

Communication Procedure

A Communication Procedure is in place for our school for parents to contact the school and speak to the appropriate person. This is attached with this newsletter.

All parents and carers will be given the class teacher as the first point of contact with any questions, concerns etc. The procedure then gives a clear overview of what will happen next.

This procedure is used by several schools in Midlothian and ensures that any concerns or communications are dealt with by correct member of staff. Please note that any communication will follow this process.

School and Campus Building Works

Our school campus has had some significant building works taking place over the Summer holiday period.

Our school dining room has had a new ceiling, new lighting and new flooring. The room has still to be painted but is really looking fantastic!

Our old P7 classroom has been converted in to a new classroom and a support for learning room—pop in and have a look as they are fantastic! We are still awaiting accessible doors and a ramp for this space which we are assured will be in place following the September holiday.

The next stage in the building programme is for the library space to be converted into a new resource room and teaching spaces, with kitchen facilities.

Following on from this the small hall will be converted in to a new staff room and staff base, as well as a teaching space for pupils. The old staff room will be converted in to bookable teaching spaces for pupil groups and parent/agency meetings.

These works are due to be completed by the end of October. We will of course keep you informed of progress.

Meet the Teacher Evening

Please note our 'Meet the Teacher' event will take place on **Thursday 5th September from 5.30-6.30pm in school.**

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We Believe, We Achieve

Newsletter 1

August 2019

Welcome Back

A warm welcome back to all of our pupils and families for the new school session. We hope everyone had a relaxing Summer break and managed to enjoy the sunshine when we had it!

All of our pupils have settled well back in to school life and all classes are purposeful and full of learning.

Our pupils are all so smart and we would like to thank you for your support in ensuring our pupils wear our school uniform and colours.

We look forward to working with you all across the school year, and sharing our learning in as many ways as possible.

Mrs Walker and the Staff Team at St Luke's.

Head Teacher Update

As we move into session 19.20 I will continue to support Mayfield Primary School in my role as Acting Head Teacher. This will continue for the foreseeable future.

I still remain as Head Teacher of St Luke's and am fully involved in ensuring our school continues to move forward and support our pupils.

I spend my time equally between both schools for all aspects of learning, supporting staff and community events.

Staffing Update

A warm welcome to our new staff members who have joined our school community this session.

Miss Hay is teaching our P5 class and her non class time will be taught by Mr McKechnie on a Monday.

Miss Heron is teaching our P2/3 class and her non class time will be taught by Mr McKechnie on a Tuesday.

In Primary 1S Mrs Galeotti will be working in class on a Thursday each week when Mrs Stewart is out class as part of her Acting Principal Teacher remit.

Mr Lyall has joined our school team on a Tuesday for two terms to support our staff and pupils with Outdoor Learning. All classes will have the opportunity to develop their orienteering skills across the school session and some pupils will be working closely with Mr Lyall to gain their John Muir Award.

We are sure you will join with us in welcoming all our new staff in to our school community.

Mrs Hadden and her husband are expecting their second child towards the end of this year, and Mrs Hadden will be starting her maternity leave from December. We are currently in the process of recruiting someone for her post until she returns. We also wish Mr and Mrs Hadden and their son the best of luck as they prepare to welcome their newest addition to their family.

We will have two temporary Learning Assistant posts being advertised shortly to support our learners in school. We will keep you updated on this and inform you of our successful candidates in due course.

BOATS Sessions

All classes within our school will have a BOATS (Bring Our Adult to School) session termly in school. This is an opportunity for a family member to come in to school and participate in a learning session in class with their child.

The first session for all classes will take place between 23rd October 2019 and 28th November 2019.

Session dates will be communicated by the class teacher nearer to the time. We look forward to as many families as possible being represented!

Parent Helpers

As a school we are keen to involve parents and carers as fully as we can in the life of the school.

We are keen to have parental volunteers in school to support learners in class. If you would like to become a parental volunteer, please contact the school office and a member of the leadership team will contact you.