



## LAUDER PRIMARY SCHOOL

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



### P1 INFORMATION FOR AUGUST 2021

We are very much looking forward to your child starting school in August. Arrangements may look a bit different from our ‘normal’ start to school due to Covid restrictions. It is too early to say at this point exactly what guidance will be in place and we will await further information from the Scottish Government and Scottish Borders Council nearer the date. I will keep you updated as we learn more.

We hope that the information included here will help you understand how the school operates in normal circumstances. The school also has a website which contains useful information and we are going to be posting a series of videos all about the life of the school on the website.

School will start for all P1 pupils on Wednesday 18th August and they are in full days right from the start of term. Below you will see what a normal school times are. However, breaks and lunch times may be altered slightly as currently we are having to operate two breaks and two lunchtimes due to restrictions. We are not sure at this stage how we will be able to operate breaks in August. Start and finish times for school will not change.

### 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.

Things will likely have to be different and will be similar to arrangements for this years P1 pupils. It is likely that on the first day you will bring your child into the playground and take them to the fire exit door of your child’s classroom. Their teacher, Mrs Scully and myself will be at the doors to welcome them and take them into the classroom. If you have any questions then both Mrs Scully and I will remain in the playground (with our umbrellas if it is raining!) to answer any questions you may have. Then at the end of the day you would collect your child from the classroom fire door. Class teachers always ensure that each child is matched to the collecting adult. It is really important you contact the school if someone different is collecting your child and we ask that they are over the age of 16.

### LUNCH

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 and they are ordered electronically by the parent through a system called ParentPay. All existing Nursery parents already have a login for ParentPay and any new parents will be issued with an activation letter on the first day of school. Please do not worry if you are unable to order for the first day as I will have a menu sheet on that Wednesday and you can just let me know. Where possible, lunches should be ordered the weekend before as this will help greatly with the logistics of daily lunches for nearly 300 children!

If you wish further information about the lunches available or any aspect of lunch provision or if your child has any special dietary requirements, please contact the school using the email. [lauderps@scotborders.gov.uk](mailto:lauderps@scotborders.gov.uk)

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## **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. However, due to current restrictions this is not possible but hopefully this could resume at some point.

## **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. Sky blue is our P7 only colour)
- School uniform includes the wearing of dark shoes

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. 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 get pre-loved uniform. Unfortunately, you will be unable to come into school to browse so we will arrange to leave rails of uniform outside the main entrance in the last week of this term. 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 having to operate 'bubbles' in the playground where each class has an allocated area that they can play in. This also means we are unable to utilise our P7 'Buddies' to help with the P1 in the playground. I am hoping that this restriction may be lifted as I know how much our P7s look forward to helping the P1 pupils.

## **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 as soon as possible if contact numbers, emails or addresses change.

## **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.

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## **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 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.

## **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

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## **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.

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 these 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](mailto: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

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