

School Hours:

Monday – Thursday – **8.55am until 3.20pm**

P1-3 lunch is 12.15pm until 1pm

Friday – **8.55am – 12.30pm**

School Clothing

At Murrayfield Primary School we expect pupils to follow our dress code by wearing school uniform. The uniform is available from the school office throughout the year.

- School sweatshirt
- School polo shirt
- Blue cardigan
- White shirt with school tie
- Black or grey school trousers, skirt or long shorts
- Indoor shoes – black plimsolls or similar

Pupils are required to wear indoor shoes as they have to change out of their outdoor shoes when they come into school.

P.E. Kit

P.E. Kit should be labelled and brought in a separated labelled bag. P.E. Kit consists of:

- Plain coloured shorts and a Plain white T-Shirt for indoor P.E
- Jogging bottoms/Leggings and plain white T-shirt for outdoor P.E

PLEASE NOTE no football colours or strips should be worn in school. In the interest of health and safety all pupils must remove jewellery before participating in any physical activity.

Much of the pupils clothing will be the same size or colour and if the clothes have an identifying mark known to your child it helps with any mix-ups that arise. It is also helpful to the teacher if the pupils can dress themselves, e.g. fasten buttons, coat zips, tie laces and so on. Shoes with Velcro straps are a good alternative if your child has difficulty tying laces.

Lunches

Parents can pre-order lunches using an online ordering system called Ipayimpact. Details of how to set up an online account will be issued to you once your child has started school. All primary schools in West Lothian have 3 choices for lunch. Each tray contains a balanced meal either a two course hot meal or a sandwich and includes a drink. Packed lunch bags are only available on a Friday. All choices aim to comply with recommended nutritional guidelines. Children in P1, P2 and P3 are entitled to free school meals. Pupils can also bring a packed lunch from home if they prefer. Please ensure that you inform the school if your child has any allergies or cannot eat any food types for religious reasons. Fizzy and energy drinks are not permitted along with drinks in glass bottles and items containing nuts including chocolate spread with hazelnuts.

Milk

School milk is available to pupils and is paid termly at the school office. You will be notified by letter how much milk costs. Pupils in receipt of free school meals are entitled to milk.

Water

Pupils are encouraged to bring in a bottle of water with them to school every day. Your child will have access to their water throughout the day to keep them refreshed after breaks and during lessons.

Snack

Please provide your child with one small healthy snack for them to enjoy at snack time which will help them to sustain their energy during the morning. **Please note due to allergies we ask that children do not bring in snacks containing nuts.**

Free School Meals and Milk/Clothing Grants

West Lothian Council operates a scheme of provision to ensure that a pupil is sufficiently and suitably dressed to take full advantage of the educational provision. Families in receipt of Income Support or Income Based Job Seekers Allowance or Working Tax Credit will be assessed. Other cases will be determined according to the personal circumstances of the family. Parents who wish to apply for the scheme should complete an application form which is available from the school office or West Lothian Council.

Breakfast Club

Our Breakfast Club runs every morning from 8.10am in our dinner hall. There is no charge for Breakfast Club and you do not need to register your child in advance. Children attending the breakfast club should be brought to the main entrance by an adult.

Current Information

It is very important to keep the school office informed of any change in circumstances which could affect your child at school. Relevant information should be given to the school office to ensure that our records are altered accordingly. It is essential that we have alternative local contact other than yourself in-case of an emergency and if you did not give one at the time of enrolment please do so by the time your child starts school.

Attendance

If your child is absent from school for any reason we ask that you phone the school at the start of the school day prior to 8.55am if possible – but 9.30am at the latest.

These are the procedures we must follow if you do not make contact:

1. If you do not make contact we will try to make contact with you – Groupcall Message/Telephone Call
2. If you do not reply we will try the emergency contact numbers
3. If we fail to get anyone Child Protection Procedures may be implemented which could involve contacting the police.

Medication

Pupils sometimes need to take medication at school. In such circumstances it is necessary for us to keep an up-to-date record of each child's requirements. A form detailing the relevant medical information must be completed by parents/carers when medication is to be given within the school day. These forms are available at the school office. We are unable to administer medication without written permission.

Safe Routes to and from school

It is very important that our pupils use the recognised entries and exits to and from the school. In line with all West Lothian schools the school car parks must not be used to enter or exit the school. During the school day access will only be through the secure entrance at the front of the school. Please ensure that you do not walk through or use the school car park or taxi drop off area.

Playground Supervision

Our Safe Arrivals Staff are in the playground from 8.40am to welcome pupils as they arrive. Parents/Carers are not permitted in the playground during this time. Pupil Support Workers supervise during playtime and lunchtime. Pupils are encouraged to speak to these staff members if there is a problem in the playground.

End of Day

All pupils in Primary One must be collected by a known adult at the end of a day. If your child is being collected by someone other than yourself please inform the school office or your child's teacher as soon as possible.