

## Medicines

Please make sure that the school are fully informed about your child's medical and dietary needs, and informed with immediate effect of any changes regarding medication, allergies or diet.

Parents are required to complete a basic information sheet on entry to school, but we are aware that situations can change. It is the parents' responsibility to fully inform the school with regard to their child's needs.

It is also the parents' responsibility to ensure that the school receive the correct medication and that replacement inhalers/medicines are provided to replace any medications that are approaching their expiry date.

Our school Medicines Policy can be found, with all other safeguarding policies, on the school website.



## Reporting Absence

It is **essential** that parents report their child's absence whenever their child is ill and unable to attend school. The school have a duty to immediately follow up any unexplained absence and we therefore need to know at the start of the school day by 9 am, the reasons as to why your child is absent from school.

## Dressed for the Occasion!

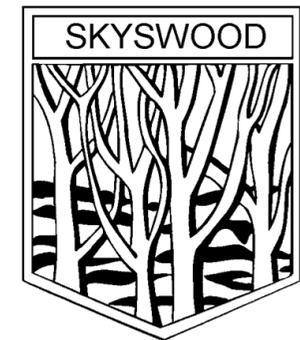
Our school Uniform Policy (which can be found on our website) clarifies our rules with regard to school uniform. Please give special consideration to any days where exceptional conditions might compromise your child's personal safety or well-being (e.g. sun hats and suncream on hot summer days, warm coats in the winter, waterproofs in the rain and appropriate hats, scarves and footwear if we come to school on any icy or snowy winter's day!



## Parent Information Booklet



## Keeping Your Child Safe



## Skyswood Primary & Nursery School

## Fire Drills and Lock Down Procedures

The school carry out one fire drill per term. Children and teachers are not notified as to when these drills will occur with the exception of the autumn term fire drill for our reception class. Children in reception are talked through and prepared for their first fire drill to reduce any potential level of pupil anxiety. The procedures for fire drills are carefully explained to all children and fire safety information is appropriately displayed in all classrooms.

The school are also required to carry out a Lock Down Procedure annually. This is where children are required to come inside for their own safety. The children are given practical examples, such as thunder and lightning, a swarm of bees, or a stray dog on the premises, as potential reasons as to why we sometimes have to remain inside the school building for our own safety.



## Safe Routes to School!

Being a small, local school with a close catchment area, we encourage our children and families to walk to school (or scooter or cycle) wherever possible. This ensures safer journeys to and from school and is also greatly appreciated by our neighbours.

## Developing Independence

Our Year 6 children may choose to walk to school and walk home at the end of the day independently. We are happy to extend this to children in Year 5 from the summer term (as long as parents inform us and give their consent). All other children must walk to school, and be collected after school (or after extra-curricular clubs) by a parent or a responsible 'named' adult.

## Internet Safety

E-safety is taken seriously within the school and our guidance can be found in our Internet Safety Policy (school website). The school recommend our e-safety Parent Information evenings, which present up to date guidance for best practices in e-safety.

## Collecting Your Child from School

It is parents' responsibility to ensure that their child arrives safely to school in the morning, and is safely collected at the end of the school day. We expect children to arrive punctually at school. Our school gates open at 8.45 a.m. for 8.55 a.m. registration. The school take responsibility for all children on our premises from 8.45 a.m. onwards. Please do NOT drop your children off before this time.

It is also the parents' responsibility to collect their child punctually at the end of the school day (3.15 p.m).

In the summer months, many children like to play on the field or use the apparatus at the end of the school day. We love this community feel to the school but remind parents that they are responsible for the supervision of their children after 3.15 p.m. The back gate is locked at 4.15 p.m.

The school must be informed if somebody other than the parent is collecting their child at the end of the day. Children will not be allowed to go home with other adults where the school have not received parental consent to collect.