



Education Resources
Executive Director **Carol McKenzie**
Head Teacher **Miss Angela Sneddon, Carstairs Primary School**

Our ref:

Your ref:

If calling ask for: Miss Sneddon

Phone: 01555 870462

Date: 07 March 2024

Dear Team Carstairs Families

Minimising Interruptions to the School Day - Support from Families Requested

Our school continues to be very busy, with all staff remits being very full and heavily committed throughout the school day.

We regularly find that we experience interruptions to the school day linked to the following reasons:

- Pupil punctuality
- Pupil dentist appointments
- Pupil medical appointments
- Pupils needing medicine
- Pupils needing early collection for other reasons
- Pupils not being aware that they are going to clubs that parents have signed them up for (leading to end of the day phone calls needing made to check if they have to stay or go)
- Changes to pupil arrangements at home time - where to go

We ask that parents understand the implications of all of this, both for children's school routines and for the workload of staff.

We ask that pupils come to school on time, every day, entering through their own class door no later than 9am - the class doors open at 8.55am. We ask that parents try, as far as possible, to arrange pupil appointments for out with the school day. We understand that this is not always feasible, but ask for consideration to be given to this, where it is possible. Where pupil medicine is needed, we ask that you get in touch with our school office to arrange a suitable time to complete the necessary form to have this administered in school, by school staff, if during the school day is essential. We ask that you remind pupils in the morning if they are going to a school club at 3pm that day and we ask that you contact our school office **no later than 10am** if your child is not attending the club that you have signed them up for to let us know this. Ideally, where pupils have committed to participating in clubs, they will do so, with external coaches having a cost attached. We also ask that we are informed of pupil absence via the school office before the school day commences. This saves staff time having to phone parents to enquire about the absences. And lastly, a reminder that we need to be informed via the school office of any essential changes to children's home time arrangements, as early as possible, in the morning.

Your consistent help with all of the above will help with the smooth running of the school day, minimising interruptions to pupil learning and staff remits / workload. Thank you for your understanding and continued support.

Yours sincerely
A. Sneddon

A Sneddon
Head Teacher

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