



# Machanhill Primary Newsletter



Safe, Successful, Respectful

August 2025

**Dear Parents/ Carers,**

Welcome to our first news update of the session. Last Thursday we were very lucky to experience a beautiful sunny day and welcomed all our pupils back after the summer break. We also welcomed 56 new children into our school community. 51 of whom form our Primary 1 cohort. Our pre-school returners also started their final year in our nursery

This session we will be appointing our School Captains, pupil council representatives and other leadership roles across the school. All of our children will have the opportunity to apply for a position. The selected candidates will spend the session being excellent ambassadors for the school, helping at school events and promoting our school vision and values:

**Safe, Successful, Respectful**

This will enable our pupils an opportunity to develop themselves as confident individuals, effective contributors, successful learners and responsible citizens. The democratic voting for these positions will take place over the next few weeks.

## **Classes and Staffing**

We welcome new staff members to the Machanhill team this session and are fortunate to also have familiar faces return. Miss Harnett joins the teaching team and we are delighted to have Miss MacLean, Mrs Mochan and Miss Walker return for this session.

Our staffing for this session is as below:

### **Leadership Team**

HT - Mrs Boyle

DHT - P4-7 - Mrs Tallamy

DHT - Nursery / P1-3 - Mrs O'Neill / Mrs Carson

PT - Mrs Carson / Mrs Hamilton

### **Classes**

Room 1 - P1 Miss Fitzpatrick

Room 2 - P1 Miss Walker /Mrs Rasmussen

Room 3 - P1 /2 Miss Harnett

Room 4 - P2 Mrs Jamieson

Room 4a - P3 Mrs Carson/ Mrs MacDonald

Room5 - P3/4 Miss MacLean

Room 6 - P4 Mrs Govern

Room 7 - P4/5 Mr Smith

Room 8 - P5 Mrs Kellachan

Room 9 - P5/6 Mrs Morrison / Mrs King

Room 10 - P6 Miss Gavin

Room 11 - P7 Mr Hamilton

Room 12 - P7 Mrs Hamilton

Nursery- Miss Scott, (Team Leader) Mrs Miller, Miss Kenmuir, Mrs Cooper, Mrs McGrath, Mrs Russell, Miss Law, Miss McKenzie and Mrs McGregor.

If you need to make contact with the school please use the office contact email or call during school hours: [office@machahill-pri.s-lanark.sch.uk](mailto:office@machahill-pri.s-lanark.sch.uk) or call 01698 882101.

Class teachers should be your first point of contact if you have any concerns. Mrs O'Neill has Pastoral care for our Nursery and P1-3 children. Mrs Tallamy has pastoral care for P4-7 and is our ASN co-ordinator. Please contact them if your child's teacher is unavailable. Staff are very often with children and an appointment in most instances will be necessary.

## **SCHOOL and NURSERY ABSENCE**

### **If your child needs to be off please telephone the school before 9am**

When your child is absent a note should be brought to school on their return. If no note is sent to school the absence will be recorded as unauthorised (even if a phone call has been made earlier). Holidays during term time are recorded as unauthorised parental holidays as part of the local authority attendance policy. Absences below 90% will result in the local authority attendance procedures being followed. Letters with attendance and lateness information will be sent to parents across the session, where concerns arise. **Missed days are missed learning!**

## **Religious Education and Observance**

Religions from across the world are taught in all stages from Nursery - Primary 7. As part of Curriculum for Excellence. Scottish Government Ministers consider that religious observance complements religious education and is an important contribution to pupils' development. It should also have a role in promoting the ethos of a school by bringing pupils together and creating a sense of community.

Parents have the right to withdraw children from participation in religious observance. Should you wish your child to be withdrawn, a letter should be sent to the head teacher.

## **School Uniform**

At Machanhill Primary School we fully encourage all children to always wear school uniform. Pupils should wear a pale blue shirt or blouse with the Machanhill tie and plain grey skirt or trousers. Cardigans and jumpers are royal blue. Please note our uniform is **not** navy or black and leggings and joggers are not part of the uniform. Children should wear a pale blue polo shirt and self-coloured shorts to P.E. Football shorts and kit are not allowed. Uniform can be purchased online from School Wear Made Easy or Scot Crest. [www.scotcrestschoools.co.uk](http://www.scotcrestschoools.co.uk) or [www.schoolwearmadeeasy.com](http://www.schoolwearmadeeasy.com)

## **MEDICATION**

If your child requires medication during the school or nursery day, please visit the school office or speak to Miss Scott, nursery team leader. For health and safety reasons, all medicines and tablets should be kept at the school office and a parent consent form **must** be completed before any medication can be administered. Staff are trained by health care professionals to help support the attendance of children with long term care needs. If your child has a medical condition, please make the school or nursery aware. We encourage children are sent to school or nursery and if they become unwell, office staff will call home.

### **School Meals / Packed Lunches**

Pupils in P1-5 receive a free school lunch. Lunches for pupils in P6-7 are £2.62 unless they are in receipt of a free school meal entitlement. Water is the only drink offered free at lunch time therefore your child can bring a carton of juice for lunch or purchase a carton of milk for 30p. Lunch and milk should be prepaid on Parent Pay. **No glass bottles or fizzy juice are allowed.** Water bottles for use in the classroom should have sports lids and contain only plain water. Juice and flavoured water, if spilled on books and jotters is sticky and ruins them. Please send your child with a full bottle of fresh water daily.

**Please note pupils are not allowed to bring NUTS or products containing nuts e.g. Nutella and chocolate spreads into school because of allergies.**

### **P.E.**

We ask for safety that all pupils remove their jewellery including watches prior to any PE lessons. If earrings cannot be removed, then plasters need to be worn. **(Plasters to be provided from home.)** **Should your child be unable to participate in PE, then a letter must be provided.** Children should wear plain coloured shorts and a t-shirt for P.E. PE days for each class will be issued on Parent Portal. At times P.E. will take place outside.

### **Indoor Shoes**

Children are required to change into suitable indoor shoes at school. Black plimsolls with non-marking soles or trainers are preferable. Please check regularly with your child that their 'gym shoes' still fit. Staff will send shoes that become very worn or unsafe home to be replaced.

### **Mobile Devices**

Pupils are discouraged from bringing mobile devices to school, however, if they require them for after school, the device must remain **switched off and be given to a staff member to be locked away.**

### **Breakfast Club**

Places for breakfast club must be booked in advance and an application form completed. Children should be dropped off at breakfast club and signed in by an adult. They should not arrive before 8.15am. Anyone attending breakfast club should arrive before 8.30am. Children are given cereal and toast for breakfast.

Places are allocated on a first come basis. Mrs Douglas, Mrs Canning or Mrs Allan will be in attendance to supervise the children whilst they sit to eat breakfast. Children will be taken to the playground at 8.45am.

Please note that staff absence may result in breakfast club being unable to run. If you are able to volunteer at breakfast club, please contact Miss Graham. Should you no longer need the place please contact the school so that your place can be allocated to someone else on our waiting list.

### **The School Gates & Parking**

The safety of our pupils is paramount. When dropping children off at nursery or school we ask that you use a parking space and don't block the roadway or drop off zone. Spaces in the drop off zone are not for parking in. Disabled spaces should only be used by people with a blue badge and this should be displayed when parking. When parking vehicles near to the school, please park your car with consideration for our neighbours. Please keep driveways clear and be aware that a Road Traffic Order is in place outside the school and parking on the yellow lines can result in fines being issued.

To avoid confusion at the end of the day please ensure your child knows which gate they have to leave from.

Primary 1 leave from the Miller Street entrance. They should be collected from the MUGA area, by an adult. Pupils in P2 -7 leave by the Machanhill gate or our Miller Street gate. Parents of children in P2 can meet their child at the playground gate in the car park or at Miller Street. We ask parents of children in P3-7 to please wait for your child on the pavement outside the car park (on Machanhill) and not at the playground gate. This area is very congested and causes the younger children difficulty in seeing their parent at the end of day.

### **Communication**

Our main methods of communication will continue to be Parent Portal and Learning Journals for our nursery children. Please sign up to Parent Portal as soon as possible to avoid missing any notifications. Over the session we will be loading newsletters, letters, classroom news and other important information including permission slips.

Text messaging will continue to be used to inform parents / carers of important information and emergencies. Please inform the school office if you change your mobile number.

In response to parent feedback about communication we aim to keep you as fully informed as possible and with plenty of notice therefore, the school will:

- Publish a newsletter regularly
- Send home letters on Parent Portal.
- Issue an annual calendar with events and dates. (dates may however need to change)
- Share news and information on our website: [www.machanhill-pri.s-lanark.sch.uk](http://www.machanhill-pri.s-lanark.sch.uk)

### **Important Dates:**

Friday 27<sup>th</sup> September School closed, Holiday

Monday 30<sup>th</sup> September School Closed, Holiday



**Machanhill Primary School**

### **Comments, Feedback and Suggestions**

**Comments / Feedback:**

**Name:**

**Pupil Name:**

**Date:**