



Landhead Primary School

Prospectus

Landhead Primary School
78 Kilraughts Road
Ballymoney
BT53 7HL

Tel: 02827663068

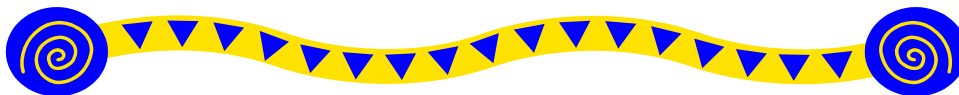
www.landheadps.co.uk

FB: Landhead Primary School - Official

Email: info@landheadps.ballymoney.ni.sch.uk



Ethos



Landhead Primary School is a rural school set in the heart of the community, serving the educational needs of the local population. There are strong links to the community both historically and geographically. The school aims to develop every individual's full potential through a broad, balanced, fully inclusive and stimulating curriculum. Staff share and respect the values and beliefs of the children in the school, provide a safe, secure and caring environment where the uniqueness of the individual is identified and appreciated. An atmosphere of mutual respect permeates all aspects of school life.

Landhead is a child-centred school, focusing on the needs of the children and providing adaptable approaches to cater for individual differences. Realistic expectations and achievable goals are established which challenge pupils and target strengths and weaknesses. Expectations for pupils are high within the parameters of the individual's potential. Independence is fostered through a supportive and nurturing learning environment that provides a range of experiences and opportunities for the development of self-esteem.

The staff, parents and pupils have a shared vision that places value on the individual, provides a holistic approach leading to quality learning and teaching. The staff are committed to the enhancement of the learning environment. Leadership is considered, providing support to teaching and non-teaching staff. The Principal ensures the deployment of available resources towards identified priorities and promotes the all round development of children and staff.

A good relationship is maintained with parents through effective two-way communication and sharing of information. Parents are encouraged to join in appropriate activities with the school, after a Criminal Record Check has been carried out. Teachers respond to concerns within a short time period providing a continuity of care between the home and school. Arrangements for Child Protection are communicated to parents annually and up to date records are kept of pupil information.

The Governors, parents, pupils and staff are working together for the development of critical thinking, confident and independent children.

Mission Statement

‘Developing the individual’s potential for life’

VISION

The Vision of Landhead Primary is to be a school that develops the individual child’s potential to its fullest extent, to encourage, stimulate and motivate children. To develop the child’s personality and celebrate their uniqueness as an individual. To establish a caring and secure environment for quality learning and reflective teaching. To provide opportunities for the professional development of staff to enhance the quality of provision.

AIMS

To achieve this Landhead aims to:

- **Develop flexible, innovative and challenging programmes, offering high quality provision;**
- **Serve the needs of individual pupils and teachers;**
- **Inform, inspire and stimulate pupils to become autonomous, critical and creative;**
- **Promote an educational ethos that reflects commitment to human value and qualities of self-motivation and confidence;**
- **Create a collaborative, challenging and supportive community where interests flourish and that fosters a commitment to lifelong learning;**



Children will be encouraged to:

- **Be healthy**
- **Stay safe**
- **Enjoy and achieve through learning**
- **Make a positive contribution to society**
- **Achieve economic well-being**

SCHOOL INFORMATION

Principal: Miss M. Henry

**Address: 78 Kilraughts Road
Ballymoney
BT53 7HL**

Telephone: 028 276 63068

E-mail address:

info@landheadps.ballymoney.ni.sch.uk

Website: www.landheadps.co.uk

Facebook: Landhead Primary School - Official



The members of the Board of Governors are:

Transferor Representatives

Mr A Workman

Mr K McAuley

Mr R Skelton

Parents' Representatives

Mr Desmond Kneeland

Mrs C Hunter (Chairperson)

EA Representatives

Mr Frank Campbell

Mr Phillip Magee (Vice-Chairperson)

Teachers' Representative

Miss Erin Brolly

Honorary Secretary

Miss M Henry

The Governors serve a term of 4 years and the reconstituted Governors will take over Autumn 2018.

SCHOOL HOURS:

School begins: 09.00

Break time: 10.30 – 10.45

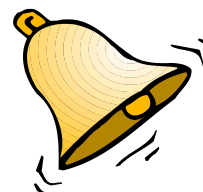
Lunchtime: 12.15 – 13.00

School ends:

P1-P3: 14.00

P4-P7: 15.00 Monday – Thursday

P1-P7: 14.00 FRIDAY



Children should not arrive at school before 08.45.

TEACHING STAFF:

| | |
|--------------------------|------------------------|
| P1-P2: | Miss E Brolly |
| P3-P4: | Miss C Gibson |
| P5-P7: | Miss M. Henry |
| Principal relief: | Mrs H. McKinney |



CLASSROOM ASSISTANTS:

| | |
|-----------------------|--------------------------|
| P1/2 classroom | Mrs. C. McIlreavy |
| P3-5 | Miss A Louden |
| P6/7 classroom | Mrs. M. Eakin |
| SEN | Miss C Lamont |



SCHOOL UNIFORM

School Sweatshirt
Red Polo shirt
School Fleece (optional)
School waterproof jacket (optional)
Grey or white socks
Black shoes (not trainers)
Black P.E. Slippers

Boys: Grey trousers
Summer – grey or dark coloured shorts
Girls: Grey skirt / pinafore / grey trousers
Summer – blue/white checked dress (optional)

Please ensure that all items of clothing and footwear are clearly and securely named.

Polo Shirts/Sweatshirts/Fleeces/Waterproof jackets can be purchased from Heart and Home, Ballymoney.

STAGES OF THE NORTHERN IRELAND PRIMARY CURRICULUM

The primary phase comprises:

The Foundation Stage: Years 1 and 2

Key Stage 1: Years 3 and 4

Key Stage 2: Years 5, 6 and 7

The curriculum for the three stages is set out in six Areas of Learning. Although the Areas of Learning are set out separately teachers should, where appropriate, integrate learning across the six areas to make relevant connections for children. Teachers have considerable flexibility to select from within the learning areas those aspects they consider appropriate to the ability and interests of their pupils.

The Areas are:

1. Language and Literacy (including Talking and Listening, Reading and Writing; schools are also encouraged to teach additional languages);
2. Mathematics and Numeracy (focusing on the development of mathematical concepts and numeracy across the curriculum);
3. The Arts (including Art and Design, Drama and Music);
4. The World Around Us (focusing on the development of knowledge, skills and understanding in Geography, History and Science and Technology);
5. Personal Development and Mutual Understanding (focusing on emotional development, social skills, learning to learn, health, relationships and sexuality education and mutual understanding in the local and global community);
6. Physical Education (focusing on the development of knowledge, skills and understanding through play and a range of physical activities).

ADMISSIONS

The Education (NI) Order 1997 gives you, as a parent/guardian the right to express a preference as to the primary school which you wish your child to attend. All parents/guardians are required to submit an application form for the admission of their child to a primary school in accordance with the arrangements set out by the Education Authority.

Priority will be given to children resident in Northern Ireland at the time of their proposed admission.

| | | | |
|------------|-----------|-----------|-----------|
| Attendance | 2015-2016 | 2016-2017 | 2017-2018 |
| | 96% | 96% | 96% |

SCHOOL COUNCIL AND PUPIL VOICE

The School Council has been going since 2010. The School Council is a group of students who are elected to represent the views of all pupils and to improve their school. It is made up of elected members from each class, with the exception of Primary 1.

The School Council elects a Chairperson, Vice-Chairperson and a Secretary. Each member votes on behalf of their class. It operates on a one member one vote with the casting vote with the Chairperson. Elections take place every year.

The Council discusses items and makes informed decisions. The staff act in an advisory capacity.



Each class has a Class Council. Every person in the class has a vote and may put items forward for the agenda. The class decides what to put on the Agenda for the School Council but can also make suggestions for changes within their own class.

September/October new elections will be held to decide on the members of the School Council. Children who served the previous year will not be eligible.

The pupil voice is also represented on the Rights Respecting Committee and the School Nutritional Action Group (SNAG).

EQUAL OPPORTUNITIES AND SOCIAL INCLUSION

At Landhead Primary School we actively promote equal opportunities for all children regardless of gender, race or religious beliefs. Each individual child will be encouraged to achieve the highest possible standards throughout their school career.

Each staff member is responsible for promoting Equal Opportunities within their classroom.



HOME AND SCHOOL LINKS

At Landhead Primary School we seek to promote productive home and school links to enhance the quality of education for each individual child. Regular letters are issued to keep parents/guardians informed of any school activities. Parents may also receive e-mail copies of communications.

Homework plays a key part in home/school links and we ask that parents/guardians become involved in the homework process, especially reading.

Parents and carers are welcome to contact the school at any time to make an appointment to discuss any issue they have regarding their child's education. We hold one formal interview a year and send a report in June. Our attendance rate, at interview, has been 100% for the past 9 years as we do our best to facilitate parents who cannot come at the designated times.

It is important that the school is kept informed if there are any issues which may affect your child's performance in school e.g. family bereavement. These issues will be treated in confidence and the children provided with extra support if required.

We hold fund-raising activities and parents are encouraged to become involved with this process. We encourage parent volunteers to accompany us on school trips and outings and, if you would like to help out, please get in touch. An AccessNI check must be carried out before we allow parents to accompany us. The process takes approximately 6 – 8 weeks.

Attendance and time keeping are vital for your child to make progress at school.

If any parent has a concern regarding Child protection this should be brought straight to the attention of the Designated Teacher: Miss Henry or Deputy: Ms Gibson



SCHOOL/COMMUNITY

Our school is at the heart of the local community and we seek to involve the community in a variety of ways. Our local church, Trinity, is used for Carol Services and we have used their halls in the past for Parent Association activities. Our fund raising activities are advertised and people in the local community are welcomed whether their children attend the school or not.

DATA PROTECTION

Information on pupils, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Act 1998 and GDPR and may only be disclosed in accordance with the Codes of Practice. For further information please contact the school.

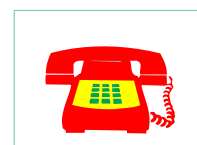


FREEDOM OF INFORMATION

The school has a FOI Policy that may be supplied on request. This outlines the information that is available from the school and the cost of the reproduction of such information. Some data may not be available, e.g. personal information.

INFORMATION IN EMERGENCIES

We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. Please make sure we have an up-to-date mobile number and email, if you have one.



MEDICAL AND HEALTH CARE



There are annual visits by the dentist and school nurse. There is a medical check for all pupils entering Primary 1 and parents are invited to attend.



In the case of illness or accidents the following procedures are adhered to:-

The home is telephoned to inform the parent/guardian.

If there is nobody at home the child is cared for in school, until the parent/guardian can be contacted.

If an accident at school requires an ambulance, the home is contacted while the ambulance is called. Where the parent/guardian cannot be reached, a member of staff accompanies the child in the ambulance to hospital.

Please inform the school immediately of any changes in Emergency Contact telephone numbers.

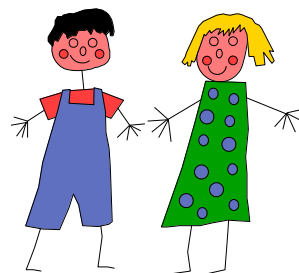
Parents should try to make any medical appointments for outside school hours.

Staff should be informed if a child requires an inhaler and carries it with them.

Medicines as a rule will not be given to children by members of staff. Parents should make alternative arrangements or speak to the Principal in the case of an on-going need for medication.

DISCIPLINE

A copy of the school Behaviour and Discipline Policy is distributed to parents of all new pupils before they attend the school.



SCHOOL TRIPS/VISITS

Parents will be informed in advance when permission is required for trips or educational visits. The school endeavours to provide children with a wealth of educational experiences which may, on occasion, require leaving the school premises. Parents who have undergone an AccessNI check may accompany us on trips, although it is not always possible to provide places on buses and parents will have to pay their own way into events.



CROSS-COMMUNITY EVENTS

Events include partnerships with other schools through PSNI events and the Ulster-Scots Society. The school believes it is important to celebrate our heritage and that of others.

COMPLAINT PROCEDURES

If any one has a complaint the issue should be addressed in the first instance with the class teacher or Principal. If you are dissatisfied with the outcome of this your complaint can be forwarded to the Board of Governors who will give it due consideration at the next meeting and may instigate a formal investigation.

BULLYING AND HARASSMENT

The school operates a zero tolerance policy on bullying in any form including racially motivated bullying, cultural, social and religious. For more information, please contact the school.

ATTENDANCE POLICY

Philosophy

Children are required by law to attend school regularly, punctually and throughout the school day. Regular class attendance is essential. Irregular attendance will lower a child's chance of success and disrupt the continuity of the class.

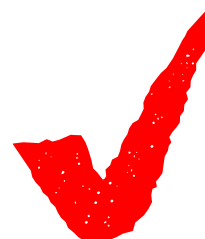
We acknowledge that parents have the right to permit absences in cases of illness or other circumstances which they may regard as sufficient reason for permitting an absence. In making such decisions parents assume responsibility for lower marks or failing grades which may result. Parents are encouraged to support the school by promoting a positive attitude towards regular attendance and punctuality.

Procedures

Absences from classes are either authorised or unauthorised.

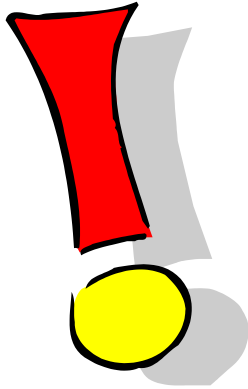
1. Authorised absences

- School activities, e.g. Cross Community Projects



- Absences reported by parents. Parents should advise the school either by telephone or letter as to the reasons for an absence. Reported absences will be entered directly into the computer attendance program. Parents are asked to give the reason for the absence.

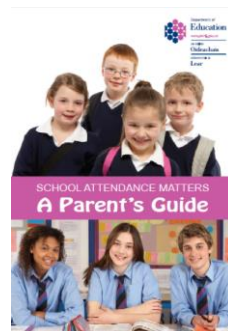
2. Unauthorised absences



- Children with unauthorised absences can expect their parents to be contacted by the school for an explanation.
- Children with attendance below 85% may be contacted by the Education Welfare Officer. This particularly refers to children who have frequent random days off or who take a day or two off a week.
- Parents of children with long periods of absence may be contacted by the school for an explanation if there has been no communication from the parent.
- Time off during term-time for the following reasons is not acceptable and will be recorded as unauthorised absence:

*Availability of cheap holidays or desired accommodation;
Holidays which overlap the beginning or end of term.*

Every effort should be made to avoid family holidays during term time, as this both disrupts the child's education and reduces learning time. Parents should inform the school of holiday dates that may occur during term time.



<https://www.education-ni.gov.uk/sites/default/files/publications/de/attendance-matters-a-parents-guide.pdf>



Landhead Primary School

Aim:

To encourage children to participate in a healthy eating regime at break time to promote an understanding of healthy choices for life.

Objectives

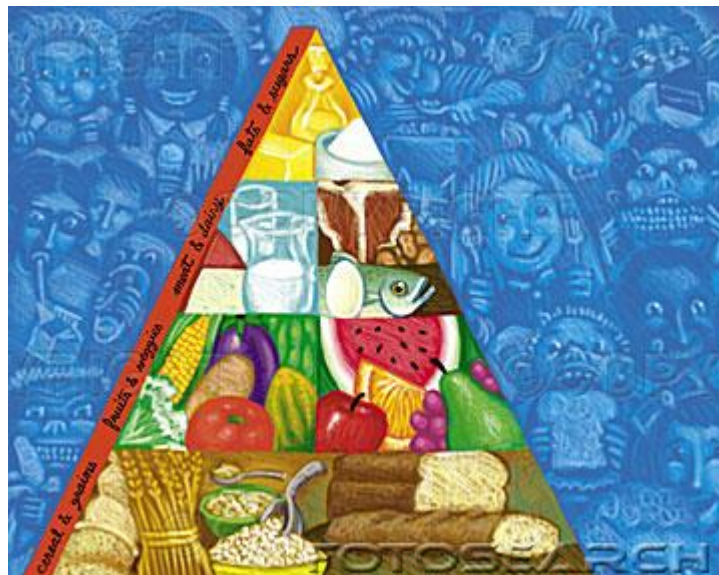
The pupils will:

- Understand that a healthy/balanced diet is one of the most important things you can do to help your overall health
- Choose from a list of healthier choice foods and drinks
- Understand what are healthier options

At Landhead Primary School we want to encourage healthy eating among the pupils and staff.

We have consulted with parents and received 98% positive response to Healthy Breaks and as a result have adopted a Healthy Breaks Policy.

A well-balanced diet acts to provide sources of energy and nutrition for optimal growth and development.



Promoting Healthy Breaks in our school

As part of our Healthy Breaks Policy **children:**

| Drinks | Food |
|--|---|
| Water Milk No added sugar juice Smoothies Fruit juice (no glass bottles) | Fruit Vegetables Cereal bars (with minimal chocolate) Cheese Fruit yogurts Dried fruit Bread products – pancakes, soda bread, rolls, muffins , etc. Plain biscuits Bread sticks Any ‘Squares’ Dairylea Dunkers or similar Lunchables Mini biscuit packs – as a treat |

The school operates a strict
No Nuts Policy
– please contact the school for
further information.

This list was updated by parents March 2018.

As part of our policy **parents** will be provided with the above list showing the foods and drinks that are suitable for a break time snack. Parents will be asked to support the policy and the school will monitor the policy regularly.

To show our commitment to the health of the children in our care the **staff** will provide information on what is considered a balanced diet. Healthy eating messages will be reinforced through the school curriculum.

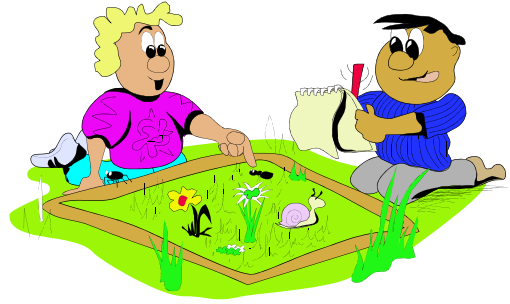
The **school** will provide a water cooler in each classroom for use throughout the day. Research show that our brains need water to stay active and alert. Our recycling clothing bank pays for a water cooler in each classroom. Milk will continue to be provided at cost price.

The school will not accept sponsorship from companies, which may undermine the healthy eating ethos of the school.

This policy **only** applies to break time. It is the responsibility of parents what is supplied for lunch snacks. The school meals service has adopted a healthy approach to the supply of school dinners.

CHILD PROTECTION

Outline of procedures from the Child Protection Policy for dealing with abuse or suspected abuse.



Where teachers see signs which cause them concern, they should, as a first step, seek some clarification from the child with tact and understanding. Where a classroom assistant or another member of the school's ancillary or auxiliary staff sees such signs, he or she should immediately bring them to the attention of either the class teacher or the Designated Teacher, and it may be appropriate for the necessary clarification to be carried out by the teacher. Such clarification may reassure staff that abuse has not occurred; but signs and symptoms which cause concern, while perhaps not a result of abuse, may nevertheless indicate that the child or his or her family is in need of social services intervention.

Care must be taken in asking, and interpreting children's responses to, questions about indications of abuse. The same considerations apply when a child makes an allegation of abuse, or volunteers information which amounts to that. In some cases, talking to the child will crystallise initial concerns into a suspicion that abuse has occurred, and point to the need for an immediate referral. Staff should therefore be aware that the way in which they talk to a child can have an effect on the evidence which is put forward if there are subsequent criminal proceedings:

- they should not ask the child leading questions, as this can later be interpreted as putting ideas into the child's mind;
- they should, therefore, not ask questions which encourage the child to change his or her version of events in any way, or which impose the adult's own assumptions. For example, staff should say, "Tell me what has happened," rather than, "Did they do X to you?"
- the chief task at this stage is to ***listen*** to the child, and not to interrupt if he or she is freely recalling significant events, and to make a note of the discussion to pass on to the designated teacher. The note should record the time, date, place and people who were present, as well as what was said. Signs of physical injury observed should be described in detail, or sketched, ***but under no circumstances should a child's clothing be removed;***

- any comment by the child, or subsequently by a parent or other adult, about how an injury occurred should be written down as soon as possible afterwards, preferably quoting words actually used;
- staff should **not** give the child or young person undertakings of confidentiality, although they can and should, of course, reassure that information will be disclosed only to those professionals who need to know;
- they should also be aware that their note of the discussion may need to be used in any subsequent court proceedings.

While discreet preliminary clarification from the child or his parent or carer will often help to confirm or allay concerns, **it is not the responsibility of teachers and other education staff to carry out investigations into cases of suspected abuse, or to make extensive enquiries of members of the child's family or other carers.** They should not take action beyond that recommended in the procedures established by the Education Authority North-Eastern Region, and ACPC to be followed in handling suspected cases of abuse, including where a teacher or other member of staff is accused of abuse. These procedures should be familiar to all staff, and easily accessible for reference.

Guidelines for the appropriate behaviour of staff

The entire staff of Landhead Primary accepts that they have a serious responsibility for the protection of all pupils and for promoting pupils' welfare. As a school community we are committed to both recognising rights and identifying needs.

The following constitute school policy and will be followed by all members of staff: -

- No member of staff ever arranges to meet a pupil alone in a totally private room or place. The environment should be kept semi-public, by leaving the door ajar or by notifying a colleague that the meeting is taking place.
- Staff are careful not to give undue time or attention to any one young person.

- In extra-curricular activities, staff become involved with groups rather than exclusively with individuals.
- Staff are respectful of the privacy of pupils changing and toilets and intimate care.
- Body searching never happens as it is legally considered to constitute an assault.
- Staff are aware that even in the administration of first-aid, care is taken to avoid anything which might be misconstrued as inappropriate behaviour.

Children will be given opportunities, through the curriculum, to formulate ideas on self-preservation and how to get help, if they have a problem.

This will include:

- Strangers
- Inappropriate touching
- Bullying
- Talks by Childline and the NSPCC
- NSPCC Keeping Safe Programme
- Cyber safety and Cyber bullying and online safety

STAFF

The school must safeguard and promote the welfare of the pupils. The conduct of all staff must be above reproach. Any abuse of a position of trust will be regarded with the utmost gravity. The Board of Governors will ensure that all staff are clear about the standards of acceptable behaviour expected of them. Staff should be clear that there are acceptable boundaries of physical contact with pupils. In extreme cases where the child has been physically restrained a minimum of force will be used.

When an allegation is made against a member of staff the complaint will be investigated thoroughly.

A full copy of this and all Policies are available at the school. There may be a small charge for photocopying of some as outlined in the charges and remissions policy.

Designated Teacher: Miss Henry

Deputy Designated Teacher: Miss Gibson

ICT

Landhead Primary School strives to be at the forefront of technology. We communicate with parents via email, textlocal mobile messages and information is posted on Facebook (Landhead Primary School – Official).

We are very well equipped with up to date technology. We have two iPads to every three children and these are used to enhance the quality of learning and teaching in the classroom. The school is well resourced with ActivPanels in every classroom and laptops/computers.

eSafety is taught at every level and children are encouraged to discuss concerns they have about online safety and issues they may be having.

We hold the Digital School of Distinction Award.

We have been shortlisted for the ICT Excellence Awards

PASTORAL CARE

Landhead is a very close knit school and we encourage parents to keep us informed about concerns they have about their child and if there are events which may impact their schooling happening at home.

Children are taught manners and their self-esteem is developed through ‘Star’ pupils each week, birthday boards and Emotional Health and Well Being talks. There is an achievement board which shows class of the week and the star pupils in the main school for everyone to see.

Rights Respecting lessons are taught in every classroom and the Helping Hands programme for P4/5.

Children’s achievements are rewarded at the end of the year with a certificate for every child and cups and trophies for each class with particular emphasis on the leaving P7 group. The aim of the school is to ensure every pupil will obtain a cup/trophy before they leave primary to celebrate their success.

There is a School Council, a Well-Being Committee and a School Nutritional Action Group. Children throughout the school have opportunities to have their say and are actively encouraged to do so. Each class provides time for children to talk about improvements to the school and also worries or fears they may have.

There is a poster in each room letting them know who they can talk to.

LANDHEAD PRIMARY SCHOOL VISITOR CODE OF CONDUCT

Welcome to our school and thank you for visiting. We hope you enjoy your time with us. Landhead Primary School is focused on the needs of our pupils - we ask all visitors to respect our aims and ethos. The purpose of this document is to offer information and guidance about your time here.

- Please **SIGN IN** as you come in through the main door. Our Secretary Mrs Eakin will be happy to assist you.
- Visitors will be asked to confirm their identity upon arrival.
- No photography is permitted whilst you are visiting the school without the express permission of the Principal.
- Mobile phones should be left in the office or switched off in classrooms and if there are children about.
- All visitors are expected to **SET A GOOD EXAMPLE** to pupils through their speech and behaviour towards all members of our school. Aggressive behaviours will not be tolerated.
- Please **DO NOT SMOKE** (including e-cigarettes) in the school building or school grounds.
- In event of a **FIRE ALARM**, please vacate the building via the nearest emergency exit. The Assembly Point is in the playground.
- Please ensure you do not have any **PHYSICAL CONTACT** with a child unless it is part of your professional duties e.g. Nurse or Doctor.
- Do not go in to the **TOILET AREAS** for work purposes if pupils are using the facilities. Adult visitors must use the designated toilets for staff.
- Inform us of any concerns you have about the **SAFETY OR WELFARE** of our pupils.
- The **DESIGNATED TEACHER** for Child Protection is Miss Henry (Principal) and the **DEPUTY DESIGNATED TEACHER** for Child Protection is Miss Gibson.

The image shows four overlapping sample sign-in forms. The top-left form is yellow and labeled 'CONTRACTOR'. The top-right form is red and labeled 'FIELD TRIP'. The bottom-left form is green and labeled 'VISITOR'. The bottom-right form is blue and labeled 'VISITOR'. Each form has fields for 'YOUR LOGO HERE', Name, Company, Date, Time In, and Time Out. The green and blue forms also have fields for 'YOUR NAME HERE'.



OTHER INFORMATION

FIRST AID

Basic first aid is given in school when necessary by qualified First Aiders. If an accident needs hospital attention we will make every effort to contact the parents. We ask parents to ensure all contact details are kept up to date. We have a number of trained First Aiders onsite.

MEDICINES

The school has a responsibility for the safety and welfare of pupils and regularly reviews arrangements to ensure that the medical needs of the pupils are met. There may be times when children attending school need to take medication. Any such medicines needed by a child during the school day should be brought to school in the smallest practical amount by the parent/carer, not the pupil, and be delivered personally to the Principal or Senior Teacher. These medicines **MUST** be kept in the original bottle/packaging in which prescribed, clearly labelled with:

- Pupil's name
- Contents
- Dosage
- Date

Parents will be asked to complete a written request for the school to administer the medication. Medicines are kept in the office which is locked. A record is kept of all medicines administered.

Asthma - As children need immediate access to their inhalers (Blue Relievers) these are kept on the child's person or in a readily accessible place. Parents **MUST** let the school know if their child is carrying inhalers.

Parents are encouraged to provide the school with full information about their child's medical needs so that staff can exercise appropriate levels of care.

SUN PROTECTION

During the summer months children should bring sun hats and sun cream. The school keeps a limited amount of sun screen and children are encouraged to apply their own.

SMOKING

Landhead operates a no smoking policy in their grounds and outside the school entrances. We would ask for your compliance in this.

LOST PROPERTY

Please clearly label your child's clothing. Children are responsible for any items/toys/devices etc. they bring to school. The school cannot be responsible for missing items. Children should not bring money to school unless in a sealed envelope for dinners, trips, etc. If articles are found they will be kept until claimed. Staff will not undertake searches for missing items but will provide your child time to search themselves.

COSMETICS

Children should not wear cosmetics in school. They may be asked to remove any they are wearing, including nail polish.

JEWELLERY

No jewellery should be worn, apart from stud or sleeper earrings and inexpensive watches. This is both for safety and security reasons and no responsibility can be accepted for lost or broken items.

PUNCTUALITY

Children should arrive at school in time for the start of lessons and should not leave school early unless absolutely necessary. Late comers are disruptive to lessons and children miss vital information at the start of the day. 10 minutes late each morning is almost an hour lost of your child's education a week.

Checklist

Please ensure the following documents are read, signed and returned to school as soon as possible please.

INTERNET USE AGREEMENT ☐

PHOTOGRAPHS PERMISSION ☐

DATA COLLECTION FORM ☐

POSITIVE BEHAVIOUR POLICY ☐



If you require a Free Meals form please see Mrs Eakin.

