

Stepps Primary



<https://blogs.glowscotland.org.uk/nl/steppsprimary/>

Tel: 01236 632 148

Twitter: @SteppsPrimary

@LearningStepps

Email: enquiries-at-stepps@northlan.org.uk



Dear Parent/Carer

I hope you had a safe and enjoyable summer with your family. This is the first time since 2019 that we have returned to school without any Covid restrictions or building work disruption. It was great to welcome our new P1 parents/carers back into the school on the children's first day, this is something that we have missed over the last two years. We have our fingers crossed for a calmer and more settled year ahead.

This newsletter contains some important reminders of school procedures which are essential to comply with health & safety regulations and also to ensure the school administration runs smoothly. If you have any questions relating to the information contained in this newsletter, please do not hesitate to contact us.

Communication

Please remember to inform the school office of any change to your contact details to enable us to keep our records up to date in case of emergencies. The majority of letters are now issued electronically using our Groupcall system. We are aware that some school emails have been getting automatically directed to junk mail boxes, or to 'Other' if you use Outlook, so please check these folders on a regular basis. **Emails/text messages will always be sent to the first contact you have identified for your child.**

If you wish to contact us, please call the school on 01236 632148. The school office is manned from 8.15am – 4.00pm. Our school email address is enquiries-at-stepps@northlan.org.uk

All pupils in P1-P7 will be provided with a Home/School Communication Jotter within the next few weeks. If you have any questions for your child's teacher, or information to share, please record it in this jotter and send it in with your child. It is always a good idea to get your child to carry this jotter into school if you have written a note in it for the teacher. They can then hand it directly to the teacher as they enter the building. Otherwise, they may well forget. Your child's classroom is an extremely busy place, so it is not possible to check schoolbags every day.

All being well, we will be reinstating our P2-P7 Meet the Teacher evening and P1 Curriculum Evening in September. Further details will be provided soon.

Should you have any cause for concern, we would ask that you address these concerns to the school directly, rather than on social media. This ensures that the privacy of your child, and other children, is protected and good communication is maintained with parents and carers. It will also ensure that no party is misrepresented.

Twitter

We use our @Steppsprimary and @LearningStepps Twitter accounts as a quick and effective way of sharing news, however, our account is not continually manned during the school day, in the evenings or at weekends.

We cannot guarantee that someone will be available to answer any questions sent via Twitter outwith or during school hours. We welcome your comments on posts, and posts about your child's achievements, **but if you have a question and require a response, please call the school office and someone will be happy to provide you with the**



information you require. If you have sent a follower request and you still do not have access to our Twitter feed, please contact the school office and give them a note of your Twitter username.

SCHOOL ADMINISTRATION - ABSENCE

Please phone the school before 9.15 am on the first day to report an absence. You will be asked to give an indication of how long the absence may last. If we are not informed of an absence we will contact either yourself or the emergency contact to confirm that your child is at home. The school office will be open from 8.15 am to receive calls. Please do not notify us of your child's absence by e-mail as we cannot guarantee that your e-mail will be picked up first thing in the morning

HEALTH & SAFETY

Allergy Alert

Please do not include any nuts in packed lunches or interval snacks as we have a number of children, both in the school and nursery, who have severe nut allergies. This includes nut based cereal bars/ chocolate bars and some chocolate spreads such as Nutella. While the nut content in some food items is clearly evident, some can be more difficult to spot, such as the hazelnut based filling in Kinder Bueno Bars. We would ask parents/carers to continue to check the ingredients of items being sent into school to ensure the safety of all of our pupils. If your child suffers from any specific allergies please ensure that you inform the school office and provide the school with any medication required. **Please help us to keep Stepps Primary a NUT FREE ZONE. If your child requires a special diet due to medical reasons, please visit North Lanarkshire's website to download a special diet request form.** This form should be returned directly to the Council and not the school.

<http://www.northlanarkshire.gov.uk/index.aspx?articleid=5588>

Medicines

If your child requires medicine during school hours, please deliver it to the school office **and complete a consent form**. Children who have asthma should always have their inhaler with them for use when needed. **No medication can be administered unless the relevant forms have been completed and signed by parents/carers.** Forms can also be downloaded from our school website.

<https://blogs.glowscotland.org.uk/nl/steppsprimary/administration-of-medication/>

Appointments

If your child is leaving class during school hours to attend an appointment, please call the school office in advance to let us know. An adult must collect your child from the school office.

If your child takes unwell at school

Please do not send your child to school if they are unwell. If your child takes unwell during the day, we will phone you and ask that you collect them. If a child has any one of the symptoms which could be Covid related (high temperature, new persistent cough, loss of taste or sense of smell) please do not send them to school until they have recovered.

Annual Flu Vaccinations

The Flu Vaccination Team will be in school on Wednesday 14th September to administer the Flu vaccine. Letters have already been issued to pupils. It is important that as many children as possible take up the opportunity to receive the flu vaccine. The Immunisation Team will ensure that children have the opportunity to receive the flu vaccine while maintaining good infection prevention control practices in accordance with the most up to date guidelines. The visiting team will only be able to administer the vaccine if you have returned a permission form, or if you have spoken to the Lead Vaccination Nurse over the phone.

Annual Data Checks

Annual Data Checks will be issued within the next few weeks. Please return these as soon as possible. If anything changes across the school year you should let us know immediately.

School Transport

All parent/carer whose child is entitled to free school transport should have received a letter from SPT

containing information about the new transport arrangements. If you have applied for a 'Privilege Pass' for your child, then the Council will inform you of the outcome as soon as they can.

School Dress Code

All of our pupils look extremely smart in their school uniform. Please ensure that all items of clothing, and property, are clearly labelled with your child's name and class. With over 400 pupils in the school it can be extremely difficult to locate lost items of clothing if they are not named. Please ensure lunchboxes are also clearly named.

Mobile Phone Policy

We recognise there are legitimate reasons why children bring mobiles to school and we are fortunate that in our school we have only encountered a few minor problems. However, pupils and parents should be aware of the procedures below:

- Once in school grounds, all mobiles should be **switched off and kept safely in bags until 3.00pm.**
- Pupils are not allowed to photograph or video **other pupils or staff at any time.**
- Pupils caught using their phones during the school day will have their phone removed and returned at the end of the day. **Pupils caught using their phones will be asked to check them into the school office every morning and collect them at 3.00 pm.**
- North Lanarkshire Council will not accept liability for the loss or damage of a phone on school grounds.**

Water Bottles

We actively encourage pupils to drink plain water throughout the day. To ensure that there are no spills, a bottle with a sports top is preferable for classroom use. Pupils may still bring cartons or plastic bottles of juice for lunch and playtimes, however, **only plain water is allowed to be consumed during class time.** Fruit juice or diluting juice should be kept for morning interval and lunch. Fizzy drinks such as Coke and Irn Bru **should not** be brought to school. Please fill your child's water bottle before they come to school in the morning as this prevents large queues at the water dispensers. The children can refill their bottles, if required, during the day.

Break Times

In light/moderate rain children will be outside at playtime. They will get wet, so please make sure their jackets have hoods. We are encouraging children to be as active as possible and fresh air during this time will help them stay healthy and keep active. If the rain is heavy or persistent, they will be inside.

Safety Request: Bicycles and Scooters

We are delighted to see so many pupils cycling and scooting to school, this is a great way to start the day. To help keep our entire community safe, we have reminded the children that they should dismount from their bicycles and scooters as soon as they enter the main gates to the campus. They should then walk with their bike/scooter along the footpath and into the school playground. Due to the large volume of adults and children around the school at the end of the day, **we have also reminded the children that they should not be riding their bicycles/scooters in the playground or on the footpath until they reach the main gates of the campus.** Thank you for your support with this request.

Safety Reminders

Can we please remind all parents/carers that, for Health & Safety reasons, dogs are not permitted in the school playground. Dogs are currently allowed in the wider campus area, however, they must be kept on a lead and under control at all times. We have a number of children with a serious fear of dogs and we would ask parents/carers to keep this in mind when bringing dogs into the campus grounds.

Can we also remind parents/carers that smoking is not permitted anywhere on the campus grounds, including in cars parked in the grounds. This also applies to vaping.



North Lanarkshire School Holidays and Term Dates



2022/2023

August 2022

Monday 15 August 2022 & Tuesday 16 August 2022 (Return date for Teachers & In-Service Days)
Wednesday 17 August 2022 (Return date for pupils)

September Weekend

Friday 23 September 2022 & Monday 26 September 2022

October

October Week - Monday 17 to Friday 21 October 2022

November

Monday 14 November (In-Service day)

December - Christmas and New Year

Schools close at 2.30 pm on Thursday 22 December 2022

Friday 23 December 2022 – Friday 6 January 2023 (Christmas holidays)

Schools return on Monday 9 January 2023

February Mid-term Break

Monday 13 February 2023 & Tuesday 14 February 2023

Wednesday 15 February 2023 (In-service day)

April - Spring Holiday (Easter)

Schools close at 2.30 pm on Friday 31 March 2023

Monday 3 April – Friday 14 April (April/Spring Holiday)

Schools return on Monday 17 April 2023

May

Monday 1 May 2023 (May Holiday)

Tuesday 2 May 2023 (In-Service day)

Friday 26 May 2023 and Monday 29 May 2023 (May Weekend)

June

Schools close at 1.00 pm on Wednesday 28 June 2023