

Linby cum Papplewick CE School Procedures



Delivering and Collecting Children see School Travel Protocol for details

Children need to wait with parents at their respective classroom entrance at the beginning of the school day. Please ensure children do not run around or play on the field, playground or play equipment before or after school

For safety reasons please use the Horse & Groom Public House car park.

The Manager has requested you use the **back of the car parking area only Except first thing in the morning.**

We rely heavily on the goodwill of the brewery please don't upset them!

Do not use Quarry Lane for bringing/collecting your child to school at the start/end of the day

Quarry Lane serves two quarries and some private residences and is used regularly. Please ensure your children walk along the pathway provided by Sherwood House.

School Path and Fencing

Please ensure children **do not** enter the school grounds by climbing on, or through the fence.

School Times

When you bring your children in the morning at 8.40am school staff will be available in the cloakrooms to meet them and help settle them down to the task awaiting them within the classroom. This will also ensure that the class teacher can start the day promptly. We appreciate younger children may still need more help from you.

At the end of the day your child will meet you at the infant entrance (class Ash & Elm), in the playground or at the school gate (Juniors). It is very important that your child knows to return to school if you are not at the pre-arranged meeting point.

We are always happy to meet with you about your child. Please arrange a mutually convenient time with your child's teacher after the other children have left at the end of the day.

Absence

We show authorised and unauthorised absences as a yearly statistic.

It is the parent's responsibility to notify school of the reason for a child's absence. If your child is off, please **notify by phone before 9.00am each day** – a message may be left on the answer phone (0115 9634282 or by e-mail (office@linby.notts.sch.uk). Children who arrive in school after **register has been marked** will have their name entered in a late book, unless special circumstances have been agreed. Any children being taken out of school for dentist, doctors appointments etc. will need to be signed in and out. The book for this is kept in the entrance hall, outside the school office.

We strongly discourage holidays during the school term – they disrupt learning and put your child at a disadvantage especially when they are taken at the beginning of term or during assessment weeks. We must be notified of holiday and only in exceptional circumstances will they be authorised.

A record of absences is kept and reviewed each half term. If a child's absence record is causing concern, parents will be invited to discuss the reasons for this with the Head teacher.

Absence will be authorised for families to attend funerals or associated events.

Gift vouchers are presented at the end of the school year for exemplary attendance.

As a school we support the D.F.E.E.'s statement "**Attendance at school must be regular. Irregular attendance undermines the educational process and leads to educational disadvantage**".

Sweets/Cakes

Very occasionally teachers may give out sweets as prizes and treats in class. However, because of our Healthy School Policy we do not give out sweets or cakes for birthdays or when children have been on holiday.

Dinners

Most of the children stay for a midday meal. We arrange them in "family groupings" with the older children acting as servers and helpers. The dinner staff work hard with the children encouraging them to try new foods, use their cutlery correctly, wait for their friends to finish their meal, and show good manners at the table. We believe this system at lunchtime helps to develop the children's social skills and therefore we encourage as many children as possible to take them.

Money should be sent at the beginning of each week, or half termly.

Any cheque payments should be made payable to **NCC Linby & Papplewick Primary School**. School dinners are provided free for all Infant children as part of the Universal Free Infant Schools Meals Scheme.

Sandwiches

Please could sandwiches be brought in a clearly labelled sealed container and placed on the sandwich trolley in the cloakroom. Could you please ensure that no peanuts, sweets or chocolate, apart from a chocolate break/biscuit are included in your child's sandwich meal. Water is provided to drink; other hot or cold liquids should not be brought to school.

Permission must be sought from the Headteacher if you wish your child to change to sandwiches and a **minimum notice of 2 weeks must be given**.

Break

Please provide your child with a **clearly named water bottle with a sports top** so that they may have a drink of **water** during the day if they wish. These should be taken home daily to be washed and refilled.

-Children may bring only fruit or vegetables to school to eat at playtime.

Friends of Linby and Papplewick Primary School – 'FLAPPS'

The majority of our fund raising is undertaken by 'FLAPPS'. They meet in school on Thursday mornings. During term time they help the staff out with making resources and "odd jobs", they organise costumes for productions, refreshments for parent's evenings, help ensure Book Week is successful, etc. They are always on the look out for willing volunteers - this is absolutely invaluable to the teachers.

Parents who cannot meet in school are encouraged to support the schools fund raising activities. All monies raised goes back into buying equipment and enriching the curriculum for the benefit of your children. Without this money the school would not be so well resourced.

SCHOLASTIC Book Club

Is run by one of the parents. Leaflets are sent out before each book fayre, cheques should be made payable to **FLAPPS**.

Medication – See School Medicine Policy for full details

If the school staff agree to administer medication on short term or occasional basis, the parent / carer is required to complete a consent form. **Verbal instructions will not be accepted (see also section on analgesics).**

Medication should be provided in an original container with the following, clearly shown on the label:

- Child's name and date of birth
- Name and strength of medication
- Dose
- Expiry dates whenever possible
- Dispensing date/pharmacist details

Antibiotics

Please ask the GP to **prescribe an antibiotic** which can be **given outside of school hours wherever possible**. Most antibiotic medication will not need to be administered during school hours. Twice daily doses should be given in the morning before school and in the evening. Three times a day doses can normally be given in the morning before school, immediately after school (provided this is possible) and at bedtime. It should normally only be necessary to give antibiotics in school if the dose needs to be given four times a day, in which case a dose is needed at lunchtime. The parent / carer must complete the consent form and confirm that the child is not known to be allergic to the antibiotic. Whenever possible the first dose of the course, and ideally the second dose, should be administered by the parent / carer. Tablets or capsules must be given with a glass of water. The dose of a liquid antibiotic must be carefully premeasured by the parent and stored in a pot or syringe also provided by the parent / carer.

Analgesics (Painkillers)

For pupils who regularly need analgesia (e.g. for migraine), an individual supply of their analgesic should be kept in school. Written consent from the parent / carer must be in place. The school keeps a small supply of analgesics i.e.: Calpol sugar free Infant Sachets, Calpol Six plus sugar free sachets and Nurofen (Ibuprofen) sugar free sachets for the potential administration to any pupil in the event of them feeling unwell. School will ring the parent and advise of the child's illness. If the parent would like the school to administer a premeasured sachet of the medicine, verbal consent can be given over the phone in this instance.

Travel Sickness

In the event of a pupil suffering from travel sickness (by coach or public transport) the following procedure may apply:

Day Visits (e.g. to a museum or exhibition)

The pupil should be given the appropriate medication before leaving home, and when a written consent is received they may be given a further dose before leaving the venue for the return journey (in a clearly marked sealed envelope with child's details, contents and time of medication). Medication is to be kept with a member of staff and the consent is signed by that staff member before inclusion in the visit documentation.

Due to the risk to other children **we do not allow children to bring cough sweets, paracetamol preparations such as Lemsip, or hay fever tablets into school.**

Children with asthma are responsible for their own clearly named inhaler and they should be kept in the designated store in each class. Inhalers should be taken home each weekend for parents to check.

In the best interest of the child that has been sick and everyone else at school, if your child is sick and/or has diarrhoea they are kept away from school for 48 hours after the last bout, and ensure they have eaten normally before their return.

Sun Lotions/Cream

Exposure to harmful UV radiation from the sun is a problem in this country. It is important that our children are protected from exposure to harmful radiation. We encourage children to play in the shaded areas and wear their school cap.

We would also encourage you to protect your children with the 24hour sunscreens that are now available. We recognise that some children are very susceptible to sunburn and may require more regular application of sunscreen and it is not always possible for parents to come to school to reapply this. There are roll on sunscreens available for children, these may be suitable for your child to self apply. However, it will be important that they understand that they must not share these and also for you to train them in applying the sunscreen.

Please ensure bottles have your child's name and class name on.

If you would prefer to apply the sunscreen yourself, you may come to school during the breaks or lunch times to do this.

"Keeping in Touch"

Every child will be given a booklet to record weekly activities to be undertaken at home. These booklets may be used to provide the teachers with information about reading and homework done out of school. They will be signed weekly. Parents, children and teachers have space to write comments and **parents are requested to sign the booklets each week.**

Class teachers can be e-mailed on the following:

asht@linby.notts.sch.uk elmt@linby.notts.sch.uk firt@linby.notts.sch.uk
oakt@linby.notts.sch.uk

Worship

Worship (assembly) takes place daily. On alternate Fridays from 2.45pm onwards we have Goodwork where we celebrate children's achievements and on the other Fridays Rev Trevor Raaff leads worship from 2.55pm (parents are warmly invited to join us for Friday Goodwork and Friday Worship)

Cycles/Scooters

Anyone bringing bikes/scooters to school should not ride them anywhere within the school grounds or on the school path by the wooded area except during a cycling proficiency session. Bikes/scooters are to be left alongside the fence at the far end of the school field or padlocked by the fence at the pedestrian entrance to the school playground. Cyclists should always wear a helmet.

Uniform

Every item of uniform must be named.

Summer uniform may be worn during the Summer term and up until October half term.

All indoor shoes must be plain black, no sandals - **velcro or buckles please if children cannot tie their laces, with heels not exceeding 2cm**

Ties should be on elastic until children can tie their own knot.

Long Hair must be tied back and hair accessories should match the uniform.

The **school summer cap or woollen winter hat** is a part of the school uniform and it is the only one the children are expected to wear.

No jewellery is allowed with the exception of small watches and plain gold/silver ear studs for children with pierced ears, and only then on the condition **that they can remove them themselves for P.E.**, swimming and drama, (a suitable named container should be sent for this purpose) (teaching staff are not allowed to take out earrings). We strongly recommend that ear studs are removed for school because children's break times are very active and there is potential for injury from collisions/ball impact etc. Plasters/micropore tape may only be used if a child has had their ears newly pierced – this is to be provided by parents and must be put on by the pupil or parent, (not teaching staff) to allow the pupil to take part, either fully or partially in the planned lesson (the decision may still be that safe active participation is not possible). Alternatives at this point could include allowing the pupil to be part of the planning aspect, in a gymnastics sequence, discussing and evaluating tactics within a game playing activity, or taking on an officiating role .

The P.E. uniform is on sale through Hucknall Sports 2A High Street Hucknall – Tel: 0115 952112

P.E. kit (plain yellow t-shirt, green shorts and plimsolls) should be brought to school on Monday mornings and remain in school until the end of the week, then taken home for washing.

Toys

Children may bring in named sports equipment or a single inexpensive small toy (fitting in the palm of hand) to play with at playtime on the understanding that if it gets broken or goes missing it is their own responsibility. One of the playtime rules stipulates no play fighting or army games so **figurines such as Action Man, Starwars or guns of any kind are not allowed.**

Swimming

Swimming kit should be named and brought to school in a **waterproof bag.**

Dogs

No dogs to be brought on the premises with the exception of guide dogs please.

After School Clubs

You are welcome to wait in school for these clubs with your children but please ensure they sit and read/do their homework quietly, or eat a snack and remain with you at all times as the teachers will be undergoing preparation for the following day.

Payments

Could any payments by cheque sent to school be made payable as follows:

For Dinners – **NCC Linby & Papplewick Primary School**

For School Visits / For swimming badges/recorders - **NCC Linby School Fund**

For Scholastic Book Orders - **FLAPPS**