



Hillhead Primary School  
110 Otago Street  
Glasgow  
G12 8NS  
0141-339-1365

18<sup>th</sup> August 2017

Dear Parent

## August Update

We hope everyone had a very enjoyable holiday and would like to welcome you back to Hillhead Primary. For those of you who are new to the school, a very warm welcome. We were delighted to see so many healthy, happy and enthusiastic children despite our summer weather! We also hope that all of our families who celebrated Eid during the holidays had a very happy occasion!

Well done to all staff and pupils for getting our new session off to a very smooth start.

### 1 Staffing

Our staffing was confirmed just prior to the end of session and a class list is posted below. There have been a few name changes. Kirsty Dungworth is now Kirsty Traynor, Kara McCurrach is now Kara Rafferty and Hannah Turner is now Hannah Doig. We also welcome Badia Kraria to our school as a new Child Development Officer. Welcome Badia!

<b>Class</b>	<b>Room</b>	<b>Teacher</b>
P1a	1	Mrs Park
P1b	2	Miss Phillips
P1c	3	Mrs Currie
P1d	4	Ms Taylor
P2a	5	Ms Caulfield/Mrs Watson
P2b	6	Ms O'Sullivan
P2c	7	Mrs McMath
P3a	8	Mrs Traynor
P3b	9	Me McDonald
P3c	10	Mrs Rafferty
P4a	12	Mrs Bartholomew/Mr Cuellar
P4b	13	Miss MacDonald
P4c	14	Miss Dunn
P5a	15	Mr Cairns
P5b	16	Ms Simpson
P5c	17	Ms Sim
P6a	18	Miss Roberts
P6b	19	Mrs Doig
P6c	20	Mr Sinclair
P6d	21	Mr Rankine
P7a	22	Mr Thomson/Ms Lurinsky
P7b	23	Mrs Glendinning
P7c	24	Mr Garry

## **Principal Teachers:**

Ms Melissa Caulfield infants (P1-P2); Mrs Christina Butcher and Mrs Sian Bartholomew middle (P3-P4); and Mr Gary Thomson and Ms Lois Lurinsky upper (P5-P7).

## **Department Heads:**

Mrs Susan Thomson (P1 & P2); Mrs Karen Barclay (P3 & P4) and Mr Andrew Robson (P5-P7).

## **2 PE Kit**

All children will have two hours PE per week. All children should bring their PE kit in on a Monday and take it home for washing on a Friday. PE kit consists of t-shirt/top; shorts or jogging bottoms; gym shoes or trainers.

**No jewellery** is permitted to be worn in PE and must be removed under Health and Safety regulations.

**Parents were asked to ensure that any ear piercings are made at the beginning of the summer holidays so that children do not miss any physical exercise.**

PE is part of the curriculum and every child is expected to participate. If your child needs to be excused from participation due to medical reasons a signed note should be written by the parent.

## **3 Daily Run**

Last session many of our classes committed to a daily run for our pupils. This is an initiative taking place throughout Scotland and is aimed at improving the fitness levels of all children.

We intend to continue with this daily run and hope to start it again soon. There will be a circuit for our infants and separate one for our older children. It is non-competitive – the only requirement is that children walk or run for fifteen minutes. We are trying to minimise the time it takes to participate and to maximise the impact. Therefore we would be grateful if children wore shoes to school that were suitable for the playground and that they had a light waterproof jacket in case there is light rain or a shower.

Thank you again for your cooperation with this.

## **4 Bikes and scooters**

We encourage our children to travel to school by bike or scooter. There are many storage spaces for them in the school playground where they can be secured. Children should wear a helmet. All bike users(children and adults) should dismount on arrival at the school gate. This is for the safety of pupils and other young children who may be present in the play areas.

## **5 Various Letters and Forms**

Our standard way of communicating is to post information and letters on our website, with a text alerting parents to the new information. This system has been working well and our twitter feed has also been well received. We will continue using these forms of communication this session and try to keep the amount of paper sent out to a minimum.

However at the start of each session it is necessary to issue a number of letters either outlining our policies on a range of important matters or requesting your consent for trips and photographs. You will be issued with a small pack of these letters and forms very shortly. We would ask that they are completed and returned as soon as possible and certainly by Wednesday 23<sup>th</sup> August at the latest.

We are also sending out our Emergency Contact Form. As its title suggests this is an extremely important form as it provides the school with contact details of parents and carers.

Please complete this form accurately and update the school of any changes throughout the year, and return it to the school as soon as possible but certainly by Wednesday 23<sup>th</sup> August at the latest.

Because of the importance of this information our Department Heads will contact any parent who has not returned the Emergency Contact details by Wednesday 23<sup>th</sup> August to discuss this matter.

Thank you for your cooperation with this.

## **6 Holiday List**

Also included in the Letter Pack is a list of holidays for this session, including In Service Days. This is the current and most up to date list and any previous list should be destroyed.

## **7 SQUID – Cashless System**

As you know we have a cashless system in our dinner hall. All children have a card and an account. Parents can choose to pay for their child's dinner either by going online and making a payment or by giving your child money which is then inserted into a machine outside the dinner hall. The online payment method has been overwhelmingly the payment of choice and we thank you for your support with this.

Children entitled to a free meal automatically have money allocated to their swipe card on a daily basis. A letter giving more details on this is included in a letter pack that is being issued separately. A school meal currently costs £1.90. Meals for P1-P3 children are free.

Any questions or comments should be directed to our Catering Manager Mrs Norma Higgins on 0141 339 6024.

## **8 Extended Leave for Holiday Visits**

Our school roll continues to remain high and we are now full or nearly full at almost all stages.

We have taken a decision that we will only hold a place open for a maximum of eight weeks for a child who is absent for an extended period of time due to a family trip. After that period we cannot guarantee that there will be a place for the child due to the high level of demand for places.

We ask parents to note this information carefully.

## **9 Time keeping, absences and collecting children**

Like any school we are keen to maximise our pupil attendance and we achieved +95% attendance last session. We appreciate your support in trying to improve on this.

If your child is unwell and unable to attend please contact the Pupil Absence Report line on 0141 287 0039 soon as possible.

If a child is absent and we have no notification about the absence we will send you a text asking you to contact the Pupil Absence Report Line. If we receive no contact from you we will ask our Education Liaison Officer (Attendance Officer) to visit your house immediately. We see this as part of our Duty of Care Responsibilities where the safety and well being of the child are paramount.

Please note: the school gates are closed at 9.10am. If your child is late for school and the children have come in from the playground your child should go/be taken to the main entrance of the school on Otago Street.

Please ensure that you collect your child on time at the end of the school day. If you know you are going to be delayed please contact the school as early as possible to advise this is the case.

If a child is meant to be collected and no adult has turned up then all of our children are advised to inform a member of staff and are taken/directed to the school office who will then contact the parent/carer. Children should only be collected by the person who is due to collect the child. On occasion a friend/neighbour has taken a child home in an attempt to be helpful. This can only be permitted once it has been fully discussed with the Class Teacher or Department Head.

## **10 Uniforms**

Thank you to all of the parents for ensuring that all of the children started the new session wearing our uniform. Please remember that jeans are not part of the uniform nor are hoodies.

**Please also remember to put your child's name on each item of clothing.**

A big thanks to the team of volunteers who organised this year's uniform order and distributed the uniforms to parents in the days leading up to the start of term. Thank you all very much; it is a great support and service to our parents.

## **11 P1 Children**

All of the children have settled remarkably well and credit must go to them for that. A special mention should be made to our new P1 children who have done very, very well since they started.

They will be in from 9am until 12:15pm for the next few weeks and then will be in full time 9am - 3:10pm from Monday 4<sup>th</sup> September.

Well Done and Good Luck!

## **12 P7 Swimming**

The Swimming Programme starts on Monday 21<sup>nd</sup> August for our first group of P7 pupils. Letters have already been issued.

## **13 Email**

Please remember if you would like the school newsletter sent to you via email we can do this. If you email [office@hillhead-pri.glasgow.sch.uk](mailto:office@hillhead-pri.glasgow.sch.uk) the office will create an address list and send school information to your email address.

Email address for the Head Teacher is [Headteacher@hillhead-pri.glasgow.sch.uk](mailto:Headteacher@hillhead-pri.glasgow.sch.uk) Please contact me if you have any concerns or comments.

## **14 Traffic Management**

We are asking all parents to respect the agreement the school has with the local residents in relation to Otago Street.

When the school opened in 2011 it was agreed that the gate at Otago Street would be opened for the children if the parents agreed they would not drive into Otago Street/Westbank Quadrant to pick off or drop off children.

The vast majority of parents have adhered to this, often at personal inconvenience to themselves, and for that we are grateful.

I would urge everyone to act in the best interests of our school and to make arrangements to pick up/drop off that do not involve driving in Otago Street or Westbank Quadrant.

Thank you for your cooperation with this.

## **15 School Pitch**

We intend to continue with our practice of taking our P4-P7 children to the School Football Pitch in the park at lunchtime. P6 children will go on a Monday. P5 children will go on a Tuesday. P7 children will go on a Wednesday. P4 children will go on a Thursday.

On the day your child's class is scheduled to go to the pitch the children should either bring a packed lunch or collect one from the dining hall. We walk up to the pitch and have lunch. The pitch is divided into a football playing area and an area for general play. The children are brought back to school in time for the afternoon session.

Please note there are no toilet facilities at the pitch and children are aware of this. We try to go to the pitch as often as possible but sometimes the weather prevents us.

We are always grateful for volunteers and have valued the support of the parents who helped throughout last session. If you are able to assist from 12:15-1:10pm please hand in your details to the school office. We will have three or four classes at each stage this session and therefore will likely only take two classes (on a rotational basis) at any one time because of the numbers involved and the staff available.

We will begin our visits on Monday 21 August.

## **16 Anti Bullying paper**

A leaflet outlining our procedures for investigating allegations of bullying behaviour will be issued to all families. The full position paper can be accessed on our website. Bullying of any kind will not be tolerated in our school and we want to be made aware of any concerns as early as possible.

## **17 Pupil Equity Funding**

We have significant plans and initiatives being developed to ensure equity for all of our children and to further ensure that economic circumstances are not a barrier to any of our children accessing the curriculum and achieving their full potential. A separate leaflet on Pupil Equity Funding is enclosed in the information pack you will receive. Details of entitlement to Free Meals and clothing grants are also included. Regular updates on our work on Pupil Equity Funding will be shared throughout the year.

We look forward to another positive and productive year and thank you sincerely for your continuing support.

Best Wishes



Francis Donaghy  
Head Teacher



# HILLHEAD PRIMARY SCHOOL

## SCHOOL HOLIDAY LIST (AUGUST 2017 - JUNE 2018)



In-Service Days for Staff	Friday, 11th August 2017 Monday, 14th August 2017
<b>Pupils return</b>	<b>Tuesday, 15th August 2017</b>
September Weekend	Friday, 22nd September 2017 & Monday, 25th September 2017
In-Service Day for Staff	Friday 13th October 2017
October Week	Monday, 16th October 2017 To Friday, 20th October 2017 (inclusive)
<b>Christmas</b>	Thursday, 21st December 2017 To Wednesday, 3rd January 2018 (inclusive)
<b>Please note that schools will close at <u>2:30pm</u> on the last school day before the holiday</b>	
<b>Staff &amp; Pupils Return</b>	<b>Thursday, 4th January 2018</b>
Mid Term	Monday, 12th February 2018 Tuesday, 13th February 2018
In-Service Day for Staff	Wednesday 14th February 2018
Good Friday	Friday 30th March 2018
Spring Holiday	Monday, 2nd April 2018 To Friday, 13th April 2018 (inclusive)
<b>Good Friday is 30th March 2018 and Easter Monday is 2nd April 2018</b>	
<b>Please note that schools will close at <u>2:30pm</u> on the last school day before the holiday</b>	
<b>Staff &amp; Pupils Return</b>	<b>Monday, 16th April 2018</b>
May Day	Monday, 7th May, 2018
In-Service Day for Staff	Tuesday 8th May 2018
May Weekend	Friday, 25th May 2018 & Monday, 28th May 2018 (inclusive)
<b>School Closes</b>	<b>Tuesday, 26th June 2018 at <u>1pm</u></b>