

**Bankhead Primary School**

**August 2020 Newsletter**

**Working Together to Achieve Our Best**



**Welcome Back Everyone!**

We would like to extend a very warm welcome to every child and every family for the new school year. The children are excited to be back and it’s been a real pleasure to see their happy faces and hear their cheerful chatter. They have settled so very well into the new routines and systems and they are doing remarkably well and just like you we are very proud of them. Primary 1 children are enjoying school life, making new friends and having fun in their new learning environment.

As we live through challenging times we want to reassure you that we are doing everything we possibly can to keep your child/children safe in school. Thank you for your support with the staggered starts and finishes to the school day and your social distancing while waiting for your child. The children play in ‘zones’ at break times which means we have organised the playground into different areas where the children have a variety of equipment to use and they only play with the children in their class. Parents of P1-P2 children please can you encourage your child to remain beside you or with their classmates at the start of the school day. At lunchtimes the pupils sit with their classmates in the dinner school and they do not mix with other children outside their class. We have slowed the lunchtime service down to ensure the children have space and time to eat and enjoy their food. When it is a wet lunchtime, children with a packed lunch will eat in their classes.

**Staff News**

We would like to welcome our new permanent member of staff Miss Burrell who is teaching P2/1. We would also like to welcome Miss Gourlay who is teaching P4a in Miss Wakefield’s absence, Miss Cathcart who is teaching a variety of classes which enable teachers to have their 2.5 hrs. a week non-class preparation time. Mrs Moore (P2a) and Mrs Prior (SfLW) have both returned from maternity leave and Mrs Kernahan, SfLW is now working an additional 2 days per week increasing her working week from Tuesday-Friday. Mrs Sood is our new EAL teacher and Miss Kelly (P2b) and Miss Bone (P6b) are our new probabtionary teachers.

**Safety Information**

We ask that only one parent/carer comes to drop off/collect children to reduce the number of adults outside school. All of these measures are put in place to keep all our community safe.

**Physical Distancing**

While the children are not required to physically distance, Scottish Government guidance states that adults are required to do this. As such, we ask parents/carers to please do this outside the school gates.

Please remember the FACTS guidance issued by the Scottish Government:

• wear a face covering

• avoid crowded places

• clean hands and surfaces regularly

• stay 2m away from other people

• self-isolate and book a test if you have COVID-19 symptoms

We know how busy it can be around the school at the beginning and end of the day. If you’re finding it difficult to socially distance from other parents at these busy times, you might want to think about using a face covering to help make a safer environment for everyone

**Parking & Drop off/Pick up**

It is illegal to park outside our school on zig zags or pavement. Unfortunately, parents/carers continue to park and drive on both Caldwell Avenue and Broadlie Drive during the Car Free Zones (8.30-9.15am and 2.30-3.15pm). The only people who are able to do this are the local residents with permits and Blue Badge holders whose badge should always be visible. Glasgow City Council’s Road Safety Team and Police Scotland have been informed of the carelessness and recklessness driving of some of our parents/carers and they have committed to continue to ensure children are safe as they travel to and from school.

* School **playground gates are locked 9.15 a.m. until 2.40 p.m.**
* When the weather is inclement i.e. heavy rain/ice/fog etc. children should go directly to their classroom when they enter the school grounds. Children will be supervised by staff.
* Please **DO NOT SMOKE** in any area of the building or playground and **NO DOGS** including, ones being carried by an adult, in the playground or building.

**Health**

* + **Medicines** - Any **medicines** should, when possible, be given at home. If a child must have medicine in school a parent must bring it to school and sign a [consent form](http://www.bankhead-pri.glasgow.sch.uk/Websites/SchPriBankhead/UserFiles/file/Useful%20Documents/Medication%20Forms%2026.08.2020.pdf) before medication can be administered or a child supervised when taking medicine. If your child requires to use an **asthma inhaler** during school hours please provide the original inhaler box from the pharmacy with the original prescription label. Please contact the school office if you require a paper copy of the consent form to be sent home in your child’s bag.
	+ **Head Lice** – please check your child’s hair on a weekly basis with a bone comb. If you would like advice about head lice please contact the office and we will pass your name on to the school health team.
	+ **Flu Vaccination**- Consent form packs have been issued to all families in order that children can be given the nasal spray vaccine again this year. Please return your consent form in the envelopes provided as soon as possible. Nasal Spray Vaccines will be given to all children with consent on **6th November 2020**
	+ **Allergies & Nuts** - We want to make Bankhead Primary a **Nut Free Zone.** We have children in the school with an allergy to nuts. We ask you to help us by ensuring your child does not bring any food into school which contains nuts. If your child brings a snack containing nuts we will telephone you and ask you to bring an alternative snack. Similarly we ask that no birthday cakes are handed in to share with your child’s class due to pupils’ allergies.

**Mobile Phones**

If you allow your child to bring **Mobile Phones** to school it must be switched off and kept in his /her bag throughout the day. The children will only be able to use their phones when they leave the premises. It is up to your child to keep their phone safe. The school does not accept responsibility for loss or damage to mobile phones. Children are not allowed to take their phone into the playground or toilets at any time.

**Positive Relationship Policy**

At Bankhead Primary School, we aim to help every child to be the best he/she can be. The development of the whole child is paramount. To achieve this it is crucial that the environment and **relationships** within our school community contribute positively to an ethos of achievement. Promoting high standards and high expectations of behaviour and a commitment to a positive school community is central to the success of our school and our children. We ask that you and your child sign our [Home School Agreement](http://www.bankhead-pri.glasgow.sch.uk/Websites/SchPriBankhead/UserFiles/file/Useful%20Documents/Home%20School%20Agreement.pdf), which will be sent home along with administration forms and return it to school.

**Child Protection: Absence from School**

Every year we stress how important good attendance and time keeping are. These are life skills and help to ensure that your child understands the value you place on their education. Please try to avoid any unnecessary absence. Failure to alert the Pupil Absence Reporting Telephone line or staff that your child cannot attend causes concern for us under our child protection procedures. We must be satisfied that every child is accounted for on every school day.

When a parent/carer fails to inform the absence line/school, our staff can often spend the whole day trying to establish that the child is safe. Please phone the dedicated absence team which you can call on **0141 287 0039** or **0141 471 3710** or [complete the online form](https://www.glasgow.gov.uk/index.aspx?articleid=23063) from 8am on the first day of absence and every subsequent day. You can now also now report the absence online at [www.glasgow.gov.uk/pupilabsence](http://www.glasgow.gov.uk/pupilabsence)

If your child is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents of their child’s absence if not contact has been made. All unexplained absences is investigated by the school and appropriate action taken.

Please phone the Pupil Absence Reporting Line (PARL) to report the following absences:

* Sickness absence: if the absence lasts more than one day, parents and carers are required to call on subsequent days to provide an update. A letter should be provided to the school when the child returns from their absence.
* Medical or dental appointments: Parents and carers call the team to report absences for medical or dental appointments. The school requires a letter or appointment card as evidence of the appointment to ensure permission is given to be absent from class.

The pupil absence service is provided by a dedicated team of experienced Education support staff. The information you provide to the team is updated in the school system when you call, so that we are immediately aware of all absence information.

To make sure you receive the right support you require, parents and carers should still contact the school directly to report absences of a sensitive or personal nature, for example, bereavement, serious illness which might mean the absence is going to last more than one week, injury, for example, a broken limb, contagious disease or illness.

 Please avoid holidays during term time, especially this session when the children have missed so much education.

**Uniform and PE attire**

The children look wonderful in their uniforms and the Primary 7 children also look especially smart in their P7 tie and white shirts. The tie is more grown up and different from the P1-P6 tie. We encourage P7’s to wear them with pride and as a reminder of increasing responsibilities as they prepare for secondary school. To promote good health we encourage pupils to have active playtimes. Please help by making sure your child’s school shoes allow them to run around and play. Please check that pupils’ names are on jackets, sweatshirts and lunch boxes etc. Following the Scottish guidance, all PE lessons will take place outside as long as weather is permissible. Please ensure your child attends school each day with a waterproof jacket so they can enjoy the fresh air and their PE lessons.

During Phase 3 out of lockdown children should wear their PE Kit to school. This can include jogging bottoms /leggings and a school PE T-shirt or polo shirt (school colours white or light blue) or if the weather is fine they can choose to wear their shorts on PE days. All jewellery should be removed before P.E. lessons as outlined in Glasgow City Councils Health and Safety P.E. Code of Practice and Risk Assessment. Children with pierced ears must remove ear-rings for lessons. Thank you for your support with this matter.

**Lost Property - Label Everything**

 We already have a number of items in lost property with no names on them. Please label every item of your child’s uniform. This really helps when returning lost property and saves added upset for your child and family. A **Lost Property Box** will be placed outside the **FRONT DOOR.** All staff will encourage children to be mindful of their own school uniform and their own resources. We will keep the lost property for two weeks and then remove the items as we are unable to monitor who touches it. The lost property box will be placed outside on school days from Friday 28th August to Friday 11th September.

Similarly, there is a ‘**Drop off Box’** outside the main door for anyone who wishes to drop off a forgotten lunchbox/flu immunisation forms/forms etc. Please buzz or call the office to let them know you have dropped something off for your child and someone will come to collect it from the box.

**School Meals and Clothing Grants**

School Meals cost £1.90 per day and Breakfast Club costs £2 for your first child and £1 for siblings. It is open from 8am-8.30am and the children are accompanied to their class or playground by school staff.

If you are not entitled to a free school meal you will need to set up a BACS payment to pay for school lunches & breakfast club. You can [request a Reference Number](https://forms.office.com/Pages/ResponsePage.aspx?id=oyzTzM4Wj0KVQTctawUZKZL6j_r4dBxBpNuwzmQTAglUOEdQSjRXSFBFTVdQQ05QOFVXSFRJTDZEOS4u) to set up bank transfers from the [School Meals section](http://www.bankhead-pri.glasgow.sch.uk/PlainText/PlainText.aspx?SectionId=28e2c57c-daf4-4c8f-8b2f-81454c18234d) of our website. Payments should be made by the end of working day on a Friday for the following week.

Many families may qualify for free school meals and clothing grants and are not yet taking advantage of this option. [Free Meals/Clothing grant Application forms](https://www.glasgow.gov.uk/index.aspx?articleid=17885) can be completed online from the Glasgow City Council Website. Paper copies are available upon request from the school office. Please call to arrange.

If you applied for and were granted free meals last session and your circumstances have not changed, you will automatically be entitled to a free school meal and will not have to complete an application form. If you need help to complete the form please contact the school office and we will make arrangements to support you with the application.

Please complete this form if you believe you are entitled, as those families who were in receipt of a clothing grant also received the Farmfood Vouchers during lockdown. Many parents of children in P1-P4 assumed that they would be entitled to these weekly vouchers because all P1-P4 children in Scotland are entitled to a free school meal, but this is different from applying and being on the free meals list and receiving a clothing grant.

**School Dinners & Fresh Water Supplies**

Bankhead Primary have a new Catering Manager, Mrs Helen Turner, and she and her team are trying to use their knowledge of the childrens’ food preferences as much as possible. e.g. instead of salmon or tuna sandwiches last week, cheese and turkey sandwiches were offered to the children as an alternative. Menus are available to download from the school website ([standard](http://www.bankhead-pri.glasgow.sch.uk/Websites/SchPriBankhead/UserFiles/file/2020-2021/Fuel%20Zone/Primary%20ASL%20FZ%20%20Menu%20August%202020.pdf) or [halal](http://www.bankhead-pri.glasgow.sch.uk/Websites/SchPriBankhead/UserFiles/file/2020-2021/Fuel%20Zone/Primary%20ASL%20FZ%20Halal%20Menu%20August%202020.pdf)) or from the [Fuel Zone Website](http://www.fuelzoneprimary.co.uk/meals.html) and they run in three week cycles as follows:

* Week commencing 31st August - Week 1
* Week commencing 7th September – Week 2
* Week commencing 14th September – Week 3
* Week commencing 21st September – Week 1
* Week commencing 28th September – Week 2

Each week, the catering manager and head teacher we will meet to discuss the menu and we do our best to inform you of any changes to the choices so you can plan with your child what he/she would like to eat. If your child receives a free school meal, they will also be offered a carton of milk or a 500ml sports top bottle of water. Please continue to provide your child with water bottles and SfLW will ensure all children who require water in the afternoon will receive it.

**Remembering John Hannah Victoria Cross**

On Wednesday 19th August we received a call from the local British Legion to invite our Primary 7 pupils to research an former pupil of Bankhead Primary School . John Hannah joined the RAF during the Second World War and was awarded the Victoria Cross for his courage and valour. The Primary 7 children rose to the challenge and created a film and a book of poems and portraits of John Hannah which were presented to two of his three daughters, Jackie and Jenny on Friday 21st August. Both ladies were overwhelmed by kindness and creativity of our pupils.

*Please pass on my sincere thanks for the beautiful book they made all about my father.  The poems, drawings and stories were quite exceptional.  They should be very proud of themselves for all the hard work they put in and, in such a short time.  What an achievement.  If they can do that, they can do anything.  Good luck guys with all your studies and for all that you do.*

 *Thank you again,*

*Jackie Eckles - youngest daughter of John Hannah VC*

They also enjoyed a tour of the school and attended a special ceremony at Knightswood Cross on Saturday where they unveiled a plaque in honour of their father. As a school community we are keen to remember John Hannah and his exemplary bravery. The video made by the P7’s will be made available on the Bankhead Website in the coming weeks.

**Annual Administration Forms**

Your child will be sent home with a number of administration forms. Please ensure that they are returned to school **by Friday 4th September**. If your contact details change throughout the year, we ask that you keep the school office informed.

Please provide us with your e-mail address on the administration form as this is an efficient way for us to contact you. We also ask that you please download the [Xpressions App](https://parents.groupcall.com/setup/account-registration/) to your phone, as this is the most effective way for us to contact you. Every time we send a text message, it is charged against our school budget while e-mail and Xpressions communications are free. We want to keep our budget for the children.

**Photographs in school and at school events**

At various times throughout the year, pupils may be photographed or filmed while involved in interesting activities or events. These photographs are usually displayed in school, on the school social media and website, and at times are used in publications to depict the good work of the school. Included on page 8 of this Newsletter is a letter regarding the updating of our parental permissions in line with Glasgow City Council’s media and social media guidelines.

IF FOR ANY REASON YOU DO NOT WISH YOUR CHILD PHOTOGRAPHED/FILMED PLEASE SEND A LETTER TO THE SCHOOL EXPRESSING THAT YOU WISH TO OPT OUT.

Here are some valuable links we think you would find useful:

* [**Reflections on the First** **Week Back at School**](https://www.glasgow.gov.uk/CHttpHandler.ashx?id=49893&p=0) – from Education Executive Director Maureen McKenna
* [**Keep Bankhead Safe**](http://www.bankhead-pri.glasgow.sch.uk/Websites/SchPriBankhead/UserFiles/file/Useful%20Documents/keeping%20bankhead%20safe.docx)– Information and advice for keeping Bankhead safe in regards to COVID-19
* [**When should my child return to school?**](http://www.bankhead-pri.glasgow.sch.uk/Websites/SchPriBankhead/UserFiles/file/Useful%20Documents/When%20should%20my%20child%20return%20to%20school.docx) **-** (NHS guidance not COVID-19 related).

Thank you for your continued support,

Mrs C. McKinlay

**Head Teacher**

**Class Information**

|  |  |  |
| --- | --- | --- |
| **Class Teacher** | **Class** | **Room Number**  |
| Miss Boyd  | P1a | 1 |
| Miss McKinstray | P1b | 2 |
| Miss Burrell | P2/1 | 3 |
| Mrs Osborne | Child Development Officer  | Mull  |
| Miss Kelly/Mrs Watson  | P2b | 4 |
| Mrs Moore  | P2a | 5 |
| Mrs Barker (nee McLarty) | P3a | 6 |
| Mr Grove  | P3b | 7 |
| Mrs Johnston | P5b | 8 |
| Miss Wakefield/Miss Gourlay  | P4a | 9 |
| Miss Verrecchia | P5a | 18 |
| Miss Alexander | P4b | 12 |
| Miss Bone/Miss Butterworth  | P6b | 13 |
| Miss Matheson  | P7a | 14 |
| Miss Lindores | P6a | 15 |
| Mrs MacGregor | P7b | 16 |
| Miss Butterworth, Miss Cathcart, Mrs Sood & Mrs Watson | Non Class Contact(2.5 hours a week per teacher )  |  |
| Mrs Sood (Mon, Tues, alternative Wednesday)  | English as an Additional Language Teacher  | Harris/Lewis  |
| Mrs Earl | Acting Principal Teacher/Social & Emotional Base Teacher | Skye |
| Mrs Napier | Acting Principal Teacher/ Literacy | Harris/Lewis |
| Miss Douglas | Acting Principal Teacher/Teacher for Support for Learning | Harris/Lewis |
| Mrs Clark | P1-P3 Depute Head Teacher | DHT Office |
| Mrs Hamilton | P4-P7 Depute Head Teacher | DHT Office |

**Clerical Staff, Support Staff and Janitorial Staff their Roles**

Mrs Rutherford Senior Clerical Assistant Ms Smith Clerical Assistant

Mrs Gaffney Support for Learning Worker Mr Maclean Support for Learning Worker

Mrs Gray Support for Learning Worker Mrs Prior Support for Learning Worker

Mrs Alshabibe Support for Learning Worker Mrs Kernahan Support for Learning Worker (Tuesday-Friday)

Mrs Lees Support for Learning Worker Mrs Simpson Learning Support Worker

Mrs McLarnon Support for Learning Worker Mrs Turner Catering Manager

Ms Whiteford School Janitor Mrs McFadyen Cleaning Supervisor

**Dates for your Diary**

|  |  |
| --- | --- |
|  Activity  | Date/Time  |
| September Weekend Holiday  | Friday 25th & Monday 28th |
| National Maths Week  | Monday 28th September –Sunday 4th October |
| In-service Day (Children don’t attend school ) | Friday 9th October |
| October Week Holiday  |  Monday 12th-Friday 16th (inclusive) |
| Friday 6th November  | Flu Immunisation  |
| Wednesday 23rd December –Tuesday 5th January ( inclusive) The school will close at 2.30pm on Tuesday 22nd December  | Winter Break  |
| February Holiday  | Friday 5th February –Tuesday 9th February |
| February In-service Day (Children don’t attend school ) | Wednesday 10th February  |
| Spring Break  | Friday 2nd – 16th April ( inclusive) School will close on Thursday 1st April at 2.30pm  |
| May Holiday  | Monday 3rd May  |
| In-service Day (Children don’t attend school ) | Thursday 6th May  |
| May Holiday Weekend  | Friday 28th- 31st May (inclusive) |
| School Closes for Summer Holidays  | Thursday 24th June 1pm  |

***More information will follow with dates for Parents evenings and events throughout the year, once we have guidelines from the Scottish Government.***

**Education Services**

**Privacy statement for Consent for Photography/Videos**

**Who we are:**

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: dataprotection@glasgow.gov.uk, and by telephone on 0141 287 1055.

**Why do we need your personal information and what do we do with it?**

You are giving us your personal information to allow us to take and use images for educational purposes. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

**Legal basis for using your information:**

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy). Processing your personal information is on the basis of your consent.

We are also processing more sensitive personal information about you on the basis that you have given us your explicit consent for this.

**Who do we share your information with?**

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

We may share information with other external agencies and organisations who provide or assist with educational provision.

**How long do we keep your information for?**

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at [www.glasgow.gov.uk/rrds](http://www.glasgow.gov.uk/rrds) or you can request a hard copy from the contact address stated above.

**Your rights under data protection law:**

* **access to your information** – you have the right to request a copy of the personal information that we hold about you.
* **correcting your information**– we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
* **Deletion of your information** *–* you have the right to ask us to delete personal information about you where:
1. you think that we no longer need to hold the information for the purposes for which it was originally obtained
2. we are using that information with your consent and you have withdrawn your consent – see *Withdrawing consent to using your information* below [delete if not on basis of consent]
3. you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
4. our use of your personal information is contrary to law or our other legal obligations.

**Objecting to how we may use your information** – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

**Restricting how we may use your information**– in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

**Withdrawing consent to use your information**– Where we use your personal information with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

Please contact us as stated above if you wish to exercise any of these rights.

**Complaints:**

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council’s Data Protection Officer by email at dataprotection@glasgow.gov.uk or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website at [www.glasgow.gov.uk/complaints](http://www.glasgow.gov.uk/complaints)

**More information:**

For more details on how we process your personal information visit [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy)

If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.

