

Culzean Primary and Early Years Centre

Information August 2023 (Updated 24.8.23)

We are so excited to be welcoming your child to our new school, Culzean Primary.

In this booklet, you will find some key information that will help prepare you and your child for starting in the new school.



Staffing 2023-2024

Culzean Primary Senior Leadership Team		
Head Teacher	Fiona McDougall	
Depute Head Teacher	Carol Kay	
Principal Teacher	Laura McGarva	
Principal Teacher (PEF)	Jane Forbes	
Culzean Primary Class Teachers		
Stage	Class A	Class B
EYC	Catrin Hughes & Erin McCaig	
P1	Gillian Thomson/ Lesley Mair	Jenna Calder
P2	Tammy McNeillie	Kayleigh Burns
P3	Karen McDonald	Zoe Clive
P4	Emma Pollock	Patricia Cassells/Sarah Boyd
P5	Evonne Duncan/Eva McBride	Sophie Caldwell
P6	Beth McClymont	Calum Stewart
P7	Louisa Stevenson	Samantha McAllister
Pupil Support Teachers	Pauline Ryding/Rachel Fullard (Wed)	
Nurture teacher	Deborah Bell	
RCCT	Mary Pepall	
Support Assistants	Aileen Fisher, Bobbie Gamble, Audrey McCulloch, Karen Simpson, Kelley Lester, Sarah Jess, Melanie Mitchell, Lisa Cocker, Linda Izatt, Laura Farrell, Lesley da Silva	
Clerical Staff	Lynn Maxwell, Vicky Speirs, Shelby Cannon, Stephanie Doherty (Maternity Leave)	
Educational Psychologist	Roseanna Mohammed	
Speech and Language	Fiona Brown	
School Nurse	Lindsay Yuille	
Music Tutors	Abraham Gonzalez and Scott Walker	

Opening Arrangements and Emergency Closure Days

Inservice Days

17th and 18th August 2023

Learning together at the heart of the community

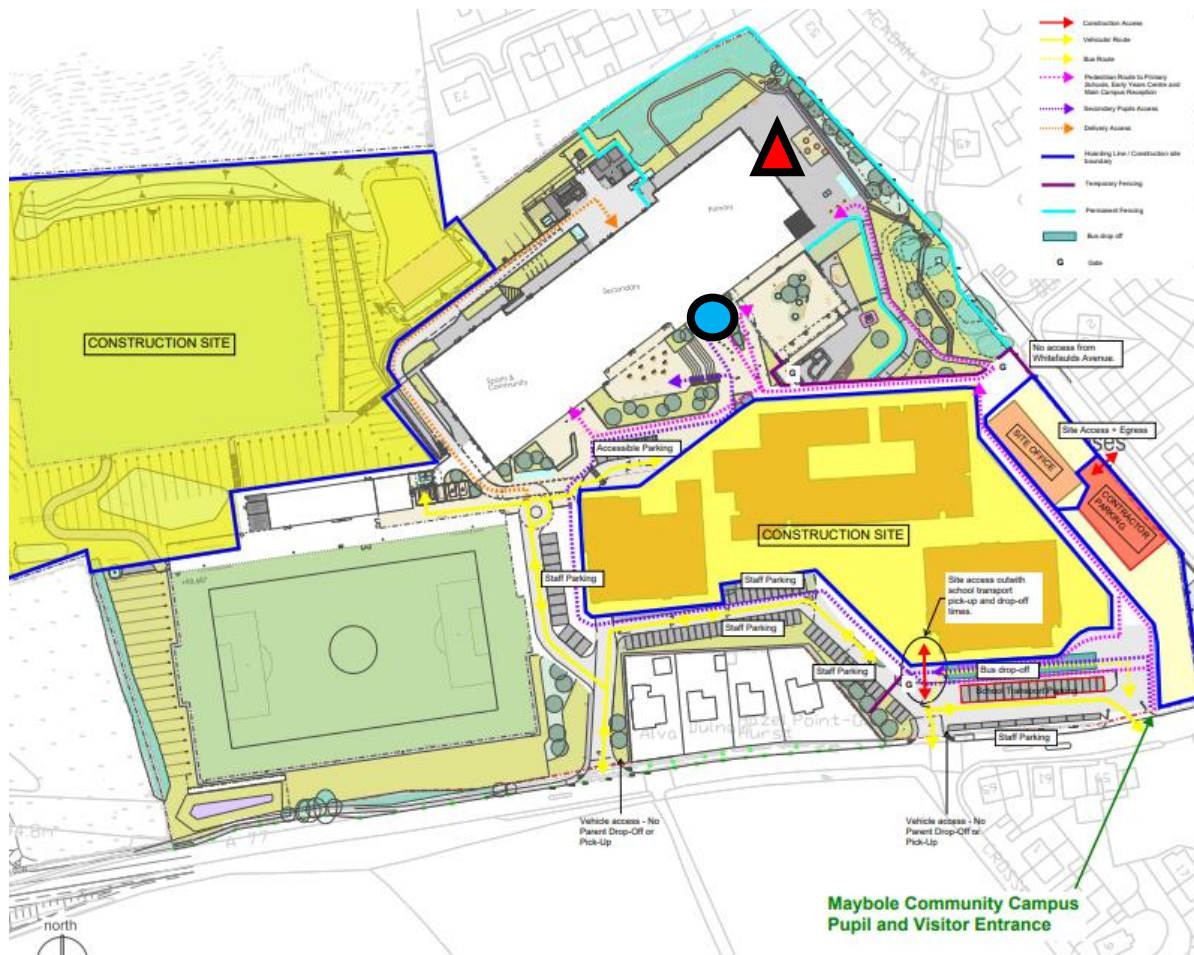
Emergency Closure Days

21st - 25th August 2023

School Opens to Pupils

Monday 28th August 2023

Please enter the campus from Kirkoswald Road and follow the signs for the primary school.



Primary 2-7 - First Week Arrangements (Monday 28th August)

Learning together at the heart of the community

On Monday 28th pupils will begin at Culzean Primary with a 'soft start' allowing pupils to enter the building in a more relaxed way and reducing traffic at 9am.

Children should arrive any time from 9.00-9.30am. They will be met by staff at the entrance to the campus and in the playground and guided into the building at the red triangle shown on the plan.



Parents will not be allowed access inside the building at this time. There will be staff in the building directing pupils to their classes. During the first day, pupils will be given a tour of our school allowing them to become familiar with the school's layout. As soon as we are able, we will welcome parents and families in to visit, to allow you to view our fantastic new school.

We will keep you updated on how the children are getting on by posting photos on Twitter throughout the day @CulzeanPS.

At 3.00pm pupils will be dismissed from their classes at the same entry point shown by the red triangle on the plan.



As with normal regulations, P1-3 pupils will require an adult (over the age of 16) to collect them from the infant door.

Pupils in P4-7 are able to walk home if parents wish them to do so.

Tuesday – Friday P2-7 pupils should line up at 9am and will be dismissed at 3pm.

Primary 1 - First Week Arrangements (Monday 28th)

On Monday Primary 1 pupils and their parents (max 2 per child) should arrive between 9.45-10.00am. Again, staff will be on hand to direct everyone into the building and classes. Parents/carers can walk their child to the P1 classrooms where soft start activities will be ready. We would ask that, following a photo opportunity, parents leave the school promptly to allow the children to settle.

On Monday 28th we ask that parents/carers return to the P1 classes entering the school at the P1-3 pupil doors at 2.30pm to share a story and some pictures with your child at the end of the day.

For the rest of the first week, please bring your child to the infant doors at 9am where they will line up. Once your child is in their line (we will practise this on Monday) please try to stand back from the lines to encourage your child to enter independently. Parents should collect their child from the same infant doors at 2.50pm. This allows it to be slightly quieter in the playground as they leave.

We understand that some parents may need to drop siblings off at Cairn EYC or Gardenrose EYC. We respectfully ask that you drop your primary children first at 9am and the nursery will be happy to welcome them a little later.

If you do arrive later than 9am, please enter using the Main Campus entrance.

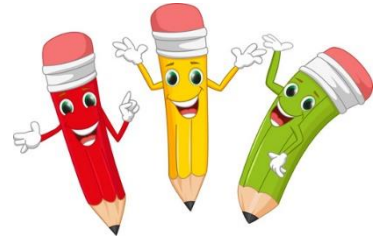
Holiday Dates

Holiday dates change yearly, please view the South Ayrshire Council website for a list of term dates.

www.south-ayrshire.gov.uk/school-holidays

Absence

If your child is unwell and is unable to attend school, please phone the school office to let us know as soon as possible in the morning. If we have not heard from you by 9.15 am, a member of our clerical team will call you, to reassure us of your child's safety/ whereabouts.



Culzean's new phone number: 01655 885 886

Culzean Early Years Centre: 01655 885 884

Cairn and Gardenrose phone numbers will be redirected to Culzean for the first few months.

Medication

If your child requires medication during the school day, please bring it in to the school office and complete an Administration of Medicines form. All medicine should be prescribed for your child, be named, clearly labelled and dated. Our First Aid staff will administer medicine according to the prescription instructions.

Culzean Uniform

Our new school uniform was designed by the pupils and is shown below:



Full school uniform is encouraged and we are fortunate that every pupil has been provided with a new tie and jumper for starting at Culzean. Other items of Culzean school uniform will be available in the BE uniform shop in Dalblair Road, Ayr or on-line at www.border-embroideries.co.uk

Please ensure that your child brings a warm waterproof jacket to school as we intend to be outside, playing and learning, regularly.

Please make sure all items of clothing are clearly labelled with your child's name.

Our school uniform consists of:

- White shirt or polo shirt
- School Tie
- Grey or black skirt, pinafore or trousers
- Grey Jumper or Cardigan

PE Kits

On PE days we ask that your child comes to school dressed ready for gym. This allows more time in the gym hall for our quality PE lessons. On PE days we would like pupils to wear a white school polo shirt and black shorts, leggings or jogging bottoms. We would ask that pupils continue to wear their school jumper/fleece or cardigan on PE days. This means that the children are all still dressed in uniform but able to participate fully in PE. Indoor trainers/plimsoles should be brought and kept in the school to be worn on PE days.

Jewellery is not allowed on PE days and pupils will be asked to remove it. If your child is unable to remove jewellery themselves please remove in the morning before coming to school. Newly pierced ears must be covered with tape.

PE days

Information regarding PE days will be emailed to you at the start of the new term. Children will not be taking part in PE on Monday 28th and Tuesday 29th August so should come in school uniform.

School Day Timings

Breakfast Club

A breakfast club will operate from 8.15 – 8.50am. This club is fully funded by South Ayrshire Council therefore there will be no cost to parents. Pupils from P1 – P7 will be provided with a variety of cereals and toast. Children at the breakfast club will be supervised by a school assistant who will escort them to their lines at 8.50am. The breakfast club will start on **Monday 4th September**. Pupils attending breakfast club should enter through the P1-3 door no earlier than 8.15am.

Morning interval is from 10.50 – 11.05am. Children should bring a snack which can be easily eaten in the playground eg. A piece of fruit or a packet of crisps.

Lunch time will be 12.45 – 1.30pm. Infants will be first in the lunch queue and will be assisted by their P7 buddies. There will be a rota of pupils from P4-7 each day. There is a separate primary servery and designated primary lunch area. Lunches can be pre-ordered using ParentPay or ordered that day in class.

Water bottles

Please bring clearly labelled water bottles to school to drink throughout the school day. Fizzy and/or diluting juice is not permitted in class. A water fountain will be available for top ups throughout the day.



Items from home

Please do not bring toys/items from home into school as they may get damaged. Your child may bring a school bag if required. All children will have access to pencils, pens etc. so they do not need to bring a pencil case from home.

Mobile Phones

If your child needs to bring their mobile device for communication before and/or after school, it should remain turned off and handed to the class teacher at 9am. The class teacher will then keep the device in a secure drawer until home time.

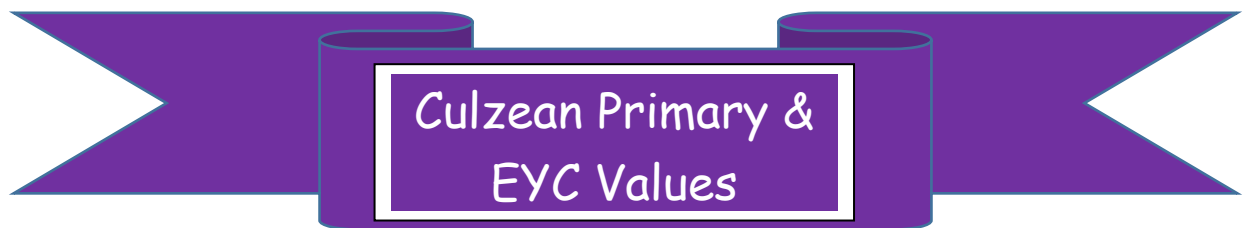
Contacting the school

We are here to help in any way possible but we kindly request that you refrain from speaking to the class teacher first thing in the morning. Their priority is to ensure the children enter school calmly and safely. A member of the school leadership team will be available for any pastoral concerns.



We hope that you have found the information in this booklet useful. Please do not hesitate to contact the school should you need any further information.

01655 885 886



Respect
Honesty
Kindness
Resilience