

# BROXBOURNE CE PRIMARY SCHOOL

## ADMINISTRATION



Parents within the whole school are asked to follow certain administrative procedures to ensure the smooth running of our school. When these arrangements are followed accurately we all have more time to help our children with their learning



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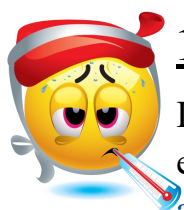
Email Address

[office@broxbourne-pri.herts.sch.uk](mailto:office@broxbourne-pri.herts.sch.uk)

01992 462419

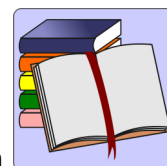
# 1. ATTENDANCE & ABSENCES

It is more important than ever for children to have a good education if they are to enjoy the best opportunities in adult life. Children only get one chance at school. Government statistics have proven a direct correlation between attendance & achievement. Your child's chances of a successful future may be affected by not attending school regularly. The Headteacher does not have any discretion to allow absences for family holiday. If you wish to take your child out of school during term time, please complete a Leave of Absence Form - available on the school website - at least 2 weeks before any absence and return to the school office. A need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. Leave of absence cannot be granted retrospectively. The Headteacher may request a meeting to discuss the absence.



## 1A. ABSENCE FROM SCHOOL

If your child is absent from school please notify us by 9am. An email should only be sent to [absence@broxbourne-pri.herts.sch.uk](mailto:absence@broxbourne-pri.herts.sch.uk) detailing the exact symptoms/reason for absence. If contact is not made by 9.20am, a reminder will be sent by text followed by a telephone call to establish why your child is absent. If we are unable to make contact directly with a parent, we will attempt to telephone other contacts you have registered with us. If your child has Chicken Pox, Rubella (German Measles) or Fifth Disease (Slapped Cheek) please telephone the school immediately so pregnant mothers can be advised to contact a doctor, if applicable. When your child has a **stomach upset and/or sickness you must allow a period of 48 hours after the last bout of vomiting or diarrhoea** to elapse before sending them back to school. Please help us to contain infection.



## 1B. THE SCHOOL DAY & LATE ARRIVALS

**EY1** The doors open at 9am and close at 9.05am

**EY2** The doors open at 8.50am and close at 8.55am

**YR1 - YR6** The doors open at 8.45am and close at 8.50am.

If you arrive after your class start time please bring your child to the main office to sign in on the 'Late Arrivals' sheet. This allows registers and dinner numbers to be recalculated. In addition, to maintain our fire safety standards, all late arrivals must be accounted for.



## **1C. TAKING YOUR CHILD OUT OF SCHOOL**

### **FOR MEDICAL APPOINTMENTS**

Please make routine appointments, such as dental check-ups, during school holidays or after school hours. If you do need to take your child out of school for a medical appointment, please email the school in advance wherever possible. If collecting during school time, please come to the main office to collect your child and sign them out. This is essential for fire safety procedures. If your child will not be returning to school, following their appointment, you will need to collect a form that the doctor or dentist must sign and return this when your child returns to school. Alternatively, proof of an appointment is also acceptable.



### **FOR NON-MEDICAL REASONS**

If you have exceptional circumstances and therefore need to take your child out of school, please complete a 'Leave of Absence' form which is available from the school office. Surprise holidays booked by other family members are not considered exceptional. If your child is absent because of a holiday that has not been agreed by the Headteacher, this will be classified as an unauthorised absence and you may be fined or have legal action taken against you by Herts County Council.

Term dates are available on the school website and the Hertfordshire County Council website for the current and following academic year. Please ensure all family and extended family are aware of the school policy on absence.

Thank you for your co-operation



# 2. EXTENDED SCHOOLS

The school runs both a Breakfast and an After School Club. The children have the opportunity to participate in a range of activities and have food provided.

Our Breakfast and After School Clubs are both extremely popular. The children are encouraged to develop their self help skills throughout the sessions. They are free to choose from a variety of activities. All dietary requirements are fully met in line with our nut-free policy.

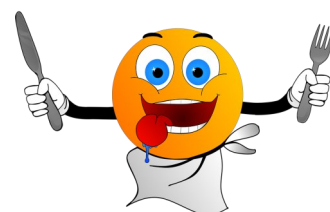
Both clubs take place in the Rabbit's Warren, access to which is via the KS1 Playground.

Both clubs are invoiced half termly and payments should be made within the first week of half term. Monthly/Weekly payments can be arranged via the school office. Payment by Childcare Vouchers and the HMRC tax-free childcare voucher scheme are accepted. A 10% discount applies for second and subsequent children. Priority is given to those parents who make a regular booking each week e.g. every Monday, Wednesday & Friday etc.

Casual bookings may be available subject to space but cannot be guaranteed. Casual bookings will be charged at a casual rate. Please be aware that refunds are not available for non-attendance (including sickness) unless a minimum of 7 days' notice is given. Permanent amendments to regular bookings, require a notice period of four weeks.

## **2A. BREAKFAST CLUB**

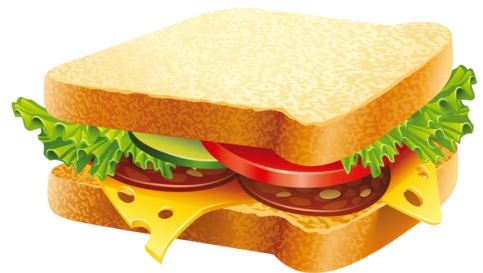
Our Breakfast Club runs from 7.30am until 8.50am. There are two start times: 7.30am or 7.50am. Parents need to sign their children into the club. All children need to be in by 8.15am, at the latest, to ensure they have enough time to enjoy breakfast before starting school at 8.50am. Breakfast includes a selection of healthy cereals, fruit juice, toast with a selection of spreads (jam, honey, marmite), fruit & yoghurt.



# 2. EXTENDED SCHOOLS

## 2B. AFTER SCHOOL CLUB

The After School Club runs each school day from 3pm until 6pm (with the exception of the last day of each term). There are three sessions ending at 4pm, 5pm & 6pm, except Friday when we only run two sessions 4pm and 5pm. Upon arrival the children are given a drink and a piece of fruit or biscuit. They will be given a light tea of sandwiches, fruit, yogurt and cake at approximately 4.30pm. Occasionally they will eat food they have made for tea e.g. pizza, cakes. Parents/ Carers will be required to sign their child out of the club for health & safety reasons. Collections may be up to the end of the session booked according to individual needs. Collections after 6pm (or 5pm on a Friday) are not permitted. Collections 1 minute past the 4pm or 5pm collection time (just 4pm on Fridays) will take the fees into the next price bracket, providing prior notification is given. Un-notified collections after 4pm, 5pm or 6pm due to unavoidable delays will attract a penalty charge of £10 per 15 minutes, per child.





### 3. KEEPING IN TOUCH

We aim to keep you, as a parent, informed of what is happening at school by a variety of methods including emails, letters, parent information meetings, noticeboards and the school website.



**ARBOR** - This is our school database email service that is used to send the weekly newsletter and many other letters including details of trips and other important information. Texts, using



Schoolcomms, are used for urgent messages, for example if coaches are delayed or early and if the school closes due to adverse weather, etc. Please ensure your contact details are kept up to date.

Replies to letters may be emailed to [office@broxbourne-pri.herts.sch.uk](mailto:office@broxbourne-pri.herts.sch.uk).

Please ensure all the information requested in the letter is included in your email. There is no need to print and return reply slips. Swimming medical forms are required on paper as the detail is given to the pool.



### SCHOOL WEBSITE

The school website address is

[www.broxbourne-pri.herts.sch.uk](http://www.broxbourne-pri.herts.sch.uk)

Our school website provides lots of information for parents, children and the community. Areas that are covered on the school website include:

- ◆ Term dates (published two years in advance)
- ◆ Curriculum information for each year group
- ◆ Uniform details and information on ordering
  - ◆ Admission details
  - ◆ School policies
- ◆ Ofsted reports and performance tables
  - ◆ Plus lots more!



## **MEETING & PROGRESS UPDATES**



All parents in Year 1 - Year 6 are invited to an Information Evening at the beginning of September, where a brief overview of the curriculum and administration procedures for the year will be explained. Handouts are shared on our website and may be emailed or given out at the meeting. EY1 & EY2 also have a meeting in September. This meeting is a welcome and administration meeting, as the curriculum is discussed in the Summer Term new parent meetings.

There will be an opportunity for parents to have individual appointments with the class teacher in October and again before Easter. Parents/carers will receive a full report based on their child's learning and achievement at the end of the first half of the Spring Term (before February half term). At the end of the Summer term they receive a summary report showing the progress since the full report.

EYFS parents have access to their child's online learning journal via 'Tapestry'. This system allows photographs, videos and written observations to be uploaded, which parents can view by logging into their account.

## **CONTACTING US**

If you need to contact the school, including teachers, you can do so by emailing [office@broxbourne-pri.herts.sch.uk](mailto:office@broxbourne-pri.herts.sch.uk) by telephoning 01992 462419; or by letter.

Alternatively if your email is regarding Breakfast or After School Club, please use [bcasc@broxbourne-pri.herts.sch.uk](mailto:bcasc@broxbourne-pri.herts.sch.uk)

If you need to contact us urgently then please telephone between the hours of 8.30am and 4pm. You will need to press 2 to be connected to the school office. After 4pm you will need to press 1 to be connected to the After School Club. We also ask that you notify the office if your contact details, including email addresses change. It is essential that we have emergency contact numbers. Please inform the office directly.



## **COMPLAINTS/COMMENTS PROCEDURE**

We encourage parents to share worries or concerns with us. Most problems can be resolved through discussion, firstly with the class teacher. We are here to help. Appointments with the teacher or, following that, with the Deputy Headteacher, and if need be progressing to the Headteacher, should be made via the school office. Please note it is helpful to indicate what you wish to make the appointment for, so the person you see can be prepared for the meeting. Our complaints procedures follow the Hertfordshire County Council guidelines and are available on the website.





## **4. DAY TO DAY GENERAL INFORMATION**

The school day begins at 8.50am and ends at 3pm for Year 1 to Year 6.

The school day begins at 8.50am and ends at 3pm  
(collection between 2.50pm & 3pm) for EY2.

The school day begins at 9am and ends at either 12pm or 3pm for EY1.

Children should not arrive before 8.40am unless they are attending Breakfast Club. Teaching staff are responsible for our children during the school day. However, parents are responsible for their children until they are handed to Breakfast Club staff or their class teacher in KS1.

Children in KS2 are required to line up in their respective classes prior to the doors being opened. KS2 children may also opt to line up at the Breakfast Club door in the KS1 playground at 8.45am, if easier when dropping off KS1 younger siblings.

Parents are once again responsible for their children once they are released at the end of the school day. Please collect your children promptly at 3pm (or the time stated if they are attending clubs etc).



In Key Stage 1 and the Early Years unit, children are met at the classroom door in the morning and are released directly to an adult who is known to the class teacher in the afternoon. If your child is being collected by someone other than the adult who would usually collect them, please send an email to the school office to inform them of this. Verbal messages are not recommended as these can be forgotten or misinterpreted, especially during busy drop off and collection times. It is **imperative** the school is notified if someone we do not know is collecting your child. It is also a good idea to introduce your childminder to us, if you have one.

As they move up the school, we encourage our children to take more responsibility for their own behaviour and learning. Our playgrounds are private property and are not open to the general public. Should any child have a concern before the start of the school day or at the end of the school day they are frequently reminded to come to the school via the Main Entrance to alert a member of staff. If your child walks to school alone, please complete the relevant form from the school office. Please note lone walkers to school should only be in Year 5 or Year 6. This is part of our children becoming confident and taking responsibility for themselves as they move through the school.





## **4a. SCHOOL UNIFORM**

All our children wear school uniform. We work with you to ensure our children maintain a smart appearance. The children are positively encouraged to take care of their possessions and for remembering to bring the right items to school on the right day. We have a duty to ensure our uniform is affordable, with options to purchase items from several places. Items with a logo are kept to a minimum. Our School Uniform Policy is available on the school website.

The uniform list is divided into two lists, the essential items and the optional items. Please ensure that all personal property is clearly labelled with your child's name. The uniform items particular to our school, e.g. the Sweatshirt, may be purchased from our School Uniform Supplier, Smiths Schoolwear. Other items may be purchased from the outfitter of your choice. We also offer Pre Loved uniform sales through our PTA.

**Children entering the Early Years Foundation Stage should wear the following:**

### **EY1**

- Navy, plain sweatshirt (school logo optional)
- A white polo shirt (school logo optional)
- Dark grey, plain shorts, trousers or pinafore



### **WITH**

- Grey or white socks (knee high with shorts or pinafore) or grey tights. Over the knee and trainer socks are not permitted.

### **OPTIONAL SUMMER ITEMS (can be worn after Easter break and up to October Half Term)**

- School summer dress (provided by school outfitters) with plain white knee high or ankle socks

### **OR**

- Navy Sweatshirt with school logo
- Clothes of your choice (not jeans)



# SCHOOL UNIFORM

## EY2

- Kingfisher blue cardigan or sweatshirt with school logo
- A white polo shirt (school logo optional)
- Dark grey, plain shorts, trousers or pinafore

## **WITH**

- Grey or white socks (knee high with shorts or pinafore) or grey tights. Over the knee and trainer socks are not permitted.

## **OPTIONAL SUMMER ITEMS (can be worn after Easter break and up to October Half Term)**

- School summer dress (provided by school outfitters) with plain white knee high or ankle socks

## EY1 & EY2 ADDITIONAL ITEMS

- Sensible black, flat shoes (NOT boots) - that they can put on themselves e.g. with Velcro fastening or slip on (if lace up, zip or buckle shoes are worn, the children must be able to do these up independently). Black closed-toe sandals are permitted in the Summer Term.
- Navy bookbag, NOT rucksack, with school logo
- Wellington boots (to be kept at school)
- Waterproof (cagoule style - to be kept in school)
- Sun hat - Summer Term & when weather is warm

*It is useful for Early Years children to have a complete change of clothes which is kept in school.*



## **SCHOOL UNIFORM**

### **KEY STAGE 1 (YEAR 1 & YEAR 2) AND KEY STAGE 2 (YEAR 3—YEAR 6)**

- Kingfisher blue cardigan or sweatshirt with school logo
- A white shirt & school tie
- Dark grey, plain shorts, trousers, pinafore or skirt



#### **WITH**

- Grey or white socks (knee high with shorts or pinafore) or grey tights. Over the knee and trainer socks are not permitted
- Sensible flat, black shoes (not boots or trainers).

#### **OPTIONAL SUMMER ITEMS (can be worn after Easter break and up to October Half Term)**

- School summer dress (provided by school outfitters) with plain white knee high or ankle socks
- A white polo shirt (logo optional)
- Black closed-toe sandals

### **Bag Options**

EYFS - School Bookbag

KS1 - School Bookbag (School Backpack optional)

KS2 - Children may choose a sensible bag of their choice.

### **PE / ART KIT (EY2-Y6) (To be kept in school)**

- School PE T-shirt or plain white T-shirt
- Navy PE shorts
- White socks
- Plimsolls (EYFS & KS1) or trainers (KS2)
- Plain Navy Tracksuit (school logo optional - NO large non-school logos)
- A Kingfisher Blue drawstring PE bag (logo optional) to contain PE kit
- Painting overall - this can be an old shirt



## **SCHOOL UNIFORM**

### **KS2 GAMES KIT**

- School PE T-shirt or plain white T-shirt
- Navy games shorts
- School hockey/football socks (thick, pale blue)
- Shin pads
- **Mouthguard**
- Plain Navy Tracksuit (school logo optional - NO large non-school logos)
- Football boots and a pair of trainers

### **SWIMMING KIT**

Children participate in swimming lessons from Year 2 to Year 5.

You will be notified when your child is due to participate in swimming lessons.

- Simple swimming costume or trunks (shorts are not acceptable)
- Swimming hat (girls and boys)
- A waterproof coat with a hood
- Goggles (optional)



### **OPTIONAL ITEMS**

- Broxbourne reversible jacket - not to replace Kingfisher Blue sweatshirt
- Plain navy fleece - logo optional. Not to replace Kingfisher Blue sweatshirt

#### **For reasons of safety:-**

#### **HAIR**

We ask all children, with hair past their collar, to tie their hair back whilst at school. Hair should be kept neat, which we understand will vary according to each child's hair type, but no patterns should be shaved into it and sudden changes of gradient should be avoided. Any hair accessories should be small, simple and be blue, black, white, brown or clear. Hard hairbands should not be worn for PE. Hair products should only be used for the purpose of looking after, protecting and maintaining hair. Hair must be kept to its natural colour and not have any further colours added to it, even temporarily.

We understand and celebrate that our children have different hair types and personal circumstances which may mean that their needs vary to what is stated above. If this is the case, please arrange a conversation with a member of the Senior Leadership Team by emailing the school office. In this way we can ensure all children feel recognised, respected and valued.

# SCHOOL UNIFORM

## WATCHES

Children may wear named watches when they are able to use them appropriately. Fitness Tracker watches may be worn providing the text message and call functions are disabled and they are always set to silent. Watches with photo taking options are not permitted.

**JEWELLERY** - must not be worn.

Earrings are not permitted except for children with pierced ears, who may wear only simple gold or silver ball studs and ensure they are removed for all physical education activities. (Staff cannot accept responsibility for removing and replacing earrings or for their loss). In the initial 6-week period when earrings cannot be removed, children must provide tape to cover studs, for safety, during PE and games.

**MAKE-UP** - Children should not wear make-up, nail varnish, tattoos, fake tan etc.

Please ensure **all personal property is clearly labelled with your child's name.** Stikin labels are great and provide funds to the PTA, please ask for details.

If parents/carers have difficulty providing our school uniform, please let us know, we will try to help. Any enquiries will be dealt with in the strictest confidence by the Headteacher or the Deputy Headteacher.

## WHERE TO PURCHASE IT

The sweatshirts, cardigans, summer dresses, bookbags, drawstring PE bags and PE tops can be purchased from our school outfitters (contact details below). You are able to arrange for a free delivery to the school for you to collect during term time only. Delivery can also be made to your home address for a fee. They also hold several pop up shops at the school throughout the year.



**[www.smithsschoolwear.co.uk](http://www.smithsschoolwear.co.uk)**  
**ENFIELD**  
223 Baker Street, Enfield EN1 3LA

Unbranded uniform can also be bought from most major stores at competitive prices.

Our PTA sells pre-loved uniform. This can be purchased at their regular sales. You can also email the school if you are looking for a specific item.

By working together we can encourage all our children to develop the vital independent learning skills of:-

- a. taking appropriate care of their appearance;
- b. looking after their own possessions;
- c. ensuring they have the correct equipment for each school activity, at the right time on the right day.



## 4B. LUNCHES



At lunchtime children can have a school dinner (only those in EY1 staying all day) or bring a packed lunch. All children in EY2, Year 1 and Year 2 are requested to register for the Universal Infant Free School Meals (UIFSM) at <https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals/free-school-meals.aspx#reception>

EY1 children do not qualify for UIFSM and will therefore pay £2.68 per day for a school provided lunch. KS2 children pay £3.55 per day

All meals are chosen using our Cypad system. Children can have meals when they choose, as long as the option is selected by 8am on the day itself. Meals can be booked in advance as long as there are funds on your account to cover the cost. You will not be able to select meals without funds being available. If your child is absent or attending a school trip please ensure you do not select a meal that day or you may get charged and to avoid waste.

If your child suffers from allergies you must complete an allergy form online so that a specialised menu can be created to cater for their needs. Please contact the school office where further information can be provided. This process **MUST** be completed before meals will be provided for your child by Herts Catering.



## 4C. SANDWICH LUNCHES

In line with our healthy eating programme, the following guidelines are set out to parents regarding foods to be included/excluded in sandwich lunches.

- ♦ To supplement sandwiches/rolls/savoury lunchtime foods, children are encouraged to include healthy options in their lunchboxes.
- ♦ Cake, biscuits, mini biscuits or biscuit bars e.g. Penguin bars are permitted, but only as part of their packed lunch.
- ♦ Children should not bring actual sweets or bars of chocolate to school.
- ♦ Exceptions will made for children with particular medical needs by agreement with the Headteacher.
- ♦ Please see 4D for our Nut-Free & Sesame - Free Policy.



## 4D. NUTS/SESAME



**Please note that we cannot allow any nuts or sesame products in school.**

This includes peanuts either as a snack, in snack bars or peanut butter or 'Nutella' or sesame seeds, sesame oil or related products including houmous and pesto due to the risk of anaphylaxis or other allergic reactions. Even the dust from peanuts can be fatal. It is imperative that parents adhere to these very important regulations. If your child has any medical needs or allergies, please let us know.

**Please Note: many chocolate spreads contain nuts in their list of ingredients.**



## 4E. SNACKS



We participate in the Government's Fruit & Vegetable Scheme entitling every child age 4-6 to receive a free piece of fruit or vegetable each day. This reinforces our commitment to healthy eating. The scheme is voluntary and although there is no obligation for your child to take part, we believe this to have many benefits. Children not participating in the scheme are requested to bring **only fruit or vegetables** into school for their morning snack. This may be dried fruit as well as fresh fruit, though we encourage parents to select items with no added sugar. Sugar / yoghurt coated fruit is not permitted.



## 5. FINANCIAL MATTERS



From time to time it is necessary to ask parents for financial contributions. The school's preferred method of payment is online via the school gateway app.

If parents/carers have difficulty paying the full amounts for school visits etc, we will do all we can to help. Payment plans can often be arranged to make contributions more manageable, if required. Any enquiries will be dealt with in the strictest confidence by the Headteacher or Deputy Headteacher.

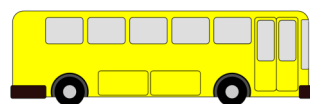
### **5A. SCHOOL FUND**

A request is sent out for voluntary School Fund contributions in September & March. Payments can be made online.

We are very grateful to parents/carers for contributing to this fund, contribution adds significantly to children's learning opportunities.

### **5B. SCHOOL TRIPS**

Payments may be made online. Online payments are accepted. as permission for your child to participate in a trip or activity.



### **5C. PTA EVENTS**

PTA events are bookable via a link on the school website. If you are sending cash or cheque in for PTA events e.g. sponsor money please ensure it is in an envelope with your each child's name, class and what it is for clearly entered.





## 5D. MILK MONEY

Milk may be ordered at a subsidised price, for all EYFS & KS1 children. Milk is ordered on a termly basis. This must be paid for by the date set out in the reminder letter sent to parents, towards the end of each term. Orders cannot be accepted after the deadline. Please make payments online. Cash and cheques are no longer accepted by Herts County Council.



## 6. SAFETY & SECURITY



Your children's safety and security is of paramount importance whilst they are in our care. To ensure they are safe, we ask you that certain procedures are followed.

### 6A. ROAD SAFETY



We are fortunate in having our school in such a peaceful, rural setting, however, the location of the school necessitates parents walking or cycling up to school from Churchfields or walking from Winford Drive. **Please walk inside the fenced pathway from Churchfields.** It is very difficult for cyclists and drivers if children and parents are walking in the roadway. In order to allow direct access for emergency vehicles, it is important that parents do not park in the lane up to the school either next to the river or the allotments. If parents are unable to park in Churchfields or Mill Lane, there is a chargeable car park by Broxbourne Meadows with easy pedestrian access to the school. If you are unable to walk up to school because one of your children is unwell, please phone to request special permission to drive up and park in the Visitor Car Parking bays. Our priority is to ensure the safety of our children at all times.

## **6B. SCOOTERS/CHILDREN'S BIKES**

We are keen to promote healthy, active lifestyles and we recognise the many positive benefits of cycling to/from school. Cycling is permitted along the roadway from the church to the school. Cycling is not permitted if approaching school from the Winford Drive area. We **do not** permit the riding of cycles and scooters **in the school grounds including the KS1 pathway.** Parents are requested to provide their child with the appropriate safety equipment such as cycle helmet, high visibility clothing, lights and bell as appropriate. We ask parents to ensure bikes are roadworthy and regularly maintained. Parents are also requested to provide a lock to secure their child's bike safely in the bike racks inside the KS1 & KS2 playgrounds. The decision as to whether the child is competent to cycle safely to and from school rests with the parents/carers and the school has no liability. Parents are advised to take out appropriate insurance cover as the school's insurance does not cover loss or damage to bicycles or scooters. We currently have no storage for **pushchairs** we therefore request that these are not left in the school grounds during the school day (including outside the EYFS unit). Thank you for your co-operation.

## **6C. WATER SAFETY**



Children are reminded regularly about water safety. NO child must go near the New River or climb on the fence. Fortunately no child has ever had an accident by the river but this is only a result of careful education and constant vigilance by, parents and the school working together.

## **6D. SCHOOL WATCH**



We are always grateful to parents who notice anything unusual or amiss at the school during holidays and weekends. Please report anything that causes you concern to the police on 101. Thank you.

## **6E. ONLINE SAFETY**

Online communication is constantly evolving and plays an important role in our children's development. It is important that children are permitted to use the internet to maximise their learning as well as for recreation. However, we in school, together with parents and carers at home, have a duty to ensure our children are kept safe from the many potential online hazards. Please attend our Online Safety parents' information meetings and read our termly Online Safety newsletters to ensure you keep as up to date as possible so that your child receives optimum protection.



## **6F. SUN SAFETY**

During the Summer months, children will be encouraged to wear a sun hat for outside activities. We recommend your child wears 'all day' sun cream to come into school to protect against harmful rays. It is not acceptable to interrupt your child's learning to apply sunscreen.



## **6G. PROTECTIVE OUTDOOR CLOTHING**

It is parents' responsibility to ensure children have appropriate outdoor clothing with them at all times. Even during the summer months our weather can change rapidly and it is therefore useful if your child has a waterproof coat, preferably with a hood, in school at all times.



## **7. MISCELLANEOUS**

### **7A. MEDICATION**

If your child needs to take medication during the school day, please note we are **only** able to administer prescribed medications from your doctor. If other forms of medication are required, you will need to arrange the administration of this yourself. Please come to the school office to complete the relevant form and your child will be brought to you for the medication to be given. We keep a register of children who require medication for asthma or any other long term medical condition and a specific form is available for this medication. Inhalers are held in your child's class along with a completed asthma card.

Medication required for school trips, e.g. travel sickness tablets should be handed to the relevant member of staff on the day of the trip along with the completed 'Administration of Medication form', also available from the school office. Children are not permitted to bring personal medication into school, such as Vaseline, lip balm, eyedrops etc.

### **7B. FORGOTTEN PROPERTY**

Children should arrive at school fully prepared for the day. If children forget to bring items into school that are necessary for the school day and you wish to bring these up to school, please place them in reception and complete the forgotten property log. Items are then moved to a central place in school where children can retrieve their items. EYFS & KS1 children will be supported to do this. Staff are unable to advise the children that their forgotten items are there. Children will not be allowed to phone home for kit.

## **7C. FREEDOM OF INFORMATION ACT**

Any person has the right to ask the school for access to information that it holds. A valid 'Freedom of Information' request should be made in writing, stating the enquirer's name and correspondence address describing the information requested. School has a duty to provide advice and assistance to anyone requesting information. Requests should be dealt with within 20 working days excluding school holidays. Some information, including children's personal records, will of course be exempt. A small charge appropriate to the cost of copying, will be made. Further information regarding our GDPR regulations may be found on our school website.



THANK YOU