

# LONGHAVEN SCHOOL

## Newsletter

SM/AW/No 01

30 August 2017

Dear Parents,

Welcome Back to Longhaven School. Hopefully everyone has enjoyed the previous seven weeks and are looking forward to an exciting and interesting school year.



### Arriving at school

Please be aware that the playground is not supervised by staff before 9am each morning. I strongly recommend that children do not come to school before 8.50. The cloakroom door will be open as usual from 8.50 to allow children to drop off their school bags etc. Parents are asked not to use this door to access the rest of the school. Please consider that staff are busy preparing for the day before 9am and may be involved in confidential conversations about the children and families within school. Therefore, it is imperative that others do not enter the school building without permission.

In the event of adverse weather, doors will open for children as soon as they begin to arrive at school.

### Communication

Please be advised that we have now moved to the new messaging service. Text messages will no longer be sent by the school and all messages will now be via the "Xpressions" app. If you have not already downloaded the app I would fully recommend that you do. **School newsletters will also be emailed to you via the Xpressions app unless you have specifically requested a paper copy.**

The school website will be live very soon and will provide a means of communicating policies and general information more easily. Parents will be notified when it is available.

If you wish to discuss your child's progress at any time or wish to talk to a member of staff about an issue your child is experiencing, please contact the school to make an appointment with the appropriate member of staff. **Staff cannot meet with parents during the school day or before 9am without a prior arrangement.** If you require to pass on urgent information, then please send in a note with your child or phone the office and leave a message.

### Expectations and values

Please find attached to this newsletter a copy of the expectations of staff, parents and pupils. During the first few weeks of term, all pupils will work with staff to ensure that there is a clear understanding of the expectations of all and the consequences of not fulfilling obligations. Please encourage your child to follow the school rules, treat others and our school community with respect.

Safe, Responsible and Respectful

## Restorative practise

At Longhaven School we continue to develop our restorative approaches to dealing with conflict and behaviour issues. Below are a list of questions that all members of the school use to restore relationships and deal with times of conflict.

1. Can you tell me what happened?
2. What were you thinking or how did it make you feel?
3. How did this impact on both of you **or** how did you think the other person felt?
4. What could you have done differently?
5. How are you going to move forward **or** what do you need to do so that it is sorted?

Think sheets will continue to be issued as a means of encouraging children in understanding the consequences of their behaviour and develop a more appropriate response. Think Sheets are a means of informing parents of an incident that has occurred in school and the subsequent discussion. This allows parents the opportunity to reinforce a more appropriate course of action when children are faced with times of conflict. Parents are expected to support school staff by responding appropriately. Once a total of three Think Sheets have been reached over one term, parents will be contacted by the school to arrange a meeting with a member of teaching staff, principal teacher or head teacher.

**Please remember, Think Sheets are a means of communication and reflection and should not be viewed as a punishment.**

At times, your child may be asked to stay in the school building during lunch or break time under supervision of a member of staff. This may be in order to allow for thinking time with regards to behaviour or in order to take part in a restorative conversation. Please be aware that parents may not be necessarily told that this has occurred. However, as stated in the school behaviour policy, serious behaviour issues will warrant a phone call home by a member of staff or a face to face meeting will be arranged. If parents wish to read the behaviour policy in full, it will be available via the school website as soon as it become live.

**It is important to remember that all behaviour is a means of communication and most children do not have the verbal means to articulate their feelings of confusion, frustration, fear and pain in an acceptable fashion.**

## Celebrating achievements

Weekly celebration assemblies will take place with some children being rewarded with a special certificate. Over the course of the year all children will be rewarded for something they have accomplished or a particular value or desirable attribute they have demonstrated. We would like to continue celebrating and sharing accomplishments out with School and would like to encourage parents to keep us informed via the slip attached to the newsletter or by submitting a note to the class teacher.



## Prefects and Pupil Council

Application forms will be available soon for any P7 pupil wishing to become a prefect. Prefects are a huge support to the school and provide a vital role in inspiring our other pupils. This role also develops the leadership of the pupils.

The Pupil Council represents all pupils within the school and meets with the head teacher once a month to put forward ideas and suggestions for improvements. The Pupil Council undertakes a number of projects throughout the school to increase the experiences of all children. Two representatives will form the Pupil Council. All children have the opportunity to stand for election and are voted for by their classmates. These elections will take place within the first few weeks of term.

Safe, Responsible and Respectful

**Compliments, Comments, Complaints**

Also attached to the newsletter is a slip which gives you the opportunity to tell us what you think about the school – positive or negative. This will enable us to more fully evaluate and improve the service we provide. Please feel free to return any comments you may have.

*(Please note this return is optional)*

Should you wish to discuss any aspect of your child's education throughout this session, please make an appointment and I shall be happy to meet with you.

Regards,  
Sharon Mellin  
Head Teacher

**Compliments / Comments / Complaints / Suggestions**



Please feel free to note any comments about your child's school experience (positive or negative) in the space below and return to school at your convenience.



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Child's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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**Celebrating Achievement**



Please detail any of your child's recent achievements you would like to share with us.

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

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