



Welcome to



Transition - Short Handbook



We are looking forward to meeting you!



Welcome to our short overview of Kinloss Primary School, which we hope will be a very handy reference for you before you join us at school. Our full handbook is available on our school website: www.kinlossprimaryschool.co.uk which goes into greater detail about the school, our curriculum and our learning activities.



School information:

Head Teacher	Mrs Rachel Wolford
Depute Head Teacher	Ms Emily Michell
School Administrator	Mrs Carlene McNally



School Telephone Number	01309 690376
E-mail	admin.kinlossp@moray-edunet.gov.uk
School Website	@kinlossprimary
School Address	Kinloss Primary School Burghead Road Kinloss Moray IV36 3SX

The school day:

<i>Morning session</i>	8.45am – 10.25am	<i>Break time</i>	10.25am – 10.45am
<i>Mid-morning session</i>	10.45am – 12.35pm	<i>Lunchtime</i>	12.35pm – 1.30pm
<i>Afternoon session</i>	1.30pm – 3.00pm	<i>End of the school</i>	3.00pm

Children in Primary 1 – 3 need to be dropped off and collected by a parent / carer each day. If you are unable to collect your child and an emergency contact is collecting them, please telephone the school and update us, thank you. Children in Primary 4 – 7 can walk to and from school independently.

As parents / carers it is your responsibility to get your child / children safely to school on time. If for any reason your child will be late or absent, please telephone the school and inform us. If your child is not in school and we have not received information about lateness or absence, we will contact you by telephone or text message and then your emergency contacts. Failure to make contact with you or any of your emergency contacts will result in us alerting Police Scotland, who will make contact with you either by telephone or a visit to your family home, After Police Scotland have made contact with you, they will update the school and ask you to make contact with us. Therefore, it is important to ensure that any contact and emergency telephone numbers we have for you are up to date.



Although we do the best we can, there is no comfortable quiet place for children to rest in school. In cases where we suspect illness, parents are contacted by telephone and arrangements made for the child to go home. Contact numbers are very important so we would be grateful if you would inform school as soon as possible of any changes of address or telephone number. If your child is unwell in the morning, please keep him / her at home until he / she is fully recovered for the benefit of your child and others in the class. If your child has a vomiting or diarrhoea bug, we ask for the child to return to school 48 hours after their last episode of vomiting or diarrhoea.

If your child has an accident at school, it may be necessary to take him / her to the doctor or hospital. In such a case every effort will be made to contact you. Where both parents are it works it is helpful for the school to know the employers' telephone numbers and the name of the family doctor. If your child receives a bump to the head or face, they will receive a bumped head letter and you will be informed by telephone of the incident by a member of school staff.



With the support of parents, we strongly recommend the wearing of school uniform and refraining from make up or coloured hair dye to lessen the pressure of children competing to wear the latest fashions and fit in.

At Kinloss Primary School, we believe that wearing a school uniform:

- Creates a sense of belonging, pride, and community.
- It shows that you want to meet the high expectations of your community.
- Dressing the same reduces bullying and social pressure on students to choose and purchase expensive designer clothes.
- A smart uniform helps students learn how to dress formally.

Children should wear school green sweatshirts / cardigans with white or red polo shirts with grey or black skirts or trousers, please no jeans unless on a dress down day. Please ensure that all of your child's clothing is labelled, so that if it is misplaced, we can return it quickly to them. Uniform can be ordered from the school office, and we keep a stock of sizes in school all year for parents to purchase.



For P.E, house t-shirts and shorts (not football strips), indoor gym shoes and outdoor trainers are required, any long hair should also be tied up, and please no jewellery to ensure there are no injuries during P.E.



Meals are cooked on the school premises, and, at the start of the session, parents are advised about the cost of school meals. Currently school meals for Primary 1 – 5 pupils are free. The four weekly menu is displayed weekly in reception. We now run a cashless catering service whereby there are no more dinner tickets issued. You can either pay for school lunches online or at school reception, however the preferred method is online at:

<https://online.moray.gov.uk/site/wss/request/ipayimpact>



The price of a school lunch is £2.30. Your child will be given a unique code to allow you to access the online system. More information can be found here: http://www.moray.gov.uk/moray_standard/page_55519.html

The school menu can be viewed and downloaded from the moray Council website on the above link. A paper copy is available on request from the school office. Some families may also qualify for free school meals, please contact the school for more information.

At Kinloss Primary School, we have several children who have nut allergies and some of these allergies are very severe. Any contact with nuts or certain pulses could cause a life-threatening allergic reaction that requires emergency medical treatment. We must provide them with a safe environment at all times. Therefore, we are asking for parents to be mindful of the snack that their child bring to school and if at all possible, avoid nuts and nut-based products in their lunchbox as well.

If your child receives a diagnosis for an allergy of any sort, please inform the school as soon as possible so that we can make arrangements to support them during the school day.

In the interests of health and wellbeing, pupils have access to drinking water throughout the school day. There is a water fountain available on each floor to top up bottles. Please ensure that your child brings a named water bottle to school. Please note juice, fizzy drinks or high energy drinks are not permitted, as we are a health promoting school and encourage our children to be healthy and drink water. Water bottles should contain plain water or sugar free flavoured water.

All visitors to the school must report to the school reception and sign in before proceeding into the building. All volunteer helpers in the school are required to complete a PVG (Protection of Vulnerable Groups Scheme) form.

No child is allowed to leave the school playground without permission. If your child is going to be absent, please inform the school as soon as possible so that their safety is assured. If your child (in any year group) has an appointment during the school day, they will need to be collected from the school reception by a parent / carer.



The school is unable to accept responsibility for bicycles, but we do encourage cycling and have ample space for bicycles in our storage facilities. We advise that only children from Primary 4 upward should be cycling to school. Please note cycling is **not permitted** inside the school grounds.

Any child living more than two miles from the school is entitled to transport if the family live in the school's catchment area. Children living out with the zone are not entitled to transport. Please contact the school for more information about this.

Where possible communication with parents is by email for school information, newsletters and flyers to ensure we continue being an Eco-friendly school. The school operates a text messaging service whereby urgent messages may be sent to parents / carers about school closure or specific events.

The school uses Class Dojo as a communication tool between class and home through the use of the Class Dojo app. Class Dojo is a school communication platform that teachers, students and families use every day to build close-knit communities by sharing what's being learned in the classroom with home through photos, videos and messages.

At Kinloss Primary School we promote positive, nurturing relationships between all members of our school community: pupils, teachers, support staff, parents / carers, and visitors. We embed this positivity through our school values of being kind respectful and helpful, whilst having fun.

Pupils are educated in a secure, happy, caring and friendly environment which provides opportunities for them to attain their full potential – academically, socially and emotionally. Parents are secure in their knowledge that their child is being educated in partnership with them, and that the best interests of their child are being catered for in all aspects of school life. Our school rules are:

Remember to be Ready, Resilient, Respectful and Safe



We respectfully ask that any devices including tablets, smartwatches and mobile phones do not come to school. If a device is accidentally brought to school, it will be handed to the school office, where the parent / carer will be asked to collect it from. Parents are advised that Kinloss Primary School accepts no liability for the loss of or damage to any devices including mobile phones which are brought into school or on school grounds by a pupil. Where a pupil is found by a member of staff to be using a mobile phone, the phone will be handed to a member of the office team who will contact their parents / carer. The mobile phone will be stored by the school office and the parent / carer will be asked to collect it.



Kinloss Primary School has an open-door policy, however if parents wish to discuss something in depth, it is better to make an appointment for a time when the class teacher is free from class commitment. If issues remain unresolved then an appointment can be made (through the school administrator) with Mrs Wolford, Head Teacher.

Session 2022/2023		
Autumn Term	Starts	<i>In-Service Closure: Monday 15 Aug 2022</i> Tuesday 16 August 2022
	Ends	Friday 7 October 2022
<i>Autumn Holiday</i>	<i>Starts</i>	<i>Monday 10 October 2022</i>
	<i>Ends</i>	<i>Friday 21 October 2022</i>
Winter Term	Starts	Monday 24 October 2022
		<i>In-Service Closure: Monday 14 Nov 2022</i> <i>In-Service Closure: Tuesday 15 Nov 2022</i>
	Ends	Thursday 22 December 2022
<i>Christmas Holiday</i>	<i>Starts</i>	<i>Friday 23 December 2022</i>
	<i>Ends</i>	<i>Friday 6 January 2023</i>
Spring Term	Starts	Monday 9 January 2023
		<i>Mid Term Holiday:</i> <i>Friday 10 & Monday 13 February 2023</i>
	Ends	Friday 31 March 2023
<i>Spring Holiday</i>	<i>Starts</i>	<i>Monday 3 April 2023</i>
		<i>Good Friday Holiday: Friday 7 April 2023</i>
	<i>Ends</i>	<i>Friday 14 April 2023</i>
Summer Term	Starts	Monday 17 April 2023
		<i>May Day Holiday: Monday 1 May 2023</i> <i>In-Service Closure: Thursday 11 May 2023</i> <i>In-Service Closure: Friday 12 May 2023</i>
	Ends	Friday 30 June 2023
<i>Plus 1 occasional day holiday when the following schools will be closed:</i>		
Buckie High ASG	Elgin Academy ASG	
Tuesday 2 May 2023	Thursday 9 February 2023	
Elgin High ASG	Forres Academy ASG	
Thursday 9 February 2023	Tuesday 14 February 2023	
Keith Grammar ASG	Lussiemouth High ASG	
Monday 5 June 2023	Thursday 9 February 2023	
Milne's High ASG	Speyside High ASG	
Thursday 22 December 2022	Monday 5 June 2023	

We hope that you have found this quick overview of our school useful. Further information can be found on our website, or in our full handbook can be emailed to you in a pdf format. We are looking forward to meeting you, from everyone at



Kinloss Primary School

