



CRANHILL PRIMARY BACK TO SCHOOL 2023 NEWSLETTER



Welcome to a brand new school year!

Dear parents, carers and friends,

A new school year starts and there is much to look forward to. It was lovely to welcome your children to the school for the start of the new session - they all look so smart in their school uniform. Our Primary One children were very grown up and quickly settled in class - and their families only shed a few tears! Thank you all so much for the support you have shown in having your children so well organised, wearing their school uniform and ready for the school day.

We are over the moon to welcome *Miss Crawford (P7/6)*, *Mrs Glennie (Supporting P5/4 initially)*, *Mrs Cardiff (P4)*, *Mrs Galacher (P6/5)* and *Miss Stack teach in P1 with Mrs Fitchie*. I extend a warm welcome to all of our new staff and hope they enjoy their experience at Cranhill.

At this time of year it can take time to get back into the swing of school routines. I have included in this newsletter a number of important items of information which I hope will be helpful over the coming session.

There is always a lot happening at CPS so please make sure you are able to receive my updates on the school app (App Store/Scot Ed/Cranhill Primary) as well as emails or texts from the main office. This way we can keep you as up-to-date as possible with school news. If your email address or mobile phone number has changed, please update this by contacting the school office. Text messages and emails will be sent through the Groupcall system so it is important we have up to date details for all contacts.

Please also ensure you have downloaded our school app as we will not always send paper copies home.

I wish you and your family an enjoyable "Back to School" experience.

As always Robert Boyd, DHT, Stuart Beggs, PT, and I are happy to help. No matter what the question or concern please get in touch with us by telephone or email.

Kindest regards,

Alan Young

Head Teacher



Annual Data Checks

Each year we collect vital information about your contact details and emergency contact details.

It is essential that all of your child's details are accurate and up to date in their electronic school record.

Please support us by checking your child's details on the annual data check which will be sent home in your child's school bag shortly, making any changes required.

Your child will also bring home important consent forms which must be returned to the school office as soon as possible.

Many thanks.



AUGUST DIARY

22nd	P7 Playground Peer Mediation duties begin
<u>SEPTEMBER DIARY</u>	
1st	House Captain Elections
1st	Parent Council Meeting 2pm—All Welcome
8th	School Captain & Vice Captain Election
13th	Count on Us
14th	MyBnk workshops
20th	Whole School Fundraiser
22nd	September Weekend
25th	September Weekend



@CranhillP

Child Protection - Attendance and Unauthorised Absence

It is the duty of every parent of a child of 'school age' to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon. Each child's absence from school is recorded in the school register as authorised or unauthorised.

Parents and carers should inform the school by letter or email, if their child is likely to be absent for some time and to give the child a note on his or her return to school confirming the reason for absence.

The Head of Establishment can only authorise time off during term time in exceptional circumstances. We will only authorise absence for a family holiday in the following exceptional circumstances.

Exceptional circumstances include:

- ◆ short term parental placement abroad
- ◆ family returning to its country of origin for family reasons
- ◆ the period immediately after an illness or accident
- ◆ a period of serious or critical illness of a close relative
- ◆ a domestic crisis, which causes serious disruption to the family home, causing temporary relocation

Time off during term time for the following reasons is not acceptable and will be recorded as unauthorised absence:

- ◆ Family holidays out with term time
- ◆ availability of cheap holidays or desired accommodation
- ◆ holidays, which overlap the beginning or end of term

Clearly with no explanation from the parent, the absence is unauthorised.

Any parent wishing to request time off during term time for a family holiday must put this request in writing to the Head Teacher.

If your child has an appointment during school hours - e.g. doctor/dentist, he/she MUST be collected by a parent of carer and a copy of the appointment letter given to school clerical staff. This, of course, is in the interests of safety.

Pupil Absence Reporting

If your child is going to be absent due to ill health please telephone the Pupil Absence Reporting Line on [0141 287 0039](tel:01412870039) or register to record absence online.

Failure to alert staff or the absence line that your child cannot attend causes concern for us under our child protection procedures. We must be satisfied that every child is accounted for on every school day. Please report absences before the start of the school day if possible but no later than 9.30am. Absences reported later than this will result in parents being notified by the school that the child is not in class.

Use the absence reporting line or online absence form to report the following absences:

Sickness absence: Please report sickness on the first day. If the absence lasts more than one day, parents/carers are required to call on subsequent days to provide an update. If absence persists contact the school on the 5th day

Medical or dental appointments: Parents and carers should contact the team to report absences for medical or dental appointments for up to one day in the weeks preceding the appointment or on the day in the case of emergency appointments.

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 and funerals
- Serious illness, for example, an absence which is going to last more than one week
- Contagious diseases
- Exceptional Circumstances
- Religious and Parental Holiday Requests
- Children's Panel hearings
- All other Appointments



The Head Teacher has a duty to monitor attendance termly and must notify parents and carers if their child's attendance falls below 93%.

It is vital that your child is in school on time each day. The school day starts promptly and persistent late coming has a negative impact on learning and socialisation. Class teachers have a work programme ready to start at 9 o'clock.

Children who arrive late will be signed into school by clerical staff. Parents will be alerted if their child is persistently late as this is monitored very closely by the Head Teacher.





Management & Administration of Medicines

Many children will at some time need to take medicine at school. For many this will be short term, perhaps finishing a course of medicine. Other children have medical conditions such as asthma or diabetes that, if not properly managed, could limit their access to education. Children with such conditions are regarded as having long term health care needs. Most children with health care needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities.

Parents and Carers are responsible for making sure their child attends school when well enough to do so. Parents should provide the Head Teacher with sufficient information about their child's health care needs and treatment. They should, in collaboration with health professionals and the Head Teacher, reach an understanding on the school's role in helping their child's health care needs. The Head Teacher can seek advice from the school nurse or other medical advisors. The administration of prescribed medicines in an education establishment is a matter within the discretion of the head of establishment.

Long Term Health Care Needs

Parents and carers have prime responsibility for their child's health and should provide schools with information about your child's medical condition. As a school we aim to minimise any disruption to the child's learning as far as possible and work with parents, carers and health professionals. Where a child has to take medication in school for an extended period or has a chronic on-going condition a Health Care Plan will be put in place.

Managing Medicines During the School Day

Medicines which have not been prescribed by a medical practitioner will not be administered in school. Children must not bring such medicines into school in their bags (e.g. paracetamol, ibuprofen, strepsils).

ALL medication handed in to school must be prescribed by a doctor and should clearly show the child's name, date and dosage of medication to be given. Parents must administer the first dose of any new medication to ensure there is no adverse reactions before it can be brought into school and given by staff. At no point should there be any medication left in a child's bag that is not prescribed/no consent form completed. If this happens, we would have to ask you to come back to the school and collect this as we are not allowed to have this on the premises.

Short-term Prescribed Medicines

Short term prescription medicines should only be taken during the school day when absolutely essential. Where there is agreement to medication being administered, it must be in its original container with the original pharmacy label intact. Medication will not be accepted without these. Medicines will only be administered according to the instructions on the pharmacy label.

Parents must complete a consent form before any medication will be administered. School staff complete administration records when they give medicine to a child.

Asthma Procedures

It is good practice to encourage children to self-administer their own medication from an early age and in Cranhill Primary we will support and encourage this. If pupils can manage to take their medication themselves, staff may only need to supervise. An example of this would be inhalers for pupils with asthma. We encourage children aged 6 and above to manage the use of their own (blue) inhaler.

Parents must ensure the school office has a copy of the current asthma plan and a spare inhaler. Blank asthma plans can be collected from the office.



Physical Education

PE days have been posted on the app and will be available to view in the information section:

Please ensure that your child brings a PE kit on their PE days. Children will also need a pair of shoes that are suitable for running.

In line with GCC policy children are not permitted to wear jewellery during PE.



Parents' Evenings

Our first parents' evening is planned for:

Thursday 12th October

Further information will be issued nearer the time.



Parent Pay Lunch Selection & Dietary Restrictions

Please support us by pre-ordering your child's school lunch on Parent Pay. You can order meals up to 4 weeks in advance.

If your child needs a medically restricted diet, please contact the school to make us aware of this. We would also require a letter from your doctor or dietician detailing their exact dietary needs. If your child has dietary restrictions we will contact Cordia, Food Safety Advisors who will work with the catering team and families to support your child.

School Meals are on a 3 week cycle and menus are posted on our school app. They are also available on the Fuel Zone website.

If you require any support please do not hesitate to get in touch.



School Security

The health, safety and wellbeing of pupils and staff is of paramount importance. ALL visitors MUST enter the school through the main entrance. If you wish to speak to a member of staff, please call the school office to make an appointment.

Members of staff who supervise the playground will approach anyone standing at the school perimeter during playtimes or lunchtimes. Please do not be offended should this happen to you - I have asked them to do this and they have the wellbeing of ALL pupils in mind.

Annual School Fundraising Event

As you know, our school fund supports all children throughout the year by paying for events, activities and experiences that are not covered by our central allocation of funds.

Each year we ask children to take part in a fundraising event that also promotes physical activity and health. This year we are asking you to sponsor your child to take part in a sponsored event on Friday 20th of September.

All classes will enjoy taking part in the event. Children can come to school in the sport clothing on the day.

Sponsor forms and details have been issued in a separate letter.

The money raised will be used to pay for Christmas presents for the children, Christmas parties, trips, discos etc

Home Learning

Home Learning issued will be direct reinforcement of class learning.

The first Home learning cycle will be issued on Monday 28th August. In the meantime please encourage your child to read and practise number bonds and table facts.

School Uniform - Dress for Success

It is a pleasure to see our children dressed so smartly in their school uniform. Thank you all so much for your on-going support. You can order items of school uniform online at anytime from our uniform supplier:

<https://aspireacademyglasgow.com/>

Please note the formal Cranhill Primary School uniform consists of:

- School trousers/skirt - plain black or navy .
- Blue polo shirt, school shirt or blouse.
- School tie.
- Navy cardigan or jumper
- Black shoes - if children are wearing trainers to school these should be black if possible.
- If possible children should bring a pair of indoor shoes. These shoes will also be worn to PE lessons.

