



Policy on Charging for Activities

The school will seek voluntary contributions from parents for activities such as educational visits outside school, and for some performances by visiting entertainers and theatrical groups. It will also seek a voluntary contribution to cover the cost of cooking ingredients.

It will be clearly stated to parents that there is no obligation to contribute and that no child will be treated differently or omitted from any activity, according to whether or not the parents have made any contribution in response to a request. However, it will be made clear to parents that if there are not enough voluntary contributions to make an activity viable, the activity may have to be cancelled.

School Health

School medicals are held throughout the year and the school Nurse makes regular visits to check eyesight, hearing, height and weight. The school Dentist also checks the children's teeth when they are in Year 1.

Parents will be contacted if a child becomes unwell and cannot continue at school, or if the child has an accident and needs medical treatment. Please make sure that we have your latest telephone number, address and employer's number in case we have to contact you quickly.

Medicines

Children who need to take medicine prescribed by a doctor are normally not well enough to attend school. If a child is considered well enough to return to school but has to complete a course of medicine, parents may seek permission from the Headteacher to come to school and personally administer the medicine to ensure that it is done correctly. If a child is prescribed a course of antibiotics for 4 times a day, then the school can administer a dose. The parents will be asked to complete a medicine form and the medicine will be given by the office staff. Class teachers cannot accept responsibility for administering medicines.

Special arrangements may be made for children who suffer from asthma or severe allergies. All medicines must be prescribed by a doctor, and be in their original container, marked clearly with child's name and dosage. The parent must also complete a Healthcare Plan.

Parental Involvement

We are grateful for offers of help when we take children on school visits and for our fund raising activities. Class teachers often invite parents to help with other activities, such as cooking with small groups of children, helping with sewing or craft groups, using the computer, hearing children read and helping with activities in literacy sessions. There is a helpers' tea and coffee area near the hall, where parents may help themselves to drinks at break times.

Parents are also encouraged to become involved with the child's reading at home.

A Parent Teacher Association has been formed to develop links and mutual support between home and school. All parents belong to the Association and a full programme is planned by the committee. In addition to fund raising events, meetings of a social and educational nature are held.

Regular newsletters are sent home for parents' information, both from the PTA committee and from the Headteacher or other teachers. We have produced a booklet for parents and other people who help in school. We hope these general guidelines are useful and informative.

All adults helping and working in school are now required to be checked by the Disclosure and Barring Service. The school office will request parent helpers to fill in a DBS form online. Please arrange an appointment with the School Business Manager.

Liaison between Parents and Teachers

We make every effort to keep parents informed about the life and work of the school through regular newsletters, which are sent home either with the children or if parents register an e-mail address letters are sent via the Parentmail system. When a letter goes out, we put out the Red Flag at the gate to let you know to check the bookbag or your inbox!

We arrange parent/teacher consultation meetings in the Autumn and Spring terms after school and we also have 'Open Days' during the Summer term. If parents have any queries or concerns, please discuss them with the class teacher. If they are not resolved, then an appointment may be made with the Headteacher through the School Secretary.

Supporting Charities

The school receives many requests to support charities. We try to maintain a balance between national and local charities. We are proud of the generosity of our families towards charity requests.

Freedom of Information

The classes of information that we undertake to make available to you are organised into four broad topic areas:

School Prospectus

Governors' Documents: School Profile and other governing body documents

Pupil & Curriculum: information about policies that relate to pupils and the school curriculum

School Policies and other information related to the school.

Absence from School

When children are absent from school, parents are expected to telephone before 9.00am on the first morning or send a message. If no message is received by 9.20 a.m. the school will try to contact parents. It would be helpful if a child who has been sick or unwell during the night could be kept at home for at least 48 hours, as very often they are unwell if they attend school the next day and can infect other children and staff.

Other absences

Parents need to fill in a request form (available from the headteacher) should they wish to take their child out of school during term time. Holidays during term time will only be authorised for exceptional circumstances.

The school will not authorise birthday treats, odd day visits to grandparents, extended weekends, etc. Odd day absences do disrupt the delivery of the curriculum.

Annual reports will contain a profile of your child's attendance.

Personal Development and Behaviour

The personal development of pupils and the establishment of attitudes of mind are important features during the primary years.

The general behaviour of pupils is a matter of great importance to the ethos of the school and to the well being of the community. Qualities of honesty and kindness are constantly encouraged, whilst politeness and thought for others are regarded as the basis of relationships. We believe that achievements, effort, kindness and good behaviour should be acknowledged and rewarded by praise and when appropriate, with the awards of badges and "stickers". All children are expected to be responsive to discipline and parents are consulted at an early stage if a pupil's behaviour causes concern.

Complaints Procedure

Any complaints should, in the first instance, be discussed with the class teacher and the Headteacher. If the complaint has not been resolved then they are referred to the Chair of Governors. If the matter is still not resolved the Chair of Governors will set up a Governing Body Complaints Appeals Panel. There is no right of appeal against the Governing Body Complaints Appeal Panel decision. If the complainant remains dissatisfied they should write to The School Complaints Unit (SCU) at : Department for Education, 2nd Floor, Piccadilly Gate, Manchester, M1 2WD

Documents and Information regarding the provision of education in the school are available from the Headteacher. The school also has its own Complaints Policy, and a copy may be obtained from the school office.

Everyone at Rose Green Infants wishes you and your child to have a rewarding partnership whilst you are part of our school community.