



- Committed to excellent education for all -

## Newsletter 1 August 2019

23<sup>rd</sup> August 2019

### Welcome

A very warm welcome to pupils and staff at the start of the new school year here at St Andrews. It's great to see so many familiar faces returning after the holidays, and I'd like to extend a special welcome to all of the new pupils and staff who have joined us.

### St Andrews Staff

Head Teacher	Mark Taylor
Principal Teacher	Fiona Reid (Senior Management Time, P7 Class Support, Probationer cover and mentor support)
Nursery	Nursery Manager, Helen Corbett / Susan Wilson / Rebecca Tait / Lisa Rutherford
P1	Alison Aitken
P2/3 Ladybirds	Mharee Rendall
P2/3 Bumble Bees	Margaret Kirkness
P4	Jenny Rosie (Probationary teacher) & Fiona Reid cover every Tuesday
P5	Alison Miller
P6	Lindsay Moar
P7	Lori Dass + Fiona Reid Class Support
SFLT	Angela Hancock
EINN	Jan Higson P1 (Early Years Intervention Nursery Nurse)
SFLA	Penny Russell P1 (Support for Learning Assistant)
Music Jenny Keldie	Art Morag Ewing and Marie Montgomery
PE Gill Manson	Fiddle Douglas Montgomery
Guitar Adam Clarkson	Woodwind & Percussion Eilidh Wilkinson

The start of a new term is a good time to remind ourselves of protocols here at the school; I realise that there is a lot of information in this letter but I'd appreciate it if you could take the time to read it carefully.

## School Dinners

The cost of a school dinner is £2.40 per day for P4-7 and free for P1-3 and nursery children. Payment can be made on a daily or weekly basis; books of 10 dinner tickets can be purchased from the Dinner Ladies in the mornings. Milk and fruit can be purchased from the kitchen at break times at a cost of 20p and item. **The packed lunch service for school trips will continue this year.** The costs are the same as above: £2.40 per day for P4-7 and free for P1-3. When you are notified of your child's trip you will also receive an order slip for a packed lunch.

Details of how to apply for free school meals and the clothing allowance are on the school website, the OIC website or from the school office.

## School Security

Here at St Andrews we seek to provide a secure environment for all pupils and staff. With this in mind, our School Security Policy has been reviewed ahead of the new term. We want St Andrews to remain the welcoming place it has always been for parents and visitors while having sensible and proportionate security measures in place.

- The main door will be locked all day, after the children are inside for their classes in the morning. If you arrive at the school and there is no one in the office to let you in, please ring the bell.
- If you need to collect your child for an appointment through the day, please report to the office first. You will be asked to wait in the foyer while a member of staff collects your child from their classroom.
- As you leave the building, please ensure that no children (especially small nursery children!) follow you out.
- If alternative arrangements have been made for your child to be collected at the end of the day, please inform the school in advance, by phone, Seesaw or email.

## Buses

Continuing the work we did last term, we will be discussing and encouraging appropriate and safe bus behaviour with pupils at assemblies. We would really appreciate your help to reinforce our efforts to promote a safe and happy journey to and from school every day. If you have concerns please let us know.

I remind you that for insurance purposes children must not go on a different bus to the one on which they have a place, so, for example if your child wants to go and play/attend a birthday party with a child who lives on a different bus route, he/she cannot get on the bus for that different route - alternative arrangements need to be made.

## Medical and consent forms

Medical and consent forms will be sent home with your child this week. Please can you return these to the school as soon as possible if you have not already done so.

## Absence

If your child is absent please phone to let us know. The phone line can be very busy first thing in the morning, but don't worry if you can't get through, if we haven't heard from you by 10 o'clock we will phone you. We ask, where possible, that holidays are taken within the school holiday period. However

we realise that there may be circumstances that arise out with your control and we ask that you get in touch to inform us of these events as soon as possible.

### **Hand Hygiene / Sick bugs**

We are to continue to encourage hand washing here as I am sure you do at home, and remind everyone of the **48 hour rule** - that is, the child does not come back to school until 48 hours have passed since the last bout of sickness or diarrhoea.

### **School Uniform and Dress Code**

The school encourages the wearing of school uniform. Our Parent Council supports the wearing of school uniform as it offers a sense of identity and belonging to the school as well as being a cost effective way of providing clothes for the children.

Wearing school uniform contributes to a positive school ethos, helps avoid discrimination and reduces the peer pressure to wear expensive designer clothing. The uniform consists of a yellow polo shirt, maroon sweat shirt/hoodie and fleece. Items bearing the school logo may be ordered at 'MacGregor Industrial Supplies' in Hatston or from 'Logo Orkney' in Kirkwall.

### **Naming children's clothes**

Every year we end up with a large pile of lost property in the school. We try very hard to return items to their rightful owners. Please label clothing, especially coats and school uniform with your child's name.

### **Communicating with parents**

This year you will continue to receive a whole school newsletter at least once each term. This will contain school news, dates for your diary, achievements etc. You may receive other letters from me or the class teacher from time to time. We will also be communicating with parents via Seesaw, text, Facebook and our school website. If you currently receive printed letters from the school, then I would encourage you to opt to receive information by email instead. This way, information is delivered to you instantly and letters don't get lost in schoolbags. Please contact the school office if you would like to use email.

### **Homework**

Homework will be given out on a weekly basis clarified at the start of term by the class teacher so that children and parents are able to pace the work over the week depending on evening activities. All work will have been explained previously at school.

### **PE Kit and Craft Aprons**

Pupils should have a PE kit (shorts, tee-shirt and trainers or pumps) in school at all times. This should be clearly named and will be sent home at the end of each term to be washed. All children should also have a painting apron or overall (an old shirt is ideal) with them at school to protect their clothes when they are doing messy activities. Again, please could you ensure that these are named.

## Assemblies

We will hold one assembly each week, on a Friday after lunch. We will continue to encourage pupils to share their achievements in class and through display info screen in the Foyer. If your child has something to celebrate, no matter how small, let us know and we will recognise this in school.

## Car Park

As we begin a new term, and daylight hours are getting less, it is important to maintain safety in our carpark -

- The main car park, situated at the lowest point, is for parents and other visitors. There is a safe route in to the school from here via the pavement and there is no need to cross the busy car park or bus bays.
- The car park opposite the bus bay is to be used by staff.
- There should be **no parking in the bus bays** by other vehicles at any time.
- In order to maintain a safe space for children, parents and staff there should be no parking out with the parking bays i.e. in the entrance to the car park.
- In the mornings, the car park can be used for 'drop offs' in the same way, where the driver does not leave the car. In the evenings, the bus bays are in use and so parents should use the new car park.
- Pupils who are cycling home after school are asked to wait until the buses have departed and until it is safe for them to leave.

## What's on

Mon	Music: P2/3 Ladybirds, P4, P5, P1, P7 PE: P2/3 Bumblebees, P6
Tues	Strings Tuition Music: P6, P2/3 Bumblebees, Choir & Band PE: P1, P5, P4, P2/3 Ladybirds, P7
Wed	Art: P2/3 Ladybirds, P4, P6, P2/3 Bumblebees, P5 Woodwind Tuition, P6 Percussion and Guitar
Thurs	Art: P1, P7
Friday	2.00pm Assembly

## **DATES FOR YOUR DIARY**

### September

Wednesday 4 <sup>th</sup> - Friday 6 <sup>th</sup>	P6 Hoy Trip
Thursday 5 <sup>th</sup> - Wednesday 11 <sup>th</sup>	Orkney International Science Festival
Tuesday 10 <sup>th</sup>	Parent Council AGM

### October

Tuesday 1 <sup>st</sup> and Wednesday 2 <sup>nd</sup>	Parents Evening
Friday 11 <sup>th</sup>	Last Day of Term
Monday 14 <sup>th</sup> - Tuesday 29 <sup>th</sup>	October Break and In-service Days
Wednesday 30 <sup>th</sup>	First Day of Term

If you have any concerns or queries please do not hesitate to contact me.

**Kind Regards, Mark Taylor, Head Teacher.**