



Primary 1

Parents/Carers

Information





Due to the closure of schools and changes in procedures for Health and Safety during the COVID 19 pandemic, times and dates for starting school including start/finish, lunch and break times are subject to alteration.

You will be advised of revised times and dates when we have direct guidance from NAC and the Scottish Government.



It is important that if there are any changes of arrangement for the pick-up of your child, or you are running late, that you inform the school office.

Please ensure you make arrangements to have your child collected at the relevant time.

All P1-3 children are entitled to a free school lunch in the lunch hall, provided by the Catering Service.

It is important however, that you register for free school meals, details can be found on NAC website. Menus can be also accessed on the North Ayrshire Council website.



Packed Lunch: Any child who brings a packed lunch will be supervised in the school lunch hall or Infant open area during wet weather. Please clearly label your child's lunch box, water bottle and any other containers. As Glebe Primary is a Health Promoting School, we encourage healthy packed lunches and snacks.

Break Time

If you wish your child to have a small snack during playtime, we encourage snacks like, fruit, vegetables, rice cakes, cereal bars or breadsticks. Please avoid crisps, sweets and chocolate.

All children are encouraged to drink water throughout the day, so please provide your child with a labelled water bottle.



Please note that plain water only can be drunk during class time and not flavoured water or juice. Cans or bottles of fizzy juice or energy drinks should not be brought into school.



School Uniform

All children are encouraged to wear school uniform which consists of a purple sweatshirt, white polo shirt or shirt/blouse and tie, grey trousers or skirt.

It is essential that all items of clothing including PE kit and outdoor jackets/coats are clearly labelled. Please also encourage your child to locate and recognise these labels which will encourage independence and responsibility for personal possessions.



PE

At the start of the new session, your child's teacher will inform you of class gym days. Please ensure your child has a pair of gym shoes and shorts. It is easier if your child wears a polo shirt on gym days instead of a shirt/blouse and tie. **All jewellery must be removed for PE and earrings must be taped up or left at home on gym days.**

Absence from school

Please phone the main school office (01294 271587) before 9.30 a.m. on the day of your child's absence. The absence and reason for absence will be recorded and a message passed to the class teacher. If no call is received, as part of the school's duty of care, the office staff will contact you to check the reason for absence. The school has a duty to record all attendance and late arrival of pupils and inform the local authority if levels are not of an acceptable standard.



Communication

Please inform us immediately of any changes to addresses, mobile phone numbers and email addresses. It is vital that we can contact you in case of any emergency or if your child becomes ill. Emergency contact numbers of other family members must also be kept up to date.

Newsletters and school information will usually be sent to parents/carers by email, however, please inform the school office if you require a paper copy of correspondence.

You will also receive messages from class teachers through Seesaw when and as required.

Much information about school will also be available on the school website. The school also has a Twitter account which will show activities and events that are happening throughout the session. School will also send text reminders about up and coming events or changes of arrangements.

School Website <https://blogs.glowscotland.org.uk/na/glebeprimaryschool>

Twitter [@glebps](#)



Contact with Teachers or School

Glebe Primary offers an open door policy in principle, however to allow staff to focus on the children and their learning, please contact the school office to make an appointment to speak with the Head Teacher or Depute Head regarding any issues or concerns you may have. Class teachers are responsible for the safety and security of the children on entry to/exit from school, therefore it is not an appropriate time to discuss issues when bringing in the lines. When you phone the school or come into the office it is helpful if you can give some indication as to the nature of the issue.

Please note:

Dogs are not permitted within the school grounds.



All North Ayrshire school grounds and buildings are NO SMOKING areas.



The staff car park is strictly for staff use only.

Please remember:

Confidence is the most important thing you can show your child. If you are confident that your child's school days will be happy and positive and that you are confident in the ability of the professional staff and pass this onto your child – then he/she will start school with a real advantage.

If you require any further information about your child's first days at school, please contact the school office. We look forward to welcoming your child and family to Glebe Primary.

