



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

22<sup>nd</sup> August 2018

Dear Parent

## August Update

We hope everyone had a very enjoyable holiday and made full use of our summer weather! We 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. We also hope that all of our families who celebrated Eid yesterday had a very happy occasion!

Well done to all staff and pupils for getting our new session off to a very smooth start. The school is settled and we are quickly establishing our routines.

### 1 Staffing

We are pleased to welcome Emma Beattie and Karen Proctor to our staff on a permanent basis. We also have two probationary teachers, Beth Thomson and Wendy Watt this session. Welcome all! Congratulations to Alison Taylor who got married over the summer and is now Mrs Alison Henderson. The full list of teachers and classes is detailed below.

<b>Class</b>	<b>Room</b>	<b>Teacher</b>
P1a	1	Mrs Henderson
P1b	2	Miss Beattie
P1c	3	Mrs Watson/Mrs Currie
P2a	4	Mrs Traynor
P2b	5	Mrs Dunn
P2c	6	Mrs Park
P3a	7	Miss Phillips
P3b	9	Mr McDonald/Mrs Butcher
P3c	10	Mrs Glendinning
P4a	11	Mrs Bartholomew/Mr Cuellar
P4b	12	Ms MacDonald
P4c	13	Mrs McMath/Mrs Mackie
P5a	14	Mr Cairns
P5b	15	Ms Simpson
P5c	16	Miss Sim
P6a	17	Mr Thomson/Miss Watt
P6b	18	Miss Proctor
P6c	19	Mr Sinclair
P7a	20	Mr Rankine
P7b	21	Ms Lurinsky/Miss Thomson
P7c	22	Miss Lancaster
P7d	23	Mr Garry

## **Principal Teachers:**

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

Best wishes to Ms Caulfield who will be going on maternity leave next Friday. Lizi Dunn will be acting PT for P1 & P2. Sian Bartholomew will be PT in the middle school with Becky Glendinning and Lois Lurinsky will be PT for 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**

At the start of each session it is necessary to issue a number of letters either outlining our policies on a range of 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 Friday 14 September 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 Friday 14 September 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 Friday 14 September 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-P4 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 or online at <https://www.glasgow.gov.uk/index.aspx?articleid=18832>

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 and locked at 9.15am. 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 until this Friday and then will be in full time 9am - 3:10pm from Monday 27 August.

Well Done and Good Luck!

## **12 P7 Swimming**

The Swimming Programme started on Monday 20<sup>th</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.

We will be very shortly issuing a Parking Pledge and will be asking all our parents who are drivers to sign up to the pledge. One of the commitments will be not to drop/pick up your child by car on Otago Street/Westbank Quadrant. More details will follow very soon.

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. P7 children will go on a Tuesday. P5 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 20 August.

## **16 The Reel Music Club**

The Reel Music Club begins on Thursday 6<sup>th</sup> September.

Best Wishes

A handwritten signature in black ink that reads "Francis Donaghy". The signature is written in a cursive style with a large, sweeping flourish at the end.

Francis Donaghy  
Head Teacher