



Hermitage Primary School



17th August 2026

Dear Parents/Carers,

A warm welcome back to all our pupils returning for a new session. It has been lovely welcoming the pupils back into their new classes and they have been getting to know the different teachers and staff who will help them build upon their hard work and achievements last session. A very special welcome to all our new Primary 1 pupils who are settling so well with help from their senior buddies.

I hope you have all had a relaxing summer break and the children are ready and refreshed for the new session. They were all looking so smart in their uniforms as they came into school this morning.

Open Afternoon

We would like to welcome parents into school on Thursday the 10th of September at 2pm to meet the teacher and share some learning activities with your child. This is a lovely opportunity to see your child's class and enjoy some learning opportunities with them. Please look out for further details coming soon!

Arriving/Leaving

Children should arrive promptly at school every day to avoid disruption to classes and learning. School gates are opened and the playground is supervised from 8.50am every morning. Any children travelling by scooter or bike should enter from the back gate at Grant Street for safety reasons. We ask that children dismount on approach to the school to be mindful of the other children and pedestrians at this busy entrance. As late comings are logged and monitored, a member of the Senior Leadership Team will get in touch where there is a pattern of recurring late comings to offer support.

Annual Data Check Forms

These forms will be issued shortly within the new Parent Portal App. If you have not done so already, please download and register for Parent Portal. It is important that the Data Check Forms are accurately completed as soon as possible – thank you for your assistance with this.

Uniform

It has been lovely seeing all the children return to school in smart uniform. Just a reminder that leggings, joggers and sweatshirt material shorts are for PE days only – tailored uniform shorts are part of uniform and therefore can be worn daily. In recent years families and schools have appreciated the flexibility of coming to school in kit on PE days to cut down on time involved getting changed. While we are happy to continue with this approach it can only work where a consistent PE uniform is worn on these days. This is as follows:- white polo shirt/school polo shirt, school sweatshirt, plain black joggers, leggings or shorts. If you are finding it difficult to access uniform items for your child, please contact the school and we can help you source items through the uniform bank or direct you to the council clothing grant.

Communication with the school

This session we will begin using SeeSaw to share learning in **all classes from P1-P7**. Look out for QR codes coming home so that you download the app and login. Teachers will soon start communicating with you through SeeSaw with general class/specific information. **All inward bound communication should come in the form of email/phonecall or a visit to the school office.** Office staff will direct your correspondence to the appropriate staff member. If you have a concern about your child, you should get in contact with their class teacher in the first instance through the school office. For more complex or ongoing situations your next point of contact will be one of our Depute Head Teachers. Please note that we receive a high volume of correspondence and therefore any urgent communication is best received by phonecall. We aim to respond to email enquiries as quickly as possible however Argyll and Bute policy allows 5 working days for schools to respond. If there are complex issues which are still unresolved after several weeks these will be escalated to the Head Teacher – Mr Paul Mulvenna.

Complaints

We endeavour to respond to concerns or complaints as quickly as possible. Argyll and Bute policy is that schools should respond to complaints within 5 working days. This allows staff time to investigate complaints.

Staff

This year we have welcomed P3 teacher Alanna Nubour and P2 teacher Kate Crawley to our staff. We hope you will join us in welcoming them to our school community.

Maximising Attendance

Many studies have highlighted the impact that irregular school attendance can have on children and young people's participation, attainment and future opportunities. We therefore have a duty of care to monitor pupil attendance and get in touch for a meeting and to offer a support where attendance is becoming irregular. Where possible we ask that family holidays and appointments are taken outwith the school day and term time. Holidays during term time are marked as unauthorised absences in normal circumstances – the school should also be notified in advance. If your child is absent, please text us on 07860 029895.

Medications

If your child requires medication to be administered during the school day you must bring the medication to the school office where you will be required to complete a medication form. Please note that schools are only allowed to administer medications which have been prescribed for your child and have a pharmacy label with your child's name. We are not permitted to administer eye/ear drops.

We are an Allergy Aware School

Please ensure that no snacks or drinks have any ingredients that contain nuts. Please also remind your child that snacks should not be shared with other children.

School lunches

All children from P1 – P5 are entitled to free school lunches. School lunches can be pre-ordered and paid for online in advance using the iPay system. Please ensure that lunches are selected before your child arrives at school at 9.00. If any changes are made after this time they do not filter through to canteen staff as meal preparation starts early. Can we please request that parents select lunch with their child at home or mark them as packed lunch for each day in advance as this helps speed up the process in the morning.

Breakfast Club

Breakfast club is open to all pupils who would like to come along from 8.15 am to join us in the hall for breakfast. The cost of Breakfast Club is £1 per pupil per week and is payable in cash on entry to Breakfast Club. Children should also be registered through the office before attending and we ask that only registered children attend breakfast club. **Children should not arrive earlier than 8.15am.**

Healthy Snacks and Water

Children should come to school each day with a healthy snack for break time and a refillable water bottle with plain water only. Sweet drinks and juices are not permitted during lesson time so we would discourage you from sending these in water bottles – they can also create a sticky mess if spilled in class. If your child has a particular medical exemption, please contact the school office to inform us.

Parking

Pick up and drop off times can be extremely busy in the streets surrounding the school. We therefore ask that you park considerately if travelling by car, leave our zigzag lines clear at all times and avoid sitting with car engines running for the wellbeing of the children. I would also ask that you refrain from parking on the Parklands School zigzag lines on the corner with Grant Street. Where possible please park well away from the school as this helps to keep the surrounding area safe for all children. Please be mindful of the bus bay at the front of the school – while occasionally blue badge holders can use this as a courtesy where absolutely required we remind you that school transport has a priority for this bay and it therefore must not be blocked.

Yours faithfully,



Paul Mulvenna
Acting Headteacher

