

Junior School

Infant School

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High Down Schools

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High Down Schools

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Executive Headteacher

Mrs A Cowan

20th September 2018
Dear Parents and Carers,

HEALTH AND SAFETY NEWSLETTER

Summer Works

During the summer break, our reception year outdoor activity area was renovated and improved. We also carried out some smaller projects including recarpeting and reglazing works and decorating the Infant hall. Our school site team worked hard making significant improvements to the buildings and grounds including the construction and siting of the 'High Down Rocket' which you may have noticed on top of the container in the Infant back playground. A huge thanks to Kevin and Chris.

Lockdown Procedure

Over the summer, we had our fire alarm sounders upgraded to enable a new lockdown signal to be put on the alarm. This enabled us to devise a new, much simpler procedure than we had previously. We have now held a lockdown drill which was successful subject to a few minor tweaks which are being addressed. We will be holding our first fire drill of the year in the next couple of weeks.

Medication in School

A reminder that where it is appropriate for medication to be administered to pupils by school staff during school hours, a request to do so must be accompanied by written permission. Our Policy for Supporting Children with Medical Conditions (available on the schools' website) sets out the procedure and also contains a template permission form.

Drop off/pick up times

The Infant School is open to pupils from 8:35, although doors do not open until 8:50. All Infant children must be supervised by an adult until they are handed over to the class teacher. Nursery sessions are between 8:45 and 3.30pm depending on individual bookings.

The Junior School gates are closed until 8.40am each morning and children should not be on the site before then. Junior children should not come in through the Infant gates as we can not take responsibility for children on the site before 8.40. Neither can the school take responsibility for children left waiting outside the gates before that time but Breakfast Club is available if needed. At 8.40am the gates open with teachers in the classrooms ready to receive the children and school starts at 8.50am.

As a school we consistently review Health and Safety and Safeguarding within the school. We are aware that afterschool clubs run on both sites daily and we need to ensure that the leaders of these clubs are able to focus on the children in their care and feel confident to question any adult that they see in the vicinity. **We therefore ask all children to leave the school grounds directly after pick up and the bottom gate is locked at 3.30pm. This ensures that the only children on the field, junior playground and back infant playground are children**

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participating in after school clubs. Any adult noted on site in these areas can then be easily challenged. The gates on the infant front playground and junior front entrance are access routes for parents collecting from these clubs.

Staff Car Park

Please note that the car park is for staff parking only and may not be used by parents for dropping off or picking up children apart from in cases of necessity, agreed in advance with the school (and for After School Club pick up). This is for the safety of our pupils. Also, staff members have reported instances of their cars being blocked in when they are trying to leave.

Nut Free Lunchboxes

Please could you ensure that your child's lunchbox does not contain nuts or nut-related products, as we have children at school with severe allergies.

Travel Plan

A big thank you to the majority of parents who are safely walking their children to school or parking considerately in accordance with the school travel plan, which is available to view on the schools' website. If you are still unsure about any aspect of road safety, please contact the schools' office on the number above.

If you are interested in joining the school travel plan committee we would be pleased to hear from you.

Infection Control

With the norovirus season approaching could we take this opportunity to remind you that if your child develops symptoms of diarrhoea and/or vomiting you should keep them off school until they have been symptom free for at least 48 hours.

Dogs

Please do not leave dogs tethered and unattended by the school gates while you pick up your children. If the dog cannot be left at home, please arrange to meet your (junior) child at the gate so you can remain with it. Dogs should never be brought onto school premises, even if carried.

Photography/Video Recording at School Events

It is natural that when your child is performing or taking part in a school event you may want to take photos or some video footage of him or her in action. However, there are some parents who do not want images of their children in the public domain – in some cases for personal safety reasons. Please, therefore, could you refrain from publishing any such images and footage on social media such as Facebook, Twitter, Instagram and You Tube, and keep them for private viewing.

Please check your privacy settings to ensure you are not inadvertently sharing images or footage.

Thank you for helping us to keep all of our children safe at school.

Yours sincerely,



Andrey Cowan
Executive Headteacher

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