

# Glenbervie School Newsletter

Autumn 2015

In this, my first newsletter as Acting Head, I am delighted to welcome you all to a new school session at Glenbervie School. A very special welcome to those of you who are joining Glenbervie for the first time. We very much look forward to working with you and your children in the coming years. Do make sure to look out for our Parent Partnership events for the many opportunities to take part in school life. We are always keen to have new helpers.

In addition to emailing a full-colour copy to all parents, and posting a copy on the school website, we will continue (as requested) to send home a photocopied copy.

You will notice that much of this newsletter is covering important procedures and provides a reminder of some of the items covered in the autumn newsletter last year.

Please retain this newsletter for future reference.

## Welcome to Glenbervie

We are delighted to welcome our Primary 1 pupils to school. They have been looking very smart in their new uniforms and they have already settled in to school life very well.

Our buddies from P7 have done an excellent job helping the P1s to settle in to school routines and the School House captains have been exceptional in this short time.

We are also pleased to welcome Mrs Erica Edwards as our Core Teacher. Mrs Edwards will be teaching the children French and Music on a Friday. I thought it may be useful to confirm with you again the present staffing configuration:





P1/2/3 - Mrs Fiona Ingram (M-F)

P4/5 - Mrs Lisa McConachie (M, T, W) Mrs Glennie (Th, F)

P6/7 - Miss Gemma Lynch (M, T) Mrs Trudi Brown (W, Th, F)

Ms Chris Gowie - SfL Teacher - Wed and Fri (am)

Miss Jenny Munro - PE Specialist (All classes) - Tues

Mrs Erica Edwards - Core vacancy cover (all classes) - Fri

### **Strimming**

As always after the summer, the Harvey Garden has become a bit of a wilderness. The long vegetation makes it difficult for us to undertake activities with pupils.

In the past we have been very fortunate to have some parents volunteer some time to trim back the growth. If you are able to help us out in this way please contact the school office.



[school@theharvey](mailto:school@theharvey)

### **Annual Calendar 2015-2016**

I have attached a list of all planned events which we currently have in the school diary to this newsletter. Obviously these may be subject to change and other events may crop up during the session, but I hope this helps you plan your work and home schedules in advance. The children's class teacher will also send you a short newsletter to inform you of class information for the term.

### **Please use envelopes!**

A reminder of our procedures regarding money that is being brought into school to pay for school dinners, trips etc. The school operates under strict guidelines from Aberdeenshire Council on the handling of money and we would ask you to ensure that you follow these guidelines:

- Ensure all cheques or cash are in a **sealed envelope**
- **Clearly mark on the envelope the nature of the contents**
- Teachers are not allowed to open envelopes that may contain money, therefore **notes for the teacher must be clearly marked.**
- Please ensure that any cheques are completed - 'phone the school if you're unsure about the payee or amounts.



### **Catchlites School Photographers**

Catchlites will be visiting the school on Tuesday 24th September. Pupils will be photographed individually, with siblings if requested, and in class groups. More details will be included in a separate letter. It would be helpful if a member of the Parent Council (GSP) could attend on the morning to assist.



### **Active Schools**

Pupils were very fortunate to take part in a variety of activities last session led by our co-ordinator Doreen Seery. As ever we would like to continue with this, but volunteers are required. We hope to get our football and netball teams up and running this session. Miss Munro and Mrs Glennie will also try to continue our Badminton Sportshall Challenge and if time allows start an after school Sporting activity. More details will follow. Please find attached the Active Schools Newsletter.

### **Security Procedures**

We continue to strive to ensure that our security procedures are robust. We value our 'open door' policy, and want to encourage parents to feel free to visit school to talk with us. However, please note the following:

- Any parent visiting the school should sign-in; even if only 'popping in' for a few minutes.
- Visitors will be asked to remain at the reception area and the member of staff they wish to see will meet them there and, if necessary, accompany them to a place to talk.
- Pupils are instructed not to open the security door to any adult - even one who is known to them.

### **School Start Time and Pupil Absence**

It is essential that we know, a.s.a.p., if a pupil is going to be absent. Please note the following:



Visit our school website: <http://www.glenbervie.aberdeenshire.sch.uk/>  
(An overview of the school and a source of school news and documents)

- School starts at **8:55am sharp**. It is essential that all pupils are present by that time as it is extremely disruptive to have pupils arriving late.



- Please contact the school in the morning if your child is going to be absent (there is an answer machine to leave a message). Please do not send email notification of an absence as this may not be received before 'safe arrival at school' procedures commence.
- If a pupil has not arrived at school by 9:05am it is likely that a text message will be sent to a parent querying their absence.
- If a pupil is not at school by 9:15 we will follow our safe arrival at school procedures, which includes contacting parents, and if necessary

emergency contacts, until we have an explanation for the pupil's absence.



### Arrangements for Dropping Off and Collecting Pupils - Important

Please ensure when you are dropping-off and collecting pupils that you adhere to the following procedures:

- Pupils walking to school should enter by the gate next to the rabbits in the morning and exit by the main school gates at the end of the day.
- Parents **MUST** avoid blocking the school road by stopping their car to drop off pupils. This is extremely frustrating for other road users.
- Parents **MUST NOT** park in the bus bay area. This can cause significant problems for school transport.

The Eco Committee has asked the Parent Council (GSP) to lobby on their behalf for appropriate road and bus bay markings to be painted. This has been an on-going issue for many, many years, but we are hopeful that it can, eventually, be resolved.



## **Fundraising**

Yet again, we have been able to purchase resources and provide fun, quality learning activities due to the generosity of parents, families and the local community. For this we have to thank our Glenbervie School Partnership and you our parent body for the magnificent fundraising efforts last session. It allows us to enhance the experiences and learning in the school and is greatly appreciated by us all. We look forward to another successful year and once again ask as many parents as possible to come forward and give up time to help with this very much appreciated aspect of work within our school community.



## **Parent Council (Glenbervie School Partnership)**

We would like to encourage more parents to get involved in the Parent Council.

The group meets approximately once a term for a short meeting to discuss school issues and plan fundraising activities. If you are interested we would welcome your attendance at our next meeting at the school. Information will follow. Our AGM will be held in November. If you would like more details please contact the school office or speak to Vivienne Innes, Chairperson.

## **School Transport**

As many of you are aware our transport is now provided by two companies Nicolls and A & I. I am aware there have been some issues regarding the route, but am assured the companies involved are working hard to resolve this. If I could ask for your understanding, change is always difficult and the contracts were awarded with the best intentions for your children. I have been in contact with the companies and raised the concerns on your behalf. Parents are reminded that it is **essential** that the drivers of the school bus is kept informed of any changes to arrangements. Parents must ensure that the driver is aware when a pupil does not require transport in the morning or after school. Failure to communicate effectively with the transport company impacts on other families using the service.



## **PE Kit Procedures**

Pupils take part in a variety of PE and active health activities every week. In order to ensure that your child is able to benefit fully from these they require a PE kit at school **EVERY** day. We are delighted to see the vast majority of pupils wearing the appropriate kit.

Pupils require a pair of shorts (navy or black), a white t-shirt (crew neck) and a pair of gym shoes. Trainers are only permitted when a pupil's shoe size is too large to acquire gym shoes.

On occasion pupils may be asked to bring an 'outdoor kit'. More guidance will be given if this is needed.

A great deal of time can be wasted if pupils do not have a kit with them and we are also keen to encourage independence. We therefore have the following **system to support pupils and minimise disruption**:

If a pupil forgets their kit they will not be able to take part in the activity. In the first instance we will remind the pupil to bring in a PE kit the next day, and may 'phone or speak' to parents at the school gate to remind them. On subsequent occasions we will send a note home to inform their parent, asking for a kit to be supplied the next school day. **This note should be signed and returned to school to confirm receipt.**

You are reminded that **pupils with long hair must bring a hair band to tie their hair back and that all jewellery must be removed/earrings taped.**



## **Home-School Booklet**

Partnership with parents is central to the way we operate and I am sure that you appreciate the time taken to complete Home-School Booklets.

I would like to inform/remind parents of the following:

- Home-school Booklets will not be issued each week. They are unlikely to be issued
  - In the first couple of weeks of each session
  - in the last week of each term
  - when pupil progress reports have been issued
  - parent consultation weeks

- ANY week where other activities in school have resulted in a decision not to complete them
- Pupils have the opportunity to evaluate their week with a comment in addition to colouring in a box.
- Teachers comment as necessary on 'Effort & Attitude Towards Learning' and 'Behaviour'.
- Target sheets are also incorporated.

NB The categories of 'Excellent' and 'Very well behaved' have been included to allow teachers to acknowledge where a child has had an exceptionally good week at school. Parents are encouraged to regard the categories of 'Very good' and 'Well behaved' as indicating a successful week.

**Please sign the Home-School Booklet to acknowledge that you have seen it.**

### **Praise Slips**

As part of school improvement work on the methods we use to recognise pupil achievement we have introduced a Praise Slip.

Praise Slips will continue to be issued by members of staff to acknowledge a pupil achievement. This new system will be continued and used alongside our House System to motivate and reward our pupils success. This year the pupils will participate in various 'House Activities' throughout the year.

### **School Volunteers**

Attached is our School Volunteers form. Please complete this form if you are an existing volunteer so that we have an up-to-date record of your availability.

We would be delighted to have new volunteers (parents or from the local community). Please complete the form if you feel that you could offer some time, or pass it on to someone who may be able to help. Thank you.

### **School Dinners**

Just a short reminder that the cost for a dinner is £2.10 and a book can be bought for £21.00. The children have been very self sufficient in the dinner hall and we will continue to encourage this over the coming year.

I look forward to working with you all in the coming year and it will be exciting for me to be part of the Glenbervie School Community. Please remember that I do have a class commitment, but around this I am happy to discuss anything and I am always at the end of a phone!

Best Wishes

Jenny Glennie

Acting Head Teacher

