



# Partnership With Parents

## *Administration of medicines*

It is important that the school is kept informed if your child develops an illness that requires us to hold medication or be aware of symptoms.

If medicines are to be given by staff an Administration of Medicine form must be completed by the parent or guardian giving full details of the medication, dosage, timings etc. Medicines should always be provided in the original container, include the prescriber's instructions for administration, if applicable, and be handed to a member of staff by an adult. **Under no circumstances should medicines be brought into school by children and/or kept in children's bags.**

Medicine will be administered by a member of staff in the first aid room and a record of this is kept.

## *Accidents & illness*

In the event of a child suffering an accident at school, first aid will be administered by a member of staff. In the event of a serious accident, parents will be informed immediately. For accidents other than minor bumps, bruises or abrasions, and particularly one involving a bump to the head, parents will be contacted by phone or by note giving brief details of the accident and the treatment given.

If children become unwell whilst at school, every effort will be made to contact parents so that their child can be collected. It is, therefore, important to keep your contact numbers and the whereabouts of contacts up to date.

## *Smoking*

This school operates a strict NO SMOKING policy. This applies to all areas of the school including all areas within the grounds.

## *Dogs*

With the exception of medical assistance dogs, dogs may not be brought onto school premises. This includes dogs being carried. Dogs must be left outside the gate at the end of the drive (closest to the road) well away from gates/entrances.

## *Availability of information*

All relevant documents of interest to parents, including policies, are available to be viewed. Many of these are published on our website ([www.lawford.essex.sch.uk](http://www.lawford.essex.sch.uk)).

Please give a short period of notice if you wish to see a document that is not already available on the website.

## *Complaints*

The school rarely receives complaints because of its open door policy. The arrangements made to deal with a more formal complaint to the governing body are our complaints policy which you will find on our website.

## *Safeguarding And Child Protection*

Please help us to keep your child safe by informing the teacher or Headteacher of any concerns your child may have, including those related to the behaviour of other children.

If a child makes a disclosure or statement of concern to any staff which might place the child at risk, they will inform the named person for child protection who has to follow the child protection procedure and policy. You will normally be informed by the Headteacher if there has been a referral to Social Care in any issue regarding your child if it is felt that the child is not in immediate danger.

## *Racist Incidents*

"A racist incident is any incident which is perceived to be racist by victim or any other person" (recommendation 12, Stephen Lawrence Inquiry Report)

In the event of a racist comment or incident occurring in school the Headteacher will log this and discuss it with the child and parents involved with a view to preventing any further occurrence.



# Partnership With Parents

## ***Journeys to and from school***

Parents and children are required to follow safety guidelines when bringing a bicycle or scooter onto school premises. To avoid accidents, bicycles and scooters must not be ridden inside the school gate.

## ***Cars and Parking***

Parents who use cars are requested to park safely, well outside the yellow road markings and consider nearby residents by not turning in or blocking driveways.

There is no space available for parents to park within the school grounds and parents must not bring vehicles inside the school gates. The gates are kept closed for the safety of the children,

## ***Safety at the school gate and procedures for children going home***

Please encourage your child to observe road safety procedures as this helps the School Crossing Patrol Officer. *Walk up to the kerb, stop talking, WAIT for the signal on the kerb edge, when the signal is given walk STRAIGHT across. Do not run. Do not cross behind the School Crossing Patrol Officer.*

KS1 children and lower KS2 children are not to leave the school premises after school unless collected by an adult at their classroom door. If the adult collecting your child is going to be late for any reason please inform the school. Children are told to go and wait in the entrance hall if their usual adult is not there to collect them, either at the end of the school day, or after a club. They should not go home with anyone else in such circumstances unless this has been arranged by the child's parents and the school informed.

If parents wish their child to visit another child's home or be collected by any other person after school they should give notice of this, with their permission in writing in the School Planner, to avoid confusion.

If you need to collect your child during the school day, for instance for an emergency dental appointment, please remember to sign your child out in the book at the school office.

## ***Lunch Arrangements***

Lawford Primary has its own kitchen and provides nourishing and healthy meals daily. The complete 3 week menu is available on our website and is displayed in the school lobby. Each morning, children choose the meal they want from the colour coded menu. Our kitchen team then know exactly how many meals of each choice are required and cooks the correct number of each meal. This ensures children get the meal of their choice, reduces food waste and helps to keep the cost of meals down. We use coloured wristbands so the kitchen staff can identify which meal each child has chosen.

All children in FS & KS1 are currently entitled to a free lunch under the Universal Infant Free School Meals initiative.

For children in KS2, money for lunches should be paid for in advance of dinners being taken. Payment should be made online using the School Gateway, our online payment system. Alternatively cash, or cheques if in excess of £10, may be sent in with children on Monday each week in an envelope clearly marked with your child's name and 'dinner money'.

Depending on parental income, some children in KS2 will be eligible for free school meals. If you think that you qualify, more information is available at [www.essex.gov.uk](http://www.essex.gov.uk), (search for *School Meals* using the search box on the home page). Applications must be made online. No discrimination is made between those children paying for their lunch and those entitled to free dinner and all enquiries are dealt with in the strictest confidence.

## ***Packed lunches***

Children may bring packed lunches and a still (non fizzy) drink from home. Please ensure that breakable containers are not brought to school and that lunch bags/boxes are clearly marked with your child's name. We would ask that any grapes or cherry tomatoes are cut in half please, especially for younger children, as these are known to be a possible choking hazard.

We also ask that you do not send nuts, or products containing nuts, into school as we have children in school with severe allergies.

## ***Charging and Remissions Policy***

No charge is made for materials or excursions made in school time which are part of the school curriculum. Parents are, however, asked to make a voluntary contribution towards the cost of items or visits from time to time as, without them, such activities could not take place. No child is excluded from an activity should the parent choose not to contribute.