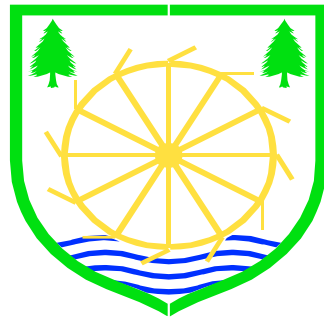


Milltimber School



Primary One Induction Handbook

2019 - 2020



Dear Parent/Carer

Welcome to Milltimber School.

I very much look forward to getting to know you and your child over the coming months.

Our aim at Milltimber School is to establish and promote a mutually supportive partnership in a stimulating and secure environment. We actively encourage parents to become involved in the life of the school and with their child's learning, and we will keep you regularly informed of school events, your child's progress etc.

You will frequently receive information by e mail, Class or School Dojo Messages or by Groupcall Xpressions. Please also check your child's school bag at the end of each day to see if there is any communication from the school through letters or flyers.

Our School Website <http://milltimber.aberdeen.sch.uk> is updated weekly with our School Newsletter – The Weekly Buzz and with a Blog/Vlog from the Head Teacher.

If you have any concerns please come and talk to us. The class teacher will be more than happy to meet with you for a quick 'chat'. The best time is usually at the end of the school day when he/she is free of class commitments. Should you however have a concern or wish to share information that would require time to discuss please call the School Office to make an appointment to come in and meet with the class teacher. You may also wish to make an appointment with the Head Teacher to discuss any particular problems or anxieties you or your child may have.

Please keep the school informed of any learning difficulties, health problems or particular family circumstances. All of these may be relevant to the way in which your child will settle/adjust to school.

You will be invited into school within the first few weeks of term for a Curriculum Evening which will tell you more about your child's first year in school.

This booklet is designed to help make your child's entry to school as smooth as possible. If you require further clarification at any time, please do not hesitate to contact me.

Dorothy Hagan
Head Teacher

The School

Staffing

Head Teacher – Mrs Dorothy Hagan

Depute Head Teacher – Ms Lindsay Farquharson

School Administrator – Mrs Angela Dunn

Buildings

The Primary One classrooms are located in the Portacabin in the school grounds outside the Early Stages Area.

Your child will come into the main school building for many activities including;

- Physical Education (in the Gym Hall)
 - Music (in the Music Room)
 - Drama (in the Dining Room)
- Cooking (in the Life Skills Room)
- ICT (in the Music Room/ICT Suite)
- Library (in the Early Stages Library)
 - Lunches (in the Dining Room)
 - Extra Curricular Activities

School Times

Morning Session		Morning Session		Afternoon Session
8.55 – 10.40	Break	11.00 – 12.15 P1 – P4	Lunch	1.15 – 3.15 P1 – P4
All Pupils		11.00 – 12.30 P5 – P7		1.30 – 3.15 P5 – P7

Nursery Times

Morning Session	8.30 – 11.40
Afternoon Session	12.25 – 3.35

Our Vision

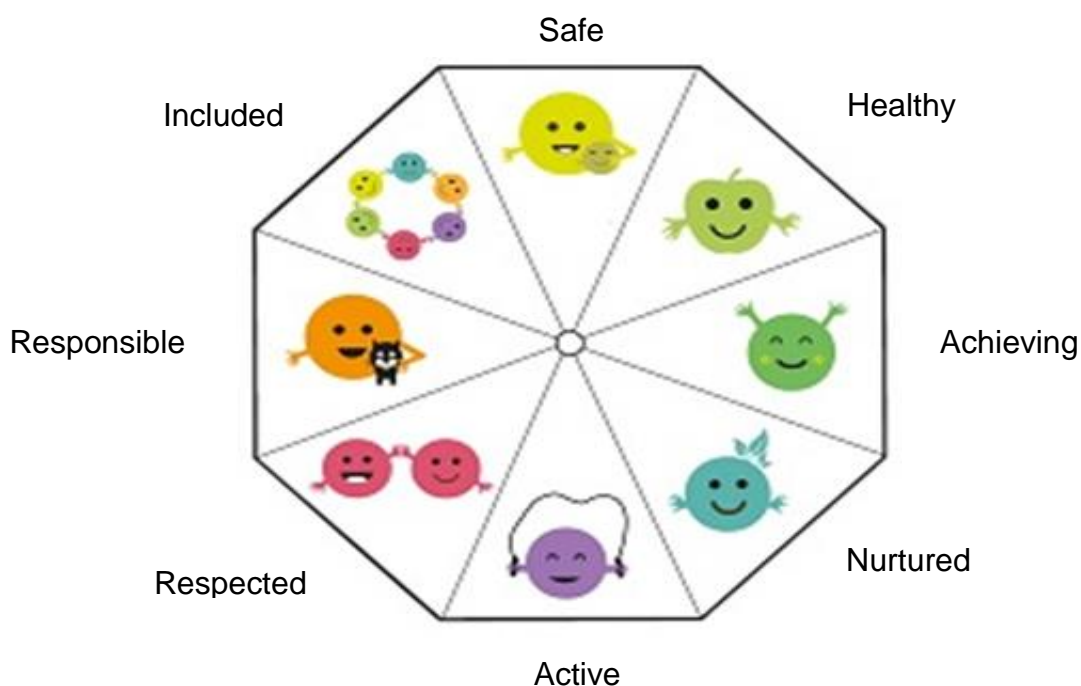
Milltimber School and Nursery where all children are involved and have a love for learning, are included, active, engaged, challenged and their creativity is encouraged within our indoor and outdoor environments.

Our aim is to provide the children with the skills needed for the next stage of their lifelong learning.

Our Aims

- To welcome all children, parents and carers into a safe, caring, nurturing and stimulating environment
- To treat all children, parents and carers with fairness and respect, where we celebrate and value cultural diversity
- To deliver high quality learning experiences which are purposeful, motivating, relevant, active and enjoyable to meet the needs of all children
- To develop skills children will need in the future for learning, life and work
- To build relationships with our parents by informing them of their children's progress and by involving them in the life of the Nursery
- To actively involve staff, children, parents and carers in all Nursery improvements
- To have skilled staff who actively seek professional development and leadership roles within the Nursery
- To develop children's personalities, talents and physical abilities, raise their self-esteem and achievements through the celebration of achievement and success

We aim to Get It Right for Every Child (GIRFEC) by using the Health and Wellbeing Indicators (SHANARRI) to ensure that every child is;



Our School and Nursery Values are at the **HEART** of our School.



Milltimber Nursery and School Charter

For Nursery, School, Playground, Dining Room and Gym Hall

- ❖ **Be Ready**
- ❖ **Be Respectful**
- ❖ **Be Responsible**
- ❖ **Be Safe**



working together to be the best we can be

Uniform

Whilst the wearing of school uniform is not compulsory, it is encouraged by both the members of Milltimber School staff and Aberdeen City Council.

Please name **all** items of your child's uniform.

The uniform is as follows:-

<u>Boys</u>	<u>Girls</u>
<ul style="list-style-type: none">• bottle green sweater/sweatshirt• white shirt and school tie or white polo shirt with sweatshirt• grey trousers• grey or white socks	<ul style="list-style-type: none">• bottle green cardigan/sweatshirt• white shirt and school tie or white polo shirt with sweatshirt• grey skirt/pinafore or black/grey trousers• white socks or bottle green tights• green summer dress

It is preferred that, black shoes with Velcro if possible, not trainers, should be worn with school uniform.

PE Kit

- white t-shirt (preferred as no buttons) or polo shirt
- black shorts
- gym shoes (well fitted and in good condition)

Any shoes which are worn out of doors are not permitted in the Games Hall.

Ties, sweatshirts, t-shirts and polo shirts bearing the school logo are available from the Parent Teacher Association who send out an Order Form each term. A surplus stock is kept for new children starting school in the middle of the academic year and can be obtained through the school office. Children are also asked to provide a gym/shoe bag in which they can store their PE kit and a change of footwear for wet days. Gym bags may be purchased from the school office and should be clearly named on the **outside** of the bag as all bags look identical, if possible please attach a ribbon/keyring to the bag as this makes it much easier for children to identify their own one.

Preparation for School

There are many ways in which you can help to make your child's early days at school easier.

It is very helpful if they can:

- remove their own coat, hat gloves etc. and hang them up
- wear shoes which have Velcro fastenings
- use the toilet properly and be able to flush it after use
- wash and dry their hands
- use a knife and fork and be able to cut up their own food
- use a handkerchief or tissue competently
- undress and dress themselves for; PE, outdoor learning etc.

Please try to make sure that your child's clothes are clearly named and are as manageable as possible. This is particularly important when the children have P.E. and need to get changed quickly.

What your child requires to bring to school:

- school bag, (please check with your child's teacher), big enough to hold A4 books
- a book bag for reading book and homework (please check with your child's teacher)
- shoe bag to contain P.E. kit consisting of shorts, tee-shirt and gym shoes
- a healthy snack for playtime e.g. fruit and water
- a small pencil case with pencils, colouring pencils, a rubber, a ruler, a pencil sharpener, glue stick & rounded scissors (it is helpful if all items are clearly named)
- a rainy day activity e.g. puzzle or colouring book and crayons, or a small game to be left in tote tray in classroom
- box of tissues

Please try to replenish your child's pencil case, rainy day activity etc. at least once a term. Your child will be busy and these resources only last for so long. It would be appreciated if all items were clearly labelled with your child's name.

Starting School

In accordance with Aberdeen City Council's Policy, Primary One children are phased into school. Details will be sent informing you of a starting date and time, your child's class and teacher's name before the beginning of the session.

On your child's first day you are asked to wait outside the Portacabin. The class teacher will greet you and your child and you will be welcomed into the classroom to settle your child.

At the end of the morning, please wait in the playground outside the Portacabin where your child will be brought out by the class teacher after the bell.

From the second day onwards your child should line up on the ramp outside the Portacabin where they will be brought in by the class teacher after the bell. Parents are kindly requested to wait on the playground. This encourages your child to line up independently.

Parents will be notified of the times your child will be attending school for the first three weeks, which is either a morning or afternoon session and the date when they will attend full time.

During the first three weeks of school your child's class teacher will arrange a time to meet with your child during the afternoon. This time will be used by the class teacher to carry out a few initial assessments with your child. These will be 'fun games' to your child.

Starting school is very exciting but exhausting. Even children who are used to attending a full-time nursery find that a half-day at school is tiring to begin with. There are so many new experiences to contend with. Trying to continually do what is asked of you in a new environment is very hard work! If possible try to ensure that your child has very few extra-curricular activities at this stage and has early nights during the school week.

Lunchtime Arrangements



School Lunch

Children are supervised in the Dining Room by Pupil Support Assistants. Your child will be encouraged to be independent and will be supported in becoming familiar with the lunch routine. A choice of meals will be available and a menu will be sent home each term for you to talk about with your child. The children eat at their own pace and can sit in the Dining Room for as long as they wish. Thereafter they go out to play with their friends in the playground which is also supervised by Pupil Support Assistants.

The lunchtime experience is very much part of our curriculum.

Early Level Food and Health

		Experiences and Outcomes for planning learning, teaching and assessment	Benchmarks to support practitioners' professional judgement
The Food Experience	Tasting, selecting and evaluating The social context Religious and cultural influences	I enjoy eating a diversity of foods in a range of social situations. HWB 0-29a	<ul style="list-style-type: none"> Eats socially with others. Recognises that we eat different foods at different times of the day and on different occasions. Prepares and tastes a range of familiar and unfamiliar foods. Recognises and respects that others' food choices may be different from their own.

Each child will receive a School Meals Accord Card which they will keep in class and select their daily lunch meal. You will be sent information on this from the Accord Card Office at Marischal College. Children in P1 – P3 are entitled to a Free School Meal.

Packed Lunch



Children eat their packed lunch in the Dining Room and are supervised by Pupil Support Assistants. They can sit beside their friends who are having a school lunch. Your child will return their packed lunch box to a designated area before going out to play.

Home Lunch



Parents should collect their child just outside the Portacabin at the start of lunchtime (12.15).

Wet Lunchtimes



Wet lunchtimes are spent indoors in the classroom. This will be supervised by a Pupil Support Assistant. Your child should have a rainy day activity in their tote tray e.g. colouring or puzzle book, small game etc.

Below are a few suggestions that you might like to do to help your child be ready for starting school.

As a Parent/Carer you can encourage him/her to:

- be independent, for example, in getting themselves dressed and washing hands before meals
- share and join activities with other children
- develop healthy habits in diet, exercise and hygiene
- count and use numbers in everyday situations and in nursery rhymes
- listen to music, songs, stories and rhymes
- express their ideas and feelings, for example by talking or by using crayons, pens, pencils or paint

You can also:

- read to them every day, talk about books with them and read familiar words to them, for example, the labels on their favourite foods
- talk with him/her and answer questions and play remembering games and guessing games like 'I Spy'
- help him/her to match and sort things for example, putting together forks and knives, pairing up socks, sorting out big tins and little tins, putting packets in order of size
- give them the chance to use their fingers and hands, for example, building with bricks, cutting out with scissors, helping with baking and fastening zips and buttons

And remember:



Be Positive

Reassure him/her that when they come to school they will make lots of new friends. They will learn to read books, write stories, count, write numbers and do sums. Tell them you are very proud of them starting school.

Be Organised

Encourage your child to go to bed early. Have the uniform ready for the next morning to avoid a rush which might upset everyone! Don't forget the school bag. Make sure your child knows who will be coming to collect them or if they are going to the After School Club. It is really important for your child to have time with you at the end of the day. Try to find time to listen to the stories about school. Make time to look at and read the new reading book together.

And finally try hard not to

..... be anxious. Children very quickly pick up your anxieties and can become upset. Please discuss your concerns with us at school anytime.

.... interrogate them! Children are tired and sometimes just need some space and time to chill when they get home!

We hope that you and your child's experience of starting school at Milltimber is a very happy and successful one.



This booklet can be made available electronically or in large print format for the visually impaired. Translations into other languages can also be arranged.

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