**INFO FOR NEW PARENTS**

I would like to welcome you and your child to Parklands school. The handbook is a good source of information but I have compiled a short list of essential info for you as new parents to retain as a quick fact file, I hope this and the handbook help to answer any questions you have.

**PARENT COUNCIL INFO**

The school has a parent council which meets approximately once a term. The council is made up of a small group of parent s as well as the school Chaplin and head teacher. The parent council run a variety of different fundraising activities throughout the year. Our parent council are always very keen to welcome new members to the group and meetings are open to all parents. As we are a small school I would encourage that all parents support the parent council in their work as much as they can as the parent council benefits all pupils within Parklands school. Any meetings or dates will published via the school.

**PARENT FOUCS GROUP**

The parent focus group is open to all parents and approximately once a term meet up with the head teacher and a member of staff to discuss the work of the school and give a parent’s perspective on aspects of the schools work. Discussions on such issues such as school report design, use of diaries etc.

**THE WEE BLETHER**

The majority of our pupils are bused into school at the start and end of the day, as such many of our parents miss out on the opportunity to meet and chat to other parents in the playground. The wee blether was started to allow parents the chance to meet with other parents. It was felt that parents enjoyed a chance to meet off the school grounds and as such have arranged to meet at a variety of different venues in the community. The wee blether is approximately once a term with no specific day to allow all parents best chance to access.

**SCHOOL DAY**

The school day starts at 9am and finishes at 3pm for primary and 3.30pm for secondary with lunch at 12 and 12.15 respectively.

**LUNCH**

Pupils have lunch which is supervised at all times at 12 for primary and 12.15 for secondary pupils. Primary 1-3 pupils are given access to free meals. All parents are encouraged to complete forms for free meals on entry to school if applicable. Pupil’s meals are made on the premises by our school cook who can accommodate special diets. Any specialised diets require a detailed form to be completed listing any allergies or special dietary requirements. Lunches can be bought from the kitchen at£2.20 for a two course meal, pupils can also bring in packed lunches.

**TRANSPORT**

All pupils are offered transport which will pick them up and deliver them back home each day. The application for transport is processed by the school and you will be contacted by letter from the transport manager with details of pickups and timings.

Transport contact: Gordon Munro

**SCHOOL UNIFORM**

School uniform is encouraged and details can be found in the school handbook. School uniform is ordered through My Clothing website, details in the handbook.

myclothing.com

**RESPITE**

Many pupils and parents access respite at Ardlui house in Charlotte Street as well as Cornerstone or Enable for support and access to different supported activities for their child. These facilities are accessed in discussion with social work.

**CONTACTING THE SCHOOL**

The school office is manned form 9am -3pm, at other times there is an answering machine to leave a message, alternatively you can email the school office at the following

Enquiries-parklands@argyll-bute.gov.uk

01436 673714

**SICKNESS AND ABSCENCE**

When your child is sick we would ask all parents to contact the school and the bus escort. The school follows NHS guidelines and would ask that parents keep their child off sick for 48hrs after any period of sickness or diarrhoea. After a period of diarrhoea all staff and pupils are excluded from the pool for 14 days as directed by pool guidelines.

**COMMUNICATION**

All pupils are given a home school diary which is completed on a daily basis by staff. The diary helps detail what activaties your child has participated in and any other important info re personal care or eating and drinking. The diary is also a place for parents to communicate with staff informing them of any news, appointments etc. it is also a place where parents can inform staff if a pupil has had a poor night’s sleep which may impact on their ability to access the curriculum. Staff will contact via phone or a sealed envelope any sensitive matters including any concerns.