



Whiteabbey Primary School

Pastoral Care 2017/2018

Dear Parent,

The following information details arrangements for the health and safety of the children in our care. Please read it carefully.

Collection from school

It is important that your child knows by whom he/she is being collected. On occasions when there is an unexpected change to normal arrangements parents should contact the school office. To verify the caller, the school will operate a ring back system using one of our listed contact numbers. A printed note will be sent to the class, checked and signed by the teacher

The children in Primary 1 - 3 will be dismissed by their teacher via the school door closest to the canteen. In order to ease the congestion **P1 will leave at 1:55pm (from October), P2 at 2pm and P3 at 2:05pm.** We ask children to remain by the school steps until they see the person collecting them. Please stay well back from the school door and give the children space.

Primary 4 – 7 children will be dismissed by the class teacher, via the gate in the security fence on the senior playground. Please reinforce with your child that he/she is not to leave the school grounds until collected by your nominated person. If you are delayed please contact the school office. Children will wait at the school office to be collected.

There is no after school playground supervision between 2pm and 3pm. Children must clear the playground as quickly as possible at the end of the school day.

Safety

Parents and children must enter and leave the grounds by the appropriate gate. The central gate is for vehicular use only - the car park is busy throughout the day. **Only parents of pupils with a statement of physical need should bring vehicles into the car park or in exceptional circumstances with the approval of the Board of Governors.**

The school is enclosed within a security fence. The main gate within the fence will be locked at 9.15am in the morning. If your child is late arriving at school, they should enter by the front door of the school. The main school doors operate on a buzzer system.

Safeguarding Arrangements

Staff are aware of agreed Safeguarding arrangements. Should you have a concern about your child or another child's safety, a form outlining the procedures to follow is attached to this document. For your information the Designated Teacher for Child Protection is Miss Kidd and the Deputy Designated Teacher is Mr Hanvey.

Prescribed medicines

Parents and guardians have the prime responsibility for their child's health. It is very important however, that the class teacher is aware of all relevant medical information. Parents should also know that there is no legal responsibility requiring school staff to administer medication – this is a voluntary role. We therefore cannot be responsible for administering medicines such as Calpol or antibiotics. In exceptional circumstances e.g. where a child has a continuous illness such as diabetes, epilepsy or severe allergic reactions, special arrangements will be made. Parents should talk to the class teacher in all circumstances relating to a child taking prescribed medication. Full details are available in the Administration of Medication Policy (available in school).

Allergies

There are children throughout the school who suffer from nut allergies. It is important that we are all aware of the implications of this condition. Please do not send any items of food which have nut content.

If nut items are spotted, they will be removed and sent home at the end of the school day. On occasions, children bring treats to celebrate a birthday and if you wish to do this, please only send small bags of Haribo sweets.

Minor incidents

In the event of a minor incident i.e. a cut or bump, a plaster or cream will be administered unless we are otherwise informed by the parent. If there is a concern, the school will contact the parent to inform them of the incident.

Photographs

Photographs will be taken during the school year. They will be used:

- within the class as a curriculum resource
- within the school as a display of class photographs, team photographs, school plays and school events
- within the wider school community in the school prospectus, on the school website and for publication in the press.

If you do not wish your child's name to appear with any photograph in the school prospectus or in the press please indicate on the consent form.

Educational visits/outings

Throughout the year educational visits will be organised for the children. They will include – class outings, residential visits for older children or sporting/musical events for small groups of children. Teachers are responsible for supervision of children on school outings and will be supported by classroom assistants and parent volunteers. Individual risk assessments will be carried out and a consent form will be circulated prior to the outing. It is now school policy that on all visits out of school the children will wear full school uniform. The only exception will be for sporting events and residential trips.

Internet and Digital Safety

The use of mobile phones and other devices with connectivity is not permitted during school hours. Children must not bring mobile phones on a school residential or an educational visit.

We strongly advise against any pupil from Whiteabbey Primary School having access to Face Book or other social network sites as their own code of conduct states that users should be thirteen years and over.

Please read carefully and return the consent form agreement.

Volunteers

We greatly appreciate the support of parents on school outings. If you are available during the day and would be willing to add your name to a register of volunteers, please contact the school office for an application form. Volunteers will be required to complete a disclosure form.

Parent Teacher Consultations

In addition to the arranged parent interview times, the principal and teachers are available for consultation. If you wish to make an appointment, contact Mrs. Clarke or Mrs Murphy in the school office.

How can a parent raise a concern?

