

LETHAM PRIMARY SCHOOL

**Forth Drive
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Livingston
West Lothian
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Our school was opened in 1967 and is of traditional classroom design. Letham is co-educational, interdenominational and caters for children from Nursery to Primary Seven. The Nursery comprises 40 children per session. There is a Youth Wing attached which is used by a Playgroup in the mornings, After School Care Project in the afternoons (Tel 432013) and various organisations in the evening.

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School Aims:

- 1 **Curriculum**
To ensure a broad and balanced curriculum that provides all young people in our care with the best possible learning opportunities and experiences.
- 2 **Attainment**
To ensure that all learners are able to realise their full potential through the promotion and recognition of achievement and excellence.
- 3 **Learning and Teaching**
To provide the highest quality of learning and teaching experiences that enable Nursery, Mainstream and Special Class pupils to enjoy their education and develop positive attitudes towards learning. Equal opportunities are recognised.
- 4 **Support for Learners**
To provide effective support systems for all learners, and their families, which promote personal and social development and underpin academic achievement.
- 5 **Ethos**
To provide a welcoming, happy, safe and caring environment in which each learner is supported and valued as an individual.
- 6 **Resource Management**
To improve the quality of learning and teaching through the effective organisation and management of the school's resources.
- 7 **Management and Leadership**
To ensure that the school's promoted staff provide high quality leadership, management and support.
- 8 **Professional Development**
To improve the quality of educational experiences for learners through a programme of continuing professional development for all staff, building on the strengths we possess as a team.
- 9 **Partnership**
To build and maintain effective partnerships between the school and its parental body, by keeping parents and carers well informed on all aspects of Nursery, Mainstream and Special Class school life. To continue our involvement in the life of the community and to involve the community in the life of the school. Develop mutual professional respect through the maintenance of strong links with all agencies.

10 Lifelong Learning

To foster in young people a desire for knowledge and understanding, whilst equipping them with skills and attitudes that provide a foundation for lifelong learning.

11 Learning Environment

To ensure that all learners are able to experience a calm, positive and safe environment that promotes good behaviour, self-discipline and respect for others.

12 Citizenship

In co-operation with home and community to educate and prepare young people for responsible citizenship by developing values, beliefs and attitudes compatible with living in a modern, democratic and multicultural society.

School Hours

8.55am	Morning sessions start
10.35 - 10.50am	Interval
12.15pm	Morning session finishes for P1 and P2
12.30pm	Morning sessions finishes for P3, P4, P5, P6, P7
1.00pm	Afternoon session starts for P1 and P2
1.15pm	Afternoon session starts for P3, P4, P5, P6, P7
2.45pm	Afternoon session finishes for P1 and P2
3.25pm	Afternoon session finishes for P3, P4, P5, P6, P7
The above times apply Monday - Thursday only. On Friday the school closes at 12.10pm.	

Nursery

09.00am	Morning sessions start
11.30am	Morning sessions finish
12.40pm	Afternoon sessions start
3.10pm	Afternoon sessions finish
The above times apply Monday - Thursday only. On Friday mornings children will attend on alternate weeks giving 25 hours of Nursery teaching per fortnight.	

School Holidays

Exact dates for holidays vary from year to year and towards the beginning of the new school year you will be sent these dates for that year. Listed below are the approximate times that you can expect your child to be on holiday from school, which may be of use if you are planning a vacation in the more distant future.

Mid August - The new school year begins
Mid October - A one week break
Third week in December - Christmas holidays begin
First week in January - School recommences
Mid February - A two day break
Easter - A two week break
End of June - The school year finishes

There are also several casual day holidays which will be fixed early in the school year.

The Curriculum

Our school curriculum is divided into several aspects.

Language:

We use the National Language 5-14 Guidelines. To encourage and develop communication, children are involved in listening, speaking, reading and writing from the earliest possible opportunity. Early reading is based on a shared reading experience. (see appendix) Throughout the school a planned reading programme using group and individual novels, poetry books, and reference material is used to increase reading skills and develop listening, discussion, and writing skills.

Mathematics:

We use the National Mathematics 5-14 guidelines. To help us implement them we use graded books and teacher produced materials. In the acquisition of skills, children are involved in practical activities, including weighing, measuring and estimating; playing games which require logical thinking; problem-solving and using computer programs.

Environmental Studies:

We use the National 5-14 guidelines. Environmental Studies plays a large part in school life as the aim of our programme is to help your child to know more about the immediate environment and the world in which he or she lives. Language and mathematical skills are introduced or reinforced during this time and within a school year the programme will include themes involving history, geography, science, health and religious education.

Religious/Moral Education:

We use the National 5-14 guidelines. Religious Education is a programme designed to help children learn about Christianity, the main world religions, and moral issues. Parents who do not wish their child to participate in any part of this programme should consult the headteacher.

Expressive Arts:

We use the National 5-14 guidelines. Art, Craft, Music, Drama, and Physical Education experiences are important parts of each class' planned programme. They are often, but not always, integral parts of Language, Environmental Studies, and Religious Education topics.

At present we have visiting specialists of Music, Brass Instruments and P.E.

Dress

West Lothian Council's policy is that all pupils should wear School Uniform. We would ask you to support this as it promotes school identity and pride as well.

<u>Boys</u>	Dark grey trousers, white or grey shirt, school tie, navy pullover or school sweatshirt and polo shirt, grey socks.
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<u>Girls</u>	Grey skirt, white blouse, school tie, navy cardigan or school sweatshirt and polo shirt, grey or white socks.
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No high heel shoes please

Ties, scrunchies, and blazer badges are available from school.

Boys and Girls - Gym shoes and shorts are essential for physical education

and gym shoes or suitable indoor shoes must be worn in our school building as each room is carpeted.

Art/Craft An old shirt or overall would be useful.

The impression that pupils make outwith school always benefits from all our pupils wearing school uniform.

Assistance With Provision Of Clothing And Footwear

The Council operates a scheme of provision to ensure that a pupil is sufficiently and suitably clad to take full advantage of the education provided. Families in receipt of Income Support, Jobseeker's Allowance or Working Families Tax Credit will automatically qualify for such a scheme. Other cases will be determined according to the personal circumstances of the family. Parents who wish to apply for the scheme should complete an application form which is available from the school, or Education Services, Lindsay House, South Bridge Street, Bathgate EH48 1TS.

Labelling

Please label all items of clothing clearly so that mislaid items can be returned.

Meals

School Lunches

The dining room is run on a Cash Cafeteria system with Rainbow Trays which means that children are able to choose from two hot meals or filled rolls/sandwiches. One of the choices each day will suit a non meat eater. On Fridays there will only be a packed lunch available. (price changes notified in Newsletters)

Pupils paying for meals should bring money daily.

Children having packed lunches are accommodated in the dining room at the same time.

Under the Education Committee policy, children in attendance at schools under the management of the Council are entitled to free school meals if their parents are in receipt of Income Support or income-based Jobseekers Allowance from the Department of Social Security. Children attending certain special schools where eating skills and the midday meal are part of the educational programme also receive free meals. No other children are eligible for free school meals.

Further information and an application form can be obtained from the school or Education Services, Lindsay House, South Bridge Street, Bathgate EH49 1TS.

Milk

Free milk will be available to children in nursery and primary schools and to children of primary school age in special schools if their parents are in receipt of Income Support or income-based Jobseekers Allowance. It will be available to all other children in primary education at a favourable price. (see Newsletters for cost)

Emergencies

From time to time children become ill during the school day or suffer some mishap. We keep at school a list of emergency contacts where we may contact you or where we may find somebody who will act on your behalf. This, of course, needs to be kept up to date and we

will quite regularly send forms home to you so that this can be done. Please inform us of any changes that may occur between times.

Early Closure

There will be times when, because of unforeseen circumstances such as failure of heating or electricity, it may be necessary to close the school. In these rare circumstances every effort will be made to contact parents and no child will be sent to an empty house as alternative arrangements will be made for the child to be looked after, even if it means staying in a friend's home, until such time as he or she can return to their own.

Parents And The School

As parents you share a joint interest with teachers in the education of your child and the school, realising this partnership, will do everything possible to involve you in, and keep you informed about, what is happening here.

Newsletters

At regular intervals, usually every few weeks, we will send home a newsletter keeping you up-to-date with what's going on in the school. If one does not appear regularly it may be wise to ask your son or daughter in case there may be the current one lurking in the depths of their schoolbag!

Parental Help

During the year you will be invited to lend your help and talents to assist in the day-to-day activities of the school. Parents help in the infant department preparing for art and craft lessons, getting children in and out of clothes at playtime, baking, computer work, and in many other practical ways. We have parents assisting in other areas - if you have a talent to share we would welcome your help. If you feel you would like to help in any way please let us know. In the newsletters you may see, at different times, requests for help in different areas. If you have the time and would like to help please do not hesitate; all help will be appreciated.

We have set aside an area in the school where parents may meet, have a cup of tea and a chat so that while you are in the school you have a chance to make new friends.

Parents' Group

We have a Parents' Group which meets once a week. The programme is decided by group members and has, in the past, involved speakers, visits, demonstrations. Check the Notice Board in the Parents' Room for details and join if you are interested!

Parents' Interviews

Early in the school year and towards its middle you will be invited to a Parents' Afternoon or Evening to meet with your child's class teacher. The first occasion is intended for you to get to discuss the Personal Learning Plans and learn what the teacher expects from your child during that year. Your child's Individual Learning Plan will be issued before the Parents' Meeting. The second Parents' Day is one in which the progress made by your child is discussed in more detail. Annual Reports will be sent out each June.

Parent Staff Association

A Parent Staff Association was formed in the Autumn of 1988. A wide variety of social, educational and fund-raising events are organised each year and it plays an important part in the life of this school. Everyone is most welcome. Information about their activities will be sent home with your child and they deserve all the support you can give.

If your child is having difficulty

Many children, for a host of different reasons, experience problems, to some degree or another, in making progress at different stages of their school career.

The teacher may discuss a child's difficulties with the learning support teacher in the school and if they feel he or she may benefit from special help we will contact parents and discuss a suggested course of action. With the parent's agreement, the learning support teacher may test the youngster and if it is felt necessary may take him or her out of the class for a short time on a regular basis, work with him or her within the class, or seek help from some other educational specialist outside the school.

If, during the year, problems arise then every effort will be made to keep you informed of these at the earliest possible instance. On the other hand we hope parents will get in touch with us if they feel all is not well.

Assessing Progress

Every day your child's class teacher is noting how he or she is getting along. By observation, the regular marking of complete work, monitoring reading skills, discussion, and other frequent, informal checks on progress, she/he builds up an overall picture.

Along with this, at different stages during the child's school career, tests may be given which will help diagnose your child's strengths and/or weaknesses.

Recording Progress

From the time your child starts school until the time he or she leaves, duplicate copies of school reports and Personal Learning Plans will be kept, along with other relevant information, in the child's Pupil Progress Record. At the end of your youngster's primary school career there is a period of liaison between this school and the Secondary and these records are passed on at this time.

Keeping you informed of your child's progress

Each year you will receive a Personal Learning Plan and written report on your child's progress.

Pupils With Special Needs

The Council has a policy of integration. This promotes the placement into primary and secondary school of pupils with significant special needs. Additional support may be given to the school to enable such placement. At present we have one child in school with a Record of Needs.

Integrated placements or placements into special classes are made following assessment by the Council's Specialist Advisers and in consultation with parents.

Homework

Homework has a place in that it encourages a child to develop self discipline and lets him or her see that their progress can be a shared concern between home and school. Please keep a copy of our school's homework policy.

In the earlier years you can expect paired reading to be a regular feature of homework. Enjoying a shared experience is very important to all children.

Later you will find other subjects set as tasks for homework.

Two things that I would ask that you bear in mind.

1. Homework should never take more than 30 minutes.
2. A regular time for homework is essential.

Your child will benefit from YOUR interest in what he or she has been asked to do.

Please sign your child's completed work to show that you have seen it.

Attendance

Parents are legally required to make sure that their children attend school regularly and schools are expected to keep records of attendance and take appropriate action when this seems unsatisfactory.

Absences

If there is reasonable cause for your son or daughter to be absent from school will you please contact the school by phone, note, or visit as soon as possible. If the absence is only for a short time a note can be sent with your child on their return. However, if you expect them to be absent for a longer period would you kindly contact the school as soon as possible for, normally, long periods of unexplained absence would make it necessary for us to make enquiries.

Your child's time at school is valuable and you are urged not to keep him or her away from school for such things as shopping expeditions or hairdressing appointments which could be arranged in out-of-school time and which we would not consider as reasonable cause for absence.

Problems with Attendance

The Education Welfare Officer calls at the school regularly and can be asked to visit the home of parents who have problems in getting their children to attend school on a satisfactory basis or are experiencing difficulties with punctuality over a period of time.

Holidays During Term Times

This is discouraged by West Lothian Council. Permission can be given for pupils to be on holiday during term time for up to ten school days per year and a letter requesting permission for pupils to be absent should be sent to school in advance of the intended holiday but parents are asked, wherever possible, to take their holidays at the same time as school holidays. No school work will be given during this time as per Council policy.

Late-coming

The beginning of the day is a time when many important things are happening, instructions are given about the day's activities, attendances are checked and a host of other things that relate to the efficient running of the class and school. The school, therefore, places great importance on every child arriving at the correct time.

Having said that, we also appreciate that minor crises occur and your child will be late for school. If this does happen please send him or her to school with a note of explanation. The entry system at our front door should be used at these times.

Dental/Doctor's Appointments

If your child has an appointment during school hours, for their own safety please ensure that he or she is collected from school.

Playground Supervision

We currently have staff supervising playground activities during our Morning Break and Lunch Break and a senior member of staff is always available at these times. Activities and a "quiet" area are available to encourage happy Breaks.

Health And Safety

Within the general policy laid down by West Lothian Council, the Education Services have prepared a series of statements of safety policy for all areas of its responsibility in accordance with the Health and Safety at Work Act 1974. School staffs are fully instructed in their responsibilities in this respect and safety regulations apply to all aspects of school life both on and off the premises. It is expected that pupils will behave responsibly and comply with all safety requirements. The support of parents in promoting good practice in health and safety matters is of importance to the school.

It is the requirement of all schools to record and log details of fire drills, fire extinguisher checks and administration of medicines.

Positive Behaviour Policy

LETHAM PRIMARY SCHOOL

Positive Behaviour Policy

We aim to create an orderly but relaxed atmosphere within our school building and playground where learning is effective and the safety and wellbeing of each child is considered of vital importance.

As we rely on parental support at all times we shall endeavour to encourage parental involvement in school activities, the sharing of information, the use of the Parents' Room and any other opportunities which will help us to help our pupils. All staff, through consultation with management, will continue to support, implement and initiate in this area.

Our overall approach is one which emphasises positive behaviour at every opportunity to raise self esteem and help eliminate inappropriate behaviour. We promote Circletime principles in Nursery, Primary and Special Classes.

Golden Time

Classroom Golden rules will be displayed and referred to in all classrooms. Playground Golden rules will be displayed in school. Good behaviour will be rewarded with a half hour of Golden Time once a week in P1 – P7.

If a child breaks a rule he/she will be given a warning card which will be displayed for a short realistic period of time. If the child modifies his/her behaviour the card is then removed without penalty. If the child continues to misbehave he/she will forfeit a period of Golden Time – 5 minutes in P3-7, 1 minute in P1 and P2. Teachers will record this on a record sheet.

Children who have lost Golden Time will sit and watch the sandtimer for the appropriate period of time when others begin Golden Time. This gives children time to think about why they have lost time. After the forfeit time has passed the child may join in Golden Time activities.

A child who does not lose any Golden Time over a week will have this recorded on a chart. If a child earns all their Golden Time over a consecutive 5 week period he/she will be awarded a certificate. Each 5 weekly award will be different, yellow, red, blue, bronze, silver, gold certificates. If all of these are earned the child earns a Golden Badge if successful for a final 5 week period. At the teacher's discretion a child may be given the opportunity to earn back a maximum of 10 minutes Golden Time.

Each class member will participate in compiling their own class rules. They should be realistic, displayed prominently, changed at regular intervals and worded positively, e.g. "We shall try to....". Four rules should be the maximum in Upper Stage classes and younger groups should have fewer. Pictorial information is useful in the Early Stages.

Rewards should be immediate, frequent and consistent. They will include verbal and written praise, stickers and stamps, certificates and badges, sent to the Headteacher / Depute Headteacher for praise and a class point or a badge or certificate, best work displayed, activity times, e.g. Monday afternoons and Golden Times. Notification of praiseworthy attitudes, work or actions should be sent home.

Every member of our staff is responsible for discipline in our school. Any pupil being sensible, caring, etc., should be praised and anyone seen or heard misbehaving should be dealt with immediately. Any appropriate information should be passed to the pupils's class teacher or a promoted member of staff. All children should be informed and reminded regularly of our expectations, rewards and discipline steps.

Playground staff may implement 'time out' in the playground or a child may be brought inside to write about what happened and why. Children may be kept inside for 2 days missed break, working on tasks under supervision. Children who behave well in the playground are rewarded.

The school will not tolerate racism, sectarianism or discrimination on any grounds. Any racist incidents are dealt with according to council procedures.

For children who do not respond positively to the above approaches to attempt to modify their behaviour, the following steps should be taken:

- ... A verbal warning from a member of staff.
- ... Sent to a promoted member of staff with a note of explanation.
(Staff will keep a copy of any notes sent)
- ... Informal note from class teacher countersigned by H.T. or D.H.T.
- ... Letter sent home by promoted member of staff – date and content to be kept in book in Headteacher's room.
- ... Letter sent home inviting parents to school. Data entered in book.
Home/school report booklets may be initiated here.
Booklets in Headteacher's room.
- ... Exclusion

N.B. There may be occasions when actions are so concerning that a promoted member of staff will implement one of the later stages immediately.

After School Clubs

We are very fortunate in this school in that staff and parents give up their time to allow our pupils to have after school groups. These currently are:-

Monday:	Football For Fun	Miss Bews	P5-P7
	Homework Club	Mrs Glover	P3&P4
	Homework Club	Miss Rutherford/	P5-P7
		Mrs Sheppard	

Tuesday	Crazy Craft	Miss Rutherford	P5-P7
Wednesday:	Computer Club	Mr Couper	P5 & P6
	Playaway Club		
	(Playground games etc)	Mrs Sheppard	P3 &P4
Thursday:	Badminton Club	Mrs Hale	P6 & P7
	Cycling Proficiency		
	Training	Miss Craig	P6 & P7
	Choir	Mrs Steele/Mrs Bulgin	P3-P7

Activities start at 3.25 and finish at 4.10pm unless otherwise indicated.

Medical Care

The School Health Service provides us with the assistance of these people.

School Nurse/Health Visitor
School Doctor
School Dental Officer
Speech Therapist
Audiometrician

These people will visit the school to make routine medical and dental inspections.

Throughout your child's years at primary and secondary school, a team of specialist Health Service and Education Department staff will be seeing him or her from time to time to make sure that he or she benefits as much as possible from all that school has to offer, and to help prepare him or her for life after leaving school. The School Health Service is part of the Community Child Health Service and has direct links with those who carry out health checks on children before they start school.

Many different services are provided. The staff involved make every effort to work closely with parents and with others who are caring for your child, both at school and in other branches of the Health Service. Some of the services, e.g. testing for vision, hearing or speech, are provided to all children on a routine basis to discover which children may need further tests or treatment. Parents are not notified of these screening tests and any parent who does not want a child to be included should notify the school at the beginning of the session. Naturally, if treatment is thought to be required, you will be informed and consent requested.

The school doctor visits the school regularly and meets with the school nurse or health visitor and with teachers to find out whether any pupils need medical attention. In addition, the doctor reviews the medical notes of all children in Primary 1 and 7, at secondary school, and all new entrants.

Parents are also asked to complete a health questionnaire about their child at these ages and asked if they would like their child to have a full medical examination. In addition, the doctor may ask for your consent to examine your child if his or her medical records are incomplete or if the doctor particularly wishes to check on his or her progress. You will be invited to be present at any medical examination and kept informed if the school doctor wishes to see your child again or thinks that he or she should be seen by your family doctor or a specialist. You can, if you wish, arrange for your family doctor to undertake the

examinations instead of the school doctor but you may be charged a fee for this. In secondary schools the school doctor may consider whether any special information should be provided for the Careers Advisory Service.

The school doctor will be pleased to see you and your child at any time if you are concerned about his or her health or general progress at school.

The speech therapist can provide assessment and, if necessary, treatment if you, a teacher or the school doctor feels that your child may have a speech or language problem.

Any enquiries concerning the provision of dental services should be made to the Chief Administrative Dental Officer, Lothian Health Board, 11 Drumsheugh Gardens, Edinburgh EH3 7QQ (Tel. 0131 225 1341).

Any special medical conditions or requirements should be made known to the school. If medicine is to be taken, or administered by staff, a form must be signed. These can be obtained from the school office.

We hope that the School Health Service can, together with yourselves, contribute to your child's overall well-being and development. Please do not hesitate to arrange, through the headteacher, to see the school doctor, nurse, or the health visitor, if you want more information.

Transfer From Primary School To Secondary School

The secondary school to which our P7 pupils will normally transfer is:-

Inveralmond Community High School
Willowbank
Ladywell
Livingston EH54 6HN
Tel. 438093

You will be informed of transfer arrangements by December of your child's last year in primary school.

If There Is A Problem

A Local Answer

Most problems are resolved in school

If you wish to raise a concern with the Education Service, the first person to approach will normally be the Headteacher of your school.

She will try to resolve the difficulty or provide an explanation to you within ten working days.

Advice and Conciliation Service

If you remain dissatisfied, you can make a complaint to the Education Service. The Advice and Conciliation Service provides a Helpline during office hours to advise you on how to take further action.

Helpline number - 01506 776005

You may be asked to put your complaint in writing addressed to:-

Support Services Manager
Customer Care
Lindsay House
South Bridge Street
Bathgate
EH48 1TS

A written acknowledgement will be sent promptly when your complaint has been received in writing.

Following the investigation of your complaint, a full reply will be sent as soon as possible. This will tell you the outcome of your complaint.

The reply will explain the conclusion, the reasons for it, any action taken or proposed, and any further action you may take if you remain dissatisfied.

School Boards

The School Boards (Scotland) Act 1988 gives each primary, secondary and special school the right to elect its own School Board

The membership of School Boards comprises parents, who will have a majority, school staff members and co-opted members chosen to represent the community. Local Regional councillors, representatives of the Authority and Headteachers have a right to attend Board meetings but cannot be members of a Board.

School Boards have a variety of duties and functions including communication with parents, fund raising, taking part in the appointment of senior staff of a school, and arranging the use of school premises outwith normal school hours. Boards can ask the Council to give them certain additional responsibilities.

A booklet detailing the functions, membership of and regulations governing School Boards is available from the Education Office.

We do not have a School Board at present.

Parent Staff Association

The Parent Staff Association meets in the Staffroom at 6.30pm on the first Tuesday of the month. The Chairperson is Mrs W Cowan and the Secretary is Mrs S Ross. Any messages for the Association can be passed to the appropriate member by the school.

Addresses

The address of the Education Office where all departments can be reached is:

Education Services
Lindsay House
South Bridge Street
Bathgate
EH48 1TS

Director– Kate Reid

The information in this booklet is accurate at the time of compilation but is subject to changes in roll, staffing and resources in future years. Updates will be given in our regular Newsletters to parents. Please amend the booklet when this information is received.

December 2004