

## INTRODUCTION

The purpose of this leaflet is to provide you, as a parent or carer with the necessary information about some of the ways in which we need your co-operation in order to make sure that the school is a healthy and safe place for your child. The issues contained in this leaflet are ones that regularly crop up during the year.

## CAR PARKING AROUND SCHOOL

- The school car park is for the use of staff and visitors only. It is a main entry and exit route for children. Please do not enter the car park in your car for any reason at the beginning or end of the school day. Parents bringing their child to breakfast club may enter the car park before 8.30 a.m.
- Inconsiderate parking on the roads around school causes annoyance to residents and can be dangerous to children and parents crossing the road. Please do not park on the yellow zigzags, in restricted areas or in places that may put pedestrians in danger. Parents deliberately putting others in danger through their inconsiderate parking will be reported to the police.

## SMOKING ON SCHOOL PREMISES

- The entire premises is a no-smoking zone. This includes all areas inside the building, all playgrounds, the field and paths. Please avoid smoking in these areas and help us to promote positive examples of good health amongst the children

### DOGS ON SCHOOL PREMISES

- Dogs are banned from all areas of the premises. Please do not bring your dog onto the premises at the beginning or end of the school day. Dog mess is a health hazard and some children who are afraid of dogs are upset by their presence on the playground or paths.
- Please do not wait immediately outside the school gates with your dog. Allow children and parents the space to leave without having to come too close to your dog.

### PRESCRIPTION MEDICINES IN SCHOOL

- A MED1 form (available from the school office) must be completed by you before we are able to give prescription medication to your child.
- Any prescription medicine must be handed in at the school office by a responsible adult. Children must not be sent in to school with their medicine. At the end of the day any medicine should be collected by a responsible adult.
- Non-prescription medicines are not allowed to be brought into school.
- Of course you are welcome to come into school to give your child medicine during the day.
- If your child has an asthma inhaler please ensure that it is in good working order.

### FOOTWEAR

- Shoes must be worn by all children as part of the school's uniform policy. Please make sure that your child's shoes have as small a heel as possible to minimize the risk of ankle injuries when they are running around in the yard. Long boots should not be worn for school.
- The only exception made is for children who have a medical reason for wearing other forms of footwear.

### JEWELLERY

- Earrings must be of the stud type for school. No other styles are allowed. Earrings have to be removed for P.E. and swimming lessons. Newly-pierced ears may be covered with a plaster for P.E. This must be supplied and put on by you. After the initial period all earrings have to be removed. Please note that members of staff cannot remove or replace your child's earrings.
- Necklaces, bracelets or any other forms of jewellery are not allowed. Watches may be worn.

### HAIR STYLES AND ACCESSORIES

- Long and very tightly woven or braided hair should not be worn for school. Tightly woven hair is much stronger than unwoven hair, and can be very dangerous if it gets caught in equipment or apparatus as it acts like rope and will not break.
- Hair accessories should be simple. Hair accessories that have long or pointed parts should not be worn as they may cause eye injuries to other children.

### SCHOOL DAY SECURITY

- The main entrance is the only way into the school during the school day. Please do not attempt to enter the school building through any other external door even if you find one open.
- Always make sure that you have told your child's teacher if your child is going to be leaving school early to attend a medical or dental appointment. Evidence of the appointment should be shown to the school office staff. Children are not allowed to leave the premises on their own to go to appointments.

### LUNCH TIME MEALS - RISKS OF SCALDING

- Children on sandwiches must not bring hot soup or hot water to make Pot Noodles etc. for their lunch. This creates a very dangerous situation in the crowded dining room with the potential for not only your child, but other children to be scalded. The serving of very hot soup as part of the school dinners has been banned in the school for this reason.

### COLLECTING YOUR CHILD

- If you are unexpectedly delayed in getting to school to pick up your child please telephone the school office. Your child will be looked after until you arrive.
- If your child attends an after-school club you must ensure that you arrive on time to collect him or her at the end of the activity. Children leave the building through the main entrance.
- Children up to and including Year 4 must be collected by a responsible person who is at least 16 years of age. Older siblings who are not yet 16 years of age will not be allowed to take your child.
- Please wait well away from the classroom doors at the end of the day. This allows the members of staff dismissing the children to see that someone is present to collect them. Key Stage 1 parents should wait on the playground and not on the path outside the classroom doors. If you wish to speak to your child's teacher please wait until all the children have been dismissed. Staff are instructed not to engage in conversations with parents whilst they are dismissing children at the classroom door.

### LETTING US KNOW ABOUT YOUR CHILD

- During the year you may be requested to provide us with information about your child. Please return any requests for information promptly so that we can update our records.
- If your child's personal information e.g. medical details, contact numbers etc changes during the year please let the school office know immediately. The only way that we know of any changes is if you tell us.

## ILLNESS

- If your child is ill with sickness or diarrhoea they must not return to school until they have been clear of symptoms for a minimum of 48 hours. Such illnesses are extremely easy to pass on in a school, so please do not send your child back until you are sure they have fully recovered.
- Common childhood illnesses such as chicken pox have specified periods when the child should be kept away from school. The school office will be able to advise you on these.
- If your child is simply "under the weather" please send them to school. If we have concerns about them during the day we will contact you.

## HEADLICE

- Headlice may be passed on from child to child in school, but medical research shows that it is far more likely that a child will have caught them out of school.
- Please check and comb your child's hair regularly, and treat any cases of headlice promptly (including all members of the family).

## CHILDREN ATTENDING AFTER-SCHOOL CLUBS

- Children up to and including those in Year 4 must be collected by a responsible person from the main entrance of the building at the end of the after-school club. A responsible person includes adult relatives, adult friends of the family and older siblings of high school age.
- Children in Year 5 and Year 6 may leave the building at the end of an after-school club if written parental permission has been given. However, we would recommend that all children are met by an adult during the dark winter months.
- If your child is unable to attend an after-school club please let the teacher-in-charge of the club know so that your child's whereabouts can be accounted for.