



Pumpherston & Uphall Station Community Primary School Induction Booklet



Child's Name:

Start Date/Time:

Pumpherston & Uphall Station Community Primary School
Summary/'Put on Your Fridge' Sheet!

- Your child will be starting school on **Tuesday 21st August 2018**.
- On the first day the classroom doors will be opened for you and your child to enter at 9.00am. These doors can be accessed from the main playground.
- You are welcome to join your child in the class for a short time on the first day so you are reassured that they have settled. From the second day class teachers will collect the children from the playground (just outside their classroom door at 8.50am) and we would ask that you let your child come into school on their own.
- At 3.00pm the classroom doors will be opened and you may collect your child from the classroom (**first day only**).
- Although we appreciate it can be tempting to peek in the classroom window from the playground please avoid doing this as it is very distracting for the children.
- On your child's second day they will start school at **8.50am** when they will line up in the playground with their class to be collected by their class teacher. P1 children should arrive at the main playground side gate.
- It is best you do not come into the playground with your child and allow their buddies to help them. If this proves difficult try working up to this over the week. Parents are not allowed in the playground in the morning. This is a school wide system to ensure pupil safety.
- Your child will start lunches this week- home, school or packed. P1 – P3 children receive free school meals as part of a government initiative.
- If you intend your child to be a home lunch please inform the class teacher by completing the slip in your pack.
- At **3.15pm** your child may be collected from their teacher in the designated area of the playground.
- Please do not wait on the deck area as it prevents teachers safely discharging their pupils on at a time.

Have a look at our Nursery to Primary 1 Transition Sway. It gives your child lots of information about the school, including their P1 classroom and some of the people they will meet.

<https://sway.com/smkJrPHygxFZ1OGs?ref=Link&loc=play>

Welcome to Pumpherston & Uphall Station Community Primary School

We are delighted that you and your child are becoming part of our school community. We look forward to working closely with you in some of the most important years of your child's life.

Starting school is an important stage in your child's development. By working together we can make it a happy and positive experience. At Pumpherston and Uphall Station CPS, we operate an open door policy and we are pleased to meet with you to share information or discuss any concerns that may arise during your child's education.

This booklet will give you all the information you need to help your child get off to a flying start on **Tuesday 21st August 2018**. This booklet is a supplement to the School Handbook which is included in your pack and is available to view on the blog. We look forward to working in partnership with you.

School Contact Information

Pumpherston & Uphall Station Community Primary School
37 Drumshoreland Road
Pumpherston
West Lothian
EH53 0LF

Tel: 01506 280 995

email: wlpuscps@westlothian.org.uk

blog: <https://blogs.glowscotland.org.uk/wl/puscpsnews>

Sarah Burton
Acting Head Teacher



THE SCHOOL DAY

Apart from the first week, (see summary of arrangements sheet) your child and their classmates will be collected from the playground by their class teacher each morning.

West Lothian Council has a Safe Arrival at School Policy. Children should be dropped off at the school playground gates between 8.30am and 8.50am. A member of support staff will then supervise the children in the playground. We encourage parents/carers to resist the temptation to remain at the gate, instead we suggest that you leave the children to play together.

School commences at 8.50am when your child will be lined up with their class and is prepared to come in.

The School Day:

Start time – 8.50am (Playground supervision is from 8.30am)

If it is raining children will be brought into the school hall at 8.30am.



Playtime – 10.45am-11.00am – a small snack is all that is needed. As we are a Health Promoting School we actively encourage the children to have fruit or a healthy snack.

The playground is supervised from 8.30am-8.50 am each morning and at both morning and lunchtime intervals. When the weather is fair, the children will play outdoors and should therefore come to school wearing suitable outdoor clothing.



Lunch time – 12.15pm – 1.00pm. Your child can go home for lunch or they can choose to stay for a school meal or bring a packed lunch. If your child is going home for lunch parents/carers must inform the class teacher by completing a home lunch permission slip. Children in P1 – P3 are entitled to free school meals as part of a Scottish government initiative.



Breakfast Club – A free breakfast club is provided each morning Monday-Friday in the school dinner-hall between 8.10-8.40 am. Please speak to the school office if you would like your child to attend. P1 children are able to attend breakfast club from **Wednesday 22nd August 2018.**

End of School - 3.15pm (Friday 12.25pm)

Your child will have lots to tell you at the end of every day and they will look forward to you coming to collect them from the appointed area of the playground where they will be waiting with their class teacher. **It is important that your child stays with the teacher until “their grown up” collects them.** If whoever normally comes to collect your child at the end of the day is late, your child will be taken to the office, where they can be collected. We understand being late can easily happen, however children can become upset if someone is even a few minutes late. **Please notify the school if there are any changes to your child’s normal pattern of leaving school or if someone unknown to the class teacher will be picking them up.**

LUNCH, DRINKS AND SNACKS

Lunch



Your child may go home for lunch, bring a packed lunch (please no glass bottles) or have a school lunch.

School lunches are organised on ‘rainbow trays’ – red, blue or green. Each tray contains a balanced hot meal or a cold “packed lunch”. A drink is included with all lunches. Menus describing daily contents of red, blue and green trays will be issued. Please discuss with your child which coloured tray they will select from the menu each day so that they can place their order when arriving at school. Vegetarian and religious dietary options are catered for please let us know if your child has any specific requirements. School lunch is free for children in P1 –P3.

Children can choose their lunch each day or you can select what they would like using the council online system (iPayImpact). Further information on this will be sent out.



Allergies and Intolerances

Please speak to our staff if your child suffers from food allergies or intolerances. We can show you an ingredients list for all of the food that we provide in school so that parents can check for potential allergens which may affect their child.

Drinks and Snacks



As we are a health promoting school we actively encourage healthy lunches, drinks and snacks. We also encourage the children to bring a bottle of unflavoured water with them each day, which they can drink in class. Please provide a clear bottle for water, which is labeled with your child’s name on it. This should be taken home to be cleaned and re-filled each day. You may also wish to provide your child with a snack to be eaten at morning interval.



SCHOOL CLOTHING AND EQUIPMENT

Equipment

Here are some helpful hints about what to put in your child's school bag for each school day. Please label all items clearly.

- Pencil case – sharpened pencil and a rubber.
- Indoor shoes (black plimsolls)
- Morning snack.
- Lunch money, lunch box or menu choice.
- Bottle unflavoured water.



School Uniform

We are very proud of our school uniform and we are sure you are looking forward to seeing your child wearing it for the first time.

There is an order form as part of your Primary 1 pack. Uniform order forms may be collected from the school office or you can use the online ordering site. A very small stock is kept in school.



The uniform consists of –

- White polo shirt/white shirt/white blouse
- Blue sweatshirt/jumper/cardigan
- Dark skirt/pinafore/trousers
- Suitable outdoor shoes and indoor shoes

Also available to order -

- Blue fleece
- Blue reversible jacket
- Name labels
- School Bags



Please ensure that all clothes and footwear are clearly labeled with your child's name – we really appreciate your help on this matter as it helps avoid confusion!

Gym Kit

We are keen to promote health and well being and your child will take part in gym each week. We will let you know the days when your child will have P.E. at the start of the session/term.

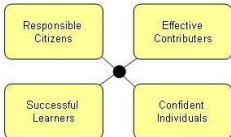


On gym days pupils will need to bring shorts, t-shirt and gym shoes (black slip-ons are ideal). No football colours.

Please help us by making sure your child's name is on all clothing (including shoes and gym shoes).



To ensure your child's safety, **jewellery should not be worn on PE days**. For safety reasons, children may not take part in gym if they are wearing earrings. Staff are unable to remove them so it is important that on gym days children can either remove their own earrings or do not wear them to school that day.



curriculum for excellence

THE CURRICULUM

There will be lots of opportunities for you to find out more about what your child is learning. In the first term there will be a **Sharing Learning** event where you will hear more about the P1 curriculum and how you can help your child at home.

COMMUNICATION



We aim to communicate regularly with parents/carers and invite them to comment on and participate in school improvement. We have different methods of keeping parents/carers and the wider community informed about activities, achievements and items of information. Below are examples of some of our methods of communication.

- Blog
- Newsletters
- Letters
- Newsflashes
- School Blog
- Parent Council
- Notice boards and computer screen in main entrance hall
- Groupcall
- Questionnaires



As a waste aware school we limit our paper communication as much as possible. Notes, updates and non-urgent information are shared by e mail. Please ensure the school office has your most up-to-date e mail address

Sometimes the class teacher will send letters home with important information. Please check your child's schoolbag every night. Children do not always remember to pass information to you!



- **Please help us by keeping contact numbers up to date.** If you move or change your phone numbers then please let us know. It is important that the school is able to contact you in the event of an emergency.

SCHOOL HOLIDAYS

You will find a copy of the official school holiday dates in the information pack. Permission for leave of absence during term time should be requested in writing. In accordance with guidelines set out by West Lothian Council Education Services and the Scottish Government, any non medical absences will be refused. Any absence on these days will have to be recorded as unauthorised.



ABSENCE

Group Call, an automatic telephone system for contacting parents, is now operational in the school.

It is your job to contact the school early on the first morning of your child's absence. You will be asked to provide an explanation. If the school is not contacted then a Group Call alert will be sent. **It is essential that you contact the school as soon as possible.**

SECURITY AND SAFETY

To make the school a more secure place for your child we ask that **all adults enter and leave the building by the main door** and use the buzzer system.



MEDICATION

For any child requiring medication to be taken during school time forms are available from the school office. Parents/carers are requested to complete these forms to allow medication to be administered. Any child who requires medication on a regular basis or has a specific condition may require a health care plan. Please contact the Head teacher to discuss this.



