

Welcome back

Welcome back to all of our parents and pupils, and welcome to all our new pupils. We also welcome new staff:

Mrs Peck (Woodpeckers' teacher)
Miss Carter (Robins' teacher)
Mr Grandison (KS2 interventions teacher)
Miss Boslem (EYFS TA)
Mrs Divall (KS1 TA)
Mrs Turrell (KS2 TA).

This newsletter contains lots of information so 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 on the school website. It is also displayed on the 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.

Miss Prentice is EYFS leader (Wrens & Owls). Miss Guggiari is KS1 leader for Magpies, Woodpeckers and Swallows. Mrs Close is KS2 leader for Robins, Sky-larks, Herons and Kestrels.

Please address any queries to your child's class teacher at the first instance. If you then have any further queries, please contact Miss Prentice, Miss Guggiari or Mrs Close. If the matter is then still unresolved, please contact the office to make an appointment with Mr Smith or Mrs Vincent.

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". Penalty Notice referrals are made when a child has 5 unauthorised absences. Penalty notices are £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

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** (not 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

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. This is not means tested, although the form 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.



Changes to lining up in the mornings

There are some important changes to how children will come in to school at the start of each day. These changes were sent home to parents at the end of term but are summarised below. These changes have come about following a meeting with a large number of parents at the end of term.

As you know, we have tried a number of ways to get the children into class quickly and without any fuss over the last year. We have tweaked the arrangements a couple of times, but the situation is still not working. The parent group discussed a number of ways of making this busy time better. We have decided to follow a system that many schools use with their older pupils. Starting this week:

- Children from Y3 to Y6 will come on to the playground **without** their parents. Parents of Y3 to Y6 children will drop their child off at the wooden gate. **KS2 Parents will not come on to the playground.**
- A member of staff will be on duty at the gate to ensure that children in KS2 remain in the playground.
- Children in Y1 and Y2 can be accompanied onto the playground by their parents.
- Children in Year R will go with their parents to the EYFS outside area for the first half term. After half term, they will wait on the playground.
- When the bell rings, children will line up in their usual places.
- When the bell has gone, parents are welcome to leave the playground. If parents wish to wait, they are asked to wait either on the back playground near the edge of the field, or on the front playground near the bike sheds. Parents are asked to not block access to the classrooms or to wait in any other area.
- If parents wait on the back playground, they are asked to wait until the children are in class before leaving.
- If children arrive late, they should go to the office to be signed in.

As has been previously explained, our priority is for the children to get to class quickly and safely so that they can begin lessons. These new procedures should help ensure that children get into class to start their lessons without any delay, but also give parents of the younger children the reassurance of watching their child go into the classroom.

For parents in KS2, if you need to pass on information to the class teacher, this can be done by sending in a note in the child's book bag, or emailing the office. If you need to speak with a teacher, please contact the office. You can reach the office on **01842 811580** and **office@glade.suffolk.sch.uk**



Advance Diary Dates

Wednesday 2 nd September	PD Day
Thursday 3 rd September	Term starts
Wednesday 16 th September	MFL WOW day
Friday 16 th October	Termly report goes out to parents.
Tuesday 20 th October	Parents' Evening (3.30pm – 5.30pm)
Wednesday 21 st October	Parents' Evening (3.30pm – 7.00pm)
Thursday 22 nd October	School discos (see above)
Friday 23 rd October	Term ends
Tuesday 3 rd November	Term starts
Thursday 17 th December	School discos (see above)
Friday 18 th December	Term ends

