



**Cockenzie Primary School  
NEWSLETTER  
August 2019  
Session 2019 - 2020**



**Curious  
Positive  
Successful**

To report a pupil's absence – call 01875 811327 and press '1' to leave message  
Weblog <http://edubuzz.org/blogs/cockenzie>  
Email [admin@cockenzie.elcschool.org.uk](mailto:admin@cockenzie.elcschool.org.uk)  
Twitter @cockenziePS

## **Welcome Back!**

A very warm welcome back to all our families. It was really nice to see everyone back, looking so smart and ready for school. Our P1 pupils have settled really well and our P7s look smart and so grown up in their P7 sweatshirts.

## **Staffing**

We have a few staffing changes since the last newsletter went out in June. Mr Hunt, who was due to teach in P2 accepted a post in a different school therefore he was unable to start with us in August. This post is currently being advertised and Miss Mackie, our NQT last session, kindly agreed to return to Cockenzie and teach his class full-time until the recruitment process is complete.

Ms Daly, who is such a well-known teacher at Cockenzie, made the very difficult decision to resign from her post during the summer holidays. Miss Daly has very much enjoyed her fifteen years at Cockenzie but was eager to become a full-time foster carer. We will all miss Ms Daly but I am sure you will join me in wishing her all the very best for the future. Mrs Smith is currently teaching Ms Daly's class and has kindly agreed to do so until the recruitment process is complete.

Cockenzie Primary School



## **School Improvement Plan**

The full version of our School Improvement Plan for 19/20 can now be found on the school blog. This year we will be working within a range of areas including how to develop and enhance digital technology in the classroom. We will also continue to work closely with our Speech and Language Therapist, Ms Fowler, as we continue to improve how we use visual displays in the classroom and support our children with feelings and emotions. I have attached a copy of

Miss Fowler's newsletter for you to read and learn more about the great work she is doing at Cockenzie.

## **Meet the Teacher**

Our annual Meet the Teacher evening will take place in school on Tuesday 27<sup>th</sup> August from 1730 - 1900hrs. You are welcome to join us on the 27<sup>th</sup> and have the opportunity to meet your child's class teacher, hear about all the learning that is planned this year and visit your child's new classroom. This will take place over 2 x half hour sessions. Session 1: 1800 - 1830hrs Session 2: 1840 - 1910hrs.

From 1730hrs onwards, Ms Fowler, our Speech and Language Therapist, has offered to run a short half hour workshop explaining her role in the school and the brilliant work she has done this year on visuals and Zones of Regulation. Everyone is welcome to join her before you visit the classrooms at 1800hrs.



## Our Values

Our three school values are:

- ❖ Curious
- ❖ Positive
- ❖ Successful



This term we will be introducing a fourth value - Respect. The children, as part of our ongoing Health and Wellbeing focus, will be learning about the importance of being respectful not only to each other but towards our school, our community and our environment. We will continue to celebrate and acknowledge our school values not only during our every day learning but also at our weekly assemblies by awarding certificates to the children who have successfully managed to demonstrate our values during the school day.

## Homework and Learning Logs

A letter explaining homework and Learning Logs is attached. Just like in previous years, homework will always be issued on a Tuesday and returned to school the following Monday. Please do not hesitate to contact the school if your child is experiencing any difficulties regarding homework or if you have any questions about your child's learning log.

## General Information

**Dogs** - Please note that bringing dogs into our playground (including our playing fields) is always strictly prohibited. We appreciate your cooperation with this.

**Vandalism** - Unfortunately the school is currently experiencing a high volume of vandalism. Over the last few months this has included damage to our nursery garden and the smashing of windows in our Outdoor Garden. This is obviously really disappointing and costly and all incidents have been reported to the Police.

## Old Gym Shoes / Clothes

If anyone has old gym shoes that they no longer need (if possible size 11 and above) please hand into school as these can be used in school for pupils who have forgotten their gym kits, or have accidents during the course of the day.



## NHS Lothian Primary School Flu Vaccination Programme 19/20

Cockenzie Primary's vaccination session will be held within the school day this year on **Tuesday 3<sup>rd</sup> December 2019**.

Flu vaccination pack/consent forms will be distributed to pupils in P1 to P7 in due course.

If you would like any further details please call the **NHS inform helpline free on 0800 22 44 88**.



## Get your Newsletter emailed

We are trying our best to cut down on our paper usage. We also try to be sensible with the school budget! It would help us enormously if we could email the majority of our newsletters. If you would like your newsletters emailed to you please email us at the following address with your request - [admin@cockenzie.elcschool.org.uk](mailto:admin@cockenzie.elcschool.org.uk). Newsletters are always posted on the school website if you misplace your copy.



## Housekeeping

The first newsletter always has a lot of procedural details which I would ask you read carefully....

- **School Office**

The School Office is staffed from 8.15am - 4.00pm. If you need to contact the school out-with these times please leave a message on 01875 811327 or send an email on [admin@cockenzie.elcschool.org.uk](mailto:admin@cockenzie.elcschool.org.uk) and someone will get back to you as soon as possible.



- **School Closure/Keeping your records up to date**

Parents will be notified in advance of any planned early closure. In case of emergency or unplanned closure the school/authority will notify the local radio station to warn parents of the closure. No child will be sent home without either parental permission or permission by phone, or from the emergency contact. It is important that you provide the school with up-to-date information on persons to be contacted in an emergency. Mobile phone numbers can change frequently, so please ensure that you always keep these number up-dated.

You will over the next few days receive the details of what the school holds for your child, please check and return this ensuring they are accurate at the earliest opportunity.

- **Photographer**

The Tempest photographer will be in school on taking individual/family photographs on 26<sup>th</sup> September 2019. All pupils will get an individual photograph as we use the photograph for in house record keeping. A letter has been sent home today via pupil post regarding requesting a family photograph.



- **Attendance**

Cockenzie Primary School considers attendance and punctuality a priority and strongly discourages pupils arriving late to school. When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. Good attendance and punctuality are essential for all pupils if they are to achieve their full potential, both academically and socially.

It is important for us both to know that every pupil is either at school or safely at home. If your child is unfit for school or unable to attend for another reason it is essential that we are told in good time. Please notify us in writing if you are withdrawing your child for a pre-planned absence. We will note this in our diary.

If your child is unexpectedly unable to attend, please call that morning as early as possible to let us know on 01875 811327 (Option 1). Please phone this number and leave a message giving your child's name, class and the reason for absence. If you have not advised us of your child's absence by 9.00 am on day 1 of an absence, we will contact you by phone to establish the reason for the absence.

If we are unable to contact you, we then call the emergency contact numbers and if we are still unable to make contact, then the matter is passed to the Family Support Worker.

It goes without saying that attainment and achievement go hand in hand with attendance. It is essential that your child has a good pattern of regular attendance and this is closely monitored within the school. We would look at children who have an attendance level of less than 90%. We review why the child has been off, notify you that your child has reached the trigger level and offer support, if appropriate. This maybe pointing out that your child always seems to be late or off on a particular day of the week or looking at ways we can ensure your child improves their attendance. It is important that we work together to ensure good attendance patterns are set as early as possible.



- **School Meals**

The charge for school meals for P4-P7 is £2.00/day. The menu is available on our school website and your child should have received a paper copy prior to term end.

A reminder that meals can be paid for daily or weekly, preferably by SchoolPay.



Parents/carers will be notified whenever a child forgets their lunch money by text, which we fully appreciate, can happen from time to time. However, schools are held responsible for all unpaid lunch money and as a result no child will be given a meal if they ever accumulate three unpaid meals. We will contact you and ask you to make alternative arrangements.

- **Allergy**

Along with many other schools, we have children who suffer from nut allergies. These can be life threatening. Please do not send any food to school which contain nuts. This includes sweets such as snickers bars, peanut butter, all Nutella products or Nutella on sandwiches. Thank you for your support.

- **School Pay**

It is of great benefit to us if, as many payments as possible, are paid on line via [School Pay](#).



More and more families are enjoying the convenience and safety of paying for school meals on line via School Pay. It also supports schools to be more efficient as payments online cost only 15p to manage but cash/cheque payments are over £8. If you have not already registered, we encourage you to do so.

Further information can be found on: <https://www.eastlothian.gov.uk/schoolpay>

- **PC1 Forms**

We have been given permission for the PC1 form that your child will receive in class this week (Green Form) to be reused throughout the year. We would ask if you could complete this form as soon as possible and return it to the school so that we can have them filed for the year.

## School Calendar

Please find enclosed a copy of the latest calendar and updated session dates for 2019-20. Your child's teacher will be sending home termly highlights in the next few weeks.

Please help us by:

- Registering for School Pay if you have not already done so
- Signing up to receive your newsletter by email
- Follow us on twitter - @CockenziePS
- Register for blog alerts from the website
- Familiarise yourself with the online calendar
- Complete your personal update form which will be distributed in the next few weeks.
- Complete the green parental permission (PC1) form which you should receive from your child in their school bag this week.
- Tell us if you would like information about anything specific in the next newsletter.



*D. Mercer*

Mrs D. Mercer  
Acting Head Teacher