



# Elphinstone Primary-Community Newsletter

## October/November 2016



- MESSAGE FROM HEAD TEACHER
- DRINKS IN SCHOOL
- IMPORTANT DATES
- JOB VACANCY- CLERK TO PARENT COUNCIL
- DONATIONS
- CONTACTING THE SCHOOL
- CAULIFLOWER XMAS CARDS
- SCHOOL PHOTOGRAPHER
- PARENT COUNCIL NEWS
- COMMUNITY NEWS
- PLAYGROUP NEWS

### Important Dates

-(may be subject to change)

See Page 2

### Drinks in school

If you are giving your child a drink to bring to school then please give them **mineral or tap water only**. Your child may have flavoured water or juice at lunchtime only -No fizzy pop please. Your child should have their play piece with them before they arrive at school.

Dear families,

We are using our newly integrated House system to monitor, check and reward pupils. At Assembly the points for the week are announced. The points are displayed in the Hall so that pupils can keep abreast of their progress. All staff are able to award points. We look for consistency of behaviour across the classes, playground, dinner hall and all other areas of the school. Pupils will work in their houses during sport's days, playgrounds challenges, fun days and any other events that merit a house point!

Parentzone—this is a dynamic and informative website aimed at supporting parents/carers. One of the resources includes posters demonstrating how mathematics can be highlighted in everyday life. Below is a link that provides clear definitions on a range of commonly used mathematical terms learners use in school, along with diagrams and pictures, where appropriate. <http://www.educationscotland.gov.uk/parentzone/learninginscotland/curriculumareas/mathematics/glossary.asp>

It is well worth having a look.....I did!

Mrs Hamilton, our Principal Teacher, will be taking this forward at Elphinstone ...so look out for an invite to get involved!

Our Harvest Assembly was a huge success yesterday morning. I was very proud of all involved and grateful for the big turnout of families. Your generosity of your time and your harvest contributions is greatly appreciated. With the help of Audrey Fleming and Fiona Fleming the parcels were delivered to our elderly residents in the village.

Wrap up warm for the Autumn winds.....

Best wishes as ever,  
Heather

## Please note that these dates may be subject to change

- 3 Oct 2016 9.15 Harvest Assembly
- 13 Oct 2016 Parent Council Meeting
- 17-21 Oct 2016 HOLIDAYS
- 24 Oct 2016 In Service Day
- 25 Oct 2016 P1 + P7 Dental Inspections
- 26 Oct 2016 P6-7 Orienteering trip
- 26 Oct 2016 8.50-9.30 a.m. View Cauliflower card designs
- 28 Oct 2016 Halloween Dress up day— Bring a £1
  
- 2 Nov 2016 Playgroup Bake Sale
- 9 Nov 2016 8.50 a.m. School Photographer (Ind/Family groups-sch children only)
- 14 Nov 2016 P6-7 trip to Edinburgh Castle
- 22 Nov 2016 Parental Consultations 3.30-5.30 p.m.
- 24 Nov 2016 Parental Consultations 4.30-6.30 p.m.
- 28 Nov 2016 P3-5 trip to Edinburgh Chambers St Museum
- 30 Nov 2016 P3-5 Assembly
  
- 1 Dec 2016 Parent Council meeting
- 15 Dec 2016 Christmas Assembly—all classes + playgroup (instead of the Christmas Show ) and P1-7 Xmas Lunch
- 20 Dec 2016 a.m. Nursery + P1-2 Xmas Party
- 20 Dec 2016 p.m. P3-7 Xmas Party
- 21 Dec 2016 a.m. Panto— Aladdin/ Brunton Theatre— P1-7's
- 22 Dec 2016 Last day of term



## Wanted—Paid Job Vacancy Clerk to our Parent Council

We need a new clerk for our Parent Council.  
An outline of the clerk duties is attached with this newsletter.

If you are interested then please follow the instructions on the attached sheets.

Donations of:  
Tarpaulins/ thick curtains  
Cable drums  
Carpet samples  
Any old keyboards/telephones  
Crates  
netting



## Contacting the School

To make an appointment with your child's class/head teacher, pass on any messages or to report an absence etc please go to reception or phone the school on **01875 610358**.



## Cauliflower Christmas Card Project

Your child will be designing a Christmas Card . These designs end up with professionally printed Christmas cards created by your child to give to family and friends at Christmas!!!!

Your child's design can be viewed **in school on 26th October 2016 from 8.50-9.30 a.m.** **Final orders must be handed into school by 28 October 2016.** Your order will then be returned to school by the end of November 2016 in plenty time for Christmas posting. Any commission received from the orders will help towards our school funds.



## School Photographer 9 November 2016

Our School Photographer will be in school on 9 November 2016 from 8.45 a.m. to take individual and family photographs (Primary and Nursery children only).

*An ideal Christmas gift for your family and friends.*



## FROM THE PARENT COUNCIL

The Parent Council AGM was held on 21 September. Members were appointed to the Parent Council as follows: Rob Moore, Natasha Murphy, Nicola Gregory, Antony Stone, Kat Skwara, Helen Spencer and Judith Dunn.

More members joining during the year are always very welcome. Whether you would like to be a member or just come along to the meetings to find out what's going on and support your child's school all parents and carers of school and nursery children are always invited to attend to find out more.

The purpose of a parent council is to involve families with the school and support the school in enhancing children's learning. You can find out more about parent councils online here: [www.educationscotland.gov.uk/parentzone/gettinginvolved/parentcouncils/](http://www.educationscotland.gov.uk/parentzone/gettinginvolved/parentcouncils/)

### Diary dates

All meetings take place in the school from 5.00-6.30pm and there is childcare provided – just come along and join in.

Thurs 13 October 2016

Thurs 1 December 2016

Thurs 26 January 2017

Thurs 16 March 2017

Thurs 11 May 2017

Thurs 22 June 2017

### Fundraising

Following successful fundraising via the Mini Mudder (thanks to Megan Houchin and team for that) and the tombola and uniform stall at the village summer fair, parents thank everyone who contributed in any way to these efforts. All parents who attend the parent council meetings have a say in how any funds raised are spent to benefit the school and the children's learning so remember to be there, to give your opinion.

The parent council fundraisers received requests for funding for a number of ideas and all were agreed to be funded. A Christmas event and raffle is planned to raise more money to support school projects. More details will be sent out soon.

Funds were allocated to:

1. A contribution to P7 leaver hoodies for 2017 to subsidise the cost to parents of these.
2. Coach travel to the pantomime in December 2016. These coaches are very expensive at over £200 for the trip to the Brunton. This year the travel will be free of charge for parents, thanks to the parent council fundraising.
3. Contribution to p6/7 school camp. This will be the equivalent of the fundraising that the current p6/7 did for the Mini Mudder, and will reduce the cost of camp for parents.
4. Twinkl software for school – this is an online curricular support resource which will enhance learning and allow teachers to spend more time on teaching our children and helping their attainment.
5. School to parent texting. This has been funded by the parent council since the start of this service and will be funded for another year. The school hopes to find a lower cost service than the £350 it costs per year just now.

Hope to see you at the meetings. If you can't make it along, please send me your views by email [jude@judithdunn.co.uk](mailto:jude@judithdunn.co.uk) or 0777 635 6380 or via any of the members listed above.

Judith Dunn  
Chair





## Elphinstone Primary-Community Newsletter October/November 2016

News  
from  
other  
groups  
in  
our  
Comm-  
unity

### *News from the Community*

**Drama Group.** A new drama group is starting in Ormiston on a Monday age 5-7yrs 3.30-4.30 and age 8-12 yrs 4.30-6pm Throughout these sessions there will be a strong focus on building confidence and developing a range of acting and performance skills. Run by East Lothian Youth Theatre each session cost £3.50. Starting 31st Oct.

**Baby peep** continues on a Monday from 1.15pm. Currently we have 16-20 parents per week. We will be running now through to 5th December other than school holidays.

**Toddlers.** We have had a request for a toddler group to resume. If anyone is interested in being involved in developing this then please contact me below. This would likely be on Tuesday morning in half the main lounge.

**Article 31 a child's right to play.** Building Resilience through play. We will be running a session on Wednesday 26th October 2016, 9.00 – 11.15am Tea and Coffee provided Come and join us for an informal session exploring why play is important. We will discuss what learning children get from play that will allow them to develop skills to manage ups and downs of everyday life. in Elphinstone School Library  
To book a place or for more information please email [cldfaside@eastlothian.gov.uk](mailto:cldfaside@eastlothian.gov.uk)

**Fun Fridays.** These popular sessions start again in Ormiston from 7th October and are open to Elphinstone pupils too. Sessions run from 1.15-4pm and offer crafts, cooking and games. These sessions are for existing P2-P7 age range and cost just £3 and snack is included. There are spaces left please email [cldfaside@eastlothian.gov.uk](mailto:cldfaside@eastlothian.gov.uk) to book a space.

Lena Hutton 01875 824 138 or [lhutton@eastlothian.gov.uk](mailto:lhutton@eastlothian.gov.uk)

### *News from the Playgroup*

Playgroup has been enjoying the changing of the weather and is now focussing on a winter theme with the children through art expression. Keep your eyes peeled when in the community centre for the children's artwork which we are starting this week.

Playgroup currently has spaces available. So if you have a child who is turning two or know somebody who does why not pop in to playgroup Monday to Friday between 9.30-11.30 to collect an application or alternatively email Ashley MacPherson at [elphinstonepgmanager@gmail.com](mailto:elphinstonepgmanager@gmail.com).

We would also like to thank our parents/carers for their continued support with parent duty. We will be putting out sponsor forms this week for our welly walk. So please remember to check your child's bag. All sponsorship money that the playgroup receives will go towards updating equipment and all children who attend will benefit from this.

We enjoyed attending the schools harvest assembly and once again would like to thank them for inviting us along to be a part of their wonderful show.

Many Thanks

*Nancy, Isobel and Ashley*



# EAST LOTHIAN COUNCIL

## SERVICES FOR PEOPLE - EDUCATION

### GUIDANCE NOTES FOR PARENT COUNCIL CLERKS AND CHAIRS

#### 1. PARENT COUNCILS

Parent Councils are established under The Scottish Schools [Parental Involvement] Act 2006

#### 2. APPOINTMENT OF CLERK

The Act states that the local authority will pay for the services of a Clerk. However, should the Clerk be a voting member of the Parent Council there will be no fee paid.

#### 3. GENERAL DUTIES OF CLERK

- Responsible for all administration relating to the Parent Council
- Co-ordinator of all training
- Clerking of the Parent Council meetings/producing Agendas and Minutes
- Administrative link between Parent Council/School/Parents/Authority/etc
- Responsible for maintenance of official Minute Book of Parent Council meetings
- Attend mandatory Training to be able to upload Parent Council Minutes to the Parent Council website
- Responsible for ensuring the Parent Council website contains up to date information
- Manage Parent Council corporate email account - ensure this is checked at least two/three times a week and all correspondence/training opportunities forwarded as appropriate
- Book the accommodation to ensure meeting room and janitor are available

#### 4. MEETINGS

##### (a) Before

- Preparation of Agenda in consultation with Chair and Head Teacher.
- Attention should be given to matters which require to be taken in private.
- Ensuring Minute of previous meeting, reports and other supporting papers have been prepared /circulated and are available.
- Administrative arrangements for meeting -
  1. Booking the Accommodation - Contact [primaryschoollets@eastlothian.gov.uk](mailto:primaryschoollets@eastlothian.gov.uk) please note that a minimum of **3 weeks' notice** is required.
  2. Circulate all correspondence timeously
  3. Circulate Notice of meeting to all concerned i.e. members/staff/co-opted members, elected members, speakers.
  4. Invite Speakers if necessary
  5. Issue of Agenda and supporting papers to Parent Council members and other appropriate persons i.e. Local Councillors, Head Teacher, School Notice Board and Education Department ([parentcouncil@eastlothian.gov.uk](mailto:parentcouncil@eastlothian.gov.uk)).

##### (b) During

- Ensure Meeting is quorate

- Take minute of meeting
- Obtain signature of Chairperson on the Minute approved at the meeting
- Advise details of replies received to matters raised at previous meetings as required
- Ensure that decisions are taken on items on the Agenda
- Give reports where required on matters being dealt with on behalf of the Parent Council
- Assist Chair in ensuring that the meeting is conducted in accordance with the Constitution approved by the Parent Forum
- Generally assisting the Chair in the conduct of the meeting
- Ensure all correspondence has been circulated

**(c) After**

- Prepare Draft Minute of meeting
- Include a private section if business has been taken in private in terms of the Constitution
- Forward a copy of the draft Minute to Chair for his/her approval and a copy to the Head Teacher for information
- Issue copy of Draft Minute as well as signed Minute of previous meeting to V. McIntyre, Principal Officer, Business Unit, Services for People – Education;- parentcouncil@eastlothian.gov.uk
- Upload approved minutes and agendas of all PC Meetings to the PC/School Website
- Clear correspondence arising from the meeting as agreed
- Pursue any matters raised by Members arising from the previous Minute

Business taken in private should be minuted separately from the other business conducted at a formal public meeting of the Parent Council.

**5. AVAILABILITY OF DOCUMENTS**

All Parent Forum members should have access to;-

- The agenda for every meeting of the Parent Council
- The draft minute of every such meeting if they have been approved by the Chair
- The minutes of every such meeting as approved by the Parent Council
- Any report or other document considered at such a meeting

**6. FINANCE**

In accordance with the Act the Education Authority is required to provide each Parent Council with a budget for administrative purposes. This budget is held by the school and both the Chair and Head Teacher will be notified of the amount of the budget at the start of each financial year.

The budget can be used to cover the following expenses;-

Administration - stationery, postage, photocopying, telephones/ travel expenses, training, refreshments [no alcohol].

The Head Teacher will agree a process with the Chair and Clerk for the reimbursement of expenses.

The budget for Clerk payments is held centrally and does not come from the individual Parent Council budget. The Clerk should submit a claim form after every meeting which has been



signed off by the Chair and forwarded to Val McIntyre with a copy of the Draft minute and signed Minute of previous meeting. The claim will not be processed unless accompanied by a set of Approved Minutes.

## **7. CONTACTS**

### **Parent Council**

- It is recommended that the Clerk should hold at all times a list of members telephone numbers both private and business subject to members being in agreement to this happening.
- Clerks should ensure they provide current information on membership to;- [parentcouncil@eastlothian.gov.uk](mailto:parentcouncil@eastlothian.gov.uk) It is essential this information is accurate and any changes are notified immediately.

### **School**

- The Clerk should be aware of the school phone number and also the appropriate person in the school to contact subject to the Head Teacher's agreement particularly with regard to administrative assistance, i.e. photocopying.

### **Department of Services to People - Education**

- All enquiries should be referred to;-
  - Val McIntyre , Principal Officer, Business Unit, (01620 827228)  
vmcintyre@eastlothian.gov.uk
  - Aimie Little, Senior Business Support Assistant, Business Unit (01620 827617)  
alittle@eastlothian.gov.uk
  - [parentcouncil@eastlothian.gov.uk](mailto:parentcouncil@eastlothian.gov.uk)

## **8. QUORUM**

The quorum must always be observed at all times as set down in your Constitution and Clerks are required to check this out at the beginning of each meeting. Should a meeting not be quorate the meeting can go ahead but no decisions can be taken.

## **9. RESIGNATIONS**

- It is essential that whenever an elected member of the Parent Council (Parent or Staff) intimates his/her resignation that you email this information immediately to;- [parentcouncil@eastlothian.gov.uk](mailto:parentcouncil@eastlothian.gov.uk) to enable the central records to be updated.
- It is important that the Chair of the Parent Council is advised of any resignation as soon as possible. As a courtesy the Head Teacher should thereafter be advised by the Chair of any resignation.
- Arrangements should be made to report the resignation to the first following Parent Council meeting by including an appropriate item on the agenda.
- In the case of Co-opted members you would require to report the resignation to the first following Parent Council meeting to enable the Parent Council to decide on how they wish to deal with filling the vacancy.

## ***Checklist for Clerk***

### **PRIOR TO MEETING:**

- 14 days prior to meeting contact Chair and Head Teacher to discuss items for agenda
- 10 days prior to meeting prepare agenda and contact speakers (if there are any) to confirm their attendance
- 7 days prior to meeting circulate agenda + draft minute of previous meeting + supporting papers to following:
  - 1 copy to each Parent Council member
  - 1 copy to Head Teacher
  - 1 copy to the school for placing on school notice board
  - 1 copy to all local Councillors
  - 1 copy to [parentcouncil@eastlothian.gov.uk](mailto:parentcouncil@eastlothian.gov.uk)
- Ensure all correspondence relating to the meeting is prepared and available
- Ensure you have a copy of the Constitution
- Take a claim form for Clerk payment with you for signature by Chair
- Take a supply of Contact Detail forms with you

### **DURING THE MEETING:**

- Take minute of meeting
- Obtain signature of Chair to approved Minute of previous meeting
- Advise details of replies received to matters raised at previous meetings as required
- Ensure that decisions are taken on items on the Agenda
- Give reports where required on matters being dealt with by you on behalf of the Parent Council
- Ensure that the meeting is conducted in accordance with the Constitution
- Generally assist the Chair in the conduct of the meeting

### **AFTER THE MEETING:**

- Ask the Chair to sign Clerk claim form
- Within 7 days prepare a draft minute of the meeting and send to the Chair for his/her agreement that it is a correct record of the meeting and provide the Head Teacher with a copy for their information
- If any item of business has been taken in private record on a separate sheet
- Follow up any matters of correspondence arising from the meeting i.e. replies to letters received, letters to third parties on behalf of Parent Council,
- Issue copy of signed Minute of previous meeting to Val McIntyre, Principal Officer, Business Unit, Department of Services for People – Education, John Muir House, Haddington, EH41 3HA together with a copy of the Clerks Claim Form
- Pursue any matters raised by Members arising from the previous minute
- Upload Approved minutes and agenda to the Parent Council/School Website

**EAST LoTHIAN COUNCIL**

**DEPARTMENT OF RESOURCES AND PEOPLE SERVICES**

**PAYMENT TO THE CLERK TO THE PARENT COUNCIL**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PAY NO:**

Please ensure you enter your Pay No. We are unable to process any claims that do not have this information. Claim forms will be returned to clerks for this information which may result in payments being delayed.

**DATE OF MEETING:** \_\_\_\_\_

**DATE OF MINUTES ATTACHED:** \_\_\_\_\_

**PARENT COUNCIL:** \_\_\_\_\_

Clerk \_\_\_\_\_ Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Notes

1. The current payment will be £43.45 (from 1 April 2016) per Parent Council meeting.
2. Claims should be submitted by the 1<sup>st</sup> of each month to the Business Unit, Resources and People Services, Education Department, John Muir House, Haddington, East Lothian, EH41 3HA or by email [parentcouncil@eastlothian.gov.uk](mailto:parentcouncil@eastlothian.gov.uk)
3. The previous approved minutes must be attached to each claim form. We will be unable to process the claim form if no minutes are attached.
4. Income tax at the standard rate will be deducted from payments to Clerks who are not already in employment unless a tax exemption certificate is provided.
5. Payments for all non East Lothian Council employees will be made on the 3<sup>rd</sup> Thursday of each month, only if the claim forms are received by the department on or before the 1<sup>st</sup> of the month.
6. Payments for all East Lothian Council employees will be included in your normal salary.

For Office Use:

Date Claim Received:
Minutes Received:
Date Claim sent to Payroll:

