Welcome to Bilston Primary School

We hope your child will be very happy and successful here.

Bilston Primary School
Park Avenue, Bilston, Midlothian   EH25 9SD
Tel: 0131 444 9021
Email : bilston.ps@midlothian.gov.uk
Welcome to Bilston Primary School

We hope you find this booklet helpful. Please do not hesitate to ask a member of staff if you are unsure about any of the things mentioned in it.

We are here to help!

Head Teacher: Mrs Sheryl Wallace

Class Teachers: P1 Miss Laura Brogan

P2/3 Mrs Ashley Harkins

P3/4/5 Miss Easton/Mrs Woods

P5/6/7 Miss Sutherland

Nursery Team SCCDW Mrs Siobhan Thomson

Mrs Ann Hounson

Mrs Hazel Marwick

Learning Assistants Mrs Marjory Ramage

Mrs Gillian Anderson

Mr Clinckscale

Mrs Stewart

School Office: Mrs Claire Carter

Facilities Manager Miss Donna Hogg
The School Day

Nursery
8.30 am - 11.40 am
12.25 pm - 3.35 pm

P1-P7
Mon - Thurs 8.45 am - 3.15 am
Friday 8.45 am - 12.20 pm

Children will be out in the playground until this time so please don't bring them too early.

When the bell rings the class teacher will collect the children from their lines.

Please ensure that your child is on time.

It's always better if they come in with their friends as you don't want your child to miss anything important.

If your child is late for any reason please take them to the school office. Staff will then update the attendance sheet and accompany your child to their class.

End of the School Day

The class teacher will dismiss the children.

If you are running late, children can be collected from the Main Office.

We would prefer that all younger children be collected by a known adult.

Please be on time if you are collecting your child. If you are in any way delayed please phone to let us know. This will save your child becoming upset or worried. If someone other than yourself is collecting your child, please inform the class teacher at the start of the day in person, by phone 0131 444 9021 or via a note.
Absence Procedure

We have an automated call out system which we operate when a child is absent, however on the first day of absence please telephone the school before 9.00am on our school phone number.

0131 444 9021

If your child is going to be absent for more than a day, please keep in regular contact with the school to update us on their progress.

Your child's health and safety is of paramount importance to all of us – it is crucial that we know where your child is and why.

Arrangements for Additional Support Needs

If your child has a specific medical condition that requires monitoring, support or medication please contact the School Office to make an appointment with Mrs Wallace who will complete a Health Care Plan with you.

Arrangements for Administering Medication

The Midlothian Council Authority Policy gives clear guidance about the administering of medication in school. School staff are only allowed to administer medication that has been prescribed by a GP. If your child requires this type of medication you should contact the School Office to complete the appropriate permission form.

Non-Prescribed Medication

If your child requires medication that has not been prescribed by a GP eg Calpol, school staff are not allowed to administer this. However, parents or carers are welcome to come into school to give this to their child as necessary after arranging this with School Office staff.
Children have a daily snack time. They may bring in a small, healthy snack. No fizzy drinks are allowed and we discourage sweets. Fruit is available free to all P1 children on a Tuesday and Thursday.

Milk can also be ordered and a letter will be sent home to inform you of payment dates and prices. Children whose parents and carers are in receipt of Income Support can claim assistance with the costs of milk and school lunches. Forms are available from the school office.

**Break Time**

Playtime is from 10.30 am until 10.45 am each morning.

Children are supervised in the Primary 1 playground by school staff and there are toys and games provided.

Children should not bring toys from home as loss or damage to these can cause upset. Please make sure they are dressed suitably with appropriate clothing if the weather is changeable.

In very bad weather the children are supervised indoors at break and lunchtimes.

**Lunch Time**

P1 and P2 children have their lunch break at 12.05pm, P3 - P6 at 12.20 pm. The menu is available on the Midlothian Website under School Meals. Vegetarians and other dietary needs are catered for.

All children in P1-3 are provided with a free school meal either hot or cold.

On a Friday we offer children an opportunity to 'book' a packed lunch for a term. This avoids making packed lunches that won't be eaten and will cut down on wastage of food.

You may prefer to provide a packed lunch for your child. A healthy lunch is very important so please do not send fizzy drinks or sweets in as part of the lunch. A small treat is allowed however!! Lunch boxes should be labelled with your child's name and class. All children are supervised in the dinner hall by school staff.

Please find attached a separate letter detailing the Cashless Dinner System that will be used in school.

Money should be sent in an envelope clearly labelled with your child's name and class.
**What to Wear to School**

We are really proud of our school and we ask that the children wear their school uniform every day. It helps to build a sense of community and belonging and I thank you in advance for your support with this.

The school colour is royal blue.

**The school uniform is:**

✓ School sweatshirt/ cardigan/jumper

✓ Polo shirt

✓ Grey or black trousers, shorts, skirts or pinafores

✓ Checked summer dress in blue

✓ Sensible outdoor shoes – slip on velcro shoes are better, especially if tying laces is still tricky!

✓ Indoor gym shoes to change into during the day.

This will help to ensure the floors are kept clean for the children to sit on when gathering together and to protect our new floors.

✓ PE kit—shorts, t-shirt and gym shoes/indoor trainers

✓ A school gym bag

School uniform is available through our school office or directly from Border Embroideries website. Alternatively, uniform in school colours can be bought from local supermarkets.

Please do not send your child to school in denim or football colours.

Please clearly mark all your child’s clothes, footwear, bags, lunch boxes etc. with your child’s name. Remember names on labels wash off and labels fall off, so please check them regularly.

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**Free school meals, milk and assistance with school wear**

Some parents may be entitled to claim free school meals (for pupils in P4-7), milk and assistance with school wear. This is for those who are in receipt of:

- Income Support
- Income Based Job Seekers Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit only (with annual income less than £16,105)
- Support under part VI of the Immigration and Asylum Act
- Child Tax Credit and Working Tax Credit with an annual income less than £6,420.
- Universal Credit

**Forms available from school office.**
Ready, Steady.......School!

At Bilston Primary School we work in partnership with parents and carers to support your child’s learning and development. During the school year there will be opportunities for you to come into school to find out about what your child is doing and how you can support and encourage them at home.

Final Thoughts . . . . . . . . . . . . . .

Please don’t panic if your child takes a while to settle in our new school. We are used to this and will support appropriately according to your child’s needs.

Please inform us if your circumstances change significantly. This is a partnership and it means that we can respond quickly and appropriately and give your child the attention he/she requires.

Should you have no option but require holiday leave during term time, please address your request to Mrs Sheryl Wallace, Head Teacher, in writing.

If you have any concerns, please come and speak to us:

To see your child’s teacher, the end of the day is the best time.

To see Mrs Wallace, please come into the school office. If she can’t see you then, the office will arrange a suitable time with you.

We all look forward to working with you in partnership - this is the best way to ensure that the learning journey continues smoothly!