

## **Health & Safety**

### **First Aid**

The school has trained First Aiders. However, we are not allowed to put any liquid or lotion on a cut except for water. If your child has fallen over and comes home with a school plaster you may wish to treat the cut with an antiseptic lotion. Teachers will make sure that you are informed at the end of the day. If your child has sustained more than a superficial graze we will contact you during the school day.

If your child is unwell, our administration team will telephone a given contact number for someone to take the child home. **Please do make sure we are kept informed of any change in contact number as it could save your child any distress.** (Please ensure we have a local contact number).

If your child has been ill you will usually need to collect him/her from the office.

### **Medicines**

We don't administer antibiotics or other medicines except in special circumstances. A number of asthma sufferers use inhalers and these are kept in the office or in some cases the classroom. Please make sure you mark these clearly with the child's name, preferably on a small container. Inside the container should be the inhaler with clear instructions about its use, dosage, etc. If your child needs a pre-loaded adrenaline pen ie EpiPen or Jext in school, we need to have one in the classroom and one in the office in named containers. There are staff in the school who are trained to administer these.

### **School Nurse**

From time to time there will be height and weight checks made by the school nurse and hearing tests done by the audiometrician the term the children turn 5. You will be informed if there is any abnormality.

If the teacher has any concern about your child's well-being, either physical or emotional, the school may want to involve other agencies. Your permission will be sought for your child to be examined by a doctor.

### **Safety and Security**

We believe that the issue of safety and security is best addressed through the school's culture of cohesiveness rather than through attempts to create a fortress. Governors carry out an annual risk assessment on the school's premises and procedures, and decisions taken on security and safety are confirmed based on that.

At 9.00am the double gates and the side gate will be closed ~ they will be opened again at 2.45pm. Children know that they should not play near the gates, in the car-parking area, or near the front of the school.

If you come in to school after 9.00am or before 2.45pm you are asked to enter via the office. If you take your child out of school before the end of the day, or bring them in after the register has been taken, you will need to sign a record book so that we have a complete record of everyone in school at any one time. All visitors must report to the Welcome/Enquiries office, which is manned throughout the day and are given a visitors' badge while on the premises. All visitors sign in and out and wear a lanyard.

***The children are encouraged to come into school independently. They will be greeted at the door by their class teacher. To keep the children safe parents are requested not to accompany their children into the school building in the morning.***

Parents are asked to use the Red Lion car park (at the far end), the Crown or the Village Hall carpark in the morning and afternoon. Please do not park on the pavement or on the road outside the school.

**Fire:** There is a fire drill every term, when all children, staff and visitors leave the building and assemble in the 'tree' playground. It is important that any parents on-site during a fire-drill do not attempt to join their own child, but assemble with the rest of the school at the safety point.

**Need to Shelter:** There is a need to shelter practise every term, when all children, staff and visitors stay in the locked building. This would arise from an outside threat. You will hear a pulsing alarm for 3 minutes, please remain in the building and lock external doors you are close to. Once the alarm stops pulsing do not go back outside until the Headteacher or designated person gives permission.

It is important that the presence of strangers in the playground is noted immediately. For this reason you are asked to let us know if anyone other than you or the child's regular collector is to pick up your child at the end of the day. And, please, don't hesitate to approach anyone you don't know who is standing with parents. These drop-off and collection times are the school's most vulnerable points in the day.

### **Child Protection**

In line with statutory requirements and Surrey County Council's guidance, the school has a Child Protection Policy. The Headteacher is the School's Designated Safeguarding Lead. If she has reason to suspect abuse, either physical or emotional, she will make a referral to the Multi Agency Safeguarding Hub.

The schools role is to ensure that:

- The welfare of the child is paramount
- All children have the right to be protected from harm
- All staff and volunteers working at the school have a responsibility to report concerns to the designated member of staff
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly

### **Behaviour**

- Our behaviour policy is based on rights and responsibilities

#### **Everyone in our school has the right**

- **to be safe, both physically and emotionally**
- **to respect**
- **to learn**

We all take responsibility to make sure that happens.

#### **We are consistent in our principles but flexible in our approaches.**

A class contract is agreed at the start of every year with full participation of all children and all staff. Reward is intrinsic ~ that is, the satisfaction that comes from work well done, appropriate behaviour, celebration of achievement, relationships well conducted.

Corrections are certain, not severe.

There are regular reviews, frequent at the beginning of the year, less frequent later.

We set great store by what we call 'atmosphere' which comes from the attitude and skills of the staff, the quality of the environment and relationships, the stability and support provided by the child's family and the extent of the child's self-awareness.

Persistent poor behaviour will be regarded as a Special Educational Need, and there will be full involvement of child, teacher, parent, Special Needs Co-ordinator in designing and implementing an individual behaviour plan with short-term targets leading to effective improvements.

Bullying is taken seriously. We set aside time to share and explore the feelings of those concerned and help the children work out strategies for dealing with situations. We always involve parents in this process.

### **Absences**

If your child is unable to attend school because of illness, please phone the school office on the day or email [reception@horsell-village.surrey.sch.uk](mailto:reception@horsell-village.surrey.sch.uk).

## Exceptional Leave

During the academic year children are at school for 190 days and at home for 175 days. As parents, you have a legal responsibility to ensure your child's attendance at school. Holidays should be taken during the school holiday period.

### Absences during term time

You need to get permission from the Headteacher if you want to take your child out of school during term time.

Please fill in a leave of absence form if you wish to ask the Headteacher to consider authorising an exceptional leave of absence during term time. We may ask for proof to back up your request. Authorisation will depend on your child's attendance over the last 12 months and the impact on the continuity of your child's learning.

The Headteacher will consider the request carefully and will notify you of the decision.

Any absence not authorised by the Headteacher is 'unauthorised'. Unauthorised absences must be reported to the School Governors and appear on the pupil's Annual Record of Achievement.

### Leave in exceptional circumstances

Family holidays should take place during the school holiday dates. If a leave in term time cannot be avoided due to exceptional circumstances, a leave of absence form should be filled in.

***Please note: Authorisation will not be given for Year 2 pupils to have leave of absence during their final two terms.***

## Complaints

If you have a concern you should make an appointment to see the class teacher who should be able to deal with it immediately. Don't be tempted to ignore it, hoping the problem will go away; the teacher needs to know.

If, after talking to the teacher, you still feel worried, please arrange to see the Headteacher. The Headteacher often takes time with individual children to help solve problems and children experiencing a problem feel relieved when it is brought into the open and acknowledged.

Similarly, if the complaint concerns a member of staff, the Headteacher will be able to resolve it.

We feel that our lines of communication between home and school allow for immediate settlement of concerns. However, if you still feel that your concern has not been resolved to your satisfaction you have the right to make a formal complaint, in writing, to the schools governing body and then DfE.