**- Committed to excellent education for all -**

**December Bulletin 2016**

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**Dear Parents and Carers,**

The Festive season is well under way here at St Andrews with discos, show, parties and a Christmas Service to prepare for! The staff and children have been hard at work all term and have managed to squeeze in the East Mainland Women’s Guild Carol Service, Children in Need run by P3, two social enterprise activities run by P5B and P5L to raise money for MS and Macmillan Cancer support charities. Finally P6 will be singing Carols for the residents of St Rognvald House next week.

Please take time to read the following key information and updates for this term.

**Disco**

The Parent Council School Christmas discos are being held in the dinner hall tonight at the times shown below. The entry fee will be £3 per child which is to be paid in the foyer on arrival - water/juice, a snack and a small gift will be provided for everyone.

**Class Drop Off Time Pick Up Time**

P1, P2 & P3 6pm 7pm

P4, P5, P6 & P7 7.15pm 8.15pm

**Car Park**

Due to delays, our new car park will hopefully be operational before Christmas. This is dependent on the availability of tarmac! In the previous newsletter we outlined the new routines; here is a reminder –

We have considered the best way to use the new car park and would appreciate your support and cooperation with the following –

* The new car park, situated below the existing car park, will be for parents and other visitors. There is a safe route in to the school from here via the pavement and there will be no need to cross the busy car park or bus bays.
* The entry and exit on to the main road and the one way system will remain unchanged. The new car park will be accessed from the existing car park.
* The existing car park will be used by staff. The parking bays currently behind the parking spaces which face the road have been removed. Please do not park behind parked cars where they will be blocked in.
* The bus bays will remain in the same place. There should be no parking in these 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 existing car park.
* In the mornings, the existing car park can be used for ‘drop offs’ in the same way as it is at the moment, 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 busses have departed and until it is safe for them to leave.

The changes will take a little time for us all to get used to however, I am confident that the new layout will be much safer, especially during the busiest periods.

Our Junior Road Safety Officers (JRSO’s) will help to communicate the changes to the children.

**Christmas Show**

Our Christmas show, ‘A Midwife Crisis’ will be on Tuesday 13th December at 2pm and Wednesday 14th December at 7pm. There are still some tickets available at the school office. Children and staff have been working hard, learning songs and making costumes – you’re in for a real treat!

**Christmas Parties**

Class Christmas parties will be as follows –

Monday 19th December Morning – P1/2 Afternoon – P3/4

Tuesday 20th December Morning – P6/7

Wednesday 21st December Morning – Nursery Afternoon – P5

Children can bring party clothes to change in to if they wish.

**Christmas Dinner**

Christmas dinner will be served on Thursday, 15th December. If you have not already done so, please return the slip to the school with your child(ren)’s choice for that day. There will be no cafeteria provided by the school kitchen on that day. Children who do not wish to have Christmas lunch at the school should bring a packed lunch.

**Sick Bug**

If your child becomes ill with the norovirus, please keep them at home for 48 hours after their symptoms stop. This will help us to contain the spread of the virus.

**Christmas Service**

Our Christmas Service will be on Tuesday 20th December, at 10am in the East Mainland Church. Parents and friends are warmly welcomed.

**School Website**

Our new website is now available to view. The site includes an online calendar and access to the Facebook posts made to the school page (without the need for a Facebook account). The website address will remain the same - <http://www.st-andrews.orkney.sch.uk/>. We hope that you will find the new site informative and easy to navigate. We would welcome any feedback you have on this.

Severe Weather Procedures

Please remember to listen to [Radio Orkney](https://www.facebook.com/radioorkney/) in times of bad weather. [Orkney Islands Council](http://www.orkney.gov.uk/Council/O/OIC-Updates.htm) now has a [OIC School Transport Facebook page](https://www.facebook.com/OIC-School-Transport-166554563483929/?ref=hl) and [OIC Twitter](https://twitter.com/orkneycouncil) feed for posting notices of bad weather and school closures.

We will endeavour to keep the school open where at all possible, weather, transport and staffing permitting. If the school is open and the buses do not run, parents can make their own arrangements to get their children to and from school. Equally, parents can choose to keep their children home if they feel it is unsafe for them to be out. Please let us know if you keep your children off due to the weather as part of the usual procedures.

If the school is going to close early, parents will be alerted through the school text messaging system. Parents will be asked to reply by text to let us know that there will be somebody at home to meet their child/ren off the school bus. School staff will then telephone parents who have not responded by text. The buses will be dispatched once it has been established that there will be a parent or carer to meet each child off the bus. Children are not released to walk home independently if the conditions are so bad that we have to close the school early. Parents may collect their children from school if they wish; the office will note which children have been collected.

Please ensure that the school has your up-to-date contact information.

**DATES FOR YOUR DIARY**

**Tuesday 13th December Christmas Show (P1-3) 2PM**

**Wednesday 14th December Christmas Show (P1-3) 7PM**

**Thursday 15th December School Christmas Lunch**

**Monday 19th December Class Christmas Parties (P1/2 & P3/4)**

**Tuesday 20th December Class Christmas Parties (P6/7)**

**Wednesday 21st December Class Christmas Parties (Nursery & P5)**

**Tuesday 20th December Christmas Service, East Mainland Church 10am, Parents/Friends welcome.**

**Wednesday 21st December Last day of term 2**

**Thursday 5th January 2017 First day of term 3**

**Thurs 16th February 2017 In-service day (school closed to pupils)**

**Fri 17th & Mon 20th Feb 2017 Mid-term break (school closed)**

**Friday 24th March 2017 Comic Relief**

**Friday 31st March 2017 Last day of term 3**

**Tuesday 18th April 2017 First day of term 4**

**Monday 1st May 2017 May Day holiday**

**Friday 19th May 2017 In-service day (school closed to pupils)**

**19-23rd June P7 Lagganlia Trip**

**Tuesday 4th July 2076 Last day of term 4**

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

**Kind Regards**

**Mark Taylor**

**Head Teacher**

**St Andrews Primary School**

St Andrews, Orkney KW17 2QG

**Tel:** (01856) 861256 **Fax:** (01856) 861421 **website:** www.st-andrews.orkney.sch.uk

**email:** admin.standrews@glow.orkneyschools.org.uk