

# St John Ogilvie Primary Newsletter October 2019



*Dear Parents and Carers,*

*We are delighted to share with you this term's newsletter. We have had a very busy first term of this school session. Our new P1 cohort have settled in really well and are enjoying being part of our school community. We have also had a number of new pupils join our school family at other stages who have already made friendships and seem like they have always been here!*

*As always, we want to work in partnership with you to help and support our children to be the very best that they can be and look forward to building relationships with you over the coming session.*

*Joanne McKissack  
Head Teacher*

## **Staffing News**

We have welcomed Mrs Fiona Devlin (P2b) and Mrs Beth Wong (P4a) to the staff team this year.

## **Safety of Pupils in School**

Safety of pupils is a major priority in St. John Ogilvie. There are playground supervisors in the playground each day from 8.30am. Please ensure that pupils arrive no earlier than 8.30am as they will be unsupervised at this time.

### **Breakfast club begins at 8.00am and pupils are not supervised before this start time.**

Pupils are well supervised during break and lunch times and all school gates are locked while pupils are in the playground.

At the end of the day, pupils will be supervised leaving the building by teachers. If you are running late or caught in traffic, please notify the school office. Pupils can then be collected from the school office. At all other times, pupils should be collected from the playground. If you have more than one child, please arrange to collect your children from the door of your youngest child. Older siblings can come out of the same door for convenience.

## **Safe and Considerate Parking Around the School and Nursery**

We again highlight to you the importance of safe and considerate parking around our school and nursery. During these months of potential weather hazards, please leave additional time for your car journey to school and be **safety aware at all times** when dropping your child or parking near the building.

We would also ask that you consider the residents around the school when parking, dropping off or collecting. We continue to have frequent complaints from local residents who have had their driveways blocked and would ask you to refrain from doing this.

**The school car park is for staff parking only.** Please do not use the car park for drop off/collection. There is one disabled space available, we would ask that you only park here if you are displaying a “Blue Badge” and again, please only park here for dropping off or collecting, and not for extended periods.

### **Medication in School**

Please inform our school office or a member of the Senior Leadership Team if your child has medical needs, or needs to take medication in school and also if there are any changes to dosage or medicines. If your child requires medication you will be given a form to fill in and sign, and medication will be stored safely. If you need a form, please contact the school office or forms are available on our school website (<https://stjohnogilvie.westlothian.org.uk>)

**Please note that medication must be in the original box with the pharmacy label stating name/dosage etc. clearly displayed.**

### **Allergies/Home packed lunches**

We have a number of allergies amongst our school community and we ask you, therefore, not to include any of the following items for snacks or lunches:

**products containing strawberry or flavourings; products containing kiwi or flavourings; products containing nuts.**

We would take precautions to ensure that your child does not come into contact with anything which could impact on their health and ask you to show others the same courtesy. Thank you for your co-operation.

A reminder that children bringing lunch from home should have a drink provided for them. If a child forgets their drink, we can give them a glass of water but as a rule, please provide a drink with a home packed lunch.

### **Celebration of birthdays**

We recognise that birthdays are big events for our children and are happy to celebrate with them. However, in line with health promotion and food allergies, please do not send sweets or cakes for children to distribute/have with classmates. Anything sent in will be returned to home.

### **Reporting your child's absence**

We would ask all parents/carers to contact our school office on **(01506) 412560** or to text our Groupcall number **(07860 049750 – school)** to report if your child is going to be absent from school. West Lothian Council policy advises that parents should contact the school to inform of an absence by **9am**. If no contact has been made, a Groupcall message will be sent asking parents to get in touch with the school.

At **10am**, Head Teachers are required to make the decision about whether to contact the council's Safe Arrivals team to seek support in contacting families to ensure that children are safe. The Safe Arrivals team have the authority to make home visits and, in some cases, involve the police.

These measures are in place to ensure the safety and wellbeing of our children and it is of great importance that parents contact the school if your child is not attending. Please either state that your child will be off for a specified number of days, or contact the school on **each day** of absence. We appreciate your co-operation.

Please note the following NHS guidelines regarding absence.

*Main points:*

- *Any child who is unwell should not attend regardless of whether they have a confirmed infection*
- *Children with diarrhoea and/or vomiting should be excluded until they have no symptoms for 48 hours following their last episode*
- *Children with unexplained rashes should be considered infectious until assessed by a doctor*

### **Wet Weather Arrangements**

Pupils should report to the front door on arrival at school, where they will be directed to their area of the school. Pupils will then be supervised by Early Arrival Pupil Support Workers until the bell rings.

### **Pupil Belongings**

Please assist teachers by naming all items of clothing clearly with your child's name and class. We have already gathered a large amount of "lost property", much of it without any names on. Staff will ensure that this is available for you to go through at Parent Consultations.

We would ask that all children have a pair of indoor shoes to change into as the colder weather approaches. These do not have to be gym rubbers but **should not** be slippers. A pair of trainers that are no longer being worn at home will be fine. Children should have these for taking part in PE lessons as well for safety reasons. Please come and speak to us if you need help in providing these.

### **After school clubs**

After school clubs will continue to run this term. Our partnership with West Lothian Football Academy continues with clubs being offered to P1 – P3 on a Tuesday and P4 – P7 on a Thursday. We are currently planning our programme of clubs for the new term and details will be sent out soon. If payment is a concern, please contact us to discuss how school can support with this.

### **School Playground**

Pupils who bring bikes/scooters to school should dismount before entering the playground and walk them to the lock up areas. We would strongly advise anyone bringing a bike or scooter to make sure that they are locked up as members of the public do walk through the playground when the children are inside the school.

A reminder that dogs are not permitted in the school playground. Even if they are on a lead, WLC policy states that they should not be in the grounds. The exception to this is assistance dogs. Thank you for your adherence to this.

### **Class Assemblies**

We will be holding class assemblies again this year and look forward to welcoming you in for these. Children will not be authorised to leave school with whoever is attending as has happened in previous years. Children should remain in school for the duration of the school day.

### **October holiday family challenge**

A reminder that school is closed for the October break from Monday 14<sup>th</sup> October with school pupils resuming on Tuesday 22<sup>nd</sup>. To keep everyone busy over the break, you can take part in our family challenge! Try to complete 4 tasks from the grid below. If you can, send us a photograph or a tweet when you complete an activity. You can tweet us here: @WLStJohnOgilvie

Watch a family movie together	Go for a walk to spot signs of Autumn	Bake something tasty together	Read a book together
Take some photographs which show signs of Autumn	Create a recipe for a warming soup	Play a board game together	Have a family talent show!

## **Communication**

We have a number of ways to communicate with our families and thought that it might be useful to detail the different ways that you can access information to enable you to keep up to date with what's happening in school.

### **Groupcall Text Messages**

This facility sends text messages directly to your mobile phone. There is a charge for each message that we send using Groupcall. We will contact you using Groupcall in the following instances:

- School closures
- Individual messages to specific parents (absences, lunch arrears etc.)
- Any other significant messages

### **School App Messages**

We have a school app which you can download (search App or Play store for "School App for Parents"). We have access to a messaging facility through the app and will use this to send reminders to the whole parent body about school events.

### **Newsletters**

We will send these to you via email. We will **no longer** send you a Groupcall text message to advise you that we have sent an email as this is not cost effective. Please keep a regular eye on your email inbox. If we do not have an email address for you, please consider providing us with one. We will also publish newsletters on the school website which you can access here: <https://stjohnogilvie.westlothian.org.uk>

### **Classroom learning**

We will share information about classroom learning with you in 2 ways.

1. Through our school app – within the information section – School Blog
2. Through Twitter. Follow the school @WLStJohnOgilvie and nursery @WLWoodlandsELC

### **Dates for your diary**

We will give you information about upcoming events/dates in 2 ways

1. Through our school app – within the dates section
2. On our website

We are keen to gather feedback from parents and carers about our channels of communication and will be seeking your views around this at our upcoming Parent Consultations in November. These are planned for Thursday 7<sup>th</sup> and Friday 8<sup>th</sup> November. We will send you details of how to book your appointments upon return from the October break.

Wishing all of our children and families an enjoyable break!

*Together with a culture of work, there must be a culture of leisure as gratification. To*

*put it another way: people who work must take the time to relax, to be with their*

*families, to enjoy themselves, read, listen to music, play a sport.*

*Pope Francis*