

### After School Club

There are 2 After School Clubs which are local to our school; The Hilltown Out Of School Club which runs from the school building and The Greylodge Settlement which runs from their building on South George Street. These clubs are run independently of the school and you would be required to contact them directly to secure a place. You should be aware that there may be waiting lists.

### Parent Council

The following information is taken from the DCC website:

<https://www.dundee.gov.uk/parent-councils>



Research has shown that children do better if their parents are involved in their education. Whatever that sphere of involvement may be it is greatly appreciated and welcomed. The Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents of children at their school. Parent Councils are flexible and can decide on the type of group they want to represent their views.

The type of things a Parent Council could get involved in include:-

- Supporting the work of the school
- Gathering and representing parents' views to the Head Teacher, Education Authority and Education Scotland
- Attending social/fund-raising events
- Parent information events
- Open days/ evening workshops
- Library/book events
- Sharing experience or expertise with the school



If you would like to be involved with the Parent Council then look out for the meeting dates and times which will be advertised in our school newsletters, on our school website and on Twitter. All parents and carers are welcome.

[pcourladys@dundee.npfs.org.uk](mailto:pcourladys@dundee.npfs.org.uk)

### Social Media

Follow us on twitter [@OurLadysPS](https://twitter.com/OurLadysPS) for great photos of our learners as they engage in their learning, as well as lots of information and invitations to school events.

Follow our website: <http://ourladysprimary.ea.dundee.gov.uk/> where you will find the school handbook. You will also find school information and news.



## **Our Lady's RC Primary School**

15 Alexander Street

Dundee

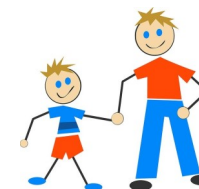
DD3 7DL

Telephone: 01382 435289

Email: [ourladysrcprimary@dundeeshools.scot](mailto:ourladysrcprimary@dundeeshools.scot)



## **A Guide for Parents and Carers**



Dear Parents/Carers

We are delighted to welcome you and your child into the Our Lady's Primary School family. This Starting School booklet will give you some helpful tips to prepare your child/children for starting Primary 1 in August. You will find some guidance on current school practices as well as some guidelines on activities that you can do which will help your child settle quickly in school.

Accompanying this information guide is a booklet of photos and information for you and your child/children to share. This will help prepare them for coming to school and will make them feel more comfortable about their surroundings and the main people with whom they will be in contact.

We hope you and your child/children will find time to share all of this information together and get to know the school and staff ahead of starting school in August. We very much looking forward to building a strong, healthy and valuable partnership between home and Our Lady's Primary School.

Please do not hesitate to contact us through the School Office if you wish to discuss anything further. Details are on the front cover.

Mrs Dashwood	Headteacher
Mrs Nicoll	Depute Headteacher
Mrs Keegan	Principal Teacher Supporting Learners



### Preparing for Primary 1

Having spent lots of time in Nursery and other pre-school establishments, children and parents become happy and familiar with staff and routines which means moving to another education setting can often be a time of anxiety and stress. We understand this and try to ensure that the transition into primary school is as smooth and as seamless as possible. In order to achieve this, we work closely with nursery staff to learn all we can about your child prior to them starting at Our Lady's.

We aim to build on the excellent work of their pre-school years to allow for progression in their learning and development. We try to be imaginative and innovative, seeking opportunities to develop children's skills and knowledge using activities which are creative and exciting. We embrace play and active learning opportunities for all, as we know children learn best when fully engaged in their learning tasks. They will be encouraged to apply their knowledge in new situations and contexts which will help them best understand what they are learning.

### Support for Pupils

Most learners in our community are able to access the curriculum at their level provided by their class teacher. However at times, due to a variety of additional support needs, pupils require the support of the supporting learners team. This team is coordinated by the Supporting Learners Principal Teacher and Senior Learning and Care Practitioner. With the class teacher, they coordinate to address any barriers to learning that your child may have, and plan targeted support. This is largely supported within their class, but at times, smaller rooms are accessed.

If your child's learning requires support beyond that which can be provided by the professionals in the school, support is coordinated through the Team Around the Child Process when other professionals, such as Speech and Language, School Health, Educational Psychology and Social Work are invited to contribute to the planning for your child. As the child's first educators parents are invited to contribute to the targeted planning at each level.



As a parent/carer you can access a wide range of information with regards to additional support needs on the Dundee City Council website:

<http://www.dundee.gov.uk/education/support/>

### Extra-Curricular Activities

Throughout the school year there will be opportunities for your child to participate in extra-curricular clubs in school. These vary from year to year and are offered by our teachers, on a voluntary basis, either during lunchtime or after school hours. Possible clubs may include Story Time, Art & Crafts, Dance or Games.

We work very closely with Active Schools and their partner agencies and can sometimes offer additional clubs such as football or multisports.



All of this information will be available once your child starts school.

### Breakfast Club

We have a Breakfast Club in school which runs from 8am to 9am. We share this with the children from Rosebank and spaces are limited. If you require a space, contact the school office but please be aware that there is a waiting list. Currently, **the cost of Breakfast Club is £2 per day for the eldest child and £1 for each additional sibling. There is no cost to those entitled to a free school lunch.** (Please Note: information correct at the time of printing)

### What happens in Primary 1?

In Primary 1 the children will enjoy Literacy, Writing, Singing, Maths, P.E, ICT, Art, Play and much more!

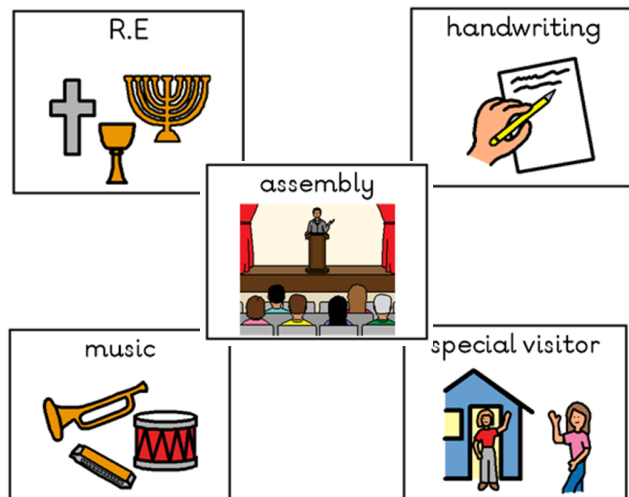
They work with their classmates and teachers and sometimes with other pupils from across the stages.

There are sometimes different teachers for some subjects. For example, for Literacy lessons, we work in very small groups so the children may have a group leader who is not their class teacher.

There is a visual timetable to follow the tasks for the day. The strip on the right shows what a typical day in P1 may look like.

Play is built into the school day and will happen throughout the lessons. We are great believers in active learning.

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**There are many more subjects and opportunities for your child to take part in too. Some of them are shown below.**



Su M T W

Th F Sa

prayer



L to R

ABC

break



numeracy



lunch



P.E



IDL



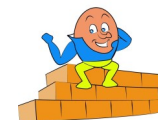
home



### Language Development

It is often thought that a child starts learning to read, write and count when she/he comes to school. In fact, most of the preliminary work begins at home and nursery long before the start of formal schooling.

Please continue to read to your child as much as possible. It is particularly helpful for their phonological development to read / sing Nursery Rhymes, poems and songs to them as this helps them hear the different sounds that make up our language. This should always be kept light and enjoyable and made to be a fun time for your child. Talk with them and listen to them; children are very inquisitive and need to be listened to and have things explained to them so that they can understand and make sense of all the new experiences they encounter.

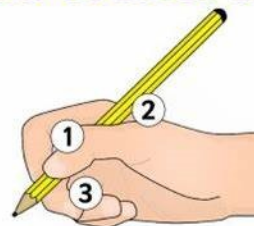


### Writing

Encourage your child to scribble, draw and colour with crayons, pencils or felt tipped pens. These activities help with pencil control and strengthen finger and hand muscles. Capital letters should only be used to start names, use lower case letters when writing the remainder of your child's name. e.g. Adam. Encourage your child to use the correct pencil grip when doing these activities.

### Handwriting

#### How to hold a pencil



1. Put your thumb and forefinger just above the cone shaped part of the pencil.
2. Let the pencil rest between your thumb and forefinger.
3. Put your middle finger underneath for support.

It is important for the development of these handwriting skills, to form the letters correctly and space words evenly. Correctly formed letters are essential and pupils are taught to start at the correct place and go in the correct direction.

Good pencil control is achieved through practise of fine motor skills. You can help develop your child's fine motor skills by encouraging activities which exercise fingers and hands such as sorting activities using small toys, by doing jigsaw puzzles, playing with plasticine or dough, colouring in, cutting out, dot to dot pictures, copying patterns as well as scribbling, drawing, painting or finger painting.

You can help your child at home by;

- ♦ ensuring that letters are formed correctly, starting at the correct place and going in the correct direction (see below for rhymes as used in the Read Write Inc. Programme)
- ♦ practising little and often so that the child does not tire or writing becomes tedious and a chore – try to keep it fun
- ♦ say the sound the letter makes rather than its alphabetical name, particularly in the beginning ('a' as in cat /'e' as in tent)

a  Around the apple and down the leaf.	b  Down the laces to the heel and around the toe.	c  Curl around the caterpillar.	d  Around the dinosaurs bottom, up his tail neck & down to his toes.	e  Lift off the top and scoop out the egg.	f  Down the stem and draw the leaves.
g  Around the girls face, down her hair and give her a curl.	h  Down the head, to his hooves and over his back.	i  Down the body and dot for the head.	j  Down his body, curl, dot for his head.	k  Down the kangaroo's body tail and leg.	l  Down the long leg.
m  Down Maisie, mountain, mountain.	n  Down Nobby and over his net.	o  All around the orange.	p  Down the pirates plait and around his face.	qu  Round her head, up past her earring, down her hair, and flick.	r  Down the robots back and curl over his arm.
s  Slither down the snake.	t  Down the tower, across the tower.	u  Down and under, up to the top and draw the puddle.	v  Down a wing, up a wing.	w  Down, up, down, up.	x  Down the arm and leg, repeat the other side.
y  Down a horn, up a horn and under head.	z  Zig-zag-zig.				

These ladies are our Learning and Care Assistants (LCA) and Primary Support Assistants (PEYSA). They will look after your child in the dining room and playground.



**Mrs Clyne**  
LCA



**Miss McCash**  
LCA



**Miss Millar**  
LCA



**Miss Lamond**  
PEYSA



**Miss Owens**  
LCA



**Miss Diamond**  
LCA



**Mrs Singh**  
LCA



**Mrs Coulson**  
PEYSA



**Miss Davidson**  
LCA



## People I need to know



**I am Mrs Dashwood.**

I am the Headteacher.



**I am Mrs Nicoll.**

I am the Depute Headteacher.



**I am Mrs Keegan.**

I am the Principal Teacher, Supporting Learners.



**I am Miss Paley.**

I am the Senior Learning & Care Practitioner.

## You will find these ladies in the office.



**Mrs Lowden**  
Admin Officer



**Mrs Baskerville**  
PEYSA

**Miss Hellen Forbes**  
School & Family  
Development Worker



Hellen will be available to help by offering early intervention support and guidance as well as advice to parents and families to help deal with any issues or problems if they arise.

## Mathematical Development

Sorting activities are both fun and beneficial. Counters, Lego bricks etc. can be sorted into sets of green ones, blue ones, red ones and so on. This will help your child recognise basic colours too. Items can also be sorted by size; small, medium, large. You can encourage your child to look and identify similarities.

Shopping can be sorted with tins in one place, packets here, vegetables there. Laying the table, matching a spoon, knife and fork for each person and counting how many. Count going upstairs and coming down again so that the sequence of numbers becomes familiar. Ask the questions, "What comes next?" or "What came before?"

Spot numbers in every day things when out for a walk; What number is on the bus? How many people are standing in the queue? How many stamps do we need to post these letters?



Number rhymes and songs are also important;



*"Five Little Speckled Frogs"*

*"Five Currant Buns in the Baker's Shop"*



## Independence

Dressing and undressing can be very tricky tasks for our young people. Please allow your child time to practise this and, whilst it will be a challenge, we ask that you resist the temptation to do it all for them because it is quicker! It is helpful if they are able to take off and put on their own pullover, cardigan or sweatshirt, fold it neatly, change shoes for gym, zip or button their coat, and if possible, tie laces.




Please put your child's name on all belongings.

Encourage responsibility. Children should know how to look after their toys and clothes and be willing to tidy up after they are finished. They will not do a perfect job – this takes time, patience and practise – but they do need praise and encouragement when they try.



Children vary tremendously in their abilities and rates of development. Usually it is not helpful to openly compare your child with brothers, sisters or other children. Each individual child needs the confidence of feeling good about themselves for their own sake and this comes from our praise and encouragement of all their efforts.

### Our school routine and how you can help make this run smoothly

- ♦ School starts at 9am prompt. Pupils should be in the playground before the bell rings at 9am. Please arrive in good time and try not to be late. 
- ♦ If your child is ill and cannot attend school, please telephone the school on the morning of the first day of absence, before 9.20am. Always send a note of explanation of absence when the child returns to school. Children should be absent only when they themselves are ill and all school absences must be explained otherwise the absence is recorded as an "unauthorised absence". It is the responsibility of the parent/carer to inform the school of an absence.
- ♦ We have a 15 minute break in the morning when your child will be able to eat a small snack. We recommend one healthy snack to eat and water or fruit juice to drink as there is not enough time for anything more. 
- ♦ Children are encouraged to bring water bottles to school. These can be re-filled from the water fountains in school as children are encouraged to drink throughout the day.
- ♦ All Dundee schools use Parent Pay which allows parents to pay securely online for all school trips, uniform, lunches etc. We encourage all parents to pay this way instead of using cash at school. The office staff can help you to set up an account (which is free) if you have not already done so.
- ♦ Medication for your child can only be given in school if it is prescribed and has a pharmacy label with your child's name on it. The appropriate medical forms must be completed in advance and these are available at the School Office. 
- ♦ Throughout the school year you will be issued with several letters which require to be signed and returned. Please ensure you do this promptly to avoid your child missing out on exciting opportunities.

### Starting School

Your child will begin Our Lady's Primary School on **Tuesday 15th August 2023**. They will attend between the hours of 9am and 3.15pm. Children should be dropped off in the playground just before 9am, where they will be collected by their teachers.

At 3.15pm, the children will be brought into the playground by their teachers and dismissed into your care. Please ensure you arrive at school in plenty of time to collect your child.

### Safety First

The safety of our children is paramount. We will only dismiss the children to an adult they know and we are aware of. Please let us know if someone different/unknown to us is collecting your child.

### School Lunches

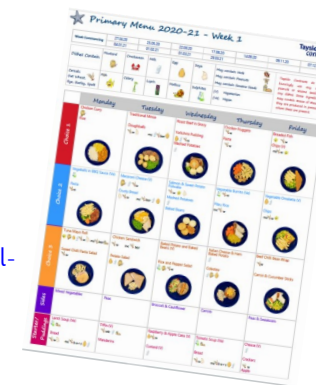
Lunch is served in the dining room. There are 3 choices each day for your child to choose from along with either a starter or a dessert. There are also side dishes and salads as well as bread. Your child will be offered water or milk to drink.

There is currently no cost for P1-P5 school meals.

The menus are served on a 4-weekly rotational basis.

Full menus can be found at;

<https://www.tayside-contracts.co.uk/catering/school-catering>



We encourage you to use the school lunch service for your child but if the choices on a particular day do not suit their tastes, then you can provide a packed lunch from home instead.

### **Our Father**

Our Father, who art in heaven,  
hallowed be thy name.  
Thy kingdom come, thy will be done,  
On Earth, as it is in heaven.  
Give us this day our daily bread  
and forgive us our trespasses,  
as we forgive those who trespass against us  
and lead us not into temptation  
but deliver us from evil. Amen



### **Hail Mary**

Hail Mary, full of grace,  
the Lord is with thee.  
Blessed art thou amongst women,  
and blessed is the fruit of thy womb, Jesus.  
Holy Mary, Mother of God,  
prayer for us sinners, now  
and at the hour of our death. Amen.



### **Sometimes we go to church.**



**This is Canon Kevin Golden.**



**St Mary, Our Lady of Victories Church.**

- ◆ Please keep us informed of any changes in circumstances e.g. address, telephone numbers and medical information, in order that we can update our records. Letters giving important information are issued to keep you informed of the work of the school. Please check your child's bag daily.
- ◆ We will use the Seesaw App as a way to share and communicate what is happening in our classrooms. Please sign up to this and check it daily.
- ◆ Our gym kit, which consists of a white t-shirt, black shorts and black gym shoes, should be placed in a gym bag and brought into school. It will be sent home periodically to be washed and should be returned as quickly as possible to ensure your child is able to participate in all sporting opportunities. Football strips should not be worn. Please put your child's name on all belongings including their shoes and gym bag.
- ◆ Please be on time to collect your child - they do get anxious when you are late – and please inform the class teacher should there be a change of person collecting your child.
- ◆ Please talk to us if you are worried or anxious about anything. Call the school office on 435289
- ◆ Follow us on Twitter for regular updates and photos of the school day @OurLadysPS
- ◆ Be patient and give them time to settle in.



### **School Uniform**

Our school colours are black and blue. Should you wish to buy branded goods with our school badge on them, these can be purchased from the School Wear Shop in town—BE Uniforms, 1-3 Meadowside. However, local superstores such as Asda, Tesco, Aldi and Matalan also stock a wide range of black and blue school clothing items.

Children are encouraged to wear a white shirt or blouse and school tie or a white polo shirt. Shoes should be black.

Your child should have a school bag which is big enough to hold an A4 document folder, a water bottle and a snack. It would be helpful if you could provide an old top/shirt for painting and other creative activities.





## **Religious Education and our Ethos**



Our Lady's RC Primary School is a fully inclusive school, embracing a variety of cultures, where our pupils enjoy their learning and staff work hard to nurture a caring Christian community. In our safe and inclusive environment we embrace and value diversity. We recognise and respect the uniqueness of every individual within the school community as being made in the image and likeness of God and everyone is valued equally. Our school ethos is based on the Gospel values of love, respect, trust, co-operation, honesty and forgiveness.



### **Prayers**



As a Catholic school we pray 4 times throughout the day – morning, before lunch, after lunch and before we go home. We have strong links with St Mary, Our Lady of Victories Parish Church and will visit on a regular basis, celebrating major feasts throughout the year.

Some common prayers to pray together with your child:

#### **The Sign of the Cross**

In the name of the Father and of the Son and of the Holy Spirit Amen

#### **Actions to teach your child - the right hand is used for all actions:**

**Touch forehead** - "In the name of the Father"

**Touch heart** - "and of the Son"

**Touch left shoulder** - "and of the Holy

**Touch right shoulder** - "Spirit"

**Join both hands together**- "Amen"



### **Morning Prayer**

Father in heaven you love me, you're with me night and day.

I want to love you always, in all I do and say.

I'll try to please you Father, bless me through this day. Amen.



### **Prayer before meals**

Bless us O Lord, as we sit together.

Bless the food we eat today,.

Bless the hands that make the food.

Bless us, O Lord. Amen



### **Prayer after meals**

Thank you, God, for the food we have eaten.

Thank you, God, for all my friends.

Thank you, God, for everything.

Thank you, God. Amen

### **Night Prayer**

God our Father, I come to say thank you for your love today.

Thank you for my family and all the friends you give to me.

Guard me in the dark of night

and in the morning send your light. Amen



### **Additional Prayers**



### **Glory Be...**

Glory be to the Father and to the Son and to the Holy Spirit.

As it was in the beginning, is now and ever shall be.

World without end. Amen.