

Friday, 22nd September 2017

Safeguarding Reminders

Dear Parents and Carers

I thought it would be useful, at the start of the new academic year, to put together a letter reminding you of some of our safeguarding measures. If you have any questions about the areas covered please do not hesitate to speak to me.

Medicines and Medical Conditions

If your child has been prescribed medication which needs to be taken during the school day this must be brought to the school office and a form completed. The medication needs to be in its original packaging with the insert included. A senior member of staff (either office or leadership team) will oversee the administration of the medicine.

Children must not be sent in with any medication in their book bags.

If your child has an epipen we will also hold a care plan for them. In the past children have been prescribed two epipens, one of which has been kept in the office and one in their classroom however doctors are increasingly only prescribing one. Where this is the case the epipen will be kept centrally in the school office.

If your child has a care plan for a particular medical condition this will be kept in the school office. Staff who work with your child will have training about the care plan. If your child's care plan changes please let us know as soon as possible and similarly if your child no longer needs medication.

If your child has asthma please let us know if you haven't already. If your child was prescribed an inhaler and now no longer needs it could you also let us know.

Attendance and Punctuality

Our attendance and punctuality policy is available on our web site. We monitor attendance as part of our statutory and safeguarding duty. It is important that you contact us before the start of the day if your child will not be in school. If we do not hear from you there are a number of steps we follow which include: texting you, phoning you and making contact with emergency numbers you have provided. If your child is absent for three days and we have not heard from you we will undertake a home visit.

When a child's attendance drops below 90% it is considered to be a persistent absence and will be closely monitored. A series of letters are sent to parents if their child's attendance approaches or goes below this level.

Letter 1 – advising parent or carer that attendance is low and requesting medical evidence if appropriate

Letter 2 – raising concerns that attendance has not improved and setting the expectation that all future absences need to be accompanied by medical evidence

Letter 3 – raising continued concerns, arranging meeting with Deputy Head and Learning Mentor to review attendance and/or reminding families that if attendance does not improve the local authority may issue a fixed penalty warning

The school understands that from time to time situations may arise which make it difficult for parents to ensure their child is in school. Please share this with us, we may be able to help or support you.

End of the Day

Please make sure you are on time to pick up your child. If you are delayed for any reason please contact the school office. The school understands that there are times when parents can be unavoidably delayed however persistent late collection from 15.45 will be subject to a charge of £5 per 15 minutes.

Contact Details

Please let us know if you change your contact details as soon as possible or if your emergency contact details change.

Kind regards

Yours faithfully

Maria Johnson
Deputy Head

