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### Attendance

Parents/carers are responsible for children attending school regularly. Please remember to contact the school office if your child/ren are unable to attend. As part of ensuring we meet the needs of all children we track attendance. The parent/carer of a child who has absences that fall below the accepted rate of 90% will be contacted by letter to highlight the attendance percentage and give an opportunity for further discussion about this matter. Attached an information sheet, 'Every school day counts', which explains the percentage attendance in relation to days missed over a school year and the implications on learning and progress.

### Parents/carers Consultations with Teachers – November 2018

Appointments for parent/carer consultations with teachers will be booked through an electronic system. Information and clear instructions about using the system will be sent to the **main parental contact** by Groupcall email on Friday 12<sup>th</sup> October 2018. Please contact the school office if you do not receive this information. The system will be live from **15<sup>th</sup> October 2018 at 1pm** and open to take your bookings until **2<sup>nd</sup> November 2018 at 10pm**.

There will be an allocation of 10 minutes per child; **parent/carers who do not live together are requested to communicate and book a time suitable for both parties to attend**. Due to the number of children in classes it is not possible for appointments to be split. Please contact the school office if you have any queries or issues.

### Behaviour procedures

A copy of the updated behaviour procedures and covering letter has been sent by Groupcall email.

### Home learning

A copy of the updated home learning policy and practice paper and covering letter has been sent by Groupcall email.

### Halloween parties

Friends of Melrose Primary School (formally Parent Council) will host Halloween parties for children on Wednesday 31 October 2018 in the school hall: P1 – P3 pupils from 3.30-4.30 pm, P4-P7 pupils 5.00-6.15 pm. Parents/carers will be required to help at these events, further details will follow after the October break.

### Reminders

#### Dalguise Residential Outing 2018 (current P6 pupils)

The interim payment of £65 is due to be paid on or before **12<sup>th</sup> October 2018**. Please make payments through ParentPay.

### Assemblies

Assemblies take place on Thursdays from 2.30-3.00pm, unless otherwise stated. Parents/carers are invited to attend assemblies involving their children as listed below:

- 1 November 2018 – Remembrance P7 year group
- 22 November 2018 – P4
- 29 November 2018 – St Andrews day P2 year group
- Wednesday 12 December – P1 year group Nativity show at 2pm & 6pm
- 21 December 2018 – Christmas P5 year group in the Parish church 9.30am
- 24 January 2019 – Burns P6 year group
- 31 January 2019 – P3/4
- 14 February 2019 – P1M
- 28 February 2019 – P7H
- 7 March 2019 – P7R
- 14 March 2019 – P1H
- 21 March 2019 – P3
- 29 March 2019 – Easter/Spring P4 year group in the Parish Church 9.30am
- 2 May 2019 – P2J
- 9 May 2019 – P5
- 6 June 2019 – P6Z
- 27 June 2019 – P2Z

## Diary Dates

School closures, changes and new events are highlighted in bold writing.

### **Monday 8 – Friday 12 Oct 2018**

Friday 12 Oct 2018

### **Tuesday 23 October 2018**

### **Tuesday 30 October 2018**

### **Wednesday 31 October 2018**

### **Thursday 1 November 2018**

### **Thursday 8 – Friday 9 Nov 2018**

Monday 12 November 2018

Wednesday 14 November 2018 Parents

Thursday 15 Nov 2018

### **Monday 3 Dec 2018**

Thursday 6 December 2018

Wednesday 12 December 2018

Monday 17 December 2018

Tuesday 18 December 2018

Wednesday 19 December 2018

Thursday 20 December 2018

Friday 21 December 2018

### **Monday 24 Dec – Fri 6 Jan 2019**

### **Friday 15 February 2019**

### **Monday 18 – Wednesday Feb 2019**

Friday 29 March 2019

### **Monday 1 – Friday 12 April 2019**

### **Friday 19 April 2019**

### **Friday 3 May 2019**

### **Monday 6 May 2019**

Monday 20 May 2019

Wednesday 22 May 2019

Thursday 23 May 2019

Thursday 30 May 2019

### **Monday 3 June 2019**

Wednesday 5 June 2019

Tuesday 11 June 2019

Wed 12 & Thurs 13 June 2019

Sunday 16 – Saturday 22 June 2019

Wednesday 26 June 2019

Thursday 27 June 2019

Tuesday 2 July 2019

### **Monday 19 August 2019**

### **Tuesday 20 August 2019**

## School Holidays

Interim Payment due for Dalguise 2019 (current P6 pupils going into P7)

### **P7 outing to the Poppy Factory, Edinburgh**

### **P4/5 outing to Hawick Textile Towerhouse**

### **Halloween Party P1-P3 3.30pm – 4.30pm**

### **Halloween Part P4-P7 5pm – 6.15pm**

### **P5 outing to Hawick Textile Towerhouse**

### **Staff In-Service Training Days – school/ELC closed for pupils**

Parents Consultations with Teachers

Parents Consultations with Teachers

Parents Consultations with Teachers

Flu Immunisations

### **St Andrews Day Holiday**

Christmas Fair

P1 Nativity Show 2pm and 6pm

P2 and P5 Christmas Parties, P7 Christmas Party (6.30pm – 8.15pm)

P3 and P4 Christmas Parties

P1 and P6 Christmas Parties

Christmas Lunch

Christmas Church Service led by P5 – 9.30 am

### **School Holiday**

### **Staff In-Service Training Day – school/ELC closed for pupils**

### **School Holidays**

Easter/Spring Church Service led by P4 – 9.30am

### **School Holidays**

### **Good Friday Holiday – school closed**

### **Staff In-Service Training Day – school/ELC closed for pupils**

### **May Day Holiday**

Parents Consultations with Teachers

Parents Consultations with Teachers

Parents Consultations with Teachers

Summer Fair

### **Holiday**

Sports Day

Alternate Sports Day (if cancelled previous week)

P7 Familiarisation Visits to Earlston High School

Melrose Festival Week

P1 – P4 Potted Sports

P5 – P7 Sports Festival

P7 Leavers Assembly

### **School closes at normal time for summer holidays**

### **Staff In-Service Training Day – school/ELC closed for pupils**

### **School re-opens for new session**

## FORTHCOMING EVENTS/ACTIVITIES