

## Welcome back

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

Mr Neech (Woodpeckers' teacher)  
Mrs Ehall (Swallows' teacher)  
Miss Mahoney (Swifts' teacher)  
Miss Rogers (Kestrels' teacher)  
Miss Harrison (PE)  
Miss Flack (KS1 TA)  
Mrs Collinson (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.

## 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.

Mrs Wilderspin is our EYFS leader (Wrens & Owls) and works Monday, Tuesday and Wednesday. Miss Jardine is KS1 leader for Magpies, Woodpeckers Swallows and Swifts. Mrs Close is KS2 leader for Robins, Skylarks, 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 Mrs Wilderspin, Miss Jardine or Mrs Close. If the matter is then still unresolved, please contact the office to make an appointment with Mr Smith or Mrs Vincent.

[www.gladeprimaryschool.co.uk](http://www.gladeprimaryschool.co.uk)  
[office@glade.suffolk.sch.uk](mailto:office@glade.suffolk.sch.uk)

## 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.



  
Mr A Smith, Headteacher

## 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](http://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 free jumper/cardigan from our school uniform suppliers.**

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



## ParentMail

We use ParentMail X (PMX) to send information to parents and for managing dinner money payments. 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. **If you have not yet registered, you will need to contact the school office.**

If you are already registered, please make sure that your information is up to date. School staff are unable to change your personal details on PMX so if you change your email address or your mobile number please update your account, or will not receive notifications.



## Lining up in the mornings

We endeavour to get children into class quickly and without any fuss each morning. This is so that they can start their lessons quickly each day. We have changed the timetable so that all children will be having guided reading in class each morning. To get all the children in to class each morning, we use the following system.

- Children from Y3 to Y6 come on to the playground **without** their parents. Parents of Y3 to Y6 children drop their child off at the wooden gate. **KS2 Parents will not come on to the playground.**
- A member of the senior staff is 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 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.

Our priority is for the children to get to class quickly and safely so that they can begin lessons. Our procedures 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**



## Playground behaviour

Towards the end of last year, we had some complaints from parents that they had been spoken to in an inappropriate manner by other parents. Whilst we are happy to mediate between children who are struggling to get on, it's not part of the school's responsibilities to intervene between parents who have a dispute. Where we will become involved is if parents are acting in a aggressive/disruptive manner or are using unsuitable language. Please keep any disputes out of the playground!

## Advance Diary Dates

Monday 5 <sup>th</sup> September	Term starts
Thursday 20 <sup>th</sup> October	Termly report goes out to parents + School disco
Friday 21 <sup>st</sup> October	Term ends
Monday 31 <sup>st</sup> October	Term starts
Tuesday 1 <sup>st</sup> November	SEN consultations
Wednesday 2 <sup>nd</sup> November	Parents' Evening (3.30pm – 7.00pm)
Thursday 3 <sup>rd</sup> November	Parents' Evening (3.30pm – 5.30pm)
Friday 2 <sup>nd</sup> December	Christmas Fair
Monday 19 <sup>th</sup> December	School disco
Tuesday 20 <sup>th</sup> December	Term ends
Thursday 5 <sup>th</sup> January	Term starts

