

# Documents For Reference

This Pack contains:

	Page	✓
Permissions and Medical Information	2-3	
Home School Agreement (HSA)	4	
School Rules and Behaviour	5-8	
Guidelines for Helpers in School	9-12	

## **Permissions and Medical Information**

In a large school you will appreciate we have a significant amount of information, paper work, data etc about our pupils. In a bid to make this admin workload manageable and more useful we have been trialling a new way of updating our records and seeking parental permission for numerous activities. We have endeavoured to provide some explanatory notes for each section and a single sheet of paper for us to harvest. It gives us a single point of reference for lots of information which should ultimately keep us better informed, ensure children do not miss out and that, above all else, children' health and safety is paramount.

### **1. School Visits**

There are numerous occasions when classes or year groups want, or need, to use the local vicinity as part of their studies or as part of normal school activities. This may include walking down to one of the churches, walking to St Edmund's as part of a sports fixture, using the downs behind the school, traffic surveys on Bishopdown Road etc. It is particularly helpful for us to seek a 'blanket permission' for these short, supervised pedestrian trips. Otherwise, we need permission each time. Without it children may need to remain behind in school or be accompanied by their parents. Trips are occasional and have all the necessary risk assessments completed already.

### **2. Photographs**

We increasingly take photographs or video images of the children during their learning. This allows us to capture their involvement, skill development, finished pieces of work or simply their enjoyment. We are sensitive about how the images are used and seen by whom. We have split our permission into three distinct areas so parents can discern themselves. Each one should be initialled to gain your permission. Some parents are concerned that any image on line can be 'tagged' to a child simply by doing a 'Google search'. Please be assured that we do not put children's full names on any images.

### **3. First Aid**

Occasionally we have to administer first aid as a need arises. In most cases this involves cleaning a minor injury/cut and applying a plaster. Head injuries will be reported to parents as soon as possible – often because any effects are difficult to observe or can be delayed e.g. concussion. Some parents prefer to check their children themselves, seek further medical checks etc. If your child has an allergy to plasters please indicate in the medical section.

### **4. Internet**

The internet is increasingly used by everyone in school. Our 'Responsible Internet Use' covers our carefully thought out and agreed procedures. In order for children to access the internet both you and your child need to sign in agreement.

#### **Responsible Internet Use**

As part of your child's curriculum and the development of ICT skills, St. Mark's C.E. Junior School is providing supervised access to the Internet. We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities. Responsible use at St Mark's includes:

- accessing the internet only with permission, which will usually be supervised by adults
- using the computer system and Internet in a responsible way and obey these rules at all times
- accessing websites approved by teachers and not deliberately subverting this to seek unacceptable material
- reporting any unpleasant or unsuitable material immediately to teachers

- understanding that school may check files and monitor internet sites visited
- understanding that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials
- understanding that the school cannot be held responsible for the nature or content of materials accessed through the Internet
- agreeing that the school is not liable for any damages arising from use of the Internet facilities.

## **5. Home School Agreement (HSA)**

All schools have to have an agreement with home clearly stating the expectations of the school, parents and the child. This agreement transparently sets out what each party can do ensure the best for every child. Please read each section carefully. The HSA was drawn up with input from adults and children and has been successfully used for several years. See separate sheet for full details.

## **6. Consuming/Tasting Foods**

Throughout the year the classes may use, interact with or taste certain foodstuffs as part of their curriculum. This is a sensitive issue in school. For some children it is not appropriate for them to take part, particularly with tasting, and parents have the absolute right to withdraw or refuse to give permission. This may be because the provenance cannot always be assured e.g. child has a nut allergy. Some parents prefer to strictly control what their children consume and would be unhappy or uncomfortable with particular foodstuffs e.g. chocolate or sweets. We have experienced many difficulties throughout the year. Sometimes parents do not give permission on a specific letter for a specific topic e.g. trying Greek food such on the Y5 Greek day. Sadly these children have to miss out. In most cases the parents would have granted permission but we could not verify permission in time. Some parents have been unhappy that they did not know something was being tasted or consumed. Although we try our best to keep you informed of such activities we know the system is not foolproof e.g. a child is absent when a form is given out/return, form goes missing etc. This has caused some upset or frustration that may have been avoided. Parents are not obliged to provide any reason for their decision. Please be assured all information will be treated sensitively in the interests of children.

## **7. Medical Update Form**

When children start St Mark's for the first time parents complete our admission form. On it the form asks for any details of medical conditions we need to know about. Increasingly we have noticed that children can develop conditions after this initial registration. In most cases parents are very proactive in letting us know any changes so we make reasonable adjustments etc. Some times these are 'temporary' such as an illness e.g. flu or a broken arm etc. Some times these are longer term issues the school, and the class teachers in particular, may need to be aware of. Please indicate any necessary issues on the Medical Update Form. If there is anything particularly sensitive e.g. enuresis (bed wetting) please send the form in an envelope to the school office.

The forms can be amended at any time and will be held securely by the school. Thank you for helping us in this matter. If you have any queries please do not hesitate to contact me, or the school office, at your earliest convenience.

# **Home School Agreement (HSA)**

The purpose of this agreement is to encourage a strong partnership between parents, children and the school. We invite you to join us in achieving this, and the details in our mission statement, by signing the HSA.

## **Mission Statement:**

St. Mark's is proud to be a Church School committed to doing our best for children. We aim to provide a welcoming, caring and inclusive environment where every child is respected and valued for their unique contribution to life. We are a school where every child will be challenged to achieve their best whatever the situation, and where they will be encouraged and supported in their endeavours.

- Reaching in, we take pride in developing ourselves, our talents, our confidence, and the positive attitudes to help us in all situations.
- Reaching up, we look for inspiration, by wondering and marvelling at the universe around us. We look to the future with hope, and seek to understand how we relate to the 'bigger picture'. We seek to understand the Christian experience and live out Christian values, while respecting and valuing those of all beliefs.
- Reaching out, we work hard to develop fruitful relationships and seek to serve others within and beyond our community. We develop an understanding of the world we live in and show high levels of respect and responsibility towards others and our world.

## **St Mark's - We shall:-**

- Care for your child's safety and happiness
- Endeavour to ensure that your child reaches his/her potential both academically and socially
- Provide a broad and balanced curriculum
- Set high standards of behaviour and matters through building good relationships and developing a sense of responsibility
- Keep parents informed about school matters through regular Newsletters, notices and meetings
- Inform you about your child's progress through parents' meetings in term 1 and 3, and provide a written report at the end of the school year
- Let parents know about any concerns or problems that affect their child's work or behaviour
- Provide regular homework in line with our policy
- Handle any concerns or complaints promptly and sensitively
- Be open and welcoming, and provide opportunities for you to be involved in the life of the school.

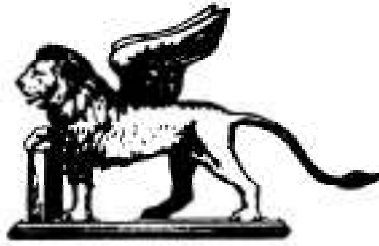
## **Parents - I / We shall:-**

- See that my child goes to school regularly, on time and properly equipped.
- Provide my child with the correct uniform and P.E. / games kit.
- Inform the school by 9.30 a.m. of the reason for any absence.
- Make the school aware of any concerns or problems that might affect my child at school.
- Support all the school's policies and guidelines for behaviour.
- Support the school's homework policy.
- Make every effort to attend parents' evenings.
- Encourage and support my child in playing a full part in the life of the school.

## **The Child - I shall try, with my parents' help where necessary, to:-**

- Make sure that I arrive at school between 8.40 – 8.50 a.m.
- Follow the school and class rules, and show respect for others.
- Do all my class work and homework as well as I can.
- Bring all the equipment I need every day.
- Wear the school uniform and be tidy in appearance.
- Be a credit to St. Mark's School – respecting the rights of others.

**St Mark's C.E. Junior School**



# **School Rules and Behaviour**

**A booklet for pupils and parents**

## **Our School Rules**

We are proud of our school and these are our rules. They help to keep us happy and safe so that everyone can enjoy school.

### **For the whole school**

- ◆ Always walk inside the school building
- ◆ Be kind, helpful and polite to everyone
- ◆ Talk quietly, never using bad language
- ◆ Look after our school and everything in it

### **At playtimes**

- ◆ Play together, not spoiling each others' games
- ◆ Do not fight, even in play, or deliberately hurt others
- ◆ Use agreed areas for games

### **At lunchtimes and playtimes**

These sanctions apply to midday supervisors as well as teachers.

1. The supervisor/teacher gives a quiet warning.
2. If behaviour is repeated the child has 5 minutes 'time out' in a nominated area.
3. Continued misbehaviour results in 10 minutes 'time out' in a nominated area.
4. Further misbehaviour on the same day or a serious breach of school rules:-  
a pink card which notes the offence is taken to the class teacher by the MDSA/teacher, who informs the parents.
5. A second pink card in a term results in meeting between the Headteacher and parents.
6. A third pink card within a term:-  
the child is excluded at lunchtimes for a period of up to 5 days.

## **Rewards**

All children can behave well and it is our policy to look for good behaviour and reward it. In addition to verbal praise children can be rewarded in the following ways:-

## **House Points**

These can be awarded for a wide range of reasons including a thoughtful deed, a considerable effort in work, a change in attitude, a big improvement, a particular achievement.

## **Achievement Cards**

- ◆ Every child has one of these which the teacher keeps
- ◆ 10 House Points earn one sticker on the card
- ◆ When there are 10 stickers on the card:-
  - (a) Child is named in assembly and given a small prize e.g. school pen
  - (b) Their name goes in the next Newsletter

## **Lion Award**

Children can become a St. Mark's Lion. Their name goes up on the Lion Board in the hall. Lions are awarded every 2 weeks for exceptional or improved behaviour, work or achievements that are examples of something the child and the school are proud of.

## **Certificate of Merit**

These are awarded for exceptional and/or sustained achievement or contribution. Names will be published in school and on end of term newsletters.

## **At lunch playtime**

- ◆ Supervisors praise helpful and good behaviour
- ◆ Supervisors may give stickers for sustained or exceptionally helpful or good behaviour
- ◆ Each sticker is worth one House Point

## **Some other ways of recognising good work and behaviour**

- ◆ Comments written on work.
- ◆ Some half-school and year group assemblies will be used to share examples of good work or something well done
- ◆ Children will be sent to the Headteacher for good work or behaviour, and special out-of-school achievements

## **Sanctions**

It is important that children understand clearly the results of poor behaviour. These are the sanctions we have agreed.

### **In school time**

1. The teacher gives a clear warning.
2. If behaviour is repeated the child's name is written on the board. A name can be erased if behaviour improves. If the behaviour continues then a cross is placed against the child's name and they lose some lunchtime break. These children will be sent with work to a supervised room for reflection. Persistent need for lunchtime reflection will trigger a letter to parents.
3. A child can be sent to work in another classroom if s/he continues to disrupt or interfere in the learning of other children during a lesson.
4. Further misbehaviour on the same day or a serious breach of school rules leads to a yellow card being given which notes the offence. The child takes this to the Headteacher and the teacher writes to the parents.
5. A second yellow card in a term results in a meeting between the Headteacher, the teacher and parents to agree on action.
6. A third yellow card within a term leads to exclusion from school for a period up to 5 days.

### **At dinner time**

- ◆ Show respect to all adults and children
- ◆ Go to the toilet and wash your hands before eating
- ◆ Line up quietly and sit where requested
- ◆ Eat quietly, talking only to the people on your table
- ◆ Use good table manners

### **In the classroom**

Follow the rules agreed by everyone in your class as part of the class charter.

### **Statement on bullying**

Bullying is intimidating behaviour which is persistent and deliberate - physical and psychological - where an individual, or group, is attempting to exert power over others.

St. Mark's School recognises that this unwanted behaviour can cause considerable distress. Staff will work with pupils and parents to combat bullying, and will take all possible steps to eradicate it. All staff have a set of guidelines to follow which may be seen by parents on request.

The school's Anti-Bullying Policy is adapted from the latest Kidscape version.



## **Guidelines for Helpers in School**

Thank you for offering to come into school and help us - you are very welcome.

### **INTRODUCTION**

#### **Volunteering**

We actively encourage good relationships between school, home and the community. We know that the children benefit from the voluntary help given by parents and others from our community, but the acceptance of that voluntary help always depends upon its appropriateness. In the interests of the safety and the well being of the children, helpers are asked to read these guidelines and discuss it with a member of staff prior to beginning helping in school. After discussion, the helper is asked to sign the form at the back as an acceptance of the guidelines and to return it to school.

#### **Times and places to help**

Please arrange a convenient time to come and help in school. Do not worry if you cannot come in weekly as we are grateful for any form of help. There are often times when we need help for outings, which can only happen with extra helpers. You may work in your child's class if you wish and if the class teacher feels that your presence would not upset or disrupt your own child. We are grateful for any help in school, so please do not hesitate to offer to help in another year group! If you are ever unable to help when you are expected, please ring the school to let us know as soon as possible, as the teacher will have planned for you. Normally you will be working in the classroom, the library or a shared area.

#### **Signing in**

Please enter the school by the main doors at Reception. Please ensure that you sign in at Reception and are given a visitor's sticker to wear whilst in school.

#### **Where to go**

**Car park** - please feel free to park in the curved area of the turning circle between 9.00 am and 3.00 pm. After this time the main school gates are locked and not opened until 3.40 pm.

**Toilets** - there are some adult toilets for use of staff and helpers near to the main office.

**Staffroom** - we hope you will feel able to accompany the teacher in whose class you are helping to the staffroom to enjoy a break and a drink.

### **IMPORTANT ISSUES**

#### **Permission to work in school**

In accordance with Wiltshire Authority Safeguarding policy, it is necessary that a Criminal Records Bureau (CRB) check is carried out on any helper working in school who has regular access to children. Volunteers cannot regularly work in school without an enhanced CRB. If necessary, you will be required to fill out the relevant form which is available from the school office. If clearance to work in school is not granted to any individual, you will be informed. The Headteacher retains the right to decline permission, or withdraw it, for any parent who does not support the ethos of the school, refuses to support its policies or whose presence in school may interfere with the smooth running of the school.

#### **Helpers with pre-school children**

Unfortunately, we are unable to accept any offers of help in school if it would mean that a pre-school child would also have to attend.

#### **Confidentiality**

It is very important that there is a strong and developing sense of trust between the school and our helpers. It is very important that anyone working in the school is aware of the necessity for total confidentiality regarding any

information learned about any individual child or adult. There will be a wide range of ability in each class, so please remember that every piece of information you learn about any child in school is strictly confidential. Any questions you may be asked regarding the school or a child must always be referred to the teaching staff. Please remember never to discuss any child. You will know how distressing it could be to hear about your child from another person.

## **SAFETY ISSUES**

### **Fire Drill**

Please familiarise yourself with the fire safety notice in the room you are working in. All fire exits are clearly labelled. If you do hear the fire bell, please take part in the drill by leaving the school by the nearest and safest exit, taking any child in your care with you. The assembly point is on the bottom playground. Safe egress from the building is paramount. Please leave belongings.

### **Health and Safety**

The class teacher should inform you if any child you will be working with has a specific need that you may need to be aware of. Please be aware of the risks of any equipment you may be working with. Potentially unsafe equipment should never be left unattended – especially sewing equipment, tools etc. There is no smoking anywhere on the school site. All relevant information is contained in our Health and Safety Policy.

### **First Aid**

Please do not treat an injured child yourself. If any child you are working with should sustain an injury, please inform the class teacher immediately. Medical facilities are located next to the main hall. There are several trained first aiders; the office staff will be able to locate the nearest qualified person. Helpers should avoid being with one child in isolation, particularly in the medical room or toilets.

### **Child Protection**

Ensuring the protection of all children is paramount and non-negotiable. Every adult volunteer must read and adhere to the current Child Protection Policy. The Headteacher is the designated CP Officer. Any concerns, worries or issues should be passed on immediately to the CP Officer. In their absence the deputy Headteacher should be informed.

### **Code of Conduct for Safe Practice**

All volunteers are bound by the code of conduct for safe practice at St Mark's. It is there to protect children and adults alike:

#### **“Introduction**

This document provides a guide for adults working in schools (including staff, governors, volunteers and visitors) about acceptable and desirable conduct to protect both adults and pupils. It refers to and complements other policies and guidance in your school, including:

- School Child Protection Policy
- School Rules and Behaviour Policy
- School policy on physical interventions

This policy is based upon the DfES document ‘Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings’ (Sept 2006), in which you can find useful examples of acceptable and unacceptable conduct, together with discussion of the issues raised.

All adults working in the school should know the name of the Designated Child Protection Teacher in the school, be familiar with local child protection arrangements, and understand their responsibilities to safeguard and protect children and young people.

#### **Basic principles**

- The child's welfare is paramount (Children Act 1989)

- Adults working in school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions
- Adults working in the school must work and be seen to work in an open and transparent way
- Adults should discuss and/or take advice promptly from their line manager or another senior member of staff about any incident which could give rise to concern. This would include reporting infatuations by a pupil for that or another member of staff, to ensure that such situations can be handled promptly and sensitively
- A record should be kept of any such incident and of decisions made/further actions agreed, in accordance with school record keeping policy
- Staff should apply the same professional standards regardless of gender or sexuality
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them

**All staff, volunteers and visitors to the schools must:**

- Be familiar with and work in accordance with the school's policies including in particular
  - Child Protection
  - Behaviour
  - Physical Intervention
  - Internet Safety
  - Intimate Care
  - Health and Safety
  - Use of Photography and Video
  - Whistleblowing
- Provide a good example and a positive role model to pupils
- Behave in a mature, respectful, safe, fair and considered manner. For example, you must ensure that you
  - Are not sarcastic, and do not make remarks or 'jokes' to pupils of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature
  - Do not embarrass or humiliate children
- Do not discriminate favourably or unfavourably towards any child. For example,
  - Treat all pupils equally – never build 'special' relationships or confer favour on particular pupils
  - Do not give or receive (other than token) gifts unless arranged through school
- Ensure that your relationship with pupils remains on a professional footing. For example, you must
  - Only touch pupils for professional reasons, and when this is necessary and appropriate for the pupil's wellbeing or safety (more guidance on this is set out in the DfES Guidance for Safe Practice referred to above)
  - Not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children
  - Not make arrangements to contact, communicate or meet with pupils outside your work (this includes use of email, text and other messaging systems)
  - Not develop 'personal' or sexual relationships with pupils. In particular your attention is drawn to the provisions of the Sexual Offences Act 2003, which creates a new criminal offence of abuse of a position of trust (when a person aged 18 or over is in a 'position of trust' with a person under 18 and engages in sexual activity with or in the presence of that child, or causes or incites that child to engage in or watch sexual activity).

**Reference documents**

- Safeguarding Children and Safer Recruitment in Education DfES Jan 2007
- School policies handbook
- LSCB Local Safeguarding Children Procedures

- Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings DfES (IRSC) Sept 2006

## **THINGS YOU MAY BE ASKED TO DO**

We like to give people jobs they feel happy and confident about. Please do tell us what you would particularly enjoy doing with the children! You may be asked to help with work in a variety of tasks with children. They may include: reading, playing language or mathematical games, art, design or technology activities, cooking, gardening or accompanying school trips. Teachers and helpers will agree the activity to be carried out. Preferably this will be an activity a helper enjoys, and feels s/he can make a contribution to in school. We want all helpers to enjoy their time spent in our school. Teachers and helpers should feel able to request that the task is changed or halted if necessary. Helpers should always discuss any concerns with the teacher with whom they are working.

### **Reading**

Helpers often listen to children read. Reading should be an enjoyable experience. Please help to make sure that it is for the children you work with. Ask the teacher you are working with what it is that they are looking for in the session. There will be difference emphases for each year group. Please do not make written comments in home/school books. Any comments written by children's parents in the home/school books should be referred to the teacher. Any comments you think you would like to make yourself could be jotted down on scrap paper and passed on to the teacher. Please only change books after discussion with the teacher.