



Willowtown Community Primary School

GUIDANCE



BEHAVIOUR

At Willowtown Community Primary School we encourage positive attitudes towards self-discipline and high standards of personal behaviour which are expected at all times. A great deal of time, thought and effort is spent on establishing an atmosphere of mutual trust and respect between adults and pupils.

We aim to make the school a place where pupils will feel safe and secure in an environment where they can work and play, sharing and co-operating with others. Pupils are expected to behave in a reasonable and responsive way showing thoughtfulness and awareness of the needs and rights of others. They are also encouraged to care for things they use and develop a responsible attitude towards their environment.

We have 3 school rules which we expect every member of the school to uphold:

1. WE COME TO SCHOOL TO LEARN
2. WE RESPECT EACH OTHER
3. WE KEEP EACH OTHER SAFE

The rules are referred to in assemblies and revisited weekly in the classroom. Our aim is that all children will understand the rules and children in KS2 will know the rules from memory. The school rules are used as a starting point with the children when dealing with negative incidents.

At the beginning of the school year, every class writes classroom rules based on the 3 school rules, with detail of what adherence to the rules looks like in practice, differentiated for the age of the class. Each year group agrees rewards and consequences.

School and class rules are deliberately kept to a minimum and the pupils are reminded of them regularly. In the main they are common sense precautions to ensure the safety of all and to assist in living alongside others in a close community.

At Willowtown Community Primary School we also have a School Council. A representative from each class is elected and meetings are held regularly with the School Council representatives. The representatives are encouraged to air any problems encountered by their peers and to suggest improvements that could be made to enhance school relationships and environment.

Consequences of poor behaviour will vary according to the incident and is most effective when it is supported by the home. Where there is cause for concern we will ask to meet with you to discuss the problem and ask for your help as we work together to develop strategies to resolve it. By the same measure, we greatly appreciate you contacting us if you have any concerns about your child's behaviour.

In the event of it becoming necessary to exclude a pupil from attendance at the school, the child's parents/carers will be informed and will have the right to make representation to the school's Governing Body.

Our Anti Bullying Strategy and 'zero tolerance' approach to bullying promote a clear message that bullying behaviour is never acceptable. Pupils are encouraged to tell an adult about any bullying concerns. Every child has the right to feel safe and secure in school.

The Inclusion Manager is the Designated Person for Child Protection who liaises directly with the Local Authority and Social Services Child Protection Teams. The Deputy Headteacher is the Deputy Designated Person for Child Protection. Should anyone have any concerns regarding a particular child or groups of children, the Inclusion Manager or Deputy Headteacher should be informed immediately.

RACE EQUALITY

The school is committed to working towards race equality, promoting positive approaches to difference and fostering respect for people of all cultural backgrounds. The school is opposed to all forms of racial prejudice and discrimination. Language or behaviour that is racist or potentially damaging to any ethnic or racial group will not be tolerated and will be challenged and reported. The school recognises that Wales and the UK have diverse societies made up of people from many different racial, cultural, religious and linguistic backgrounds. It is important that all pupils are adequately prepared to live in such a diverse society.

MEDICAL

Please will you ensure that the school is informed about any medical condition known to you that is likely to affect your child's education. This information will be added to our records.

No medication can be administered by staff in school. You may, however, come in to school yourself and administer medicine to your child at an appropriate time. The class teacher or teaching assistant should be informed if your child is to have medication. The exception to this is asthma medication (see below).

Asthma sufferers

If your child suffers from asthmatic complaints please ask for a copy of the school policy on Asthma. **Parents of asthma sufferers will be required to complete the relevant medical form**, which is also available from the School Office. We require two inhalers to be kept in school, one in the classroom under the class teacher's supervision and one in a secure cupboard.

First Aid

Every effort is made to keep all our children and staff safe. If an accident occurs we have members of staff who are qualified in First Aid at Work and Emergency Aid. A qualified staff member is available throughout the school day.

If your child needs treatment other than that which can be provided at school, we will notify you immediately. **It is therefore extremely important to complete the 'Admission Form' giving emergency contact numbers and also to ensure that these are kept up to date.**

Please inform the School Office immediately if your contact details change.

As a matter of course, if a child receives a knock to the head, no matter how small, we will inform you. All accidents/injuries are reported and an accident form is completed by the member of staff who deals with the incident.

Screening

Eyesight, hearing, weight and height will be screened by the health service during your child's early years in school. You will be given the opportunity to opt out of this screening if you wish.

Illness at school

When a pupil becomes ill at school we will endeavour to contact parents immediately. Whilst staff are very caring and aware of individual problems and personalities, children often need a parent to comfort them and to this end we would ask that they are collected as soon as possible.

If your child is unwell then please do not send him or her to school. Not only might your child pass on their illness to others but they cannot be expected to give of their best when unwell. Should your child experience a sickness/diarrhoea bug, **please ensure that 24 hours elapse AFTER recovery before returning to school.**

Should your child contract head lice, please inform the school and keep your child at home until treatment has resolved the problem. Advice about suitable medications can be obtained from the school nurse.

COLLECTING CHILDREN

All children should enter and leave via their own classroom door (Foundation Phase) or stairwell (Key Stage 2). The exception to this is if your child is late (come to main reception) or has an after school club, when you will be advised of the collection point. We would ask for your co-operation when bringing children to and from school, particularly when using the school car park. The 'dropping off' point is for just that – dropping off. Cars must not be left unattended in this area. Please park sensibly and considerately and keep to the paths when walking into the school grounds.

Please be aware that NO DOGS are allowed within the school grounds and bicycles and scooters should be pushed, not ridden, once you have come through the gates.

Foundation Phase children **MUST** be collected by an adult.

Children in Years 3 & 4 **MUST** be collected by either an adult or a responsible person over the age of 14. Parents of children in Years 3 & 4 will be asked to give their consent if they wish for a child aged 14 – 16 to collect their child. Parents can obtain a consent form from the school office. On the first occasion/or in an emergency a telephone call to the office will be classed as giving verbal consent. However, you will need to give your consent in writing if this is to be a regular occurrence.

