

LETHAM MAINS PRIMARY SCHOOL

Session 2018/19 School Handbook

School Information

During the 2018/19 academic session, children who move into the Letham Mains development will be hosted in existing classes at **Haddington Primary School**. Information on the hosting arrangements is available on the East Lothian Council website at: www.eastlothian.gov.uk/LethamMainsPS

Haddington Primary School is a two campus school with an infant campus for Nursery – Primary 3 pupils and an upper campus for Primary 4 – 7 pupils.

The addresses of the two campuses can be seen below:

Infant Campus (Nursery – P3)

Tynebank Road
Haddington
East Lothian
EH41 4DN
01620 823271

Upper Campus (P4 – 7)

Neilson Park Road
Haddington
East Lothian
EH41 3DT
01620 822177

The infant campus of Haddington Primary School is situated on the Haddington Joint Campus, shared with St Mary's Roman Catholic Primary School.

Office Hours

Infant Campus: Monday – Thursday 8:30am – 4.00pm
Friday 8.30am – 12.20pm

Upper Campus: Monday – Thursday 8:30am – 3.30pm
Friday 8.30am – 12.30pm

The School Day

P1 and 2

Monday to Thursday	8.55am – 10.30am	10.45am - 12.05pm	1.20pm – 3.20pm
Friday	8.55am – 10.30am	10.45am – 12noon	

P3

Monday to Thursday	8.55am – 10.30am	10.45am - 12.40pm	1.20pm – 3.20pm
Friday	8.55am – 10.30am	10.45am – 12.10pm	

P4 – 7

Monday to Thursday	8.45am – 10.25am	10.40am – 12.10pm	1.00pm – 3.15pm
Friday	8.45am – 10.25am	10.40am – 12.20pm	

Absence

Infant Campus: In the event of absence, parents or carers should inform the school office prior to 9.30am. If a child is absent and the parents or carers have not contacted the school the admin assistant will phone/text to confirm the absence. Should we be unable to contact you we will contact the child's emergency contacts. If we have any reason to be concerned about the welfare of an absent child we will contact Children's Wellbeing – Haddington Team who will investigate the absence and may involve the police. Pupils should be provided with a letter explaining an absence on his or her return to school. Absence from school for holiday reasons should be avoided and will be recorded as unauthorised.

If your child is off school because of a long term illness or condition the education authority must make arrangements for your child so they can keep learning. This might include sending work home so your child doesn't miss too much. You should discuss this with us as soon as you can.

Upper Campus: Good attendance and punctuality play a very important part in supporting a child to make progress in school. If your child is unable to attend, it is the policy of the school to ask parents to phone and explain the reason for the absence before 9.00 am. This must be followed up by written confirmation on the return to school of the pupil. If parents do not phone, the school will phone/text either the parent or the emergency contact to find out why the pupil has not arrived.

Parents are requested to avoid taking holidays during term times. Should parents request more than 10 school days per session for holiday purposes permission from the Head of Education will be required. Holidays taken during term times are normally recorded as unauthorised except in particular circumstances.

Uniform

Both campuses:

Establishing a school uniform will be one of the actions taken forward with the Letham Mains Primary School community as part of the development of school identity once the new Head Teacher is in place. Until the new uniform is established, LMPS pupils should wear the following:

- polo shirt - white
- sweater or cardigan - grey, black or navy
- pinafore, skirt or trousers - grey, black or navy

PE Kit

Infant Campus:

For physical education your child will need shorts, tee-shirt and slip-on gym shoes with non-marking soles. Jewellery should not be worn for PE lessons. PE will be undertaken regularly throughout the week and our visiting specialist comes on a Wednesday. **Please ensure that all items of clothing are clearly labelled.**

Upper Campus:

P.E. kit is as follows:

- **t-shirt (no football colours)**
- **shorts**
- **light soled gym shoes (if possible)**

Children who do not bring P.E. kit to school, on the days when they have P.E., may well not be able to participate in the activity.

Parents/carers are asked to take P.E. kit bags home on a Friday for washing, to be returned to school on Monday morning.

Lost Property

Please label all articles such as clothing, schoolbags, shoes, lunch boxes and purses. At the end of each day the children are encouraged to check the classrooms and cloakrooms for any unclaimed items. Lost property is taken to the main office. Throughout the school each year, after an appropriate time, all unclaimed articles are recycled either by being resold in the nursery on the last Thursday of each month or placed in the clothes bank.

Parental Concerns

Infant Campus: If you have any concerns about any aspect of your child's school life please do not hesitate in contacting the school to make an appointment to speak to your child's teacher or, if appropriate, the head teacher. In the first instance concerns may be discussed and resolved with your child's teacher however if you feel that your concern has not been addressed or are of a serious nature please make an appointment to speak to head teacher.

You can expect the teacher and/or the head teacher to listen to your concerns, take them seriously and tell you what action they will take to resolve them. If your concerns are about your child's learning we will consult with the support for learning teacher and may carry out some assessments. Friendships often present children with some difficulties and they will be supported in working through them. For more serious concerns regarding behaviour, bullying, health or social and emotional wellbeing the school may call on a range of people to give advice and support.

Upper Campus: Most parental concerns can easily be addressed by speaking to your child's class teacher. If you feel that your concern has not been answered then you should make an appointment to speak with either the Depute or Head Teacher. When making the appointment it is most helpful if you give an indication of your concern.

School Meals/Milk

Children in P1, 2 and 3: All children P1 – P3 are entitled to receive a free school meal (but not free school milk). Children bringing their own packed lunches should not bring fizzy drinks or drinks in glass containers. We ask children to take uneaten food, wrappers etc. home. This way you can see what your child is eating.

Parents/carers wishing to order milk for their child can do so for the whole session and this will be payable by the end of June. Alternatively milk can be paid in 3 instalments of varying amounts at the start of each new term, in the Autumn, Spring and Summer. **Please note prices may rise due to an annual increase implemented in May each year.**

East Lothian Council use an online payments system called SchoolPay, operated by iPayimpact, to provide parents/carers with the opportunity to make all school related payments online, including paying for school meals. This system also provides reports for parents/carers which can show outstanding balances for any school trips, and multiple payments can be made in one transaction, for more than one child.

Applying for Free School Milk

People receiving the following benefits should complete a free school meal application form to ensure they are not charged for school milk:

- Income support
- Income based job seekers allowance
- Universal Credit (from the 1 August 2017 you will only be entitled to Free School Meals if you are in receipt of Universal Credit and your monthly take home pay is less than £610)
- Employment support allowance (income related)
- Child tax credit but NOT working tax credit with an annual income less than £16,105
- Child tax credit AND working tax credit with an annual income less than £6,515

You may also be able to get a school clothing grant, which you can claim for on the same form you use to apply for free school milk. You can apply for free school milk by downloading the free school meal and clothing grant application form from the Council website at:

http://www.eastlothian.gov.uk/info/210557/schools_and_learning/11899/free_school_meals_and_clothing_grants/4

Or you can make your application through the school office. There is no charge for applying for free school milk.

Children and young people from P4 upwards:

Pupils who remain in school at lunchtime can either bring a packed lunch from home or pay for a hot meal within the school cafeteria. The cost of the hot meals on offer is £1.90 per day which is paid to the cashier in the dining hall.

We provide free school meals to children from P4 upwards who are attending East Lothian Council schools and whose parents or carers are receiving:

- Income support
- Income based job seekers allowance
- Universal Credit (from the 1 August 2017 you will only be entitled to Free School Meals if you are in receipt of Universal Credit and your monthly earned income is less than £610)
- Employment support allowance (income related)
- Child tax credit but NOT working tax credit with an annual income less than £16,105
- Child tax credit AND working tax credit with an annual income less than £6,515

You can apply for free school meals by downloading the free school meal and clothing grant application form from the Council website at:

http://www.eastlothian.gov.uk/info/210557/schools_and_learning/11899/free_school_meals_and_clothing_grants/4

Or you can make your application through the school office.

You may also be able to get a school clothing grant, which you can claim for on the same form you use to apply for free school meals. There is no charge for applying for free school meals or a clothing grant.

Pupil Equity Fund

Schools receive £1200 funding from the Scottish Government for each pupil between P1 and S3 who is registered for free school meals. This is called Pupil Equity Funding and schools use the money to help fund a wide range of initiatives to support achievement.

If you are eligible for free school meals (see eligibility criteria above), please apply for your child(ren). Even if your child does not wish to take up the option of having the free school meal every day, we would encourage you to apply so that the school will receive the Pupil Equity Funding to support learning.

SchoolPay

East Lothian Council use an online payments system called SchoolPay, operated by iPayimpact, to provide parents/carers with the opportunity to make all school related payments online, including paying for school meals. This system also provides reports for parents/carers which can show outstanding balances for any school trips, and multiple payments can be made in one transaction, for more than one child.

This system enables parents/carers to:-

- Create their own personal account and see at any time what their balance information is.
- Pre-order meals for their children in advance, giving them options for their lunch (for primary schools)
- Make and track instalments payments for larger items such as school trips.
- Manage costs for all of their children – across nursery, primary and secondary schools - from the same account, making things easier and faster for them.

Emergency School Closure

Infant Campus: We have the facility to text parents in the event of any emergency affecting the whole school. In the event that the school has to be closed suddenly, we will take care of the children until parents, carers or emergency contacts have collected them. Please keep us informed of any changes in contact details. In the event of **severe** weather please listen to local radio or go to the council website for information on school closures.

Upper Campus: In the event of an unplanned closure, parents/carers will be informed through a number of means. Where possible a text and/or an email message will be sent or a phone call made. If appropriate, information will be given to the local radio station. School staff will care for children until they can be collected. Only parents/carers or emergency contacts can be allowed to pick up children. **Parents/carers must always ensure that emergency contact information is updated, by informing the office if there are any changes to our records.**

Road Safety

Driver behaviour around the school can severely compromise child safety. The streets become severely congested at peak times and vehicles present an obvious danger to young pedestrians. There are driving restrictions in Victoria Road and Neilson Park Road.

East Lothian Council (Neilson Park Road, Victoria Road and Wemyss Place, Haddington) (Prohibition of Motor Vehicles) Order 2014

Do consider parking further away from the school and walking the rest of the way 'park and stride'. Space on Victoria Road and Neilson Park Road is severely limited so you may find it less stressful to avoid these streets altogether and you will certainly be making life less stressful for other people.

Don't park on the yellow zigzags.

Don't turn your vehicle in the school entranceways.

Do think about how your manoeuvres may affect those around you.

Local police do respond to complaints about inconsiderate parking in the vicinity of the school. The School has a designated area for cycle and scooter parking but does not take responsibility for bikes and scooters left there. Padlocking your bike is strongly advised. Cycling in the playground is not permitted, please dismount and push your bike.

Road safety procedures are taught as part of the curriculum. Teachers reinforce the message at regular intervals. Please do the same to help your child learn this essential life skill. Whenever possible, use the school crossing patrol officers positioned at Sidegate, Station Road by Peachdales, The Bell, Knox Place and Court Street. There are pedestrian crossings at Rosehall, The Bell, Market Street/Hardgate junction, Court Street and on the High Street.

There is now a crossing from the Aubigny car park to the entrance of Neilson Park. Please take great care if using the little lane which runs between the school playground and Neilson Park. Don't allow your child to run out onto the roadway. The lane is too narrow for the installation of staggered barrier to prevent children running onto the road. The area to the south of this lane is private property and barriers cannot be installed there.

School Crossing Patrol Guide:

The following areas are manned by a School Crossing Patrol Guide, should there be times when a guide is not present the school will be informed, who will send a text message to all parents informing them of this:

	Monday – Thursday			Friday (am also)
Sidegate/Hardgate/High Street	8.15 – 9.00	12.05 – 14.00	14.45 – 16.05	11.55 – 12.55
Court St / Station Rd /Hope Pk /Knox Pl	8.20 – 9.05		14.45 – 16.00	11.50 – 12.50
Hardgate / Market St / Victoria Terr	8.20 – 9.05		14.45 – 16.05	11.55 – 12.55
Court St / Neilson Park Road	8.20 – 9.05	12.00 – 14.00	14.45 – 16.00	11.50 – 12.50