



New school year information

Communications

As a school we work very hard on our communication with parents. You can contact teachers by:

- catching them at the classroom door at the end of the day;
- emailing teachers via office@bishopchavasseschool.org.uk to arrange a mutually convenient appointment.

We want to ensure our lines of communication are open, as this supports the development of good relationships between home and school, which are key for ensuring the children have the best possible education at our school. All staff are committed to this. We will endeavour to respond to emails within 48 hours, and will always ensure meetings are held in a timely manner and with the privacy they warrant. Where an issue cannot be addressed within 48 hours, we will inform you as quickly as possible that we are addressing a matter and will ensure it is addressed within 5 working days. In addition to having an open door policy and booking meetings via the office, [class web pages](#) and the newsletter are the best ways to find out what is going on or to catch up on news in year groups.

Trips and excursions or extra events: we will try to give at least 2 weeks' notice for parents, particularly when payments or different drop off or pick up arrangements are necessary. On some occasions, we are presented with events for us to participate in at very short notice, but which are too good to turn down.

Arbor

Please visit your child's Arbor profile to check that all the details are correct and update them as needed, particularly home address, phone numbers, allergies/dietary requirements – please do this by Fri 12th September. If you need help accessing Arbor, please contact the school office.

Your child's Arbor account needs to be kept up to date with payments for lunches, clubs and trips/workshops. The school has to pay in advance for trips: if payments are not made by all parents, there is a risk that the trip will have to be cancelled.

Driving on school site and parking

Please remember that the speed limit throughout the car park is **5 mph** and that we have a responsible duty to ensure we remain respectful to our local neighbours and the residents and do not impinge on their right to enter and exit the resident's estate safely and park on their own drives.

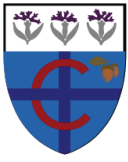
Tailgating

We appreciate the need to collect your children promptly at the end of the day and we open our vehicle gates with time to allow for parking and prompt collection. We always have a number of visitors coming to the school throughout the school day, and we kindly request you do not tailgate someone coming in through the gate prior to 3.10pm. This ensures those on site are able to arrive promptly for their appointment and that if children are arriving back from an excursion, or workmen are on site, there is a considerably smaller risk of accident within school hours.

Coats, uniform and accessories

Please make sure your child's uniform and accessories - including water bottles and lunch boxes - are clearly labelled. We collected an inordinate amount of lost property last year and despite our best efforts to reunite it with owners, were left with an enormous load at the end of term. This year, unnamed lost property will be taken to the charity shop if not claimed by the end of each week and uniform will be put in the PTA uniform shop.

The screenshot shows the 'Add Information' screen in the Arbor app. The screen has a green header with the text 'Add Information' and an upward arrow. Below the header, there are several white input fields with green borders, each with a label: 'Add Allergy', 'Add Another Spoken Language', 'Add Guardian/Contact', 'Add Immunization', 'Add Mode Of Travel', 'Add Medical Condition', and 'Add Previous School'. At the bottom of the screen, there is a green navigation bar with three icons: a hamburger menu, a cross, and a person icon.



Medication reminder

We have copied the most pertinent part of the policy here for you to read. From the start of Term 2 (after October half term), in line with our policy, we will not be able to administer over the counter medications during school time unless agreed by a senior member of staff.

Introduction

The school recognises its general duty of care towards pupils, however the administration of medicines remains the responsibility of parents/carers.

The school aims to support children with long term medical conditions and those with short term illnesses that may require medication during school time, **however we strongly urge parents to administer medicines at home. Time-release medication can be requested from GPs to facilitate this.**

In general terms **if your child has to be administered medication 4 or more times a day, we are then happy to administer one dose or more. If the dose is three times or less a day, we suggest for example a dose before School, a dose after School and a dose at bedtime.**

If your child is unwell at school, you will be contacted and asked to collect them.

The following guidelines which give information about school policy and procedures should a child need medication during school hours.

Procedures for medicines in school

- 1. Written agreement/forms** – Written permission and clear instructions are required for all medicines. A form is available at the school office.
- 2. Storage of medicines** – medicines are kept in the school medical room and a locked ‘medicine safe’ is available for use where appropriate. Medicines which require storage at a particular temperature/refrigerated can be administered in school and will be stored in a specific medicine fridge.
- 3. Asthma** – inhalers are kept in the individual classrooms for all pupils needing one. All pumps and refills must be named and pupils must only use their own pump and medication. A medical form must be completed by parents.
- 4. Regular and short term prescription medicines, prescribed by a doctor** must be handed in at the school office or to breakfast club staff in a named original medicine container. An administration of medicines form must be completed and signed and handed in with the medication. This form can be found on our website or copies are held in the office. Please make your child aware that they need medicine and at what time so that they can help to remind staff if necessary. Medicines will be administered by a trained first aider.
- 5. Emergency medicines** such as Epi-pens and Antihistamines are kept in the school medical room and require a medicine form to be completed.
- 6. Over the counter medicines are generally not encouraged and should be administered at home.** Where an over the counter medicine is necessary e.g. travel sickness pills, short term pain killer for toothache etc. the procedures outlined above for other medicines must be followed.
- 7. Long term medical needs – where a child has a long term/more serious medical need such as diabetes, an individual written Care Plan will be agreed** and completed with parents/carers and where appropriate medical professionals. Care Plans are reviews with parents/medical professionals regularly, according to individual need.