

# St John Ogilvie Primary Newsletter December 2019



*Dear Parents and Carers,*

*What a busy term we have had here in St John Ogilvie Primary! We had our first “Family Feedback Forum” at our November parent consultations and would like to thank everyone who took time to visit the different tasks and provide us with feedback. We are delighted that much of it was positive and are pleased to hear that communication is one of our strengths. The month of December has been full of lovely Christmas events and we have enjoyed all of the exciting things that the children have participated in.*

*I would like to take this opportunity to wish you all a happy and holy Christmas and best wishes for 2020 on behalf of the staff team. We break for holidays on Friday 20<sup>th</sup> December at 12.20pm and look forward to welcoming nursery children back on Monday 6<sup>th</sup> January and school children back on Tuesday 7<sup>th</sup> January.*

*Joanne McKissack  
Head Teacher*

## **Staffing News**

We have lost track of which baby news we’ve shared with having 3 members of staff on maternity leave currently! Congratulations to Mrs Roy on the birth of baby Sienna, Mrs Russell on the birth of baby Emma and Mrs Robson on the birth of Jacoby.

## **Christmas Celebrations**

We have enjoyed some super events over the Christmas period in our school. Our P1 children performed a fantastic nativity which was enjoyed by their families. P5 hosted an excellent Enterprise Sale where they raised money for charity by selling Christmas themed goods that the children had made. They also wowed their audience with their super singing. A group of P7 pupils visited Peacock Nursing Home in Eliburn for an afternoon of festive fun and chat with some of the residents. Father Simon and Mrs Garvin attended and said that the children were excellent ambassadors for our school – well done!

We are having great fun at our parties this week, enjoying spending time with our friends dancing, singing and spreading Christmas cheer!

Our Parents and Friends Association have generously paid for P1 – P4 to watch an in-school performance of a pantomime by M&M Productions – oh yes they did! From previous experience, we felt that this wasn’t enjoyed as much by our older pupils and so our PFA agreed to pay for P5 – P7 to have a “proper” disco at their parties which, so far, the children have really loved. Thank you to everyone who volunteers to help with the PFA and to our parent body who support their events so generously.

### **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.**

### **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.

### **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.

**A reminder that the school day finishes at 3.10pm (Mon – Thurs) and 12.20pm (Fri).** Children should be collected at these times. We appreciate that very occasionally emergencies will occur and ask that you contact the school office if this happens.

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

As always, we highlight to you the absolute 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. We have also had some complaints recently around cars sitting for extended periods of time with engines running. We would ask that if you are waiting to collect children, you please switch off your engine.

**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.

### **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.

### **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.

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.

### **School Playground**

Pupils who bring bikes/scooters to school should dismount before entering the playground and walk them to the lock up areas. This also applies to any younger siblings riding bikes or scooters. 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 were delighted to be joined by P7 parents and families as P7 hosted the 1<sup>st</sup> assembly of this school year. The focus was around the General Election and guests took part in a mock election. The winner of the election was the candidate for the Monster Raving Loony Party. Well done to all!

## **Winter Ready**

Class teachers have been busy preparing this year's Winter Ready task sheets. These should only be used in the event of a school closure due to severe weather. They are not additional homework tasks and shouldn't be completed during the holidays. If school is closed, teachers will post activities and tasks on the school blog which can be accessed via our school app. Please see our school website for further details about West Lothian's Winter Ready procedures.

## **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

