



Roseburn Primary School



# Roseburn Primary School

## Parent Information Overview

### Starting School at Roseburn

Session 2022-23



Updated March 2022



## Welcome

We hope that your child's experience will be a very positive and happy one at Roseburn. This booklet outlines some important information for parents to help you prepare for that important 'first day' at Roseburn Primary School, and 'beyond'.

## Our School Vision

[Our vision](#) at Roseburn is to develop well-rounded, confident, and responsible individuals who achieve success.

We will do this by providing a welcoming, happy, safe, and supportive learning environment in which everyone has equal opportunities, and develops an enthusiasm for learning.

We very much value and appreciate the positive support of our parents, and the wider community, and strive for an open and welcoming environment where we can work in partnership for the benefit of our learners.

## Staff Contacts:

Head Teacher	Mrs Natalie Borrowman
Principal Teacher	Ms. Jacqui Gardner
Principal Teacher	Mrs Julie Simpson
Business Manager	Mrs Nicki Swanston
School Administrator	Ms Elaine Weatherston

More detailed information about our school can be found in our [School Hand Book](#) and on our [school website](#).

If calling at the school, please phone or email [admin@roseburn.edin.sch.uk](mailto:admin@roseburn.edin.sch.uk) and our School Administrator will be pleased to help or advise on any questions you may have.

## School Hours:

School hours for **Primary 1** and **Primary 2** children

**Monday to Friday:** 8.50am to 3.00pm

**Friday:** 8.50am to 12.15pm

School hours for **Primary 3** to **Primary 7** children

**Monday to Friday:** 8.50am to 3.15pm

**Friday:** 8.50am to 12.30pm



## What you need to know

### Starting the school day

Bring your child to school on time (or just before) the start of the day. Adults should wait outside the entrance school gate, children should enter through the entrance school gate and wait in their identified class line for school staff to welcome them into school.

### At the end of the school day

Be at the exit school gate to collect your child at dismissal time of 3pm or 3.15pm. Please wait outside the exit school gate where a member of school staff will return your child to you.

### Parking

Please avoid double parking or parking on the yellow zig zag lines, and be considerate of our neighbours.

### Wet Weather Days

On wet and poor weather conditions please bring your child to school as close to their start time. Appropriate outdoor jackets and footwear should be worn to school particularly in, wet or snowy weather.

## School Uniform



We encourage all our pupils at Roseburn to wear a school uniform, and are very proud that all our pupils wear it. Our colours are brown and pink. The children can choose to wear brown shorts, trousers, skirts or tunics; with brown or pink sweatshirts or white shirts or polo shirts. There are also pink checked summer dresses. Most items of clothing, school ties, fleeces and jackets can be purchased from <https://roseburn.imagescotland.com/>.

School uniform can be purchased at any time of year. We also have a large collect of pre-loved uniform available. This is available via the Parent Teacher Association. Please also see our school website under Parent Partnership for other stockists.

P7 pupils choose the colour of their hoodie each year. They are available to purchase through Image Scotland online shop. All children should have a waterproof and or warm jacket with them each day.

## Coming into school

Children in p1, p2, p4 and p7 will enter through the front gate. The p3 class will enter through the side gate for the Huts, with p5, p5/6 and p6 entering through the side gate and through the back door. All children should arrive as near to their 8.50am start time as possible. Class start lines will be marked on the playground. The children will be welcomed into the school by school staff.





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We will continue to promote hand sanitising when entering the school building and hand washing before eating.

### Naming Belongings

All items of clothing, water bottle and lunch box should be clearly marked with your child's name and class; especially school sweatshirts.

Your child should bring:



A school bag or small backpack in which to carry home reading books, their water bottle and snack/lunch box (if required). We will provide your child with stationery, however, your child is welcome to bring their own.

### Home School Communication

Almost all our communication is by email; on parentpay, Learning Journals, and Microsoft Teams. At times, we use paper copies for some items. Please check your child's bag daily for letters. Queries can be emailed to the [admin@roseburn.edin.sch.uk](mailto:admin@roseburn.edin.sch.uk) email address.

### Gym Kit

On gym days please dress your **p1 child** in their shorts or joggers and their House t-shirt. Please note, each child has been provided with a House t-shirt in their Induction pack. The Houses are: Belmont-Blue, Glendevon-Green, Murrayfield-Yellow and Ravelston-Red. Please provide your child with a named gym bag containing soft indoor gym shoes.



### Break Time Snacks



Milk can be purchased. This should be ordered at the beginning of term and information will be shared and payment made via parentpay. Classes have their snack and milk or water at break times. Please supply a named water bottle, and if providing snack for your child please ensure it a healthy option e.g. fruit, cheese, rice cakes or veggie sticks. No juice or cakes or sweets please.

### School Lunches

From nursery to p5 a free school lunch is available when your child starts school. P6 and P7 can also purchase a school lunch. A menu is available on the [council website](#) and parentpay. Lunch should be ordered on parentpay for the following week by midnight on a







**Wednesday.** You are able to order for more than one week at a time.

## Packed Lunches



Roseburn promotes healthy eating and we would suggest a nutritional lunch of sandwiches, fruit and a drink (in a non-glass container). Your child's name should be clearly visible on the lunch box and any internal containers. Please note, we have a focus on waste free lunches to reduce packaging, and your child is encouraged to take leftover items home.

## Payments

All payments are made via parentpay. If you are unable to access parentpay our School Administrator will be happy to help you.

## Signing your child In and Out of school

If your child is required to leave school during the day for any reason, please make sure advance notice is given to the school office where possible. Your child will wait at the office to be collected by a known adult. A member of staff will bring your child to meet you. A member of staff will ensure your child is signed in on returning to school at the office.

## Absences



Scottish Government policy is to record all instances of absence, through illness or authorised / unauthorised holiday, or lateness. This record is held for statistical purposes, and is published annually. Children who are consistently late or accrue attendance of less than 85% prompt the Head Teacher to offer support, and monitoring to improve attendance. An attendance letter will be issued if attendance is not improved, and support requested from the

[Council's Educational Welfare Department.](#)

## Illness

The following websites contain updated on [infectious diseases](#) and [covid guidance](#).



If your child is absent through illness, please phone or email the school, ideally by 8.50am and before 9.30 am on the first day of the absence, and share the reason for the absence. Our absence texts are automated. Our School Administrator will phone home to identify the reason if the absence is unexplained.



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It is crucial that we have your most up to date emergency contact details, please let our School Administrator know of any changes in phone numbers or addresses. It can be very distressing for pupils if they are ill and we are unable to contact parents.

Please note [City of Edinburgh Council policy](#) details instances of sickness or gastric ailments require a 48-hour absence from school.

## Holidays

We do not encourage holidays to be taken during term time as pupils will always miss valuable teaching. If you would like to request holidays, please write to the Head Teacher who will decide if it should be an authorised or unauthorised absence, depending on the reason and number of days holiday requested. Requests for holidays of more than two weeks need to be put in writing to Council Headquarters.

## Leaving Early

If you need take your child out of school for a dental or medical appointment during the school day, please inform our School Administrator. We are unable to permit pupils to leave school by themselves (unless authorised by parent or carer), so please wait at the school office for a member of staff to bring your child to you.

## Medication Form

If your child requires to take medication or inhalers in school time, please inform us via our School Administrator and complete the [required medication form](#) in advance if possible. Any prescribed or non-prescribed medication your child requires must be handed into the school office by an adult. Any child's medication needs to be returned to an adult.

## Outings



Please note, while we are extremely lucky to be able to make full use of the educational establishments in our local and wider environment, such as Edinburgh Zoo, the museums and art galleries, we will follow Scottish Government, and Edinburgh Council guidance on updates to arrangements for outings. KIC forms will be sent out at the start of the session asking for medical details and emergency contact numbers. In addition, letters will be

sent out giving specific details of visits.

## Parent Volunteers

Parents are always welcome to help and support the children and school. If you would like to help prepare materials or work with a small group of children, when guidance permits, please contact our School Administrator or Head Teacher. We very much welcome your support on/ with our active Parent Teacher Association and [Roseburn School Parent Partnership](#).

We often require volunteers to support classes on outings and request this via parent pay on the permission letter which goes





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out for each outing. Volunteer Guidance requires all regular volunteers complete a PVG form; details and forms are available from [Mrs Swanston, our Business Manager](#).

## Parental Permission Forms

As the safety of the children is of paramount importance to us we ask that parents complete a parental agreement form (KIC) which gives permission to go on trips and excursions throughout the school year. It provides us with important medical information which could be essential in the unlikely event of an emergency and it authorises emergency treatment in the absence of the parent speeding up any essential treatment. Our policy is to issue one KIC form at the beginning of the year to cover the trips and excursions which take place over the school year. Parents are regularly asked to inform the school of any additions or changes to the original KIC. Additional permission forms are required for enabling the school to share photographs and videos on our school website, TEAMS and Learning Journals. This promotes the sharing of the children's learning experience.

## Communicating Pupil Progress








Parents' consultations take place three times a year; October, February and May, when you will be invited to discuss your child's learning with the class teacher. This takes place in school as a meeting with the class teacher. We encourage the children to participate in these learning discussions. A summative written report is issued once a year in May. In addition, a 'Meet the Teacher' opportunity is organised in September to share an overview of the curriculum for your child's class.

## CONTACTING SCHOOL

Parents are encouraged to contact the school via the admin email if they have any questions or concerns. The class teachers are available for a brief word when they bring the children out at the end of each day. If you wish to speak to a class teacher about a specific issue, please contact the school to arrange a mutually suitable time to discuss this on the telephone.

If you wish to speak to Mrs Borrowman, please phone or email the school office.

	0131 337 6096
	<a href="mailto:admin@roseburn.edin.sch.uk">admin@roseburn.edin.sch.uk</a>
	<a href="http://www.roseburnprimary.co.uk">www.roseburnprimary.co.uk</a>
	@roseburnPS
	Parentpay