



## Wemyss Bay Primary School and Nursery Class Head Teacher's Newsletter August 2017

**Dear Parent/Carer,**

The purpose of this newsletter is to give you information, update you on recent events in school and to inform you about things which will be happening in the near future. This newsletter is also published on our school website. Address – <http://wemyssbay.inverclyde.sch.uk>

Welcome back or welcome for the first time if you are joining us this session – how quickly the holidays have passed! I hope you all had a great break and are looking forward to the session ahead.

### **Uniform**

Thank you for turning the children out so smartly; we appreciate your efforts to ensure that they wear school uniform as it really helps to create a sense of belonging to our school family.

### **Information**

This first newsletter contains lots of information/reminders about the procedures and guidelines that help our school to run safely and smoothly. Please read this information carefully and sign and return promptly any forms included in the letter wallet so that we have the most up to date information regarding your child.

Class teachers will also send home a termly bulletin within the next week indicating PE days, homework requirements etc. and informing you of main areas of learning to be undertaken during the coming term so that you are able to support your child at home.

### **Communication**

Following a very successful pilot last session we will now be sending as many communications as possible via email so please ensure that you provide an up to date and accurate email address on the annual data return. We also use text messaging regularly so please make sure that we always have your current mobile phone number.

We endeavour to send home any paper based communications in your child's personal letter wallet on a Wednesday each week. Please check the letter wallets, sign the enclosed sheet to confirm your receipt of the contents and return the wallet (and any completed forms/responses/payments etc.) as soon as possible to your child's class teacher. To conserve resources certain communications will be one per family and these will be given to the oldest child in your family who attends Wemyss Bay Primary. Newsletters will be provided monthly by email. Anyone who does not have access to email can request a paper copy from the school office.

In the event of a communication having to go out on any day other than a Wednesday we will alert you by text and/or via Twitter (*follow us on Twitter - @WemyssBaySchool*) so that you can look out for it. Our Twitter account is private so if your Twitter username does not identify you as a parent/carer please let us know what username to look out for so that we can add you.

Information that you may require to refer to throughout the session e.g. lunch menus or dates of events will also be available on the school website – see above for web address.

During these first weeks the wallets will contain annual data checks and various permission forms please ensure that you complete these carefully and sign them before returning.

### **Contacting the school**

If you need to contact the school at any time the telephone number is 01475 715976.

You can also email the school at [INWemyssBay@glowscotland.onmicrosoft.com](mailto:INWemyssBay@glowscotland.onmicrosoft.com) but please be aware that this is an inbox only and you will not receive a reply via email.

If at any time you have any queries or concerns please contact the school office to make an appointment to speak to or meet with your child's class teacher or key worker in the first instance or if more appropriate a member of the management team. We will endeavour to speak to/meet with you as soon as possible but at the very least you will be contacted within 24 hours with a suitable appointment.

### **Attendance and Absence**

School begins at 9.00am prompt and as punctuality is a vital attribute for the future world of work it is important that the children arrive on time every day. A warning bell will ring at 8.55pm to assist the pupils walking to school in ensuring that they arrive before the actual bell at 9.00am. Pupils who arrive late should come through reception if their line has already left the playground. We do, of course, understand that everyone can be late occasionally due to unforeseen circumstances.

If your child is going to be absent from school or nursery it is important that you contact the school office on 715976 before 9.30am on the first day of absence. You should be prepared to give your child's name and class, the reason for their absence and the duration of the absence if known. On your child's return they must bring written confirmation of the absence which should include the child's name, class, the dates and duration of the absence and the reason for it. We would ask for your cooperation in this respect as we are required to have this confirmation as our registers can be inspected at any time.

If you are due to collect your child from nursery/school and are unavoidably delayed please contact the school office and your child will be looked after there until you are able to arrive.

### **Medicines**

If your child requires to take any medication during the school day whether regularly or for a limited period an administration of medications form must be completed by a parent or carer to allow us to help. These forms are available from the school office as and when required. A responsible adult must always bring the medication to reception and collect it. Children must not carry any form of medication in their school bags at any time.

### **Breakfast Club**

Breakfast club will be available again this session on Tuesday and Thursday mornings from 8.15am. Children attending must be registered in advance. Please see separate letter for further details about this service.

### **'Before School' Bad Weather Arrangements**

Although school officially opens for the children at 9.00am we do our very best to allow them shelter before this when the weather is particularly bad. As the teaching and support staff do not take up responsibility for the children until 9.00am supervision inside the building before this time is dependent on members of the management team and/or volunteers being available to ensure the children's safety.

In the event of bad weather before school starts in the morning the school bell will ring three times at 8.45am and a notice will be placed in the office window to indicate that shelter is available. Between

8.45 and 9.00am the children will be allowed to enter the building via reception and will go straight to the school hall. We would ask that adults do not enter the foyer with their child as there is very limited space in this area.

Pupils registered with the breakfast club will follow their usual routine on a Tuesday or Thursday.

### **Lunches & snacks**

School lunches are available daily at a cost of £2.00 for pupils in P4-P7. Children who attend nursery over lunchtime may also purchase a school lunch at the same cost. At present lunches for children in P1-P3 are provided free of charge. The kitchen works to a three week rotational menu. A copy of these menus which show the three different weeks of daily choices and the dates that each of the three menus applies is enclosed. Please keep this for reference – it is also available on the school website.

Pupils can bring their own packed lunches and/or snacks and as a health promoting school we would encourage these to be as healthy as possible. No fizzy drinks are allowed. Please also note that the school is a nut-free zone and so no products containing nuts should be included in snacks or packed lunches brought from home. P1-3 pupils are entitled to a free carton of milk per day and can take this with either their snack or lunch depending on their preference – they do not have to have this milk if they would prefer not to.

Pupils are encouraged to have a bottle of water for the classroom to keep them hydrated. This must be plain, still water in a bottle with a sports type top if possible to reduce spillage. There are water fountains available and bottles can be refilled during the course of the day.

### **School Gates**

For the children's safety the playground gates will be closed to the public from 9.10am until 3.00pm. The main gate will remain open all day.

### **Staff Carpark**

As you will be aware the staff carpark is small and as such is only for the use of staff and official visitors so parents should make alternative parking arrangements when dropping off or collecting children from school.

Pedestrians should **never** enter or leave via the carpark. We have been particularly concerned to see children being brought in or taken out by this route. Your co-operation in ensuring everyone's safety by using the appropriate routes in and out of the school grounds is appreciated.

### **Dogs**

Dogs (with the exception of Guide Dogs) should not be brought into the school ground at any time and we would ask for your co-operation in upholding this.

### **September Holiday**

The school and nursery will be closed for staff and pupils on Monday 4<sup>th</sup> September as this is a local holiday.

Yours sincerely,



Mrs Elaine Montgomery  
Head Teacher