new post.

We are delighted to welcome Mrs Fallon to the office and she will be job sharing with Miss Potts, who has reduced her working week, to four days.

Unfortunately, Mrs Andrews in the Early Years is still unwell and is on sick leave.

Mr Gillen will be joining the teaching staff to teach P3B from Monday 29<sup>th</sup> August.

### Depute Head Teacher Pastoral Remits

Mrs Collins Early Years and Primary 1 - 3

Miss Auld Primary 4-7

Mrs Bain - Supported Learning



## School Uniform

All children are looking really smart in their school uniforms. Uniform items can be purchased from School wear Made Easy online <https://schoolwearmadeeasy.com/>. We also have a uniform station with lots of items which have been cleaned and are available free of charge.



Please come into the foyer and help yourself.

## Meet the Teacher Evening



On Wednesday 7<sup>th</sup> September we invite you to come to the school to meet your child's teacher and see their new class between 6:30p.m. and 8:00p.m.. These are not individual appointments, but a time to meet the staff informally. We are happy for you now to come to school but we do ask that everyone sanitises on arrival, observes good respiratory hygiene and if you have COVID-19 or suspect you have it, that you do not enter the building. It is important that everyone keeps safe.



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## EV5 and Data Forms

Thank you to everyone who has returned the Data Check Forms and the EV5 forms. If you have still to return these forms, please complete them and sign and return them by Monday 29<sup>th</sup> August at the latest.

## House Challenge

We work with four Houses at Elderbank. These are **Brodict**, **Culzean**, **Eglinton**, and **Seagate**. The children work towards collecting tokens for their house. We will notify parents of the house their child has been allocated to if they are new to Elderbank. You will receive this in a text message.

## Change of Details

If you change your telephone number or address, please come into school and complete and sign a Change of Details Form. We are unable to change any details on our electronic systems, without a signed copy of the details that are to be changed. We cannot remove a parent from the system if their details are on the system and they are named on the Birth Certificate without their consent.

The Office Staff will be more than happy to assist with this.

## Absence Notification

If your child is absent from school, you must speak to a member of staff. Text notifications will not be accepted as the staff need current details and estimated return dates to log on the system. If your child is absent from school and we have not spoken to you we will send a text message asking you to make contact as soon as possible.

## Medication

If your child requires any medication to be administered in school, please come into the school and complete the necessary paperwork. Staff can only administer medication that is prescribed for your child and has a current dispensing label with your child's name on it attached.



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## School Nurse

Our School Nurse, is Elaine Richardson. She is able to help with any support and guidance requested by parents and carers. Elaine also offers staff support with specialist training and guidance for any child with a Health Care Plan. Elaine can also be the link for assisting with prescriptions for continence products. She can be contacted at Greenwood Academy on 01294-213124 or at Ballot Road Clinic on 01294-276741. Please do not hesitate to contact the school if you wish us to make a referral to the School Nurse.



## Nut Allergies

We have pupils and staff who have **significant life threatening** nut allergies. Therefore there can be no nut products in school. Please check your child's snack and packed lunch, if they have one, to ensure it does not include any product which contains nuts.

## School Meals

The Catering Team now offer a three weekly menu that is proving to be more popular with the children. Please order your child's school meal before they come to school using iPayImpact. School staff will not change the choice made at home. Staff only record the choices for pupils if for some reason there is no selection made by a parent and carer at home. We do know there have been some issues with the system that is managed by Facilities Management and not the school. We have attached the Frequently Asked Questions Sheet to this email, which you can use to hopefully solve any issues.



A number of pupils have dietary requirements. Please complete a dietary form for your child if they have an allergy or a specific dietary need. For any current needs all forms should be completed no later than Friday 2<sup>nd</sup> September and are required to be counter-signed by a Health Professional. Forms can be requested from the school office. Our catering team are very good and will encourage the children to taste new foods. Staff in our Supported Learning Provision are also very good at liaising with Mr Campbell and his team in the kitchen as a number of our pupils have a restricted diet. If you have any requests or concerns, please do not hesitate to contact Miss Robertson or Mrs Bain in the first instance.



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## Contact

We are happy to be contacted about any queries or concerns you may have. Please give us the opportunity to assist you with these first.

Please telephone the school office on 01294-218632 and a member of the Leadership Team will call you back as soon as they can.

## End of the school Day Arrangements

Please ensure that your child knows who is collecting them and where they have to go after school. We do appreciate that on a rare occasion there may be an emergency and carers need to call the school with arrangements to pass on to their child. We would like to avoid this if possible as the office can be very busy and sometimes pupils are not in class, but learning outdoors when these messages arrive.

## P.E. and Health and Safety

You will receive a text message shortly with your child's gym days to ensure they have a gym kit for these sessions. In the interest of Health and Safety there should be no large or dangly earrings and any earring should be removed for PE prior to coming to school. We hope no one will have their ears newly pierced in the school term, but on the occasions where this happens the earrings **MUST** be taped over at home prior to the start of the school day.

## **No Dogs in the School Grounds**

Thank you to the parents and carers who have been understanding when we have approached them to advise them that dogs are not allowed in the school grounds for a number of reasons, which includes some of our children being frightened of them or having an allergy to them.



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### Important Dates for the Diary

Wednesday 7<sup>th</sup> September - Meet the Teacher - Drop in between 6.30p.m. and 8.00p.m.

Monday 19<sup>th</sup> September - In-Service Day for Staff Training (school closed for all pupils)

Friday 30<sup>th</sup> September - McMillan Coffee Morning (more details to follow)

Friday 14<sup>th</sup> October - School and Early Years finish for October Break

Monday 24<sup>th</sup> October - School and Early Years return from October holiday

We look forward to working together this session.

Kind regards,

*Miss Robertson*

Head Teacher



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