

Lunnasting Primary School

Vidlin Shetland ZE2 9QB

Email: [lunnasting@shetland.gov.uk](mailto:lunnasting@shetland.gov.uk)

Website: <https://blogs.glowscotland.org.uk/sh/lunnastingprimaryschool/>

Acting Head Teacher: Mrs Louise Malcolmson

14 August 2024

Dear Parent/s,

I hope this letter finds you well and you have all managed to have some rest during the Summer. I look forward to seeing everyone!

I would like to remind you that there is a suggestions box in the school’s front porch. I welcome any suggestions or comments on what the school does well already and how it could be even better.

There is a great deal of information to be shared, so please read this letter carefully and keep the information handy for reference.

**Staffing Updates**

Mrs Denise Lee is our new school cleaner. Miss Kirsten O’Dwyer has been appointed as a peripatetic Music teacher, she will be in Lunnasting on Wednesday mornings. Mrs Sarah Mullay will continue to teach art on Tuesdays afternoons. Probationer teacher Miss Emily Veitch will be teaching PE on Thursday afternoons. Please ensure children have their PE kit. Children with long hair should have this tied back and no jewellery should be worn for PE.

# School Meals/Milk Money – Parent Pay

School meals should be pre-ordered on ParentPay – www.parentpay.com. If your child pays for school meals, payment will be required at the time of booking, this is £2.50 per day. School meals are free for ELC and pupils in P1-5. Meal bookings should be made by midnight on Sunday, of the week before meals will be taken.

Parents will be provided with activation details for ParentPay at time of enrolment. All queries regarding ParentPay should be directed to Children’s Services – Finance Team on 01595 743844.

School Milk is offered to all pupils. For Pupils in P1-7 there will be a weekly charge of £1.25. This must be paid through your ParentPay account. Please note this is a weekly rate regardless of how many days milk is taken.

You may be eligible for support with Free School Meals/ Milk or a Clothing Grant, please visit EMA, Bursaries and Financial Support – Shetland Islands Council for further information and to apply online.

**Home Learning**

For Home Learning pupils will still receive reading pages which they should complete, as stated by the teacher. Learning Grids which incorporate other aspects of the curriculum will be sent out soon. These will have a range of activities which will still challenge your child at home, however the learning is more centred around your child taking ownership for their learning and being able to have choice on which tasks they complete and when. Feedback on the Learning Grids would be appreciated

# School Timetable

Library will be on Mondays, children should ensure they return their library books that day; they can be re-issued if required. On Friday afternoons the children will be offered the choice of various activities to develop life skills.

I have detailed below which teachers will be taking classes each day:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **P1- 3** | **P4-7** |
| ***Monday*** | ***Library***  ***PE (P1 – 3)*** | **Miss Hunter** | **Miss Magnussen** |
| ***Tuesday*** | ***Art – Mrs Mullay*** | **Miss Hunter** | **Miss Magnussen** |
| ***Wednesday*** | ***Music – Miss O’Dwyer*** | **Miss Hunter** | **Mrs Malcolmson** |
| ***Thursday*** | ***ASN – Mrs Stevenson***  ***P.E. Miss Veitch*** | **Miss Hunter** | **Mrs Malcolmson** |
| ***Friday*** | ***Fiddle – Ms Scott***  ***PE (P4 – 7)***  ***Friday Fun 2.00 – 3.00pm*** | **Miss Hunter** | **Mrs Malcolmson** |

**Arrivals/Absences**

Pupils are welcome in the school from 8.30am each morning. Pupils should **not** arrive before this.

If your child is absent please telephone the school **before 9.15am**. If we do not receive a telephone call or e-mail we will call you to ascertain why your child is absent.

Authorised absence will be credited for a legitimate reason, provided usually by parents via a note, e-mail or phone call.

A Leave of Absence Form is available from the school office or on the school website, this must be completed for any parental holidays in term time. Schools must record absences as unauthorised when there is no satisfactory reason for absence provided. It should be noted that all parental holidays in term time are recorded as an unauthorised absence unless in exceptional circumstances e.g. family weddings, bereavements, sporting and cultural events.

# Annual Data Check Forms

These forms are attached, please check and make any amendments and return the signed forms to the school by Monday. Please ensure your e-mail address is up-to-date as we do try to e-mail parents if possible. **If you prefer to receive letters we would be grateful if you would make a note to this effect on the form.**

**Pupil’s Acceptable use of Information Communication Technology Agreement**

Children’s Services have updated their policy on the Acceptable use of ICT. This form is attached and is to be read and signed by all pupils and parents. Pupils will be denied access to IT facilities until this form is returned, signed, by both pupil and parent.

# Medicines

In line with Council policy, parents of pupils who need to carry their own medication in school e.g. inhaler, are asked to complete a “Request to Carry own Medication” Form. If parents require staff to administer medication to pupils the “Request for School to Administer Medication” Form should be completed. These forms are available from the School Office and are on the School Website for those of you with internet access.

#### Personal Belongings

If children do take any personal items to school this is at their own risk and the school cannot be responsible for any lost or damaged items. Mobile phone and devices which can access the internet are not allowed in school.

It would be useful if all children had a spare pair of rubber boots to leave at school. They won’t be allowed in the garden without rubber boots and they are also useful when we are visiting the beach etc.

Please note that pupils should take their own water bottles to and from school each day.

**Transport**

Our School Transport Operators are Johnson Transport who cover Herra, Levaneep, Gillside and Vidlin. Margaret Williamson does the Sweening, Laxo, Tua, Floddans, Upper Flugarth and Moren runs.

Their telephone numbers are: Johnson Transport 07711594014 /01806 522331

Margaret Williamson 01806 577286

**School Car Park**

We would like to remind everyone not to use the School Car Park before 9am or at 3pm for safety reasons. Please pass this on to extended family who may be putting/collecting children from school/nursery. Thank you.

**Snacks**

We don’t have a school tuckshop. Occasionally children forget their snacks, they should come to the school office if this happens. We have a supply of mini breadsticks which cost 23p each. We will email parents to let them know and would be grateful if you would send in the 23p the next day.

**School Email**

If you have any queries regarding the above please let us know. If you are contacting the school, please email [lunnasting@shetland.gov.uk](mailto:lunnasting@shetland.gov.uk). Individuals emails may not be checked every day due to absence/courses etc., so this is the best way to ensure your message reaches the school.

Yours sincerely,

Louise Malcolmson

Mrs L Malcolmson

Acting Head Teacher