



Roseburn Primary School

# Parent Information Overview

## Starting School at Roseburn

Session 2024-25



Updated May 2024



# 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'.

We will provide updated information as appropriate on our school website and HT Weekly SWAYS.

## Our School Vision

[Our vision](#) at Roseburn is to develop well-rounded, confident, and responsible individuals who achieve success.

We will do this by providing a welcoming, happy, safe, and supportive learning environment in which everyone has equal opportunities and develops an enthusiasm for learning.

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

## Staff Contacts:

Head Teacher	Mrs Natalie Borrowman
Principal Teacher	Ms. Jacqui Gardner
Principal Teacher	Mrs Kelly Thirgood
Business Manager	Mrs Nicki Swanston
School Administrator	Ms Elaine Weatherston

More detailed information about our school can be found in our [School Hand Book](#) and on our [school website](#).

If you have questions please use this [link](#) or phone or email [admin@roseburn.edin.sch.uk](mailto:admin@roseburn.edin.sch.uk) and our School Administrator will be pleased to help or advise on any questions you may have.

## School hours for Nursery and Primary Classes

**Mon- Thur** -8:30 -15:05 (doors will open at 14:40)

**Frid** -8:30 -12:14 (doors will open at 11:50)

**P1-2- Mon- Thur** 8.50am-3pm

**Fri** -8.50am-12.15pm

**P3-7 - Mon-Thur**-8.50am- 3.15pm

**Fri** -8.50am-12.25pm

## What you need to know

### Starting the school day

Bring your child to school on time 8.45am for the start of their day at 8.50am. Wait outside the entrance school gate. The gates open at 8.45am and school staff will welcome your child to their line.

### At the end of the school day

Be at the exit school gate to collect your child at dismissal time. Please wait outside the exit school gate where a member of school staff will return your child to you.

### Parking

Please avoid double parking or parking on the yellow zig zag lines.

### Wet Weather Days

During wet and poor weather conditions please bring your child to school as close to the 8.50am start time. We are unable to accept the children earlier than their start time. Appropriate clothing and footwear should be worn to school particularly in, wet or snowy weather.

## School Uniform



We encourage all our pupils at Roseburn to wear school uniform and we are very proud that all our pupils wear it. Our colours are brown and pink. The children can choose to wear brown shorts, trousers, skirts or tunics, with brown or pink sweatshirts or white shirts or polo shirts. There are also pink checked summer dresses. Most items of clothing, school ties, fleeces and jackets can be purchased from our website. [School Uniform](#)

School uniform can be purchased at any time of year and is also available online at Asda and Marks & Spencer's. We also have a large collect of pre- loved uniform available. This is available via the Parent Teacher Association.

P7 pupils choose the colour of their hoodie each year. They are available to purchase through our website. All children should have a waterproof and or warm jacket with them each day, and suitable outdoor shoes.

## Coming into school

All children should arrive at 8.45am ready for their 8.50am start. The children will be received into the playground by school staff at 8.45am. It is not possible to accompany your child 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 t-shirts, shoes and school sweatshirts. To support this staff will write your child's name on any unnamed items.

Your child should bring:



A small school bag in which to carry home reading books, water bottle and a lunch box (if required). Pencils and stationery items will be provided in class, however, your child can bring their own stationery kit if they wish.

## Home School Communication

We communicate by email on parentpay, Learning Journals, and Microsoft Teams as we try not to reduce paper. Please check your child's bag daily for any paper information that may require to be returned to school. Any questions can be emailed to the [admin@roseburn.edin.sch.uk](mailto:admin@roseburn.edin.sch.uk).

## Gym Kit

Please provide your child with a gym bag containing indoor gym shoes, shorts or joggers and a t-shirt. Many children wear their House t-shirt or a t-shirt in the colour of their House. The Houses are Belmont -Blue, Glendevon-Green, Murrayfield-Yellow and Ravelston-Red.



## Break Time Snacks



Milk can be purchased. This should be ordered at the beginning of term and order forms will be sent via parentpay. 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 e.g., fruit, cheese, rice cakes or veggie sticks. No juice or cakes or sweets please.

## School Lunches

When your child starts nursery/school they are entitled to a free school lunch. P6 and P7 can also purchase a school lunch, alternatively they can bring a packed lunch from home. A school lunch menu is available on the [council website](#) or information from the school office. Lunch should be ordered on parentpay 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 and any internal containers and aim to limit any single use plastics. The children will bring all packaging and uneaten food home.

## 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.

## Leaving Early

If you need take your child out of school for a dental or medical appointment during the school day, please inform our School Administrator. We are unable to permit pupils to leave school by themselves (unless authorised by parent or carer), so please wait in the outside the school office in the playground for a member of staff to bring your child to you.

## Signing In and Out

If your child is required to leave school during the day for any reason, please make sure that the office is aware of this **in advance** of you collecting them. Your child will wait at the office to be collected by a known adult. A member of staff will bring your child to meet you at the school office. A member of staff will ensure your child is signed in on returning to school at the School Administrator's office.

## Absences



Our Craigmount Learning Community promotes "Everyday Counts", and attendance and late arrivals are tracked and monitored. 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](#).



## Illness

The following [websites](#) contain updated information on [infectious diseases](#).

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 and **share the reason** for the absence. Our absence calls are automated, you will receive a text sharing the absence. Our School Administrator will **phone home** or the emergency contact 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.

## 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 an 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.

## Medication Form

If your child requires to take medication or inhalers in school time, please inform us via our School Administrator and complete the required [medication form](#).

## Outings



We are extremely lucky to be able to make full use of our local spaces like Roseburn Park, and educational establishments in our local and wider environment, such as Edinburgh Zoo, museums, and art galleries. We follow Scottish Government, and Edinburgh Council guidance on arrangements for outings. KIC forms are sent out at the start of the session asking for medical details and emergency contact numbers. In addition, emails will be sent out giving specific details of visits. Your prompt response sharing your permission is appreciated.

## Parent Volunteers

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

For security, we request that all volunteers complete a PVG form, details are available from [Mrs Swanston, our Business Manager](#).



We very much welcome parent support in school, in school or on/ with our active [Parent Teacher Association](#) and [Roseburn School Parent Partnership](#).

For most outings we require parents to help supervise, requests are made on the permission letter for each outing.

## Parental Permission Forms

The health and safety of the children is of paramount importance to us, therefore we are required to ask that parents complete a parental agreement form (KIC) which provides 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 KIC 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 Pupil Progress








Parents' consultations take place three times a year; October, February, and May, when you will be invited to discuss your child's learning with the class teacher. This takes place in school or by phone call in the event you are unable to make the appointment. We encourage the children to participate in the learning discussions. Each class hosts a Sharing Learning Event for their families, where they showcase their learning. A summative written report is issued once a year in June. In addition, a 'Meet the Teacher' opportunity is organised in September to share an overview of the curriculum for your child's class, and Termly Class Overviews share the termly learning.

## CONTACTING SCHOOL

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 meet to discuss this on the telephone.

Mrs Borrowman is available at the gate, on the phone or email via the school office.

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