



Welcome to Wester Cleddens Primary School



Primary 1
Parent Information Booklet

JUNE 2018

Dear Parents/Carers,

We have created this short handbook with information which you may find useful for your child starting Primary 1. If you have any questions, please do not hesitate to get in touch, we are more than happy to discuss these with you at a time that suits. Our aim is to provide you with as much information as we can to help make your child's first year at Wester Cleddens Primary School a happy and smooth transition from nursery.

We look forward to getting to know you over the coming years as your child starts their schooling here at Wester Cleddens.

Kind regards,

Wester Cleddens Primary School Leadership Team

School Contact Details

Wester Cleddens Primary School
Wester Cleddens Road
Bishopbriggs
G64 2NQ

Office Telephone: 0141 955 2280

Email: office@westercleddens-e-dunbarton.sch.uk

Head Teacher: Mrs Vicky MacKenzie

Depute Head Teacher: Mrs Fiona Kynigos

Primary 1H Class Teacher: Miss Kirsty Hamilton

Primary 1M Class Teacher: Miss Nicola Miller

Admin. Assistant: Mrs Linda Andrews

Clerical Assistant: Mrs Mary McBride





School Opening Times

School Starts	9.00am
Morning Session	9.00am – 12.15pm
Lunch	12.15pm – 1.00pm
Afternoon Session	1.00pm – 3.00pm
School Closes	3.00pm

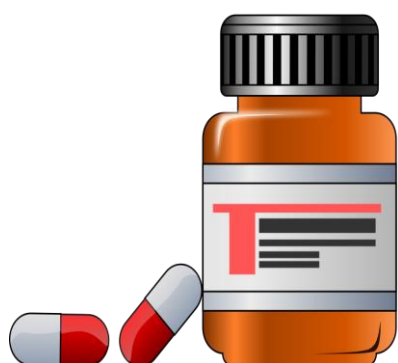


Emergency Contact

- It is important that the school office have the most up to date Emergency Contact details.
- If you change your address, main line phone number or mobile phone number or if any other people named on your child's Emergency Contact list make any changes, it is crucial that the office are informed of this as soon as possible.
- Please can you notify the office of any changes in writing.

Absences

- Following EDC Policy and Procedures, all absences must be reported to the school office by 9.15am on the day of absence. This is for the safety of your child and enables us to put procedures into place should your child be missing from education.



Medicines

- If medicine has to be given to your child during the school day you must complete a consent form providing written consent for the medicine to be administered.
- If your child has any medical condition that requires medication, e.g. Asthma or allergies, appropriate medicines must be kept in school and replaced as required.

Attending Appointments

- If your child needs to attend an appointment during the school day (e.g. dentist, doctor, optician etc.) advance notice is required to be given to the school office either by phone or in writing.
- When collecting your child for an appointment an adult must come to the school office before their child can be released from school.

School Uniform

- White shirt and school tie.
- Purple jumper or cardigan with school badge.
- Grey skirt or trousers.
- Black shoes.
- At Wester Cleddens, all pupils change into indoor shoes when they are in school. Please ensure that your child brings a pair of sandals to wear indoors during class time.
- For P.E. children should bring a plain white t-shirt and plain shorts. Branded t-shirts and football strips are not permitted.



Mobile Phones

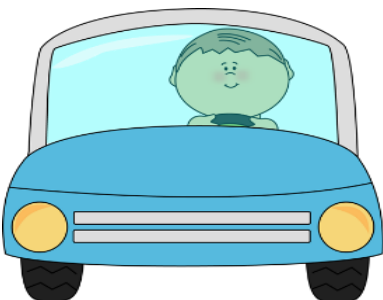
- Children are not permitted to use mobile phones within the school grounds.
- If your child does have a mobile phone, it must be turned off during the school day.
- The school cannot take any responsibility for phones being lost or broken if they are brought into school.

Personal Belongings

- Please label all items of clothing, including shoes and jackets.
- One purple jumper looks very like the next and can get easily get mixed up, so it helps to have all items of clothing labelled.
- Any missing items will be stored in lost property.
- Children should not bring any expensive toys or personal belongings into school.
- Children should not wear jewellery to school, particularly dangly earrings. Any jewellery that a child is wearing will need to be removed for P.E. lessons. Earrings need to be removed by the child and cannot be removed by any of the staff within the school.



Road Safety



- As a health promoting school we encourage children to walk to school as much as possible, however, we do recognise that this is not always possible. If you need to bring your child to school via car, you should not enter the school grounds to drop your child off or collect them at the end of the day.
- If you do require access to the school car park, a parking permit can be requested in writing to Mrs MacKenzie.

Lunches & Healthy Snack

- Once your child starts to attend school for the full day, please ensure that your child knows whether he/she is having a **packed lunch**, **cafeteria lunch** or **going home for lunch**.
- Packed lunch boxes should also be well labelled as quite often children will have similar lunch boxes and they can find it difficult to identify which one is theirs.
- Packed lunches will be eaten in the dinner hall and any uneaten food will be returned home so that parents can see what has been left.
- As we are a health promoting school we encourage the children to bring a healthy snack for playtime. We also have fruit break in the afternoon where children are encouraged to bring a piece of fruit to have in class.
- Children can also have a bottle of water to drink during class time.



Playtimes

- Our Primary 1, 2 and 3 pupils have their own infant playground.
- All children are supervised during playtimes and lunchtimes by our support staff.
- Any bumps or accidents are recorded by our First Aid Officer, Mrs Muirhead.
- During rainy days the children the children will remain inside the school and are supervised by our support staff and Primary 7 'Wet Play Monitors'.



Buddies



- As you may be aware we have a Buddy System in place at Wester Cleddens Primary. Every Primary 1 and Primary 2 pupil have their very own buddy. So far during the Primary/ Nursery transition your child and their buddy have met each other either at nursery or at the school (or both) and throughout Primary 1 there will be a variety of buddy activities that will take place in school. This will include the older buddies coming to play with their Primary 1 buddy in the playground to teach them a variety of playground games and also the older buddies creating a storybook for their Primary 1 buddy.

School Bags & Homework Bags

- At Wester Cleddens, the P.T.A. have very kindly bought every Primary 1 pupil their own 'homework bag'.
- Your child will have their own bag, which will be used to keep their homework in, including any reading books that are sent home. However, your child will still require their own school bag, to hold other materials for school.
- Homework bags are used by all our Primary 1 -3 pupils.
- Please check your child's school bag and homework bag on a nightly basis for any correspondence from school.
- Most letters will be put in your child's homework bag which will come home every night.
- Please also check your child's homework bag for homework to be completed and for any comments made by the teacher.
- Further information on homework will be given once your child starts school in August.

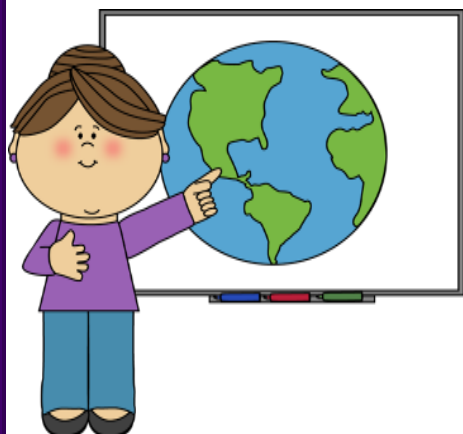


Parent Council & P.T.A.



- At Wester Cleddens Primary School we have a very supportive and active Parent Council and P.T.A., who meet regularly throughout the school session.
 - Should you wish any further information about either of these please do not hesitate to ask.
- Our Parent Council and P.T.A. Chair Persons are as follows:
- **Parent Council Co-Chairs:** Mrs Kate Ferguson and Mrs Sarah Humphris
 - **P.T.A. Chair Person:** Ms. Nicola McArthur

Primary 1 Parent Workshop



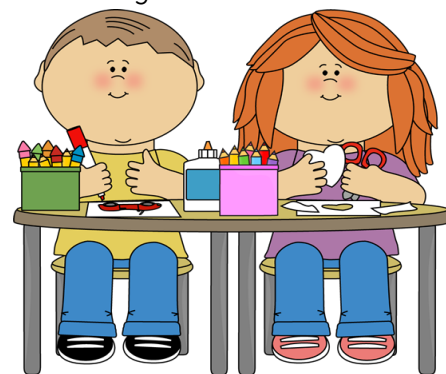
- Every year our Primary 1 teachers hold a Parent Curriculum Workshop for all Primary 1 parents. This is a fantastic opportunity for parents to come and learn about all the knowledge and skills your child will be developing during Primary 1. This includes specific information on how we develop Maths, Reading and Writing within Primary 1, the difficulties children may encounter and how you can continue to support them in their learning at home. The teachers will also talk you through the wide variety of resources we use to help enhance and develop learning.

Getting Ready For School

How You Can Help

- It is very helpful to encourage your child to try and dress themselves as much as possible, as this develops their ability and confidence to do this by themselves by the time they come to school.
- Please encourage your child to play with pencils and crayons as much as possible and also encourage them to use scissors to cut (with adult supervision). This will help to further develop your child's fine motor control skills.
- Please encourage your child to recognise colours.
- Play simple games like bring me the blue crayon, find me a red sock etc.
- Encourage your child to say their numbers (e.g. 0,1,2,3,4,5,6,7,8,9,10).

It is also important to not just say them going forward but also practice saying them backwards (e.g. 10, 9, 8, 7, 6, 5, 4, 3, 2, 1, 0).

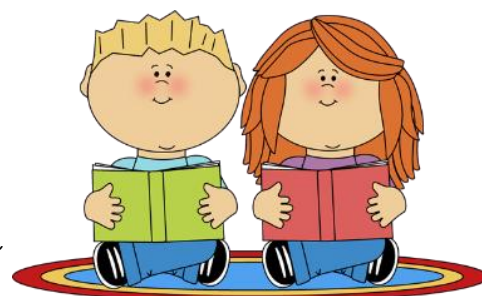


Nursery Rhymes/Songs

- Sing and chant nursery rhymes with your child. This really helps with hearing sounds that are similar and different in preparation for reading and writing.

Sharing Stories

- Story telling helps to develop concentration and listening skills.
- Choose a quiet time when you are unlikely to be disturbed and sit close to your child so that they feel secure and relaxed.
- Books with rhyme are very good for helping your child to develop their language skills and knowledge of sounds.
- Listening to stories/audio books are another fantastic way of developing your child's literacy skills.



Picture Story Books

- Look at the pictures together and talk about them.
You could ask questions like –
 - Who can you see in this picture?
 - What is happening in the picture?
 - How many people can you see?
 - What do you think will happen next?
 - What did you like about this book?
- When reading, move your finger across the words from left to right to encourage a sense of directionality.



Early Writing



- Your child may be attempting to write his/her name which is fantastic. Please remember that in school the letter sounds are used to sound out the words. For example, when sounding out the letter 'a' it makes the 'ah' sound **not** 'ay' ('ay' is the name of the letter).
- If your child is writing their name, please encourage them to only use capital letters for the initial letter of their name and lower case for the rest (e.g. 'Lucy' and not 'LUCY').
- Once your child commences Primary 1, they will be taught how to correctly form each letter of the alphabet, the sound each letter makes and the name of the letter. In school, we currently use the Jolly Phonics scheme to help develop your child's knowledge and understanding of phonics.

Holiday Homework

- Please do not worry if you do not manage to complete the Holiday Homework booklet. The activities contained provide us with useful information but we do not want any child feeling worried or anxious about the booklet.



School Website & Twitter Account

- Please visit our school website at www.westercladdens.e-dunbarton.sch.uk
- Our website is regularly updated and contains lots of useful information about Wester Claddens and what is going on within the school and the wider school community.
- In addition to our website please request to follow us on Twitter, [@wester_claddens](https://twitter.com/wester_claddens). Twitter is a fantastic way of sharing learning, activities and events that take place at Wester Claddens with parents and carers.



We hope you have found this booklet useful.

We look forward to getting to know your child and supporting them with their learning while at Wester Claddens Primary School.

