

# Holmston Primary School

## Primary 1 Handbook

August 2020



### Article 28

You have the right to a good quality education.  
You should be encouraged to go to school to  
the highest level you can.

# Holmston Primary School



General notes for Parents of Primary 1 Children, August 2020

**In light of the Covid19 Pandemic arrangements for starting the new school term have not been issued. Information will be shared with parents as soon as it has been issued from the Scottish Government and Local Authority.**

**The following information details 'normal' operation of the school and does not take in to account the social distancing measures that may be in force when pupils return to school.**

The school day will be

Morning	9.00am – 10.45am
Morning Playtime	10.45am – 11.00am
Morning	11.00am – 12.30pm
Lunch	12.30pm – 1.15pm
Afternoon	1.15pm – 3.00pm

## Article 29

Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.

For full staffing list see school handbook on the school website.	
Head Teacher	Mr R Hardy
Depute Head Teacher	Mrs K Reid
Primary 1 Teacher	Mrs Parris-Brown
	Miss Audino
Clerical Staff	Mrs S Young
	Mrs R Duffy
School Assistants	Mrs N Rae
	Mrs F McLaren
	Mrs E Scott
	Ms L Bell
	Mrs L Rowlands
	Miss L McKelvie
Janitor	Mr T Cuccozzo

The above table lists the current staffing in 2019 2020 session and may be subject to change for the 2020 2021 session.



# The First Day

**These arrangements may change in light of the Covid19 pandemic – additional information will be made available when issued from the government and Local Authority.**

On the first morning when you bring to school, please come to the **Ashgrove Street Playground** so that we can welcome the children before taking them to their classroom. You can come into the school with your child for the first 15 minutes of the school day and take any photographs of them. Please only take photographs of your own child. **We also ask that any pictures are not shared on social media.**

After the first day we will expect children to line up in the Ashgrove Street Playground with their classmates.

Parents are asked to stand to the side to enable the pupils to line up independently. Pupils will be dismissed into the Ashgrove Street playground at **3.00pm**

**Children will be dismissed at 2.45pm on their first day of school.**

**NB. ANY PUPIL NOT COLLECTED SHOULD ALWAYS COME BACK INTO THE SCHOOL AND WAIT AT THE MAIN OFFICE. PLEASE DO NOT COLLECT OTHER CHILDREN UNLESS A PRIOR ARRANGEMENT HAS BEEN MADE AND SCHOOL STAFF HAVE BEEN NOTIFIED IN ADVANCE.**

## **SNACKS**

Morning playtime is from 10.45am -11.00am and children should bring a small sensible snack. No chewing gum or fizzy drinks are allowed. Our Primary 7 pupils operate a playtime Tuck Shop, but for small children there is usually a fairly long queue to wait in and this would result in them having very little time to play.

Pupils should also bring a water bottle filled with plain still water to drink in class. Pupils will be given the opportunity to refill this at appropriate times throughout the day.

**As we have pupils in the school who suffer from adverse reactions to nuts, in particular peanuts and peanut oils we would ask that you take this into considerations when giving your child snacks or making up packed lunches.**

## **Lunches**

Holmston Primary operates a cashless cafeteria system. School Lunches are served in our school cafeteria. Pupils will choose their lunch in the morning during morning registration. They will be given a choice of 4 menu options.

South Ayrshire Council 4 weekly menus will be issued to pupils to take home in the first week of school. This will enable you to discuss the choices on offer with your child before they come to school and also help you plan school lunch and packed lunch days.

Pupils are issued with a band before going down to lunch. The band denotes the menu choice that they have made and therefore the catering assistants know what each pupil has chosen for lunch.

**All infant children are entitled to a free school lunch.** However, if parents wish, pupils may bring their own packed lunch. These are also eaten in the dining hall.

Infant children (p1 – P3) go for lunch before the upper school. The upper school are brought in using a rotational colour band system after the infant children have been served.

During the first few weeks of term your child will be accompanied in the lunch hall by their Primary 7 buddy.



## **Wet days – Lunches and Playtimes**

If the weather during playtime or lunchtime is bad, each class is monitored by two P7 monitors. There are also members of staff patrolling the corridors and classrooms.

Pupils are encouraged to play board games available in the classroom, read, or draw during wet play breaks.

## **House Point System**

At Holmston we operate a system of awarding House Points for effort in upholding our values.

**Respect**  
**Responsibility**  
**Fairness**  
**Courage**  
**Honesty**

Houses are **Craigie, (yellow)** **Castlehill (blue)** **Belmont (red)** **Greenan (green)**

Children are assigned to a house when they join the school and will remain in that house for their time at Holmston Primary. The house groups will be used for sports days and for recording house point rewards given to them by staff members.

## **Building Positive Relationships**

At Holmston we hope to teach our pupils to choose responsible behaviour and in so raise their self-esteem and increase their academic success. As a Rights Respecting School we educate pupils about their rights but also share with them how they should respect these rights. We hope that by enabling pupils to be successful in school we are giving them the skills that will become the foundation for future success. Relationships are based on the following:

1. Class and school charters created with pupils based on the United Nation Convention for the Rights of the Child.
2. Positive recognition that all pupils will receive for respecting their charters
3. Natural Consequences that result when pupils choose not to follow the charters.
4. Restorative conversations held between pupils if an incident occurs.

All members of the school community are expected to uphold the school values of

**Respect**  
**Responsibility**  
**Fairness**  
**Courage**  
**Honesty**

## **Positive Recognition**

- Praise
- House points/reward stickers
- Positive notes home

## **Article 37**

No one is allowed to punish you in a cruel or harmful way.



## Consequences

For breaking a school rule pupils receive

First time	A verbal warning
Second Time	Second Verbal warning
Third time	Restorative conversation with class teacher and those affected by the behaviour choices. Natural consequences for the behaviour choices will be discussed during these and implemented as soon as possible.

Every day pupils have a fresh start. Warnings are not carried on to the next day. At the beginning of each session we spend time speaking to pupils about why we need rules and construct a Class Charter to illustrate the rights that are relevant to their behaviour in school. We check that pupils understand the rules and explain the rewards and consequences to them.

## Uniform

At Holmston Primary we are very proud of our uniform and all children are encouraged to wear it. Uniforms can be purchased from the national School Wear Shop in Dalblair Road in Ayr, or online at Tesco <https://myclothing.com/holmston-primary-school/6484.school>

Gym kit should be a plain white T-shirt or Polo shirt and a pair of dark coloured shorts navy or black. Gym shoes are expected to be worn and it is recommended that gym bags are kept in school.

**It is very important that children do not wear earrings on school days.** If your child cannot remove their earrings please provide some Micro pore tape in order that their ears can be taped before participation in PE activities.

**Jewellery, hair dye and nail varnish should not be worn as this is not part of the school uniform.**

**PLEASE ENSURE THAT ALL CHILDREN'S CLOTHING IS CLEARLY LABELLED WITH THEIR NAME.**



## Absences

If your child is absent from school please let us know by phoning the school in the morning. When your child returns to school they must bring a letter to their teacher explaining the reason for their absence in order to keep school records accurate.



## Letters and Forms

Any letters and forms which are sent home and asked to be returned should be sent back as soon as possible to minimise office staff time to chase up returns. In the event that there is a payment required for a school outing, there may be a single payment day given so that office staff can bank the monies sent in on that day. It would be most helpful if money sent in could be sent in a sealed envelope, clearly marked with your child's name and class and the name of the payment. E.g. P1 Class Trip. We would prefer that siblings did not bring in money for their brothers and sisters and monies from each class are dealt with separately. Alternatively, you can pay for school meals through the online payment system

**Permission letters are sent home before each outing and the tear off slip must be completed and returned to school the day before the outing takes place.** An insurance form which covers the whole year will be issued in August; this must be completed and sent back to the school.

**INSURANCE FORMS AND PERMISSION SLIPS MUST BE RETURNED BEFORE AN OUTING OR THE CHILDREN WILL NOT BE PERMITTED TO LEAVE THE SCHOOL.**

### Article 17

You have the right to get information that is important to your well-being, from radio, newspaper, books, computers and other sources.

Adults should make sure that the information you are getting is not harmful, and help you



## Article 24

You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.



### Health

During their first year at Holmston Primary Children will have a medical assessment and parents will be invited to attend. If at any time your child requires to have medicine administered during school hours you must complete the administration of medicine form which is available from the school office.

**The school is not allowed to give children medicine without a completed Administration of Medicine Form. If you have any concerns regarding health please contact us at school. We will help as best we can.**

At Holmston we carry on the good practice introduced at nursery of tooth brushing. Once permission forms have been received Primary 1 pupils are given the opportunity to brush their teeth after their lunch every day.



### Communication

At Holmston we do our best to keep parents informed of forthcoming events and general happenings in school life. A school newsletter is issued regularly and is issued to each child. Additional information about the school can be found on the school website at

<https://blogs.glowscotland.org.uk/sa/holmstonps/>

You can follow us on Twitter by using the following link

<https://twitter.com/@HolmstonPS>

If you have any concerns or questions about your child's time at school and wish to speak to a member of staff please contact the school either through the school mail account at [www.holmston.mail@south-ayrshire.co.uk](mailto:www.holmston.mail@south-ayrshire.co.uk), or call the school office on 01292 612705 to arrange an appointment to speak with a member of staff.

Class teachers are happy to see parents after school but it would be helpful if parents called ahead to arrange a meeting or asked the staff member if they will be free at the end of the day in case they will not be available due to other school commitments.

**Please do not engage in lengthy conversations with class teachers when they bring the lines in in the mornings as this interrupts the teaching and learning of the children.**

Please get involved with the life of the school as much as you can. There are lots of opportunities for you to come in to school and help out, or you could join our Parent Voice.

**FINALLY WE HOPE THAT YOU AND YOUR CHILD WILL BE HAPPY AT HOLMSTON PRIMARY SCHOOL AND FIND THAT TOGETHER WE CAN PROVIDE YOUR CHILD WITH A STIMULATING AND FULFILLING EDUCATIONAL EXPERIENCE.**

