



**Education Resources**  
Executive Director **Carole McKenzie**  
**Carstairs Primary School**  
Head Teacher **Angela Sneddon**



**Our ref:**  
**Your ref:**  
**If calling ask for:** Miss Sneddon  
**Phone:** 01555 870462  
**Date:** 02 August 2024

Dear Team Carstairs Families

I hope that everyone is continuing to enjoy a fantastic summer break. Today's letter provides an update on a few things to help with your organisation for the coming weeks and to help with the smooth running of the beginning of term, which commences for learners on Wednesday 14 August.

### **School Uniform / PE**

Our school uniform is a royal blue school sweatshirt, a white polo shirt and black or grey school trousers / skirt, along with black school shoes or self-coloured black trainers. Neither plain or branded jogging bottoms or tracksuit bottoms (or any other branded items of clothing) feature as part of our school uniform, nor do jeans.

ALJ Work Wear (Lanark) keep a supply of goods with our school badge on.

As per previous recent years children will not be changing into soft shoes / plimsolls when they come in to school each day. A change of shoes will only be required on gym days and in support of high-quality physical education, we request that children change into sturdy trainers. Access to our changing rooms is restricted due to the need for additional storage space. Children are not required to bring shorts / t-shirts, only a change of shoes for PE.

No child will be required to bring a change of shoes between Wednesday 14 August and Friday 16 August. We will inform parents by Friday 16 August which days trainers should come in school bags, following the finalising of timetables amongst staff, in the first few days of school.

### **School Uniform Pop Up Shop – Tuesday 13 August**

We have some pre-loved uniform in stock. Anyone wishing to select from the stock available, should come to our main entrance foyer bubble **between 1.00 and 3.00pm on Tuesday 13 August**. From here you will gain access to our entrance area, where stock can be perused and taken at no cost. Photos of what is available will be shared on Twitter (X) on Monday 12 August.

### **Start / End of Day**

Our entry and exit systems in the morning and at home time, will remain the same as before summer. The system works well in supporting us to manage road safety and a settled start to the day for our children.

Families should note that our playground is not supervised until 8.45am. Our first bell will ring to start letting children come into class at 8.55. Children arriving between 8.55 and 9.00 will go straight in. All children are expected to *enter their classroom on the 9am bell*, if not before.

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Email: [office@carstairs-pri.s-lanark.sch.uk](mailto:office@carstairs-pri.s-lanark.sch.uk) Website: [www.carstairs-pri.s-lanark.sch.uk](http://www.carstairs-pri.s-lanark.sch.uk)



Our car park will remain closed at morning entry and home time exit. The gates will close each morning at 8.40 and re-open at 9.10. At the end of the day, the gates will close at 2.40 and re-open at 3.10. If you have a disabled badge and need to make use of our disabled parking spaces for pupil collection, we need to be informed of this, in advance and accommodations will be made to open the gate for you. Please contact the school office as early as possible during week commencing 12 August, in order to provide evidence of this / facilitate your access.

For our new P1 families, the timings above do not apply on Wednesday 14 August. P1 children will start at 9.15 on the first day and finish at 2.45. This will allow us to have the playground clear and will make it easier for us to give the opportunity for P1 families to bring P1 into their new classroom. P1 parents should come to the gate closest to the car park (the same entrance as we used for the transition events) at 9.15 and 2.45. **Use of this gate in this way applies on day 1 only.**

### **School Bus**

Up until now, we have not received the bus schedule from SPT. In recent years, this has been sent to us early in the new term, rather than in advance of it. This means that we cannot contact bus families with the scheduled times, at the moment. Bus families should be assured that as soon as we receive the relevant information, you will too.

P1 children who will use the school bus will be allocated a 'Bus Buddy' on Wednesday 14 August. We ask that parents of any P1 children who will be using the bus please email us as early as possible during week commencing 12 August ([office@carstairs-pri.s-lanark.sch.uk](mailto:office@carstairs-pri.s-lanark.sch.uk)) with a note of the date that they wish P1 child / children to begin using the bus.

### **Breakfast Club**

As normal, a free school Breakfast Club is available daily in our school from 8.15 onwards. Children are free to come along to Breakfast Club any time between 8.15 and 8.40, with 8.40 being the latest entry time. All we need is advance notice that you plan to have your child attend.

Please email us on [office@carstairs-pri.s-lanark.sch.uk](mailto:office@carstairs-pri.s-lanark.sch.uk) – with the email heading Breakfast Club - stating the names of the children that will attend, the specific days you want them to attend and the approximate time that they will arrive, between 8.15 and 8.40. If this changes week by week, then we would be grateful for an email to let us know of changes to your plans. Breakfast Club will commence on Wednesday 14 August.

The breakfast menu on offer is shown below:

- Weetabix
- Toast & butter
- Fresh Fruit
- Cup of Milk / Water

We ask that P1 parents would wait until Thursday 15 August, as the earliest start date for Breakfast Club use, please.

### **School Bags / Water Bottles / Lunch Bags / Children's Property**

It helps our organisation if children's lunch bags are able to fit inside their school bag. It is no big issue if they don't, but it is helpful for us. We ask that each day, our children bring a bottle of *water* to drink throughout the day, in addition to any lunches / snacks. This helps concentration throughout the day. Water bottles will come home with children every day, for filling and return the next morning. Pencil cases etc are not essentials for school as children will be provided in class with the materials that they need. We urge our parents to clearly label ALL children's belongings – uniform, jackets, trainers, bags / lunch bags, water bottles. This really helps us with day to day organisation and minimises lost property issues.

### **School Lunch / Allergies and Dietary Requirements**

South Lanarkshire Council's school lunch menu for 2023/24 will continue to be in use up until Friday 23 August. Week 3 options of the current 2023/24 menu are expected in the first week of school, as per the schedule noted on the current menu.

[Current South Lanarkshire Council school lunch menu – Week 3](#)

The new menu for session 2024/25 will commence on Monday 26 August. We will share this electronically when available.

Any families with children who have special dietary requirements, medically prescribed diets or intolerances are required to fill in paperwork from Facilities Services. In order to notify us that this paperwork is required, please email us on [office@carstairs-pri.s-lanark.sch.uk](mailto:office@carstairs-pri.s-lanark.sch.uk) – with the email heading Facilities – Special Dietary Requirements.

Those with dietary requirements who have already filled in this paperwork in previous school years do not need to contact us or repeat the process – this will remain in place, as per before the summer.

**We do have nut allergies in our school and continue to ask that snacks and lunches are kept entirely nut free at all times.**

School lunches are free for all children from P1 – P5. As per SLC's website, the cost of a school lunch for P6 and P7 will be charged at £2.17, via ParentPay. Unless families are entitled to Free School Meals, cartons of milk are charged at 30p for all children from P1 – P7 and must be paid via ParentPay. ParentPay is used by all schools in South Lanarkshire Council to keep our offices cash free, as far as possible.

P1 parents will receive all relevant information in the data packs that we issue on day 1 of the school session. P1 pupils will be able to order a school lunch on day 1, but families may wish to send a packed lunch to begin with, to be on the safe side to ensure that children eat well and have plenty energy for their first big day!

### **Free School Meals / School Clothing Grants**

Some of our families may be eligible for free school meals and clothing grants. Please see links below to check if your family is eligible:

[Free School Meals & School Clothing Grants - South Lanarkshire Council](#)

If you have previously been eligible, please **do not assume that this will automatically roll on** and where appropriate, complete the relevant processes with haste, if you have not already done so.

Please note that even if your child is in P1 – P5 and receiving free meals via the broader free meal provision, you should still apply for the above if you are eligible. This makes sure that milk is also accessed free of charge and also keeps all school records accurate. Thank you.

### **Homework / Digital Access**

We will continue to make good use of Google Classroom in the coming session and homework diaries will continue to be shared in this format. It is important that all families have digital access. Google Classroom is an online format which requires internet access. It can be accessed on a wide range of devices, including mobiles.

P1 pupils will be issued with a paper homework diary for use in the first term (August – October) but will move to the same online format as P2-7 after the October Week holiday (please don't worry – plenty of teaching and guidance for families new to this will be available in advance).

If any family (not already in receipt of digital support from us with loaned devices) needs help with access to a digital device – please email us on [office@carstairs-pri.s-lanark.sch.uk](mailto:office@carstairs-pri.s-lanark.sch.uk) – email heading Digital Device Support – to let us know that some help is needed and we will do all we can to provide support.

### **Parents Portal**

All families are asked to sign up for this communication system, which is SLC schools' main communication channel for school correspondence and admin.

Please note, it may be that this activation process will not work for P1 children quite yet, until some administration tasks have been completed in our school systems – particular processes that cannot be fully completed until our new children are physically in attendance in our school.

Therefore, P1 parents (who have not already signed up while your child was in nursery) are asked to complete the sign up for this from Wednesday 14 August onwards. Any queries about this or any requests for support around activating this, should be made by telephoning our school office from Wednesday 14 August onwards.

### **Staffing**

At this point, I'm afraid I am not yet able to fully confirm the staffing for P4/5 or P5/6. Further information will be confirmed as early as possible during week commencing 11 August. Thank you for your continued patience and understanding.

### **Lockerbie Manor Update for P6 and P7 Families**

I am disappointed to report to P6 and P7 parents that my bid for support from Awards for All to help pay for this upper school excursion has been met with rejection this week. A further application to the Essentia Foundation will go ahead in October. We could potentially receive a maximum of £3000 from this source to share amongst all attendees, if successful, but outcomes to this application won't be known until February 2025. I continue to seek other funding sources.

As it stands today, for those who plan to attend, the fee is at £342 per head. We will move to have our P6 and P7 learners undertake a sponsored event in September to help further subsidise this. A letter with details about how to pay in instalments and further sponsor event details will be issued this month. A September date will be given for your deposits / to commence the instalments, finalising your child's Lockerbie booking for week beginning 28 April - 02 May 2025.

### **Term 1 2024/25 Draws Ever Closer!**

As you begin to make your preparations for the school session ahead, you can access SLC school holiday dates for the year on the link below:

[South Lanarkshire Council school holiday dates 2024/25](#)

As always, further information will follow during the first week of term, including our annual data checks / medical information requests / internet safety agreements and more dates for our school calendar in the year ahead.

In the meantime, make the most of all of the holiday time left – have fun and enjoy! There remains plenty of time for all of our families and team members to continue to enjoy the summer break and I hope everyone will be sure to do so. I look forward to welcoming everyone back to school on Wednesday 14 August, refreshed and raring to go! 😊

Yours sincerely

*A. Sneddon.*

A Sneddon  
Head Teacher



**#TeamCarstairs**