

Child Protection

Consent Forms

As part of our Child Protection Policy we ask you to read our policies in relation to the matters detailed below. Please complete and return to your child's teacher, the attached pro-forma booklet giving the school appropriate consent and providing relevant information.

A. Prescribed Medicines in School

Ideally, the administration of medication should be administered by parents. Where possible it is the school's policy to comply with requests from parents to help in administering medicines to children when these are of an essential nature (e.g. epilepsy, diabetes, asthma, anaphylaxis), during the school day.

The Principal will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent i.e Completion of form "Request for a School to Administer Medication", which may be downloaded from school website. If possible antibiotics should be administered at home.

Staff will not give a non prescribed medicine to a child unless there is specific prior written permission from the parents.

Further details can be viewed in the recently updated Medication Policy (See attached).

B. Photographs

Occasionally photographs/moving images of pupils are taken by pupils, staff or appropriate external agencies eg Newspapers/Charity Organisations/Photographers.

All photographs/moving images taken may be used by pupils, school staff and external agencies for example in pupils' presentations, newspapers, school publications and our school website.

c. Minor Accidents

Minor accidents (cuts, bumps, bruises) are a frequent occurrence and will be treated as follows:-

1. A Cold Pack will be applied to bruises and bumps.
2. Cuts will be cleaned with non alcoholic wipes. Plasters will be applied if unavoidable.
3. Vinegar/ice packs will be applied to insect stings.

Details of the accident will be recorded by the school.

D Toileting and Intimate Care

It is important children develop their own skills at toileting/changing clothes.

However in the event of a child wetting or soiling him/her self changing may be required.

In this event the child will be changed by the classroom assistant in the medical room/disabled toilet. Another member of staff will be informed that the child is being changed. Volunteers will not be used for changing purposes.

Details of all changing incidents will be detailed on an Intimate Care Record.

If a child appears to be having continual "accidents" a strategy will be agreed between parent and the school.

E. Collectors/End of School Day

Parents/childminders collecting pupils from P1 and P2 classes should wait outside the main front entrance at 2pm (Mon-Thurs) and 1.45pm on Fridays. Teachers/Classroom Assistants will bring all pupils to the main entrance for collection.

The school day for Primary 3 children will finish at 3pm on Mondays and Tuesdays, 2pm on Wednesdays and Thursdays and 1.45pm on Fridays. Mr McCullough's and Miss Steele's /Mrs Dickson's P3 classes should be collected outside the school building at the junior end of the school.

It is school policy that all children from P1-P3 will be released from school only if accompanied by an adult.

All P4-7 children exiting the school grounds at 3pm will be lead to the pedestrian gate on either the Old Cullybackey Road or Carnview Park by a member of staff, from where they can be collected by their parents or walk home.

Please provide the school with details of at least three nominated people who may collect your child from the school.

If a different individual from these named people will be collecting your child the school should be advised in writing prior to the pick up.

Always instruct your child, regardless of age, to return to his/her classroom in the event of you or other designated person not being at the appropriate pick up point at the end of the school day.

It would also be appreciated if all parents inform their child's teacher of the end of day collection arrangements. Please complete the attached pro forma.

Educational Visits/Outings

During the school year classes make educational visits to places both local and nationally.

Details of the visit and consent form will be circulated prior to the outing.

All buses privately hired will be fitted with seatbelts.

It is normal practice to enlist parental volunteers who have been vetted by Access NI to assist on the visit.

Child Protection

Consent Forms 2016/2017

Name of Child: _____

Class: _____

1. Medication Policy

I am aware of the school's revised medication policy

Signed _____ (Parent/Guardian)

2. Images in School

I am aware of the school's policy for taking & displaying photographs/moving images.

I give the school permission to photograph and/or take moving images of my child for the purposes detailed above.

Signed _____ (Parent/Guardian)

3. Procedure for Dealing with Accidents

I am aware of the school's procedure for dealing with accidents

I give the school permission to apply the First Aid detailed above (including the use of an antiseptic wipe / plaster for minor cuts etc.).

Signed _____ (Parent/Guardian)

4. Toileting and Intimate Care Policy

I am aware of the school's Toileting and Intimate Care Policy.

I give the school permission to change my child's clothes if necessary.

Signed _____ (Parent/Guardian)

5. Collection/End of School Day Arrangements

I am aware of the arrangements for the end of the school day.

My child :

Will walk /cycle (Delete as appropriate) home unaccompanied

Will be collected by parent/childminder at school door

Will be collected at front/rear (Delete as appropriate) school gate

Name and telephone number of parent/childminder collecting my child:

Name of Parent/ Childminder	Telephone Number

Signed _____ (Parent/Guardian)

6. Educational Visits

I am aware of the school's policy for Educational Visits

Signed _____ (Parent/Guardian)



Carniny Primary School



Rules for Responsible Computer / iPad / Internet Use

The school has computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others. Breaking any of these rules will result in an appropriate sanction being applied.

- I will access the system with my username and password, which I will keep secret;
- I will not access other people's files;
- I will not access unsuitable material;
- I will only use the computers for school work and homework;
- I will not bring in removable media (i.e. data keys) from outside school unless I have been given permission;
- I will ask permission from a member of staff before using the Internet;
- I will only e-mail people I know, or my teacher has approved;
- The messages I send will be polite and responsible;
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

Rules for Responsible Computer / iPad / Internet Use

I am aware of the Rules for Responsible Internet Use

Signed by child

Signed by parent/guardian

Date

Milk Money

Name of Child: _____

Class: _____

I wish / do not wish (delete as appropriate) my child to have school milk this term.

I enclose £xx

I have paid using +Pay

Signed _____ (Parent/Guardian)

Traffic Congestion in Carnview Park and Old Cullybackey Road

Name of Child _____ Class _____

Walking Bus

I would/would not (delete as appropriate) be interested in volunteering with the Walking Bus in Carnview Park.

Creation of Bus Service

I would/would not (delete as appropriate) be interested in my child availing of a private Bus Service to and from school.

My child is normally collected from school at the front/rear (delete as appropriate) entrance.

Signed _____ (Parent/Guardian)

School Calendar 2016 - 2017

Autumn Term Begins	Friday 26 August (Finishing at 1pm)
Bank Holiday	Monday 29 th August
P1 Parent Meetings	Tuesday 30 th August - Tuesday 6 th September
Collective Parent Meetings	Tues 30 th Aug - Mon 12 th September
Swimming Starts P6	Tuesday 13 th September
P1 Pupils Full Day	Monday 12 th September
Playsport NI	Thursday 15 th September
Good News Club	Tuesday 27 th September
Parents Meetings	Tuesday 18 th October (3-4pm)
Parents Meetings	Wed 19 th & Thurs 20 th October (1- 4.30pm)
Numeracy Day	Friday 28 th October
Half Term	Monday 31 st October- Friday 4 th November
AQE 1	Saturday 12 th November
GL Transfer	Saturday 19 th November
Annual Christmas Sale	Friday 25 th November (TBC)
AQE 2	Saturday 26 th November
Open Day for Prospective Pupils	Friday 2 nd December
AQE 3	Saturday 3 rd December
P1- 7 Christmas Event	Wednesday 7 th December - Wellington Church
P6 Grandparents ' Day	Wednesday 14 th December
Cinema Trip (P1-P7)	Monday 19 th December
Last Day of Term	Tuesday 20 th December (Finishing at 12,20pm)
Spring Term Begins	Wednesday 4 th January
Exceptional Closure	Wednesday 4 January
Exceptional Closure	Thursday 5 January
Playsport NI	Thursday 5 th January
Swimming Starts-P7	Tuesday 10 th January
Transfer Results	Saturday 28 th January
Primary 7 Interviews Commence	Monday 30 th January
Parent Interviews (P1-6)	Tuesday 7 th Feb (3-4pm) Wednesday 8 th Feb & Thursday 9 th Feb
Exceptional Closures	Monday 13 February - Tuesday 14 February
Half Term	Wednesday 15 th February - Friday 17 th Feb
Book Fair	Thursday 23 rd & Friday 24 th February
World Book Day / Literacy Day	Thursday 2 nd March
P7 Production	Tuesday 28 th & Wed 29 th March
Musical Afternoon	Thursday 6 th April
Last Day of Term	Friday 7 th April (Finishing at 12.20pm)
Summer Term Begins	Monday 24 th April
Swimming Starts - P5	Tuesday 25 th April
May Day Holiday	Monday 1 st May
Exceptional Closure	Tuesday 2 nd May
Transfer Meeting for P6 Parents	Thursday 18 th May
Playsport NI	Thursday 18 th May
Sports' Day	Friday 19 May
P7 Trip	Tuesday 23 -Friday 26 May
Bank Holiday	Monday 29 th May
P6 Trip	Thursday 1 and Friday 2 June
P1 Induction Day	Friday 2 June
Alternative Day for Sports Day	Wednesday 7 th June
Sponsored Walk	Friday 9 June
Pupil Annual Report issued	Monday 19 th June
Sports Prize Giving	Tuesday 20 th June
Pupils Visit New Classes	Thursday 22 nd June
P7 Leavers' Night	Wednesday 28 th June
Last Day of Term	Friday 30 th June

The above dates are provisional and may be subject to change. Please refer to Newsletters, Website, for up to date information.



Carniny Primary School



Attendance Policy

Carniny Primary School recognises that punctual and regular attendance is an essential prerequisite to effective learning and is therefore committed to maintaining high levels of attendance and punctuality. To this end we in Carniny actively promote a teaching and learning ethos which encourages all pupils to attend whatever their level of ability or need.

Children are expected to attend school for 190 school days each year. Attendance is recorded on the Computer Attendance Module twice daily (morning and afternoon sessions) and this shows whether the pupil is present, engaged in an approved activity off site or absent. If a pupil is absent every half day absence has to be classified by the school as either authorised or unauthorised. Only the school can authorise the absence, not parents/carers. For this reason information about the cause of each absence is required in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no leave has been given. This includes:

- Parents/carers keeping pupils off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a registration mark for morning session.

Children who are representing the school in a competition or perhaps taking a music, dance or drama examination organised by the school will be recorded as having attended school. Absences due to attendance at non-school organised activities (drama, dance, music) will be recorded as an Authorised Absence.

There are three steps parents should follow in relation to any absence planned or unplanned, brief or otherwise:

- A- Contact the school by telephone on the first morning of the absence and inform the school the reason for and expected length of the absence
- B- Keep the school informed if the absence is going to be more prolonged than initially anticipated
- C- On return to school provide teacher with written explanation for the absence

Medical/Dental appointments where possible should be taken outside school hours. If an appointment has to be made during school hours a written explanation must be provided stating clearly the time of the appointment. If a child attends an appointment during school hours a present mark is awarded providing the child returns to school for the remainder of the school day

It is hoped parents/carers, school staff and statutory authorities can work closely to overcome any problems which may affect a pupil's attendance. If a pupil is reluctant to attend it is never a good idea to cover up their absence or to give in to pressure to excuse them from attending. This will only give them the impression that attendance does not matter, and may make matters worse.

Parents are furnished with details of the school holidays at the beginning of the school year. The school discourages parents from taking children on holidays during term due to the impact on pupils' learning. Parent/Carers must contact the school prior to booking any holiday to explain the need to remove a pupil from school during term time. The contact should be in the form of a letter addressed to the Principal. Any holidays in term time are considered unauthorised absences. Children will not be given work by their teacher to complete during the holiday absence.

All children should be in school by 8.45am. A full attendance involves being present the entire school day. A record is kept of all late arrivals. Children arriving after 8.45 report to the office to have their time of arrival recorded and those arriving after 10.15am and 1.25pm will be marked absent for the appropriate session. If a child goes home in the morning due to illness he/she will be marked absent for the afternoon session.

Class teachers have an important role to play in managing attendance by marking the attendance register each day, collecting absence notes and identifying pupils with irregular attendance patterns. Teachers can speak to pupils about their attendance and to parents about their child's attendance. They will also promote class attendance through curriculum activities.

In the course of the school year the Principal monitors pupils' attendance. If a pupil's attendance falls below 90% parents will receive a letter from the school informing them of their child's attendance level. When attendance falls below 85% the school is obliged to bring the matter to the attention of the school's Educational Welfare Service which will offer support in resolving the attendance issue. The school will also communicate with Parents whose child has more than five late arrivals during a calendar month (Appendix 2). The Board of Governors will be made aware of any attendance issues.

The school continues to operate its own Full Attendance Award Scheme. Certificates are awarded to those pupils who have not missed a day during the school year. The school also awards certificates to those children who have 2 - 6 consecutive years full attendance. A prestigious trophy is awarded to any pupil who achieves 7 Years Full Attendance. Names of children receiving attendance awards are published in the Annual General Report in the Autumn term.

Carniny Primary's School Attendance Policy will be monitored annually by the Principal and the outcomes of any evaluation recorded in the Annual Report of the Board of Governors.

Healthy Breaks Policy

At Carniny Primary School we want to encourage healthy eating among staff and pupils at break time.

We have consulted with parents and staff and as a result have adopted a Healthy Breaks policy.

We have worked with health professionals to develop this policy.

The Board of Governors is also committed to this policy.

PROMOTING HEALTHY BREAKS IN OUR SCHOOL

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

- Will be encouraged to eat fruit, vegetables or bread based products at break time.
- Will be encouraged to drink **only** milk or water at break time.

As part of our Healthy Breaks policy **school staff**:

- Will be encouraged to eat fruit, vegetables or bread based products at break time.
- Will be encouraged to drink **only** milk, water, tea or coffee at break time.

As part of our Healthy Breaks policy **parents/those with parental responsibility**:

- Will be provided with information on the foods and drinks that are suitable for a break time snack.
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The foods and drinks recommended in the Healthy Breaks policy may be suitable for some therapeutic diets. However the child's dietary requirements devised by the dietician should be adhered to. If any issues arise teachers will consult parents/carers or relevant health professionals for advice.

Milk may be pre-ordered in the school for break time.

Water will be allowed in the school as a break time drink and throughout the day.

The healthy eating messages will be reinforced throughout the child's school day.

The staff may use treats as rewards.

The school will monitor the policy regularly.

