

NEW STARTER INFORMATION BOOKLET



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

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Who Is Who?

Mr M Clarke	Headteacher, DSL
Mrs H Coote	Deputy Headteacher, Lower KS2 Phase Lead, DDSL
Miss K Atkins	Wider Leadership, KS1 Phase Lead
Mrs H Johnson	Inclusion Manager/SENCo, DDSL
Miss A Lucking	Wider Leadership, Maths Lead, Upper KS2 Phase Lead
Miss E Neame	Resource Base Lead, DDSL
Mrs C Rose	Wider Leadership, Early Years Lead, DDSL
Mrs D Camy	PA to the Headteacher
Mrs B Hogan	Receptionist
Mrs M Webb	Office/Finance Assistant
Miss L Whitham	Inclusion Team Admin, Attendance
Mrs S Parker	Mental Health and Wellbeing Lead, DDSL

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 smooth and happy transition to our school. If you have any questions, please do not hesitate to contact Mrs Camy, PA to the Headteacher, at dcamy@glebeschool.com.

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

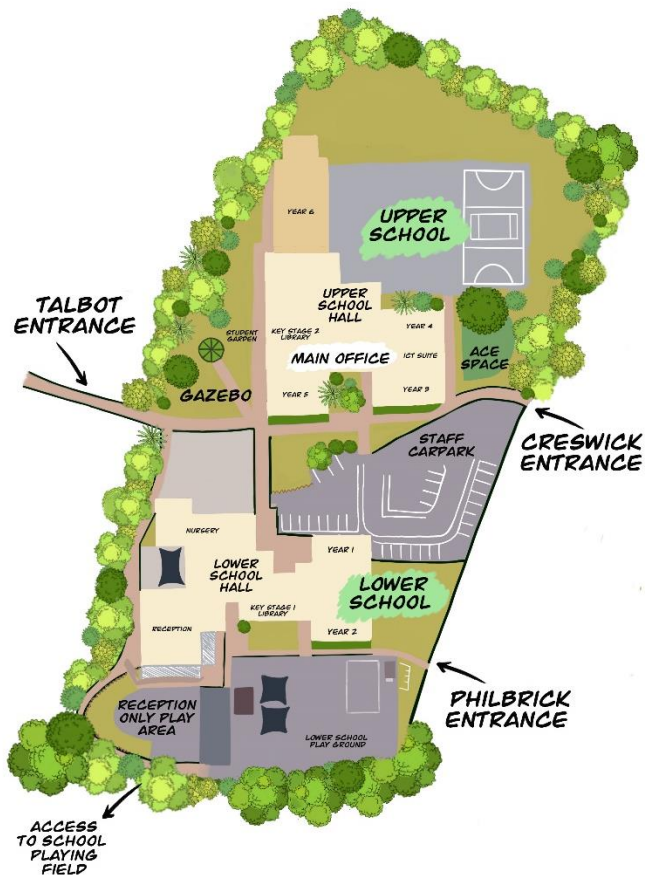
Reception, Year 1, Year 2
8.40am to 3.10pm
Drop off and collection via the lower school playground

Year 3, Year 4, Year 5
8.45am to 3.15pm
Drop off via the Creswick Avenue gate and collection outside classrooms

Year 6
8.45am to 3.15pm
Drop off via the Talbot Avenue gate (near the garden) and collection via the upper school playground

Glebe School Office

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



Reception Gate via the Lower School Playground



Term and Holiday Dates – Academic Year 2026-27

September 2026							October 2026							November 2026							December 2026							
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	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
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28	29	30												30														
January 2027							February 2027							March 2027							April 2027							
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11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
18	19	20	21	22	23	24	22	23	25	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
25	26	27	28	29	30	31								29	30	31					26	27	27	29	30			
May 2027							June 2027							July 2027							August 2027							
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	
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24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29		
31																					30	31						

- = School days
- = School holidays
- = Bank holidays
- = End of term 1.30pm finish

Early School Closure

To align with the Rayleigh Schools Trust model, the school day will finish at 1.30pm on the final day of the Christmas and Summer terms (Friday 18 December 2026 and Thursday 22 July 2027).

Please note that there will be no clubs or after school provision on these dates.

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 community 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 and value for money. **Please label all items with your child's name.**

Our school uniform comprises of:

EYFS and Key Stage 1 Reception, Year 1 and Year 2	Key Stage 2 Year 3 to Year 6
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> Plain green or black shorts (or plain black tracksuit bottoms for outdoor PE) Plain white t-shirt Plimsolls Not permitted: Leggings, cycling shorts, hoodies <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> Plain green or black shorts (or plain black tracksuit bottoms for outdoor PE) Plain white t-shirt Plimsolls or black trainers (Not astro-style trainers) Not permitted: Leggings, cycling shorts, hoodies

During the cold weather a Glebe green fleece jacket or green school jumper 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. Earrings must be small studs only (no hoops). These must not be worn on PE days or be able to take them out independently. Watches must also be removed (smart watches are **not** permitted). **On PE days only, children may attend school in their PE uniform.**

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/2026/03/Danielles-Glebe-Uniform-Price-List-2026.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 purchase the good-quality, exceptionally affordable pre-loved uniform sold by Friends of Glebe. Please contact them at 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

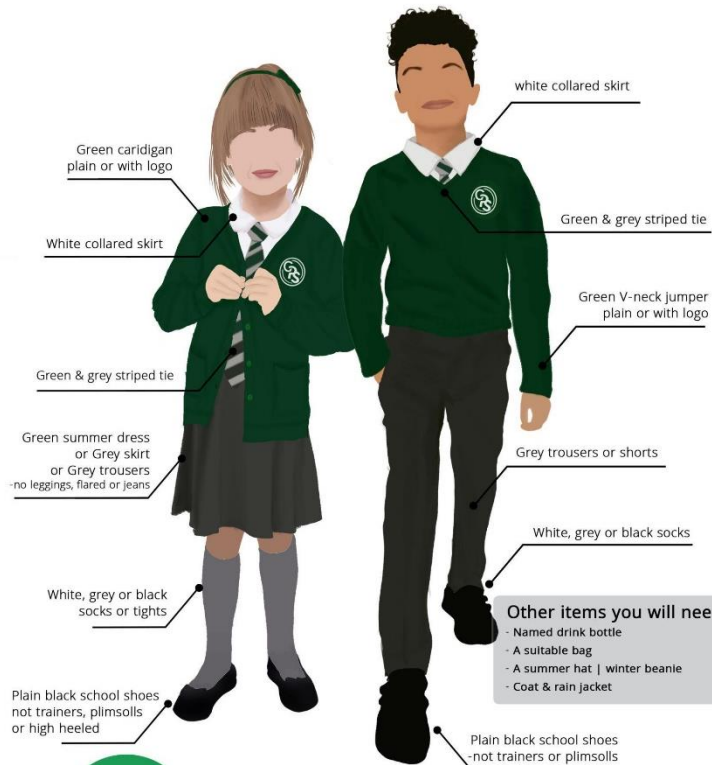
- Named drink bottle
- A suitable bag
- A summer hat | winter beanie
- Coat and rain jacket
- Welly boots (only EYFS)

 Please label all items with your child's name



 Please label all items with your child's name

Key Stage 2



Other items you will need

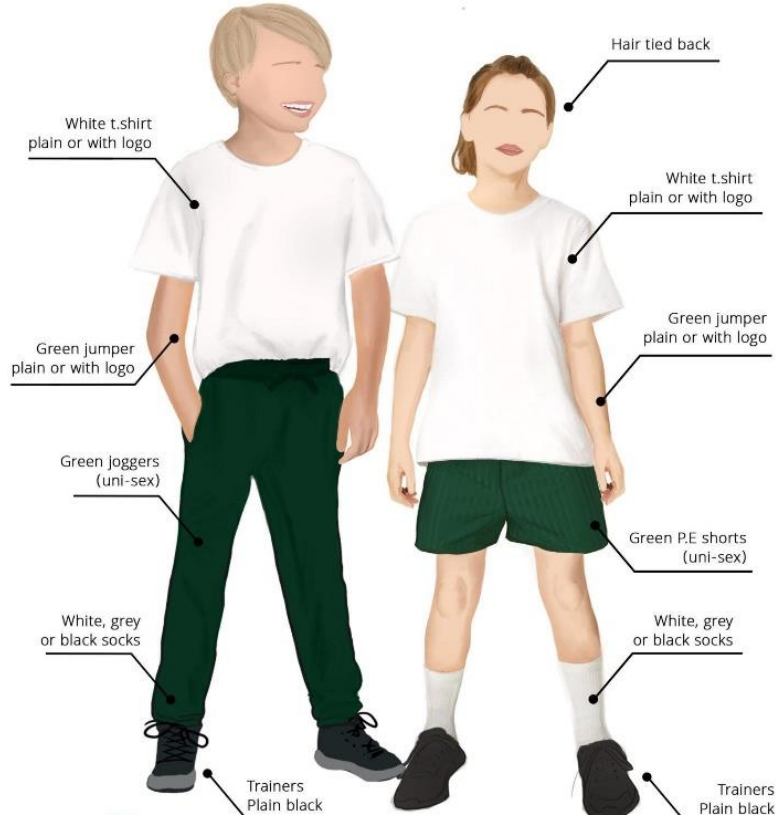
- Named drink bottle
- A suitable bag
- A summer hat | winter beanie
- Coat & rain jacket

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



Reminders!

Please label all items with your child's name

Items not permitted:
Leggings, cycling shorts, hoodies

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

Watches must also be removed (smart watches are **not** permitted)

On PE days only, children may attend school in their PE uniform

Attendance

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

The School Attendance (Pupil Registration) (England) Regulations 2024 introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly, at the school at which they are registered.

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

All absences must be reported via the absence voicemail messaging service by 8.35am on the first day of absence, and every day thereafter. The contact telephone number is 01268 784253 (option 1). By law, the school must record all absences and the reasons given. We monitor and review all pupils' absence, and the reasons that are given, thoroughly. In the event of prolonged absence or further details required, the school may telephone or conduct a home welfare visit. If there are existing concerns regarding your child's attendance, you may be required to provide medical evidence.

Further queries regarding attendance, please email Miss Whitham via attendance@glebeschool.com.

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

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. Proof of appointments during school hours will be requested. 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.

Leave of absence (e.g. holidays) in term time

Regulations prevent the school authorising leave of absence during term time, unless there are exceptional circumstances.

At Glebe Primary School, '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* (as determined by the headteacher). The fundamental principles for defining 'exceptional' are events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time, regardless of who has planned or paid for the holiday or absence (including grandparents or other family or friends).

Leave of absence request forms are available from the school office and can be downloaded from the school website. When completing a leave of absence request form, please ensure you give full and accurate details.

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 December, April and June, pupils are expected to be in school. In addition, Year 1 and Year 4 pupils will need to be in school throughout the period set aside each year by the government in June for statutory phonics tests and multiplication tables checks.
- 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:

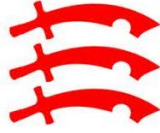
- Parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Children who arrive at 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.

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/about-us/policies/>



Essex County Council

Helping Parents understand Penalty Notice Fines for School Attendance

From 19 August 2024, there is a National Framework for Penalty Notice Fines being issued for unauthorised absences recorded by schools

National Threshold

A single consistent national threshold for when a Penalty Notice must be considered by ALL schools in England, this is:

- 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period
- These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence
- For example, a 5-day unauthorised leave of absence would meet the national threshold
- The 10-school week period can span different terms or school years

Who may be fined?

- Penalty Notice Fines are issued to each parent who allows their child to be absent without authorisation from school
- For example, 3 siblings absent for unauthorised leave during term-time would result in each parent receiving 3 separate fines

First Offence

The first time a Penalty Notice is issued for unauthorised absence, the fine amount will be:

- £80 per parent, per child if paid **within 21 days**
- If **not paid within 21 days**, the fine will increase to **£160 per parent, per child**, payable between the 22nd and 28th day

Second Offence (within 3 years)

The second time a Penalty Notice is issued for unauthorised absence, a reduced rate is not available. The amount therefore will be:

- £160 per parent, 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 the case will be presented **straight to the Magistrate's Court**

- **Prosecution** can result in **criminal records** and **fines of up to £2,500**
- Cases found **guilty** in a **Magistrates Court** can show on the parent's future DBS (Disclosure and Barring Service) certificate (Disclosure and Barring Service) due to a **'failure to safeguard a child's education'**

Our Core Values

We embrace our core values **every day** through the power of **LEARN!**

Leadership: Our vision - in everything we lead our school to be.

Excellence: Our standard - in everything we give and achieve.

Ambition: Our achievement - in everything we strive to be.

Resilience: Our character - in everything we try to succeed.

Norms (Culture): Our ethos - in everything we do and believe.

Our school is a safe and happy environment, built on a core belief in respect: **respect for yourself, respect for others and respect for the environment.** We believe that this focus on respect leads to high expectations and strong behaviour, which in turn supports each pupil's achievement.

Caterlink Menu (Example)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MENU KEY:
WEEK ONE 13/04/2026 04/05/2026 01/06/2026 22/06/2026 13/07/2026	Option One Macaroni Cheese	Phat Pasty Pork Sausage Roll with Potato Wedges	Roast Chicken, Stuffing, Roast Potatoes & Gravy	Spaghetti Bolognaise	Fishfingers with Chips & Tomato Sauce	Whole grain Plant based Added plant protein Chef's Special
	Option Two Chickpea Curry with Rice	Mild Mexican Chilli with Rice	Roasted Quorn, Roast Potatoes, & Gravy	Smokey Bean Burger with Wedges & Tomato Sauce	Cheese & Bean Pasty with Chips & Tomato Sauce	
	Sides Vegetables of the Day	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day	
WEEK TWO 20/04/2026 11/05/2026 08/06/2026 29/06/2026 20/07/2026	Dessert NEW Banana Mousse	Orange Drizzle Cake	Fruit Platter	Apple Flapjack	Strawberry Jelly with Mandarins	
	Option One Cheese & Tomato Pizza with Summer Mixed Salad	Beef Chilli with Rice & Sweetcorn & Cucumber Salsa	Roasted Pork Sausage, Mashed Potatoes & Gravy	Greek Chicken Pitta with Herby Rice, Tzatziki & Salad	Battered Fish with Chips & Tomato Sauce	
	Option Two Lentil & Sweet Potato Curry with Rice	Spaghetti & Meatballs in a Tomato Sauce	Veg Wellington, Mashed Potatoes & Gravy	Greek Spinach & Cheese Whirl with Herby Rice, Tzatziki & Salad	NEW Cheesy Broccoli Frittata with Chips	
WEEK THREE 27/04/2026 18/05/2026 15/06/2026 06/07/2026	Sides Vegetables of the Day	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day	
	Dessert Iced Vanilla Sponge	Peaches & Ice Cream	Freshly Chopped Fruit Salad	Jam & Coconut Sponge with Custard	Oaty Cookie	
	Option One Tomato Pasta	Beef Burger with Potato Wedges & Rainbow Slaw	Roast Beef, Roast Potatoes & Gravy	Chef Shilpa's Chicken Korma with Rice	Fishfingers with Chips & Tomato Sauce	
Option Two NEW Chinese Vegetable Noodles	Mexican Bean Roll with New Potatoes & Rainbow Slaw	Vegetable Loaf with Stuffing, Roast Potatoes & Gravy	All Day Vegetarian Breakfast	Cowboy Sausage and Bean Hotpot		
Sides Vegetables of the Day	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day		
Dessert Pineapple Upside Down Cake	Cheese & Crackers	Fruit Medley	Strawberry and Apple Crumble with Custard	Vanilla Shortbread		
AVAILABLE DAILY:	Jacket Potatoes with a choice of fillings, Salad Bar, Freshly Baked Bread, Fresh Fruit, Yoghurt					

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.

School Meal Service and Scopay – Reception to Year 6

Our school meals service is provided by Caterlink, a specialist school catering company that works with schools across the UK. They have been providing an excellent service for our pupils. To find out more about Caterlink and the meals they offer, please visit their website at <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 your child starts.

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.

For children in Key Stage 2 (Years 3-6) the cost of each meal is **£2.77**. However, please be advised that this price is subject to review and may increase as of September 2027. 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.

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

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.

- 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 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 and payments for trips and events.
- 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.
- 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.

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

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 – this includes hazelnut spreads.

Universal Infant Free School Meals

All children in Reception, Year 1 and Year 2 are entitled to free school meals. This affects how schools are funded and in order to maintain their funding, the local authority requires certain information for their records. You will be provided a copy of 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.

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 to complete an application form at **Essex County Council > Schools and Learning > Schools > Free School Meals > Apply for Free School Meals**.

Registering for free meals could raise extra money 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 eligible. It is therefore important to sign up for free school meals.

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.

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/.

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.

Communication Flow Chart

We want to ensure communication remains clear, respectful and effective for everyone. Our response time is up to 72 hours, although we always aim to respond within this timeframe wherever possible. We ask that all messages to staff are written in a polite and respectful tone. Our staff are always happy to support your child, and clear, calm communication helps us work together positively for the benefit of all our pupils.

When parents and carers have a concern relating to their child, it's natural to want to speak directly with the Headteacher. However, many concerns can be resolved more quickly and effectively by speaking with the most appropriate member of staff, in the first instance. The flow chart below outlines who to contact depending on the nature of your concern.

Learning Concern	Pastoral Concern	SEN Concern	Safeguarding Concern	Staff Concern
↓ Please contact your child's class teacher	↓ Please contact your child's class teacher	↓ Please contact Miss Whitham, Inclusion Administrator , who will arrange a meeting/phone call with Mrs Johnson, Inclusion Manager	↓ Please contact the following relevant Deputy DSL: EYFS Mrs Rose KS1 Mrs Coote Lower KS2 Mrs Johnson Upper KS2 Mrs Parker Resource Base Miss Neame Wraparound Mrs Caliendo Strategic DSL/Multi Agency Referrals Mr Clarke	↓ Please contact Mrs Coote, Deputy Headteacher
↓ If you remain concerned, please contact the following relevant staff: Mrs Rose EYFS Leader Miss Atkins Head of KS1 Mrs Coote Head of KS2 Deputy Headteacher Miss Neame Head of RB	↓ If you remain concerned, please contact Mrs Parker, Pastoral, Mental Health and Wellbeing Lead	↓ If you remain concerned, please contact Mrs Coote, Deputy Headteacher		↓ If you remain concerned, please make an appointment to see Mr Clarke, Headteacher
	↓ If you remain concerned, please contact the following relevant staff: Mrs Rose EYFS Leader Miss Atkins Head of KS1 Mrs Coote Head of KS2 Deputy Headteacher Miss Neame Head of RB	↓ If you remain concerned, please make an appointment to see Mr Clarke, Headteacher		
	↓ If you remain concerned, please contact Mrs Johnson, Inclusion Manager			
↓ If you remain concerned, please make an appointment to see Mr Clarke, Headteacher	↓ If you remain concerned, please make an appointment to see Mr Clarke, Headteacher			

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).

Resources and Expertise

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

- **Inclusion Manager (SENCo)** – Our School's Inclusion Manager is **Mrs Johnson**. Appointments with the SENCo can be arranged via the school office or email inclusionteam@glebeschool.com.
- **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 specialist qualifications. All RB HLTAs and LSAs are trained in BSL. You can contact the RB team by email at rb@glebeschool.com.
- **Emotion Literacy Support Assistants (ELSA)** – The school is very proud to have two fully qualified ELSAs, Miss Dixon and Mrs Winslade. Their role focuses on building trusted relationships to help pupils understand and regulate their emotions, develop coping strategies, and build self-esteem.

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. The full SEN Information Report and the school's SEND Policy are available on the school website: <https://www.glebeschool.com/about-us/policies/>



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.

Extra-curricular Clubs

We offer lots of after school clubs and information is emailed to parents. Please find below an example of our provision for academic year 2025/26.

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



iRock

[Click here to view a document which gives parents a friendly introduction to iRock and how music fits into school life from Reception onwards.](#) It explains how band-based lessons support confidence, listening, teamwork and early development, alongside practical details about instruments, concerts and progression through curriculum.

Essex Music Service

We offer individual music lessons in partnership with Essex Music Service. Music lessons take place during the school day by specialist music tutors. You can find further information in [A Parent's Guide to Music Lessons - Essex Music Service.](#)

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 after midnight the night before. 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 hour 15 minutes	Pay £8.65 (first child) £4.35 (siblings)
8.00am – 8.45am	45 minutes	Pay £6.35 (first child) £3.20 (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 hour	Pay £6.35 (first child) £3.20 (siblings)
3.15pm – 5.15pm	2 hours	Pay £13.30 (first child) £6.65 (siblings)
3.15pm – 6.00pm	2 hours 45 minutes	Pay £18.30 (first child) £9.15 (siblings)
For children attending after school clubs which run from 3.15pm to 4.15pm		
4.15pm – 5.15pm	1 hour	Pay £6.35 (first child) £3.20 (siblings)
4.15pm – 6.00pm	1 hour 45 minutes	Pay £11.65 (first child) £5.85 (siblings)

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

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

After school club will always close at 4.15pm (regardless of the day of the week) at the end of term in Easter. Due to finishing at 1.30pm at the end of term in December and July, there will be no after school provision. 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**). Alternatively, when the school phone lines are closed, you can call 01268 784253 and **press option 1**. 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](#).



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.

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.



Information to Support the Completion of our Admission Form

Attendance

If your child is too unwell to attend school, you must telephone the school by 8.35am and leave a message on the absence line. Alternatively, you can 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. This can be found on the school website or a paper copy from the school office. Any queries regarding attendance, please email attendance@glebeschool.com.

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.

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. As all films are watched by the class teacher first, there is rarely any cause for concern. However, we do ask for parental consent via the admissions form.

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.

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