

ABERCORN PRIMARY SCHOOL



Pastoral Care Policy

Ratified:

Review Date: September 2023



ABERCORN PRIMARY SCHOOL

Pastoral Care

Dear Parent

The welfare of your child is important to us. Please read carefully the following information which details our arrangements for their health and safety.

Collection from school

It is important that your child knows by whom he/she is being collected. Should there be a change in these arrangements please notify the class teacher in writing. In exceptional circumstances where there is a forced change in collection arrangements during the day, parents should contact the school.

The children in P1, P3 and P5H/D will be dismissed by their teacher via the P1 school playground.

P4 and P7 children will be dismissed via the side door beside the canteen.

P2, P6 and P5W/M will be dismissed by the class teacher, via the senior playground.

Make it clear to your child that he/she is not to leave the school grounds until collected by your nominated person. If you are delayed, please contact the school office. Children will wait at the school office to be collected.

There is no after school playground supervision at 2pm and 3pm. Children must clear the grounds as quickly as possible at the end of the school day.

Safety

Parents and children must enter and leave the grounds by the appropriate pedestrian gates. Children are not permitted to run down the grassy bank at the front of the school. They should walk down the footpath and exit via the pedestrian gate. The central gate is for vehicular use only – the car park is busy throughout the day.

Only parents of pupils with Education Authority statement of physical need should bring vehicles into the car park or in exceptional circumstances with the approval of the Board of Governors.

The school is enclosed within a security fence.

Safeguarding Arrangements

The staff are fully aware of agreed Child Protection arrangements. Should you have a concern about your child or another child's safety, a form outlining the procedures to follow is attached to this document. For your information the Designated Teacher for Child Protection is Mrs Harrison and the Deputy Designated Teacher is Mr McClelland.

Period Dignity and Menstrual Wellbeing

In Abercorn Primary School we aim to ensure that pupils are provided with the necessary facts about menstruation.

Managing Issues

Staff will be vigilant for any children who are distressed or experiencing discomfort due to menstruation. Pupils will be treated with care and sensitivity. Pupils will be given support and the bathroom will always be well stocked up with towels, disposal bins, underwear and extra clothes. Staff will work alongside parents, to ensure that absences are not caused by children unable to manage periods or lacking confidence. Parents will be informed of any issues that arise.

Prescribed medicines

Parents and Guardians have the prime responsibility for the child's health. It is very important however, that the class teacher is aware of all relevant medical information. Parents should also know that there is no legal responsibility requiring school staff to administer medication – this is a voluntary role. We therefore cannot be responsible for administering medicines such as Calpol or antibiotics. In exceptional circumstances e.g. where a child has a continuous illness such as diabetes, epilepsy or severe allergic reactions, special arrangements will be made. Parents should talk to the class teacher in all circumstances relating to a child taking prescribed medication. Full details are available in the Administration of Medication Policy (available in school).

Allergies

here are children throughout the school who suffer from nut allergies and citrus fruit allergies. It is important that we are all aware of the implications of this condition. Please do not send any items of food which have nut content or any citrus fruits. On occasions, children bring treats to celebrate a birthday and if you wish to do this, please only send small bags of Haribo sweets.

Minor Incidents

In the event of a minor incident i.e. a cut or bump, a plaster or cream will be administered unless we are otherwise informed by the parent. If there is a concern, the school will contact the parent to inform them of the incident.

Photographs

Photographs will be taken during the school year. They will be used:

- within the class as a curriculum resource
- within the school as a display of class photographs, team photographs, school plays and school events.
- within the wider community in the school prospectus, on the school website and for publication in the press.

Educational visits/outings

Throughout the year educational visits will be organised for the children. They will include – class outings, residential visits for older children or sporting/musical events for small groups of children. Teachers are responsible for supervision of children on school outings and will be supported by classroom assistants and parent volunteers. Individual risk assessments will be carried out and a consent form will be circulated prior to the outing. Classes may also leave the school grounds for short local outings e.g. a visit to the local Fire Station or a walk to the park. Additional written consent will not be sought for local outings as they are often dependent on weather conditions. Supervision on local walks will be fully in line with all other educational visits.

It is school policy that on all visits out of school the children will wear full school uniform. The only exception will be for sporting events and residential trips.

Internet and Digital Safety

The use of mobile phones and other devices with connectivity is not permitted during school hours. Children must not bring mobile phones on a school residential or an educational visit.

We strongly advise against any pupil from Abercorn Primary School having access to Face Book or other social network sites.

Volunteers

We greatly appreciate the support of parents on school outings. If you are available during the day and would be willing to add your name to a register of volunteers, please contact the school office for an application form. Volunteers will be required to complete a disclosure form.

PASTORAL CARE

How can a parent raise a concern?

I have a concern about my/a child's safety.



I can talk to the class teacher.



If I am still concerned, I can talk to Mrs Harrison, The Designated Teacher for Child Protection.



If I am still concerned I can talk to the Principal, Mrs Saulters/Mrs Harrison.



If I am still concerned I can talk/write to the Chairman of the Board of Governors, Archdeacon West.



At any time, I can talk to the social worker or the Police.