**Port Elphinstone School & Nursery**



**NEWSLETTER**

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*School Information Line – 0870 054 4999 Pin number – 022430*

*Facebook Page – Port Elphinstone Primary School*

HEAD TEACHER *Mrs N Boyle B.Ed.*

**OCTOBER 2017**

Dear Parents/Carers,

It has been a very busy first term! I cannot believe it is the final week before the holidays.

There are a few important things to update you with, so please have a read through the newsletter.

**Parents in school**

We welcome parents to come into school, however **if you need to visit the classroom or speak to the class teacher then please report directly to the school office first**. Thank you for your cooperation in this matter.

**Rotary Boxes**

Thank you to all those who have taken a rotary box to fill. We still have a few boxes left, so if you would like to fill a box then please get in touch with the school office.

Can you please **return all rotary boxes to school by Friday 3 November**. Thanks again.

**Macmillan Coffee Morning and Open Morning**

Thank you to those of you that came along to support Macmillan and visited classes on 28th September. We hope that you enjoyed the opportunity to look around classes and corridors to find out more about the school and nursery.

We raised a fantastic £131.69 for Macmillan. Congratulations to Steph Mathers who was the “Guess the height of the Cake” competition winner.

Well done to the Primary 7 pupils who did a great job from welcoming visitors to clearing tables to washing dishes, and to all the pupils and staff who baked the lovely home bakes. Thanks also to Mrs Sinclair PSA, Mrs Matheson (chair of Parent Council) who helped to run the event on the day.

**Pupil Progress / Parent Appointment Evenings**

The appointments were well attended last week. I hope that parents appreciated the chat with their child’s teacher and also an opportunity to look at their work at this stage in the session.

**Flu vaccinations**

Flu vaccinations have been given to pupils last week who returned completed forms. Thank you.

**After School Care - REMINDER**

Please let school know if there are changes to where your child is going or how your child is getting home, particularly those who go to After School Clubs. Thank you.

**School Crossing Patrol / Arrival at school**

Can I remind parents that the school crossing patroller is on duty from 8.30am each morning. You are also reminded that the following is stated in our School policy: “Time of arrival -

Children should not arrive at school more than 20 minutes before the start of their school day. Children can summon help from the school office after 8.40am.”

Your co-operation in adhering to this is much appreciated - thank you.



**Jackets to School**

As the weather is turning much colder, it is expected that ALL pupils come to school each day with a jacket. Please ensure that they are also wearing suitable footwear as it can be rather wet underfoot in the playground at breaktimes and lunchtimes.

**We try to have pupils outdoors at breaktimes and lunchtimes whenever possible so please ensure that they are suitably dressed.** Your co-operation is appreciated.

**Bikes to School**

It has been noted that there are pupils taking bikes and scooters to school. Can we please remind you of the school policy: “We are happy for children who have completed their Bikeability course to a satisfactory standard to cycle to school. Parents/carers should ensure the bicycle is in good working order and has a working lock. Cycle helmets and easily-visible clothing/ reflectors/ lights should be used. Children should not cycle through car parks but should use the path in front of P6/7. Bicycles should be locked in the bicycle shelter. Children should not return to the bicycle shelter until they are leaving school by bicycle.”

Pupils should come to school WITH AN ADULT if they want to come by bicycle or scooter and haven’t completed a Bikeability course to a satisfactory standard. Parents are expected to supervise their child and observe them closely at all times between home and school. Your co-operation is appreciated.

**Holidays during term time**

I have noticed that there are a significant number of pupils that are absent during term time due to going on holiday, particularly around this time of year. Can I please remind everyone of the policy with regards to taking pupils out of school:

The Scottish Government has deemed that holidays taken during term time should be recorded as unauthorised absence **unless there are special, exceptional circumstances**. Should you wish to remove your child from school to attend a family holiday you **must inform the Head Teacher**. This will be recorded as unauthorised absence though there may at times be exceptional family circumstances previously discussed with the Head Teacher. Parents are advised to limit the number of holidays taken during term time, to minimise disruption to a child’s education.

**Procedures – pupils lining up in the playground at 9am**

Can I please remind everyone of the procedures for pupils in the front playground (P4-7) and infant playground (P1-3) at 9am when the bell rings:  
  
When the bell rings, pupils line up in the correct place in the playground.

* Pupils stand and wait quietly for the adult to come and take the lines in.
* When the adult appears, **parents to move away from the pupils to allow the adult to take the classes in.**
* Pupils walk into school quietly to their cloakroom.
* Pupils organise their jacket, schoolbag and any other belongings.
* Pupils go to class ready to start the day’s learning.

Thank you for your cooperation.

**Parent Council News**

**DISCO**

Due to timing with the October holidays there will be NO HALLOWEEN DISCO this year. We hope to organise a disco for the pupils during November instead. Further information will be sent home at the beginning of next term once details have been finalised.

**Christmas Coffee Morning**

****We are having our annual Christmas Coffee Morning on Saturday 2nd December from 10-12. We will be looking for parent helpers, so please keep the date free in your diary to come along and help or give your support. Thank you.

**Hampers**

Next term we will be asking parents to donate items for our Christmas Hampers. This is always a very successful eventand we will be sending home lucky squares for you to sell to help raise funds. The photo shows the 12 hampers from last year. More information will follow next term.

**Education City**

Thank you to the parent council who kindly paid for the school to have continued access the website “Education City”.

Education City is transforming teaching and learning, helping to improve children's education.

It provides fun educational games in the form of online activities for children. We hope that you take advantage of this great resource at home with your child.

**Staff News**

Unfortunately we will be saying goodbye to some members of staff this week.

Mr Ross our janitor will be taking up a full time post at the new Uryside School (replacing the former Market Place School). We have very much appreciated all he has done for us! We wish him all the best. I will inform you in due course once a replacement has been appointed.

Mrs Hazel Green, visual support teacher, will be finishing at the end of term as she will be working in another school. We thank her for all the help and support that she has given to our visual impairment pupils.

We also say a thank you to Mrs Gallagher who currently works on Wednesdays in Primary 4/5. Mrs Joan Duncan will be in P4/5 on Wednesdays starting next term.

**Groupcall / Xpressions App**

Thank you to those of you that have downloaded the app. Well done to Becca Wink who was our random voucher winner ☺

We are still trying to come to terms with the new system, so please bear with us! We aim to put information home to parents electronically where possible. Thank you.

**Dates for your Diary**

**Fri 13 Oct Last Day of Term**

**Mon 30 Oct Back to School & Nursery**

Thurs 2 Nov Parent Council meeting, 6pm. All welcome.

Mon 13 Nov In-service day. **School / nursery closed**

Tues 14 Nov In-service day. **School / nursery closed**

Sat 2 Dec Parent Council Christmas Coffee morning: 10-12. Further details to follow.

Thurs 21 Dec Panto at HMT for P1-7 pupils, “ALADDIN”. Further details to follow.

**Fri 22 Dec Last day of term**

**Mon 8 Jan 2018 Back to School & Nursery**

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Please feel free to get in touch if you would like to discuss any matter further.

You are invited to comment on the return pro-forma on any aspect of school whether as a comment/suggestion, compliment or concern. These are responded to as and when necessary.

Yours sincerely

*Mrs Nic Boyle*

Head Teacher

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**Comment / Suggestion, Compliment or Concern**

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Signature …………………………………………………………………………………………… October 2017