



Law Primary School North Berwick

Primary 1 Handbook

Telephone : 01620 893775

law.ps@law.elcschool.org.uk

S Staff Team 2021-2022

Class Teachers

P1Y Miss Siobhan Youngson

P1B Miss Jennifer Brown

P1 Vacancy

P1 Vacancy

Senior Management

Mrs Jacqui MacKinnon - Head Teacher

Mrs Ailsa Swinburne – Depute Head Teacher

Welcome

Our Early Years staff look forward to getting to know you and your child over the coming years and working together with you for the benefit of your child. We hope the information in this booklet will help your child have a happy start at Law Primary School.

It is widely known that happy children learn best. We want your child to feel relaxed and secure, to find out that making new friends and learning new things is fun and that the teachers and support staff are here to help.

We want to emphasise the importance we place on effective communication and to share with you our expectations for your child/children.

Starting school can be a very exciting time for some children. Others may find it a worrying experience. Together we can help your child approach school confidently, bridging that important gap between home and school.

Should you have any queries about your child or their progress, please do not hesitate to contact school at any point no matter how small you think your concern is. We aim to solve problems when they are small to prevent them developing into bigger ones!

✉ Haddington Road, North Berwick, East Lothian, EH39 4QZ

☎ 01620 893775

📧 law.ps@law.elcschool.org.uk

Please ensure your child has the following for starting school:

- A waterproof jacket (please ensure this comes to school every day no matter what the forecast)
- An apron, overall or old shirt cut to size for painting activities
- A plastic named water bottle
- A healthy snack to eat at playtime. Please do not send your child's snack in their lunch box as this can cause confusion. P1 children receive free fruit from September on Tuesdays, Wednesdays and Thursdays. Snacks and lunches **nut-free**.
- Your child's class teacher will let you know when to send in:
 - Named shorts and a t-shirt for gym in a drawstring bag. These will be kept on their peg and sent home for regular washing. House t-shirts are available to order
 - Indoor shoes (plimsolls or trainers)

Uniform

Uniform items can be ordered online from Patricia Bewsey Designs
<https://www.garmentprinter.co.uk/>

School Lunch



Under a Scottish Government initiative, pupils in Primary 1-5 are entitled to free school meals. A menu is available for you to help your child to select their lunch. This electronic copy is available on the East Lothian Council Website. Meals are ordered through an account on East Lothian's 'School Pay' system.

<https://www.eastlothian.gov.uk/schoolpay>

[Primary School Menu 2022-2023 | East Lothian Council](#)

Your child can also bring a packed lunch from home to eat in school at lunchtime. Please ensure that the lunch bag or box is named and that they can open and close it themselves. There are dining room supervisors available at lunchtime to help the children with their lunch. Please be aware that Law Primary aims to be **as nut-free as possible**. We appreciate your support with this.

Please let us know if your child is having a home lunch. They can be collected from the school office and can then return to school again via the school office. The majority of our children stay in school all day.

Playground Supervision

Playground supervisors are based in the playgrounds at playtime and lunchtimes. Should any problems arise, the children are encouraged to speak to an adult who can immediately deal with the problem or direct them to another member of staff.

Communication

We will provide you with a red reading packet. This reading packet is sent home every day and is used for home/school communication. Any letters, home learning sheets, reading books or information will be placed in the packet. Please return any forms or communication to the class teacher in the packet and ensure that it is returned to school each day. We ask that you empty it daily as this makes it much easier for staff to check for new communication.

Absences



If your child is absent from school, please contact us on the morning of their absence so that we can keep our registers up-to-date and ensure we know the whereabouts of all of our children. If you have not phoned in to inform us of the reason for their absence or informed us in advance, the school office will phone to ascertain your child's whereabouts. Please call the school office absence line on 01620 893775, option 1 for Law Primary then option 1 for Absences. Alternatively you can email Law Absences absences@law.elcschool.org.uk

Appointments for the doctor or dentist should be made outwith school hours where possible. Holidays during term-time are discouraged and will be treated as an unauthorised absence.

Medical Issues

Should your child become unwell at school or have an accident, our school auxiliary, Ms MacAulay, dispenses plasters and tender loving care! If your child requires medication to be administered whilst in school, please fill in a form at the office to give us permission to do so.

We have a number of children in school with severe allergies to peanuts and nut based products. Law Primary School is therefore a **NUT FREE SCHOOL**. Please take care in the selection of snacks, sandwich fillings etc. Your care and co-operation in this matter is greatly appreciated.

We would also appreciate it if you could keep us informed about any bouts of chicken pox and viruses as we have several children who are particularly susceptible to these types of infections.

School Security To ensure the safety of all pupils, if you need to come into school for any reason we would ask you to use the main door at the office. You will be given a visitor's badge and will be asked to sign in. This then allows you to proceed through the building and shows staff and children that you are an authorised visitor.



We tell children that if their parent or carer isn't there at the end of the day they must come back into school and wait with their teacher. If after a few minutes no-one arrives, they will be taken to the office to wait for you.

In the event of a change of circumstance requiring a different person to collect your child, please put a note in your child's reading packet for the class teacher. In an emergency, the office will pass on information as necessary.

Road Safety



The turning circle to the north of the school should be used as access for staff and authorised vehicles **only**. Please do not pick up and drop off your children here as the area is required for school bus and disabled access. Entering this area at drop-off and pick-up times challenges road safety and is not allowed. There is no public access to school via the staff car park to the west of the school building. However, if you have any access requirements, please contact the school office and arrangements can be made to suit your needs.

All families should enter the school by one of the gates on Haddington Road or the wide gate opposite the sports centre. Crossings at Grange Road and Lochbridge Road are supervised by a crossing patrol person and there are designated crossing areas between the sports centre and school. Please point these out to your children and let them know that they are designated crossing places. You should not step out until traffic has stopped or it is safe to cross.

Transport

If you live two miles or more from school your child can travel to school on the school bus. Transport application forms are available from the school office. Bus travellers are collected from the bus in the morning and are supervised until the morning bell. At the end of the school day, bus children are supervised within the school building then escorted to the waiting buses.

Wet Weather

If it is wet in the morning, children who come to school by bus or taxi may come into school on arrival. The doors will be opened for everyone else and they are asked to

wait in their cloakroom. This allows teachers to work in their classrooms as part of their preparation time.

At morning break and lunchtime all children remain indoors during very bad weather, supervised by the playground supervisors and P7 Buddies. However, we expect our children to play outside in inclement weather therefore everyone must come to school with appropriate outdoor clothing and footwear.

Homework

We will issue regular activities to provide you with ideas of how you can best support your child at home. We will also provide phonics resources to support learning at home and reading books, once your child is ready. Once your child has been issued a book, we would encourage you to read at home daily. 'Mathletics' accounts will also be set up for each child.

Volunteering at Law Primary

Volunteers are very much welcomed in school to help us carry out a variety of valuable tasks however, in order to promote safeguarding, a PVG is required to help in school. Information regarding this will be shared when we begin this again.

There are also opportunities for you to represent the school on our Parent Council or as part of the Parent Teacher Association. The first Parent Council meeting will take place a few weeks after the start of term.

Parental Engagement

A 'Meet the Teacher' evening is planned for the first term where the Primary 1 staff talk in more detail about the structures and routines in Primary 1 and share ideas on how you can support your child at home.

Our first Learning Conferences are scheduled in October. This gives children and their parents/carers an opportunity to meet their class teacher to discuss progress, achievements and next steps.

Should you have any concerns prior to this please do not hesitate to contact your child's teacher or a member of the leadership team. Appointments can be made by speaking to the teacher at the end of a day or via the school office.

Payments

All payments to school are made via an online system called 'SchoolPay'.

Access to the system will be given as your child starts school.

[SchoolPay | East Lothian Council](#)



Information will be sent out at the beginning of the term detailing payment dates for any children wishing to take school milk. Milk can be paid for each term or per annum

(payable at the start of the session). Families in receipt of universal credit are entitled to free milk and a clothing grant. Application forms are available online. Free fruit is provided in school 3 days per week.

[Free School Meals and School Clothing Grants | East Lothian Council](#)

Lost Property

Every term we accumulate a large quantity of 'lost property'. We cannot stress how important it is for **all** of your child's belongings, however small, to be clearly and accurately labelled. In a school of this size it can be very difficult to reunite lost property with its rightful owner!



Top Tips

Previous P1 parents/carers gave the following advice:

- Buy your child's school uniform early
Suggested quantities – 3 pairs of trousers/shorts, 3 dresses/skirts/pinafores, 3 sweatshirts/cardigans and 3 polo shirts
- White polo shirts are available at Tesco, Next, ASDA and Marks & Spencer
- Put the school phone number into your mobile phone – 01620 893775
- School emails : law.ps@law.elcschool.org.uk; absences@law.elcschool.org.uk
- Buy a packed lunch box with a handle and put your child's name on it
- After School Club and Breakfast Club contact details: Daisy Elder
law@eloscn.com. This provision is available to P1 pupils during the summer holiday too.
- Parent Council contact details:
parentcouncil@law.elcschool.org.uk
- Get involved with the PTA and Parent Council. It's run by parent volunteers and is a great way to meet people
- Meetings can be arranged with Mrs MacKinnon by either calling the school office or emailing school.

curriculum for excellence



Curriculum for Excellence is the name of the totality of the curriculum we follow as a local authority school. The early level of Curriculum for Excellence spans pre-school and primary as it is designed to meet the needs of most children from 3 years until the end of Primary 1, thus promoting better continuity and progression of learning across the early learning and childcare and primary sectors. Many of the core messages of Curriculum for Excellence relate to the importance of:

- active, experiential learning
- a holistic approach to learning
- smooth transitions
- learning through play



You can find out more about Curriculum for Excellence on the Education Scotland website.

In Scotland, as in many countries throughout the world, active learning is seen as an appropriate way for children to develop vital skills and knowledge and a positive attitude to learning.

Active learning is learning which engages and challenges children's thinking using real-life and imaginary situations. It takes full advantage of the opportunities for learning presented by:

- > spontaneous play
- > planned, purposeful play
- > investigating and exploring
- > events and life experiences
- > focused learning and teaching

All areas of the curriculum can be enriched and developed through play. All pupils learn at different rates and staff are very experienced at setting the pace. Below is a brief summary of the P1 curriculum and some of the routines and specific activities your child will experience.

Health and Wellbeing

Health and Wellbeing is a key area of a 'Curriculum for Excellence' and promotes healthy lifestyles and positive relationships. Your child will learn about food and hygiene as well as how to build good relationships and friendships. They will learn about the importance of exercise and participate in a programme of physical activity to enhance their co-ordination, ball skills and teamwork.



At Law Primary all pupils are encouraged to show good manners, kindness and consideration for others. This involves being aware of and following 3 rules:

- Ready
- Respectful
- Safe

We will regularly discuss the rules with the children so that they have a good understanding of what the terms mean and what is expected of them. Our school values are **Kindness**, **Determination** and **Respect**. We look to model these in all that we do in our school.

Emphasis is placed on building positive relationships, recognising those who demonstrate good behaviour and utilising those good role models to build stronger social and emotional skills in all of our Primary 1 children.

In P1 we use positive recognition. This allows us to target social behaviour (e.g. kind hands) or learning behaviour (e.g. use a capital letter and full stop to mark a sentence). These become a classroom focus and we aim to catch all children demonstrating this over the course of the day. Those who are struggling will benefit from the constant role-model provided by those demonstrating the behaviour. This is a collaborative strategy: we are one team, focused on one learning behaviour and moving in one direction. As it is a daily focus, every day is a fresh start for all children.

Behaviour that does not follow the three rules will be addressed by the class teacher using a simple and supportive step-by-step process. By using this approach, all children can be treated equally and they will know what to expect and how to access the support they need to change a negative behaviour into a positive behaviour.

Incidences of bullying behaviour are taken very seriously and are dealt with in line with East Lothian Council's 'Respect for All' Anti-Bullying Policy.

Regular assemblies reinforce our important messages about expectations and positive relationships. Our 'Positive Relationships' policy has recently been launched and is in use throughout our school.

Reading

We hope that you will already be reading with your child, encouraging them to be observant and to interact with you and the pictures to help to tell the story. There are many opportunities in school to practise reading skills and to develop a love of reading through the use of a variety of good quality reading materials. Teachers and support staff will read with your child in school on a regular basis but we would ask you to work in partnership with us by reading to and reading with your child at home. At Law Primary, pupils will have the chance to visit the school library on a weekly basis and take home a book to share.



Talking & Listening

Talking is a vital form of communication. In school, children are encouraged to express themselves through talking. Talking is a big focus in Primary 1 as it forms the foundations for writing. We aim to develop confident and articulate talkers. You can help to develop this skill by asking your child about school and other important events happening in their life. Encourage to talk and try to make special time for this. Listening is just as important as talking. Listening is developed through stories and discussion. The children are encouraged to listen to each other as well as to adults. You can help your child to improve this skill through reading and listening to stories, by learning nursery rhymes and simple songs, but most importantly by listening to them and encouraging them to listen carefully to you.

Writing

There are many stages that children must progress through before they are capable of correctly forming the letters of the alphabet with ease.

Here are some ways you can help your child to develop:

1. Encourage your child to draw using a variety of media e.g. pencil, pens, crayons etc.
2. Encourage your child to add detail to their drawings e.g. patterns, buttons, expressions, backgrounds etc.
3. Encourage your child to hold a pencil correctly – bad habits can be difficult to change.



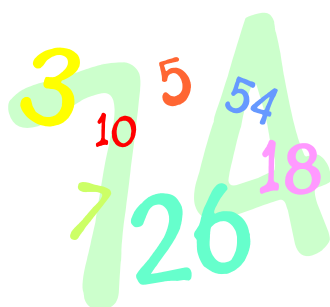
It must be emphasised that it may be a long time before your child is able to write sentences themselves. Talk and drawings will be used initially to help to develop their writing skills. To start with your child will tell their drawing/story to their teacher who will write it out. Slowly they will become more

independent in their writing and will be able to under copy or write their own simple sentences.

Here are some ways you can help your child:

1. Discuss and 'read' your child's drawings - they tell a story.
2. Encourage them to tell their story in the correct order.
3. Encourage your child to show details in their drawings.
4. Write stories that match your child's drawings.

Mathematics



The mathematics curriculum is divided into the following areas:

- Number, Money & Measurement
- Shape, Position & Movement
- Information Handling & Problem Solving

There is an important emphasis placed on mental maths to encourage mental agility. We use 'Number Counts' strategies in our teaching and learning. Learning through play and practical activities help our children to gain experiences and develop their mathematical knowledge and understanding.

Social Studies and Science

In Social Studies and Science, your child will learn about the world we live in. They will learn about its people and places, the past and present and develop an awareness of how living things depend on their environment for survival. They will learn how we can contribute to shaping our environment for the future.



Technologies and ICT

All pupils will have opportunities to experience working with computers and tablets where basic skills will be taught. Each Primary 1 classroom has an interactive whiteboard that the children have access to. These enhance learning across the curriculum.



Expressive Arts

Music, Art, Drama and Dance all play an important part in your child's physical and emotional development.

A variety of musical experiences will be available which encourage the opportunity to create, perform, respond and gain skills in music through active involvement. There will also be regular opportunities to paint, draw and model. These activities encourage self-expression and confidence. They also help to develop concentration and observational skills and give a great sense of achievement.



Physical Education

PE is taught by the class teachers in Primary 1. In line with government guidelines we provide two hours of PE per week. Please provide your child with a bag containing gym shorts and t-shirt, no football or rugby colours please. These should be kept in school in a named drawstring bag. Class teachers will inform you when your child will need this to be sent into school.

The Curriculum for Excellence states that pupils should take part in daily physical activity. Primary 1 pupils regularly participate in 'The daily kilometre' where they can go at their own pace and develop stamina and fitness. Learning is often undertaken outdoors.

Religious & Moral Education

The curriculum includes learning about a variety of Christian festivals and selected stories from the Bible. The children are also made aware of Other World Religions and their religious festivals. Class teachers also share a variety of stories that convey a moral message e.g. sharing and caring for each other, the world we live in and our local environment. There are also regular assemblies to which guest speakers are invited to contribute on their area of interest or expertise. Our children are also encouraged to contribute both individually and alongside members of their class.

We hope that you feel welcome in our school and we look forward to working in partnership with you.



Please refer to our Nursery to Primary 1 Transition website for further information.