

Chandos Primary School



Parent Handbook Years 1-6 2019/2020



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2019-20
Chandos Primary School
Information for Parents
(available on website at www.chandosprimary.org)

“Growing, Learning, Achieving Together”



An academy with The Elliot Foundation Academy Trust

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CHANDOS SCHOOL
STAFF LIST as of SEPTEMBER 2019
ROLES & RESPONSIBILITIES

James Allan	Head Teacher
Deana Connolly	Assistant Headteacher, Inclusion
Rebecca Lewis	Assistant Headteacher, Phase 3/English
Pelego Powell	Assistant Headteacher, Phase 2/English
Gillian Devlin	Assistant Headteacher, Phase 1
Christine Cushing	Chair of Governors

PHASE 1

G.Devlin	Teacher	Nursery Phase 1 Lead
K.Hall	Teacher	Nursery
S. Garwood	Teaching Assistant	Nursery
T. Newman	Teaching Assistant P/T	Nursery
L.Miah	Teaching Assistant	Nursery
V. Lewis	Teacher, RQT	Reception
M. Alonge	Teacher	Reception
L. Wilkes	Higher Level Teaching Assistant	Reception
L. Tudge	Teaching Assistant	Reception
A. Sargeant	Teaching Assistant	Reception/Year 1
R. Barber	Teacher P/T	Maternity from Nov 2019
		Science Lead

PHASE 2

L.Hogg	Teacher, RQT	Year 1
G.Hetherington	Teacher	Year 1
B.Cartwright	Teaching Assistant	Year 1
W. O'Neill	Teaching Assistant P/T	Year 1
P. Powell	Teacher	Year 2/3 Phase 2 & English Lead
A. Connolly	Teacher	Year 2
Y.Karim	Teacher	Year 2
G. Smith	Teaching Assistant	Year 2
S. Holmes	Teaching Assistant	Year 2
A.Smith	Teacher	Year 3
L.Howarth	Teacher	Year 3 Curriculum Lead
H. Dehal	Teaching Assistant	Year 3
J. Coley	Higher Level Teaching Assistant P/T	Year 2

PHASE 3

S. Akram	Teacher	Year 4
L.Givans	Teacher, NQT	Year 4
M. James	Higher level Teaching Assistant	Year 4
S. Cooke	Teacher RQT	Year 5
M. Gibson	Teacher	Year 5
C. Jarrett	Teaching Assistant	Year 5
B.Lewis	Teacher P/T	Year 6 Phase 3 & English Lead
C Pietrzak	Teacher	Year 6 Computing/PE/Sports Lead

A Cockell	Teacher	Year 6 Maths lead
M.Samuels	Teaching Assistant P/T	year 6
B. Omar	Teaching Assistant P/T	Year 6
F. Bibi	Teaching Assistant	Year 6

INCLUSION / PASTORAL

D.Connolly	SENCo/Inclusion Lead
F. Samuels	Learning Mentor/Attendance
H. Kaur	Parent/Pupil Link Worker
Z. Begum	EAL support/Interpreter P/T

Admin Department

F. Smith	School Business Manager
C. Blagg	School Secretary
S. Hassan	Finance Officer P/T
C. Parry	Administrator
S.Moles	IT Operations Manager P/T

Cooks

Julie North	Head Cook
Matt Lightfoot	Deputy Cook
Tracy Thomas	General Assistant
Cheryl Keasey	General Assistant
Reginald Bennett	General Assistant

Dinner Supervisors

Claudette Balfour	Lubna Miah	Rowshan Begum	Sana Usman
Emma Gardener	Tazeem Khan	Jenny Osborne	
Sarah Peters	Tina Revill	Keisha Robinson	Faduma Ali
Shumaila Khan	Yasmin Kadir	Sabira Bhalloo	
Alimun Nessa	Anne Parsons	Koodiza Khan	Sadna Kaur

Site Manager

Sean Rochford

House keepers

Avis Audain	Pat Carrington	Fay Bennett
Karen Boyle	Hadjira Mussa	Ann Parsons
Jenny Osborne		

The Governing Body September 2018

We have a supportive Governing Body made up of parents, teachers and representatives from the community.

Name	Committee	Role	Status	Term of office end date
Mrs Christine Cushing	S&I	Chair LGB Safeguarding	Foundation	31/1/21
Mr Sajid Mohammed	F&R	Vice Chair LGB Chair F&R Maths link	Foundation	31/1/21
Mr Ian Foden	F&R	Health and Safety	Foundation	8/2/21
Mr Jon Sleigh	S&I	Curriculum Link	Foundation	21/3/22
Miss Camille Gill	S&I	English Link	Foundation	16/12/21
Mr Mohammed Ali	S&I	SEND link	Parent	8/2/21
Mr Chet Patel	F&R	English Link	Parent	8/2/21
James Allan	Head Teacher		Ex-officio	
Mrs Claire Jarrett			Staff	24/3/20
Fiona Smith in advisory capacity	F&R School Business Manager			
Mike Box	Clerk			

Key:

LGB: Local Governing Body

F&R: Finance and Resources Committee

S&I: Standards and Improvement Committee

School Background

Chandos is a two-form entry school currently of approximately 450 pupils (including a non-statutory nursery) opened in the Vaughton Street South premises in January 1971. Chandos is now a thriving, well attended school serving Highgate and many families in the surrounding community.

Chandos Mission Statement and Values

We are a welcoming, happy, safe school community representing many cultures and faiths from across the globe.

Our core purpose is to enable children to reach their full potential and have the necessary skills to live as constructive global citizens.

We do this by:

- Developing a love of learning; providing a high-quality, broad relevant curriculum where every child can achieve their very best
- Celebrating and supporting the individuality of each and every child
- Working in partnership with families and the wider community
- Ensuring our school is a safe, secure place where caring and supportive relationships are at the heart of what we do

At Chandos we are:

Compassionate, Honest, Aspirational, Nurturing, Determined, Optimistic and Self-aware

These values form the backbone for all that we do and how we work with and support one another as children, adults and families.

Registering Children at Chandos School

The Nursery Class

Parents can register their children at the school office at any time. The closing date for registering children for Nursery Class places will be shared with parents as soon as the school has been informed. We need to see the child's birth certificate, medical card and proof of residency at the address given eg. a utilities bill.

This **does not guarantee** a place in the Nursery Class and a place in the Nursery Class **does not guarantee** a place in the school. The priorities are decided by the Local Authority.

The Reception Class

All parents will receive an application form and an information book called "How to Start Your Child at School in Birmingham" sometime during the September before a child is due to start school. You should apply for a place through the Local Authority. Please come into school if you require any further information or contact Appeals and Admissions on 0121 303 1888.

You will be informed of your child's school place early in the summer. During the summer term we will invite you into to school to meet us and to begin the introduction to school for your child.

The criteria for offering Reception and Nursery places are decided by Birmingham Education Authority. They are:

- Children with special needs (as decided by L.A.).
- Brothers or sisters already in school.

- Closeness of home to school.

Year 1-6 and in year transition to a new school

Children seeking a place from year 1 to 6 should complete an application form available at school. We will hold briefings for parents to ensure you have all the information that you need. We follow the selection priorities for offering places that have been agreed by the Local Authority.

<http://www.birmingham.gov.uk/schooladmissions> will provide you with all Local Authority information regarding applications for school places.

Choosing a Secondary School

Information about entrance examinations and choosing a secondary school is available to parents in September. Choices are made by October of Year Six. You must now register on line and list all schools you would be happy to attend. Failure to do so could lead to an offer of a place in a school a long way from home.

Open days for secondary schools are in September and tests for some schools (eg: King Edwards and other Grammar Schools) in October.

Chandos staff cannot recommend schools as different schools suit different pupils. However, the majority of our children go to St Alban's Academy.

Please don't hesitate to contact us if you have any queries about any part of the procedure for applying for places in The Nursery Class, The Reception Class, Years 1-6 or Secondary schools.

<http://www.birmingham.gov.uk/schooladmissions> will provide you with all Local Authority information regarding applications for school places.

Term Dates for 2018-19

Autumn Term 2019

Term starts	Monday 2 September
Break up	Friday 25 October
Half term	Monday 28 October – Friday 1 November
End of term	Friday 20 December
Teacher Training Days	Monday 2 & Tuesday 3 September Monday 4 November

Spring Term 2020

Term starts	Monday 6 January
Break up	Friday 14 February
Half term	Monday 17 February – Friday 21 February
End of term	Friday 3 April
Teacher Training Day	Monday 6 January

Summer Term 2020

Term starts	Monday 20 April
Local Elections	Thursday 7 May – school closed to pupils (to be confirmed)
Bank Holiday	Friday 8 May
Break up	Friday 22 May

Half term	Monday 25 May – Friday 29 May
End of term	Friday 17 July
Teacher Training Day	Monday 1 June

There will be occasional days during the year when the school is closed to children. We will confirm these at least a term prior to closures.

ATTENDANCE and HOLIDAYS

If your child has to be away from school, please let the school know the reason.

Regular attendance is important if a child is to benefit from the learning opportunities offered at Chandos School. An average attendance of more than 97% is expected. This allows for illness during the year and any other unavoidable absence, e.g. bereavement. All other reasons for absence must be agreed with the head teacher in advance.

Unexplained absences and regular days absence are followed up daily by a phone call by the Attendance Officer. Pupils with regular absences will be followed up regularly and may be referred to the Welfare Service.

In extreme circumstances it may be necessary for the local authority to take legal action against parents who deprive their children of their entitlement to full time education by condoning unnecessary absences. This can lead to penalty fines or court action.

Please ensure your child gets to school on time. School doors are open from at 8.45am. If a child is later than 9am they need to go to the front office to ensure they are registered and have a dinner ordered.

Children who are regularly late will be referred to the Educational Welfare Service.

The full policy can be viewed on www.chandosprimary.org

Family holidays

The school has a strict policy on holidays in term time. The school is following the Local Authority guidelines and will NOT authorise any holidays in term time so please do not request them.

If you are still wanting to go you must contact the school and appreciate absence will be Unauthorised (Truancy) and late return to school will lead to loss of place.

No pupil can go on holiday in Year 2 or 6 prior to Testing/ SATs. If a child goes on holiday without permission or does not return on the given date they WILL lose their place and go on the waiting list.

Getting to School on Time

It is important that your child gets to school on time every morning. A useful tip might be to allow an extra five minutes on top of the expected journey time. Children are not always in the mood to hurry. This applies especially to children in the Nursery Class and their first year at school. **There is always a teacher on duty in the playground from 8.45 a.m.**

		Morning	Afternoon
Nursery	Mon, Tue, Thur & Fri	8.45 (Doors open 8.45)	3.00
	Wed only	8.45	11.45
Reception, Y1, Y2		9.00 (Doors open 8.45)	3.00
Y3, Y4, Y5, Y6		9.00 (Doors open 8.45)	3.10

It is also important that you collect your child on time at the end of the day. Teachers often have to go to meetings at 3.30 pm and they cannot be expected to wait with your child until you arrive. **If you are going to be late, please let us know.**

If your child has a medical appointment in the morning, let us know **the day before**. Your child will then be given a mark in the register. This also ensures that your child is ordered a school dinner if applicable.

If you are unable to collect your child from school and are making other arrangements please inform the school **BEFORE 2.30**. We can be sure the class teacher and child are informed.

Leaving school during the day

We are responsible for the children during the school day. They are not allowed to leave school before 3.00/3.10pm unless they are collected by parents or another responsible adult (with the consent of parents or identified carers), and only for a valid reason. Children must be signed out via the main office before leaving.

Parents in School

At Chandos School we feel that a partnership with parents is essential for the development and progress of the children.

Parents' Evenings

There are three Parents' Evenings during the school year. These meetings are usually in September, February and July. Parents can talk to the teachers about their children's progress. Parents can also talk to staff about children after school, when all teachers bring their class to the playground. However if parents think that they will need more than a few minutes, it is best to make an appointment so that staff can give parents their full attention.

Autumn Term Wednesday 3 October 1.30-6.00pm

Spring Term Wednesday 13 February 1.30 – 6.00pm

Summer Term Wednesday 10 July 1.30 – 6.00pm

On Parents' Evenings children have an early lunch and are collected at 1.00 pm.

At Chandos we always want to deal with questions as soon as possible. Mr Allan (Head Teacher), Mrs Ashfield (Deputy), Mrs Connolly (Assistant Head) and Mrs Kaur (Parent Link Worker) are always available to meet with in the morning and at home time.

Parents at Class Assemblies

Parents are always welcome to see their children performing their class assemblies. It is important for the children too. This year's class assemblies are on Thursday at 9.15 am in the school hall. You will be told when your children are performing.

Parents in the Classroom

Teachers always welcome parents' support in the classroom. If you have special skills to share or time to spare, please call at the school office. However you will not be able to start until we have a police check CRB certificate and you have received training as a volunteer in school.

During the school year parents will be invited to take part in fun curriculum activities in their child's class. These help parents to support their children's learning at home. Look out for YOUR invitation!

Parent Classes

We have a range of classes for parents.

For details about classes or any requests for activities, please see Mrs Kaur

Website

Our website can be found at www.chandosprimary.org It provides up to date information for parents and pupils, as well as a range of activities and links. Many policies can be found on the site as well as our Ofsted Inspection report. Please encourage your child to visit the site and let us know what you think of it and how it could be improved.

School Policy Documents

Our school policies are available to all parents. The majority are available on our website. If you require any further information please contact the school office.

The National Curriculum

The Education Act of 1988 states that children between the ages of five and eleven must study ten subjects: Maths, English and Science are the "core subjects"; the others are the "foundation subjects".

There has been a significant review of the current Primary Curriculum. The new curriculum will be in place for September 2014. As changes come into place, we will keep you informed over the coming year.

Core subjects

Maths
English
Science

Foundation subjects

Physical Education
Information Technology, including computing
History and Geography
Art & Design Technology
Music
Citizenship / PSHE

What is a "Key Stage"?

The National Curriculum has been planned for four age groups called key stages – 1, 2, 3 and 4. Children reach the end of these stages when they are seven, eleven, fourteen and sixteen years old. The 1988 Education Act requires children to be assessed at these four stages. In Foundation Stage children's progress is recorded in their Early Year Profile at the end of Reception.

Age	Year Group	Key Stage
4	Nursery	Foundation/Early Years
5	Reception	Foundation/Early Years
6	Year 1	Key Stage 1
7	Year 2	Key Stage 1
8	Year 3	Key Stage 2
9	Year 4	Key Stage 2
10	Year 5	Key Stage 2
11	Year 6	Key Stage 2
12 -14	Year 7-9	Key Stage 3
15-16	Year 10-11	Key Stage 4

What are "SATs"?

"SATs" stands for Standard Assessment Tests. The assessment of children's progress at the end of each Key Stage is in two parts.

The **first** part is done by the teachers who record pupils' progress on each part of the National Curriculum.

The **second** part is based on how the children do specially designed tests known as SATs.

For example, a seven year old child might be asked to do some maths based on spending pocket money or, for the Literacy SAT, be asked to read from a simpler or harder book to see what level he or she has reached.

A combination of the teacher's assessment and the SAT will decide the final grading or "level". These levels will appear on your child's report for English and Maths at the end of Key Stage 1 and for English and Maths at the end of Key Stage 2.

It is important to remember that there will be plenty of variation within these averages. We only ever ask children to do the best they can.

What can parents do to help?

- Ensure children do and return homework, according to the timetable you will have
- Come to the meetings in school about the SATs.
- Ask teachers for advice about useful books to buy.
- Support children's efforts to learn and show them that you are pleased.
- Ensure children sleep and eat properly so they can do their best in lessons.
- Tell children you are pleased as long as they do their best

The Curriculum at Chandos School

We use a range of teaching methods including whole class, small group, paired and individual – because we believe that children learn in a lot of different ways.

These different methods allow children to develop a deeper understanding of what has been taught by direct teaching, playing, investigating, exploring, experimenting, problem solving, listening, researching, interacting and applying what has been learned.

Some subjects are taught through "Learning Challenges". These are topics that children investigate through key questions. They are changed every half term.

Teachers plan together, sharing ideas, information and expertise to decide the best way

to help the children learn. We are continually currently updating our whole school curriculum plan across all the subjects and year groups in light of recommendations from the Department For Education.

Early Learning Goals

The Nursery and Reception children follow “The Early Years Foundation Stage” document.

It covers children’s learning and development from birth to five years of age. Within this curriculum there are 7 areas of learning, grouped into two categories – prime areas and specific areas. The primary areas are important because they lay the foundations for children’s success in all other areas of learning and life:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

These specific areas provide the range of experiences and opportunities for children to broaden their knowledge and skills:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The curriculum for the Early Years Foundation Stage should underpin all future learning by fostering and developing children’s positive attitudes towards their learning.

Children participate in a range of play activities inside and outside which take account of their interests and achievements and their developing physical, intellectual, emotional and social abilities.

Equal Opportunities

We are committed to ensuring that all children have equal access to all aspects of the curriculum and other activities in school irrespective of gender, ethnicity, faith or ability. No child will be excluded for any reason.

All children are encouraged to progress at their own pace and have access to any additional support they may need. All classes have at least one additional member of the support team to deliver additional interventions and support learning.

Extra support is also available to children who are in the early stages of learning English as an additional language.

Gifted and Talented Children

Children with special talents in any subject are encouraged to develop them. A register of these children has been compiled and extra support has been provided to enable them to develop their talents further.

Religious Education

As a multi-faith community, our policy for Religious Education is to encourage children to follow the faith of their own family and to respect the beliefs of others. Acts of collective worship follow this policy.

Chandos follows the new Birmingham syllabus that is based on a range of inter-faith dispositions, linked to the values taught throughout school.

We encourage each year group to visit a particular place of worship as part of a school trip. This may include local churches, a mosque, a Sikh temple, a Jewish synagogue.

Relationships Education

Physical development is taught, where appropriate, as part of the Science National Curriculum. Year 5 and 6 children are taught about the onset of adolescence and puberty. The school's Health Education programme encourages the acquisition of skills and attitudes, which allow pupils to manage their relationships in a responsible and healthy way.

Additional classes are also delivered in partnership with the local Health Service.

Physical Education

P.E. is part of the National Curriculum. Children must have their PE kit in school at all times. It can be washed over holidays or weekends, as long as they bring them back on Monday.

The P.E. kit is pumps (not trainers), a plain red or white T-shirt and black shorts or leggings in a kit bag. These are available from the school office at very reasonable rates. Swimming at Moseley Baths is provided for each year 3 class for one and a half terms.

Special Education Needs

We are an INCLUSIVE school

Children who have special educational needs are those who have

Either greater difficulty in learning than most of the children of their age

Or a disability which hinders them from making use of the educational facilities usually provided for their age group

Or behaviour/emotional needs which inhibit their educational progress

Many children may have special needs at some time during their schooling.

To assess children's level of need, the school progress every term in maths and english. Suitable support is then provided for children with special education needs.

Level of support

If a child shows that he or she is progressing at a much slower rate than other children in the class, extra help is provided for the child in school. The Inclusion Manager draws up a programme of work for the child to work through over a certain length of time. This is called an Individual Teaching Plan (I.T.P.)

Children who have behaviour support have an Individual Behaviour Plan (I.B.P.)

In a few cases parents or teachers may ask for a Statutory Assessment of Special Educational Needs. This is a detailed examination of the child's needs which includes information from all those who have been working with the child.

Parents are involved at each stage and are expected to attend all meetings arranged to discuss their child's progress.

If as a result of this Statutory Assessment, the LA thinks that the child's needs cannot be met within the school, they will devise an **Education and Health Care Plan**. This sets out in detail what the child needs and what extra help is required by other agencies.

If your child is having problems at school, please talk to us. Our Inclusion Lead is Mrs Connolly, Assistant Head Teacher.

Educational Visits

Educational visits bring life to a subject that is being taught in the classroom.

Educational visits are planned as part of the school's curriculum to suit the ages, aptitudes and abilities of the children taking part. Through the visits we aim to broaden the children's experience with activities that develop their enthusiasm and enjoyment for learning.

Examples of these visits from previous years are:

Year Group	Trip
Reception	Hatton Country Farm and Park
Year 1	Think Tank Museum
Year 2	Dudley Zoo
Year 3	Symphony Hall
Year 4	Blist Hills Victorian Museum
Year 5	Camping residential
Year 6	National Space Centre

Visits take place during school hours. To help with the financing of the visits, we ask parents to make a contribution. Children are guaranteed at least one educational visit per year. There may be extra visits arranged during the year for which we also ask a contribution, including theatre trips.

Life Skills

We believe it is important to prepare children for life, and we aim to develop skills that will help them. These include patience, perseverance, cooperation, honesty, problem solving, self-confidence, asking questions, holding opinions and tolerance.

A range of responsibility roles are taken on by children within the school. These include:

- House Captains
- School Councillors
- Door Monitors
- New Child Mentors

Behaviour

The school expects high standards of behaviour from the children. Parents are asked to support us.

All new parents are sent the school behaviour policy and it can be viewed on our website. There are lots of rewards for effort, achievement, attendance and behaviour throughout the year.

We build our expectations on positive reward and praise. Rewards include:

- House stamps
- Petal added to class Sunflower – when full the class earns themselves an agreed treat
- Certificates for achievement and attendance

The sanctions are consistent across the school and understood by all. Details are available in our published Behaviour policy.

We do not accept bullying, violent behaviour, racism, swearing or vandalism.

Serious incidents will go straight to the Head Teacher and may result in a period of exclusion

Children must tell a responsible adult if they have any fears or problems and they WILL be acted upon.

If behaviour at lunchtime is not acceptable, children may be sent home for lunch for a designated time. A note is made of all significant incidents. Parents are contacted and their support requested if a child's behaviour is a major cause for concern.

Children who have difficulty in changing their behaviour have the opportunity to have special guidance from our learning mentors and pastoral team.

Meals in School

Paying Dinner Money

Dinner money for the week is paid in advance at the school office, every Monday morning. Credit is not possible. If you want to pay by cheque, please make it payable to **Chandos Primary School**.

If a child misses a meal through absence, parents will be credited the following week.

Free School Meals

All children in Reception, Year 1 and Year 2 are entitled to a free school meal following recent government legislation. Many children in Years 3, 4, 5 and 6 are also entitled to free school meals. Application forms are available from the school office. It is important that these forms are filled in and returned to the school office together with the supporting documentation listed on the application form.

School Dinners

Our hard working kitchen team provide a wide choice of food each day. Where meat is provided, it is always Halal meat. There is always a meat free option or a fish option. A salad bar is available, as is bread and fruit every day. Water is readily available.

Menus are published on our school web site. They are reviewed and updated regularly throughout the year.

Packed Lunches

Children may choose to bring a packed lunch. Chandos School is a health promoting school and recommends that a sandwich (or the equivalent) and a piece of fruit is included in each child's lunchbox.

Water is always available at school. Fizzy drinks, chocolates and sweets are NOT allowed in lunch boxes.

Please be aware that meals are ordered in advance so it is impossible to change from dinners to packed lunch without **two weeks' notice** to the main office. We cannot always suddenly provide a school dinner!

Fruit at Playtime

As part of the national campaign to encourage children to eat more fruit, all Foundation and Key Stage One children are given a piece of fruit every day.

Mid-morning snacks are available for Key Stage Two children where fruit and healthy snacks are sold at a small price. Key Stage Two children can bring their own fruit from home and parents are encouraged to continue to support healthy eating habits at weekends and in the school holidays.

Out of Hours Learning

Clubs

At Chandos School we aim to provide a range of Out of Hours Clubs available to children. Depending on staffing and children's interests, children will be informed about the different clubs by their class teacher.

We need to have parents' written permission for children to take part and to know arrangements for their going home following the after school clubs.

Clubs finish at 4.15 pm in most cases.

Reading Opportunities

Children are always encouraged to take books home to read. We have a good stock of reading books in both Key Stages from which children can make their choice.

Home Reading

All children have regular home readers. We have invested large amounts in excellent material.

Staff will support the children's choices and will keep a record of the reading. Parents and pupils are expected to comment on their reading. Please use the home-school diary which children take home in their reading bag each day.

Younger readers may not be able to read all the words in the books but we hope that the whole family will help the young readers to become more confident in reading the words they know and trying to read the words they don't. The children will know some sounds to be able to work out harder words ... with help. The most important thing is to share books and talk about them daily if possible.

Children's Health

Medicines in school

There is a team of people responsible for ensuring that no children have to be excluded from school because they are on specific medication.

Asthma inhalers must be labelled with the child's name and given to the class teacher or put in the child's desk. Parents must make sure that the GP is satisfied that the child can use their own inhaler correctly.

Any concerns about a child's medication should be discussed with the school. We have a number of qualified first aiders.

If your child is on medication that needs to be given during the school day, please complete a consent form available at the main office. Only with this signed permission from parents/carers can an identified member of staff give medicine. All medicines will be kept securely in the DHT office.

Allergies

It is important that the school knows if a child has an allergy of any kind. Parents are asked to tell the class teacher or the head teacher all the details about the child's allergy. Forms are available in school to be completed by parents so that any adult who deals with the child knows the details.

Health Interviews

The school nurse carries out routine examinations on children in school. Now there are health interviews with the school nurse during the Spring and Summer terms of the children's first year in school.

Parents will be contacted by the school nurse and asked to fill in and return the questionnaire in the child's "Red Clinic Book". Appointments in school will be sent later.

Our school nurse is available for fortnightly “drop-ins” throughout the year to discuss your child’s medical needs and provide advice.

Clinic Appointments

After these interviews and checks, parents may be asked to visit the clinic with their child.

It is very important to keep these appointments. If there is a problem and you cannot attend, please let the school or the clinic know and another appointment can be made.

Other Health Checks

Hearing, height and weight checks are carried out during the first and last year at school. It is not necessary for parents to attend, but their consent may be needed.

Safeguarding Children

Chandos Primary School is committed to the highest standards in protecting and safeguarding the children entrusted in our care.

Our school will support all children by:

- Promoting British Values and respect for all
- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff working with children are well placed to identify such abuse.

At Chandos Primary School in order to protect our children, we aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to
- Recognise signs and symptoms of abuse
- Respond quickly, appropriately and effectively to cases of suspected abuse

If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must contact the following staff members as quickly as possible:

Designated Safeguarding Leads

- 1 Mr Allan, Head Teacher
- 2 Miss Kaur, Parent Link Worker
- 3 Mrs Samuels, Attendance Officer
- 4 Miss Devlin, Assistant Headteacher

Everyone working with our children their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse
- They should not attempt to investigate once the initial concern is raised
- They should involve the Designated Senior Person (DSP) immediately
- If the DSP or Head are not available contact the office and following procedures as mentioned above
- Disclosures of abuse or harm from children may be made at any time

If anything worries you or concerns you, report it straight away

Children's Safety

Accidents in school

When children are hurt in school, they will be given simple First Aid. If a child has a bump on the head, parents are informed. Parents are invited to check on their child if there is any visible injury for them to decide whether to take them home.

Emergency contact numbers

Occasionally a child needs professional medical attention during school hours. At these times we need to contact parents quickly. The school needs to have:

**a current telephone number,
an emergency contact number, and
the child's NHS number (on the medical card).**

It is the parents' responsibility to take the child to hospital as their permission may be needed for treatment to be given. However in an emergency, the school will call an ambulance first and then the parents.

Non-accidental Injury

Under the Children's Act 1989, the school is required to report to the local Social Services Department any unexplained injuries found on the children at school. This may result in the involvement of social workers, who are there to help and support.

Road Safety

Traffic on the roads around the school is increasing. The school is very concerned about the children's safety coming to school and going home from school. Parents are asked to show their children the safe way to cross the road. It is vital families use crossing patrols properly.

PLEASE can we ask families to walk to school wherever possible? Parking around school is very limited and most families live very close to school. Be sensitive to the safety of children and the needs of local residents.

NEVER park in the entrance or exit to the school. This is a busy thoroughfare, has to be accessible for emergency services. Regular offenders may be clamped.

Supporting Children's Learning at Home

Anyone and everyone at home can help!

- Show interest in your child's day at school. Make time to listen and to ask about the things
- That have been learned during the day.
- Make sure the child is on time every day and attends regularly.
- Read to and with your child ~ every day if possible. Take part in the Home-Reading Programme in school.
- Visit the school library and local library too.
- Include your child in adult conversations whenever appropriate.

- Discuss arrangements for shopping, holidays, etc., with your child.
- Watch TV together and talk about the programmes.
- Play games that encourage counting and more complicated uses of number depending on your child's age. Help children learn times tables and phonics
- Join in Parents Workshops held at school.

If there is anything worrying you or your child about school, please let us know.
There is always someone to listen and we will always try to help.

If we can't help, we know people who can.

Concerns/complaints/suggestion

We want to know your views about what we do and to hear your bright ideas, compliments or complaints.

We will listen to what parents have to say.

Complaints can be discussed with the head teacher or any member of the governing body. Our complaints procedure is published on our web site.