

Damaged or Lost Reading Books

There are occasions when books provided by the school are either not returned to school or returned damaged. We try to prevent this by providing homework bags for Primary 1 - 3 pupils, and plastic homework pockets for Primary 4 - 7 pupils. I realise that accidents do happen and that the books are not damaged or lost on purpose, but unfortunately they still require to be replaced. In the event of a book not being returned or returned damaged to school we will ask for a donation of £5.00 to replace the book. The donation can be paid in instalments if necessary. Thank you for your understanding and support with this request.



Medication

There are times when children may be prescribed medication to overcome illness. As a school we follow the local authority guidelines on administering medication. If you wish to view a copy of these guidelines please contact the school office. I would ask that if medication is being prescribed the doctor is aware that there is no guarantee it will be able to be administered during school hours, unless a parent or carer can come to school to do so. The administration of medication by school staff is done on a voluntary basis. In order to provide a fair and equal service to all could I ask that requests for the school to administer medication are only made in exceptional circumstances.



School Bus

If we have been notified that you have received a letter from Renfrewshire Council granting permission for your child to travel on the Millfield bus we will assume that they are to travel on it daily unless we hear otherwise from parents. Please inform the office staff if, at any time, you do not wish your child to travel on the bus.

Bikes and Scooters

It is encouraging to note that many of our pupils make the journey to and from school each day by bike or scooter. As a school we encourage the children to live a healthy lifestyle in and out of school. It has been noticed that a number of bikes and scooters are not chained to the racks available in the playground. Could I please ask that all children bringing and leaving their bikes and scooters at school chain them to racks provided. Children should also dismount from their bike or scooter to ensure the safety of all who use the playground.



Absence and Latecoming

Absence and latecoming are both monitored on a regular basis by the Head Teacher. As a school we look to support children and parents to ensure that attendance rates are as high as possible. We have a system of issuing letters of concern and requesting meetings with parents whose children's attendance is causing concern. These are generally issued when attendance falls below 90%. If you have concerns regarding your child's attendance at school I would encourage you contact me via the school office. Latecoming is concerning as children who are late not only miss lessons planned by their teacher, but disrupt the work of other pupils and teaching staff by their late arrival into the

