



# TUNBURY PRIMARY SCHOOL

## WELCOME BOOKLET AND SCHOOL INFORMATION



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## TUNBURY PRIMARY SCHOOL

A warm welcome to Tunbury Primary School.

Confidence in a school comes from knowing and understanding what is happening within it. Here at Tunbury it is our aim for every child to be happy and successful during their time with us and we strive to provide a secure, caring and fun environment in which each child can develop his or her potential.

We are a community of learners and we have a dedicated staff team who work hard to ensure that every child has the opportunity to achieve their best. We aim to prepare every child for the opportunities, responsibilities and experiences of life beyond primary school through a variety of experiences both inside and outside of the classroom.

We hope that you and your child enjoy your time with us at Tunbury School.

**Miss E. McIntosh**  
**Headteacher**



## **TUNBURY PRIMARY SCHOOL**

### **MISSION STATEMENT**

**To provide all pupils with the same standard of education and care that we would wish for our own children**

#### **Our Vision**

There is little in life as valuable as a child's education. At Tunbury our vision is for every child to reach their full potential.

#### **Our School Aims**

In partnership with parents, staff and the wider community, we aim to:

- Provide a happy, safe and secure environment for our children
- Create a stimulating climate in which good and outstanding learning can take place
- Have consistently high expectations and match these with quality resources, teaching and learning skills
- Provide a range of educational and social experiences appropriate to the age, ability and needs of our pupils and promote a professional learning environment
- Create opportunities for every individual in the school community to develop his or her maximum potential
- Adopt a philosophy of continuous improvement in every aspect of the school's work and life.

#### **Our Golden Expectations**

- No excuses
- Everyone is accountable
- Every second counts
- Everyone must excel.





## TUNBURY PRIMARY SCHOOL

### TUNBURY PRIMARY GOVERNING BODY

Every school has a governing body that helps the Head Teacher set the strategic direction of the school. The governing body has 3 core functions:

1. Setting the vision, ethos and strategic direction of the school
2. Holding school leaders to account for the educational performance of the school and its pupils and the performance management of staff
3. Overseeing the financial performance of the school and making sure it's money is well spent.

Parent Governors are elected by the parents and serve for a period of four years. Co-opted Governors are appointed by the Governing Body after considering suitable applicants. The Local Authority, which is Kent, appoints LA Appointments.

The Governing Body meet regularly; three times a year as a full committee and many more times in the smaller committees that discuss curriculum, finance, premises and general matters. Governors often take a particular interest and are able to support the school in that area during the year. Vacancies and changes to the Governors are publicised in the school's newsletter.

<b><u>Parent Governors (3)</u></b>	<b><u>Co-opted Governors (8)</u></b>	<b><u>Staff Governors (1)</u></b>
Mrs F Smith (Chair)	Mr T Broadhurst	Miss E Heagren
Mr A Stallard	Miss E Nuttall	
Mrs T Kearey	Mrs Y Jackson	<b>Headteacher</b>
	Mr M Chandler	Miss E McIntosh
	Mr P Edwards	
	Mr S Nairn	
	Vacancy	
	Vacancy	
	<b><u>LA Appointments (1)</u></b>	<b><u>Clerk</u></b>
	Vacancy	C/o School



## TUNBURY PRIMARY SCHOOL

### SCHOOL PROCEDURES

#### Beginning and end of the school day

Our school day begins at 8.55am when registration takes place and lessons begin. Children may enter their classrooms from 8.45am. The gates to the playground are closed at 9am so any children arriving after 8.55am should enter the school via the main entrance. The school day ends at 3.15pm. At this time children are dismissed from their classes and meet their parents/carers on the playground under the supervision of the class teacher. The gates to the playground will be opened at 3.05pm. It is at this time that parents/carers can enter the playground and wait for their children.

#### Attendance

If your child is absent you are required to phone the school on the morning of each day of absence. A written note explaining the nature of the absence is required on your child's return to school.

The school's Attendance policy is published on our website [www.tunbury.kent.sch.uk](http://www.tunbury.kent.sch.uk). **The school does not authorise leave for holiday during term time.**

Please note where there are more than 10 sessions or 5 days unauthorised absence in a 50 day period, the school may request a Penalty Notice from the Local Authority.

#### Leaving School Early

Sometimes parents ask for their child to be given permission to leave school early to attend medical appointments. Medical appointments should be made outside of the school day, however where this is not possible parents should notify the class teacher and/or school office in writing of the time prior to the day concerned. In the interests of safety no child is allowed to leave school unless collected by a parent or carer. There are no exceptions to this basic rule.

#### Telephone Messages

It is difficult to give children messages during the day as the school is large and classes are not normally disturbed to deliver non-urgent messages. Please settle your collection arrangements before school and tell your child so you do not need to ring with changes during the day. However in an emergency please phone the office and every effort will be made to ensure your child receives the message.

#### Parking and Safety

Vehicular access to the school is restricted. Automatic gates are in operation at the main entrance. This means that unauthorised vehicles will not be able to enter the school. If you need to drive please park outside and allow your children to walk into school.

The following suggestions, if adhered to, may help to reduce any congestion at peak times:-



## TUNBURY PRIMARY SCHOOL

- Share a car with a neighbour or friend.
- Walk to school.
- Cycle to school with your children; leave their bikes in the bike park and cycle home.
- Park in roads around school and walk the last hundred metres.
- Do not park across the pavements or driveways.
- Take care when driving along Tunbury Avenue; give priority to the Road Crossing Patrol warden.

### **Pedestrians (during the school day)**

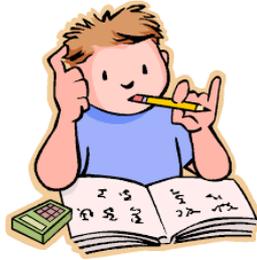
For pedestrians wishing to enter the school during the school day, we have a buzzer entry system.

As you face the main entrance from Tunbury Avenue the pedestrian gate located on the left has been fitted with an entry buzzer. Please use this buzzer. Your call will be received by the office staff and then the gate will be released for your entry. On exit from the school, please use the exit button located on the school side of the gate.



## TUNBURY PRIMARY SCHOOL

### INVOLVING PARENTS IN SCHOOL LIFE



#### Parents

Everybody who works within the school cares about the children and their parents. We feel it is vital to develop an understanding partnership with parents or indeed carers. We hope that parents will grow to care for the people who work within the school and support us in every way. Our aim is a successful home-school relationship and to achieve this, parents and teachers need to co-operate fully with each other. Your child needs to feel confident that both are working together in his or her best interests.

Whilst parents are very welcome to contact the School directly, many queries are easily dealt with by the class teacher. Class teachers may be contacted by the contact books, homework diaries, letter, phone calls or a quick word at the end of the day. It is obviously preferable if an appointment can be made, unless matters are urgent.

#### Parent-Teacher Consultations

Open Evenings are held twice a year in the Autumn and Spring terms. Separated and divorced parents are strongly encouraged to attend together as it is not possible for teachers to provide two appointments to every child with dual homes.

#### Reports

Written formal reports for each child are sent home annually. This usually happens in July and is followed by an opportunity for parents to see the teacher if requested. Parents receive regular mid-year reports throughout the year.

#### Electronic Communication

Communicating between school and home directly via email is far more reliable and faster than depending on pupils to deliver letters and notices home. At Tunbury we do the majority of our communication via email therefore it is essential that you provide the school office with a valid email address for you to receive all communication.



## TUNBURY PRIMARY SCHOOL

### Newsletters

A school newsletter is distributed throughout the year. This comprehensive read is compiled by the office manager and aims to keep parents well informed of developments, events, sporting and pupil news.

The newsletter is distributed electronically and can also be viewed on the school website:

[www.tunbury.kent.sch.uk](http://www.tunbury.kent.sch.uk)

In addition, each year group provide regular newsletters keeping you up-to-date with the events and learning from that year group.

### Payments

During the year the school asks parents to make voluntary financial contributions for charity events and other educational extras. Parents may be invited to pay for up to three educational visits each year. Parents support is much appreciated.

### Parents Association

Our parents association is called the Tunbury School Association – hereafter called the T.S.A. All parents are automatically members and the committee is formed at its Annual General Meeting in the Autumn term. The T.S.A is affiliated to the National Confederation of Parent-Teacher Associations.

The activities of the T.S.A. are fund raising with the added benefit of being social occasions for the children and /or adults who participate. The money raised is used to help advance the education of the pupils by enhancing the provision of resources and facilities. The work of the T.S.A is greatly appreciated by the Headteacher, Staff and Governors who support the association by helping at or attending as many events as possible. Major events held most years include: Christmas Fair, Discos and Summer Fair. The TSA have a website detailing all events and fundraising information at [www.thetunburyschoolassociation.com](http://www.thetunburyschoolassociation.com)

### Homework

Without question, parental involvement in their children's education is of great benefit in terms of progress and motivation for learning. Parents who are interested in their children's work and who encourage them with time and conversation gain a much more highly motivated child than the parent who provides a quiet room and then goes out leaving the child alone to get on with their homework. That may come at Secondary School but at Primary School homework is much more about working together.

Parents can help their children by reading to them throughout their primary education, and not just when young children cannot read themselves. In that way the richness of English Literature can be presented to them. Children need to be taken to the Library and given help to choose books to support their school work. Children need their parent's time and genuine interest. Please listen to them and talk with them.



## TUNBURY PRIMARY SCHOOL

### UNIFORM

Tunbury School has a uniform and Governors and staff believe that our school uniform adds to the ethos of the school. It is worn by all the pupils. Any of the local stores such as ASDA and Marks and Spencer stock most of the items so parents can shop around for the best value for money. However, only the school maintains stocks of the school tie.

The full range and description of the uniform is as follows:

<b>BOYS</b>	<b>GIRLS *</b>	<b>Colours</b>
Ties	Ties	Burgundy with blue stripes
Trousers/Shorts	Skirts/Tunics/Trousers	Mid-Grey
Shirts	Blouses/Shirts	Light Blue
Pullovers (v neck)	Cardigans/Jumpers (v neck)	Burgundy
Socks	Socks/Tights	White or Grey socks/Grey tights
Flat Shoes	Flat Shoes	Black

\*For summer a blue and white gingham or striped dress is recommended.

Black shoes of a style suitable for school wear are required. Children are expected to change in to shoes if they wear wellingtons/boots to school. Shoes with heels are unsafe, and it is requested that parents do not buy shoes with high heels. Trainers are not suitable footwear as mud becomes trapped in their soles which when dry drops off around the school. Plastic jelly shoes or open toe sandals are not suitable footwear.

For safety reasons the wearing of rings on fingers, bracelets, necklaces or other jewellery is not permitted. Earrings should be small stud type only. Long hair should always be kept tied back whilst in school. Nail varnish is not permitted in school.

### Physical Education and Games

Physical Education and Games are compulsory for all children except those temporarily or permanently excluded on health grounds. Such cases must be supported by a letter to the class teacher. Please help your child enjoy Physical Education by providing appropriate clothing. Indoor lessons are performed in bare feet. A bag with your child's name is required for the following suitable items:-

	<i>Indoors</i>	<i>Outdoors **</i>
<b>BOYS</b>	Shorts, Blue or Black PE Top, (tree team colour)*	Shorts and PE Top** Plus trainers or plimsolls
<b>GIRLS</b>	As above or alternatively PE Skirt or leotard	As for indoors** Plus trainers or plimsolls Socks must be supplied for PE. Tights cannot be worn for PE.

\* Children wear a T-shirt of their tree team colour.

\*\*In cooler weather children may wear a tracksuit.



## TUNBURY PRIMARY SCHOOL

For Health and Safety reasons it is imperative that children have a change of footwear for P.E. and Games. Trainers or plimsolls are usually suitable for outdoor P.E. although children will normally need boots for any football clubs.

### **Naming Clothes**

Occasionally children lose or misplace articles of clothing. Please help your child to keep track of their clothes by naming all garments that they are likely to remove. It is especially important that cardigans, jumpers and P.E. plimsolls are named as these are the most frequently found items in the lost property boxes.



## TUNBURY PRIMARY SCHOOL

### ADDITIONAL EDUCATIONAL NEEDS



At Tunbury Primary School we can make provision for every kind of frequently occurring special educational need without a statement of special educational needs / Education, Health and Care Plan, for instance Dyslexia, Dyspraxia, Speech and Language needs, Autism, Irlens, and Social/Emotional needs.

There are other kinds of special educational need which do not occur as frequently and with which the school is less familiar, but we can access training and advice so that these kinds of needs can be met.

A child of compulsory school age or a young person has a learning difficulty if he or she:

- a) Has a significantly greater difficulty in learning than the majority of others of the same age; or
- b) Has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions. SEN Code of Practice (2014, p 4)

#### How do we identify individual special educational learning needs?

- When a child has an identified special educational need or disability before they join our school, we work closely with the people who already know them and use the information already available to identify what the possible barriers to learning may be to plan appropriate support strategies.
- The Inclusion Manager works closely with the Early Years Team to identify concerns and develop strategies for supporting pupils either one to one or in small groups.
- Intervention groups are used consistently through Early Years for targeting support for children in speaking and listening and phonics, fine and gross motor skills.
- We ask that parents approach the school if they feel that their child has a special educational need and we will discuss this with you and assess your child accordingly. Often these assessments will be carried out by the school, sometimes school seeks advice from more specialised services such as Educational Psychology, Learning Support Advisory Teacher (LSAT), Occupational Therapy (OT), Speech and Language Therapy (SALT) – parents need to give their permission for any referrals. Feedback from any assessments and the next steps are then shared with parents.
- If your child's teacher feels that your child is not making expected progress they will discuss their concerns with the Head of Year and Inclusion Leader. Your child's teacher will contact you if they become concerned about their progress. The earlier we take action and modify our provision, the sooner we can support your child in making progress. This process will involve the teacher observing your child's learning characteristics and how they cope with our learning environment; we will assess their levels of understanding and where appropriate, use tests to pinpoint specific difficulties.



## TUNBURY PRIMARY SCHOOL

### FOOD AND DRINK



#### School Meals

Meals, cooked in our own kitchen are of a high standard. They are served in the school hall under the supervision of a Senior Supervisor and other Midday Meals Supervisors. Pupils in Key Stage One and Two eat separately and separate supervision is provided for both groups of pupils. Information about bookings and payments for meals can be obtained from the school office.

Provision is also made for children to eat packed lunches. These packed lunches should be sent to school in a suitable container, labelled with your child's name and class. The food that children eat during the day affects their ability to learn, therefore it is most important that parents give children nutritious food. Sweets are not allowed. Pupils take home the remains of their packed lunch so that parents can see how much food has been eaten. In this way parents are able to plan the evening meal aware of food consumed during the day. **There are children in school with nut allergies. Nuts are not allowed in school, so please take care when bringing in snacks and packing your child's lunch box.**

#### Government's School Fruit and Vegetable Scheme

Under this scheme, each child in Key Stage One is entitled to receive a free piece of fruit or vegetable each school day, at morning break e.g. an apple, a banana, some carrot sticks. It is however essential that you inform us of any allergies your child may have so that we can ensure they are not given anything that might harm them. Children in Key Stage Two are allowed to bring a healthy snack (fresh or dried fruit only) from home as part of our commitment to healthy eating. No sweets, crisps or chocolate biscuits are allowed at break times.

#### Cool Milk at School Ltd

Milk is available for all year groups. Milk is free for all children up to 5 yrs. Registration forms are available from the school office or parents may apply online at [www.coolmilk.com](http://www.coolmilk.com). Payment is collected by Cool Milk – invoices are sent to parents. The milk is kept refrigerated until given to the children in Key Stage One. Pupils in Key Stage Two collect their milk from their fridge before going out for morning break.

Tunbury is part of the Kent Healthy Schools programme and committed to healthier living and learning. All children, unless there is a medical reason, are permitted to have **water only** in bottles during the day.



## TUNBURY PRIMARY SCHOOL

### PUPIL PREMIUM FUNDING

The pupil premium is funding to raise the attainment of disadvantaged pupils and help them reach their full potential.

There are currently two free school meal schemes; Universal Infant Free School Meals and Income Related Free School Meals. The Government introduced an initiative to provide free school meals to all children attending Reception, Year 1 and Year 2. This is called Universal Infant Free School Meals, and you may see the abbreviation UIFSMs used.

**It is vital that families still register their eligibility for Free School Meals if they meet the criteria set out below, even if their child falls within the UIFSMs classes as above.** The pupil premium funding is generated by this registered eligibility and will amount to £1,320 per eligible pupil. Funding is used to support eligible pupils with their education.

Your child will be eligible for free school meals if the household income is below £16,190 or you are in receipt of any of the following benefits:

- Income Support
- Income Based Jobseekers Allowance
- Child Tax Credit (not including Working Tax Credit)
- Guaranteed Element of State Pension Credit
- An income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999 if you are an asylum seeker

*No one will know you have registered and it will not affect any other benefits you are claiming.*

Registration can be completed online at <http://www.kent.gov.uk/education-and-children/schools/free-school-meals>. Alternatively, a form can be requested from the school office.

As always with changes in government, there is the possibility that the funding for Universal Infant Free School Meals will change at any time. It is therefore important that we already have an application in place so that your child will benefit from a statutory free school meal (therefore no payment required) and the benefits that pupil premium funding bring as soon as this change occurs.

Please be assured that staff at Tunbury Primary School do not receive information about individual circumstances from Kent County Council. We are simply notified of eligibility and start and end dates. Children receiving free school meals cannot be identified in any way to other pupils. If you have any queries regarding this information please contact the School Business Manager.

**This may not be relevant to you now but if at any point your circumstances change and you feel you may qualify please make enquires at the school office.**



## TUNBURY PRIMARY SCHOOL

### PUPILS ACCEPTABLE USE POLICY – EARLY YEARS & KS1 (0-7)

#### FULL SIZE COPY ATTACHED FOR COMPLETION AND SIGNATURE

- I only use the internet when an adult is with me.
- I only click on links and buttons when I know what they do.
- I do not share personal information and passwords with other people online.
- I only send messages online which are polite and friendly.
- I know the school can see what I am doing online.
- In school I will only use my own password to use the computers in school and I will not let anyone else use this password.
- In school I will only use the numbered iPad that my teacher tells me to.
- I will tell an adult if someone else tries to use my password or numbered iPad in school.
- I know that if I do not follow the rules then:
  - My Class Teacher will speak to me about my behaviour and remind me of why the rules need to be followed if we are to keep safe online.
  - My Class Teacher will also speak to my parents so that they too can work with the school to ensure that I understand the rules and keep safe when using computers and iPads.
  - If, after my teacher has spoken to me, I continue to break the rules I will not be allowed to use the computers and iPads for the remainder of the lesson.
  - If I have repeatedly broken the rules and as a consequence missed a lesson, I will be allowed to use the computers and iPads in following lessons and I will be expected to follow the rules.
- I have read and talked about these rules with my parents/carers.
- I always tell an adult/teacher if something online makes me feel unhappy or worried.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) , <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/> or [www.childnet.com](http://www.childnet.com) to learn more about keeping safe online.



## TUNBURY PRIMARY SCHOOL

### PUPILS ACCEPTABLE USE POLICY – KS2 PUPILS (7-11)

#### FULL SIZE COPY ATTACHED FOR COMPLETION AND SIGNATURE

- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher has chosen.
- I use my school computers for school work unless I have permission otherwise.
- I will always log off when I have finished using the computer or device.
- I keep my personal information safe and private online.
- If, for any reason, I need to bring my mobile phone into school I know that it is to be handed in to the office and then collected at the end of the school day.
- I do not use my mobile phone during the school day or on the school grounds.
- I know that I will be able to use the internet in school, for a variety of reasons, if I use it responsibly. However, I understand that if I do not, I may not be allowed to use the internet at school.
- I know that not everything or everyone online is honest or truthful and will check content on other sources like other websites, books or with a trusted adult.
- I always credit the person or source that created any work, image or text I use.
- I only talk with and open messages from people I know (that I have met) and I only click on links if I know they are safe.
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened.
- I only send messages which are polite and friendly.
- I will keep my passwords safe and not share them with anyone.
- I will not access or change other people's files or information.
- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidentally come across any of these I should report it to a teacher or adult in school or a parent or carer at home.
- I will only post pictures or videos on the Internet if they are appropriate and if I have permission.
- I will only change the settings on the computer if a teacher/technician has allowed me to.
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult.
- I know that my use of school devices/computers and Internet access will be monitored.
- If I bring in memory sticks / CD ROMs from outside of school I will always give them to my teacher so they can be checked for viruses and content, before opening a file.
- If I get unpleasant, rude or bullying emails or messages I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.
- In school I will only use my own password to use the computers in school and I will not let anyone else use this password.
- In school I will only use the numbered iPad that my teacher tells me to.
- I will tell an adult if someone else tries to use my password or numbered iPad in school.
- I know that if I do not follow the rules then:



## TUNBURY PRIMARY SCHOOL

- My Class Teacher will speak to me about my behaviour and remind me of why the rules need to be followed if we are to keep safe online.
- My Class Teacher will also speak to my parents so that they too can work with the school to ensure that I understand the rules and keep safe when using computers and iPads.
- If, after my teacher has spoken to me, I continue to break the rules I will not be allowed to use the computers and iPads for the remainder of the lesson.
- If I have repeatedly broken the rules and as a consequence missed a lesson, I will be allowed to use the computers and iPads in following lessons and I will be expected to follow the rules.
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page and tell an adult straight away.
- I have read and talked about these rules with my parents/carers.
- If I am aware of anyone being unsafe with technology then I will report it to a teacher.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about keeping safe online.



## TUNBURY PRIMARY SCHOOL

### PARENT/CARER/PUPIL ACCEPTABLE USE POLICY

#### FULL SIZE COPY ATTACHED FOR COMPLETION AND SIGNATURE

- I have read and discussed the Acceptable Use Policy (attached) with my child.
- I know that my child will receive online safety (e-Safety) education to help them understand the importance of safe use of technology and the internet, both in and out of school.
- I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons and to safeguard both my child and the schools systems. This monitoring will take place in accordance with data protection and human rights legislation.
- I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.
- I understand that if the school has any concerns about any possible breaches of the Acceptable Use Policy or my child's safety online, either at school or at home, then I will be contacted.
- I understand that if my child does not abide by the school Acceptable Use Policy then sanctions will be applied in line with the schools behaviour policy. If the school believes that my child has committed a criminal offence then the Police will be contacted.
- I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school communities' safety online.
- I, together with my child, will support the school's approach to online safety (e-Safety) and will not upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
- I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task. I understand that the school will take all reasonable precautions to reduce and remove risks but cannot ultimately be held responsible for the content of materials accessed through the Internet.
- I know that I can speak to the school Online Safety (e-Safety) Coordinator (**Angela Carpenter**), my child's teacher or the Head Teacher if I have any concerns about online safety (e-Safety).
- I will visit the school website (<http://tunbury.kent.sch.uk/>) for more information about the school's approach to online safety as well as to access useful links to support both myself and my child in keeping safe online at home.
- I will visit [www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents), [www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety), [www.internetmatters.org](http://www.internetmatters.org), [www.saferinternet.org.uk](http://www.saferinternet.org.uk) and [www.childnet.com](http://www.childnet.com) for more information about keeping my child(ren) safe online.
- I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home.
- I will support the schools e-Safety approaches and will encourage my child to adopt safe use of the internet and digital technologies at home.

#### **Parent/carer's permission**

I have read the Parent/Carer and Pupil Acceptable Use Policies and give permission for my child to access the Internet on the terms set out above.

Signed .....

Print name .....

Date .....

#### **Pupil's agreement**

I agree to follow the Pupils Acceptable Use Policy.

Signed .....

Print name .....

Date .....



## TUNBURY PRIMARY SCHOOL

### HEALTH ISSUES AT SCHOOL



All staff are required to follow the school's policy where health issues are concerned. A copy of the school's policy is available on request.

If children sustain an injury during the school day and require first aid, Tunbury have designated trained first aiders to administer first aid. For injuries that have required first aid, communication will be sent home via the child detailing the injury to enable parents/carers to monitor for further effect.

If children sustain any sort of injury in or out of school that will ultimately have an impact on their normal school day, a care plan will need to be completed in order for all staff to be aware of the needs of the child.

If children require medication to be administered during the school day, a medicine form will need to be completed and our designated members of staff will administer the medication. Please see below an extract from the school's medicine policy regarding medication in school.

Prescription medicines should only be taken during the school day when essential. **They must be in the original container including prescriber's instructions.**

Parents should be encouraged to look at dose frequencies and timing so that if possible medicines can be taken out of school hours. Parents can ask Doctors for timed-release medication for a minimum number of daily doses.

The National Service Framework encourages prescribers to explore medicines which:

- Need only be administered once a day or
- Provide two prescriptions - one for home use, one for school/setting use, so that the medicine can be kept in the original containers when the illness is long-term.

Medicines fall into two types:

a) Prescription medicines and b) Non-prescription medicines

a) *Prescription*

- Named member of staff may administer such a drug for whom it has been prescribed, according to the instructions
- If agreed with the parents Tunbury Primary School may look after the drug on behalf of the child
- Tunbury Primary School will keep the drug safely locked up with access only by named staff and record keeping for audit and safety.
- Prescription drugs should be returned to the parents when no longer required
- Ritalin, a prescription drug known as a "controlled drug" needs to be kept in a more secure environment than suggested above e.g. in a cupboard attached to a structural wall.

b) *Non-prescription*

- Paracetamol can only be given to children when parents have given written permission.
- Tunbury Primary School staff will never give aspirin or ibuprofen unless prescribed by a Doctor.



## TUNBURY PRIMARY SCHOOL

FULL SIZE COPY AVAILABLE FOR COMPLETION IF REQUIRED

### Tunbury Primary School Medicines Policy

#### Asthma Pumps in Primary Schools

##### Asthma Pumps

Child's name: \_\_\_\_\_ has an asthma pump in school.

I am writing to inform you of Tunbury Primary School's guidelines with regard to asthma pumps in school.

1. All asthma pumps will be kept in an asthma box, of which there is one in every classroom.
2. All asthma pumps will be named.
3. With the pump there will be written evidence of the frequency of usage necessary for each individual child. This is to ensure that if a child appears to need their pump rather too frequently, then the parent can be informed.
4. We strongly encourage independence so your child will not be restricted from using their pump during the course of Tunbury Primary School day, but it is considered courteous to make the normal requests of the teacher first.
5. If the child needs their pump during breaktimes, a request to a member of staff must be made first before entering the building. If the child always needs their pump during lunchtime, then the child can give it to a Midday Supervisor for safekeeping. It will be the child's responsibility to ensure the Midday Supervisor is given it, to take back to class following lunch.

If you wish to see Tunbury Primary School Medical Policy, please make a request to the office.

Would you please sign and return the slip below indicating either your agreement or your wish not to keep the pump in the care of the teacher or other staff, thereby taking full responsibility yourself.

Yours sincerely

Headteacher

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#### Tunbury Primary School Asthma Pumps

I / we agree and accept the above guidelines regarding asthma pumps in school

Signed \_\_\_\_\_ Parent/Guardian

Date \_\_\_\_\_ Child's name \_\_\_\_\_



# TUNBURY PRIMARY SCHOOL

## **FULL SIZE COPY ATTACHED FOR COMPLETION AND SIGNATURE**

### **Tunbury Primary School**

**Child's Name** .....

#### **AN AGREEMENT BETWEEN HOME AND SCHOOL**

##### **As a school we will:**

- ◆ Be welcoming and open to all parents, and encourage you to become involved in school life.
- ◆ Ensure access for everyone to the National Curriculum.
- ◆ Provide opportunities for learning to be extended at home in line with homework policy.
- ◆ Offer a high standard of teaching across the curriculum.
- ◆ Create a school environment that is stimulating and safe.
- ◆ Keep parents informed about progress and behaviour of their child.

Headteacher's signature

##### **As a family we will:**

- ◆ Ensure my/our child attends school punctually and regularly i.e. above 96%.
- ◆ Contact the school if my/our child is absent and provide a note of explanation.
- ◆ Ensure that my/our child wears the correct school uniform.
- ◆ Encourage my/our child to work hard at school.
- ◆ Support my/our child with homework and other opportunities for home learning.
- ◆ Support the school's behaviour and discipline policy.
- ◆ Support the school's approach to electronic safety and not upload or add any pictures, video or text that could upset, offend or threaten the safety of any member of the school community.
- ◆ Provide a good role model for pupils by always treating staff and pupils with respect.
- ◆ Attend Parent Evenings to discuss my/our child's progress.



Parent's signature

##### **As a pupil I will:**

- ◆ Do my best at school.
- ◆ Arrive on time with the items I need for school.
- ◆ Keep the school and class rules.
- ◆ Be polite, friendly and helpful to staff, pupils and visitors.
- ◆ Look after the school environment and its equipment.
- ◆ Complete my homework.
- ◆ Wear Tunbury school clothes and shoes with pride.



Pupil's signature

##### **In partnership we aim to:**

- ◆ Help each child develop into a good citizen.

**This agreement will remain in force during the child's attendance at this school.**