



Hillhead Primary School
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Dear Parent/Guardian,

Reminders

Open Afternoon P2-P7

We are very pleased to announce that we will be holding an Open Afternoon on Wednesday 20 September from 2:15-3pm for classes in P2-P7.

The purpose of the Open Afternoon is to allow everyone to come in and meet their child's teacher, to see the environment in which your child is taught and to see any work that may be on the walls (but it is still relatively early in the year!)

The teacher will be working with his/her children and will not be available for individual consultations at this point.

We look forward to seeing you.

Holiday Weekend

Friday 22 September & 25 September

Next Holiday Friday 13 October when the school is closed for In-service followed by the October week from Monday 16 until Friday 20 October inclusive.

School Photographs

Monday 18 September, Tuesday 19 September and Wednesday 20 September. Our school photographs will be in school next Monday, Tuesday and Wednesday.

On Monday and Tuesday class photographs will be taken and on Wednesday a whole school photograph will be taken outside weather permitting.

We last had a whole school photograph taken when our current P7s were in P1 therefore it seems appropriate to update the photograph that is currently exhibited in our reception area.

Emergency Contact Details

If you have not returned your most recent emergency contact details please do so immediately. There are important child safety issues relating to this information and Department Heads will be contacting parents who have not returned this vital information by Monday 18th September. If you require another form please contact our school office.

Lost Property

A number of jackets, school jumpers and other items of clothing have been left unclaimed in lost property as well as a growing number of packed lunch boxes.

We regularly check these items to see if we can identify their owners but these pieces of clothing have no name on them. I would urge parents to do two things.

Firstly please check the lost property and reclaim any item your child may have lost. Secondly please ensure that your child's clothing has their name on it.

We will soon have to clear any remaining items and send them either to charity or for recycling so please have a look soon.

The Pupil Absence Reporting Team

The pupil absence service is provided by a dedicated team of experienced Education support staff. The information you provide to the team is updated in the school's system when you call, so the school is immediately aware of all absence information.

The pupil absence reporting line (0141 2870039) has been created to provide an efficient flexible way for parents/carers to report absence. We recognise that in some circumstances, for example, to report or discuss a sensitive issue, you may still require to speak directly with the school. The following guidance should be applied:

Please phone the dedicated absence team to report the following absences:

- **Sickness absence:** if the absence lasts more than one day, parents and carers are required to call on subsequent days to provide an update. A letter should be provided to the school when the child returns from their absence.
- **Medical or dental appointments:** Parents and carers should call the team to report absences for medical or dental appointments. The school requires a letter or appointment card as evidence of the appointment to ensure permission is given to be absent from class.

Please phone the school directly to report the following absences:

To make sure you receive the right support you require, parents and carers should still contact the school directly to report absences of a sensitive or personal nature, for example:

- Bereavement
- Serious illness, for example, an absence which is going to last more than one week
- Injury, for example, broken limb
- Contagious diseases or illness