

# WHAT SHOULD I DO?

A child's guide to Pastoral Care

## Fane Street Primary School



## Introduction

This is a guide for pupils of Fane Street Primary School to help you look after yourselves and keep safe while at school. Your parents should go through this information you to ensure that you both understand everything that is stated.

### In the classroom

#### **What do I do if other children will not share with me?**

Always ask nicely, saying please and thank you. If they refuse to share, ask them again clearly and politely **without** shouting or grabbing. If they still refuse then tell your teacher.



#### **What do I do if someone is calling me names or making fun of me?**

If it upsets you, tell them how you feel and that you want them to stop. If they keep doing it, tell the teacher. We should always have **kind words**.

#### **What do I do if someone threatens me?**

If someone threatens you, tell an adult in school. Sometimes children say that they will harm you if you tell an adult. This means that they are afraid of getting into trouble so always ignore this and tell your teacher immediately.

#### **What do I do if someone is hitting me?**

Hitting is always wrong. Do not accept other children hitting you hurting you in any way. Tell your teacher or another adult right away. We should always have **kind hands**.

#### **What do I do if someone is keeping me back from my work?**

Try to ignore them. The person might get bored and settle down. If this doesn't work quietly tell the person that they are disturbing you and ask them politely to stop. If they keep doing this, then tell your teacher.

#### **What do I do if I feel sick?**

If you feel unwell then tell your teacher. The teacher will decide if you can try to stay in school. If you are very sick, the teacher will tell Miss Smith in the office to contact someone at home and they will come to bring you home.



#### **What do I do if my teacher has to leave the room and I need help?**

Your teacher will only leave if there is a very important reason to do so. He or she will leave the door open. Do not close the door. Sit quietly and continue with your work. If you have a problem, quietly walk to the teacher next door, knock the door and tell the teacher what your problem is.

### **What do I do if I cannot do my work?**

Always listen when your teacher is giving instructions and explanations. Look at the task carefully and think carefully about what is being asked. If you still do not know what to do put up your hand up and ask your teacher.

### **What do I do if I need to take medicine, tablets or inhalers in school?**

Mum or dad will fill in a Form AM2 in the office if you need to take any medicine in school. If you use an inhaler, you must be taught how to use it at home and bring it into school. Teachers will keep inhalers in school and will ensure that you know where it is kept.



### **Playground, dinner time and home time**



### **What do I do if I get hurt in the playground?**

If you fall or hurt yourself in any way you should go to the teacher, classroom assistant or supervisor and tell them what has happened. They will know how to help you.

### **What do I do if I see a fight in the playground?**

If you see children fighting you should never try to break it up yourself because you could end up getting hurt. Go immediately to the nearest adult and tell them what is happening. Stay away from those who are fighting and find a safe place to play.

### **What do I do if I forget my lunch?**

As soon as you realise that you have forgotten your lunch tell your teacher or lunchtime supervisor and school can contact someone at home. If no one is at home, you can have a lunch provided and this must be paid for on the following day.

### **What happens if I need to get out of school early?**

Mum or dad will contact the school or send in a note, explaining where you are going and at what time you will be leaving school. They will collect you at the office.

### **What do I do if my parent/childminder does not turn up on time?**

You should always wait at the school door with your teacher or classroom assistant. If there is no one to collect you, tell your teacher and they will bring you back into school and try to contact the correct person. You must **NOT** remain outside the school or go home with someone else. Mum or dad must tell the school if you are allowed to walk home alone. Remember ROAD SAFETY AND STRANGER DANGER.

## School Trips



### **How do I make sure that I do not get lost on school trips?**

Always wear your school uniform as it is easier for your teacher to see you. Stay with your teacher or group at all times. Listen carefully and do exactly as you have been told and you will be safe and have a great time.

### **What do I do if I get lost?**

Stop and look around in every direction and remember do not panic. Look for anyone from our school, even if they are from a different group and go to them. If you cannot find anyone from Fane Street, then go to an adult who works in the place you are visiting and ask them to help you. If there is no one to be seen and you cannot find anywhere to get help, stay where you are. When your teacher realises you are missing he or she will look for you.

**We hope you stay safe in  
Fane Street Primary School.**

All staff in our school want to keep you safe and make sure you enjoy your time here. If you need to talk to anyone, the following people are always here for you.

**Designated Teacher for Child Protection  
Mrs Cunningham (Principal)**

**Deputy Designated Teachers for Child Protection  
Mr Nicholl (Vice Principal)  
Mrs Brown  
Mrs Eades**

**Pastoral Care Coordinators  
Mrs McKernan and Mrs Bradley**

**NB. A full version of the School's Safeguarding Policy is available from the School Office, on request.**