**Dundonald Primary &**

**Early Years Centre**

[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&ved=2ahUKEwjsoYvHm5jiAhWwzYUKHdwrB0AQjRx6BAgBEAU&url=http://clipart-library.com/first-day-of-school-images.html&psig=AOvVaw1kUtfPxgUoZ_WAAMaehFTJ&ust=1557826758372955)

**Starting School ~**

**Welcome to Primary 1**

**May 2023**

**INTRODUCTION**

Firstly, we would like to take this opportunity to say how delighted we are to welcome your child to our primary school. We understand that starting school is a very special and important time in any child’s life; we look forward to working in close partnership with you throughout your child’s primary school years.

This booklet contains information which we hope you will find useful as your child makes the transition from Early Years to Primary 1.

**SCHOOL LIFE AND DAILY ROUTINES**

**School starts at 9.00am and finishes at 3.00pm**

[](https://www.bing.com/images/search?view=detailV2&ccid=FbxFh%2b/j&id=6870695887F564846AF1CC4F46B3DEC1EE342E7F&thid=OIP.FbxFh-_jY6XYPwD0FbcW-AHaHa&mediaurl=http://www.drysdaleps.vic.edu.au/wp-content/uploads/2018/06/school-bell-cartoon-vector-illustration-64162431.jpg&exph=800&expw=800&q=school+bell+cartoon&simid=607987859744165184&selectedIndex=1)It is important that children arrive on time for school starting. Being late can be very unsettling for children as they may miss instructions or information about what is happening in their day. If your child is late for school please take him/her to the school office and our office staff will help direct your child to their class.

**Entrance and Exit Procedures:**

Children in Primary 1 enter through the main door to the Primary 1 and 2 classroom area (pictured left). Our doors open from 8.55am and close just after the school bell at 9.00am. When children enter their classroom they will be greeted by their class teacher and engage in play activities which provide an active start to their school day, such as construction, imaginative play, number games or writing activities.

**At the end of the school day** **at 3.00pm**, all children exit via the doors which lead to our playground. All pupils in P1-7 exit through the playground doors to make it easier for parents/carers who are collecting multiple children.

**Children in Primary 1 must be collected by a familiar adult.**

**PUPIL ABSENCE PROCEDURES**

[](https://www.bing.com/images/search?view=detailV2&ccid=G/v%2b%2bDgP&id=A18390440F1DACDBA59372757E5AFC4E406A3213&thid=OIP.G_v--DgPkuB6OF7YHZwQKwHaIq&mediaurl=https://thumbs.dreamstime.com/z/sick-kid-fever-thermometer-cute-cartoon-girl-vector-sick-kid-fever-thermometer-cute-cartoon-girl-vector-design-102401358.jpg&exph=1300&expw=1111&q=sick+child+cartoon&simid=608026097799595962&selectedIndex=55)If your child is unwell - or for another reason is not able to attend school - it is vital that you let the school know by telephoning our school office.

Pupil safety is our very first priority and for this reason it is essential that you contact us if your child is going to be absent. If you do not contact the school, your child’s absence will be recorded as unauthorised.

**School phone lines open at 8.30am and close at 3.30pm. Our school contact number is: 01292 690075**

**SCHOOL UNIFORM:**

At Dundonald Primary our school uniform includes:

[](https://www.bing.com/images/search?view=detailV2&ccid=xMTEN1rb&id=0CF292CE0F14D9F59DF96AD0438C322F7255E181&thid=OIP.xMTEN1rbmdxzOCzc8Kr2mgHaHa&mediaurl=http://www.schoolwearmadeeasy.com/media/catalog/product/cache/1/thumbnail/800x800/9df78eab33525d08d6e5fb8d27136e95/0/F/0FC6FF79BDBEE7E1FE94192AD479B252.jpg&exph=800&expw=800&q=dundonald+primary+school+south+aysrhire+school+uniform&simid=608045682855971380&selectedIndex=69)Royal blue school jumpers or cardigans

White school shirt

Dundonald school tie (all new P1 pupils will be gifted with a Dundonald tie from the school)

White school polo shirt

Black or grey school trousers/skirt/pinafore

School coloured pinafores

Black school shoes

School parka jackets or school blazer

**School uniform helps our children to feel part of our community. Our pupils tell us that they feel proud to represent our school when looking smart in their school uniform.**

Suppliers of our Dundonald Primary school uniform include:

* Ayrshire Schoolwear (7-9 Princes Street Kilmarnock);
* Schoolwear Made Easy ([www.schoolwearmadeeasy.com](http://www.schoolwearmadeeasy.com))
* My Clothing ([www.myclothing.com](http://www.myclothing.com)).

**School Clothing Grant:** School clothing grant applications can be made online via the South Ayrshire website. Please search online for ‘South Ayrshire Free Meals and Clothing Grant’ or click on the following link: <https://beta.south-ayrshire.gov.uk/free-school-meals>

If you would prefer to speak with someone, rather than completing an online form, please telephone **0300 123 0900** and ask to speak to a member of the South Ayrshire Team about clothing grants.

Applications for the new school session usually open in June.

**P.E lessons and Kit:**

In school, all children participate in 2 hours of quality physical education each week.

In order for your child to fully engage in fun and exciting P.E lessons children should come to school with the following P.E kit:

* Shorts (preferably black or blue)
* Gym shoes (trainers or plimsolls)

[](https://www.bing.com/images/search?view=detailV2&ccid=VmH4n9jS&id=9BEDB236A98854D5FA0760164BC32E2705AB030F&thid=OIP.VmH4n9jSSs33yd8Xbahc_wHaHZ&mediaurl=http://bagsinbulk.com/images/gallery_huge/6650_group1.jpg&exph=1999&expw=2000&q=draw+string+bag&simid=608042087989903890&selectedIndex=3)

For ease of access, we ask that your child’s P.E kit is brought to school in a draw string style bag (labelled with their name). Children will keep their P.E kit within their classroom and change into it when participating in P.E lessons.

We recommend that children wear school polo shirts and jumpers on the days which they participate in P.E lessons (information about P.E. days will be issued at the beginning of the school year).

**SCHOOL LUNCHES**

Children have three options for lunch - they can have a school meal, bring a packed lunch or go home.

[](https://www.bing.com/images/search?view=detailV2&ccid=zxkzA%2bN0&id=14EB0F115318D2CCCB8227F7AD248753987F8222&thid=OIP.zxkzA-N0VetAcNNDe_-0RwHaOi&mediaurl=http://clipground.com/images/kids-eating-lunch-clipart-11.jpg&exph=1630&expw=830&q=school+dinner+cartoon&simid=608028073481668950&selectedIndex=1)**School Meals:** School meals are provided by our fantastic catering team and are freshly prepared and cooked in our school kitchen. School meals range from a hot cooked meal to soup and a sandwich -children are always provided with a wide selection of nutritious and healthy food to choose from. The school lunch menu can be found by searching online for ‘**South Ayrshire Primary School Lunches’**.

**Free School Meals:** School meals for all Primary 1-5 children in Scotland are free up to the value of £2.25. Your child may also be entitled to a free school meal as he or she progresses through the school. Applications for Free School Meals for pupils in P4-7 can be made online – please search for ‘South Ayrshire Free School Meals’. Alternatively, if you would prefer to speak with someone, please telephone:

**0300 123 0900** and ask to speak to a member of the South Ayrshire Team about free school meals.

**Cashless Catering:** Within Dundonald Primary School we operate a cashless catering system. If you wish to add money to your child’s account (to top up the value of their school meal) then you are be able to do so via South Ayrshire’s Online ‘Parent Pay’ system. ‘Parent Pay’ also allows you to see your child’s choice of meals online. All Primary 1 children will be added to our catering system, Parent Pay, at the start of the school year. A separate letter with details about our cashless system will follow.

At the start of the school year Primary 1 children are supported at lunch time by our Primary 7 prefects ~ our prefects will help your child gather their cutlery, carry their tray and pour their drinks.

[](https://www.bing.com/images/search?view=detailV2&ccid=80gCCk%2b1&id=955614E4A3ED03CA40EE00C31FE5CC5FBE19921A&thid=OIP.80gCCk-1u49FhWMu7eCmMwHaG_&mediaurl=http://images.clipartpanda.com/lunch-box-clipart-happy-lunchbox-25999010.jpg&exph=1228&expw=1300&q=cartoon+lunchbox&simid=608015527947996812&selectedIndex=2)

**Packed lunches:** Children can also choose to bring a packed lunch to school. We would encourage you to pack a healthy and nutritious lunch for your child, such as a sandwich or a wrap, fruit and yoghurt.

**Home lunches:** You may also choose for your child go home for lunch. *If your child is going to go home for lunch, he/she should be collected from the school office.*

**Allergies and Special Dietary Requirements:** If your child suffers from any allergies it is vital that you let the school know before he/she starts school. Catering staff will be made aware of any allergies your child suffers from and will cater for your child’s dietary requirements.

**MEDICATION**

****If your child requires medication on a daily basis - or for emergency purposes such as asthma inhalers or epi-pens - these will be kept in class. It is parents’ responsibility to check expiry dates on medication kept within the school and to ensure that a care plan is provided detailing dosage and administration information and instructions. Other medications which your child may need, such as antibiotics or paracetamol, should be administered at home where possible. If your child requires medication while at school please speak to our office staff who will provide you with further information.

[](https://www.bing.com/images/search?view=detailV2&ccid=YYh5WnX1&id=B4216F5DC90FB91B66AD14B30EAF7F24B5279CE6&thid=OIP.YYh5WnX1zNCk5xUuc30JTgHaCf&mediaurl=http://schools.cms.k12.nc.us/parksideES/SiteAssets/Pages/School-Nurse/Emergency-Contact.png&exph=204&expw=607&q=contact+details+cartoon&simid=608023641099209543&selectedIndex=34)**YOUR CONTACT INFORMATION**:

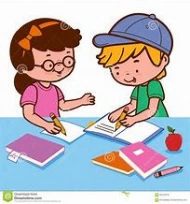
Please keep our school office staff informed about any changes to your child’s details, including:

* Changes to medical conditions, for example, asthma diagnosis or food intolerance/allergies
* changes to your phone number, email address or changes to emergency contact information.

It is essential that we are able to contact someone in the event of your child becoming unwell.

**HOMEWORK AND HOME LEARNING:**

At Dundonald Primary School, we value the importance of parents as partners and appreciate your support in your child’s learning journey. Within our school, home learning activities are issued on a weekly basis. Children are provided with a weekly homework overview which can be found inside their Homework Diaries.

[](https://www.bing.com/images/search?view=detailV2&ccid=4hit2MiB&id=54D744042CD6433C8E3246B76A9640F02ADF5122&thid=OIP.4hit2MiBFiZZJPMqZuPVdgHaH6&mediaurl=http://moziru.com/images/homework-clipart-childrens-3.jpg&exph=1390&expw=1300&q=homework+cartoon&simid=607988164673536249&selectedIndex=12)In Primary 1, homework mostly consists of a literacy and numeracy task. Literacy tasks include activities such as practising alphabet sounds, finding words in the environment and reading. Numeracy tasks include activities such as counting, matching and finding numbers. If you have any questions or queries about your child’s homework please do not hesitate to contact your child’s class teacher.

**WATER IN CLASS:**

[](https://www.bing.com/images/search?view=detailV2&ccid=iywcBn8w&id=9ECE5B9CDB11625DBF62D42369EB3BD19B1C7FA0&thid=OIP.iywcBn8w_yMG25mbTzUaSwHaHa&mediaurl=https://cms.groupeditors.com/img/ghnw20160905-113733-589.jpg&exph=750&expw=750&q=refillable+water+bottles&simid=608017924484304690&selectedIndex=2)Staying hydrated is really important in helping your brain function properly therefore we encourage children to drink plenty of water during the school day. For starting school, please provide your child with a refillable water bottle (and ensure this is labelled with your child’s name, perhaps using a Sharpie pen). Children are only allowed to drink water from their water bottle within their class, please do not send your child to school with fizzy or sugary drinks.

**COMMUNICATION**

As previously mentioned, at Dundonald Primary School we value parents as vital partners in learning, teaching and education ~ good communication and regular sharing of information is key to this partnership.

Throughout the school year, there will be regular opportunities for sharing information about your child’s learning, school events and achievements. Information will be shared through: Parents’ Appointments; ‘Sharing Our Learning’ Afternoons; Class Assemblies; Newsletters; individual class letters; our school twitter feed and website.



**Communication from School: Groupcall Xpressions**

We use an online App - called Groupcall - to share important updates and school letters with you. Groupcall is also used by Marr College, our associated Secondary School.

If you have children at Marr College, the Groupcall App means that all school communication will appear in the same place. Families can download the Groupcall Xpressions App free of charge – we will provide you with step-by-step instructions for this (also available by clicking [**here**](https://blogs.glowscotland.org.uk/sa/public/dundonaldpsandeyc/uploads/sites/10585/2021/05/19104243/GROUPCALL-STEP-BY-STEP-GUIDE-FOR-FAMILIES.docx.pdf)).

**Letters in School Bags**

Please check your child’s bag on a regular basis for letters and if letters require to be returned to the school, please do so in a timely manner.



**What to do if you have a question or concern**

We wish to support your child to fully reach their potential. If at any point you have any queries, concerns or wish to speak to a member of staff, please do not hesitate to contact us.

Please make an appointment, in the first instance, with your child’s class teacher. Please telephone the school office or put a note in your child’s communication diary requesting an appointment or return call from your child’s teacher. Your child’s teacher will endeavour to get back to you as soon as they can.

If you wish to speak to our Head Teacher, Mrs Paterson, or Depute Head Teacher, Mrs Kerr, about any concerns, please telephone the school office to make an appointment. Again, Mrs Paterson and Mrs Kerr will endeavour to meet with parents as soon as they can.

**Useful Contacts**



School phone number: 01292 690075



School email: [dundonald.mail@south-ayrshire.gov.uk](mailto:dundonald.mail@south-ayrshire.gov.uk)

[Twitter Bird](https://www.bing.com/images/search?q=Twitter+Bird&FORM=IRIBQP) Twitter **@dundonaldps**

**SUPPORTING YOUR CHILD’S LEARNING AT HOME**

Parents are the first, and most vital, teacher any child has. Research shows that children do better at school and throughout life when parents take part in their learning.

**Literacy: Reading to and with your child**

[](https://www.bing.com/images/search?view=detailV2&ccid=6xfLxwVI&id=39D414FE41E768F070D2BDE53C6147024B909E67&thid=OIP.6xfLxwVIubxx1mj1kUDC0QAAAA&mediaurl=http://2.bp.blogspot.com/-jT0mxkBLmMY/Vha6Ehq2iiI/AAAAAAAAAc0/d8BeDwrxGgE/s1600/reading.gif&exph=234&expw=233&q=cartoon+parents+reading+to+child&simid=607990449593779164&selectedIndex=3)Reading to your child helps to develop their vocabulary, imagination and their understanding of how sounds and letters work together to form words. There is increasing research about the variety of benefits of reading together. Find books with pictures and words, or based around your child’s interests, and spend time reading and discussing the story. Most important of all, enjoy spending quality time with your child exploring books and stories.

[](https://www.bing.com/images/search?view=detailV2&ccid=ehKPuVoP&id=0356A244E87CB42ED840239921EE4E5EBF9C1DCB&thid=OIP.ehKPuVoPlcA7z2MOlOteUgHaKH&mediaurl=https://s-media-cache-ak0.pinimg.com/originals/7a/12/8f/7a128fb95a0f95c03bcf630e94eb5e52.png&exph=1024&expw=750&q=Cartoon+Pencils&simid=607988886230597978&selectedIndex=1)**Encouraging Early Writing Skills:** Allow your child to play with and use pencils, crayons, playdoh and other objects which need to be manipulated using their hands and fingers. This will help your child develop fine motor skills and pencil grip in preparation for writing independently.

**Numeracy and Mathematics**

You can think about numeracy as you go about many aspects of daily life. Think about when you are travelling short or long distances with your child; walking, cycling, travelling by train, car, bus or plane. Opportunities to count and use numbers are all around you!

[](https://www.bing.com/images/search?view=detailV2&ccid=OdTQv1cy&id=D9078E1F2D266E6B645AA01F0149E85CBE4B7A59&thid=OIP.OdTQv1cyUsubmLgVn_d3aQHaD9&mediaurl=http://moziru.com/images/number-clipart-cartoon-11.jpg&exph=695&expw=1300&q=cartoon+numbers&simid=607996247821977166&selectedIndex=2)Encourage your child to count in a variety of contexts. For example, count the stairs you have climbed, how many cars he/she is playing with or how many pieces of lego he/she has used to build a tower. Beginning to talk about and recognise a few numbers will help your child as they start school.

**Health and Wellbeing**

Learn together all about staying healthy and well. Help your child to develop an understanding of a healthy diet and how this helps us to grow strong and improves our concentration when learning. Encourage your child to learn about ways to be healthy, to keep safe, how to cope in an emergency and how to travel safely.

***Further information and suggestions can be found in Education Scotland’s booklet ‘Every Day’s a Learning Day (Age 3-6)’. This can be found by searching online for ‘Education Scotland Every Day’s a Learning Day’ or by clicking*** [***here***](https://education.gov.scot/parentzone/Documents/EveryDaysaLearningDay0to3.pdf)***.***

**PARENT COUNCIL**

Our Parent Council provide invaluable support for our school. They meet regularly and play a key role by:

* supporting our school in our work with pupils
* organising school and community events, such as the Christmas Fayres, Family Bingo Nights and discos
* representing the views of parents
* promoting contact between the school, parents, pupils and our local community;
* reporting to the Parent Forum
* contributing to the appointment of senior promoted staff
* raising funds for the school for the benefit of all pupils

[](https://www.bing.com/images/search?q=Cartoon+Sharing+Ideas&FORM=IRIBIP)A warm welcome is extended to all parents to join our Parent Council or to contribute in any way you can, such as by lending an extra pair of hands at Parent Council events.

Our Parent Council run a very helpful Facebook page called ‘Friends of Dundonald Primary’ which provides lots of valuable information about the work of the Parent Council as well as information about school events.

**HELPFUL HINTS AND TIPS**

Listed below are some practical things you can do to make starting school easier for you and your child.

**Please Don’t Lose It – Label It!**

Please take a little time to label all your child’s belongings and show your child where to find his/her own name. This will help the class teacher during a busy school day and ensure your child does not lose their belongings.

[](https://www.bing.com/images/search?view=detailV2&ccid=A5cmX6Sz&id=3664C7F96C5552EAA6818AF00AAEEFFC3667AA29&thid=OIP.A5cmX6SztFA8PNZ1a7sblgHaGR&mediaurl=http://image.shutterstock.com/z/stock-photo-cartoon-name-tag-96859096.jpg&exph=1269&expw=1500&q=name+cartoon&simid=608015205825514515&selectedIndex=6)

Help your child to recognise his / her own name. Encouraging your child to write their own name is also a positive step towards independent writing. Please do not worry if your child cannot yet do this. We will teach children to recognise, write and form letters as the P1 year progresses.

**Toilet and Handwashing Routines**

Ensure your child can go to the toilet independently and remembers to wash his/her hands afterwards. During transition visits we will ensure children are aware of where the toilets are in the P1 and P2 classroom area, the dining hall and playground.

**Jackets, Zips and Dressing**

[](https://www.bing.com/images/search?view=detailV2&ccid=9g6Dp0mp&id=CF81F61FE4B8A6ECC7D106318FC69C623F54715A&thid=OIP.9g6Dp0mp7t68dnmaZnCxFwHaF7&mediaurl=https://thumbs.dreamstime.com/b/mom-teaches-son-wear-shoes-cute-wearing-55044174.jpg&exph=640&expw=800&q=child+putting+on+shoes+cartoon&simid=608036036380330396&selectedIndex=9)Encourage your child to dress himself/herself. Recognising own clothes, knowing which way round jumpers are worn, fastening zips and buttons are all very helpful in a busy classroom, particularly when changing for P.E. lessons.

**Thank you for taking time to read this booklet. We hope you found this information helpful.**

**If you have any questions or queries before your child starts school, no matter how big or small, please do not hesitate to contact us.**

**We look forward to welcoming you and your child to our Dundonald Primary School family.**