

# NEW STARTER INFORMATION BOOKLET



Glebe Primary School  
Creswick Avenue, Rayleigh, Essex, SS6 9HG  
01268 784253

[www.glebeschool.com](http://www.glebeschool.com)  
[admin@glebeschool.com](mailto:admin@glebeschool.com)

**Facebook:** Glebe Primary School and Nursery **Instagram:** glebeprimaryessex

## Contents

	Page
Welcome from the Headteacher	1
Glebe Gates, Glebe School Day and Glebe Office	2
Term and Holiday Dates	3
Glebe Uniform	4-6
Attendance	7-10
Universal Free School Meals and Free School Meals for Years 3-6	11
School Meal Service	12
Scopay and Caterlink Menu	13
Communication and Parental Engagement	14
Physical Education and Extra-curricular Clubs	15
Special Educational Needs Provision	16-18
Willows Wraparound Care	19-20
Medication	21
Friends of Glebe Primary School (FOGP)	22
Information to Support Completion of Admission Form	23-24
Home-School-Child Agreement	25
Rules for Responsible Use of Internet and Privacy Notice/GDPR	26

# Welcome to Glebe Primary School and Nursery

It gives me great pleasure to welcome you to Glebe Primary School and Nursery.

Glebe Primary School is a member of the Rayleigh Schools Trust.

We are all aware of how important the primary school years are in the development of our children. It is a wonderful learning period in their young lives, when they will encounter exciting experiences, learn new skills, extend those already learned and increase their knowledge of themselves and the world in which they live.

We wish the time your child will spend with us to be a happy time in which they will work hard, achieve excellent results and develop their own unique personalities.

You will receive a pack of information about our school which includes an admission form that should be completed and returned to the school office to enable us to keep accurate details for your child.

When you bring in your completed forms **we will also need to see your child's full birth certificate and proof of residence**, e.g. a utility bill with your current address on. We are unable to admit children without seeing these documents. Please note that we must see the full birth certificate, which shows the parents' names and not the shortened version.

This information pack contains lots of information that will support you and your child to make a good and happy transition to our school.

If you have any questions, please do not hesitate to contact Mrs Camy at the school office.

We look forward to welcoming your child in the near future.

Mr M Clarke  
**Headteacher**



## Glebe Gates

Reception, Year 1, Year 2  
Philbrick Avenue East gate or Talbot Avenue gate

Year 3, Year 4, Year 5, Year 6  
Creswick Avenue gate or Talbot Avenue gate

## Glebe School Day

Reception, Year 1, Year 2  
8.40am to 3.10pm  
Drop off and collection via the lower school playground

Year 3, Year 4, Year 5  
8.45am to 3.15pm  
Drop off and collection outside classrooms

Year 6  
8.45am to 3.15pm  
Drop off and collection via the upper school playground

## Glebe School Office


The school office is open from 8.00am to 3.45pm each day.




## Term and Holiday Dates – Academic Year 2025-26

September 2025							October 2025							November 2025							December 2025						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
									1	2	3	4	5						1	2	1	2	3	4	5	6	7
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
8	9	10	11	12	13	14	12	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
29	30																										
January 2026							February 2026							March 2026							April 2026						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4							1							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
														30	31												
May 2026							June 2026							July 2026							August 2026						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30
																					31						

 = Schooldays

 = School holidays

 = Bank holidays

 = Weekends

 = INSET Days

# Glebe Uniform



We feel that school uniform is an integral part of our drive to maintain and improve standards. Our uniform and logo give us a corporate identity of which we are proud. Please support the school by ensuring that your child attends in full uniform. The uniform is based on the ease of wear, fitness for purpose, value for money and a sense of community.

Our School Uniform comprises of:

<b>EYFS &amp; Key Stage 1 Reception, Year 1 and Year 2</b>	<b>Key Stage 2 Year 3 to Year 6</b>
White polo shirt Green, round-necked sweatshirt or cardigan Grey trousers, shorts or skirt (to the knee) Green check summer dress (to the knee) Black school shoes (no trainers or boots) Plain black, white or grey socks, or grey tights  <u>PE Uniform (Not Nursery)</u> Green shorts (or tracksuit bottoms for outdoor PE) Plain white t-shirt Plimsolls  <u>EYFS</u> Bag containing spare clothes/underwear/ shoes (plimsolls)	White shirt School tie Grey school trousers, shorts or skirt (to the knee) Green 'V' necked sweatshirt or cardigan Green check summer dress (to the knee) Black school shoes (no trainers or boots) Plain black, white or grey socks, or grey tights.  <u>PE Uniform</u> Green shorts (or track suit bottoms for outdoor PE) Plain white t-shirt Plimsolls Trainers

During the cold weather a Glebe green fleece jacket may be worn to provide extra warmth over your child's sweatshirt, but may not be used instead of the sweatshirt.

We ask parents to send their children dressed and prepared in a sensible way e.g. long hair tied back, no nail varnish, sensible hair styles with no shaved patterns, sculptured styles or inappropriate colourings.

Our uniform suppliers are:

Danielle's Schoolwear Centre, Claydons Lane, Rayleigh, SS6 7UP, 01268 967542, [Website](#)

Price List: <https://www.glebeschool.com/wp-content/uploads/2025/05/Danielles-Glebe-Uniform-Price-List-2025.pdf>

Dolly's Fashion and Schoolwear, 40A High Street, Rayleigh, Essex, SS6 7EF, 01268 779583, [Website](#)

Price List: <https://www.glebeschool.com/wp-content/uploads/2025/05/Dollys-Glebe-Uniform-Price-List-2025.pdf>

Many of our families use the preloved uniform sold by Friends of Glebe. Please contact them at [friendsofglebe@gmail.com](mailto:friendsofglebe@gmail.com).



## School Bags

We do not have adequate storage in school for large bags or back packs. So, where possible, please send your child to school with a book bag, which is available from our uniform suppliers. We supply all the equipment necessary for your child to learn and, therefore, your child is not required to bring a pencil case to school.

# Glebe Uniform

## EYFS & Key Stage 1

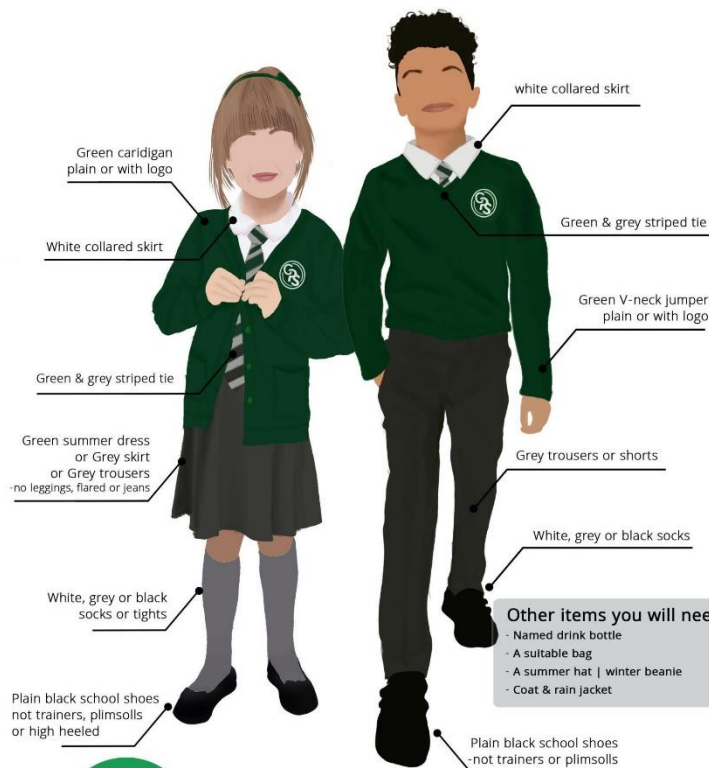
- Other items you will need**
- Named drink bottle
  - A suitable bag
  - A summer hat | winter beanie
  - Coat and rain jacket
  - Welly boots (only EYFS)

 Please label all items with your child's name



 Please label all items with your child's name

## Key Stage 2

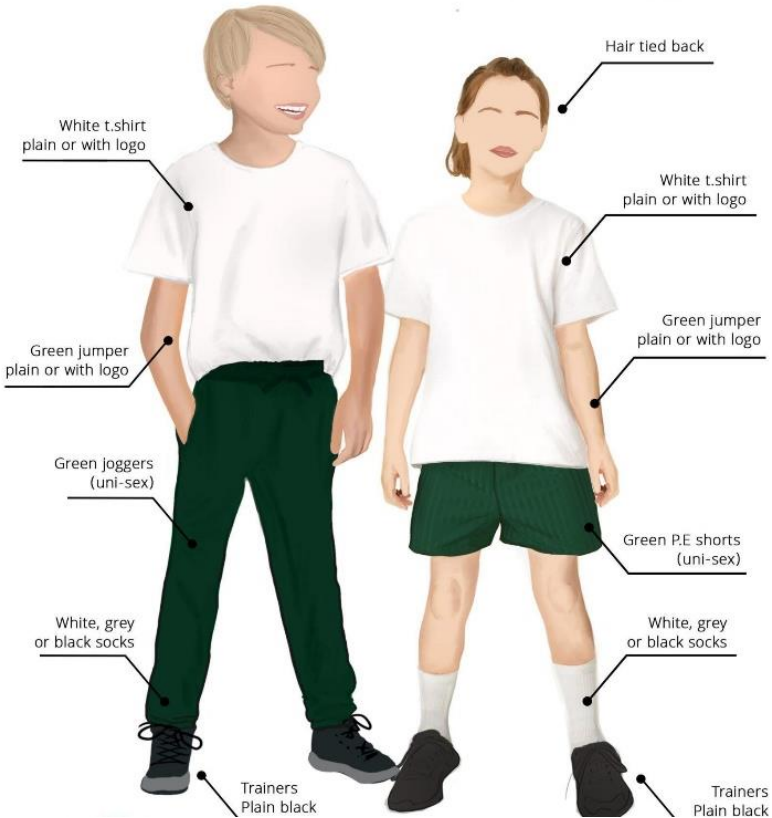


# PE Uniform

Please come to school dressed in P.E Kit on your allocated days.

## Key Stage 1 & 2

★ Please label all items with your child's name



# Attendance

Glebe Primary School recognises that positive behaviour and good attendance are central to raising standards of pupil attainment.

## What should I do if my child is absent from school?

By law, schools must record absences and the reasons given. You are therefore required to contact the school immediately if your child is absent. If there are existing concerns regarding your child's attendance you may be required to provide medical evidence.

Useful link: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

**What to do**  
Advice on childhood illnesses

Go to school; if needed get treatment as shown

Can be catching. Some restrictions for school attendance

Don't go to school and see the GP

What it's called	What it's like	Going to school	Getting treatment	More advice
<b>Chicken Pox</b>	Rash begins as small, red, flat spots that develop into itchy fluid-filled blisters	Yellow dot	Pharmacy	Back to school 5 days after on-set of the rash
<b>Common Cold</b>	Runny nose, sneezing, sore throat	Green dot	Pharmacy	Ensure good hand hygiene
<b>Conjunctivitis</b>	Teary, red, itchy, painful eye(s)	Green dot	Pharmacy	Try not to touch eye to avoid spreading
<b>Flu</b>	Fever, cough, sneezing, runny nose, headache body aches and pain, exhaustion, sore throat	Yellow dot	Pharmacy	Ensure good hand hygiene
<b>German measles</b>	Fever, tiredness. Raised, red, rash that starts on the face and spreads downwards.	Red dot	G.P.	Back to school 6 days from on-set of rash
<b>Glandular fever</b>	high temperature, sore throat; usually more painful than any before and swollen glands	Green dot	G.P.	Child needs to be physically able to concentrate
<b>Hand, foot &amp; mouth disease</b>	Fever, sore throat, headache, small painful blisters inside the mouth on tongue and gums (may appear on hands and feet)	Green dot	G.P.	Only need to stay off ill feeling too ill for school
<b>Head lice</b>	Itchy scalp (may be worse at night)	Green dot	Pharmacy	
<b>Impetigo</b>	Clusters of red bumps or blisters surrounded by area of redness	Red dot	G.P.	Back to school when lesions crust or 48 hours after start of antibiotics
<b>Measles</b>	Fever, cough, runny nose, and watery inflamed eyes. Small red spots with white or bluish white centres in the mouth, red, blotchy rash	Red dot	G.P.	Back to school 4 days from on-set of rash
<b>Ringworm</b>	Red ring shaped rash, may be itchy rash may be dry and scaly or wet and crusty	Green dot	G.P.	
<b>Scabies</b>	Intense itching, pimple-like rash Itching and rash may be all over the body but commonly between the fingers, wrists, elbows, arm	Green dot	G.P.	Back to school after first treatment
<b>Shingles</b>	Pain, itching, or tingling along the affected nerve pathway. Blister-type rash	Yellow dot	G.P.	Only stay off school if rash is weeping and cannot be covered
<b>Sickness bug/ diarrhoea</b>	Stomach cramps, nausea, vomiting and diarrhoea	Yellow dot	Pharmacy	See GP if symptoms persist after 48 hours
<b>Threadworms</b>	Intense itchiness around anus	Green dot	Pharmacy	Ensure good hand hygiene
<b>Tonsillitis</b>	Intense Sore throat	Green dot	Pharmacy	See GP if temperature lasts more than 48 hours or cannot swallow
<b>Whooping cough</b>	Violent coughing, over and over, until child inhales with "whooping" sound to get air into lungs	Red dot	G.P.	Back to school after 5 days of antibiotics or 21 days from onset of illness

See [www.patient.co.uk](http://www.patient.co.uk) for further information on each of these conditions

This leaflet has been produced in partnership between



This information is a guide and has been checked by health professionals however, if you are unsure about your child's wellbeing we recommend you contact your pharmacy or GP to check.

The school office should be informed in writing of absences known in advance such as dental appointments, however please make these appointments outside of school hours where possible. If you wish to request a longer absence, which may or may not be authorised, please use a leave of absence form available from the school office.

### Holidays in term time

#### **There is no entitlement in law for pupils to take time off during the term to go on holiday.**

The Education (Pupil Registration) (England) Regulations 2006 have been amended from 1st September 2013. All references to family holidays and extended leave have been removed, together with the right for parents/carers to apply for up to ten days holiday during term time.

The amendments specify that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. At BCPS exceptional circumstances will be interpreted as *being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time*. It is important for parents/carers to be aware that while decisions will be made on a case-by-case basis, requests will normally be refused.

#### **We will not consider applications for leave during term time:**

- at any time in September. This is very important as your child needs to settle into their new class as quickly as possible.
- during assessment periods in February, May and October. Year 1 pupils will also need to be in school throughout the period set aside each year by the government for statutory phonics tests.
- when a pupil's attendance record already includes any level of unauthorised absence or they have already been granted authorised leave within that academic year.

#### **Understanding different types of absence**

Every half day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required and it is a legal requirement. Each half day is known as a session.

**Authorised absences** are morning or afternoons sessions from school for a genuine reason such as illness, medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. Where attendance concerns have been highlighted, you may be required to provide medical evidence for these absences to be recorded as authorised.

**Unauthorised absences** are those which the school and the governors, following government guidelines, do not consider reasonable and for which no leave has been given. This type of absence can lead to the local authority using sanctions and/or legal proceedings including penalty notices and/or direct referral to the Magistrates Court.

Unauthorised absence includes:

- Parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- Truancy before or during the school day;
- Absences which have never been properly explained;
- Children who arrive at school too late to get registered;
- Shopping trips;
- Looking after other children or children accompanying siblings or parents to medical appointments;
- Their own or family birthdays;
- Day trips;
- Holidays in term time.

Please see the Attendance Policy for full details of which circumstances will **not** be authorised.

For all children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning.

Our Attendance Policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively, in line with government and local authority requirements, and reasons for absences are recorded promptly and consistently.
- Working in partnership with parents/carers so that they are aware of their own child's attendance record and the impact that this is having on their education.

The school's Attendance Policy is available on the school website:

<https://www.glebeschool.com/policies/>



## Helping parents to understand the changes to fines for term time holidays

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued for unauthorised holidays recorded by schools **after 19<sup>th</sup> August 2024**.

### Who may be fined?

Penalty Notice Fines are issued to each parent who allows their child to be absent from school.

For example: 3 siblings absent for term time leave, would result in each parent who allowed the holiday receiving 3 separate fines.

### First Offence

The first time a Penalty Notice is issued for an unauthorised term time holiday the fine amount will be:

£80 per parent, per child if paid within 21 days.

Increasing to £160 if paid between days 22-28.

### National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

For example: a 5 day holiday would meet the national threshold.

The 10-school week period can span different terms or school years.

### Second Offence

(within 3 years)

The Second time a Penalty Notice is issued for unauthorised absence the amount will be:

£160 per parent (who allowed the holiday), per child, payable within 28 days.

### Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrate's Court.

Prosecution can result in criminal records and fines of up to £2,500.

Cases found guilty in the Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.

## Universal Free School Meals

All children in Reception, Year 1 and Year 2 are entitled to free school meals. This change affected how schools are funded and in order to maintain their funding the local authority requires certain information for their records. We have attached the government's model registration form for you to complete and return to the school.

Once we have received this information it will be passed to Essex County Council using the secure data transfer system that we use to transfer all sensitive material, such as pupil data. On the reverse of the registration form it explains how this information is used.

It is imperative that everyone completes this form, even if you feel that your child will not take up the free school meals offer, as it will directly affect the funding that the school receives and, therefore, may affect the provision we can offer your child in the classroom.

## Free School Meals for Years 3-6

If you are not claiming free school meals but are eligible, please go online at [www.essex.gov.uk/schools-and-learning/schools/free-school-meals](http://www.essex.gov.uk/schools-and-learning/schools/free-school-meals) to complete an application form. Registering for free meals could raise an extra £1,300 for our school, to fund valuable support like extra tuition, additional teaching staff or after school activities. This additional money is available from central government for every child whose parent is receiving one of the welfare benefits listed in the form. It is therefore important to sign up for free school meals.

Your child may be eligible for free school meals if you are receiving any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Child Tax Credit (not Working Tax Credit), with an annual income below £16,190
- Pension Guarantee Credit
- Employment and Support Allowance, income related
- Support under part 6 of the Immigration and Asylum Act, 1999
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit, with a household income of £7,400 or less (after tax and not including any benefits you get)



## School Meal Service – KS1 – Reception and Years 1 and 2

Our school meals service is provided by Caterlink. Caterlink are a specialist school catering company who work all over the UK and have been providing us an excellent service. If you want to check out Caterlink in advance, please see <https://caterlinkltd.co.uk/>

As part of the school's commitment to ensuring that all pupils are safe, we have been working to ensure that our food offer meets any allergy, intolerance or other dietary need. We formally request that we are officially notified of your child's needs by completing an allergy form. This must be accompanied with a referral form from a medical professional (GP/Consultant/Dietician). The form and documents should be completed and returned to the school office before the children start in September.

As you are aware there is no charge for meals for Reception and Key Stage 1 pupils (Year 1 and 2). We hope you will encourage your child to regularly have a school dinner. We will be sending a copy of the menu as soon as it's been finalised.

You can book meals on Scopay, once you have received your unique online code or the class teacher will take your child's lunch order during morning registration.

## School Meal Service – KS2 – Years 3-6

Caterlink provide our hot school meal service and provides us with fresh daily cooked food. We hope you will encourage your child to regularly have a school dinner. The cost of each meal is £2.50. However, please be advised that this price is subject to review and may increase as of September 2025. To book your child a school dinner you will need to open a Scopay account. When your child starts with us you will be sent a link-code to enable you to open an account.

- Open an online account with Scopay, you can use the same account for any children you have at our school and for older children at a different school which also use Scopay secure system.
- Please visit [www.scopay.com/school](http://www.scopay.com/school) and register as a new user. Follow the instructions on the screen, enter your details and add the unique online link code for your child when prompted. This code will be issued after your child starts school.
- You can also use your account for other tasks such as checking your child's meal history, reprinted receipts, payment for trips and updating your contact details.
- If you need help registering your account, you will find links to a quick reference guide and a short video tutorial at [www.scopay.com/school](http://www.scopay.com/school).
- If you already have a Scopay account for another child, log on to your account using your existing username and password. Select the link accounts option from your info menu heading and enter the unique online link code for your child when prompted.
- Please note: the deadline for booking an online school meal is midnight the previous day.

As part of the school's commitment to ensuring that all pupils are safe, we have been working to ensure that our food offer meets any allergy, intolerance or other dietary need.

We formally request that we are officially notified of your child's needs by completing an allergy form. This must be accompanied with a referral form from a medical professional (GP/Consultant/Dietician). The form and documents should be completed and returned to the school office before the children start in September.

If you have any queries regarding the lunch system please contact the school office.

## Scopay

All new parents at Glebe Primary School are encouraged to open an account with Scopay secure system, as we are a cash free school. Your account will allow you to pay for breakfast club, after school club, school trips, school dinners (from Year 3) and events online.

To open an online account with Scopay, you can use the same account for any children you have at our school, and for older children at a different school which also use the Scopay system.



















































We will be sending out link codes the first week your child starts school. Once you have received your letter please visit [www.scopay.com/school](http://www.scopay.com/school) and register as a new user. Follow the instructions on the screen, enter your details and add the unique online link code for your child when prompted. This code will be issued when your child starts school.

If you need help registering your account, you will find links to a quick reference guide and a short video tutorial at [www.scopay.com/school](http://www.scopay.com/school).

If you already have a Scopay account for another child, log on to your account using your existing username and password. Select the link accounts option from your info menu heading and enter the unique online link code for your child when prompted.

You can also use your account for other tasks such as checking your child's school meal history, reprinted receipts, payment for trips and updating your contact details.

## Caterlink Menu (Example)

Spring Summer 2025		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>WEEK ONE</b>						
21/04/2025	Option One	 Macaroni Cheese	 BBQ Chicken Pizza with Salads	 Roasted Chicken Sausage, Roast Potatoes & Gravy	 Beef Spaghetti Bolognaise	 Fishfingers or Salmon Fishfingers with Chips & Tomato Sauce
12/05/2025	Option Two vegetarian	 Tomato and Lentil Pasta	 Mild Mexican Chili with Rice	 Roasted Quorn, Roast Potatoes, & Gravy	 <b>NEW</b> Chefs Special Chickpea Curry with Rice	 Cheese & Bean Pasty with Chips & Tomato Sauce
09/06/2025	Vegetables	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day
30/06/2025	Dessert	 Apple Flapjack	 Summer Lemon Cake	 Fruit Platter	 Savoury Cheese Scone	 Strawberry Jelly with Mandarins
<b>WEEK TWO</b>						
28/04/2025	Option One	 Cheese and tomato Pizza With salad	 Park Hot Dog with Wedges & Tomato Sauce	 Roast Chicken, Stuffing, Roast Potatoes, & Gravy	 Chefs Special Chicken and Chickpea Korma with Rice	 Battered Fish with Chips & Tomato Sauce
19/05/2025	Option Two vegetarian	 Lentil and Sweet potato Curry With rice	 Vegan Hot Dog with Wedges & Tomato Sauce	 Vegetable Soya Roast, Stuffing, Roast Potatoes & Gravy	 Spaghetti and Vegan Meatballs	 Cheese and Tomato Quiche with Chips
16/06/2025	Vegetables	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day
07/07/2025	Dessert	 Iced Vanilla Sponge	 <b>NEW</b> Strawberry and Apple Crumble with Custard	 Freshly Chopped Fruit Salad	 Peaches and Ice Cream	 Vanilla Shortbread
<b>WEEK THREE</b>						
05/05/2025	Option One	 Smokey Bean Burger with Potato Wedges	 <b>NEW</b> Green Thai Chicken Curry with Rice	 Roast Turkey, Stuffing, Roast Potatoes & Gravy	 <b>NEW</b> Greek Macaroni Pastitsio with Greek Salad and Tzatziki	 Breaded Fish and Chips
02/06/2025	Option Two vegetarian	 Classic Vegan Bolognaise	 <b>NEW</b> Chefs Special Five Bean Jollof Rice	 Veg Wellington, Roast Potatoes & Gravy	 Spinach and Cheese Whirl with Rice, Greek Salad and Tzatziki	 All Day Vegetarian Breakfast
23/06/2025	Vegetables	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day
14/07/2025	Dessert	 Pear & Cocoa Upside Down Cake	 Cheese and Crackers	 Fruit Medley	 Jam and Coconut Sponge	 Oaty Cookie
<b>MENU KEY</b>		 Added Plant Protein	 Wholemeal	 Vegan	 Chef's Special	<b>ALLERGY INFORMATION:</b> If you would like to know about particular allergens in foods please ask a member of the catering team for information. If your child has a school lunch and has a food allergy or intolerance you will be asked to complete a form to ensure we have the necessary information to cater for your child. We use a large variety of ingredients in the preparation of our meals and due to the nature of our kitchens it is not possible to completely remove the risk of allergen cross contact.
Available Daily: - Freshly cooked jacket potatoes with a choice of fillings - Bread freshly baked on site daily- Daily salad selection - Fresh Fruit and Yoghurt		 caterlink feeding the imagination				

Alternatively, pupils are able to bring a packed lunch and snack to school in a named lunch bag. Children must have a water bottle with them at school every day. Glebe Primary is a nut free school.

# Communication and Parental Engagement

## Class Dojo

We use Class Dojo to help reward positive learning behaviours, celebrate our LEARN values and to communicate more effectively with parents. It is an excellent communication tool to help keep parents and carers updated about their child's behaviour, events in the classroom and school, and online tools to use at home.

In Class Dojo, children can earn points for positive behaviours and attitudes such as following directions, sharing, helping others, using kind words and demonstrating our values. Dojo points will also be collated weekly towards house team achievements, as an alternative approach to team points, that parents will have access to.

Once you have joined our class you will be able to learn more about learning and events in class and ways in which you can support your child with homework, reading and curriculum enrichment online or on the mobile smart phone app. Another great feature of Class Dojo is the ability for us to send messages to each other! Children and parents from previous classes have loved it and the feedback we have received so far has been overwhelmingly positive.

If we have your permission to use Class Dojo with your child, this means we will be able to share your child's photographs on Dojo, which only your class can see. If we use your photo on the school story, only Glebe staff and parents will have access to this. We believe this is a much more secure forum than other social media platforms that some schools use.

Please refer to the admission form to confirm your permissions for use on Dojo and our sister app, Evidence me. Evidence me is a system akin to Tapestry. Staff and EYFS practitioners will use this to create a learning journal to collect photos of practical work and lessons and only our school community will have access to these.

## ParentMail

Once your child joins the school you will be sent a message from ParentMail. When you receive this, please just follow the instructions in the message. Once registered, if you have an Android or Apple smartphone, we would highly recommend you download the ParentMail app for the best user experience. To do this, simply search for ParentMail in your app store. If you need any additional information or assistance, please visit the help site [www.parentmail.co.uk/help/parenthelp/](http://www.parentmail.co.uk/help/parenthelp/).

## Glebe Gazette

Parents are emailed the Glebe Gazette every Friday. This will include important information including key dates, certificate names, attendance, Caterlink menu and pupil achievements.

## Facebook and Instagram

We use our school's social media pages to share updates, events and important information with parents.

## Parent Workshop

Regular opportunities for parents to engage with life at Glebe e.g. parent workshops, lunches, enrichment days and reading activities.

## Parents' Evenings

We follow a hybrid approach to parents' evenings to provide flexibility and cater to different preferences or circumstances. Appointments in October are face to face and appointments in February are online. Regular academic reports will be provided by teachers on your child's progress.

## Physical Education

At Glebe, children will take part in PE once a week in EYFS and twice a week in KS1 and KS2. On these days, your child will need to come to school in their PE uniform. Your child's class teacher will inform you which days these will take place via Class Dojo or ParentMail.

Earrings must be small studs only (no hoops). These must not be worn on PE days or be able to take them out independently.

## Extra-curricular Clubs

We offer lots of after school clubs such as football, choir, crafts, football, gymnastics, street dance and SUFC. Information is emailed to parents to apply for a space.

Please find below an example of our provision for academic year 2024/25.

Day	Club	Year	Time	Provider	Fee
Mondays	Athletics	Year 5-6	3.15pm to 4.15pm	Deanes School	No
	Craft Club	Year R-5	3.10pm to 4.30pm	Crafty Katie	Yes
Tuesdays	Athletics	Year 3-4	3.15pm to 4.15pm	Deanes School	No
Wednesdays	Gymnastics	Year R-4	7.50am to 8.40am	Premier Education	Yes
	Multi Sports	Year 1-2	3.10pm to 4.15pm	Deanes School	No
	Football	Year 4-6	3.15pm to 4.15pm	Jack of All Sports	Yes
Thursdays	Street Dance	Year R-6	7.50am to 8.40am	Premier Education	Yes
	Cricket/Rounders	Year 3-6	3.15pm to 4.15pm	Deanes School	No
	Football	Year R-2	3.10pm to 4.15pm	Premier Education	Yes
	Choir club	Year 3-6	3.15pm to 4.15pm	Glebe Primary	No
Fridays	Tennis	Year 1-2	3.10pm to 4.15pm	Deanes School	No



# Special Educational Needs Provision

## Our Beliefs and Values

Glebe Primary School is committed to providing the opportunity for all pupils to be fully involved and engaged in the enterprise of learning, to participate in all aspects of school life and to achieve to the best of their ability. Glebe Primary School believes in high expectations for all learners and encourages children to be active participants in their learning journeys. In line with the SEND Code of Practice (2014), Glebe Primary School has a collaborative approach to ensuring that all children achieve; placing children and their parents/carers at the centre of discussions to best support each child's learning and progress towards agreed outcomes.

## Our Aims

The aims of our SEN policy and practice at Glebe Primary School are:

- To provide curriculum access for all.
- To secure high levels of progress and achievement for all.
- To meet individual needs through a wide range of provision.
- To attain high levels of engagement from all stakeholders.
- To carefully map provision for all SEN learners to ensure that staffing deployment, resource allocation and interventions are leading to good learning outcomes.
- To ensure a high level of staff expertise to meet pupil need, through well targeted continuing professional development.
- To work in cooperative and productive partnership with the local authority and other outside agencies, to ensure that there is a collaborative approach to meeting the needs of SEN learners.
- To 'promote children's self-esteem and emotional well-being and help them to form and maintain worthwhile relationships based on respect for themselves and others' (National Curriculum, 2014).

## One Planning at Glebe Primary School



**Assess** - Children's progress with the curriculum and their personal development is closely monitored. Where a pupil is not meeting age related expectations or making the expected level of progress, the class teacher and Inclusion Leader will further analyse his/her needs. This analysis may result in a child being identified as needing additional support. Additionally advice from professionals may be sought at this time to support the identification of special educational needs. Once a special educational need has been assessed, the level of need will be decided.

**Plan** - If it is decided that a pupil requires additional support, parents/carers will be invited to a one planning meeting. This meeting will provide an opportunity for all stakeholders to work collaboratively in order to ensure the best possible provision to meet the child's needs. The meeting places the child and his/her ideas at the centre of the discussions. The meeting looks at four key questions:

- What is great about the child?
- What is important to the child?
- How can you support the child?
- Outcomes for your child

Following the one planning meeting, a one page profile and outcomes planning will be shared with parents/carers, class teachers, set teachers and learning support assistants.

**Do** - The child's class teacher is responsible for providing adaptations and support that will enable the child to access the curriculum. The class teacher is required to ensure that there are adequate opportunities for pupils with special educational needs to work towards the outcomes agreed in one planning meetings.

**Review** - In order to ensure that support is meeting the needs of individual pupils, its effectiveness will be reviewed on an on-going basis by the SENCo through the monitoring of interventions, observations, discussions with class teachers and pupils and the use of progress data. One planning review meetings will be held with the pupil and their parents/carers on a termly basis or more regularly, as required. As appropriate, referrals may be made during the review stage to seek additional advice, support and resources. At this stage of the graduated approach, it may be decided that a child no longer requires support that is additional to or different from quality first teaching and therefore can be removed from the SEN Register. Their progress will continue to be closely monitored and reviewed through pupil progress meetings. Through the reviewing of one planning, it may also be decided that a higher level of support is required and the school will initiate a request for statutory assessment for an Education, Health and Care Plan.

This process requires a collaborative problem-solving approach to ensure that support and teaching strategies are meeting the needs of individual pupils.

### Resources and Expertise

At Glebe Primary School, we have an experienced and dedicated staff who show a commitment to the social and emotional well-being of SEND pupils as well as academic progress and achievement.

- **Inclusion Leader (SENCo)** - Our School's Inclusion Leader is **Mrs Johnson**. Appointments with the SENCo can be arranged via the school office.
- **Learning Mentor Support** - The school has a Learning Mentor, **Mrs Parker**. The role of the learning mentor bridges academic and pastoral support roles with the aim of ensuring that individual pupils are able to engage more effectively in learning and achieve appropriately.
- **Resource Base for Deaf Students** - The quality of provision in both the KS1 and KS2 RB has been commended by Ofsted. **Miss Neame** is the head of the enhanced provision; she is an experienced teacher of the deaf. The teachers are highly skilled, holding postgraduate specialist qualifications. All RB LSAs and the EPHIC HLTA are trained in BSL.

### Outside Agencies

Glebe Primary School makes use of a range of outside agencies in order to ensure the best possible support and provision for pupils with SEND, including:

- Extended Services
- Health Services
- Occupational therapists
- Speech and Language therapists
- Educational Psychologists
- Child and Adolescent Mental Health Services
- Family Support Workers
- Audiologists
- Social Workers
- Sign Language tutors

## Support and Provision for SEND Pupils

At Glebe Primary School, we pride ourselves on being able to offer an inclusive learning environment, supporting and providing for pupils with a wide range of needs.

We are committed to:

- A person-centered approach- planning with children, parents/carers, teachers and outside agencies to ensure the best possible provision for SEND pupils.
- A supportive and nurturing learning environment- ensuring the social and emotional wellbeing of SEND pupils.
- Reasonable adjustments - enabling SEND pupils to be involved in all aspects of school life.
- Progress and attainment - equipping SEND pupils to achieve the best possible outcomes.
- A multi-agency approach - liaising and communicating with a range of professionals.
- Supporting families - encouraging parents/carers to feel like active participants in their child's learning.
- Successful transitions - preparing SEND pupils for transitions between classes, school years groups, key phases and schools. Key Information The full SEN Information Report and the school's SEND policy are available on the school website. <http://www.glebeprimary.essex.sch.uk/policies/>

The school Inclusion Leader and the Head of RB are contactable via the school office.



## Willows Wraparound Care

We are delighted to be able to offer you the facility to book places at our breakfast club and after school club. The purpose of the information below is to provide you with significant details regarding the organisation of our provision. If you have any queries regarding this, please do not hesitate to contact the school.

In order for us to ensure that we have full details of every child attending the clubs each day, parents must book via Scopay by midnight the night before. If you have any difficulties in booking, please contact the school office. It is essential that pupils are booked in advance, to avoid being turned away if the session is full. We do not accept credit cards or cash or admit any child without pre-booking online. Please note that to book a session, your account must be in credit.

The school accept vouchers from all childcare schemes. If you require a reference number, this can be obtained by Mrs Webb, in the school office.

We will be unable to cancel any sessions booked. You will be charged at the appropriate rate and non-attendance will not be refunded. If your child is not in school due to illness, can you please include the cancellation of the wraparound care within your absence message, to allow us to cancel the session and credit your account.

### Breakfast club

The breakfast club is held during term time from 7.30am and 8.00am until the start of school. Breakfast to include: cereals, porridge, toast, jams, yoghurt and either juice or milk. Things to do: Board games, Lego, drawing and other creative and recreational activities.

7.30am – 8.45am	1 hr 15 mins	Pay £8.25 (first child) £4.13 (siblings)
8.00am – 8.45am	45 mins	Pay £6.05 (first child) £3.03 (siblings)

### After School Club

The after school club is held during term time, Monday to Friday. **Every Friday closes at 4.15pm.**

3.15pm – 4.15pm	1 hr	Pay £6.05 (first child) £3.03 (siblings)
3.15pm – 5.15pm	2 hrs	Pay £12.65 (first child) £6.33 (siblings)
3.15pm – 6.00pm	2 hrs 45 mins	Pay £16.50 (first child) £8.25 (siblings)
For children attending after school clubs which run from 3.15pm to 4.15pm		
4.15pm – 5.15pm	1 hr	Pay £6.05 (first child) £3.03 (siblings)
4.15pm – 6.00pm	1 hr 45 mins	Pay £10.45 (first child) £5.23 (siblings)

Late fee for any circumstance – £15.00 (over 10 minutes).

Please note: These prices are subject to an annual increase each September.

**After school club will always close at 4.15pm (regardless of the day of the week) at the end of term in December, Easter and July. Half term closures will be the normal time.**

The club offers a variety of indoor and outdoor games and activities.

Snacks are available i.e. hot dogs, crackers with soft cheese or ham and cucumber sticks, popcorn, cheesy biscuits, potato waffle with cheese and/or beans. Food/snack included for free for any early or late sessions.

Please ensure that you collect your child promptly at the end of the session. A contact number is specifically available for the after school club, if there is a possibility that you may be late (**07990 295259**). It is essential that you make the club aware of this. If we cannot reach a contact, named upon the school database, we must assume the worst and contact the relevant outside agencies in order to ensure that your child has the correct support at a time of crisis.

We hope that you will find this extension of our provision a useful facility and we look forward to welcoming our families. Please do not hesitate to contact the school office if you have any queries.



## Medication

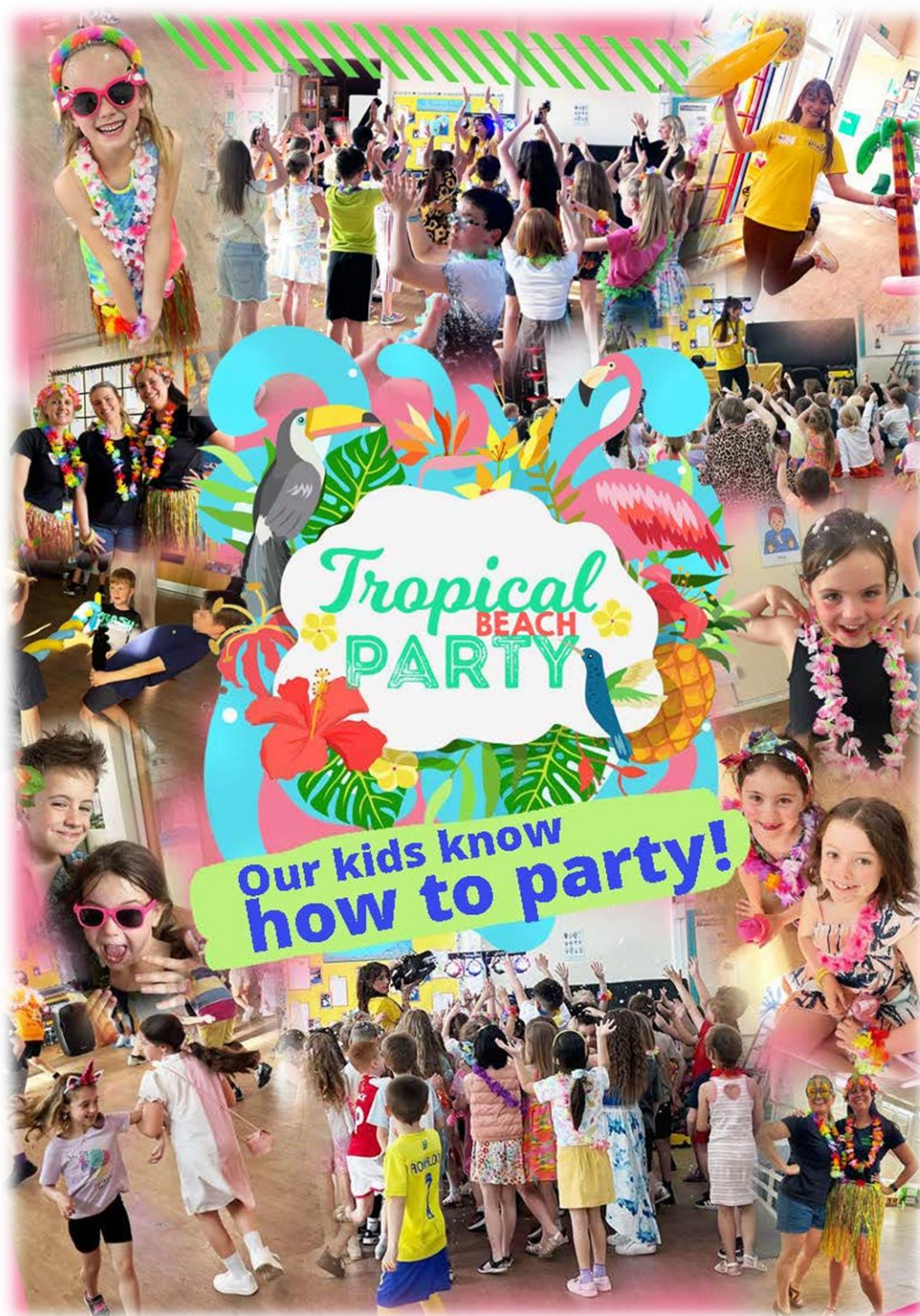
If you require the school office to administer medication during the school day, please complete the request for school to administer medication form which is available from the school office foyer area or via our [website](#).



## Friends of Glebe Primary School

FOGP organises a range of fun and varied fundraising activities throughout the year for the Glebe community and further afield. Typical events include Summer and Christmas fayres, quizzes, discos, Santa's grotto, pantomime and after school treat sales. There are plenty of opportunities for you to volunteer and help at these events if you want to get involved.

Follow, like and share their Facebook page @FriendsofGlebe for the most up to date information. You can also contact them via email at [friendsofglebe@gmail.com](mailto:friendsofglebe@gmail.com).



# Information to Support the Completion of our Admission Form

## Local visits

As part of the educational policy of the school we take classes on local walks and visits outside of the school grounds to learn from their experiences of the world around them. We need to obtain your consent for your child to take part in these local visits. We will notify parents before the children go out on any local visits.

## Use of photographs and multimedia within school

The use of digital photography these days has made the publication of photographs very much easier. Sadly, in a very small number of cases the use of children's photographs and in particular their publication has been abused. Because of this schools have been advised to seek the permission of parents before children can be photographed in school.

This would cover photographs taken in school used for school publications including the school website, early years' newsletter, gazette or newspaper articles related to the school and photographs taken generally by spectators at school events such as sports day and school concerts.

## Early Learning Journal - Nursery and Reception only

Every child within our Early Years has their own online Learning Journal. Over the year, the Learning Journal will tell a story of your child's time in our Nursery or Reception classes. It shows their learning, friends and experiences they have shared with others. Very often your child may appear in group photographs which may also be used in other children's Learning Journals.

As parents, the first day of handing over your child to the care of another can be an emotional time. As your child adjusts to experiences without you, most parents continue to want to share in these times. An online Learning Journey facilitates this, by enabling a personal journal, or diary, to build over time. Photographs, videos and notes of special moments are not only recorded, but can be made available regularly and often immediately to you. You will receive new entries in your child's journal celebrating their achievements and exciting activities, individually or with their new friends and the staff looking after them. As parents/carers you can also contribute to this growing journal by commenting on the journal entries, or even adding your own. Let your child's teachers know what your child loves doing at home by sending photos and videos back, helping them understand their development at home. Also share these special moments with your child at any time by logging into their Learning Journal, using your own password. In addition to the simple pleasure of seeing your child's enthusiasm in describing their day, talking together about the pictures and video clips in their journal helps to develop your child's language skills and build their self-esteem.

## Attendance

We would appreciate it if you could telephone the school before 9.30am if your child is going to be absent from the school. You can either leave a message on the absence line or speak to someone in the office. Holidays in term time are highly disruptive to pupil's learning and are only authorised in exceptional circumstances. If you do plan to take your child out of school follow the school's procedure and complete an application for leave of absence for term time form.

### Use of film in education

The use of film in education is something that we embrace at Glebe. It is an area that the children find stimulating and it acts as a springboard for so many activities. From time to time, a film that is rated PG will be shown to the children in Key Stage 1 (Year 1 and Year 2) and Key Stage 2 (Years 3 to 6) only. As all films are watched by the class teacher first, there is rarely any cause for concern. However, we do need to ask your permission before PG films can be shown.

### Supporting toileting

There are occasions where children are at a stage where they are unable to clean themselves properly, or may have had an accident which means that intimate care will be needed. In these circumstances, the child will be supported to achieve the highest level of autonomy, which is possible for their age and/or abilities. As adults acting 'in loco parentis', it will mean that they will encourage the child to do as much as possible for themselves, providing guidance and reassurance. In some situations where a child is very young or unwell, the adult will ensure the child is made as comfortable and safe as possible taking hygiene needs into consideration. It will be explained to the child as appropriate. The support given will be logged and as with all children, another adult needs to be in the vicinity to countersign the log. Parents will be informed at the earliest opportunity.

### Home-school-child agreement

Our home-school-child agreement is a statement explaining the school's aims and values; the school's responsibilities towards its pupils; the responsibilities of parents and what the school expects of its pupils.

We ask you to indicate that you understand and accept the contents of the agreement on our admission form. If you have any queries, please do not hesitate to contact us.

# Home-School-Child Agreement

At Glebe Primary School we believe that pupils achieve most when parents and school value and respect each other and share common aims.

## The school will try to:

- Know the children as individuals. This means where they are in their learning, how they learn, what sort of people they are and the best way to support them.
- Achieve high standards of work and behaviour through setting high expectations of each individual child.
- Provide a balanced curriculum. This means helping children to acquire new skills in reading, writing, mathematics, science and all the areas identified as necessary by Glebe and the National Curriculum.
- Help children become independent learners. Encouraging them to think for themselves, develop their own opinions and to organise their time and resources effectively, with support from the teacher.
- Help children develop as individuals, encouraging confidence, self-esteem and positive relationships with other children and adults.
- Form positive relationships with the parents of the children they teach and keep them regularly informed of their child's progress so there is a shared understanding. Children learn best when school and home work together for the benefit of the child.

Please remember that every child is different and the teacher is trying to do his or her best in all the ways mentioned for around 30 children every day.

## Parent/Carer shall try to:

- Help their child with his/her learning. This means showing an interest in what your child has done at school, sharing reading books, attending parents' meetings and open evenings to discuss your child's progress with the class teacher and supporting your child with their homework.
- Support the school. Any worries or concerns should be shared PRIVATELY with the class teacher in the first instance. Please don't raise concerns in front of your child or other children in a public place. Make an appointment. We are always willing to listen and come to a shared understanding. If the parent criticises the school, the child will do the same and this will affect his or her learning.
- Send the child to school on time every day when they are fit enough to come, telephone the school on the first day of sickness if they are unwell and not book holidays in term time.
- Follow the school's uniform code, including PE uniform, labelling all belongings.
- Support the school's policies and guidelines for behaviour.
- Get to know about my child's day at school.

## Children shall try to:

- Come to school every day on time.
- Take responsibility for my own learning, doing classwork and homework as well as I can.
- Be polite, helpful and caring towards others.
- Wear my school uniform and be tidy in appearance.
- Follow the school's code of behaviour.
- Care for the school, its equipment and environment.

## Rules for Responsible Use of the Internet

Glebe Primary School provides supervised access to the internet. Our school internet provider operates a filtering system that restricts access to inappropriate materials. Your child may have their own login to certain approved websites and equipment. It is important that your child's password is kept secret. If, however you think that their account has been compromised in any way, please contact a member of staff.

The school has installed computers and internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

- I will ask permission from a member of staff before using the internet;
- I will only use my own login;
- I will not access other people's files unless I have been granted permission;
- I will use the computers only for school work and homework;
- I will only email attachments from people I know, or who my teacher has approved;
- I will not bring memory cards/keys into school unless I have permission;
- I will only email people I know, or my teacher has approved using my school email address;
- I will make sure that all ICT contact with other children and adults I send will be polite and sensible;
- I will not give my home address or phone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately;
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like;
- Any work I display using the school website/Virtual Learning Environment will be work that I know I would want my family and friends to see;
- I understand that the school may check my computer files, emails and may monitor the internet sites I visit;
- I understand that I am responsible for my behaviour using ICT and if I deliberately break these rules, I could be stopped from using the internet or computers.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of websites, the interception of email and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

## Privacy Notice/GDPR

Details of how we use your data can be found at [www.Rayleighschoolstrust.com/policies](http://www.Rayleighschoolstrust.com/policies)