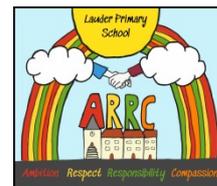




LAUDER PRIMARY SCHOOL

“Promoting a culture of excellence that supports and challenges every child to achieve their potential.”



We are very much looking forward to your child starting nursery in August. It is an exciting time when your child starts nursery and it may be that you are *all* feeling a bit nervous!

How the nursery will run and how the planned ‘blended’ learning will operate is a bit of an unknown at the moment. This year is going to look very different from our ‘normal’ start to the August term. Updated information about the way we will be delivering learning provision will be given in the next few weeks by Scottish Government and Scottish Borders Council. I will also keep you updated as we learn more.

However, this guide and the School Information Booklet will help you understand how the school operates under normal circumstances. The school also has a website which contains useful information.

At the moment it is anticipated that nursery will be open to pupils on **Tuesday 11th August** but it is unlikely that all the nursery children will start on the same day. I will know more as further guidance is released.

PICK UP/DROP OFF ARRANGEMENTS

We have limited flexibility for drop offs and pick-ups within the hours allocated. To ensure this works smoothly, it is important that parents/carers are both on time and stick to what has been agreed. See drop off/pick times below;

Mon-Thurs	
8.30	Start time
11.30	Parents may pick up/drop off (doors will be open at 11.20)
11.30	Pupils head to lunch hall
1.00	Parents may pick up at this time (doors will be open at 12.50)
3.00	All children will finish (doors will open at 2.50)
Friday	8.30am start time with 12.30pm finish time.

Both school and nursery finish at 3pm. Therefore, nursery children should be collected first and we would ask that you make arrangements to meet school aged children at an agreed place. Please ensure that it is someone that is known to the child who will be collecting from nursery and that they are over the age of 16. We may need to adjust our arrangements for collecting your child at the end of their day to allow for social distancing of children, parents and staff.

PARKING

No parking is permitted at any time in school grounds apart from Blue badge holders. School buses that pick up and drop off need the full turn of the car park in order to manoeuvre the buses safely. Please ensure that older siblings do not play at the front of the school, due to buses and cars moving around.

LUNCH

At this stage, we are unsure what lunchtime will look like and whether all of the lunch options will be available from the start of this school year. Currently, our nursery pupils have a choice of two hot lunch choices and is free for all nursery pupils. A brunch option is available on a Friday. Your child may also bring in a packed lunch. If you do send a packed lunch, we advise using ice packs as we have no fridge facilities.

Lunches are ordered electronically through a system called ParentPay. You will be issued with an activation letter with a personalised login to the system. Initially, activation letters do not get given out until your child has been with us for a couple of days. Therefore you can order lunch by letting a member of staff know the preferred option, as they will have a menu available.

Lunches should be ordered by 3.00pm the day before and can be ordered in advance. Please be re-assured that if for any reason you forget to order, your child will always be given a lunch on the day.

If you wish further information about the lunches available or any aspect of lunch provision, including special dietary requirements, please contact the school using the email. lauderps@scotborders.gov.uk

CLOTHING

We always recommend that children come to nursery wearing clothing that can stand a bit of dirt and mess! If you choose to, you can also buy sweatshirts and poloshirts with the nursery logo which can be ordered online from Border Embroideries at any point during the school year. To be ready for the start of the new school year, orders must reach Border Embroideries as soon as possible. The order form can be accessed through the school website or by following the link below.

<https://www.border-embroideries.co.uk/schools/lauder-nursery.html>

We also have a pre-loved clothing store in the school where you may find sweatshirts that have been donated and still have some good life left in them. Please ask a member of the nursery staff or Mrs Archenhold in the office.

COMMUNICATION

There are a variety of letters, permission slips, flyers, etc. which are mainly sent electronically but some are sent home via pupil post and we would ask you to check your child's tray regularly. We mainly use Groupcall to email parents and these are sent to your registered email address. In addition, there is a Groupcall App called Xpressions which automatically stores all the emails we send out. I would advise downloading this to your smartphone or tablet.

We also have a school App. 'School App For Parents' can be downloaded through your usual App store. We use this for sending out text messages with information and updates.

The user name is: Lauder Primary School. The passcode is: 2364

If you require paper copies of any communication, please contact the school office.

ABSENCE, ILLNESS AND ACCIDENTS

Whilst it is not compulsory for your child to attend nursery, it is not mandatory that you inform us if your child is going to be absent. However, we would always welcome a courtesy call, to let us know if your child is unwell and cannot attend. If we haven't heard from you, we will make contact with you to check your family is well.

If your child has an accident at nursery they will be attended by one of our First Aiders. It may be that we need to contact parents to decide the best course of action. In the case of a serious accident it may be necessary to take your child straight to the doctors or Accident & Emergency. Parents would always be contacted straight away to advise them of this.

If your child becomes sick or ill during nursery, parents are contacted to decide on the best course of action. Once again it is vitally important that emergency contact details are kept up-to-date.

LAUDER PRIMARY PARENT COUNCIL

Lauder Primary School has a Parent Council. All parents are automatically a member of the Parent Forum. The Parent Council is a group of selected parents who then represent the Parent Forum.

The objectives of the Parent Council are:

- To work in partnership with the school to create a welcoming school which is inclusive for all parents.
- To promote partnership between the school, its pupils and all its parents.
- To develop and engage in activities which support the education and welfare of the pupils.
- To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
- To discuss and resolve issues raised by the Parent Forum.

If you would like further information about the Parent Council and how you can get involved, please speak to a member of the nursery staff or contact the school office.

Once again, we look forward to seeing you in August. If there are any questions that we have not answered then please do not hesitate to contact the school and we will be happy to help.

Alan Vannan

Headteacher