



WE STRIVE TO BE A STRONG & CARING SCHOOL COMMUNITY  
WHERE EVERYONE IS; SAFE, HAPPY, INCLUDED & RESPECTED  
BY BUILDING CONFIDENCE & RAISING ACHIEVEMENT  
WE TRULY ARE...MAKING PUPILS SHINE!

## **Morningside Primary School** **August 2019 Update**

Welcome back after what I hope has been a long, relaxing summer. We hope you have had a fantastic break and are ready for action. The children have had a very successful first few days back and seem to be looking forward to the new term. I look forward to getting to know you all over the next few weeks.

### **Absence Procedures**

As we begin our new term for the session, I thought it might be worthwhile revisiting the normal procedures for reporting absence.

**If your child is unwell and will not be attending school:**

- **Please telephone/make contact with the school before 9.30am** to make us aware of the situation. It is common practice for schools to text home if contact is not made in order to make sure pupils are safe and that parents are aware of their absence.
- **If your child is going to be absent for an extended period of time please keep in touch to let us know how they are doing.**
- **On your child's return to school please provide a note** explaining the absence. This is necessary for school records.
- **If your child is absent / late for any morning session, please contact the school before 9.30am if they are returning and wish a school lunch.** Orders have to be placed at the base by 9.30am and portions are carefully considered, leaving little flexibility for additional meals.

### **Holidays**

Holidays during term time are not encouraged, however, if you have planned to take your child out of school for a holiday we would appreciate this being put into writing beforehand. In line with procedure, these absences are recorded as unauthorised parental holidays.

### **Appointments**

If your child has an appointment (Doctor, Dentist etc.) please give as much notice as possible via a note.

### **Changes to Pick Up Arrangements**

In light of cases recently in the media, where someone contacted a school to fraudulently change the pick-up arrangements for a pupil, we have been looking at our own system. Currently, we have quite a number of parents who need to contact the school, making changes to pick up arrangements for pupils. This can be confusing to children and as our roll increases, it is becoming more challenging to ensure that children are given messages within our busy wee school and can't guarantee this will happen. Your support would be appreciated and the matter could be alleviated in the following ways:

- Please try to make sure that pupils are aware of their pick up arrangements for that day.

- As far as possible, please try to ensure that arrangements are only changed if there is a genuine emergency. We do understand that things can happen in our busy family lives!
- Please try as far as possible to adhere to our drop off and pick up times. School begins at 08.55 and pupils should arrive no earlier than 08.30 as there is no playground supervision before this time; unless of course your child is attending the Breakfast Club, which is no earlier than 08.15. School ends at 15.00. We ask that parents drop off and pick up at the school gates and should not enter the school playground.

N.B If you are contacting the school, please be aware that the office is manned 8.30am at the earliest until 4.15pm each day (excluding morning and lunch breaks).

### **Administrative Forms**

Your child will receive a series of forms throughout this first few weeks back at school.

Please take the time to look over any information with your child as it really helps them to see that we all work as a team.

### **Birthday Cakes**

REMINDER - As you know we love to celebrate your children's birthdays with them and over the past few years, quite a lot of children have very kindly brought in a cake to share with their class. Unfortunately we are going to have to put a stop to birthday cakes being brought in. We have a number of children now with a variety of allergies which now affects most classes. Thank you for your generosity in the past but I am sure you will understand and support us in this decision. Your child's birthday will still be acknowledged and celebrated in their class.

**Diary Dates:** Once activities, assemblies etc. have been planned we will issue as comprehensive a list as possible for your information. However please find attached a list of the holiday dates for Session 2019/20. Please note the change in May holiday dates.

**Jewellery:** In line with the Authority PE policy, all jewellery should be removed during PE lessons, especially earrings. If your child is unable to remove these, please provide tape/plasters to cover their earrings, which your child must be able to do. This should however be used as a last resort, as earrings should be removed.

**Lost Property:** This is an ongoing problem. Please ensure that your child's name is on all of their clothes and personal items as this enables us to return items to them easily.

### **Nut-free School**

Can you please ensure that your child does not bring in any food items containing nuts, your support in this is vital as we have pupils with nut allergies.

### **Parent Council**

The first meeting of the Parent Council will take place on Tuesday 3<sup>rd</sup> September at 6pm.

### **PE Days**

This session each class is allocated 2 hours of Physical Education per week. To ensure your child/ children can take part please ensure they come to school prepared on the following days:

- Primary 1 - Tuesdays and Wednesdays
- Primary 2/1 - Tuesdays and Wednesdays
- Primary 2 - Mondays and Thursdays
- Primary 3 - Mondays and Fridays

- Primary 4/3 - Mondays and Thursdays
- Primary 5/4 - Mondays and Tuesdays
- Primary 5 - Thursdays and Fridays
- Primary 6 - Wednesdays and Fridays
- Primary 7 - Wednesdays and Thursdays

Children must bring shorts, t-shirt and indoor shoes to change into for these lessons. Leggings, tights and football colours are not permitted. For health and safety reasons children are not allowed to wear jewellery during P.E sessions. It would be advised that children do not come to school wearing jewellery on their P.E days. In line with the Authority PE policy, all jewellery should be removed during PE lessons, especially earrings. If your child is unable to remove these, please provide tape/plasters to cover their earrings, which your child must be able to do. This should however be used as a last resort, as earrings should be removed.

Can we remind parents that P.E is not an "optional extra" therefore all pupils are expected to participate fully in P.E. If for any reason your child is unable to participate on a specific day the school must be notified in writing.

### **School Gate and Road Safety**

The area around the school gate can become very busy at the beginning and end of the day. We kindly ask that parents and carers who are dropping off and picking up their children, ensure that they leave a path for children to come in and out through the gate safely.

**For the security of all children we ask that no unauthorised adults enter the playground.**

The roads around the school are very busy. Please refrain from parking outside the school or near corners where it makes it difficult to cross the road safely. Your children's safety is our first priority. (Can we also remind you that School Road is the emergency access to Morningside Care Home, and the surrounding estate, and that any blockage could have very serious consequences?)

### **School Meals Payments**

We have sent out the information and online payment logins for our new Primary 1 pupils and re-issued our Primary 4 pupils. If your child is in any of the other stages and you need their details re-issued, please contact Mrs Daly in the office and she will arrange this for you. Children also have the opportunity to put money on their cards in school.

We respectfully ask you again to ensure you have enough money on your child's card to pay for their meals, including breakfast. We already have a number of children who have insufficient funds which can build up really quickly, and we need to issue a reminder slip, which can cause embarrassment.

Thank you.

### **Staffing Updates**

I would like to welcome Mrs Black, Mrs Murray and Miss McQuade to our school. They have settled in really well to our staff team and I know you will look forward to meeting them throughout the year.

### **Twitter and Blog**

Parents and Carers are encouraged to follow us on Twitter and our Website/Blog. You can access these through:

**Website/Blog [glowscotland.gov.uk/nl/morningsideblog](http://glowscotland.gov.uk/nl/morningsideblog)**

**Twitter Account @morningsideps**

Here you will be able to follow the work your child is involved in, we will post pictures of all our big events and staff will post pictures of the children's learning experiences and achievements.

**Compliments, Concerns, Complaints**

If you have any of the above, please make an appointment to speak with your child's class teacher, Mrs. White or Mrs. Gardiner. They will be available by appointment only, which can be made by either phoning the school (01698 274938) or by emailing [enquiries@morningside.n-lanark.sch.uk](mailto:enquiries@morningside.n-lanark.sch.uk). Can I please remind you that all emails should be sent via this email address not to the Head Teacher, Principal Teacher or Class Teachers directly.

If it is regarding classroom work, please make an appointment to speak with your child's class teacher, through the office staff, please do not approach teachers directly during preparation time or teaching time.

On many occasions, if it is not regarding class work, our office staff will have the information and advice that you need.

We as a staff want your children to be safe and happy during their time at Morningside Primary and are more than willing to discuss any concerns. It is always best to ask us directly rather than using other forums to air your concerns. We are teaching your children about the safe usage of social media and how our digital footprint cannot be deleted. Please be mindful of your own usage.

Your support in this would be greatly appreciated.

Yours sincerely

**Jennifer Gardiner**  
**HEAD TEACHER**

Date: 21<sup>st</sup> August 2019