

## Communication Procedure

A Communication Procedure is in place for our school for parents to contact the school and speak to the appropriate person. This is attached with this newsletter.

All parents and carers will be given the class teacher as the first point of contact with any questions, concerns etc. The procedure then gives a clear overview of what will happen next.

This procedure is used by several schools in Midlothian and ensures that any concerns or communications are dealt with by correct member of staff. Please note that any communications will follow this process.

Principal Teachers are responsible for the following stages:

Mrs Dryden—Primary 1  
Ms Richardson—Primary 2 and Primary 3  
Mr Devlin - Primary 4 and Primary 5  
Mr Wilson—Primary 6 and Primary 7

Mr Wilson and Mr Devlin also have different areas of the school as part of their DHT remits.

## GroupCall

A reminder that our school continues to try and become paperless wherever possible. Our main method of communication with families is via email.

If the school office does not have an up to date email address for you, please give them a call so we can ensure communications are sent to all families.

## Meet the Teacher

Our staff team will be holding a ‘Meet the Teacher’ event on Wednesday 18th September between 4.45pm and 5.30pm. This event will provide families the opportunity to meet your child’s teacher, and to find out more about your child’s class and learning for this session. We hope to see you then!

Acting Head Teacher: <b>Mrs L Walker</b>	<b>Mayfield Primary School</b> Stone Avenue Mayfield Dalkeith Midlothian EH22 5PB	
Depute Head Teacher: <b>Mrs A.Dingwall</b>		
Acting Depute Head Teacher: <b>Mr C Wilson</b> <b>Mr R Devlin</b>	Tel: (0131) 663 0546 <a href="http://mayfield.mgfl.net">mayfield.mgfl.net</a>  mayfield_ps@midlothian.gov.uk	<b>Be The Best We Can Be!</b>



# **Newsletter 1 August 2019**

### **Head Teacher Update**

I am delighted to be starting this school session as Acting Head Teacher of Mayfield Primary School. This is planned at present to continue for the foreseeable future, and our colleagues within Midlothian Council will provide further information to families.

I will continue to support both schools at this time and will remain in my post as Head Teacher of St. Luke's Primary School.

I look forward to meeting as many parents and families as I can in my time here and continuing to support the school in its journey moving forward.

L Walker

### **Staffing Update**

Our school has had a number of staff changes before and during the Summer and we are delighted to welcome some new members to our staff team.

At present our P3 class is being taught by Miss Blake. We have held interviews for the post of class teacher and are delighted to say that we have a successful candidate who will start as soon as possible.

We will be in contact with families to make them aware of the new teacher's name as soon as we can, but the teacher is delighted to be working in Mayfield and is keen to establish links with parents, pupils and the local community as soon as they are started.

### **Parent Helpers**

As a school we are keen to involve parents and carers as fully as we can in the life of the school.

We are keen to have parental volunteers in school to support learners in class. If you would like to become a parental volunteer, please contact the school office and a member of the leadership team will contact you.

### **BOATS Sessions**

All classes within our school will have a BOATS (Bring Our Adult to School) session termly in school. This is an opportunity for a family member to come in to school and participate in a learning session in class with their child.

The first session for all classes will take place between 23rd October 2019 and 28th November 2019.

Session dates will be communicated by the class teacher nearer to the time. We look forward to as many families as possible being represented!

### **School and Campus Building Works**

Our school campus has had some significant building works taking place over the Summer holiday period.

Our school dining room has had a new ceiling, new lighting and new flooring. The room has still to be painted but is really looking fantastic!

Our GP room has been updated with a new corridor being introduced for pupils to get to the dining room without entering the shared hall. The GP room has had new flooring, new ceiling, new lighting and the old cupboards have all been removed, maximising the space.

Our Support for Learning Room has been updated and has been freshly painted, and flooring in the communal areas of the first and second floor tower has been replaced. New flooring is also in place in our middle school corridor.

Our old ICT Suite is due to be updated, and new toileting is to be in place in the tower before term starts following the October holidays.

The sandpit area in the lower school playground has now been fixed and the playground is now able to be used by all pupils.

Finally, Mrs Walker has been in regular communication with regards to the unsightly scaffolding at our main entrance area, since starting in school. She is continuing to raise the profile of this and the concerns of the school community. She has been assured that this will be fixed in the coming weeks.