

Ready, Steady, School!

An information booklet for
new Parents/Carers



Gilmerton Primary School,
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Welcome to Gilmerton Primary School

We hope you find this booklet helpful as your child begins their time at Gilmerton primary school. Don't hesitate to ask a member of staff if you are unsure about any of the things mentioned in it. We are here to help!

The Times of the school day are as follows:

Primary 1-2

Monday- Thursday 8.45am- 12.00pm; 1.00pm – **2.45pm**

Friday 8.45am- **12.15pm**

Primary 3-7

Monday- Thursday 8.45am- 12.30pm; 1.10pm – **3.05pm**

Friday 8.45am- **12.20pm**

The School Day

School starts at 8.45am.

Children will be out in the playground until this time so please do not bring them too early. The teacher will collect the children from their classroom entrance. The internal gates will be locked just at 8.50am.

Main gate is locked at 9.30 and re-open at 2.30pm, if you are bringing your child after 9.30, you will need to accompany them to the main gate, where you contact the office to gain access.

Please ensure your child arrives to school on time. It is always better if they come in with their friends and you do not want your child to miss out on their learning.

If your child is going to be late for any reason, please report to the school office where you will be asked to sign your child in.

In School

Your child will have a peg with their name to hang their coat and school bag. They will also remove their outdoor shoes. We ask that you bring in a pair of gym rubbers that can remain in school for indoor use and gym sessions.

Please ensure all clothing is labelled with the child's name and class

Break and Snack Time At playtime, the children can take a small, healthy snack out in the playground. This may be a piece of fruit, crackers, bread sticks, oat cakes, dried fruit, cheese, vegetable sticks, pretzels or something similar. No fizzy drinks, sweets or chocolate are allowed. We also have some children and staff with severe nut allergies, so please do not send nuts or provide peanut butter sandwiches in packed lunches.



Playtime is between 10.00am and 10.45am each morning. Children are supervised outside by Pupil Support Assistants and there are toys and games provided. Each year group is allocated 15 mins.

Children should not bring toys from home as loss or damage to these can cause upset. Please make sure your child is dressed suitable with appropriate clothing as the weather can be changeable.

In very bad weather, the children are supervised indoors at break and lunchtimes.

When the children return to the classroom after playtime, children can have water or milk. Please complete and return a form to order milk if your child would like milk after playtime. Children whose families are in receipt of certain benefits can complete an application form for free milk.



Forms are on-line – <https://www.edinburgh.gov.uk/food-clothing/free-school-meals-school-clothing-grants/1>

[Free school meals, milk and school clothing grants – The City of Edinburgh Council.](https://www.edinburgh.gov.uk/food-clothing/free-school-meals-school-clothing-grants/1)

If your child does not take milk then they can have a drink of water or bring a drink of water from home.

Lunchtime

All children in Primary 1-5 receive a free, hot school lunch. Meals consist of a main dish (a choice of 3 dishes) and a choice of soup or dessert. Vegetarians are catered for. On Friday, only packed lunches are provided.

Copies of the school menu are available from the office.

Please log into Parent Pay and book these by 10pm the Wednesday for the following week, if you require a log in please contact the school office.



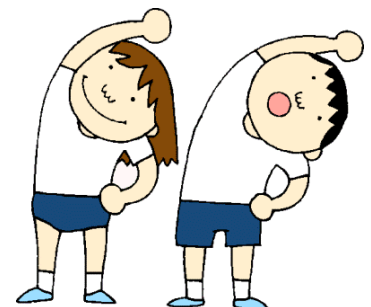
You may prefer to provide a packed lunch for your child. A healthy lunch is very important so please do not send fizzy drinks or sweets in as part of their lunch. Lunch boxes should be named. All children are supervised in the dinner hall by members of the Senior Leadership team and Pupil Support Assistants.

What to Wear to School

Boys may wear navy or grey trousers and girls may wear a navy or grey skirt or pinafore. Items of school uniform with an embroidered school badge are available to order from the school office. These include light blue or white polo shirts and navy sweatshirts, hoodies, fleeces, and reversible jackets.

Please label ALL items of clothing including footwear and check regularly as names can wash off and labels fall off.

A gym kit is also required consisting of shorts, T-shirt and gym shoes or indoor trainers. A plain white T-shirt, with the school logo, can be ordered using the uniform order form. Ideally, gym kit should be kept in a gym bag. Please note: **Football colours are not allowed.**



Absence Procedures

We have an automated system which we operate when a child is absent, however, on the first day of absence, please telephone the school before 9.30am on our school phone number: 0131 664 3614 and press 1 for absence line. Please also advise the reason for your child's absence.

If your child is still absent after two days, please telephone again to update us.

Your child's health and safety is of paramount importance to all of us- it is crucial that we know where your child is and why.

End of the Day



Please be on time to collect your child. If you are in any way delayed, please phone to let us know. This will save you child becoming upset or worried. If someone other than yourself is collecting your child, please inform the class teacher at the start of the day in person, by phoning the school or via a note.

The class teacher will dismiss the children from their class entrance where they must be collected by a known adult. This ensures the safety of all our children. **If you are running late, children can be collected from the main school building.**

Please check your child's bag at the end of each day for letters, news and information about events. Your child will also bring home a home learning folder including reading and a variety of other tasks. Details about home learning will be given at the beginning of the term.

Children will develop number sense or numeracy using SEAL approaches, which will take place alongside practical activities as well as topic maths exploring time, data handling, money, pattern, shape and measure.

A Final Reminder!

What Does Your Child Require- checklist!

A small, healthy snack

A pair of indoor black or white gym shoes

Gym kit- shorts, T-shirt

P5 Swimming – Thursdays (Caps £1.50- Class Teacher)

We look forward to welcoming your child to Gilmerton Primary School and getting to know them. We hope your child will be very happy and successful here. If there is anything else that we can support you with, then please do not hesitate to get in touch.

