

Linby cum Papplewick C.E. School Procedures Sept 2021



Delivering and Collecting Children see School Travel Protocol appendix 2 for details

The Manager has requested you use the **back of the car parking area only Except first thing in the morning.**

We rely heavily on the goodwill of the brewery please don't upset them!

Do not use Quarry Lane for bringing/collecting your child to school at the start/end of the day

Quarry Lane serves two quarries and some private residences and is used regularly. Please ensure your children walk along the pathway provided by Sherwood House.

School Path and Fencing

Please ensure children **do not** enter the school grounds by climbing on, or through the fence.

School Times

Start of Day	between 8.40am and 8.50am (Register 8.50am)
End of School Day	3.30pm

Children need to wait with parents at their respective classroom entrance at the beginning of the school day. Please ensure children do not run around or play on the field, playground or play equipment before or after school

Drop Off

Juniors: Please say goodbye to your child on the playground - they will then go in via the Junior entrance, hang up their things and wash their hands.

Infants: Please hand over your child at the infant entrance to the class teacher. The children will then go to hang up their things and wash their hands.

Please deposit anything you have for the school office in the black post box adjacent to car park gate (including dinner money in sealed & labelled envelope – it will be emptied at the end of drop off & at the end of pick up).

Any urgent communications for teachers in the mornings should be done via email to school office office@linby.notts.sch.uk (or telephone) – this is the best way to ensure messages are received (they will be passed on to the class teacher). (The teacher's will

not have the time for discussion before the school day as they will have the class to supervise & teach).

Pick Up

Juniors will be dismissed from the Junior entrance (parents to wait on playground). It is very important that your child knows to return to school if you are not at the pre-arranged meeting point.

Infants - Ash class will dismiss from Infant entrance / Elm Class from behind gate at entrance to Key Stage 1 outdoor area. Parents to wait near infant entrance.

If you need to speak to teachers at the end of the school day, please wait until they have finished dismissing the class. They will then be available for brief discussions, or can arrange a meeting for a longer discussion, at a mutually convenient time.

Absence

We show authorised and unauthorised absences as a yearly statistic.

It is the parent's responsibility to notify school of the reason for a child's absence. If your child is off, please **notify by phone before 9.00am each day** – a message may be left on the answer phone (0115 9634282 or by e-mail (office@linby.notts.sch.uk)). Children who arrive in school after **register has been marked** will have their name entered in a late book, unless special circumstances have been agreed. Any children being taken out of school for dentist, doctors appointments etc. will need to be signed in and out. The book for this is kept in the entrance hall, outside the school office.

We strongly discourage holidays during the school term – they disrupt learning and put your child at a disadvantage especially when they are taken at the beginning of term or during assessment weeks. We must be notified of holiday and only in exceptional circumstances will they be authorised.

A record of absences is kept and reviewed each half term. If a child's absence record is causing concern, parents will be invited to discuss the reasons for this with the Head teacher.

Absence will be authorised for families to attend funerals or associated events.

Exemplary attendance is celebrated at the end of the school year.

As a school we support the D.F.E.E.'s statement "**Attendance at school must be regular. Irregular attendance undermines the educational process and leads to educational disadvantage**".

Dinners

Most of the children stay for a midday meal. The dinner staff work hard with the children encouraging them to try new foods, use their cutlery correctly, wait for their friends to finish their meal, and show good manners at the table.

Money should be sent at the beginning of each week, or half termly.

Any cheque payments should be made payable to **NCC Linby & Papplewick Primary School**. School dinners are provided free for all Infant children as part of the Universal Free Infant Schools Meals Scheme.

Sandwiches

Please could sandwiches be brought in a clearly labelled sealed container and placed on the sandwich trolley in the cloakroom. Could you please ensure that no peanuts, sweets or chocolate, apart from a chocolate break/biscuit are included in your child's sandwich meal. Water is provided to drink; other hot or cold liquids should not be brought to school.

Permission must be sought from the Headteacher if you wish your child to change to sandwiches and a **minimum notice of 2 weeks must be given**.

Break Time Snack

Children may bring only fruit or vegetables to school to eat at break times – they can bring a fruit snack for **both morning & afternoon**.

Fruit is provided each day for children in Reception Year 1 & 2. Milk is also provided for all those registered (& under 5's).

Sweets/Cakes

Very occasionally teachers may give out sweets as prizes and treats in class. However, we do not give out sweets or cakes for birthdays or when children have been on holiday.

Water

Please provide your child with a **clearly named water bottle with a sports top** so that they may have a drink of **water** during the day if they wish. These should be taken home daily to be washed and refilled.

Friends of Linby and Papplewick Primary School – 'FLAPPS'

The majority of our fund raising is undertaken by 'FLAPPS'. They meet in school on Monday and Friday mornings. During term time they help the staff out with making resources and "odd jobs", they organise costumes for productions, refreshments for parent's evenings, help ensure Book Week is successful, etc. They are always on the look out for willing volunteers - this is absolutely invaluable to the teachers.

Parents who cannot meet in school are encouraged to support the schools fund raising activities. All monies raised goes back into buying equipment and enriching the curriculum for the benefit of your children. Without this money the school would not be so well resourced.

SCHOLASTIC Book Club

Is run by one of the parents. Leaflets are sent out before each book fayre, cheques should be made payable to **FLAPPS**.

Medication – See School Medicine Policy for full details

If the school staff agree to administer medication on short term or occasional basis, the parent / carer is required to complete a consent form. **Verbal instructions will not be accepted (see also section on analgesics).**

Medication should be provided in an original container with the following, clearly shown on the label:

- Child's name and date of birth
- Name and strength of medication
- Dose
- Expiry dates whenever possible
- Dispensing date/pharmacist details

Antibiotics

Please ask the GP to **prescribe an antibiotic** which can be **given outside of school hours wherever possible**. Most antibiotic medication will not need to be administered during school hours. Twice daily doses should be given in the morning before school and in the evening. Three times a day doses can normally be given in the morning before school, immediately after school (provided this is possible) and at bedtime. It should normally only be necessary to give antibiotics in school if the dose needs to be given four times a day, in which case a dose is needed at lunchtime. The parent / carer must complete the consent form and confirm that the child is not known to be allergic to the antibiotic. Whenever possible the first dose of the course, and ideally the second dose, should be administered by the parent / carer. Tablets or capsules must be given with a glass of water. The dose of a liquid antibiotic must be carefully premeasured by the parent and stored in a pot or syringe also provided by the parent / carer.

Analgesics (Painkillers)

For pupils who regularly need analgesia (e.g. for migraine), an individual supply of their analgesic should be kept in school. Written consent from the parent / carer must be in place.

Travel Sickness

In the event of a pupil suffering from travel sickness (by coach or public transport) the following procedure may apply:

Day Visits (e.g. to a museum or exhibition)

The pupil should be given the appropriate medication before leaving home, and when a written consent is received they may be given a further dose before leaving the venue for the return journey (in a clearly marked sealed envelope with child's details, contents and time of medication). Medication is to be kept with a member of staff and the consent is signed by that staff member before inclusion in the visit documentation.

Due to the risk to other children **we do not allow children to bring cough sweets, paracetamol preparations such as Lemsip, or hay fever tablets into school.**

Children with asthma are responsible for their own clearly named inhaler and they should be kept in the designated store in each class. Inhalers should be taken home each weekend for parents to check.

In the best interest of the child that has been sick and everyone else at school, if your child is sick and/or has diarrhoea they are kept away from school for 48 hours after the last bout, and ensure they have eaten normally before their return.

Sun Lotions/Cream

Exposure to harmful UV radiation from the sun is a problem in this country. It is important that our children are protected from exposure to harmful radiation. We encourage children to play in the shaded areas and wear their school cap.

We would also encourage you to protect your children with the 24hour sunscreens that are now available. We recognise that some children are very susceptible to sunburn and may require more regular application of sunscreen and it is not always possible for parents to come to school to reapply this. There are roll on sunscreens available for children, these may be suitable for your child to self apply. However, it will be important that they understand that they must not share these and also for you to train them in applying the sunscreen.

Please ensure bottles have your child's name and class name on.

If you would prefer to apply the sunscreen yourself, you may come to school during the breaks or lunch times to do this.

“Homework Booklets”

Every child will be given a booklet to record weekly activities to be undertaken at home. These booklets may be used to provide the teachers with information about reading and homework done out of school. They will be signed weekly. Parents, children and teachers have space to write comments and **parents are requested to sign the booklets each week.**

Class Communications

Class teachers can be e-mailed on the following:

asht@linby.notts.sch.uk elmt@linby.notts.sch.uk firt@linby.notts.sch.uk
oakt@linby.notts.sch.uk

For more urgent communication please email/ring the office – office@linby.notts.sch.uk
01159634282 as these emails are checked more frequently and messages will be passed on.

The teacher's will not have the time for discussion before the school day as they will have the class to supervise & teach. Any urgent communications for teachers in the mornings should be done via email to school office office@linby.notts.sch.uk (or telephone) – this is the best way to ensure messages are received early in the school day (they will be passed on to the class teacher).

If you need to speak to teachers at the end of the school day, please wait until they have finished dismissing the class. They will then be available for brief discussions, or can arrange a meeting for a longer discussion, at a mutually convenient time.

Worship

Worship (assembly) takes place daily. On alternate Fridays from 2.45pm onwards we have Goodwork where we celebrate children's achievements. On the other Fridays Rev Trevor Raaff leads worship from 2.55pm. Parents are usually warmly invited to join us for Friday Goodwork and Friday Worship – initially parents will not be invited to these due to the pandemic to reduce risk of Covid transmission – we will closely monitor Covid transmission & resume these as soon as is wise.

Cycles/Scooters

Anyone bringing bikes/scooters to school should not ride them anywhere within the school grounds or on the school path by the wooded area except during a cycling proficiency session. Bikes/scooters are to be left alongside the fence at the far end of the school field or padlocked by the fence at the pedestrian entrance to the school playground. Cyclists should always wear a helmet.

Uniform

Every item of uniform must be named.

Summer uniform may be worn during the Summer term and up until October half term.

All indoor shoes must be plain black, no sandals - **velcro or buckles please if children cannot tie their laces, with heels not exceeding 2cm**

Ties should be on elastic until children can tie their own knot.

Long Hair must be tied back and hair accessories should match the uniform.

The **school summer cap or woollen winter hat** is a part of the school uniform and it is the only one the children are expected to wear.

No jewellery is allowed with the exception of small watches and plain gold/silver ear studs for children with pierced ears, and only then on the condition **that they can remove them themselves for P.E.**, swimming and drama, (a suitable named container should be sent for this purpose) (teaching staff are not allowed to take out earrings). We strongly recommend that ear studs are removed for school because children's break times are very active and there is potential for injury from collisions/ball impact etc. Plasters/micropore tape may only be used if a child has had their ears newly pierced – this is to be provided by parents and must be put on by the pupil or parent, (not teaching staff) to allow the pupil to take part, either fully or partially in the planned lesson (the decision may still be that safe active participation is not possible). Alternatives at this point could include allowing the pupil to be part of the planning aspect, in a gymnastics sequence, discussing and evaluating tactics within a game playing activity, or taking on an officiating role .

On the days the children have PE we will ask them to come to school in their outdoor PE uniform (including sweat shirt & jogging bottoms). *Days To Be Confirmed*

The P.E. uniform is on sale through Hucknall Sports 2A High Street Hucknall – Tel: 0115 952112

Toys

Children may bring in named sports equipment or a single inexpensive small toy (fitting in the palm of hand) to play with at playtime on the understanding that if it gets broken or goes missing it is their own responsibility. One of the playtime rules stipulates no play fighting or army games so **figurines such as Action Man, Starwars or guns of any kind are not allowed.**

Swimming

Swimming kit should be named and brought to school in a **waterproof bag** when your child has swimming.

Dogs

No dogs to be brought on the premises with the exception of guide dogs please.

Payments

Could any payments by cheque sent to school be made payable as follows:

For Dinners – **NCC Linby & Papplewick Primary School**

For School Visits / For swimming badges/recorders - **NCC Linby School Fund**

For Scholastic Book Orders - **FLAPPS**

Appendix 1

Amendments To School Procedures V.7 CoVid 19 Pandemic Autumn 2021



Effective Infection Protection and Control

There are important actions that children, their parents and those who work with them can take during the coronavirus (COVID-19) outbreak, to help prevent the spread of the virus.

In all education settings, preventing the spread of coronavirus (COVID-19) involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). We are employing a range of approaches and actions to do this. These include:

- minimising contact with individuals who are unwell by **ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend schools**

Advise us in the usual way if your child is not attending.

All children who are attending a school setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. A positive test will ensure rapid action to protect other children and staff in their setting.

We ask all parents and carers to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and notify us immediately of a positive test. Further guidance is available about [Test & Trace](#) & [getting tested](#).

- **cleaning hands more often than usual** - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly. There will be access to hand washing facilities for children throughout the day. This is the most effective way of cleaning hands. **Please do not send them with alcohol gel/hand sanitiser to school.**
- ensuring **good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach
- **cleaning frequently touched surfaces** more regularly

(Please could you ensure children do not bring face masks into school – they are not required.)

The [e-Bug coronavirus \(COVID-19\) website](#) contains free resources for schools, including materials to encourage good hand and respiratory hygiene. You can watch the training videos we use on the E-Bug Website:

[Stop germs spreading with our fun e-Bug resources](#)

Your school can help stop germs spreading by using our range of fun lesson plans on hand washing and respiratory hygiene.

[KS1: Horrid Hands](#)

[KS1: Super Sneezes](#)

[KS2: Hand Hygiene](#)

[KS2: Respiratory Hygiene](#)

If you have anything for the school office it can be deposited in the black post box adjacent to car park gate (including dinner money in sealed & labelled envelope – it will be emptied at the end of drop off & at the end of pick up).

We will be following the [COVID-19: cleaning of non-healthcare settings guidance](#)

We will clean frequently touched surfaces such as door handles, taps, computer keyboards etc. more regularly than normal.

We will ensure that all adults and children:

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly
- use a tissue or elbow to cough or sneeze and use special lidded pedal bins for tissue waste ('catch it, bin it, kill it')
- All spaces should will be well ventilated using natural ventilation (opening windows) / class doors.

We will prop doors open only if they are not fire doors, and where it is safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

- **We would like children to bring their own small pencil case with pencils and pencil crayons, ruler, rubber, pencil sharpener, glue stick.**

What happens if someone becomes unwell at an educational or childcare setting?

If anyone school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the [Stay At Home Guidance](#) - **it is imperative that they are collected immediately & you should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Please inform school immediately of the results of a test.**

If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

If someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'.

If a child is awaiting collection with symptoms, they will be moved, to the Blue Room (or weather permitting outside the main office entrance to the school under the supervision of an adult).

If they need to go to the bathroom while waiting to be collected, they will use one of the staff toilet. The bathroom will be cleaned and disinfected before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone with symptoms, they will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will then cleaning the Blue Room after someone with symptoms has left to reduce the risk of passing the infection on to other people.

What happens if there is a confirmed case of coronavirus (COVID-19) in school?

When a child, or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 10 days and arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](https://www.nhs.uk) to arrange or contact NHS 119 via telephone if they do not have internet access.

Where the child tests negative, and is not symptomatic (i.e. has not got a continuous cough or anosmia) and has not had a temperature for 48 hours – they do not 'need' to self-isolation for 10 days

Linby cum Papplewick C.E. School Protocol for Travel to & from School



With over 100 children arriving and leaving school each day along a narrow lane and using an overcrowded, busy car park, it is important to be as safe as possible. Please observe these few simple rules to help us maintain a positive safety record and good relations with the Horse and Groom public house and our neighbours in Linby Village.

Driving

Drop your speed in the vicinity of the school.

Take care turning and reversing when small children are around.

Be courteous to other road users and residents.

Driving up Quarry Lane to school is by permission only from the Head Teacher.

Without permission the driver's insurance may be invalid as Quarry Lane is a private road. (The risk of accidents is increased by cars driving along, or turning on the lane.)

Please remember that young children: find it difficult to judge speed or distance; they move quickly and without warning; they are small and hard to see; they expect adults to watch out for them; and they have no comprehension that a car is harder than a human body.

Parking

Reverse into car parking spaces (particularly in the afternoon). It is safer when collecting children as it may be difficult to see small children at the back of your vehicle.

Park cars as close together as possible.

Do not park in the front car park at the pub during pub opening times. We rely on good relations with the pub landlord to continue to use the rear car park.

Do not park on the drive outside Sherwood House or Sherwood House Cottages. Children will have to pass you on their way to or from school.

Do not park in the bus stops.

Parking outside Hanson House. Avoid parking on the roadside as this restricts the flow of traffic and causes additional hazards.

Crossing Main Street & Walking

The safest crossing point is at the point where the pavement is lowered between the Quarry Lane junction and the post box (in front of Sherwood House Cottages) – this is the point of greatest visibility.

The path adjacent to Sherwood House should be used when walking down Quarry Lane. Young children should **walk** with their parents.

Drop 'n' Drive

The service road between Brook Farm & Hall Farm (Top Cross) can be used as a drop off zone in the morning for year 5 & 6 children. (entrance adjacent to cross, exit adjacent to Brook Farm, drop off point on path at Brook Farm end of service road).

Courtesy & Good Citizenship

Children represent the school on their journey to and from school. We expect their behaviour to be of the highest standard – to be safe, sensible and courteous. We look after our village, being careful not to tread on the flowers planted on the village green and not to drop litter.

Stranger Danger

You should ring the school if your children are to be collected by anyone other than the person they are expecting to be picked up by, so that you child can be forewarned.

Children should be aware of and follow these guidelines:

- Don't get into a car or accept a lift from anyone other than the person you are expecting to go home with - say you'll wait for your parents to collect you.
- If someone you don't know speaks to you, pretend you haven't heard and walk quickly away.
- Never go up to a car to give directions and never take sweets or presents from people you don't know.
- If something bad does happen to you, even if you have broken a rule, you should tell your parents or your teacher straight away and they will help sort things out.
- If someone tries to touch or grab you, shout "NO", get away as fast as you can and then tell an adult you know. **"Yell, Run, Tell"**
- Don't walk to and from school on your own - team up with a friend.
- If nobody is waiting to take you home, come back to school and tell your teacher – you can then wait at school.

If you have any further suggestions to improve safety in and around the school please contact us. Thank You.