**Mrs Theresa McLaren**

**Head Teacher**

**Woodmuir Primary School**

**Woodmuir Place**

**BREICH**

**West Lothian**

**EH55 8JP**

**Tel: 01506 283337**

**Email: wlwoodmuir-ps@westlothian.org.uk**

14th September, 2023

Dear Parents and Carers,

**Forms of Communication with Staff Members at Woodmuir Primary School**

At Woodmuir Primary School we operate an ‘Open Door’ policy for parents and carers. The purpose of the ‘Open Door’ approach is to encourage open communication and discussion between parents/carers and school staff. Therefore, if you have any worries or concerns about your child then it is important that you come into the school and talk to your child’s class teacher in the first instance. If the issue is still not resolved, then an appointment with Mrs. McLaren would be arranged. Most of the time, class teachers will be available at the end of the day to have a chat with you, if required. However, there may be times when this is not able to happen due to class teachers’ other professional commitments that take place at the end of the school day. If this is the case, or if you need a longer meeting with your child’s class teacher, please telephone the school office to make an appointment to see them. Alternatively, you can ask for your child’s class teacher or Mrs. McLaren. to give you a call back when they are free.

Moving forward, can I please ask that you **do not** email class teachers or myself directly. If you wish to pass on information to your child’s class teacher or have any concerns regarding your child’s education, please email the school inbox at

[wlwoodmuir-ps@westlothian.org.uk](mailto:wlwoodmuir-ps@westlothian.org.uk)

This inbox is checked regularly throughout the school day and your email will be forwarded to the appropriate staff member who will get back to you in due course.

**Indoor Shoes**

Can you please ensure that your child has a pair of indoor shoes that they can wear inside of the school building. I am aware that the weather will be turning shortly and if children continue to wear their outdoor shoes in school then our classroom carpets will soon become very dirty.

**Water Bottles**

We have ordered every child in the school a water bottle to keep at school. We will let you know when these arrive so that you know that you no longer need to provide your child with their own water bottle.

**Lunchtime and After School Clubs**

We have the following clubs on offer for all children at Woodmuir to attend.

|  |  |  |
| --- | --- | --- |
| **Club** | **Day and Time** | **Cost:** |
| Fun Fitness | Monday 12.30 pm – 1pm | Free |
| Football | Tuesday 3.05 pm – 4pm | £2 per session |
| Multi-Sports | Wednesday 3.05 pm – 4pm | Free |

**Parent Council Meeting**

Our first parent council meeting will be our AGM and will take place on Tuesday 3rd October at 3.05pm in the school. There is an afterschool club on for children to attend during this meeting or alternatively your child can play in their classroom, if you would like to attend. We will take time during this meeting to go over the role of the Parent Council and hope to elect office bearers for the new session. These meetings are very informal and all parents will be warmly welcomed to support us with our school improvement journey.

Thank you for your continued support.

Yours Sincerely,

Theresa McLaren

Head Teacher