



Langley Hall Primary Academy
Ad Vitam Paramus

Policies and Procedures for Parents

2016/2017

POLICIES AND PROCEDURES FOR PARENTS

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Leave of Absence

Parents wishing to take their child out of school for an annual holiday must first complete a Leave of Absence Form which is available from the reception desk or from the Laser. This is a requirement of the Department for Education. Holidays are granted at the discretion of the Chair of Governors.

Requests for extended leave should be made a half term in advance to ensure the Chair of Governors have adequate time to make a decision.

Health and Safety

All equipment and apparatus used in the school conforms to British or European Standards. In addition, staff are aware of the capabilities of individual children and will not allow them to be put at unnecessary risk. However, it is inevitable that children may suffer the odd bump or bruise. Medical attention will always be sought for anything more than a minor injury.

If your child is hurt in an incident involving another child, staff will deal firmly and fairly with the other child concerned.

All accidents, even minor bumps and scratches are recorded in our online reporting system. You will receive this information as an e-mail. If your child has an accident that is deemed by our School Welfare Officer to be significant a brief written summary of significant accident and treatment given will also be sent home with your child.

The term 'significant' will be at the discretion of our School Welfare Officer, but if you want details of minor accidents please ask at the reception desk.

In order to protect children who have an allergy to nuts, we ask parents not to bring in any items containing nuts or nut products.

Fire Precautions

Evacuation procedures are displayed beside the door of each room. All staff have read the procedures and are aware of the nearest alarm point. Regular fire practices take place and children are educated on aspects of fire safety during Life Skills lessons and circle time.

First Aid

It is the aim of Langley Hall Primary Academy that as far as possible all staff hold a valid first aid certificate. The names of the first aiders are displayed in the classrooms, staff room and reception area.

Illness and Accidents

If your child is absent for any reason, please contact the school before 9:00 am on each day of the child's absence. You may advise the school by phone or by emailing the admin team using the school Laser. In the interests of child safety, we will contact you if your child is absent without apparent reason from school.

Children requiring medicine during the school day must complete a school medicine form (available in the reception or via the school Laser). The medicine will be administered by the class teacher. However whenever possible we would ask you to try and time medication so that it does not include the school day.

We will only administer medication which has been agreed with the School Welfare Officer.

Children not well enough to do P.E. should have a valid note from a parent. Children attending school will be expected to swim unless they have a Doctor's note advising that they should be excused. A valid prescription may be submitted in the absence of a doctor's note; however, authorisation will then be at the discretion of the School.

Children leaving the premises during the day will be noted in the electronic register, kept in the school administration area.

It is essential that the school office has up-to-date contact numbers should an emergency arise. Please keep us informed of any change of address or telephone number.

The chart which is attached was issued by the Health Protection Unit and covers most of the common childhood illnesses. Please do refer to this chart, especially the last column which states how long a child should be kept away from school. We will send children home if they return to school earlier than the times recommended by the Health Protection Unit.

Sickness

If your child becomes unwell and we feel that they should be at home you will be contacted and requested that you collect your child immediately. This applies even if your doctor has said your child is fit and not infectious.

Our policy for dealing with sick children is as follows:

- As a general principle, children with any infection should be excluded while they have symptoms or are feeling unwell.
- It is at the sole discretion of the Head of School as to whether or not a child is well enough to be at school.
- You will be required to exclude your child from the school for the stated time if they have the following:
 - Any communicable disease i.e. chickenpox, mumps, impetigo etc.
 - An eye or ear discharge – we have to presume that these are infectious as they quite often are. Therefore, an eye or ear infection must be clear of discharge before they can return. However, if your GP writes to us stating that it is not infectious, we will be happy for them to be at the school as long as they are not suffering from any discomfort, pain or requiring any extra care.
 - Diarrhoea/vomiting – your child may return to the school once they have been clear for 48 hours, depending on the severity of the illness and your GP's diagnosis (this may be required in writing).

- If they have a high temperature, we will assess the situation using the following guidelines:
 - 38.9°C / 102°F and over - Your child should go home immediately
 - 38.3°C / 101°F - We will monitor the situation for 30 minutes. If their temperature goes down below 38.3°C / 101°F your child may be allowed to stay at school.
 - Up to 37.8°C / 100°F - We will monitor the situation and keep you informed of any significant change.

One of the most important points for the staff to consider is if your child is well enough to cope with the 'normal' day i.e. a child with a temperature of 37.8°C / 100°F may feel very poorly and need one to one attention and therefore needs to go home. However, on another occasion, a temperature of 38.3°C / 101°F may not seem to bother the child and so we may not send the child home immediately.

Critical Medical Policy

Langley Hall Primary Academy takes seriously its responsibility to look after your child. To enable us to do this successfully it is important that we work together in partnership with parents.

We would ask you to communicate in writing any changes in your child's development or physical needs that may become apparent as they grow up so that we can update the school records and develop or amend a care plan. The updating of a child's care plan is the responsibility of the parent. This can be done via your school Laser account and should be completed in consultation with the School Welfare Office.

When you sign your child in to our school you will be asked to complete a medical form. This must be returned before a child starts with us. If you have indicated that they have any serious allergies that require us to avoid foods or circumstances that would make the allergy worse, we will ask you to complete a Health Care Plan (all allergies should also be noted on Laser). Only when this is done, may your child start at the school/nursery. If this procedure is not followed by our staff, please speak to the Administrator. We need to know that this very important policy is being adhered to by all.

GUIDANCE ON INFECTIOUS DISEASES

Guidance on infection control in schools and other childcare settings

2. Rashes and skin infections

Children with rashes should be considered infectious and assessed by their doctor.

Infection or complaint	Recommended period to be kept away from school, nursery or childminders	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended
Chickenpox	Until all vesicles have crusted over	<i>See: Vulnerable Children and Female Staff – Pregnancy</i>
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting
German measles (rubella)*	Four days from onset of rash (as per " <u>Green Book</u> ")	Preventable by immunisation (MMR x2 doses). <i>See: Female Staff – Pregnancy</i>
Hand, foot and mouth	None	Contact your local HPT if a large number of children are affected. Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash	Preventable by vaccination (MMR x2). <i>See: Vulnerable Children and Female Staff – Pregnancy</i>
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Exclusion not usually required	Treatment is required
Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment
Scarlet fever*	Child can return 24 hours after starting appropriate antibiotic treatment	Antibiotic treatment is recommended for the affected child

Slapped cheek/fifth disease. Parvovirus B19	None (once rash has developed)	<i>See: Vulnerable Children and Female Staff – Pregnancy</i>
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune, ie have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local PHE centre. <i>See: Vulnerable Children and Female Staff – Pregnancy</i>
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms

3. Diarrhoea and vomiting illness

Infection or complaint	Recommended period to be kept away from school, nursery or childminders	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
<i>E. coli</i> O157 VTEC Typhoid* [and paratyphoid*] (enteric fever) Shigella (dysentery)	Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting	Further exclusion is required for children aged five years or younger and those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance. Please consult your local PHE centre for further advice
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

4. Respiratory infections

Infection or complaint	Recommended period to be kept away from school, nursery or childminders	Comments
Flu (influenza)	Until recovered	<i>See: Vulnerable Children</i>
Tuberculosis*	Always consult your local PHE centre	Requires prolonged close contact for spread
Whooping cough* (pertussis)	Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local PHE centre will organise any contact tracing necessary

5. Other infections

Infection or complaint	Recommended period to be kept away from school, nursery or child minders	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local PHE centre
Diphtheria *	Exclusion is essential. Always consult with your local HPT	Family contacts must be excluded until cleared to return by your local PHE centre. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local PHE centre will advise on control measures

Hepatitis B*, C*, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. For cleaning of body fluid spills see: <i>Good Hygiene Practice</i>
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis C is preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close school contacts. Your local PHE centre will advise on any action is needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local PHE centre will give advice on any action needed
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local PHE centre
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination (MMR x2 doses)
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic

* denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). In addition, organisations may be required via locally agreed arrangements to inform their local PHE centre. Regulating bodies (for example, Office for Standards in Education (OFSTED)/Commission for Social Care Inspection (CSCI)) may wish to be informed – please refer to local policy.

Outbreaks: if an outbreak of infectious disease is suspected, please contact your local PHE centre.

Equality of Opportunities

Entry to Langley Hall Primary Academy is non-discriminatory and follows our published admissions criteria. It is our policy to recognise and acknowledge that each and every child is an individual and that all diversities of personalities, abilities, culture and character will be respected and nurtured without racial, gender or other forms of stereotyping. Positive attitudes to differences of race, culture, religion, social circumstances, language or gender are encouraged.

We respect the families of our children and encourage parents to assist us in developing an understanding of any additional needs of their child. We do not make judgments about the family backgrounds and lifestyles of the children in our care and if discrimination does occur, it will be challenged

We will recognise, observe and report on a child's abilities and will seek to meet the needs of each child as an individual, encouraging them to actively participate in activities, even if this means adapting the activities to meet those particular needs. A wide range of activities will be offered with resources reflecting the diverse backgrounds, language and physical abilities of the children in our community.

Collective Worship

Langley Hall Primary Academy takes seriously its responsibility to meet requirements for collective worship. Each school day begins with a short assembly. Reception, Year 1 and Year 2 children meet in the school hall at Lower School, and each day a different person leads the assembly.

This daily act of collective worship draws that school together and helps children to feel a part of the school family. It encourages pupils to accept responsibility for their behaviour and to understand how they can contribute positively to the lives of those around them.

Our assemblies have also helped children to develop their self-knowledge, self-esteem and self-confidence as they reflect upon the difference between making good or bad choices in their lives.

Special Needs

At Langley Hall Primary Academy, we support students with learning difficulties and emotional needs to allow them to achieve their full potential. We identify barriers to learning and implement interventions to support students' learning and well-being.

The concerns regarding students raised by members of staff or parents are further investigated by a class teacher liaising with the SENCO (Marta Mazik). We aim to identify students with additional needs as soon as possible to provide them with tailored interventions aimed at supporting their learning and emotional development. Children will be observed so that the SENCO can gather information for initial and further assessment of individual children's needs so that the curriculum can be adjusted appropriately. We also liaise with outside agencies to provide the support that children require.

We believe that children should be offered full access to a broad and balanced curriculum to enable them to become valuable citizens.

We also ensure that all staff are aware of the needs of individual children and receive up-to-date information and training wherever necessary.

The School's Strategy for Assisting Children who have English as an Additional Language

Langley Hall Primary Academy will recognise a child's first language and will ascertain from parents key words to enable the practitioner to communicate during the early days of his/her education within our school.

Practitioners will communicate regularly with parents regarding basic words taught in English at school for children to practise at home.

Special care will be taken to provide resources appropriate for children with English as an additional language. Other members of the team will be made aware of children with English as an additional language.

Langley Hall Primary Academy will encourage parents to be accompanied by a translator for parents' evenings and information evenings should this be necessary. We will endeavour to provide written information in a parent's home language or seek alternative ways to ensure they remain fully informed. This must be requested from the school if required.

Behaviour (Including Bullying & Abuse)

There is no place for violence, bullying, harassment, victimisation, vandalism, rudeness, or bad language in our community and these must always be discouraged. Anyone observing or experiencing bullying, harassment, victimisation or vandalism are encouraged to enlist the help of class teachers, play rangers and playground buddies in the school to resolve problems of this type.

Repeated occurrences will need to be noted on the child's profile record and drawn to the attention of senior members of staff and the Head of School. Sanctions exist to protect individuals from these negative forms of behaviour. Solutions to problems of bullying, harassment and vandalism should offer opportunities to support and guide the "wrong doer" to take a more positive role within the school.

Although vigilance is key, not all incidents are reported to, or observed by, staff. If parents have a concern regarding unacceptable behaviour, they should contact the class teacher.

All staff, children, parents and visitors can expect respect. Everyone within our school will be courteous to you, parents, at all times. In return we expect you to be courteous to all members of staff. Intimidation, verbal or physical abuse, bullying, threats and aggression are unacceptable at Langley Hall Primary Academy.

Disciplinary Procedure

There is a disciplinary procedure that is followed at Langley Hall Primary Academy.

Positive praise and reinforcement are our first steps in behaviour management. However, the disciplinary sanctions we may use are listed, in no particular order, below:

- No attention given
- Catch up learning

- Referral to senior staff
- Withdrawal of privileges
- Loss of play or lunchtime or part of
- Warning letter to parents (may be appropriate to send)
- Discussion with parents
- Individual Behaviour Profile
- Risk Assessment
- Isolation of pupil – extraction from class
- Home/School communication book
- Referral to SENCO, Head of Children’s Services and outside agencies
- Internal exclusion
- External exclusion

A Home-School Communication Book may be issued to a child if it is felt that he/she is behaving badly in class or not working to their full potential.

The book will be taken by the child from lesson to lesson, and each subject teacher will make a comment on their behaviour and work during the day. The child will bring the book home each evening so that parents are kept informed of daily progress. It is then signed and returned to school the next day, constructive comments are welcome. At the end of the week the Head of School will assess whether the report card should continue.

If you should unintentionally receive another child’s communication book, please return it to the school without reading the contents.

For most of our children, very few of these sanctions are ever necessary.

Professional Development for Staff

Langley Hall Primary Academy is committed to providing professional development for all staff. It is our policy to develop staff expertise so that they can progress to more senior roles where possible to enable us to offer continual professional development. We recognise that, as staff become more capable of managerial positions, we risk losing them to other organisations if we are not able to offer fresh challenges for ambitious staff.

The curriculum plans offer clear guidance to new staff. Short and medium term planning, test result records and weekly anecdotal observations made of children's progress, make it easy for there to be a seamless transition. New staff bring with them fresh ideas that prevent our school from becoming stale or complacent. We warmly welcome new staff and have a thorough induction programme that will form part of our future application for the Investors in People Award.

Policy On Staff Absence Through Illness

Your child's class teacher is committed to nurturing and developing your child throughout the year. From time to time, however, staff may be absent due to illness or staff training. Every effort will be made to keep changes to a minimum and to use supply staff who are known to us and are familiar with our systems and practices. However, it is often the case that if a bug is going around, several people will be affected at once and we reserve the right to meet the challenge of staff absences in the way that we believe to be best for the children. As our teachers ‘team-teach’ and know the children in other classes as well as

their own, this may include opening doors splitting or teaching across classes. This would only be for a short period of time (2-3 days maximum) until we can secure a supply teacher who is suitable. Our highly trained Level 3 Learning Support Assistants are also used to support the absence of teachers for short periods of time within known year groups.

In very rare circumstances staff may, through no fault of their own, have a period of prolonged absence or their attendance at school may be irregular. In these circumstances we will, wherever possible, ensure that supply staff are not placed with 11+ examination year groups, i.e. Year 5 and Year 6 (autumn term only). These are the very crucial year groups and we reserve the right to ensure that they have a permanent Langley Hall teacher. We will cover long-term illness of staff with one supply teacher where possible, however during spasmodic illness this may not be possible. All our teachers follow detailed lesson plans and in the event of illness their plans are passed on to the supply teachers to provide continuity of learning. Our teachers also record each pupil's progress weekly, which acts as an excellent guide for covering staff.

Safeguarding Children and Staff

Langley Hall Primary Academy are committed to safeguarding the children in our care and have a policy for safeguarding children which is in line with Children's Social Care and Government guidelines.

Langley Hall staff have a statutory right to observe children as part of the developmental record process, these observations may also be used as evidence in safeguarding issues. Langley Hall Primary Academy has a statutory responsibility to refer any safeguarding concerns to the school's Designated Safeguarding Officer whose responsibility is to follow this up with the appropriate organisation. Langley Hall Primary Academy has a Head of Children's Services (Catriona Eadie) in place to support children and their families who may require extra support from the school.

Langley Hall Primary Academy is also committed to safeguarding staff and have policies relating to professional conduct and protection from false allegations.

Preventing Extremism and Radicalisation

There is no place for extremist views of any kind in our school, whether from internal sources - pupils, staff or governors, or external sources - school community, external agencies or individuals. Our pupils see Langley Hall Primary Academy as a safe place where they can explore all issues safely and where our teachers encourage and facilitate this – we have a duty to ensure this happens. Any concerns relating to extremism or radicalisation will be dealt with in line with our safeguarding policy. If any parents have any concerns relating to extremism or radicalization they should raise these directly with the Head of Children's Services or Heads of Schools.

What To Do If You Have A Concern

Within Langley Hall Primary Academy we have a Concerns Procedure which allows us to monitor parental concerns, what actions were taken and perhaps more importantly, what lessons can be learnt for the future. On most occasions, parents of the child who has been the cause of concern will be informed. However in circumstances of safeguarding children or malicious accusation, we may decide that this is not appropriate.

If you have a concern that is connected with your child:

- Firstly, approach your child's class teacher.
- If this is not appropriate, contact a member of the Senior Management Team.
- Finally, make an appointment to see Mrs Fallows at Upper School; James Petrie at Lower School, or Catriona Eadie, Head of Children's Services.

Please try and let us know, briefly, what your concern is – unless otherwise briefed, Mrs Fallows. Mr Petrie or Mrs Eadie will most probably have a member of the Senior Management Team or class teacher with them when they meet you.

If it is connected with an administrative matter:

- Talk to the Office Manager (Lisa Mallon)

If you wish to make a complaint about a teacher please speak to Mrs Fallows for Upper school or James Petrie for Lower School.

If you wish to make a complaint about Mrs Fallows, Mr Petrie, Mrs Eadie, or Miss Mazik please contact Mrs Eaton, Director of Education. If you wish to make a complaint about Mrs Eaton, please contact the Chair of Governors by leaving a letter addressed to him with the school office and we will ensure that it is forwarded on to him. In order to ensure that it is not opened by staff, please mark your letter 'Confidential'.

When a concern is expressed, either personally, by telephone, e-mail, via the school Laser or letter, we complete our own "Staff/Parent Concern Report" form. These are filed and regularly reviewed.

We will acknowledge your concern within 24 hours during school term time and will deal with your concern as soon as possible and complete the process within 20 school days.

If you are not happy with our written response to your concern, you are entitled to bring the concern again to a review panel comprising of two members of the Senior Management Team, not directly involved in the original complaint and a third person who is independent of the management and running of the school. You may be accompanied at this meeting if you wish. This panel will record their findings and recommendations and a copy will be given to the Governing Body, the Head of School and anyone complained about, as well as yourself. This process will be completed within two weeks of raising the original concern.

We guarantee to keep your concern confidential.

If you are not satisfied with the way that your concern has been handled or the outcome you may contact Ofsted on 0300 123 4234 or the Secretary of State for Education via the Education Funding Agency.

Child Collection Procedure

The safety of our children is paramount, therefore children are expected to be collected by a known parent / carer. In the event that it is necessary for a child to be collected someone other than the known parent / carer, please inform the relevant school office, before 1 pm is possible, giving an agreed password and the name of the nominated adult who will be collecting your child(ren). The nominated adult is then required to present the password at the school office and a collection pass will be issued which must be given to the class teacher when collecting the child. No child will be released unless a password is received and a pass given.

We understand that it may be necessary that children in Year 6 need to walk or cycle home alone. If this is the case, a letter from the parent giving the school permission to allow the child to walk cycle alone is required. No child will be permitted to make his/her own way home without formal permission being given by parents to the school and it being sanctioned by the Head of School.