

Leith Primary Parent Council Meeting

Location: Library Wednesday 20th March 18:15

Attendees: Christine Treche, Kirsty Welsh, Imogen, Emma Grbic, Nicola Lamberton, Sarah Morrison, Claire Colquhoun, Sarah Fraser, Roz, Rebekah McVittie, Kate McDonald, Emma, Nikki Dunne, Gayle Blair, Lauren Sweeny, Suzanne McHattie, Judith Weir, Dawn Moloney.

Apologies: Fiona Craig, Justine Douglas, Jenny Ryan, Veronica Melichar, Anneli Kuukka,

Head Teacher update – Dawn Moloney

New nursery teacher Sasha Reid has been appointed and new PSA Caitlin, replacing Miss O'Donnell, is starting soon. Gillian Aitken, a new PSA has found a job with better pay and leaves after Easter.

Teaching staff have been working on project called **lesson study**, teachers work in team of 3 and plan a lesson together as a team, focus has been on writing so far. They plan together and the whole team teach the same lesson. They observe each other delivering, review and revise each time, the focus so far is on PEF pupils in particular and they observe how different strategies work. They tweak after each go at teaching and then evaluate how they feel it has gone. Staff like peer evaluation style and the chance to focus in on particular pupils.

The school acknowledged appointments for **parent nights** agreed it was too last minute.

The school are asking LPPC to consider their 1 in 5 in poverty programme for the proposed **crazy hair day** to help raise funds for the playground. They follow the policy "one in five" about pupils growing up in poverty and school don't want to be asking parents for money so often and want to spread these things out. There is a working group in school who are aware of many families who would struggle to do support this fundraiser, even £1 or 50p donation. The school would prefer to give lots of notice to parents and be more planned about these events. It was noted that LPPC offered and had planned to buy some gel, hair spray etc allowing anyone who couldn't afford hair stuff to use that and also that it was a voluntary donation even if you did your hair. Some parents may not want their children to do this anyway even if gel etc was supplied. It was felt that events like these require minimum effort by LPPC raise morale among pupils and is lots of fun for pupils. As always families have the option to opt or out in terms of e.g dressing up or paying a donation. 1 in 5 policy document will be emailed out. **Would any parent be interested in joining the "1 in 5" committee? School to supply 1 in 5 document**

Panto/Christmas Show

Mixed reviews came back from in-house **panto** held at the gym in Dec 2018 which was discussed in December with Fiona and fed back however the same set up has been rebooked again for Dec 2019. We had suggested 2 sittings for future years, at the moment one is booked. We had also discussed in December that school would look at rotating in-house / Lyceum alternate years which would have meant panto outing this year. This allows pupils who ordinarily wouldn't go to the theatre to experience this. Rebekah stated she thought it was a significant shame children who don't get the chance to go to the theatre is now having another year without a visit. This was reiterated by other parents. LPPC are happy to continue to consider to support a Christmas show but would have liked to have been consulted before the booking for 2019 was made particularly as we fund this whole school activity significantly. School is hoping for other opportunities for theatre visits throughout the year. Dawn said they might consider older pupils going out to a show or other options. The questions raised were 1. Why was it decided to have it in house this year again after poor reviews? 2. Why was there no discussion about having one performance again? 3. How committed are we to 2019 booking, can we get out of it or change it to two showings? Reviews were very mixed, especially older pupils.

Dawn finding out why these changes were made. Rebekah suggested we put away any money raised from e.g xmas fair to pay for panto, Nikki stated we actually raise a lot more at Christmas fair than we use for panto costs. Judith suggested pupils go out to theatre based, age appropriate, shows in year groups during the year to remove money pressure at Christmas. This would allow children the full theatre experience without adding to the cost pressures all families experience around Christmas.

Parents guide to Leith Primary - Judith

Following on from many queries via LPPC facebook page about school issues both term time and holidays and chatting to some new parents Judith created the first draft of a frequently asked questions in alphabetical order. (see appendix after minutes in this document – **please feedback any suggestions to add or amendments**) So far positive feedback from a few P1 parents who asked why the school didn't have this in the first place. It was felt the right place for this should be the school website leithprimary.org.uk (not running yet), and possibly LPPC one too leithparents.org to save printing out however the school website is still down. Getting this up and running needs to be a priority for the school with support from parent helpers. The FAQs could easily be incorporating into the school handbook which had been revamped but it was thought it would be useful for school to get input from parents for this too. Kate, Claire and Sarah M offered to help with the school handbook revamp. **School to coordinate with parents who wish to help with**

revamp to get this done before new P1 intake? Would the school be willing to take ownership of this document once created in terms of updating, LPPC create, school keep updated?

As part of discussion around being a parent in Leith **uniforms** was raised. Roz suggested parents are encouraged to donate uniform their child has grown out and is still wearable to school with potential to run a uniform sale. This has been tried previously with mixed success for a lot of effort. Recently a very large amount of **lost property** was sorted by parent volunteers and laid out to be reclaimed in playground this month. Not much was reclaimed and remainder of items to be donated to rag bag co-ordinated by Mrs Hinds.

Lack of clarity around **communications** also came up during this part of the discussion. This has been raised many times previously and still is causing problems for parents missing out on info or finding out things too late. Sarah M highlighted there was one particular day where a barrage of texts came out, some with information at far too short notice for the event/activity. It was felt the school Facebook account needs to be used by school and in general the school need to explore the best channel of communication for parents. Current newsletter emails are not inviting and filled with attachments that are overwhelming. It was noted that the school's reputation not great at moment within school community and potential new families, caused in part by poor communication, parents feel they don't know what is going on and any good news stories are communicated too late in the monthly newsletter, if at all. Facebook or other social media or the website could be used to shout about the positives things that are happening around school done quickly and immediately. Claire highlighted that a Scotland wide system SEEMIS had not been working properly where she works and not properly sending emails and texts to all parents – so parents are missing out finding out about things too. Suzanne asked **if a school staff member is going to be put in the role soon so we can feed in to what parents would want and find useful going forward**. What is the best approach? Twitter, FB, website? Nikki asked about parent mail used at the Gaelic school. It is more of a alternative to class dojo and allows class teachers to communicate directly with parents in specific classes as well as send out permission slips about trips or notes about school meals.

Learning journals were also brought up by Claire asked why they aren't been updated or used. Dawn said there's a separate technical issue around this. **Dawn to check this out.**

Movie Night

A group of volunteers have been emailing ideas and dates and it was hoped to run it before Easter break but it was felt this was possibly too short notice for parents to

buy tickets. Decision made to do after Easter holidays but not clashing with bingo afternoon, possibly end of May. It was also suggested...Do we park movie night for this year and just stick to bingo, gala, disco? The more structured style of disco would work better than previous disco, more along the lines of Halloween party. **Movie night decided on 31 May. Anyone wishing to be part of this team please email leithppcsecretary@gmail.com**

Bingo Afternoon – Sarah

Organised by Sarah F and Nicola on 12th May, 2-4 at Dockers Club, bingo books on sale 1-5 april at front door of school, plus at bake sale they exchange that token for their bingo books on the 12th. Names will also be taken in case people lose their token. Roz is bingo caller – thank for doing this! Promotion – posters up, fliers out in bags. **Sarah F to give a note of all the promotion requirements for FaceBook etc so it can be scheduled to Amy and Judith lppccomms@gmail.com or leithppcsecretary@gmail.com** . Also as part of the fundraiser there's a 50:50 raffle which allows 50% of money raised to be won as prizes. There requires to be some clarity around prize value when raffle tickets are sent home to sell in the coming days. Opportunities to buy raffle tickets at the bingo event as well as beforehand. Bingo prizes are going to be low key and fun, chocolates, lolly pops, **Sarah to explore small amounts of cash or freebies from local businesses too**. Suggested prizes from others who had been to a school bingo event before; per line e.g. lolly, full house - box of chocs or £5. Etc.

Playground update – Nicola

A group of parents, Fiona Craig & John Wall have met with CECs team, including the landscape architect. We took them a walk around the playground, discussing ideas and pointing out problem areas.

Went back indoors and discussed the ideas for redevelopment and the resurfacing options for under the temp unit (TU).

Tarmac & coloured tarmac are the cheapest two options with the lowest on-going maintenance issues & costs. Furthermore, if the area is resurfaced with tarmac it is likely to be carried out during the Easter holidays, meaning there is no need for heras safety fencing in the playground between Easter and summer.

Also, if tarmac is used this will come out of the TU removal budget and not the landscaping budget. This means more in the pot for redevelopment.

CECs playground development policy supports more natural surfaces and changes of texture. These have higher on-going maintenance needs & costs. We discussed the excellent access to grass the school already has. The team felt that due to this and

the desire for introducing areas of planting & greenery in the playground, that they could argue the case for tarmac or coloured tarmac.

The TU will be removed during the Easter holidays and hopefully the area re-surfaced too.

We are awaiting the final design coming through. At the time of writing CEC can only say they hope to have it available prior to the Easter holidays.

We anticipate the community payback team painting the railings on weekends between the Easter & summer holidays, subject to the school budget covering the materials & tools, approx. £250-£300. We are awaiting John Wall confirming the budget.

The redevelopment work will take place in the summer holidays. Hopefully everything will keep moving along to allow completion for mid-August.

- Sloping roof shed will be remain. It may get a facelift now or go on a list for the near future.
- An enclosed area of raised beds will be located in corner nearest to Duncan Place.
- We have asked for herbs, which are pretty hardy and have a sensory aspect, as well as an area for veg.
- We have asked for green border, possibly bamboo, to be installed on the perimeter.
- Football goals are likely to stay where they are as no-one has to walk through the games to get to another area.
- Loose parts storage will be in place.

There are many ideas for redevelopment of the infant playground but the designer thinks we are expecting too much from the budget. We have asked for a cohesive design across the playground which will allow the works to be phased if need be. We have spoken with the community payback team and they are willing to help. We will wait and see what the council can cover with the budget. If we need to involve the community payback team it will mean the school or LPPC supplying materials and tools, with the team supplying the labour. So, just making you aware that a future vote on spending is likely.

The community payback team are also liaising with the parks dept around the possibility of a woodchip path or similar being installed on the links. This is due to the grass being worn away with the kids doing their daily 1k run. A path would prevent the perimeter being turned to mud as is currently happening. This is not a definite, and may take some time, but at least it's a start!

Class photos – Judith

The class/group photos will be taken in the gym hall on Wednesday May 1st - Rebekah, Emma and Sarah M will help Jenny and Judith with organising classes. Deborah, a parent will take the pictures. They will be on sale via parent pay during May for £3 per print for 7x5.

New volunteers and specific roles in LPPC

Suzanne looking to move on from role of chair after October or sooner. Judith would also like to step down from Vice Chair but is willing to stay on as secretary, unless anyone is interested in that role instead or as well! A “job description” for these roles is available. (please email leithppc@gmail.com) **The next meeting is the AGM so if anyone is willing to consider these roles please get in touch for more info before then.** Other areas where help is always needed is bake sale and gala day, Christmas fair and Christmas raffle, after school clubs, playground, events e.g. discos etc, applying for grants on behalf of LPPC or school, marketing/social media/marketing plus any of the points noted in previous notes in these minutes.

AOB

Gala day – pitches booked £100 this year. Same format again baking/games It was noted that at Christmas fair the Price is Right game worked well. Also some of the kit used for the games needs a revamp or redone. It was suggested that perhaps we should we revisit tombola this year? It was noted this is a lot of work but very popular plus wine and water game is now copied by several other stalls at gala day so no longer unique. Also is there enough room and enough volunteers to run a tombola? Sarah suggested face painting, **anyone know someone who could do face painting? Gala day meeting to happen before easter.** Also need to consider if any of the bakers could do more vegan, dairy, gluten free etc this time.

School Streets – parking issues terrible again. We are awaiting the consultation to be completed to find out if we are able to “close off” St Andrew Place during drop off and pick up. School is currently doing the Livingstreets programme encouraging walking or scooting or cycling to school or park and stride. **Judith to look into when we hear if we are accepted into the programme to close the road and what we are going to be able to stop cars.**

Smoking and dogs in playground and around school entrance. **Dawn Moloney to speak to staff who smoke.** Can we consider putting up signs once railings have been painted discouraging smoking/vaping and dogs? **Could staff be more aware of this and mention if it is in school grounds for now?**

Sarah F noted a big mess around the back of the temporary unit of old bikes, tyres and other old toys from the nursery. **Can Chris look at moving this?** It has been

there for some time now and does not make the school grounds look terrible. There's also a lot of weeds around the front of the school which could be pulled and make a big difference to how the school looks. **Can Chris also do this?**

Sarah F feels parent council are doing a huge amount of work for the school and the school is not supporting many of the things LPPC are trying to do to improve things for the pupils and the school. She also mentioned the issue around swearing among older pupils in front of younger ones and is very concerned that it isn't improving. The lack of teacher presence in playground before the bell in the mornings at drop off, means the onus is on prefects who aren't able to deal with these issues effectively. There have been many problem in the P5 lines which haven't been resolved. It was acknowledged this is a particularly difficult year group. However it was felt that knowing it is a difficult year group having staff around at this time might help, **can the school explore how to improve this situation**. Young pupils are hearing this and seeing this behaviour and talking about it at home which is unacceptable.

Suzanne highlighted following some recent communication with Fiona, LPPC feel it is not our role to raise morale among staff but we have every sympathy for the huge challenges they are faced with on a daily basis. PSAs in particular are at the receiving end of some particularly difficult situations multiple times during the day. Suzanne has offered to Fiona that we challenge the council/councillors around the staff issues of trying to support increasing numbers ASN pupils but reducing levels of support staff at the same time. **She will invite members from the council along to a meeting as we feel the school is not getting the support/staff it needs.**

Next meeting is the AGM to be held Wednesday 8th May 2019. Please consider taking on a formal role within the LPPC, these will be voted on at the meeting. Many of our current parents will be moving on as their children grow up, so if LPPC is to continue, it is vital to find new people to get involved. Thank you. leithppc@gmail.com or leithppcsecretary@gmail.com for more info.

Parent Guide DRAFT – please feed back your thoughts so far and anything you feel is missing. Content accuracy is still to be checked with school! Thanks

After/before school clubs/Active Schools – The Parent Council, school and Active Schools collectively operate a selection of clubs for pupils to attend after school. They include sports, drama, STEM (Science Technology, Engineering and Mathematics) and yoga. Registration is usually at the start of a term with clubs starting a couple of weeks into each term. Clubs generally start straight after school but some are staggered start times. They are held on site and at local facilities like Leith Academy or the Leith Links tennis courts. If there's a gap between the end of the day bell and your child's after school club starting it is your responsibility to look after your child for that gap or arrange for another parent to watch them. The school does not want pupils left unattended in the playground.

After school club – CLASP operates from Leith Primary offering paid for care from 1500-1800 during term time and a Holiday Club at other times. Social Ball collects from Leith Primary and operates at Hermitage Primary School. They also have Holiday Clubs. Both are very busy so may be operating a waiting list. Email xxxx for information/prices

Assembly – is usually held weekly on a Friday. (also see class assembly)

Bake Sale – There is a bake sale by the shelter in the playground most Fridays at 12. Your class will get two chances per year to bake or donate Tesco's finest (!). Money raised selling the cakes goes directly to supporting your class's trips or activities. If you're interested in joining the bake sale team and help sell cakes on a Friday from 12 please email XXXXX

Benmore Residential trip - In P6 all pupils are given the opportunity to go on a X night residential to Benmore Activity Centre. This trip covers many aspects of the curriculum and all pupils are encouraged to go. There is usually the option of help with the cost from 1. A small donation for each pupil going from the Parent Council, 2. Tiered funding organised by the school 3. Fundraising done directly by and for the P6s. Parents can start to save up for this trip using Parent Pay.

Breakfast Club – Oscars run our onsite breakfast club. Email xxx for information/prices

Break time - 1030-1045, pupils get to use the grass area outside the school when staff feel it is appropriate, otherwise they are in the playground.

Class Café – are held in the gym hall on Fridays with classes taking turns to show what they have been learning and to have a chat with staff and other parents.

Class Assembly – once a year your child's class will lead the assembly where parents are invited to attend. This is usually held on a Friday morning. You will receive advance notice of this and it will probably be included in the school calendar.

Christmas/seasonal cards – each year pupils get the chance to design their own Christmas card which will be professionally printed up and parents/families can buy their child's cards and other gifts showing their design. This is a fun fundraiser for the school. Look out for this project happening around autumn time.

Christmas fair – is held early December in the school gym hall and has a range of stalls and Santa Grotto. The fair is a big fundraiser and lots of fun, if you'd like to help please email XXXXX

Christmas Raffle – every year we have a raffle drawn at the Christmas fair. Pupils will receive a couple of books of raffle tickets early November to sell in the run up to the fair. If you think you can help by donating a prize please email Xxxxx

Calendar – the parent council produce a stylish and useful calendar. In the past the design has include self-portraits of each pupil. Local businesses sponsor a page which helps raise money for the school. If you'd like to get involved in this worthwhile project by helping organise it or sponsoring a month please email XXXX

Communication – the school gets in touch with parents/carers through email (messages and monthly newsletter), texts and letters home in bags. The parent council also do this and regularly use our Facebook page. The schools telephone number is 0131 XXXXx and the email address is XXXXX. Parent council responds to emails and messages through facebook

Day school trips – through the school year classes are given the chance to get out and about visiting local visitor attractions. The school aim to make the cost of these as low as possible, remember any funds raised through your class bake sale goes towards these events. (see bake sale)

Easyfundraising.org.uk – support Leith Primary when you shop online by visiting this site first, registering us as your cause and a small % of the cost of your purchase goes to school, at no extra cost to you!

Events calendar – the school produces a calendar at the start of the school year detailing as many dates they know in advance.

Facebook – the parent council has two pages; search Leith Primary Parent Council – open to all, Leith Primary Parent Council Volunteers – closed group request to join. School staff also run a closed group search Leith Primary and request to join.

Free schools meals – XXX

Family Support Worker – Is Danni Taylor who XXX

Gala Day – the parent council take a stall to help raise funds at this local community wide event held in early June. We welcome any donations of baking (homemade or bought) or other donations for the stall, look out in newsletters and Facebook for what is needed!

Good Book – every month??XXXX at whole school assembly a small number of pupils are recognised for special achievements. They are celebrated in school and a postcard is sent home to let parents know.

Gym bags – send a gym kit, named in a bag with your child at the start of the year. Classes usually have a box near their classroom to store them. Some teachers send the kit home at the end of a term for you to wash it, some don't!

In Service Days – these are days when staff are in but no pupils. There are XX per year, usually on Mondays or Tuesdays.

Library – your child's class gets a 20 minute library session each week. This is run by parent volunteers. Your child is allowed to borrow one book from a huge selection of fiction and non-fiction. Pupils are encourage to bring this back the following week and chose a new one. Our rule is one book in, one book out so if you've forgotten it or not finished that's fine but you won't be able to borrow until the following week or when you return your book. We understand books get damaged or go missing, don't worry but please look after our books as best you can. If it is lost or damaged let the library team know at your next session. If you're interested in joining the parent library team please email XXXX

Lunch – 1200-1300 for P1-2 and 1215-1300 for P3-7. To accommodate everyone in the dining hall the school rotates who goes into the dining hall first. School meals **must** be booked a week (or longer) in advance using Parent Pay for all year groups included P1-3 who receive free school meals. If no select is made the pupil will receive a baked potato.

Lunch boxes – after lunch time they are left in green crates on ground floor outside dinner hall. There are often lunch boxes lying around the playground if you/your child can't find it check out lost property too. (see lost property)

Lost Property – is stored in the window sills of the cloakrooms on the ground floor near the dining hall. If you wish to search for items please ask at school office for access or ask your class teacher if you can pop in to search for stuff after school. Every few months lost property is displayed in the playground for you to claim unnamed items. Anything left over is sent for recycling where the school gets some money for it.

Milk – paid in advance by term or for the whole year, pupils can get a carton each day. This is optional. Those getting free school meals can get milk free of charge too.

Medicine – if your child requires medicine to be administered during school hours, please contact the school office for details of how to sort this.

Pupil Recognition Board – XXx

P7 leavers – parents of P7 pupils are invited to an assembly/show put on by the P7s. All parents are welcome on the last day or term to cheer the P7s out.

Packed lunch – pupils are given the chance to eat their lunch in xxxXXX room 2????

Parent Council – Leith Primary Parent Council welcomes any parent or carer to get involved in a range of activities to help benefit our children. We have a main meeting (Wednesdays 1815-1930) every 6-8 weeks during term but you don't need to attend a meeting to get involved. www.leithparents.org & like/follow us on Facebook Leith Primary Parent Council

Parent Pay – is the system used by school to collect any money for trips, school meals etc and also to book school lunches. Instructions will be given to you on joining school how to set up your account and access this important facility.

Parent Consultations – take place twice a year around September and again in March. You are invited to book an appointment using a website. If you've any questions or concerns, don't wait til parents consultations get in touch with school or speak to a teacher at pick up time.

Running Club – Is run on a Friday morning from 8-850 by a parent volunteers. It is open to any P5-7. Appropriate clothing and footwear must be worn and pupils need to register before turning up. Please email xxxxx for more information.

School photos – are taken twice a year, individual or family groups in the autumn and again in spring time the entire class. Advance warning is given when this takes place Parent volunteers run this project with a parent who is a professional photographer and others supporting with ordering etc. Photos are then available to buy at a low cost through parent

pay which helps raise money for the school. Minimum price for individual ones is £1 so you aren't tied to an expensive package from companies such as Tempest where minimum cost can be £20.

Staff jargon – PSA (Pupil Support Assistants) were previously known as classroom assistants and help one to one with pupils who have additional support needs as well as the whole class for general activities , SFL (Support for Learning) XXXX

Sports Day – this is usually held on a Thursday in June (??xxx) splitting the sessions across the day into 3 P1-2, P3-4 and P5-7. The school usually indicate two dates this will be held their first choice and a standby date for wet weather.

School website - www

School hours – 0850-1500 (p1 and 2) or 1515 (P3-7)/ Lunch break 1200-1300 and 1215-1300

School Lottery – each week Leith Primary has its own jackpot of around £12 (it will get higher with more supporters) and you are entered into the national draw for £25,000! Visit XXXx to support the school and be in with a chance of winning. The odds are better than the National Lottery Lotto!

Scottish Opera – in P6 and 7 pupils are given the chance to perform with some singers from Scottish Opera. This programme runs over several weeks with pupils learning songs and about the music. It culminates in a performance for parents of these year groups and other pupils from school.

Swimming – when your child is in P4 they get swimming lessons held at Abbeyhill Primary. It is usually a block of 4 weeks in a row on a Monday morning. In P5 pupils get a longer block of lessons, usually 8 weeks. Staff escort pupils up to the pool usually getting the bus up and walking back. The school encourage parents to volunteer escorting the children (no swimming involved!) which means PSA staff can spend time at school supporting the pupils in their learning. To help you need a PVG certificate (see volunteering in school)

School disco/parties – in the last year we've had a Halloween Party and end of summer term disco. These are usually split into 2 or 3 sessions by year groups. We have also run successful movie nights and bingo afternoons. XXXX These take a lot of organising and we need lots of help in the run up and on the day please email xxx if you would like to get involved in any of our events or have an idea for something new for us to run.

Ski lessons – from P4 pupils are given the chance to go for lessons after school at Hillend Ski Centre. A coach takes pupils to Hillend and back on a Monday afternoon/evening.

Ski residential trip – The school gives pupils the opportunity to attend an optional 2 night ski in January/February for those P5-7 each year. This is optional and usually does not receive any monetary support from Parent Council or the school. Parents can start to save up for this trip using Parent Pay.

Trinity House – In P6 pupils can train to become Junior Tour guides of this local landmark.

Tiered funding – the school operates a system to help some families pay for trips. XXXXX

Uniform – school sweatshirts and ties are available to buy from the school office during school hours and on in service days. You can pay in advance through parent pay and pick up from the school office.

Volunteering in school - PVG – XXXX

Water bottle – we would suggest you send your child in with a filled water bottle each day. Remember to name it!