



**Education Resources**  
Executive Director **Carole McKenzie**  
Head Teacher **Linda Callender**  
**David Livingstone Memorial Primary School**

**Our ref:** LC  
**Your ref:**  
**If calling ask for:** Linda Callender  
**Phone:** 01698 823680  
**Date:** 13<sup>th</sup> August 2024

Dear Parent/Carer

I hope that everyone had a relaxing summer holiday. It will be lovely to welcome the children back at the start of a new session. I would also like to take this opportunity to welcome all of our new children to the school/nursery and I hope that they will feel very happy in our establishment.

I am looking forward to seeing all the children coming to school looking so smart in their school uniform. Wearing school uniform promotes pride in the school and a real sense of identity. It also makes it much easier for staff to see at a glance our own pupils. Please support us in ensuring that your child wears their school uniform every day and remember that jeans should not be worn to school at any time as they are not part of our uniform.

**Classes**

Our classes for this session shall be as follows:

P1	Miss Brown
P1/2	Mrs Crawford (Mon)* and Mrs Sorbie (Tues – Fri)
P2/3	Miss Marshall
P3	Mrs Young (Mon – Wed) and Mrs Bannatyne (Thurs & Fri)
P3/4	Mrs Jeffrey
P4/5	Miss Sharkey
P5	Mr Kennedy (Mon, Tues, Thurs & Fri) and Mrs Stevenson (Wed)
P6	Miss Petrie (Mon, Tues, Wed half day) and Mrs Sommerville (Wed half day, Thurs and Fri)
P6/7	Miss Livingstone
P7	Mr Burns
Non-Class Contact Time	Miss Martin, Mrs Stevenson, Mrs Sommerville and Mrs Crawford*
Principal Teacher	Miss Lattimer (Mon – Wed)
Principal Teacher	Mrs Crawford (Thurs & Fri) – currently on maternity leave
Acting Principal Teacher	Mr Burns (Thurs & Fri) – covering Mrs Crawford's maternity leave
Depute Head Teacher	Mrs McGeehan (Mon – Wed)
Depute Head Teacher	Miss Lattimer (Thurs & Fri)
Head Teacher	Mrs Callender

\*As part of their contractual agreement, all class teachers are entitled to 2.5 hours non-class contact time each week, with this being pro rata for part-time staff. This time will be covered by Miss Martin, Mrs Stevenson, Mrs Sommerville or Mrs Crawford, depending on your child's class. Please note

Morven Avenue, Blantyre, G72 9JY Phone: 01698 823680 Fax: 01698 712830  
Email: gw14dlmpsoffice@glow.sch.uk



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that Miss MacDonald will be covering Mrs Crawford's absence until she returns from her maternity leave after the October Week.

Should you wish to speak to your child's class teacher, please email our school office so that an appointment can be made ([gw14dlmpsoffice@glow.sch.uk](mailto:gw14dlmpsoffice@glow.sch.uk)).

### **Nursery Staff**

Our nursery staff are as follows:

Team Leader	Miss Bell (Mon – Wed)
Acting Team Leader	Mrs Dickson (Thurs & Fri)
Early Years Practitioners	Miss Graham (covering full-time until Mrs Caskie returns from absence), Mrs Anderson and Mrs Sharp (temporary until Miss Angus returns from her maternity leave)

Early Years Support Worker Mrs Gilmartin

Early Years Peripatetic Teacher Mr Mungall (Mon & Tues until October)

### **School Support Staff**

Our support staff for this session will be as follows:

Mrs Feenie, Mrs Morton, Mrs Mullarkey, Mrs Johnstone, Mrs Burns, Mrs McGall, and Miss Morgan.

Our office staff are as follows:

Team Leader	Mrs Hood
Support Assistant	TBC

### **Starting and Finishing Times**

School starts at **8.55am**. All children should enter the school via the main gate at the front of the school from 8.45am. During the first few weeks (whilst the children are becoming used to new routines), P2-4 parents/carers may enter the playground with their child at the start of the day. However, from the start of September, only P1 and P2 parents/carers will be allowed in playground in the mornings. All other parents/carers should drop their child at the main gate.

At the end of each day (both week beginning 12<sup>th</sup> August and every other week going forward), P2-4 parents/carers should collect their child from the Infant playground where they will be dismissed from their classroom door by their class teacher. All P5-7 children will be escorted to the main gate by their class teacher and will be dismissed from there. Please ensure that your child knows who is collecting them from school each day or if they are walking home themselves. If someone is expected to collect your child and no one arrives, we will ask them to wait at the school office whilst we phone home.

### **Starting and Finishing Times for P1 week beginning 12<sup>th</sup> August**

Our P1 children will attend school for slightly reduced hours this week to give them time to settle into school routines.

On **Wednesday, 14<sup>th</sup> August**, children should attend school from 9.30am to 2.30pm. They should enter the school via the main entrance on the first day. They will then be divided into their separate classes and taken round to their new classroom by their class teacher. Parents/carers (maximum 2 per family please) will then be given time to see their child in their new classroom so you know where to collect them at the end of the day. Children will be dismissed via their classroom door at 2.30pm.

On **Thursday, 15<sup>th</sup> August and Friday, 16<sup>th</sup> August**, P1 children will attend school from 9.15am to 2.45pm. They should come into the playground at the start of the day and they will enter their classroom via their classroom door. They should be then collected from their classroom door at the

end of the day too.

Starting from **Monday, 19<sup>th</sup> August**, all P1 children will start at 8.55am (the same as everyone else in the school) and they should be collected from their classroom door at 2.55pm each day. This will allow them to leave the school before the playground becomes busy.

### **Nursery Children**

Nursery children should enter via the nursery entrance at the side of the school. Families will be met at the main door by a member of staff who will find out what your child would like for lunch and check arrangements for pick-up at the end of the day.

### **Annual Data Returns/Permission Forms**

The school office will be sending home via Parentsportal a range of different permission forms and annual data checks for you to complete on behalf of your child. (P1 children will be issued with paper copies of each of these as they are not yet registered with Parentsportal). Please could you ensure that all relevant forms are completed no later than **Friday, 23<sup>rd</sup> August**. P1 parents/carers will also be issued with information on how to register with Parentsportal and again we would be grateful if all parents/carers could complete this process by **Friday, 23<sup>rd</sup> August**. Staff in the school office will be able to support you if you require any assistance with logging on.

Parentsportal as this is now our sole means of communication. This helps us to become more eco-friendly as it reduces the number of letters that we need to send home, including permission forms for any outings. It also allows you to access and update details on your child at any time.

### **Attendance at School**

Attendance at school is vitally important for a successful education and we are required by law to record all absences and late-comings. If your child is unable to attend school, parents/carers are asked to:

- Notify the school by phone or email first thing in the morning (before 9.15am), giving the reason for your child's absence
- Keep us informed of an ongoing absence, as well as the anticipated return date for your child.

Should we not receive any information from you regarding your child's absence we will try to phone you. It is, therefore, important that you keep us informed about any changes to your home telephone number, your mobile number and your emergency contact details. If we become concerned about your child's level of attendance and/or punctuality, we will arrange a meeting with parents/carers to discuss our concerns and offer support to help resolve this.

Should your child need to attend an appointment during the school day, please email or phone staff in our school office to let them know.

All children who arrive late for school should enter the school via the main entrance. Their time of arrival will be recorded by our office staff and their lunch order will be also be taken. A lot of important information is given out at the start of each day and it is important that you endeavour to ensure that your child is on time, except in exceptional circumstances.

### **Medication in School**

If your child needs to take prescribed medication either on a regular basis or for a short time, please contact the school office as you are required to sign a medical consent form. Please note that this rule also applies to the use of inhalers. It is the parent/carer's responsibility to ensure that all medication is within date. In case of an adverse reaction, schools and nurseries are also only allowed to administer medication that has already been taken at home first. All medicines are required to have a prescription label attached showing your child's name, the recommended dosage and when this was prescribed.

### **PE Days**

The Scottish Government expects all children to receive a minimum of 2 hours of Physical Education (PE) every week. All children must participate in these activities since PE is part of the national curriculum.

PE may take place indoors or outdoors. Children should come dressed in appropriate **casual school uniform** on their allocated days. This includes trainers, jogging trousers/leggings, **a school/plain royal blue polo shirt/sweatshirt**, as well as a waterproof jacket as some of our PE will be done outside. Please remember that, in line with South Lanarkshire Council policy, no football colours can be worn. Crop tops are also inappropriate for wearing to school.

If, for any reason, your child is unable to take part in PE, a letter should be sent to his/her class teacher explaining the circumstances and consideration will be given for excusing your child. We also request that children do not wear jewellery, including earrings, to school on PE days as all of this has to be removed before the start of a lesson. In the interests of safety, false nail extensions are not acceptable at any time in school.

Our PE lessons will start **week beginning Monday, 19<sup>th</sup> August** and the timetable for this session will be as follows:

<b>Class</b>	<b>PE Days</b>
P1 (Miss Brown)	Mondays and Thursdays
P1/2 (Mrs Sorbie and Mrs Crawford)	Mondays and Fridays
P2/3 (Miss Marshall)	Tuesdays and Thursdays
P3 (Mrs Young and Mrs Bannatyne)	Tuesdays and Thursdays
P3/4 (Mrs Jeffrey)	Tuesdays and Thursdays
P4/5 (Miss Sharkey)	Mondays and Wednesdays
P5 (Mr Kennedy and Mrs Stevenson)	Wednesdays and Fridays
P6 (Miss Petrie and Mrs Sommerville)	Wednesdays and Fridays
P6/7 (Miss Livingstone)	Tuesdays and Thursdays
P7 (Mr Burns)	Mondays and Wednesdays

### **Communication with Parents/Carers**

Where possible, we will try to send you all our school correspondence electronically. This will be done via ParentsPortal, email, or by posting information on our school website or X (formerly Twitter). Our Twitter address is @dlivvies. This is a one-way communication tool and we will not respond to any comments. Our account is also protected so only people who are accepted as followers will be able to see the tweets. As a result, only followers who can be recognised as having a connection with the school will be accepted.

School newsletters will be issued at the start of every month via Parentsportal or our nursery Learning Journal. These contain valuable information about things that are happening in the school including diary dates for events, so we would be grateful if you could take the time to read them.

### **School/Nursery Lunches**

A copy of our school and nursery lunch menus have been posted on our school website and on our Learning Journals. Please note that these are slightly different from one another. Lunches are free to all nursery and P1-P5 children, as well as families who qualify for Free Meal Entitlement.

We continue to have the same menus in place as last term until **Monday, 26<sup>th</sup> August**. Thereafter, new menus will start. We will arrange to post these on our school website and Learning Journals in time for these starting.

### **Breakfast Club**

Our school Breakfast Club shall resume for all children (P1-P7) on **Monday, 19<sup>th</sup> August**. There is no charge for this and there is no need to register. Children will be offered the choice of Weetabix/toast/fresh fruit and a cup of water/milk. Children coming to Breakfast Club should enter the school via the main door between 8.15am and 8.35am. Unfortunately, we will be unable to

accept any children outwith these times. Children will be supervised by 2 support assistants and they will be dismissed into the playground at 8.45am once our school gates are open to other children.

**Finally ...**

As you can see, we are a very busy school and nursery. We all want the best for every single child in our care, so please do not hesitate to phone or email the school office if you have any questions or concerns and we will do our best to help. In the meantime, I look forward to another successful school/nursery session for all of us.

Thanking you in advance for your co-operation.

Yours sincerely

**Linda Callender  
Head Teacher**