



Melrose Primary School

Parent/carer bulletin 1: 2025 August 2025

Welcome back

We are delighted to welcome everyone back to school and extend a very special greeting to all our new pupils and families. It has been wonderful to see how quickly the children have settled into their new classes.

Over the past couple of days pupils have been learning new routines and building positive habits that help our school day run smoothly. We are also focusing on living out our school values of being Respectful, Responsible, Receptive, Reflective and Resilient. It has been fantastic to see these values shining through in classrooms and around the school.

We look forward to an exciting term of learning, growing, and achieving together!

Staffing changes

New teachers

Miss Eve MacDonald (P4/5), Mr Ian Humphrey (P4) and Miss Jenny Adams (P2) join our teaching team. Mrs Rhea Kershaw will be working two days a week with Mrs Dinah Wilson within Pupil Support.

Drop off and pick up

Parents/carers are welcome in the playground at the beginning and end of the school day. We ask that parents/carers stand back from the doors/gates that the children use at the beginning and end of the day. Children are asked to line up outside their classroom door or gate 2-3 minutes before the start of the school day, 0845, so they are ready to be welcomed into school at 0845.

Children who arrive late must report to the school office before going to their class.

It would be helpful if children arrive at school as near their class start time as possible.

For health and safety reasons, we ask that children:

- do not play in the school garden at the beginning of the day
- do not play in the public park unsupervised at the beginning of the school day
- do not play ball games in the playground at the beginning and end of the school day
- do not ride bikes / scooters in the playground at the beginning and end of the school day

In line with Scottish Borders Council policy dogs are not permitted in the school grounds at any time throughout the school day. This includes at organised events such as Sports Day.

School Uniform

We ask all children to wear school uniform. On PE days, pupils should wear their PE kit with their school jumper. On wet days, we kindly ask that children bring a change of footwear, so they do not have wet feet or carry mud into the school from the green space.

Football tops and kit with brand names should not be worn to school, including on PE days. Parents / carers will be contacted directly if this is not adhered to. As part of our school uniform expectations, we kindly ask that pupils do not wear short shorts or skirts to school. Clothing should be comfortable, practical and suitable for learning and play, while also reflecting our school values.

Thank you for supporting us in maintaining a smart and consistent school uniform for all pupils.

PE

Classes will have PE on the following days:

P1	Monday, Tuesday
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P1/2	Monday, Wednesday
P2	Wednesday, Thursday
P3	Monday, Wednesday
P3/4	Tuesday, Thursday
P4	Tuesday, Thursday
P4/5	Monday, Tuesday
P5	Wednesday, Thursday,
P6G	Monday, Wednesday
P6T	Monday, Wednesday
P7H	Tuesday, Thursday
P7L	Tuesday, Thursday

Sustainability Shed

Our Sustainability Shed, which has second hand school uniform, is open for families to take items they need for free. The aim is to encourage reuse and sharing, helping us all to reduce waste and support one another. This is the shed in the school garden nearest to the main building entrance. The shed will be open during the school, if locked please ask for the key from the office.

A group of parents have spent time through the summer re-organising the shed. Further information about the organisation will follow from the working group of parents.

While we are always grateful for donations, the main purpose of the shed is for families to use what is there. Please do feel welcome to come and take items without feeling you need to give something in return.

School Communication

We are reviewing our school communication with parents/carers in light of the SBC Parent Portal. We will continue to use Groupcall for most of our communications. We will no longer be using the school app therefore class specific communications will be through Groupcall for the time being. Attached is a school calendar to keep you informed about events.

The beginning of the school day is very busy, the class teachers greet each child individually. Consequently, this is not a good time for parents/carers to share information directly with the class teacher. Please communicate directly with the school office. The office staff will communicate with class teachers. We ask for your understanding with this matter.

Assessments

Over the first few weeks of term pupils will complete a number of assessments in both literacy and numeracy. The information from these assessments will enable teachers to plan learning to ensure progression.

Volunteers

We are looking for volunteers to support reading groups, read stories to children and other learning activities in school. If you have some time to spare and would like to get involved, we would love to hear from you. Volunteers to support with other activities would also be much appreciated.

All volunteers are required to have a Disclosure check (PVG), which the school will arrange.

Volunteering is a great way to be part of school life and makes a real difference to our pupils' learning. If you are interested, please contact the school office for more information.

Mobile Phones

We would prefer that mobile phones are not brought to school however we do recognise that pupils may need them for use after school. Please note that Melrose Primary School is not responsible for any personal property, including phones, which is brought to school. **Pupil phones must be switched off and kept out of sight** (in the child's bag or

tray) during the school day. Additionally, smart watches should not be linked to phones in school – this is not an issue if phones are switched off.

If pupils need to contact home throughout the day they can do so at the school office. For data protection, **pupils must not take photos or videos of others (children and adults) without [parental] permission.** This includes people who may be in the background of photos unknowingly. Please talk to your child about this and support us by monitoring their phones and deleting any images which may breach data protection.

Lunches - ParentPay

Primary 1 to 5 pupils are entitled to a free school lunch. All lunches, free or paid, must be ordered through ParentPay. Please remember to order child's lunches in advance, preferably by the night before at the very latest, to ensure that your child receives the food you have chosen for them. Advance ordering limits time spent on choosing meals during learning time in school. Meals can be ordered for an entire term if you wish.

What happens if I do not order a lunch?

If a lunch order has not been placed for your child, they will be offered a **soup and sandwich option.** Please note that we can only provide this choice, as all other meals are made to order in advance.

Thank you for your understanding and support.

Nut Free School

Please remember that we are a nut-free school. We have a number of pupils, and staff, in school who are severely allergic to nuts. It is imperative these products are not brought to or consumed on school premises, including in the playground. Please check packaging especially cereal bars.

Snack Procedures

- There will be one snack time, in class, during the school day - free flow snack will no longer take place
- Class teachers will choose an appropriate time during the school day for the class to have snack
- Children should bring a healthy and nutritious snack
- **Confectionary is not allowed – confectionary includes sweets and chocolate.** Children who bring confectionery will not be permitted to eat it
- **We also do not permit grab bags of crisps.**

We thank you for your support of this.

Water

We encourage children to bring water to school, in a named bottle. There are water dispensers in both buildings for children to re-fill throughout the day. Water bottles need to be cleaned daily; we will support children to take them home at the end of each day. **Please no juice as we are a health promoting school and support good oral health.**

Showbie

All classes will use Showbie for pupil Personal Learning Plans (PLPs), which record assessment evidence and report to parents throughout the year. If your child has a Showbie account from last year it will be transferred. New pupils will receive parental invites and instructions in due course. Please bear with us as teachers get their children back onto showbie. This may take a few weeks.

New P6s (last year's P5s) iPad Charger Amnesty

At the end of last session, the P5 iPads were collected in. Unfortunately, very few of the chargers were handed in at the same time. Please can we ask that any outstanding chargers, or replacement chargers as per the agreed SBC contractual iPad agreement, are returned to school in the next few days. Many thanks.

Home learning

Home learning is given to support learning in class. As children are at different stages in their learning, assessments will be ongoing throughout the year to ensure the home learning is appropriate for your child - building on their knowledge and experience.

You should expect your child to receive reading. This will be in various forms, age and stage dependent. In the early years, we teach a balanced approach to reading focussing on both phonological awareness and whole word recognition. In first and second level, the focus will be on the mechanics of reading, reading comprehension and critical literacy skills.

Throughout the year your child may have number facts (addition / multiplication) and or 'Common Words' to practise at home.

The Learning Station

The Learning Station will be based in our STEM room and serves as an alternative provision for pupils who may benefit from a quieter environment or need additional support. This space is intended for children who find the physical and social classroom environment a barrier to their learning, as well as those who may need assistance with emotional regulation, social interaction, or specific academic areas.

Melrose Primary School Learning Station

Our goal is to ensure that every pupil has the opportunity to succeed in an environment that works best for them.

The Learning Station provides:

- A supportive space for pupils who need a break from the classroom due to behavioural challenges or dysregulation.
- Targeted interventions in literacy, numeracy, and social-emotional learning to address specific needs.
- Focused support for children who have Individual Education Plans (IEPs), helping them to meet their goals in a calm, focused setting.

The Learning Station provides:

- Individualised Support: Pupils will receive tailored interventions in literacy and numeracy, ensuring that learning continues at a pace suited to their needs.
- Emotional and Social Development: The Learning Station will also focus on building emotional literacy and improving social interaction, crucial areas for pupils' overall well-being and success.
- Collaboration with Classroom Teachers: Our classroom teachers will work closely with the Learning Station staff to ensure that interventions are in line with each pupil's learning plan and progress is monitored regularly.

Zones of Regulation

At school, we use the **Zones of Regulation** to help children recognise their feelings, understand their emotions, and learn strategies to manage them. The Zones give pupils a simple way to talk about how they are feeling and what they might need.

The Four Zones

Blue Zone – low energy emotions (e.g., tired, sad, bored, unwell).

Green Zone – a calm, focused state, ready for learning (e.g., happy, content, focused).

Yellow Zone – heightened emotions, but still in control (e.g., worried, silly, excited, frustrated).

Red Zone – very heightened emotions, where control is lost (e.g., anger, rage, extreme excitement, panic).

How It Helps

Children learn that all feelings are normal—there are no "good" or "bad" zones.

Pupils build skills to regulate their emotions and return to the Green Zone when needed.

Staff use the same language across school, giving pupils a clear and consistent framework.

How You Can Support at Home

Talk with your child about which Zone they are in at different times of day.

Encourage your child to use strategies they learn at school (e.g., breathing exercises, movement breaks, talking it out).

Share with us any strategies that work well for your child at home, so we can use the same approaches in school.

Together, we can help children feel more confident in recognising and managing their emotions, both in school and at home.

The ZONES of Regulation®

BLUE ZONE Sad Sick Tired Bored Moving Slowly	GREEN ZONE Happy Calm Feeling Okay Focused Ready to Learn	YELLOW ZONE Frustrated Worried Silly/Wiggly Excited Loss of Some Control	RED ZONE Mad/Angry Terrified Yelling/Hitting Elated Out of Control

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Toys

Our policy is that children do not bring their own toys to school as they can get lost or damaged which causes lots of distress to the children, this includes football cards. **Football cards must not be traded in school** because it causes unnecessary arguments.

Scottish Borders Council (SBC) Respectful Relationships

Please find below the link for the new SBC Includes Respectful Relationships and anti-bullying policy leaflet for parents/carers.

[Parent Information Leaflet - Final.pdf](#)

Our school's Respectful Relationships Policy can be found on our website.

Diary Dates

Thursday 28 August 2025 P7 Residential meeting 1800

Thursday 11 September 2025 P1 Information evening 1830

Wednesday 17 September 2025 – Friday 19 September - P7 Residential

Thursday 2 October 2025 – Flu Immunisations

Monday 13 October – Friday 17 October 2025 – Holiday

Monday 20 October 2025 - In-service Day, school closed to pupils

Tuesday 21 October 2025 – Pupils resume

Wednesday 19, Thursday 20& Monday 24 November 2025 – Parent / Carer Consultations – times and dates to be confirmed

Monday 1 and Tuesday 2 December School closed – St Andrew's Day and casual holiday

Thursday 4 December School Christmas Fair

Thursday 11 December P1 Nativity

Thursday 18 December School Christmas lunch

Friday 19 December Church service led by P5 year group

Senior Leadership and Pupil Support contact details:

HT	Mrs G Innes	gcinnes@scotborders.gov.uk
DHT	Mrs N Cranston	Natasha.cranston@scotborders.gov.uk
DHT	Mr J Wallace	Jamie.Wallace@scotborders.gov.uk
PT	Mrs S Thomas	Shona.thomas@scotborders.gov.uk