



Roseburn Primary School

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# Parent Information

## Starting School

P1 session 2020-21

Updated May 2020



# Welcome to Roseburn Primary School

We hope that your child's experience will be a very positive and happy one at Roseburn. This booklet outlines some important information for parents to help you prepare for that important 'first day' at Roseburn Primary School, and 'beyond'.

Please note this information may change to reflect updated Scottish Government guidance post COVID-19 for Educational establishments. We will update you as appropriate.

## School Aims

Roseburn Primary School provides a safe, nurturing and caring environment in which we aim for all children to achieve their full potential and to have the confidence and skills to meet the challenges of the future.

Our dedicated and supportive staff work very hard to provide the best opportunities for all our children in a safe and happy school environment.

We very much value and appreciate the positive support of our parents and of the wider community, and strive for an open and welcoming environment where we can work in partnership for the benefit of our pupils.

## Early Years Staff Contacts:

Head Teacher	Mrs Natalie Borrowman
Principal Teacher	Ms. Jacqui Gardner
Principal Teacher	Mrs Julie Simpson
Business Manager	Mrs Nicki Swanston
School Administrator	Ms Elaine Weatherston
Primary 1S Class Teacher	Mrs Julie Simpson & Mrs Leigh Martin
Primary 1W Class Teacher	Miss Sarah White

If calling at the school, please go to the office and our School Administrator will be pleased to help or advise on any questions you may have. Please note there is currently no access to the school building.

## School hours for Primary 1

**Monday to Thursday:** 8.50am to 11.55am and 1.00pm to 3.00pm

**Friday:** 8.50am to 12.15pm

Please bring your child to school on time at the start of the day, and be there to collect at the end of the day when your child is dismissed. This avoids any upset.

## Wet Weather Days

Please bring your child to school as close to 8.50am on wet weather days. Appropriate footwear should be worn to school in particularly wet or snowy weather, and a change of shoes e.g. gym shoes should be brought in to change into.

## School Uniform



We encourage all our pupils at Roseburn to wear a school uniform and we are very proud that all our pupils do tend to wear it. Our colours are brown shorts or trousers; or brown skirts or tunics; with brown or pink sweatshirts or white shirts or polo shirts. Items of clothing and school ties and badges can be purchased from our website. School uniform can be purchased at any time of year. Please also see our school website under Parent Partnership for other stockists.



## Lining Up

On the bell, children should line up on the painted footsteps to come into the school ensuring physical. We ask parents to leave the playground on this bell. It will not be possible to accompany your child come into the school.

## Naming Belongings

Please make sure all items of clothing, water bottle and lunch box are clearly marked with your child's name and class especially ties, shoes and school sweatshirts. To support this staff will your child's name on any unnamed items.

Your child will be provided with:



A strong clear plastic book bag in which to carry home reading books. A ziplock bag with stationery which will remain in school. In line with current COVID guidance please do not send your child with a school bag this term. We will inform you if there is a change, and a school bag is permitted.

## Home School Communication

We communicate by parentpay, Online Learning Journals, and Microsoft Teams, but we do use paper copies for some items. Please check your child's bag daily for letters. The clear bag should be cleaned at home and brought to school every day.

## Gym Kit

This will not be required initially. We will inform you when a gym kit is needed to avoid storing gym kits in school.

## Writing

Many parents encourage their children to write their first name before entering school. If you wish to do this, please use lower case letters except for the initial. i.e. Joanne. This helps children recognise their names on pegs, books etc.



## Break Time Snacks



Milk can be purchased. This should be ordered at the beginning of term and order forms will be sent via parentpay. P1 classes have their snack and milk or water at break times. Please supply a named water bottle, and if providing snack for your child please ensure it a healthy option.

## Birthdays

Each class has its own way of making this a special occasion for your child. Please do not send in sweets or cake to mark your child's birthday as many children have food allergies.

## School Lunches

School lunch is available when your child is in for the full day on week 2. A three-week menu is available in the induction pack, on the council website or information is available from the school office. Lunch is provided free for all P1-3 children and should be ordered for the following week on a **Wednesday**.



## Packed Lunches



Roseburn promotes healthy eating and we would suggest a nutritional lunch of sandwiches, fruit and a drink (in a non-glass container). Please put your child's name on the lunch box.

## Payments

For any outings or milk all payments are made via parentpay. If you are unable to access parentpay our School Administrator will be happy to help you.

## Signing In and Out

If your child must go home for lunch for any reason, please make sure that the office is aware of this. Your child will wait at the office to be collected. A member of staff will bring your child

to meet you in the playground. A member of staff will ensure your child is signed in on returning to school at the School Administrator's office.

## Absences



Scottish Government policy is to record all instances of absence, through illness or authorised / unauthorised holiday, or lateness. This record is held for statistical purposes, and is published annually. Children who are consistently late or accrue absences of less than 85% prompt the Head teacher to offer support and monitoring to improve attendance. An attendance letter will be issued if attendance is not improved, and support requested from the Council's Educational

Welfare Department.

<https://www2.gov.scot/resource/doc/294630/0091104.pdf>

## Illness

The following websites contain updated guidance on infectious diseases

<https://www.edinburgh.gov.uk/coronavirus>

<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>.



If your child is absent through illness, please phone the school, ideally by 8.50am and before 9.30 am on the first day of the absence. Our School Administrator will phone home to identify the reason if the absence is unexplained.

It is crucial that we have your most up to date emergency contact details, please let our School Administrator know of any changes in phone numbers or addresses. It can be very distressing for pupils if they are ill and we are unable to contact parents. Please note City of Edinburgh Council policy details instances of sickness or gastric ailments require a 48-hour absence from school.

[https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1\\_infection-prevention-control-childcare-2018-05.pdf](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf)

## Holidays

We do not encourage holidays to be taken during term time as pupils will always miss valuable teaching. If you would like to request holidays, please write to the Head Teacher who will decide if it should be authorised or unauthorised absence, depending on the reason and number of days holiday requested. Requests for holidays of more than two weeks need to be put in writing to Council Headquarters.

## Leaving Early

If you must take your child out of school for a dental or medical appointment during the school day, please inform our School Administrator. We cannot allow pupils to leave school by themselves, so please wait in the outside the school office in the playground for a member of staff to bring your child to you.

## Medication Form

If your child requires to take medication or inhalers in school time, please inform us via our School Administrator to discuss your child's requirements, and to complete the required medication form.

## Outings



giving specific details of visits.

Please note, while we are extremely lucky to be able to make full use of the educational establishments in our local and wider environment, such as Edinburgh Zoo, the museums and art galleries, we will follow Scottish Government, and Edinburgh Council guidance on when it will be advisable to arrange outings. KIC forms will be sent out at the start of the session asking for medical details and emergency contact numbers. In addition, letters will be sent out

## Parent Volunteers

Parents are always welcome to support the children and school, in the school to help. If you would like to help prepare materials or work with a small group of children, when guidance permits, please contact our School Administrator or Head Teacher.

Supporting in school is impacted by COVID-19 guidance, but we very much welcome your support on/ with our active Parent Teacher Association and Roseburn School Partnership.



When outings resume we will need parents to help supervise, requests are made on the permission letter which goes out for each outing. For security, we request that all volunteers complete a PVG form, details are available from Mrs Swanston, our Business Manager.

## Parental Permission Forms

As the safety of the children is of paramount importance to us we ask that parents complete a parental agreement form (KIC) which gives permission to go on trips and excursions throughout the school year. It provides us with important medical information which could be essential in the unlikely event of an emergency and it authorises emergency treatment in the absence of the parent speeding up any essential treatment. Our policy is to issue one EE2 form at the beginning of the year to cover the trips and excursions which take place over the school year. Parents are regularly asked to inform the school of any additions or changes to the original KIC.

## Communicating Progress



Parents' consultations take place three times a year; October, February and May, when you will be invited to visit your child's classroom to discuss your child's learning with the class teacher. We encourage the children to participate in the learning discussions. A summative written report is issued once a year in June. In addition, a 'Meet the Teacher' evening is organised in September to share an overview of the curriculum for your child's class.

Please note alternative arrangements may be required to support these events.

## CONTACTING STAFF

Parents are encouraged to contact the school via the admin email if they have any questions or concerns. The class teachers are available for a brief word when they bring the children out at the end of each day. If you wish to speak to a class teacher about a specific issue, please contact the school to arrange a mutually suitable time to discuss this on the telephone.

If you wish to speak to Mrs Borrowman, please phone or call at the school office.

If you have any additional questions please complete the survey form.

<https://forms.office.com/Pages/ResponsePage.aspx?id=af6sSGo3tUKfacnke7-5xH7jl62N1jpDoKejwgRMICVUMEo3WEwyNVBWNBJVRTISWFFIVTE2TzIGWS4u>

	0131 337 6096
	admin@roseburn.edin.sch.uk
	<a href="http://www.roseburnprimary.co.uk">www.roseburnprimary.co.uk</a>
	@roseburnPS
	Parentpay