

Please ask for: Ms R Hammond
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Date: 21st August 2018

Dear Parents/Carers,

A warm welcome back to all pupils of Ferintosh and Mulbuie Primary Schools. I hope you had a lovely summer break.

Staffing

This year, our staff is as follows:



MULBUIE

P1-2 – Mrs Carmichael / Mrs C Fraser

P3-4 – Mrs Bilsland (Principal teacher) / Mrs C Fraser

P5-7 – Miss Mackinnon

Our Pupil Support Assistants are Mrs Bain, Mrs MacPherson and Mrs MacDonald

FERINTOSH

P1-7 – Mrs Stevenson

Pupil Support Assistant – Miss S Ross

School hours at both schools are 9am to 3pm. All children should arrive at school for a 9am start and be collected promptly at three.

Please note that there will usually be a staff member in the school building from 8.40am but there is no supervision in the playground before or after school. Pupils should be collected at 3pm sharp. It is not possible for us to look after children at either school after 3pm.

If there are any changes in arrangements, eg granny picking them up, please contact the school and let us know in advance.

Preparing Your Child for Learning

Pupils from P1-P7 learn skills in taking responsibility for and ownership of their own learning. From the nursery, they begin to set learning targets and celebrate progress towards these. Primary One pupils should be able to tie their own coats and shoes – Velcro or zips are very suitable if laces and buttons are a challenge. All pupils from P1 to P7 should be packing their own homework, and coming to school ready to learn with a pencil and a rubber of their own to use during the day. We want to minimise the loss to learning time that ensues when pupils cannot find a pencil and then cannot start work, or cannot hand in their homework because “my mum did not put it in my bag”.

Children can keep their PE kit in school on their peg. Children are supported in looking after their own belongings – it helps them greatly if their things are labelled clearly with their name.

Children should bring their PE kits every day until the timetabling is finalised. Football shirts are not permitted. As much PE as possible will be outside, so children should make sure they have suitable outdoor trainers to use for this.

Head Teacher: Ms R Hammond

Tel/Fax: (01349) 861289/861827 E-Mail: mulbuie.primary@highland.gov.uk
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Primary One Arrangements

Primary One pupils will attend from 9am till 12 noon during week 1, till 1.20pm during week two including lunch and full day from week 3 onwards. During week one and week two, please wait at the front door to collect your P1 child.

Primary One Open Afternoon

Mrs Carmichael and Mrs Stevenson, our Primary One teachers, looks forward to welcoming the parents of Primary One pupils at an open afternoon for the parents of new Primary One pupils on Thursday 6th September at 2.15pm to come and see the children in the classroom and have a look at what they have been doing.

Nursery Information

The nursery opening times are 8.40am to 11.50am. A small snack is provided by the nursery. Mrs Rooks continues to lead the nursery along with a new member of staff to be confirmed.

A termly “stay and play” is held, as well as a monthly opportunity for parents to feedback on their children’s learning and what the children enjoy about the nursery.

Communication

The school website is kept up to date and contains information about the school, school policies, upcoming events and school news – www.mulbuieandferintosh.org

A monthly newsletter is issued, as are a number of information notes through email/school bag mail. We are very keen to welcome parents in supporting the school. However, as you will be aware, a school is a very busy place and it is not possible to just pop in to speak to the teacher before or after school. Please therefore, phone the office to make an appointment or pass on a message whenever possible. School staff will not meet with parents without an appointment.

Each child in the school has a Home Communication Book. Please keep your eye on this book – it should be returned to school daily. Reminders and notifications can be found in this book.

Our school handbook also contains useful information on the school – a copy is available from the school office on request.

Supporting the development of Relationship Skills

We strive to create a calm and safe learning environment in which all children are able to do their best. Mulbuie and Ferintosh have a detailed Relationship/Behaviour Policy. The primary purpose of this is to support pupils in managing their own behaviour effectively and in developing skills for positive relationships.

When things go wrong, as they sometimes will, the following supports are implemented:

Stage 1: “Chances to Change”

- Pupil receives a warning (visual or oral)
- Pupil receives an orange card (may be oral to minimise disruption to learning)
- Pupil receives a loss of Golden Time which is recorded

Pupils are supported in moving forward through discussion. For most children, this will be enough to support them in changing their behaviour.

For those for whom this is not successful in changing behaviours:

If three incidents are recorded, the class teacher will inform the parents by pro-forma letter, so parents can support their child in improving and developing their ability to behave within the class and school environment.

On the recording of a fourth incident, a meeting will be held with parents/carers.

Some children may need additional support in developing relationships skills and behaving appropriately in the school setting. If this is the case, additional strategies will be implemented and support will move onto Stage 2 support.

A full copy of the Relationship/Behaviour Policy is available on the schools' website or from the school office on request.

Parents' Evening

Parents' Evening will be on Monday 1st October for Mulbuie and Tuesday 2nd October for Ferintosh. This is an early opportunity to meet with the teacher and hear how they are getting on.

School Visits

We pride ourselves on the experiences and visits that pupils are offered at Mulbuie and Ferintosh to participate in learning in and from the wider community. This session we hope to continue to develop partnerships within the local community to enhance the children's learning. All trips we take will have a learning focus and are risk assessed in line with authority guidance. Unless there is a particular reason discussed and agreed beforehand, there will be no alternative provision for pupils not accompanying their class on a trip and absences will be recorded as unauthorised.

Internet Safety

As part of homework, all pupils will receive a copy of the Internet Safe Use Agreement to share at home. Please talk with them about staying safe online, and sign the agreement with them before returning it to school. If you have any questions, please do not hesitate to get in touch.

Coming to School by Bike

A reminder that parents are responsible for the safety of their children if they cycle to school. Please continue to reinforce the safety message. All pupils must wear a helmet and high visibility clothing.

Annual Data Update Forms

Please update and return the attached form in the envelope provided as soon as possible.

Tempest Photography

The photographer will be visiting the school on Thursday 30th August 2018. Please complete and return the attached letter if you wish your child to have their photo taken.

Useful Reminders

- Parents/Carers at Mulbuie should not use the school car park when collecting children from the school or nursery. Parking is available at the hall. Roadside should be used for drop off and quick pick up only.
- Wherever possible, lunch money should be brought in on a Monday for the week ahead.
- All pupils should bring a pair of indoor shoes to change into on entering the building. These may be left at school.
- In all but the very worst weather, pupils will play outside at break and lunch. Children should come with suitable clothing to wear whatever the weather.
- The library van comes to Ferintosh every third Wednesday and to Mulbuie every third Friday.
- Dress Down Day is the first Friday of every month. Pupils wishing to participate can donate £1 and wear casual clothes.
- Absences – if your child is absent from school, please contact the Mulbuie school office on a Monday, Wednesday and Friday, and the Ferintosh school office on a Tuesday and Thursday as soon as possible. Please understand that we have to follow up all unexplained absences under our child protection guidelines.
- Please make sure that all personal items are named clearly. A lost property box is situated in the school, and will be emptied to the Blytheswood box periodically.
- Please note that it is not possible to meet with the class or head teacher without an appointment. Please also be aware that, as a small school, we have a part time clerical assistant and it may be that at times, there is no-one available to answer the door or the phone except the class teacher or PSA, whose primary duty has to be teaching and supporting the children. Mrs Waters is typically at Mulbuie on a Monday, Wednesday and Friday and at Ferintosh on a Tuesday and Thursday. She can get a message to staff at both schools.

In the interest of pupil and staff safety, there is no access for parents and visitors to the school through the back doors at Mulbuie.

- Minor bumps and scratches are part of childhood and help children learn about risk and make decisions for their personal safety. Please be aware that we can only record incidents that the children tell us about. In many cases, children brush themselves off and continue to play and this is something we encourage for little bumps and scrapes.

Any bump or accident that is reported to or observed by staff is recorded so we can monitor incidents. Parents will be informed by note in the school bag or communication book if their child receives a bump to the head. Parents will always of course be contacted in the event of a serious injury.

If you have any questions or wish to discuss something, please do not hesitate to contact the class teacher in the first instance, or myself following that, to help you. Appointments can be made through the school office.

We look forward to a successful and enjoyable year, and thank you in anticipation of your continued support.

Yours sincerely,

Ms R Hammond
Head Teacher