

# West Primary School

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**Acting Head Teacher: Mrs Lynne McGinn**



Director of Children's Services: Steven Quinn

Date: 26 August 2019  
Ref: LM/GB

Dear Parents/Carers

I am delighted to welcome the nursery and school children back into their new classes. The children have had a very settled start to the new session and lots of exciting learning opportunities have been planned for the term ahead. I would also like to extend a warm welcome to the new Nursery & Primary One children and their families. Our Primary Seven buddies are doing an amazing job helping to settle the new school children. I am absolutely delighted to be working at West Primary School and Early Learning and Childcare Class and I really appreciate the lovely welcome and support that I have had from the entire staff team and children. Your children are a credit to you and the school and I have been touched by their kindness. It will be a priority for me to get to know the children and their families during the next few weeks. We have also welcomed four new members of staff - Mrs Reid (DHT), Mrs McMillan (Early Learning and Childcare Officer), Mr Provan (Classroom Assistant) and Ms Carruthers (Additional Support Needs Assistant).

The class structure for this session is confirmed as follows:

P1A	Miss Hartley	P5A	Mr Minshall
P1B	Miss Reid	P5B	Mrs Terris
P2/1	Miss Macpherson	P5C	Mrs McLean
P2A	Mrs Morrison	P6A	Mrs Campbell
P2B	Mrs Burns	P6B	Mrs Clark
P3A	Miss Wilson	P7A	Mrs Park
P3B	Mrs Moore	P7B	Mr Carson
P4A	Miss Jones		
P4B	Mrs Altan		

Mrs Wiszniewski will have pastoral responsibility for Nursery, P1 and P2, Mrs Reid will have pastoral responsibility for P3, P4 and P5 and Mrs Carberry will have pastoral responsibility for P6 and P7. If you have a concern, in the first instance we would always advise that you speak to your child's class teacher. If you are unable to do this please contact the school office to arrange an appointment to speak to the DHT who has pastoral responsibility for your child. I am also happy to meet with parents. Mr McGuffie, Mr McDonough, Mrs Nelson, Mrs Williams and Miss Gibson will deliver non class contact time throughout the week and they will also be timetabled to provide additional support, funded through Pupil Equity Fund, to children throughout the school.

An Annual Calendar (Session at a Glance) has been provided for your information and convenience. I have included as many key dates as possible and more dates will be added as new events are planned. You will be informed of additional dates by text or letter. Please note some of these dates may be subject to change. We are hoping to launch a new school app in the near future.

I would ask that you check your child's schoolbag/homework bag every day to ensure that you do not miss important information and to ensure that timeous responses are made. Newsletters will also be uploaded to the website [www.west.renfrewshire.sch.uk](http://www.west.renfrewshire.sch.uk) for your convenience.

## **School Security**

As you are aware West Primary is an enormous building and the security of the children and staff is a top priority. If for any reason parents and carers are required to come into the school building they should do so by the front door. Parents should NOT enter the building through any of the other external doors. Thank you for your support in this matter.

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### **School Lunches**

A copy of the lunch menu is on the school website. The new term started with Week 1. Primary 1 – 3 children will be offered a free school meal if they wish. School lunches are available at a cost of £2.25 per meal. We are aiming to have all of our parents signed up for Parent Pay this session.

**Parents are reminded that applications for free school meals must be made each year. Primary Four children are not eligible for free meals unless parents who are entitled have applied.**

It is really important that parents apply immediately as there will be a charge until applications are processed. Money **cannot** be backdated to the school.

### **Are you getting what you are entitled to Free School Meals**

Your child may be entitled to free school meals if:

- Your child attends a Renfrewshire school or has been placed in an educational establishment outside Renfrewshire by Renfrewshire council, or;
- You receive income support, any income-related element of employment and support allowance, maximum working tax credits (if you earn less than £6,420/year), child tax credit only (if you earn less than £16,190) or pension credit

Apply online at: <http://www.renfrewshire.gov.uk/article/3338/Free-school-meals-and-clothing-grants>

**Please note that eligible parents of children in Primary Three, moving in to Primary Four, MUST apply for free school meals prior to the children starting back school in August. Otherwise, they will have to pay for lunches.**

### **Clothing Grants**

Parents or carers of children attending Renfrewshire primary, secondary or specials schools during the school session who satisfy the financial conditions are eligible to apply for free school meals and/or clothing grants. A clothing grant is a payment made by Renfrewshire council to qualifying parents or carers to assist with the purchase of school uniforms. For session 2019-2020, the level of clothing grant is £100 per eligible pupil. A maximum of one grant will be paid for each child during any school year.

Apply online at: <http://www.renfrewshire.gov.uk/article/3338/Free-school-meals-and-clothing-grants>

### **Nursery Hours**

The nursery hours for this session are as follows:

**Morning session:** 08.30 – 11.40 am

**Afternoon session:** 12.30 – 15.40 pm

Lunch time wraparound hours for Nursery children may be available. Please see Mrs Wiszniewski if you are interested.

### **School Uniform**

I am really impressed with the standard of school uniform at the start of this new session and I would like to thank parents/carers for ensuring that children come to school each day in school uniform. I expect a high standard of uniform at all times as, by wearing school uniform, it is hoped that children will take a pride in both themselves and their school. West has very many visitors to the school and I would like our visitors to continue to be impressed by the high standard of dress, and would ask for your co-operation to maintain this.

Parents are asked to note that earrings are **NOT** permitted at P.E. lessons. If ears are pierced, your child must be able to remove them for gym. In order to avoid children missing P.E. piercings should not be done during term time.

**PLEASE LABEL ALL ITEMS OF CLOTHING.**

### **School Attendance/Timekeeping**

I wish to encourage both regular attendance and punctuality and request your support in this area. Whilst the majority of children do arrive at school on time each day a small minority are late. Children should be at school in order to start their day promptly at 9.00 am. Please inform the school by letter or telephone if your child is absent, preferably before 9 am. The increasing trend of pupils being taken out of school for holidays during term time is a major concern for all schools and such absences will normally be unauthorised. Homework will **not** usually be given to children who go on holiday during term time.

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### **Administration of Medicines**

The administration of **PRESCRIBED** medicines during the school day is at the discretion of the Head Teacher. Appropriate forms have to be completed in advance of any medication being administered. Please contact the school if you require any advice or further information.

### **Pupil Equity Fund and School Improvement Priorities**

The Pupil Equity Funding is additional funding allocated directly to schools and targeted at closing the poverty related attainment gap. The Scottish Government has committed to this funding as part of the Scottish Attainment Challenge Programme. This session Mr McGuffie, Mr McDonough, Mrs Nelson, Miss Williams and Miss Gibson will deliver targeted interventions in classes throughout the school. I will provide you with more information in future newsletters. I would also like to continue to provide high quality professional learning opportunities for teaching staff and support staff and we plan to subscribe to resources that will allow children to access educational resources from home too. Again, more information will follow. Parents who have suggestions for improvement priorities within the school should please contact any member of the Senior Leadership Team who will be happy to discuss.

### **Active Schools**

You will shortly receive information about the Active Schools Clubs for this term. If your child is selected to attend a club it is expected that they will commit to attending for the entire block. Details of other extracurricular activities run by school staff will be issued separately.

Mrs Scott (Inclusion Support Assistant) will be running a junior and senior drama group, handbell and recorder groups and a junior and senior musical theatre choir. Details for all of these groups have been issued. Please encourage your children to come along.

### **Credit Union**

The Credit Union has started up again. Children who are members of the Credit Union are encouraged to bring their money and Credit Union books to school on a Thursday morning. If any parent would like their child to join the Credit Union please contact the school office.

### **Parental Engagement**

I was delighted to meet so many parents/ carers at the recent 'Meet the Teacher' session last week. Engagement of parents/carers in their children's education is an extremely high priority for the entire staff at West. In the forthcoming session we are hoping to provide more opportunities for parents to engage in the life of the school. The next event will be our launch of the school vision, values and aims on the 6<sup>th</sup> September at 1 30 pm in the main hall. The children are practising hard and keen to perform for you. Please come along.

### **Mobile Phones**

As some children have been bringing mobile phones to school, I would ask you to note the following: Mobile phones must remain switched off in school bags during the day. Mobile phones must not be used at any time in school to take photographs or to make phone calls. Please reinforce this information with your child.

Please do not hesitate to contact the school office on 0300 300 0177 should you require any further information.

I look forward to meeting and getting to know you at future events and thank you for your continued support.

Yours sincerely

Mrs. Lynne McGinn  
Acting Head Teacher