

Welcome back

Welcome back to all of our parents and pupils, and welcome to all our new pupils. We also welcome new staff; Mr Ratcliffe (Robins teacher), Mrs Jardine (Magpies teacher), Mr Hicks (Kestrels teacher), Mrs Lake (Robins TA) and Mrs Gaught (Magpies TA).

This newsletter contains a great deal of information so please take a few minutes to read it, even if you are not new to Glade. Things change and it's important to keep up to date. The newsletter comes out every Monday by ParentMail and is also available on the school website. A copy is also kept on the information board next to the front door.

Home/School communication

We always welcome parents in school and strive to great communication between home and school. Teachers are always available to meet with parents after school, but if you think that you need more than a few minutes, then it would be a good idea to make an appointment.

Children in all classes except Wrens and Owls line up on the playground in the morning and teachers are around then for quick messages but they are very busy getting ready for the day ahead. **To help us get all of the children into school quickly, please stay back from the lines when the bell rings. Thank you.**

Miss Prentice is EYFS leader (Wrens & Owls). Mrs Vincent is Key Stage Leader for Wrens, Owls, Magpies and Swallows. Mrs Close is Key Stage leader for Robins, Skylarks, Herons and Kestrels. Please address any queries to your child's class teacher at the first instance. If you have any further queries, please contact Miss Prentice, Mrs Vincent or Mrs Close.

Emergency contact sheets

Your child will soon bring home a sheet which details all of the emergency contact information that we have. Please read it thoroughly and return it to school with any amendments by the end of next week. Please check that your address, phone numbers (mobile and land-line) are up to date. We use these numbers to contact you if your child is unwell or has had an accident. If there are no changes, please still return the form. Please make sure that we have at least **2** contact numbers, especially if you only have mobile numbers. Phones can be out of service, out of charge or turned off. If we only have 1 number then you are out of contact.

The first class to return all of their completed forms will win a HUGE tub of chocolates! **Also, from that class.....one parent will be selected at random to win a bottle of wine.**

Attendance and Penalty Notices

School starts at 8.50am each day. Arrivals after that time are marked as late. Arrivals from 9.05am onwards are marked as "Unauthorised Absence". Suffolk County Council have revised the protocol for Penalty Notices. There is no longer a warning period, and if your child has unauthorised absence, you will receive a penalty notice of £60 per pupil, per parent, rising to £120 if not paid within 21 days. Absences are unauthorised if there is not an exceptional reason for the child being away from school.

Please remember to phone us if your child is unwell and absent from school. Please also send in a written note when they return, detailing why they were absent. If your child has vomiting or diarrhoea, they must have **48** hours clear before returning to school.

School uniform

All children are required to wear our school uniform. We ask that all pupils wear full school uniform, as wearing smart uniform helps the children take pride in their school, and in doing so, take pride in their own work, learning and behaviour. Please make sure that any uniform you buy fits with our uniform list.

All children **must** have a school sweatshirt or cardigan. Sweatshirts and cardigans, as well as other items of school uniform can be ordered from our supplier, www.schooluniformsplus.co.uk and are delivered direct to your home.

Please note that a plain navy jumper/cardigan without the school badge is not acceptable. The only jumpers/cardigans permitted are school ones.

Boys

Grey or black trousers (or shorts in Summer term)
White shirts/polo shirts (with a collar)
Black, grey or blue socks

Girls

Grey or black skirts or trousers
White shirts/polo shirts (with a collar)
Black, grey, blue or white socks or tights
Blue check or blue stripe summer dresses

Footwear must be **plain black shoes or trainers**. They must be plain black with no other coloured markings; flat or nearly flat and suitable for your child to run about in the playground. **Laces should be black to match the shoes.**

PE Kit

Black shorts and white T-shirt (KS1) or team colour T-shirt (KS2)

A change of plimsolls or trainers for outdoor work. Trainers should have adequate tread to ensure a good grip.

Plain tracksuit to go over the PE kit during cold weather.

Hair & Jewellery

Hair **must** be tied up in PE. Children must not have extreme hairstyles such as mohicans or hair with shaved sections.

The only jewellery permitted at school is one small stud earring in each ear. No other jewellery is allowed. This includes nail polish.

School meals

From this term, all pupils in KS1 are entitled to free school meals. However.....you will need to fill in a form first! The form has been sent home today. Please complete it and return it to school ASAP so that we can register your child for free meals.

The free meals for KS1 is different to the traditional means tested free school meals. It is not means tested. However, we are using the old form which includes a section on benefits. If you receive any of the listed benefits, please tick the box. If you don't, then don't! Means tested free school meals are still running in KS2 and it is the same form to complete.

Even if you want to send your child with a packed lunch, still fill in the form, as this then gives you the flexibility to have lunches if your child wants them at a later date.

Every child successfully registering for the first time for means tested free school meals will receive a £10 voucher for our school uniform suppliers. This will be enough to get you a school jumper/cardigan.

It costs nothing to fill in the form, but it could help you with the cost of your child's uniform.

ParentMail

ParentMail is the best way of getting information out to parents. There are no letters left in book bags and you get the information before everyone else. For letters requiring a return, we send out paper copies just in case your printer has run out! The weekly newsletter comes out on ParentMail, as do nearly all the other letters.

To register, you need a letter from school, with a long registration code. This code is only valid for a few days, so if you have a old letter lying around, you will need a new one. We will send new registration letters out this week.

Please also remember to make sure that you are registered on ParentMail and your details are up to date, particularly is you want your child to have school meals. We have no way of changing your personal details on ParentMail so if you change your mobile number please update your account, or will not receive notifications.