



Kirkcowan Primary School Handbook 2020

LAST UPDATED 28 NOVEMBER 2019

Dumfries and Galloway Education Services

Kirkcowan Primary School Handbook

Welcome from Head Teacher

Dear Parent, Guardian, Carer,

I would like to extend a warm welcome to all our new parents, guardians, carers and new pupils of Kirkcowan Primary School and Nursery.

Kirkcowan School was built in 1862 and originally consisted of two classrooms and a hall. Over the years the school has been extended and now consists of a gym and four class bases made up of two primary classes and a nursery. The dining hall is housed in a separate building with modern kitchen facilities where school meals are prepared each day. We enjoy good links with our local community and work closely with our partnership school, Wigtown.

The purpose of this handbook is to provide you with all the key information you will need as your child starts at the school. If you have any queries about the content of the handbook or any questions that the handbook does not answer, please do not hesitate to get in touch.

In line with the Education Bill (2015) and the National Improvement Framework the school's aim is to ensure that all children are able to reach their full potential through:

- Raising attainment particularly in literacy and numeracy and closing the gap between attainment and socio-economic disadvantage
- Ensuring early intervention
- Supporting children to be healthy and active
- Using data gathered from school, the local authority, children, parents and national organisations to find out what makes a positive difference to children's learning and health and wellbeing

My staff and I look forward to meeting you at the various school occasions that go on throughout each session and we hope you will contribute and become actively involved in the life of the school.

Yours sincerely,

Kirsty Andrews

KIRSTY ANDREWS

Head Teacher

School Vision, Values and Aims

At Kirkcowan School we provide a safe and welcoming environment where individuals can realise their potential.

We are committed to ensuring that Kirkcowan School is a community in which:

- Children develop a strong sense of self-worth that endures through successes and failures.
- Children develop a sense of responsibility for themselves, others and the environment with strong community links.
- We respect and care for each other and value the diversity that exists among people, developing teamwork within school.
- Learning is engaging and challenging and fosters a sense of curiosity.
- Education is seen as a life-long experience.
- Children and their wider families feel supported.

School Ethos – the values of the school and what it expects of its young people and staff and how this is demonstrated in practice.

Staff within school endeavour to foster an ethos of care, achievement, respect and inclusion. They have high expectations for standards of behaviour and organise classrooms to provide a safe, engaging and effective learning environments. Through continual review of learning and teaching, staff strive to promote a culture of challenge and support, drawing on current research and policy to enable children to achieve success and engage in their learning.

The school motto '**Together we succeed**' is at the heart of everything that we do and the school's part within the local community.

What the children think.....

- I like learning sounds and making new friends.
- No one is left out.
- All the staff are really nice.
- I like to learn new things with the teachers.
- I like helping the younger pupils.
- Everyone likes to share and we are all good friends.
- I like to draw pictures.
- I like going on the computer.

Contact Us

The school welcomes suggestions and enquiries from parents and carers.

If you need to find out something

We can be contacted by email, telephone, Groupcall text messages or face to face. Where it is not possible to resolve enquiries straight away, we will make arrangements to follow up as necessary with the most appropriate member of staff.

If you have a comment or concern

A comment might be some brief feedback about how we have handled a situation or delivered a service. It is best to pass a comment straight to the school so that we can take any necessary action.

If you are not happy with the response you receive or a decision that has been made, you can ask us to look again. You can do this by contacting Educationssupport@dumgal.gov.uk. At this point an Officer will contact you and discuss the issue and share directly with you the outcome of this work.

Remember you can also access Dumfries & Galloway Have Your Say at <http://www.dumgal.gov.uk/article/17349/Have-your-say>

How the School Works

We currently have 2 classes. How the classes are organised can vary from year to year, depending on numbers in each year group and how our learning groups have been formed. We have a maximum of 18, including eligible 2 year olds, in our Nursery. There are always 2 members of staff present in the Nursery at all times. From August 2020 we will offer 1140 hours in nursery, the option of 30 hours a week, more information of this will be available soon.

Positive Behaviour and Celebrating Success

Our Positive behaviour Policy was drawn up by staff and pupils and revised in September 2012 and is currently under review as part of Respect me, respect for all guidance along with parents & staff in a working party across our partnership. It details, everyone's rights and responsibilities and what rewards and sanctions support this, both in school and out on the playground.



School Uniform/Dress Policy

All Dumfries and Galloway schools must have a dress code which encourages pupils to dress in a way appropriate to attendance at school. **LINK TO AUTHORISTY HANDBOOK**

Our everyday uniform consists of:

Red school sweatshirt/jumper or cardigan with crest: **from** £8.55

Red/white school polo shirt with crest: **from** £7.40

Grey/black school trousers

Grey/black school skirt – gingham dress for summer

Shoes (preferred) or dark coloured trainers with as few markings as possible

Red fleece jacket with school crest: from £12.00

For formal occasions such as concerts and festivals:

Kirkcowan School tie £1.85 (First tie is presented by the School to pupils in P1)


White school blouse/shirt

PE KIT Red t-shirt: **from** £5.10

Our Uniform Suppliers are Border Embroideries and items can be ordered directly from this company on their website

www.border-embroideries.co.uk or telephone 01361 810304. Your order can be delivered to your home address but this will incur a postage charge. School will however continue to issue a school/nursery uniform order form, in spring of each year, for the start of the new school year, if requested. We also have a 'swap box' where parents can hand in old uniform that is too small & swap it for bigger sizes. Please ask in school about this if you don't see it in the entrance area.

The children should bring a change of clothing for PE appropriate to the weather conditions e.g. sweatshirt, jogging trousers and trainers for outside activities in cold weather; sportswear t-shirt, shorts and gym shoes for summer or indoor activities. We aim to have at least one session of PE outdoor. In the interests of hygiene, children should always change their clothes and shoes for PE. We encourage them to bring their kit on a Monday and leave it in school until Friday as the children do have other active schools sessions which are out-with their normal PE days.



Please label all clothing as jumpers that look the same often get mixed up!

School Clothing Grants

The award of clothing grants is to assist with the cost of school clothing for families who are on a qualifying benefit or on low income. The current award is £134 per child. Guidance and more information is available at <http://www.dumgal.gov.uk/article/15246/School-clothing-grants>

School Meals

School meals, Naturally D&G local provenance for a sustainable future.



Detailed information on school meals is available at <http://www.dumfriesandgalloway.scottishschoolmeals.co.uk>

Pre-ordering lunch

All menus are nutritionally analysed, offering a fantastic choice and flexibility. Primary schools have introduced an advanced pre order system for lunch. Pre order forms are handed out to all pupils.

Special dietary requirements

For food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin may be catered for. Ask the school for a registration form or call 030 33 33 3000 and ask for Facilities Operations (Catering).

Free School Meals

Free school meals are provided for all pupils in primary 1, 2 and 3. Younger children at nursery or older pupils at primary may also be eligible for free school meals in certain situations as well as those families on qualifying benefits.

For more information on free school meal entitlement visit <http://www.dumgal.gov.uk/schoolmeals> or contact Education Support Services on 01387 260 493.

School Transport

Free school transport is available for some school children attending primary or secondary school if they live within the school catchment area and if they meet certain criteria. For more information and guidance visit

<http://www.dumgal.gov.uk/article/15245/Free-school-transport>

Attendance

It is your responsibility as parents/carers to ensure that your child/children attend school regularly. For the safety of all children it is important for you to telephone the school office prior to/at the beginning of the absence. Absences are recorded in class registers and frequent or irregular absences not supported by a reasonable excuse, will be notified to parents and the matter may be referred to the Attendance Service. If possible please, try to make dental/medical appointments out with school hours. However, if this is not possible please inform us in writing or by telephone of the appointment and arrange to collect your child from class. **For further information please refer to D&G Council handbook for parents.**

Absent for School

Pupils who need to leave school during the school day i.e. doctor/dentist appointments, must be collected by a named contact confirmed with the school office. They must also report to the school office on their return to school and complete our signing in & out log.

Curriculum for Excellence

Curriculum for Excellence (CfE) is bringing learning to life in the way education is delivered for all 3-18 year olds – in nursery, primary, secondary, at college, workplace or community learning. It aims to raise standards, improve knowledge and develop skills, closing the gap between the lowest and highest performers. Ultimately it aims to nurture children and young people as successful learners, confident individuals, effective contributors and responsible citizens.

Broad General Education

Children and young people work their way through Experiences and Outcomes in each of the five Curriculum Levels (Early, First, Second, Third, Fourth) and in each of the eight Curricular Areas.

Curriculum Structure

We have currently reviewed our curriculum structure in line with Curriculum for Excellence. Across the partnership we plan for the same experiences and outcomes throughout the whole school, at the same time where appropriate. It also gives us a whole school context and means that we all benefit from guest visitors or local community links. This ensures better pace and progression for pupils as all teachers are planning together for these contexts. Children are involved in deciding possible activities to meet the learning intentions (the skills they are learning) from these themes. Through the children's Personal Learning Plans parents are also able to contribute.

Underpinning our curriculum structure is a belief that we are preparing children for real life and as we cannot predict what careers will be available to them as adults, we need to equip them with transferable skills to give them the best possible opportunities in life.

To achieve this we highly value:

Visible Learning. This involves the children at the heart of their learning and builds the skills which over time allow them the self-evaluation and reflection skills to identify their own next steps in learning along with their teachers

Outdoor Learning. This gives children an opportunity to develop skills for life in real situations and to transfer skills from the classroom to new situations and vice versa. This gives children a context and purpose for learning.

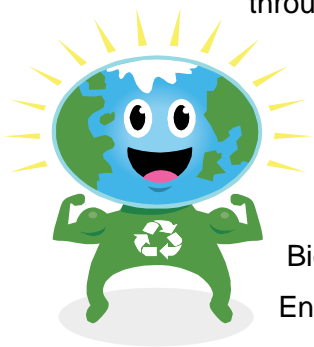
Masterclasses. They also support this belief and through using the skills of parents and local community members we have recently been able to provide a variety of masterclasses such as, local horrible histories, knitting, farming, young scientists, yoga, debating etc. The skills developed are outlined in the masterclass overview sheet. Children will highlight skills they have covered and may include some evidence to show their achievements. Through continuing support we aim to offer 2 blocks of masterclasses throughout the year, of 4 weeks in length, then a reflection week.

Organisation of Learning We have a whole school approach to planning, teaching and assessing learning where the staff team co-operatively plans and delivers the same experiences and outcomes across levels. This is achieved through a balance of contextualised learning (topics), interdisciplinary learning, core and discrete subjects. Core skills include English and literacy, maths and numeracy and health and wellbeing which are the responsibility of all staff. Our active and engaging opportunities are organised into learning groups across the school to allow pupils to be challenged and supported at the

appropriate level. Careful consideration is given to the composition of classes ensuring that gender and friendship groups are taken into account too. To ensure we make best use of staff skills, resources and space available, we have small focussed teaching groups and pupils are challenged to ensure application and depth of learning. Our curriculum structure follows a three year cycle ensuring all experiences and outcomes are covered at each level, regardless of the number of classes within the school.

Committees All our pupils are on a committee with their house mates, which meet each term in blocks of approximately 6 weeks. They will stay on the committee all year and then rotate around on a 3 year cycle, meaning they will have been in each committee twice between P1-P6. In P7 they will get the choice of which committee to lead.

Press Committee The Press Committee are responsible for sharing our school news through newsletters, blogs, website updates, press releases, etc.



Eco Committee. This group focuses on learning for sustainability and environmental issues. The committee are committed to achieving the school's first Eco Flag. They conduct litter picking within the community, took part in the Big Bird Watch, engaged with the Scottish Fisheries Trust Sparling project. Encourage energy saving and reducing plastic.

Health & Wellbeing Committee

The Health and Wellbeing Committee focuses on events and activities like 'Walk to School Week', road safety, internet safety and charity links like Children in Need where they organise whole school events like 'Kirkcowan's Got Talent'.

P7 Committee

The P7 Committee are responsible for certain fundraising within the school & take the lead to organise events such as World Book Day & a Burns Supper.

Extra-Curricular Activities We have a great selection of after school clubs for the children to choose from throughout the year. The clubs are available thanks to the support of parents, staff and active schools personnel.

We are always keen to hear from anyone who thinks they may be able to support a club. Below is an example of recent clubs we have run.

Netball
Football

Choir
Homework

Gardening

Subject Information

Literacy

At Kirkcowan we base literacy around a variety of texts so the children become aware of the links between reading, writing, listening and talking. We make full use of opportunities for literacy arising out of the child's experience of family, school, local community events, festivals, the wider world and other areas of the curriculum.

Modern Languages

The learning of modern languages by all young people has assumed ever greater importance in recent years. There has been recognition that it is necessary to improve the linguistic competence of the population in general; this is crucially important at the primary school stage. Therefore French will be taught throughout the school by class teachers.

Numeracy

In numeracy the pupils will experience different kinds of learning, to enable them to become confident with core skills and techniques and be able to apply these to problem solving and enquiry situations. These aspects will be encountered in a variety of contexts and curricular areas.

The three main themes are:

- 1) Information Handling
- 2) Number, Money & Measurement
- 3) Shape, Position & Movement.

Our recent parent workshop on Developing Number Knowledge allowed the children to be teachers for their parents/carers on the strategies/games & activities that they use to help secure their grasp of number.

Science

Sciences – Sciences encompass five areas:
Planet Earth

Pupil Check List

In my bag I need:

- Reading book
- Homework diary
- Homework
- Any letters / money to hand in
- Pencil case (choice)

Forces, Electricity and Waves

Biological Systems

Materials

Topical Science.

Social Studies

Social Studies encompass three areas:

- 1) People, Past Events and Societies
- 2) People, Place and Environment
- 3) People in Society, Economy and Business.

Technology

The technologies provide a range of different contexts for learning that draw on important aspects of everyday life and work. It includes creative and work-related experiences in business, computing science, food, textiles, craft, design, engineering, graphics and applied technologies. We work closely with our regional STEM (Science, Technology, Engineering and Maths) team to provide our pupils with a wide range of experiences.

The local area and community provide excellent starting points through which understanding can grow to encompass other places and times. We feel it is important that children start by learning through first hand experiences, then develop a greater awareness of their community, country and wider world.

Expressive Arts

Expressive Arts encompass four areas: Art and Design, Drama, Music and Dance.

Each represents a unique combination of ideas, skills and knowledge, where the children have the opportunity to create and present using practical and experiential activities. Evaluating and appreciating are then used to enhance enjoyment and develop knowledge and understanding.

Religious and Moral Education



Religious and Moral Education includes learning about Christianity, other world religions and supports the development of values and beliefs. It also includes aspects of philosophical enquiry.

Our programmes encourage children to explore and respect different traditions, cultures and faiths, preparing them for the multi-cultural society in which we all live.



Health and Wellbeing

At Kirkcowan we aim to ensure the children develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing, now and in the future. We encourage outside agencies such as the school nurse, active schools etc. to also support us in delivering the learning outcomes for this area.

As young people develop they need a supportive social environment that promotes physical and psychological health. The need for a joint home - school partnership approaching health education and health promotion is becoming more widely recognised. We are currently working on a 'Healthy School Community' project with parents and staff together to address issues such as 'What makes a healthy snack?'

The pupils receive 2 PE lessons per week; led by their class teacher. This contributes to the recommended guidelines of 2 hours per week PE and includes discussing skills taught and self-reflection. They also do 5 minutes 'Wake up, Shake Up' exercise at assembly in the playground and we encourage a daily 10 minute exercise period to raise fitness levels, or if the weather doesn't allow then 'go noodle' in the classroom.

Curricular Levels span pre-school to the end of S3. This is the broad general education. Pupils progress at their own pace, working through the experiences and outcomes of the most appropriate level for them. Pupils will be supported in collecting evidence of their achievements, with a profile of these being produced in P7 and S3.

Home/ School Partnership/Parental Involvement and Engagement

Parent Council and Parent Forum

Every parent who has a child at our school is a member of the Parent Forum. The parent council is a group of parents who have chosen to represent the parent forum. As a member of the Parent Forum, each parent can expect to:

- Receive information about the school and its activities;
- Hear about what partnership with parents means in our school;
- Be invited to be involved in ways and times that suit you;
- Identify issues you want the parent council to work on with the school;
- Be asked your opinion by the parent council on issues relating to the school and education it provides;
- Work in partnership with staff
- Enjoy taking part in school life in whatever way possible

More information is available at

<http://www.dumgal.gov.uk/article/17608/Parental-Involvement>

More information and support for Parents/Parent Councils is available at

<https://connect.scot/>

Homework/Family Learning

Recently we ran a partnership focus group for homework and from this devised a new policy together.

We believe homework should:

- Provide opportunities for parents, children and the school to work in partnership to enhance children's learning.
- Encourage children to develop the responsibility, confidence and self-discipline needed to study independently
-

We aim to:

- Encourage pupils and their parents to share and enjoy learning experiences.
- Reinforce work covered in class by providing further opportunities for the individual pupil beyond the classroom environment.
- Develop good habits and self-discipline.
- Encourage responsibility for learning.
- Ensure consistency of approach throughout the school.



Homework differs slightly from class to class, but all consolidate language, maths and other areas of the curriculum when appropriate.

In the early stages of a child learning to read, the contribution of a parent in hearing the child read, practising and learning words, talking about stories and pictures etc. can be invaluable. In P4 to P7 children are expected to read for pleasure, within and outwith class time. They also have a class reader to practise in preparation for further reading and activities in class.

We are grateful for parents' support in encouraging the regular performance of homework, and their co-operation in checking homework diaries each night. Every child receives a diary to keep parents informed of the homework task set for that evening, which we aim to take about 20 minutes to complete. In Early Years you may find the homework is set nightly, for short periods, then, as they move up the school several pieces may be set to be completed over the course of a week. This helps children to develop organisational skills and also allows them to plan homework around other worthwhile extra-curricular activities and family life!

How is my child doing?

There will be several opportunities for you to discuss your child's progress. This may be through informal discussion with the teacher or at Parents' Nights/Learning Conversations, formal reports or for some it may be through more formal, focussed meetings with other agencies.

Helping the School

There are many things which as a parent you can do to support your child's learning in school:-

- Listen, talk, and encourage – this can have a big influence on children's learning.
- Encourage your child to talk to you about their learning, what learning is happening at school and do what you can at home to build on that.
- Talk to your child about their strengths and interests and how they are progressing.
- Encourage your child to talk to you about their next steps in learning and find out how you can work with the school to support this.
- Ask for help if you think your child needs it for any reason.
- Praise your child if he/she is working hard at something or has achieved something within or out of school.
- Encourage any reading.

- Look for opportunities at home to develop literacy and numeracy skills: money, number problems, time, measuring, matching, size, reading, writing, understanding instructions, questioning information.
- Encourage your child to take part in activities e.g. hobbies, clubs which will provide opportunities to develop a range of skills
- Help them work on tasks on their own and then talk about it with you afterwards.
- Do things together where appropriate – learn together e.g. if your child has a project or task to do, take an interest and discuss with them what he/she is doing or offer support if this is needed.
- Help prepare for change particularly at key transitions – talk about the change together.
- Talk to them about how they are feeling.
- Work together with the school by taking part in discussions about your child's learning and progress e.g. at parents nights, reviews, etc.

Support for All

Additional Support for Learning

Dumfries and Galloway Council is committed to the well-being and educational development of all learners. The process of inclusion requires all involved in the business of learning and teaching to demonstrate commitment, innovation and flexibility to ensure that all children and young people have access to quality learning opportunities and experiences.

More information is available at <https://www.dumgal.gov.uk/article/16163/Additional-support-for-learning>

Getting it Right for Every Child (GIRFEC)

You are the expert on your child and what you think matters. Getting it right for every child (GIRFEC) means that the School will always seek to involve you, to listen to your opinions and take them seriously.

More information is available at www.dumgal.gov.uk/girfec

Child Protection

All children have the right to be protected from harm, abuse and neglect. The vision for all children and young people in Dumfries and Galloway is that they should be: safe, nurtured, healthy, achieving, active, respected and responsible and included. Schools and front-line

education and child care services will play an important role in ensuring all children and young people are safe and well. Further information can be found at <http://www.dumgal.gov.uk/article/16640/Support-for-children-and-families>

Parents, carers and pupils have a key role in keeping the school community safe. We would therefore urge parents to share any information which would keep everyone safe, and to support and encourage their child(ren) to do the same. **LINK TO AUTHORITY HANDBOOK**

Enrolment in Schools and Moving Secondary School – TRANSITIONS

Information on enrolment in school and catchment areas is available at <http://www.dumgal.gov.uk/article/15241/School-places>

Information regarding catchment areas can be found on the Council's website by accessing "Find My Nearest" <http://www.dumgal.gov.uk/index.aspx?articleid=6293>

School Improvements

Improvement plan and priorities

In May each year, the school publishes a Standards & Quality Report providing all stakeholders with a comprehensive summary of the school's work and learners' achievements over the last year. The first part of this report provides an overview of the school's progress in addressing its key priorities, while the second part gives information about, for example, how well pupils are learning and achieving; how well the school is supporting children/young people to develop and learn. In June, we publish a School Improvement Plan which outlines the key priorities for the school during the year ahead, following due consultation with staff, pupils and parents

Health and Safety

Emergency Procedures

If your child feels ill during the school day and we feel that he/she would be better at home, we will telephone you or your emergency contact. Minor accidents, e.g. cuts, bruises, are dealt with by the school staff. Serious accidents are few, but should one occur your child will be immediately taken either to your doctor or to hospital, if necessary, and you or your emergency contact will be notified. We cannot stress enough the importance of supplying the school with the relevant information we require in such a situation, i.e. your own home and work number and a telephone number of an emergency contact. Please remember that if your child stays in more than one home setting contact details should take account of this.

Severe Weather and School Closure Arrangements

Head Teachers are authorised to make an emergency closure when the state of the weather or any other exceptional circumstance make it absolutely necessary in the best interests of the pupils. In these circumstances parents will be communicated with in a variety of ways including text messages/ phone calls and emergency contact arrangements. Please make sure your contact details are kept up to date. All school closures will be notified on the Council Website <http://www.dumgal.gov.uk/article/15240/Emergency-school-closures>

Data Protection

Information on how the Council uses personal data is available at <http://www.dumgal.gov.uk/article/15129/Data-protection>

ICT in Schools

ICT Policy link on main Council page

Use of the Internet, Social Networking Sites

As part of the process of learning we allow our children supervised access to the internet and e-mail. The authority runs its own filter system to ensure that young people are not at risk from exposure to inappropriate material. This filtering system is regularly being upgraded. We have a policy for use of the internet and a contract for responsible use, which we ask parents and young people to sign up to.

Information at a Glance



School Address

Kirkcowan Primary School
Wellhouse Road
Newton Stewart
DG8 0HP

Telephone: 01671 830234 (Clerical hours 8:30am-12:15pm M,W & F and all day Thr)

E-mail: gw08officekirkcowan@ea.dumgal.sch.uk

Partner Head Teacher: Kirsty Andrews **Parent Council Chair:** Mrs Jemma McNeill

Roll of School: 46

Nursery Roll: 12

Parental Involvement link: <http://www.dumgal.gov.uk/schools>

Parentzone Scotland: <https://education.gov.scot/parentzone>

School / Nursery Staff

Nursery Manager	TBC
Nursery Nurse	Elizabeth Bennewith (First aider)
Early Years Support Assistant:	Clare Williamson
P1/2/3:	Emma McWhirter
P4/5/6/7:	Matthew Sullivan (Principal Teacher)
RICCT	Audrey Wallace (Th & F)
Learning Support Teacher:	Anna Vedat
Support for Learning Assistants:	Sylvia Rudd (T-F) Jane Murray
Clerical Assistant:	Sharon Milven
Janitor:	Diane Burnett
Playground Supervisor:	Sylvia Rudd/Jane Murray
Cleaner:	Norma Gray
Cook:	Caroline Stewart
Kitchen Assistant:	Norma Gray

The School Day

The school gates are opened at 0845

School starts	9.00am
Break	10.45am – 11.00am
Lunch	12.30 – 1.15pm
End of day	3.00pm

Nursery

Morning session	8.45 am – 11.55 am
Afternoon session	12.15 pm – 3.25 pm
Back to back	8.45 am – 3.05 pm

The playground is supervised from 8.45 am and therefore in the interests of health and safety we ask that children do not arrive before then. There is always a playground supervisor on duty at break and lunchtime. The security system is switched off at playtime and lunchtime to allow the children easy access to the toilets. The playground supervisor follows the school's Positive Behaviour Policy, please see that section for further information.

School term dates

School term dates can be found at:

<http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates>



Communicating with Home

The school holds two parent nights and links will be built up using learning conversations as part of our Personal Learning Plans where pupils, parents and teachers discuss and record learning progress and future targets. Parents are welcome to have a quick informal chat with the class teacher or send a message in through our homework sheets. We also communicate through letters home, including a termly newsletter, so please check children's bags! Text messaging is used when we need to communicate with all parents quickly, i.e school closure etc. and to send reminders of upcoming events. If you would prefer information to come to your phone or email please let our clerical staff know and ensure you keep your details up to date.