

Contents

Welcome to Mount Pleasant.....	2
School Governing Body 2017/2018.....	3
Staffing Structure 2017/2018.....	4
Our Aims	5
Introduction.....	6
Breakfast and After-School Club	7
Communication	8
Complaints	9
Child Protection	10
Equal Opportunities.....	10
Volunteer Helpers In School.....	11
Registration and Administration.....	12
Holiday Absences.....	13
Lunch Time Arrangements.....	13
Timetable Time Allocations	15
Religious Education.....	16
Physical Education	16
Out of School Activities/ After – School Clubs.....	16
Visits Out and Visitors In	18
Home Learning	19
Discipline, Behaviour, Rewards and Sanctions	20
School Uniform	22
Jewellery	23
Hair Styles	23
Confiscation of Pupils’ Property.....	24
Mobile Phones.....	24
Medicines in School	25

Welcome to Mount Pleasant Primary School

Our Vision

The vision is what we are working towards; how we would like our school to be.

“Learning In Partnership”

We believe that education must prepare children for the future; equipping them with the skills that will improve their life chances. A wide curriculum will enable all learners to improve the quality of life that we share in an ever expanding community.

Mount Pleasant is an outstanding learning community committed to excellence. We deliver an engaging curriculum that excites and motivates all learners to be:

Ambitious musical creative explorers
 adventurous respectful Honest
empathetic sociable Inquisitive
 individual logical tenacious
healthy persevering Good citizens
 Artistic linguistic safe and secure
confident knowledgeable

HAPPY

‘Believe It, Achieve It’

Please use our website to access up-to-date information about our school.

School Governing Body 2017/2018

Chair of Governors:	Mr Jarvis
Vice Chair of Governors:	Mrs Perry (Child Protection)
LEA Governors:	
Parent Governors:	Mrs Goode (Looked After Children) Mrs Hill Mrs Wood
Staff Governors:	Mrs Grinsell Mrs Taylor
Co-opted Governors:	Ms Higgs Mrs Morris
Observer/Acting Head:	Mrs Capener (Child Protection, LAC)

Staffing Structure 2017/18

Additional Responsibilities

Nursery	30 am Mrs C Jones 30 pm	Manager of Foundation Stage
Reception	Mrs L Stokes Miss K Harvey	
Year 1	Mrs N Pickford Mrs H Walton	
Year 2	Mrs C Grinsell Miss C Tolley Mrs H Poole	Assistant Head - English
Year 3	Miss L Hall Miss E Stevenson	
Year 4	Mr J Cadman Mrs G Owens	
Year 5	Miss A Hill Miss H Walton	
Year 6	Mrs S Derbyshire Miss G Williams	Assistant Head – Maths
Mrs N Perry	0.6 Cover for Y6	
Mrs L Capener	Acting Head	
Mrs C Woodhall (.6)	SENDCO (Special Education Needs and Disabilities Co.)	
Ms C Deans	Music and cover assistant	
Mrs J Webster	Speech and Language Support	
Miss S Gill	Reading Recovery Teacher	

Our Aims

The aims of our school are that the Governors and staff work together:

- for every child to develop an understanding of excellence, a desire for knowledge, an enquiring mind and an enjoyment of learning
- to ensure that the transition to secondary school for every pupil gives them the very best start to secondary life
- to develop all children as responsible, caring members of the community
- to develop all children as motivated individuals who strive for the highest possible achievements
- to develop all children to have high self- esteem, who are respectful of themselves, others and the environment.
- to ensure that the needs of every child are met including those with disabilities and SEN.

Together we are always reviewing and implementing our practices to improve:

- a broad, balanced and well taught curriculum
- high quality teaching and learning across the school
- the capacity of our staff to manage and develop children in a challenging context.
- a safe, ordered and secure environment
- the overall performing arts and music provision throughout the school
- partnerships with parents, the wider community and other schools
- high expectations, excellent progress and high academic standards
- an ethos of mutual respect, care, support, encouragement and inclusion
- a recognition and celebration of everyone's achievements and success.

Introduction

The school caters for an age range of 3 – 11 year olds, from a 60 place Nursery to Year 6.

The admission number is currently 50 and the current role is 393 pupils. The governing body has a commitment to maintaining pure age teaching groups. Pupils are taught through the philosophy of Team-Teaching. This means that each year group from Reception to Year 6 is staffed with 2 teachers and usually at least one member of the Support Team.

Reception children are admitted in September – these children will be 5 between 1st September and 31st August.

The Nursery and Reception years function as a unit (The Foundation Stage) with their own play area. The unit acts as a training base for students from local colleges. The unit also provides training for work experience, community courses, B.Tec, NVQ and other child care students from local schools and colleges.

Years 1 to 6 are organised as independent year groups. The staffing structure allows for both generous teaching ratios and for the diverse range of individual needs of all pupils to be met.

Mount Pleasant has an “open door” approach, welcoming the families of pupils into the school community.

Parents are regularly invited in to school to help support them and their child’s learning and development, this also enhances relationships, breaks down potential barriers between parents and teachers and gives pupils the opportunity to make links between home and school life.

These often include:

- Little Kids Have Fun Club (for under 3s)
 - Pre Nursery Evening
 - Pre School Evening
 - Arts and Crafts Sessions (Nursery)
 - Shared Library (Nursery and Reception)
 - Reading Workshop Sessions
 - Maths Workshop Sessions
 - Reading Buddy Programme
 - Termly Parent Meetings
 - SATs Workshop
 - Pre-Residential Evenings
 - Arts Festival Week
 - E-Safety Workshops
 - Learning Journey sessions

Information is shared through the school's website which can be found at www.mount.dudley.sch.uk

Parents are also encouraged to support their children with Home-learning, including research for projects.

Parents are welcome to come in to see staff but are encouraged to do so after school rather than at the start of the day as this can be rather disruptive.

It is imperative that staff are protected from any possible harm. Therefore staff will always try to meet informally with parents in a classroom area, where there are other members of staff either with them or in close proximity. If a parent should come into school and display aggressive or negative behaviour towards a member of staff, the member of staff has been directed to walk away from the parent and inform the Headteacher immediately (please see our Behaviour Policy on the school website).

The Headteacher will endeavour to make herself available as soon as possible to any parent who wishes to discuss a matter of concern.

Appointments to meet formally with the Headteacher or a member of staff can be made through the school office.

Governors can be contacted in writing, through the school office or via their designated email address: mountpleasantgovs@live.co.uk

Breakfast and After-School Club

Mount Pleasant offers wrap-around care through our Breakfast Club, which runs from 7.45 a.m. until the start of the school day and After School Club, which runs from 3.00 p.m. – 5.30 p.m. Both clubs are extremely popular so requests for places should be made at the School Office as early as possible. Places are limited to a maximum of 16 per session.

Communication

Information is regularly sent from school to home from individual cohorts includes:

- Half termly class newsletter (including ideas for supporting your child's learning)
- Monthly Headteacher newsletter (including dates for upcoming events)
- Curriculum information
- Class visit letters.
- Questionnaires.
- Other general information and forms to be completed.

NB Home learning is arranged by each year group but areas being taught will appear on the class newsletter each month (copies of which can be found on the school website).

Text Messages

Mount Pleasant use a text messaging service. Please ensure that the office has up-to-date mobile phone numbers so that you receive appropriate messages.

Please read the newsletters, you will not be sent a text to remind you about every event.

Website

Up to date information, including dates for diary, newsletters and a range of policies and curriculum information, can all be found on our website www.mount.dudley.sch.uk

You can also find links to Ofsted's Parent View site if you wish to make a comment about the school.

Communication Home to School

We maintain an 'open-door' policy and encourage parents to discuss any problems or concerns with staff as they occur. However, it is essential that the following information is also either communicated in writing or, in the case of medical appointments, a copy of the appoint letter is brought in to the Office:

- Future absence regarding dentist, doctor or hospital appointments.
- A leave of absence request.
- Change of address, telephone numbers and emergency numbers.
- Change in child's health or medical needs.

Complaints

A formal procedure for handling complaints has been established under section 39 of the Schools Standards and Framework Act 1998.

Any complaints should be made initially in writing to the Headteacher or the Chair of the Governing Body at Mount Pleasant Primary School. If a parent/guardian feels that their complaint has not been dealt with satisfactorily then they are invited to write to the Director of Children's Services for Dudley MBC.

Copies of the complaints procedure can be found on the school website.

Child Protection

School Designated Lead for Child Protection and Looked After Children – Mrs L Capener

Governor Responsible for Child Protection – Mrs A Perry

Governor Responsible for Looked After Children – Mrs J Goode

The school has a 'duty of care' towards every child. Every member of staff has undertaken Child Protection training and Mrs A Perry is the named Governor for Child Protection. Any concerns that a member of staff has around a child's welfare, behaviour, health, emotional and mental well-being etc can be discussed with the Headteacher. This could result in the Headteacher asking for a meeting with parents/carers and/or referring to outside support/provision e.g. Health Visitor, Behaviour Support, School Nurse, Social Services or EIS. The school will continue to work closely with families and outside agencies ensuring the highest level of care possible for every child.

Equal Opportunities

The Governing Body of Mount Pleasant has produced an Equality Plan. The plan sets out the school's commitment towards ensuring that every child and every adult who accesses the school site can do so without prejudice. The plan covers all aspects of school life and ensures that every child regardless of race, culture, religious background, gender, transgender or disability has equal access to all that the school has to offer.

The plan endeavours to act upon any incidences of racism or bullying. Any pupils who are perpetrators of such actions will be subject to the school's disciplinary procedures. Their parents are likely to be informed and invited in to school to discuss the incident. All incidents of a racist nature are reported to the Local Authority and the Governing Body.

SEN - Pupils

Mrs Woodhall – SENDCO

Mrs H Morris – SENDCO Governor

Occasionally children are identified as requiring extra support. If you have any concerns about your child please either speak with the class teacher or Mrs Woodhall.

Reading Buddies and Volunteer Helpers In School

Reading Buddies are a trained group of volunteers who work around the school with individual children on a reading enrichment programme. They undertake a programme of training led by a member of staff and have regular meetings to update and review their skills.

Anyone can volunteer to be a Reading Buddy; you may be a parent, grandparent, relative of a child at school or an interested member of the public.

Please contact the school office if you are interested in becoming a Reading Buddy.

Each Reading Buddy is criminally cleared.

Unfortunately, due to changes in the law concerning 'Safeguarding Children', schools are no longer encouraged to have volunteer helpers who come into school on an ad hoc basis. However, we do have occasions when we ask for volunteers to help us. To do this you must have criminal clearance (which is arranged through the school office).

If you feel that you could give some time to be a volunteer helper in school, then please enquire through the school office.

Registration and Administration

Attendance Register

(See Attendance Policy – www.mount.dudley.sch.uk)

Children are required to attend school for 190 days each year unless they are ill. **It is the parent/guardians legal responsibility to see that they attend punctually and regularly.**

Children are encouraged to attend school for as much time as possible and are rewarded when their attendance is good. Our school target for attendance is set at 97%.

When a child is absent, the parent/guardian should inform the school either by telephone or by a written note. If no message has been received by 10:00am, then the office staff will attempt to contact the parent/guardian in order for permission for the absence to be obtained. It is the Headteacher's decision whether to authorise the absence. Absence without a valid reason is considered unauthorised and interpreted as truancy.

All registers throughout the school are computer based. The relevant data is held on the INTEGRIS reporting system, supported by RM solutions.

The register is carried out by a member of staff from the year group. Register codes are entered according to the status of the child's absence/attendance. The register sheet is then saved and closed, being electronically sent to the office.

The school gates open at 8.30 a.m. when pupils are met by a senior member of staff. Staff are also on duty in the playground from this time to allow parents to leave their child. Reception pupils can go straight into the classroom.

Children are expected to be lined up with their class at 8:55 a.m. Any child not present when the register closes will be marked late. The register is closed at the following times:

9.00am – All Year Groups (a late mark is given after this time).

9:15am – All Year Groups (an unauthorised late mark is given)

1.05pm – Key Stage 1

1.35pm – Key Stage 2

Any children arriving late after the register has been closed must report to the office to have the relevant mark added to the register. This may include an unauthorised late mark. An absence will be recorded if the child misses more than half a session. Children who regularly arrive late will be regarded as unauthorised late from 8.55 a.m.

Any leave of absence requests must be made in writing to the Headteacher. Forms for this purpose can be collected from the school office. Only those requests which are an 'exceptional circumstance' will be authorised. Where attendance has become a concern, the Headteacher will write to parents termly informing them of this. In more extreme cases, the Headteacher will make a referral to the Education Investigation Service, who have the legal right to take further action which may also include issuing a fixed penalty notice. Office staff will regularly download attendance data on request or notify the Headteacher of any patterns or repeated absence.

Staff also keep a manual register in their teaching area in case of fire, fire drill or computer/technical failure.

If a child is required to be out of school during the day, then the parent/guardian must notify the office staff or class teacher in writing prior to the request date. Children must be signed in/out at the office.

End of School Day

Could I please remind you that the school day ends at 3.00pm and it is your responsibility to ensure that your child is collected on time.

Holiday Absences

There is no entitlement to absence for holidays. Parents are invited to read the Attendance Policy for more information on this matter, which can be found on the school website, or hard copies can be requested from the school office. Parents are reminded that a weeks' holiday absence is equal to 20 lessons missed.

Teachers are not expected to prepare work for children who are being removed from school by their parents when this has been unauthorised.

Lunch Time Arrangements

The lunch time period lasts for 45mins. Children may be taken offsite for lunch but must be returned to school in time for the afternoon registration session.

From September 2014, all pupils in Reception, Year 1 and 2 have been entitled to a Free School Meal. It is expected that all parents take up this offer on behalf of their child, however parents can send a packed lunch if they prefer. Children can choose either a hot meal or a sandwich (vegetarian options are available), they are also encouraged to select a portion of fruit and salad. Please discuss with staff any concerns you have around your child's eating habits so that we can support your child in school.

The school lunch menu can be seen on our website and is also displayed in the reception area.

A Packed Lunch Policy has been developed with parents. This policy encourages children to reduce the number of chocolate bars, packets of crisps and sweets that they bring in their lunch box and replace these with

healthier alternatives.

Years 3,4,5,6 - Dinner money can be paid daily, or if you prefer, can be paid in advance at the school office however, can I please remind you that it is your responsibility to ensure that your child has lunch money or a packed lunch each day. It is not acceptable to expect school to pay for your child's lunch and then wait for the money to be reimbursed. From Easter 2015, if any parent fails to make provision for their child's lunch then the child will only be offered a sandwich.

Eligibility for Free School Meals and Pupil Premium

If you think that your child could be entitled to a Free School Meal (please see enclosed leaflet) then please access the necessary information on the Dudley website. It is essential that you apply for FSM status if you meet the criteria, as your child will then be entitled to additional financial support with school visits and can access support in school with their learning.

Timetable Time Allocations

The school day is split into teaching 'sessions'.
KS1 and KS2 have 'staggered' playtimes and lunchtimes.

KS1: Session 1	8:55 – 10:30
Session 2	10:50 – 12:15
Session 3	1:00 – 3.00 with a short afternoon break as appropriate

KS1 Total = 21 hours 30 mins (assembly time not included)

Recommended teaching time 21 hours per week.

	Year 3/4	Year 5/6
Session 1	8:55 – 10:30	8:55 – 10:50
Session 2	10:50 – 12:30	11:10– 12:45
Session 3	1:15 - 3:00	1:30 – 3:00

KS2 Total = 24 hours (assembly time not included)

Recommended teaching time 23 hours 30 mins per week.

Religious Education and Collective Worship

Mount Pleasant follows the Agreed Dudley Syllabus for RE – 2013. Studies cover all main faiths. A copy of the curriculum content and RE policy are available in school and on the website.

We also provide a daily act of Christian collective worship. Parents have the right to withdraw their child/children from this and are required to make this request in writing to the Headteacher, or discuss the matter with the Headteacher, in order that suitable provision can be made for each child.

Physical Education

PE is part of the national curriculum - children cannot opt out of it. All pupils are expected to take a full and active part in all PE activities and therefore are expected to arrive in school with the correct PE kit.

Parents may request that a child is withdrawn from a physical education activity on medical grounds but only on agreement with the Headteacher. This request must always be in writing. The parent will then be required to sign a medical form which also restricts the child's involvement on the playground due to the same medical reasons.

Only the parent can decide when the child is ready to return to full involvement and again will be required to sign a form giving their consent.

No jewellery can be worn during any physical education lesson (including swimming). Please note that children are encouraged to not wear ear-rings or any other jewellery on days when they are doing PE. Only the child or parent can remove ear-rings (staff are not allowed to do so). We also ask that parents show their support of the school by delaying any decision to have ears pierced until the start of the summer holiday.

Pupils are required to wear appropriate footwear for all PE activities (see School Uniform).

Out of School Activities/ After – School Clubs

A wide variety of after-school clubs are run beginning in the Autumn term usually until the end of the school year. Parents will be sent a list of the clubs or 'taster' sessions and will be asked to complete a separate slip for each club which their child would like to attend. We ask parents to encourage their children to attend their club regularly once they have decided to join. We encourage every child in KS2 to attend at least one club each year.

If a club needs to be cancelled then 24 hours notice will be given or children will be supervised until the usual time for the club to end.

Parents should wait for their child at the end of the club session outside the main or community doors. Staff will bring the children to the door and release them when they are satisfied that a suitable adult is there to meet them.

Visits Out and Visitors In

Mount Pleasant prides itself on delivering a broad and balanced curriculum that is greatly enriched through a wide variety of experiences. Many enrichment activities take place in school and some away from it. Some activities take place before and after school and some are residential visits.

All activities are designed to ensure that learning is real, vibrant, motivational and exciting.

Most of the activities are provided **free of charge**, for example

- After school activities led by teachers and support staff.
- A regular swimming programme.
- Visits to Saltwells Nature Reserve/Forest School.
- Any visits that include travel using the school minibus with no entrance fee

These activities are funded either from the School Budget (where Governors have granted permission for this to be the case) or from the School Fund.

There are also some instances of visits that are funded by special grants, for example,

- Entrance to English Heritage sites.
- Entrance to some National Trust sites
- Visits funded by Quarry Bank Educational Trust

However, it must be acknowledged that the School Fund used to support school visits and activities is limited and that some activities cannot be funded without voluntary contributions from parents. The contribution must be genuinely voluntary. Pupils of parents who are unable or unwilling to make a contribution will not be discriminated against.

Such activities will be made clear to parents as early as possible.

Where insufficient voluntary contributions are raised to fund an activity and the shortfall cannot be made up, the activity will be cancelled.

Where parents can prove eligibility for Free School Meals, the Governing Body agree to support their contribution from School Funds, where this is requested.

See policy – ‘Charging for School Visits’.

Home Learning

The school has a very strong tradition of developing learning begun in class by sending activities home.

Guidance on home-learning and the school Home Learning Policy is available for parents and can be viewed on the school website:
www.mount.dudley.sch.uk

The organisation for home learning is up to the individual cohort and this is clearly shared with parents and pupils.

Some home learning involves long term projects in which families are actively encouraged to be involved.

Reading records can also be a powerful link between school and home. Each cohort organises the use of these to suit the age and reading ability of the pupils.

In the main, home-learning has a focus of basic skills e.g. spellings, learning times tables, practicing number bonds or reading skills.

We know that children whose parents engage with them through home-learning activities and support their child's efforts, achieve more highly than children where there is little home support.

Children who read well, do well

Discipline, Behaviour, Rewards and Sanctions

Mount Pleasant seeks to create an environment in the school which encourages and reinforces very high standards of behaviour.

Responses to both positive and negative behaviour are delivered with consistency. High self-esteem, self-discipline and positive relationships are promoted. The school's expectations and strategies are widely known across our local community and understood by the children.

The school's Anti-Bullying Policy and Behaviour and Discipline Policy are available on the school website and are reviewed annually.

Children's work is marked positively. Teachers mark without the use of crosses to identify incorrect work and make positive comments together with identifying areas for development. Children's work is valued and they are encouraged to take pride in what they produce.

Children are encouraged to take ownership of their behaviour and consider the choices that are available to them before they act. They are taught to consider the rewards for good behaviour and the sanctions for poor behaviour. The benefits of making the right choice are at the heart of what the school is about.

Exclusions are very rarely used. Where this does occur, it is because we feel that the child's behaviour cannot be effectively dealt with within school.

Whole School Assembly

During each month, a whole school assembly takes place, where the efforts, attainments and achievements of the pupils across the curriculum are recognised. All attainment in school and achievements out of school are recognised and celebrated.

The following areas form part of this assembly:

House Points

Each pupil is a member of one of the four houses. (Brierley, Stevens, Stuart and Webb) Pupils collect house points from staff for recognition in all aspects of school life.

Pupil of the Month Award

Each month, one pupil from each year group is nominated by their teachers for the Pupil of the Month Award. This nomination arises from the pupil being recognised by their teachers for outstanding progress, effort or attainment. All nominations are recognised by the whole school during the assembly and each child receives a certificate and prize.

Traffic Lights and Owl Awards

The school operates a system, where children can achieve reward for effort and attainment in school. Pupils begin by earning their 'smiley face' blue badge when they can demonstrate some competence in very early skills, eg putting their own coat on. The children then proceed to other badges; red, amber and green badge. Once they have achieved the green badge, they then have a merit card and move to the final three badges; Bronze, Silver and Gold Owl awards. These are presented to children during the monthly whole school praise assembly. These are attained through meeting the criteria outlined in the children's merit cards.

These awards celebrate the children's all round excellent attitude to learning. The Platinum Award is awarded in conjunction with Stourbridge Rotary Club. Pupils are nominated for this award when they have completed their Gold Owl Award.

Other Achievements

Other attainment of any nature is also recognised during these assemblies. This can be in the form of swimming, handwriting, maths or reading certificates.

Any attainment can be recognised during these occasions including out of school successes.

Outstanding Learner Awards

The Outstanding Learner rewards children for:

- Responding positively to feedback given by their teacher
- Rising to challenges set and persevering with a difficult task
- Working independently and being independent
- Pupils' overall attitude and level of participation in the life of the school
- Completing all home-learning.

These are awarded termly in whole school assembly and, if a child is included, he/she is given a merit towards the Owl Awards.

School Uniform

There is an agreed school uniform which is encouraged and extremely well supported by our families. The uniform represents high, personal standards and reflects a school that is proud of itself.

Boys:

Winter

Blue shirt (not polo shirt)
Navy trousers (no jeans or corduroy)
Navy pullover
Navy/black socks
Black/navy shoes (no trainers)
School ties (available from the school office)

Summer

As winter or,
Short sleeve blue shirt (not polo shirt)
Navy or black shorts (as trousers/official school uniform style)

Girls:

Winter

Blue blouse or shirt (not polo shirt)
Navy pinafore dress or skirt or trousers (leggings are not acceptable)
Navy pullover or cardigan
Navy/black socks
Black/navy shoes (no trainers)
School ties (available from the school office)

Summer only

As winter or,
Short sleeve blue shirt (not polo shirt)
Navy skirts
Blue/white school design summer dress

Please note: Shirts are always to be worn with a school tie.

Footwear

Summer shoes: sensible, low-heeled sandals are permissible, however, these cannot be backless shoes/sandals, no 'jelly' shoes or 'crocs'. We would also prefer all shoes to be black or dark blue.

Boys and girls are encouraged to wear sensible, low-heeled shoes for school as heeled shoes can be very dangerous. Training shoes are not an acceptable method of footwear except for PE activities.

Boots are not acceptable however in extreme weather conditions, such as deep snow or ice, we will obviously accept appropriate footwear. Children are encouraged to walk to school in boots/Wellingtons and then change into their school footwear once indoors.

PE KIT – boys and girls:

Navy shorts
White T shirt.
Navy jogging suit for outdoor PE in cold weather.
Trainers should be worn for PE outside.
Black canvas pumps or bare feet are worn for PE indoors.
Swimming costume and trunks are required for children who are swimming (usually Year 4). Swimming hats are worn. Goggles are not usually allowed.

All items should be clearly marked with the child's name.

Forest School – Children regularly attending Forest School are encouraged to keep a pair of wellingtons in school. Depending on the weather, children may be asked to change into their outdoor PE kit. We have wet weather trousers and tops for our younger children.

Jewellery

Earrings are not part of the school uniform but, if ears are pierced, then we request that only one small stud earring in each ear is worn for school. Studs should be as flat as possible and small. Necklaces, bracelets and rings are not to be worn to school. Children are, however, encouraged to wear a watch. No jewellery under any circumstances must be worn for PE lessons.

No body piercings (except for earrings) are allowed to be worn either in school or for residential visits.

Children are not allowed to wear nail varnish or make-up.

Any items required to be worn for religious observance need to be agreed with the Headteacher.

Hair Styles

We expect that parents will support the school in not allowing their child to have 'extreme' hairstyles. This is difficult to clarify and each case will be looked at individually. 'Extreme' may include; 'Mohican' styles, bright coloured/dyed hair, or hair that is styled with 'sculpting' marks/lines and/or motifs. The Headteacher will request that the hair style is changed, parents are allowed 24 hours to correct the hair style. **The Headteacher's decision is final in this matter.**

All long hair, boys and girls, must be 'tied back' for PE activities.

Confiscation of Pupils' Property

There are occasions when confiscation of pupil's property is necessary. This may be due to misuse of the item, risk of loss of the item due to its desirable nature or high value or the item itself may be forbidden by the school or illegal for the child to possess.

Some items may need to be collected from the office by an adult due to their nature rather than just handing them back to the pupil at the end of the day.

Please see the Behaviour and Discipline Policy (school website)

The following serves as a guide:

1. Items of no great value or exception should be returned by the end of the session (bouncy ball, comic, small toy, gaming cards).
2. Items of considerable value should be returned to the child as soon as possible to avoid the risk of loss whilst out of the child's possession. These should certainly be returned by the end of that school day (jewellery, mobile phones). In some cases, these items may require sending to the office for safe keeping.
3. Items of an 'adult nature' cannot be returned to the pupil. They must be collected by a parent/carer for the child (pornographic or obscene material/magazines, cigarettes, medicines not agreed to be carried).
4. Illegal articles cannot be returned to the child and in some cases the police will be informed. Cases such as these will be dealt with by the Headteacher (drugs, knives, firearms, fireworks or other weapons considered to be dangerous).

Please note that the school is not liable for any loss or damage to items that have been confiscated – see *Behaviour Policy*.

Mobile Phones

Children are not allowed to have mobile phones in school or on any visit out of school. On the rare occasion when your child might need a mobile phone (perhaps a child being allowed to walk home alone) then the phone must be handed in to the school office where it will be kept safely until the end of the day. Permission should be sought first from the school office.

Medicines in School

It is parents responsibility to inform the school of any medical needs that your child may have, to keep the school up to date with any changes in the condition and to supply up to date medication.

Medicines will be administered in school only when **all** of these apply:

- Medicines have been prescribed by a medical practitioner
- Medicines need to be administered in **excess** of 3 times per day.
- Medicines are in their original container
- Containers have labelling that identifies the child by name and with original instructions for administration

The school will not accept or administer:

- Medicines that are to be administered 3 times per day (unless the child is attending after school club and will not return home immediately after 3:00pm, or attending a residential visit)
- Piriton]
- Paracetamol eg Calpol] If they have not been prescribed

On accepting medication, the parent must sign a form disclosing all details and giving permission for the medication to be administered by a named person (usually Miss Hutchinson, or a staff volunteer in the case of educational visits).

Under no circumstances should parents send medicines to school without the Headteacher being informed.

Asthma and Inhalers

For children who use asthma inhalers, we ask that parents register the child's details at the school office. Children in KS2 are encouraged to keep their inhalers with them at all times. Staff will be responsible for children in KS1 and early years who need to use inhalers. If your child is on the Asthma Register and does not have their inhaler with them in school, then he/she will not be allowed to leave the school site on visits or for swimming.

Every child on the Asthma Register must also have a spare inhaler in school at all times. Please note – advice on this matter is expected to change, we will keep you informed.

Other more serious medical conditions

School should be informed if your child suffers from a serious medical condition. This may include:

- Diabetes (requiring testing and injections)
- Allergic reactions (epi-pens)

In each case, the school nurse will meet with the family to determine whether a 'careplan' is required. This will ensure that the Headteacher and staff are informed about how to keep your child safe in school.

Please discuss any medical condition that your child has with the Headteacher.

Any more serious medical conditions must always be discussed with the Headteacher and School Nurse. Permission will also be sought to obtain letters etc. from your child's doctor or consultant.