



Back to School Reminders

For the benefit of all families, new and old, I have summarised below some of our school procedures. Full details of all these arrangements and more, are in our latest parent booklet (June 2023) which can be found on the school website www.priorsfordprimary.com

Communication

We send out our monthly newsletters by email. Please ensure that the school office has your most up to date email address - if this has changed, please send an email to Mrs Nisbet or Mrs Bertram in the school office:

Lesley.Nisbet@scotborders.gov.uk or ellane.bertram@scotborders.gov.uk

The monthly newsletter is emailed out on the last Tuesday of each month and is also available on the school website. We use GroupCall email for anything urgent that has to be sent out immediately. We try to send out any flyers and letters on a **Tuesday**. Therefore, please check your child's school bag every day as well as your email inbox for any such important information.

We are happy to distribute flyers to publicise community events and local organisations but this does not mean that we are endorsing the organisation or the services provided.

Contact Details

It is essential that the school has up-to-date parent/carer contact phone and mobile numbers in case of an emergency or if your child becomes unwell. If you have changed any of your contact details, please inform the school office as soon as possible.

Absence

It is vitally important that you inform the school if your child is going to be absent that day. Please contact the school office by email, phone, send a message on GroupCall or using the XPressions app between **8.30am** and **8.45am**, at the latest, indicating if possible, the length of absence. Please send in a note or contact the school office if your child is going to be absent from school for holidays or any specific appointments.



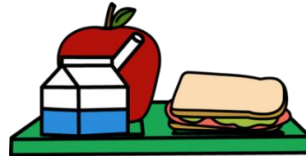
Medication

If your child uses an inhaler or needs to take medication regularly in school, please discuss this with the school office staff. They will issue you with a drugs form to enable them to administer medication, which must have a named dispensing label for your child. This form will detail the procedure for use of this medication during school hours. Any short-term medication requirements must also be discussed with the office staff.

Contacting School

If you need to contact the school, for example regarding a last-minute change of arrangements for your child, we request that you phone rather than e-mail. Please note that Mrs Nisbet is on her own in the office for the last hour of the day and must remain there for emergency first aid. Please try to call the school with any changes to arrangements as early as possible.

Although we are always very happy to discuss any concerns with parents, we ask that any parent wishing to speak with a teacher should contact the school office by phone, email or in person first. Mrs Nisbet and Mrs Bertram in the office are very happy to pass on any messages to a member of staff for you or help find articles left in class.



School Lunches

All lunches are managed using the SBC on-line system ParentPay. All new pupils should have received letters giving details on how to activate an account to enable on-line payment. If you haven't yet received a letter, please contact the office.

The current cost of a school dinner for pupils in P6-P7 is **£2.40** and **all P1-P5 pupils receive free meals**. However please note that every family whose children take school dinners - **whether it is free or paid for** - needs to activate their ParentPay account to be able to make lunch choices online. If you have not yet done so, please activate your on-line account as soon as possible using the details sent out to you by the school office staff.

The four-week menu giving choices for school dinner is available from the school office and the SBC website: [School meals | Scottish Borders Council \(scotborders.gov.uk\)](http://School meals | Scottish Borders Council (scotborders.gov.uk)) Please remember to make lunch selections for the following week, not just the payment. Also, please try to order late selections by 9am at the very latest on the day it is required, as the kitchen staff must know final numbers as soon as possible each day to be able to prepare enough food for everyone.

If you have not ordered a school lunch or if your child has forgotten their packed lunch, then they will be given soup and a sandwich.



Water

It is important that children have regular access to water throughout the day. We aim to reduce the amount of single use plastic bottles - please supply your child with a labelled re-useable water bottle with a **sports cap** to avoid spillage. Water coolers are located in the infant and upper areas of the school and your child can fill up their water bottle at any time during the day. Juice (not fizzy) can be brought in for lunchtime but children will not be allowed to drink juice in the classroom.



School Uniform

It is great to see all of our pupils dressed smartly in school uniform. School uniform is central to our positive ethos, as it reflects the pride and sense of belonging of all our pupils, reduces peer pressure and maintains the positive image of the school in the local community. I would encourage all parents to continue to support us by ensuring your child wears uniform every day.

We have lots of free spare uniform available in all sizes - please do not hesitate to contact the school office if you need any item of school uniform.

We generate a tremendous amount of lost property every term - **please make sure all your child's uniform and belongings are clearly labelled.**



PE Kit

Weather permitting, Mr Edge will take PE classes outdoors. Therefore, the children will need suitable outdoor shoes ie. trainers, as well as clean indoor shoes to change into back in the classroom. The children can wear trainers to school as their school shoes, but it is important they have clean indoor shoes to change into once they arrive in school.

Children should wear a white t-shirt, black shorts and gym shoes for indoor PE classes. Items of jewellery should not be worn as they can be a safety hazard. In addition, we have a small stock of new gym shoes which we can give to children who do not have gym shoes. Each child should have a gym bag for PE kit. Gym kits should go home regularly for washing and replacement of any items if necessary.

All items of clothing, coats, bags and shoes MUST be clearly and well labelled. Please check regularly as washing and wear and tear can remove labelling. Lost property is kept in boxes in the infant cloakroom and atrium.

Outdoor Play

Whenever possible, pupils will have their breaks and lunchtimes outside every day as well as regular outdoor learning activities during class time. Please ensure that your child has **suitable outdoor clothing** every day - a jacket and outdoor shoes. If any family needs help with getting suitable outdoor clothing, please do not hesitate to get in touch and we can help provide jackets and/ or shoes.



Equipment

If possible, children should bring the following items for use each day in school: pencil case with pencils, colouring pencils/pens, rubber, ruler, sharpener and glue stick. However, class teachers have stationery supplies to ensure everyone has the correct equipment.

Cycling to School

To promote a healthy lifestyle, we encourage our children to walk, cycle or scooter to school where possible. We have two bike sheds - one in the upper playground beside the new nursery and one in the infant playground. The sheds are locked at 8.45am and opened again at 3.15pm. There is also an open scooter shed beside the climbing wall. Please note that the school cannot take responsibility for any loss or damage to scooters or bikes left in these open racks - please secure them with a lock if you are leaving scooters there all day.

All children coming into the nursery and school playgrounds on a scooter or bike should dismount and walk as soon as they reach the school gates.



Mobile Phones

We appreciate that many of our pupils have mobile phones which give parents the peace of mind that they can contact their child out with school. However, pupils do not need to use mobile telephones **at any time during school hours**. If your child brings a mobile phone to school, it should be switched off as they come into the playground and should be given to the class teacher. It will be kept safely in the teacher's drawer until the end of the day when it will be returned to your child. **Under no circumstances** should children be taking photos of others in school, in the playground or on school transport.

Please do not hesitate to contact your child's teacher via the school office if you have any questions or require further information.