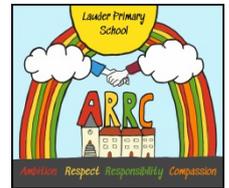




## LAUDER PRIMARY SCHOOL

**“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 school in August. What that will look 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 will be given in the next few weeks by Scottish Government and Scottish Borders Council and I will keep you updated as we learn more.

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

At the moment it is anticipated that school will be open to pupils on **Tuesday 11th August** but it is unlikely that all the P1 children will start on the same day. I will know more as guidance is released.

### THE SCHOOL DAY

In a ‘normal’ school week, the times are as follows:

Monday, Tuesday, Wednesday & Thursday			Friday		
Morning	8.30am	12.15pm	Morning	8.30am	12.20pm
Morning Break	10.30am	10.45am	Morning Break	10.00am	10.15am
Lunch	12.15pm	1.00pm	Lunch	11.35pm	12.10pm
Afternoon	1.00pm	3.00pm	Dismissal	12.10pm	12.20pm

Over the past few years, we have developed good procedures for welcoming you and your child on their first day at school. Some of you with older children may be familiar with these procedures, where we gather all Primary 1 children and parents in the school hall and once the bell has gone the children are taken from the hall to their classroom by the teacher. Parents then have the opportunity to speak to the Senior Management Team and ask any questions they may have before leaving. This year may need to be different and we will have to await further guidance before we can make final plans for welcoming your child to Primary One.

Similarly, we will 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.

### 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, the pupils have a choice of a packed lunch, a school lunch or to go home for lunch. The school lunch is free for all P1-3 pupils. Lunches are ordered electronically through a system called ParentPay. You will be issued with an activation letter with a personalised login to the system. Lunches should be ordered by 3.00pm the day before and can be ordered in advance.

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](mailto:lauderps@scotborders.gov.uk)

### FREE FRUIT

In recent years, the Parent Council have kindly provided free fruit to all Primary 1 and 2 pupils on Tuesdays and Wednesdays each week. It relies on a rota of parents coming in to school to prepare the fruit. It may be that this scheme will have to be put on hold for the time being.

### SCHOOL UNIFORM

The wearing of school uniform is positively encouraged.

School uniform:

- Grey, black or navy trousers
- Grey, black or navy skirts
- Yellow polo shirts
- Summer checked dresses – yellow or blue
- Navy school sweatshirt/cardigan (please ensure you order navy blue and **NOT** sky blue which is our P7 only colour)
- School uniform includes the wearing of dark shoes

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*Respect*

*Responsibility*

*Compassion*

Sweatshirts, polo shirts, T-shirts and fleeces with the school logo can be ordered online from Border Embroideries at any point during the school year. For new uniform to be delivered 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-primary-school-1-7.html>

It is REALLY important that you label all items of clothing! You would not believe how much lost property we have in the janitor's office.

We operate an Ecoform uniform shop where you can come in and browse through pre-loved uniform. This is located in a quiet area of the school where you can browse through rails of laundered uniform to see if anything suits. There is a donations box and you can leave as little or as much as you wish. We are just happy that the uniform finds a new home.

### **PLAYTIMES AND LUNCHTIMES**

We have playground supervisors who help out in the playground. In addition members of the management team make regular visits to the playground. At the moment we are thinking that due to social distancing restrictions, we will be operating staggered breaks and lunchtimes.

### **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 school bag every night.

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 for parents which 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.

It is VERY important that you keep us up to date with your contact details and those of your emergency contacts. Please tell us if contact numbers, emails or addresses change as soon as possible.

### **PARKING**

In the interest of safety of pupils, parents and staff we ask that, other than those with a Blue Badge, you DO NOT bring your vehicle into the school carpark. Please use the adjacent carpark or on the streets surrounding the school.

### **ABSENCE, ILLNESS AND ACCIDENTS**

It is very important that the school is informed of any absence or illness as soon as possible. Parents **MUST** inform the school by 8.30 on the first day of any absence. If we do not have a reason for absence then Groupcall will be used to send a text message to your mobile phone or your house phone. It is for this reason that it is very important that you alert us to any changes in your telephone number, especially mobile phones!

If your child has an accident at school 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 school, 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.

### **SCHOOL TRANSPORT**

Children from who live in the Lauder catchment area and who live two or more miles from the school gate are entitled to free transport. This is arranged by the Passenger Transport Department at Scottish Borders Council who issue passes at the beginning of the school session. Please email the school if you think you are entitled to transport. On occasion, if there is space on a bus, privileged lifts are arranged where a child lives on one of the bus routes but does not qualify for free transport. There is a charge for this service. More information can be obtained from the school office.

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## **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.

### **What is the Parent Forum?**

The membership of a Parent Forum is made up of parents who have a child at Lauder Primary School. Parents are automatically members of the Parent Forum. One way for parents to express their views will be through the Parent Council. As a member of the Parent Forum, each parent can expect to:

- Receive information about the school and its activities
- Hear more in future about what partnership with parents means in Lauder Primary School
- Be invited to be involved
- Participate in how the parent representative body, the Parent Council, is organised and how it operates
- Identify issues they want the Parent Council to work on with the school
- Be asked their opinion by the Parent Council on issues relating to their school and the education it provides
- Work in partnership with staff
- Enjoy taking part in the life of the school in whatever way they can

### **What is the Parent Council?**

The Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents of children at Lauder Primary School. The types of things a Parent Council may get involved in include:

- Supporting the work of the school
- Gathering and representing parents' views to the Headteacher, Scottish Borders Council or HMIE
- Promoting contact between the school, parents and pupils
- Fund raising
- Organising events
- Being involved in the appointment of staff

## **LAUDER OUT OF SCHOOL CLUB**

The Lauder Out of School Club is a privately run club and although it operates in the school hall is not managed by Lauder Primary School. Separate staff are employed by the parents' committee.

*The Club is currently not operating due to Lockdown. Committee and staff are currently working towards reopening.*

Normal working hours are:

- Monday, Tuesday, Wednesday & Thursday from 3.00pm to 6.00pm
- Friday 12.20pm-6.00pm

The club co-ordinator, can be contacted on 01578 722066 or 07960 063 173.

All bookings should be made using this number between 2.45pm – 6.00pm, Monday to Friday. Out with this time messages can be left on the answer machine. You can also contact the club directly via their website [www.lasc@hotmail.co.uk](http://www.lasc@hotmail.co.uk)

Unfortunately the school cannot take bookings for the Out of School Club.

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*

*Ambition*

*Respect*

*Responsibility*

*Compassion*