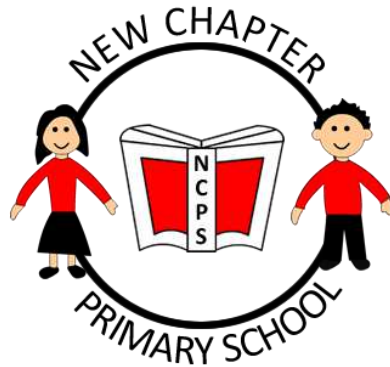


# MILTON KEYNES EDUCATION TRUST



## New Chapter Primary School

### New Starter Information Pack 2020-21

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## **SECTION A: PLEASE KEEP THIS SECTION FOR FUTURE REFERENCE.**

The aim of this New Starter Induction Pack is to ensure that all children joining New Chapter Primary School are able to make a smooth transition into their new school and class. It contains information about our school, which we hope you find useful and informative.

## WELCOME LETTER FROM THE HEADTEACHER

Dear Parents / Carers,

### LEARNING, LOVE AND LAUGHTER

Welcome to New Chapter Primary School. We pride ourselves on providing a happy and caring atmosphere where your child will feel valued as an individual and will thrive. Choosing the right school for your child is one of the most important responsibilities you undertake and we thank you for choosing our school. The purpose of this New Starter Pack is to give you an overview of the important information you will need in the first few weeks.

**The school is a happy, calm and welcoming place and really lives up to its own motto 'Learning, Love and Laughter'. Ofsted December 2016.**

We aim to provide not only the right academic atmosphere, but also an education that fosters the intellectual, social, physical and emotional development of each child, by involving pupils in purposeful, relevant and challenging activities, providing a wide range of balanced learning experiences and opportunities. In this way, we feel children can learn to make choices, solve problems and become independent learners and responsible people. We encourage and foster tolerance and consideration for others, whilst equipping them with the skills for lifelong learning.

If you decide that you believe in our ethos and vision for the future, we look forward to getting to know you and your child and we hope that together, we can make the time your child spends in school happy, secure and worthwhile. We are committed to working in total partnership with you and value the support you are able to offer.



Mr John Billing  
Headteacher

## WHO'S WHO AT NEW CHAPTER

Speaking to the right person when you have a question or concern will ensure that you are dealt with as quickly as possible. At the start of the day, to ensure that teachers can start lessons promptly, parents have the opportunity to speak to a member of the Pastoral Support team who is stationed in the main reception area. They will record any issues and ensure these are passed to the appropriate person and if action is required they will check it occurs.

At the end of the day all teachers are available on the playground for a brief chat. If parents require either a confidential chat or would like a longer meeting, they can make an appointment at the Office or with the teacher themselves. Parents must be mindful that staff are extremely busy and may not always be able to accommodate a request to meet immediately; it is hoped that non-urgent meetings will be scheduled within 24 hours. If you would like a longer chat, and do not feel it can wait until the next Parents' Evening please do not hesitate to make an appointment.

**If the issue is related to classroom activities then the class teacher should always be the first port of call.** The opinions of parents and children are valued and taken into consideration when planning for the future. Annually a Parents' Questionnaire is undertaken and termly, a series of random Pupil Interviews are conducted. Suggestions can be written and put into the post box in the reception area and parents are asked to use the Pupil Planner to record their thoughts and opinions also. Governor meetings are scheduled throughout the year, we currently have one parent governor and one vacancy. Their role is not to champion individual cases at meetings, but to represent the view of the parent body.

## HOME / SCHOOL CONTACT

### FACE TO FACE MEETINGS

- Parents may arrange with the Headteacher to visit the school at any time to see work in progress;
- Parents can have a quick informal chat on the playground at the end of the day or make an appointment, either directly with the teacher or via the office;
- Parents can meet a member of the pastoral team at the playground gate between 8.30am and 8.50am;
- Parents' Evenings are scheduled each term and can be booked on line in advance.

### NEWSLETTERS

Parents will be kept informed of forthcoming events via the weekly newsletter which comes out on a **FRIDAY**. These always contain important information. Newsletters are available on our website: [www.newchapterprimary.org.uk](http://www.newchapterprimary.org.uk) or directly to your computer or phone via eSchools. We do not send paper copies out unless parents have directly requested them. Copies can also be found on all the school's external noticeboards.

### ESCHOOLS LEARNING PLATFORM

eSchools is our learning website. Children and parents can access the site from home. You are able to see copies of letters sent, the newsletter, your child's attendance record and their class page. You are also able to book a Parents' Evening appointment online. Your child will be issued with your log in name and password via their planner. You can log in via the following link [www.newchapter.eschools.co.uk](http://www.newchapter.eschools.co.uk).

Parents can download the app to gain access to the site on your mobile phone. This will allow you to receive text notifications from the school office and view letters that have been sent home. There is both an android and itunes version to download. It is incredibly important that we have up to date contact information (particularly email addresses and phone numbers) for parents, as this is our main method of communication.

## PRIVACY NOTICE

**The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number, **parent or guardian** and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as periodic teacher judgements on progress etc. and also examination results).
- Medical information (any relevant medical conditions or treatments and a log of any incidents/illnesses that we are aware of that occurred in school).
- Behaviour (record of behaviour events associated with a child in line with the academy's Behaviour for Learning Policy).
- SEN (record of any Special Education Needs along with associated observations, strategies and learning plans).
- Use of internet and ICT resources to ensure safe and appropriate use of resources.
- Exclusions /behavioural information

### **Why we collect and use this information**

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils.

### **The lawful basis on which we use this information**

We collect and use pupil information to meet legal requirements and legitimate interests set out in the Education Act 1996 and Regulation 5 of the Education Regulations 2013. To conform with GDPR, any information the academy processes fulfils one of the following requirements from Article 6 of the GDPR:

- 1(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- 1(c) processing is necessary for compliance with a legal obligation to which the controller is subject;
- (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- 1(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Where we process special categories of personal data we do so under obligations covered in Article 9 of GDPR: 2(g) – the processing is necessary for reasons of substantial public interest. Where the above do not apply the academy will seek consent for specific purposes in line with the following Article 6.1.a. 3 1(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

This will be done in writing and will clearly define any other uses of personal information and ask for consent for each and every use.

## **Collecting pupil information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### **Storing pupil data**

Where information forms part of a student's statutory education record, The Education Regulations 2005 SI 2005 No. 1437:

Primary schools will retain the information for the time the pupil remains at Primary school. The information will be transferred to the Secondary or other Primary school when the pupil leaves. In accordance with the Limitation Act 1980 Secondary schools will retain the information for 25 years from the child's date of birth.

In accordance with the Special Educational Needs and Disability Act 2001 Statements or Proposed statements are retained for 30 years from the child's date of birth.

Other information will be retained only where it is required to perform our legal obligations or where it is retained to safeguard and promote the welfare of children.

### **Who we share pupil information with**

We routinely share pupil information with:

- schools/other educational establishments that the pupil's attend after leaving us
- Milton Keynes Education Trust
- our local authority
- the Department for Education (DfE)
- The NHS

### **Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

**Please note that consent can be withdrawn by parent/carer at any time by informing New Chapter Primary in writing.**

## **THE SCHOOL DAY**

Our gates open at 8.30am and children go directly to their classroom. Early work is set by all class teachers. We encourage all children to aim to be in school by 8.40am. Registration is at 8.50am. Reception children have their own entrance and doors open at 8.30am

**EYFS**                      Morning sessions      8.50am – 11.30am. (gates open at 8.30am)

                                    Afternoon sessions    12.20pm - 3.15pm.

<b>KS1</b>	Morning sessions	8.50am – 11.30pm (gates open at 8.30am)
	Afternoon sessions	12.20pm – 3.15pm
<b>KS2</b>	Morning session	8.50am - 12.30pm (gates open at 8.30am)
	Afternoon session	1.20pm - 3.20pm

We operate a breakfast/activities club before school, where children are welcome from 7.30am. Children must arrive between 7.30am – 7.40am. We charge £1.50 per day and there is a wide range of breakfast foods, e.g. juices, cereals, toast, jams, marmalade and other spreads. Activities are provided in the school hall and reading room when the children have finished eating. Please contact the school office for an order form to book your child into breakfast club in advance. We use Parentpay so all monies are paid through this system. If you do not have a log in please speak to the school office. EYFS children are not eligible to attend breakfast club during their first term at school.

Please ensure that your child does not arrive at school too early. There is no supervision of children before 8.30am outside the gates, so for their own safety it is best not to arrive before this time.

For reasons of security, the outside doors/gates are locked at the start of the day. Anyone arriving after this time must go to the Main Entrance to notify the school office staff of their arrival, so that the register can be amended and lunch arrangements confirmed.

#### SCHOOL ASSEMBLIES

Monday	Whole School	Celebration assembly
Tuesday	Whole School	Ethos assembly, with links to other cultures
Wednesday	Whole School	Singing practice
Thursday	Whole School	House meetings, with a focus on the school ethos
Friday	Individual class	Learning Forum

Playtime is between 10.15am – 10.30am KS1 and 11.15am - 11.30am for KS2. Organised sporting activities also take place during break.

## ATTENDANCE

We regard attendance as being an important issue. This reflects our view that education is crucial to every child. We are committed to helping our pupils understand that:

- learning is important;
- regular attendance, being punctual and arriving in a state of readiness for learning is valued;
- hard work, commitment and perseverance is rewarded;
- excellent attendance and punctuality is something to aspire to;
- the children are missed when they are not here;
- problems leading to non-attendance are taken seriously and our pastoral team work closely with families to improve attendance.

### THE LEGAL FRAMEWORK

The Education Act 1996; parents must ensure that their children are educated. For most parents, this means registering their child at a school, and ensuring their regular attendance. Failure to do so can result in a fixed penalty fine or prosecution.

Authorised absence includes illness, interviews, sporting activities, examinations, family funerals.

***The Government has issued clear guidelines with regard to family holidays during term time and holiday leave cannot be applied for during term time.***

AS A PARENT YOU NEED TO BE AWARE THAT:

- parents need to request permission in advance from the school if they wish to take their child out of school due to an **exceptional circumstance**. The Headteacher has the authority to decide if this is deemed as an exceptional circumstance and for how long the child may be absent from school;
- each request for exceptional circumstance leave of absence will be considered individually by the school;
- if the school does not agree to an absence and the child is still withdrawn for a holiday the absence is recorded as unauthorised on the child's record;
- You can be issued with a Penalty Notice by the Local Authority for a number of reasons, including: overt truancy, absences from school, either when a parent continually fails to provide an explanation or the school considers the absence to be avoidable or for holidays taken in term time where the absence has not been authorised by the school;
- A Penalty Notice is £60 if paid within 21 days of receipt but £120 if paid within 28 days.

### THE ROLE OF PARENTS

At New Chapter we believe parents have a crucial role to play in ensuring their child maintains good attendance.

**A child will infer how much a parent values education from their attitude to attendance issues.**

**Parents invest in their child's future by:**

- ✓ ensuring their child arrives at school on time, appropriately dressed and in a 'condition to learn' (i.e. not too tired or too hungry)
- ✓ working in partnership with us to help their child gain an appreciation of the importance of attending school regularly
- ✓ working in partnership with us by taking an active interest in their child's education



**If your child is unable to attend school please phone the office by 9.20am to let us know of their absence. We need to ensure that something hasn't happened to them that you do not know about on the way to school.**

**Please note that birthdays, shopping and being tired are not legitimate reasons for missing school and these are registered as unauthorised absences. Please try to make medical appointments for after school times.**

## MIDDAY MEAL ARRANGEMENTS

At New Chapter Primary School children have the following lunchtime options:

Eat a school meal

Bring a packed lunch

### HOT MEALS

New Chapter School is part of the Milton Keynes Education Trust family of schools and we know that an important element of the school day is the lunchtime meal. With this very much in mind, we have contracted with the Chartwells catering company to operate a freshly cooked on site meals service at New Chapter.

This means:

Two course meals using locally sourced ingredients freshly cooked at New Chapter School;

Speciality breads freshly baked at New Chapter School;

A salad cart with salad options;

A fresh fruit and yoghurt bar.



School meals are available for your child via an online ordering service (ParentPay) at a cost of

£2.00 per day and you can choose which days you would like to order (£10.00 per week). There are options of a main meal, vegetarian meal, jacket potato, vegetarian packed lunch or meat packed lunch and a choice of fruit, yoghurt or pudding for dessert. Menus are updated on the ParentPay website twice a year (April and October). Once your child has started school, a letter will be issued to you with your log on information and details on how to order. If you have misplaced these details, please speak to the school office for assistance. Online orders need to be completed by midnight on Thursday each week in order to ensure your child's meal order is processed for the following week (any meals placed after the cut off for the week will not be processed). Please note that all orders will need to be accompanied by payment if your child is not entitled to free school meals. Making a payment is a straightforward process and for security your card details will be stored on the system.

All children in EYFS and KS1 are entitled to a universal free school meal and these can be ordered in the same way as above but no money needs to be paid (once you go to the checkout page on ParentPay it will show as a zero value).

Free school meals are available for families receiving income support. For further information please see below. There is also a cancellation service. If you need to cancel an order due to your child being off sick, you must call Chartwells Customer Care Line on 01908 615705 every day that your child is absent

before 9am in order to receive a credit. The credit will be given from the second day of absence onwards via parentpay.

#### PACKED LUNCHES

Packed lunches must be brought into school in a lunch box, clearly labelled with your child's name. Please provide your child with a soft drink in a plastic drinks container. Fizzy drinks and glass containers **MUST NOT** be brought into school. If you wish your child to have a yoghurt, please provide a spoon (our caterers only provide cutlery for those children having a school meal). Children should not bring chocolate bars to school but a small chocolate type biscuit (i.e kitkat) is acceptable. If your child likes their fruit cut up, please send it to school already cut, as we cannot allow knives to be brought into school. A box is placed in reception for late lunch boxes to be dropped off.

#### APPLYING FOR FREE SCHOOL MEALS

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children under the compulsory school age who are in full time education may also be entitled to receive free school meals.

A new Citizen Portal has been launched to help you find out if your child qualifies for free school meals. Please visit it to sign up, even if your child is in **EYFS, Year 1 or 2** and receiving universal free school meals, or if you have applied before and do not think you are eligible. In doing so, you will help us to find out whether we can claim Pupil Premium for your child. This is additional funding to spend on resources such as extra staff, books or school trips for eligible children.

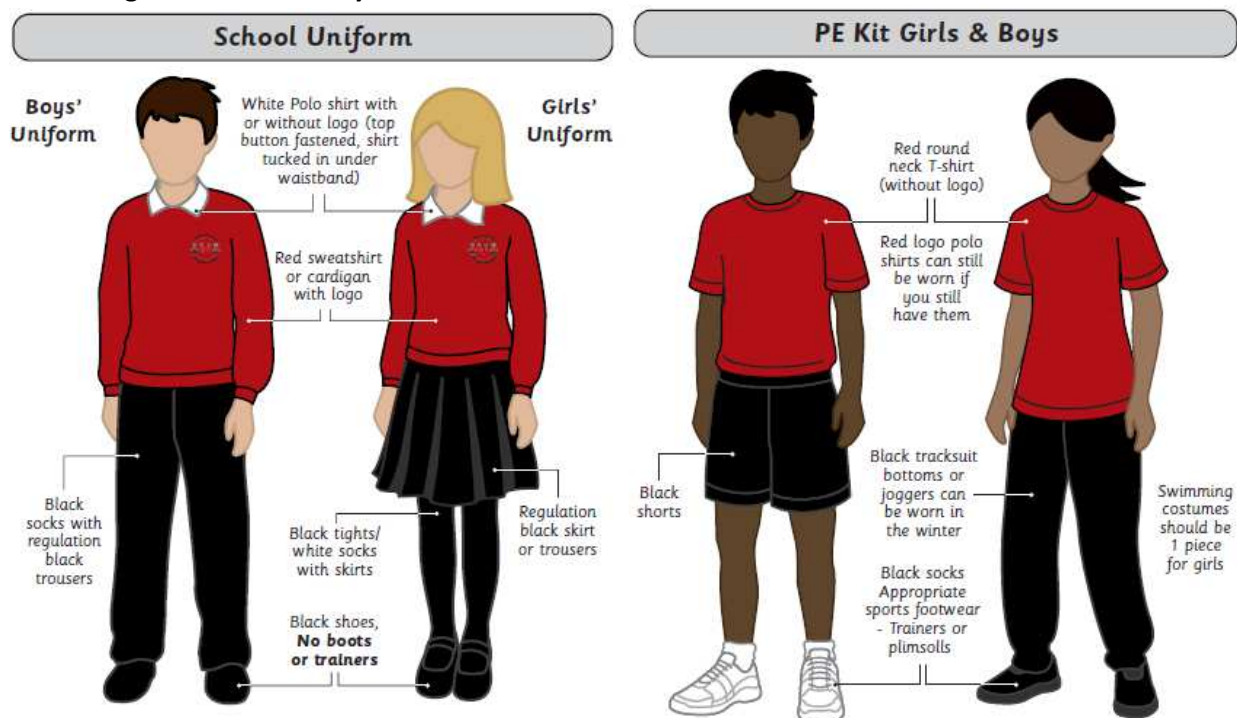
The system is quick and simple to use and can be accessed via a smartphone or hand held device. If you qualify, you will receive a reference number that you simply bring in and show us at school to start receiving meals. Please register at:

<https://www.cloudforedu.org.uk/ofsm/sims/>

If you need help speak to the Office.

## SCHOOL UNIFORM

New Chapter School recognises the importance of personal appearance in setting high expectations and a positive tone. This is reflected in our Uniform Code for students and staff. **Please make sure all items of clothing are marked with your child's name.**



**Jewellery** - where children have pierced ears, one plain ear stud in each lobe is permitted. Nail varnish is not permitted.

**Hair** - hair should be presentable in style, avoiding extremes of fashion. Hair that is dyed or highlighted must look natural. Long hair should be tied back and hair bands/scrunches should be black. Religious head wear should be plain black.

In Summer children can wear black shorts and girls may wear red gingham dresses. It is essential that all clothing is easily fastened, particularly shoes - please always choose the sensible rather than the fashionable. **All clothing should be clearly marked with your child's name: we cannot be held liable for loss or damage.**

PE kits should be sent into school on Monday and left at school all week with the children bringing it home on a Friday for washing. This will mean that your child will always have kit available and not miss valuable exercise.

Earrings must be removed ahead of PE lessons. Please be aware that staff are not permitted to remove or put in earrings. If earrings are left in, they will need to be covered by surgical tape.

It is essential that all clothing is easily fastened, particularly shoes - please always choose the sensible rather than the fashionable. **All clothing should be clearly marked with your child's name: we cannot be held liable for loss or damage.**

We have 3 Uniform Suppliers as follows:

### Kedaph Schoolwear Ltd

Unit B, Lennox Road

Bletchley

Milton Keynes

MK2 2HH

01908 417142

<https://kedaphschoolwear.co.uk/>

### Maies Superstore

60-64 Church Street

Wolverton

MK12 5JW

01908 313313

<https://www.maies-superstore.co.uk/>

### My Clothing

0800 069 9949

<https://myclothing.com/new-chapter-school/6486.school/>

## **Non-compliance with the Uniform Code**

Where a student/parent/carer does not comply with the school uniform code, the school will adopt the following procedures:

- Place a reminder sticker in the planner and give the family a few days to rectify the issue;
- Speak to the parent/carer and pupil about the need to follow our uniform code and how and why this supports the school policy;
- invite parents to the school to discuss the dress code and see if the school can support parents to support the uniform code;

## **LOST PROPERTY**

Unnamed lost property is kept in a box by the bike shed. It usually takes up to 24 hours for items to make their way to this location. Named clothes are returned to children and not put in the box. Please do feel free to come and look for lost items.

## **IN-YEAR NEW STARTERS - FIRST DAY**

We aim to start your child at the beginning of the school week on a Monday. Your child will then be taken to their new classroom and you will have the opportunity to meet their teacher, so that teachers know who they will be releasing the child to at the end of the day. Parents are welcome to meet the teacher for a longer meeting at the end of the day. If you so require, please let the office know, so that arrangements can be made with the class teacher.

Your child will be introduced to the class and they will be 'buddied' up with another member of the class. They will be shown where to put their coat etc. The pastoral team will then check on the child at regular intervals of the day and encourage them to talk to the class teacher if they have any queries or concerns.

## **PARENT CONSULTATION AND QUESTIONNAIRE**

Within the first 3 weeks, a member of the Pastoral team will conduct a Pupil Interview to find out how your child has settled and they will then phone you to let you how they have settled in and what progress they are making academically. This will also give you the opportunity to ask any questions you may have.

## **DROPPING OFF AND COLLECTION ARRANGEMENTS EACH DAY**

### **COMING TO AND FROM SCHOOL**

If at all possible we would urge you to encourage your child to walk to and from school. Not only does this save petrol, but it also helps the environment and supports the health and fitness of your children. With more children walking to school it also helps to reduce traffic congestion around the school site.

If you have to drive to school, please park responsibly, without blocking the pavement, our neighbours' driveways or double parking. Our car park is small and we would therefore ask that you do not park on site - even when popping into reception, as this blocks access through the main gates and stops important deliveries i.e. Kitchen supplies, children's milk and fruit. Please do not stop on the yellow

lines/ zigzag lines / zebra crossing to let your children out near to school. We urge you to adhere to the signs around school and use the appropriate footpaths to enter and navigate the school grounds to ensure the safety of children at all times. **DO NOT WALK THROUGH THE CAR PARK** this is for you and your children's safety.

If your child travels to and from school by bike or scooter they must be locked up in the covered storage area located next to the pedestrian entrance. New Chapter school holds no responsibility for any personal property left on the school premises and is therefore not liable for pupils' belongings being stolen or damaged by a third party.

## THE START AND END OF THE DAY

Children should not arrive in the upper playground before 8.30am. Children should be supervised by parents until the gate opens at 8.30am. Children go into their class and have 20 minutes of early work until the register is taken at 8.50am. EYFS children go through the EYFS gate.

Parents **must not** come into school via the playground gates. If parents have a pre-arranged meeting with a member of staff, they should come into school via the school reception door only, and sign into and out of the building. All visitors are required to wear a visitor's badge, which is issued by a member of the office team.

At the end of the day, the children are collected from the playground except EYFS children, who are collected from their external classroom doors. There is a red line painted on the playground, which we ask parents not to cross. This gives staff visibility so they can see who they are releasing the children to. Each class is allocated a number on the playground behind the red line. EYFS/KS1 are released at 3.15pm and KS2 at 3.20pm.

Children who are not collected on time at the end of the day return to reception. We keep a log of those children who are not collected. If a child is not collected, a call is made to see where the parents are. If there is no contact and a child is not collected by 3.45pm then the Social Services Duty Desk is called.

The school cannot take responsibility for getting children to child minders / correct taxis at the end of the day; parents must make these arrangements.

## READING BOOKS AND HOMEWORK



We encourage all children to bring their reading book home every night. Please encourage your child to read out loud and discuss what they have read. Children will also have regular homework to complete in their homework book/homework folder.

## AFTER SCHOOL CLUBS

Each term a number of clubs are offered to children in Key stages 1 and 2. Letters will come out 3 weeks before the end of each half term. Clubs are usually free. Unfortunately, due to high demand, children may not get all the clubs they have applied for. We try to ensure when possible that all children will receive at least one club a week.

## LOCAL TRIPS AND VISITS INVOLVING SHORT WALKS

From time to time during your child's time at New Chapter Primary School we shall be going on short walking trips around the neighbourhood. These trips are usually in connection with work we are covering and result in follow up work back in the classroom. All of these trips are on foot and accompanied by more



than one adult. Parents are asked to complete a consent form so that your child is able to participate in local trips throughout their time at New Chapter Primary School, without having to contact home every time such a trip is organised. However, when we organise visits using transport, we will contact you and seek permission and provide you with the relevant trip/visit details.

## COMPUTING

As part of pupils' curriculum enhancement and the development of Computing skills, New Chapter Primary School is providing supervised access to the internet including email.

We, as a school, take every possible step to deal with the risk. Our school internet provider operates a filtering system that restricts access to inappropriate materials.

Whilst every effort is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School or Trust cannot be held responsible for the nature or content of materials accessed through the internet. MKET will not be liable under any circumstances for any damages arising from your child's use of the internet facilities.

Should you have any concerns, or wish to discuss any aspect of internet use in school, please do not hesitate to contact us via email or through the office team.

## SUNNY WEATHER

We ask parents to provide and apply suntan lotion for their children and provide a hat in sunny weather. Please could you make sure both are clearly labelled with your child's name and class.

## PHOTOGRAPHS AND VIDEOS

We allow parents and their friends and family to video and photograph events in school such as the Christmas production. They sign our agreement before doing this, saying that the recordings are for personal use only.

## CHILD PROTECTION

The school works in partnership with parents / carers and respects confidentiality. However, the Children Act 1989 places a clear responsibility on childcare and education establishments to ensure they work together with other agencies to safeguard and promote the welfare of children. As a result, if concerns are raised with the school, they will be reported to Social Services. This is a legal requirement and is in line with Government and MKET Trust policy.

## FEEDBACK

We welcome feedback and encourage parents to let us know their views. If you would like any more information, please don't hesitate to contact us.

## MOBILE PHONES, HANDHELD GAMING AND MUSIC DEVICES, ETC.

These items should not be brought to school; we cannot be responsible for such items. If there are exceptional circumstances which require a child to bring a mobile phone to school, it should first be discussed with the Pastoral Manager and the phone should be handed into the School Office for safe-keeping during the day. It is the child's responsibility to collect the phone from the office at the end of the day.

## BIRTHDAYS

Children like to celebrate their birthdays in school. Many parents traditionally sent treats into school for their child's classmates. Please do not send cakes, sweets, chocolates or lollies as such items can cause problems for parents who restrict their child's sugar intake. If your child wishes to mark their birthday in school then we suggest a donation of a book for the class library – the school will provide a bookplate to commemorate your child's birthday. These can be obtained from the school office.

## WATER BOTTLES

Please ensure your child has a **named** water bottle with a **sports top**. This should contain ONLY water. We encourage the children to have their bottles in class by the sink so they always have a drink at hand should they require one.

## WHAT TO DO IF YOUR CHILD NEEDS MEDICATION DURING THE SCHOOL DAY

We have a responsibility to maintain the health and safety of the pupils under our care during normal school hours or during any other school event or activity. This may extend to administering medicine or taking other medical action in an emergency.

1. We can only administer medicines prescribed by your doctor and only if your child needs 4 doses a day. Very few medicines need to be taken during normal school hours and in most cases the appropriate dosage of medicine when prescribed to be taken "three times a day" can be given before school, after school and at night. The same principle can also be applied to medication such as creams/drops.
2. All medicines should be brought to the school office where you will need to complete a medical form giving your consent for a member of staff to give your child medication. This therefore provides the school with a written record of all prescribed medication given to pupils. This record is kept together with the instructions, and is checked and completed by the designated member of staff. The record gives the date and time of administration, the dose given, the name of the child and the name of the staff member administering the medication. When helping a child to take their medicine the designated staff member checks the identity of the child with the child in question and another member of staff.
3. Medicines are then kept in a secure place, refrigerated if necessary, until it is time for your child's medication to be given. It is not the responsibility of the staff to ensure medications are within date and they will only administer the amount as per the personalised label.
4. Parents are welcome to come into school to give medicine to their own child, but it is important that you let us know beforehand.
5. At the end of the school day, medicines should be collected by an adult from the school office. At the end of term, all medicines must be collected, otherwise they will be destroyed.
6. Please **do not** send cough sweets into school with your child. These are not medicine and cannot be given out in school.

**Occasionally children become ill during the day and we may need to contact you. Please ensure that telephone numbers and emergency contact names are kept up to date. Parents must inform the office of any changes to contact details as and when these occur. In the event of a medical emergency parents will be contacted as a matter of urgency. However, the school will act as loco parentis until parents are**

**on-site.**

Where a child has long term medical needs or where more frequent administration of medicine is prescribed, the school management makes a risk assessment.

The school management:

- decides whether to accept responsibility for medication and when it does, it accepts the duty with reasonable care and follows the guidelines contained in the school's policy.
- may delegate responsibility for administering medication to other staff. However, it is the decision of each individual employee as to whether he / she is prepared to personally administer medication. No sanction is taken against any staff member who declines to undertake this task.

**Children with acute medical conditions will have an individualised Care Plan written by the SENCO in consultation with medical professionals and parents.**