Parental Communication Policy

GREEN RIDGE
PRIMARY ACADEMY

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On behalf of:	

REAch2 ACADEMY TRUST

An Overview of Communication at Green Ridge Primary Academy

Aim

To ensure that Green Ridge Primary Academy is a thriving and successful educational setting, we must communicate effectively with each other, with our pupils, with their parents and carers, and with other members of the wider community. We need to ensure that communications between all members of the school community are clear, professional, timely and appropriate.

Definition of communication

- Good communication is much more than the exchange of information. It is through effective and interactive communication that information is transmitted, understanding is developed and shared, trust is built, confidentiality respected, and action coordinated.
- We should also remember the importance of listening.
- Every member of staff has a responsibility to support effective communications and needs to recognise that the quality of their communications reflects on the school's reputation.
- Communication includes not only the message but also how that message is communicated; not only the responsibility for communication but also how effectively that responsibility has been carried out.

Principles

All communications at Green Ridge Primary Academy should:

- Keep staff, pupils, parents/carers, governors, and other stakeholders well informed.
- Be open, honest, ethical, and professional.
- Use jargon free, plain English and be easily understood by all.
- Be actioned within a reasonable time.
- Use the methods of communication most effective and appropriate to the context, message, and audience.
- Ensure that staff are fully informed of all relevant school activity to enable them to be as effective as possible in their role.
- Take account of relevant academy policies.
- Be compatible with our academy values.
- Comply with agreed practice for written communications with parents/carers and other external contacts.
- Ensure that consultation issues, plans, and changes which may affect the work of the academy are inclusive of all appropriate stakeholder groups.

Responsibilities

This section details the responsibilities of the different groups within the school.

Leadership Team

- To ensure information is made available to staff in a timely manner and via appropriate channels, where practicable face to face.
- To ensure that staff have the relevant information available to communicate with colleagues effectively.
- To maintain open channels of two-way communication and to listen to feedback and comments from all staff.
- To keep governors informed of developments and concerns.

All Staff

- To communicate regularly with each other, preferably face to face, to ensure information is available and understood within the context of the classroom and working environment.
- To ensure they are informed and have access to information to be as effective as possible in their role and to support their work within the school.

- To use open channels of two-way communication to keep the leadership team and colleagues informed.

Parents/Carers

- Read the key communications issued by the academy, including the weekly newsletter and where a response is required (e.g. school trip letter), reply within the established timeframe.
- Raise issues or concerns at the earliest opportunity with the academy in the appropriate manner, speaking first to the class teacher before escalating.
- Act on the communication (e.g. attending special meetings).
- Communicate with respect and courtesy.

Communication Between Parents/Carers and the Academy

It is very important to us that we work closely in partnership with parents and carers, and communication between home and school is key. We recognise however that it can often be difficult communicating with teachers because they have a very full timetable; and we recognise that parents and carers also have very busy lives.

Teachers want to respond to parental queries at the earliest opportunity and will do their best to do so, however, most teachers' time is taken up teaching and preparing for lessons. Teachers' responsibilities extend beyond the classroom, and they may be unable to respond to you on the day a query is made. We do ask, however, that staff aim to deal with enquiries within two school days. We have agreed with staff that there is no expectation to respond to queries during their personal/family time.

Whilst staff will always seek to establish open and friendly relationships with parents and carers, they will also ensure that the relationships are professional. To this end, parents and carers should always be addressed in an appropriate manner, e.g., Mr/Miss/Mrs etc. We will try to make written communications as accessible and inclusive as possible. We seek to avoid bias, stereotyping or any form of racial discrimination. We wish to recognise and celebrate the contributions to our society by all cultural groups represented in our school.

Telephone calls (incoming)

Effective telephone communication can sometimes be a problem in a school, where teachers may be teaching full time and running clubs or otherwise working with pupils at lunchtime or after school. Parents/carers may be exasperated if they feel that a message elicits no immediate reply, when in fact there has been no available opportunity for the member of staff to reach a telephone to return a call. There is an answerphone service available should staff be unable to answer the phone where you can leave staff a brief message.

Any messages which are for school staff are taken by the office team and then passed on to the appropriate member of staff. Office staff will take note of the necessary details of the call. Office staff should not interrupt teaching for staff to answer a telephone call.

Where a parent or carer does call to speak to their child's class teacher, the office will liaise with the class teacher to arrange a mutually convenient time for this, within two school days. As a result, it may be that a member of staff is unable to call back on the same day that the call was made. Where a parent or carer calls to speak to a member of the Leadership Team, the office will again liaise with that member of staff to arrange a mutually convenient time, within two school days. It may not be the case that the member of the Leadership Team is available immediately to speak with. You may also be called back by another member of staff, in line with our 'who to contact' document detailed below. Please note that telephone calls may be logged on CPOMS as 'Contact with Parent/Carer' to ensure that an accurate reflection of what was

discussed can be captured. This also helps with making sure that any follow up actions are completed.

Telephone calls (outgoing)

When a member of staff needs to speak to a parent/carer, they will firstly call the primary guardian listed on Arbor. There may be some instances where we call both parents. This may have been pre-agreed with the academy. If for whatever reason a parent/carer does not pick up, staff will leave a voicemail on the device asking them to contact the school at their earliest convenience. Staff may try further numbers listed on the Arbor profile. Staff will record a summary of the conversation on CPOMS as 'Contact with Parent/Carer' as a log that the phone call has taken place, detailing any actions that are required to be undertaken. Parents/carers are asked to listen to voicemails before returning calls, so they know which member of staff tried to contact them as office staff are not always aware of who staff have been trying to call.

Letters (incoming)

Staff will respond to parents/carers letters within 2 school days. Letters can be given to your child, to give to his or her class teacher, given to the school office or posted. As with emails, letters will be treated with appropriate confidentiality. Where the letter is in relation to a complaint made by the parent/carer, the complaints policy should be followed to ensure that the appropriate procedure is followed. Any letters which are sent to parents/carers by the academy must be checked by a member of the Senior Leadership Team before they are sent. Copies of all correspondence to individual parents/carers will be placed in pupil files, if relevant.

Letters (outgoing)

We send letters of a general nature out on a Tuesday and Thursday, or on any day if necessary, and place copies of all communication (including newsletters) on the academy's website. PTA letters are sent on a Friday each week, where necessary, to alert you to upcoming PTA events. We limit the communication to particular days so that parents/carers know what to expect and are not bombarded with communication and letters each day where possible. All letters are sent electronically to the primary carers email addresses. Please note that we will only send out a paper copy of a letter if we require you to complete and return a reply slip. These will be sent home via your child's book bag, so please check your child's bag frequently.

Emails (incoming)

These days, most people are communicating regularly by email, and it has become one of the primary routes for establishing communication. That said, except for the office staff, our members of staff on the teaching and learning team are not office or computer based and therefore do not have the same level of access to email. It is not our policy to provide parents/carers with email addresses for teaching staff. This is also one of our strategies for reducing the unnecessary and excessive workload of teachers and we request that parents/carers do not ask teachers for them. Teaching staff are asked not to respond to any emails which come directly to them, without going through the appropriate channel below.

For the purposes of administration, parents and carers are asked to use the main school address for all email correspondence: admin@greenridgeacademy.co.uk and nursery@greenridgeacademy.co.uk for all nursery correspondence. All emails will be treated with appropriate confidentiality. Please note all emails should specify the member of staff to whom the query is addressed. In the first instance, this is usually your child's class teacher. Parents/carers should be aware that any emails which are sent to the academy may not be opened immediately, and as such if your message or query is urgent, we ask that you call the school office to ensure that the school receives this timely information. Any email which is sent to school will be acknowledged and responded to within two school days of the date it was delivered. The school office will ensure that your email is directed to the relevant person/persons. All emails requiring an answer should be responded to or acknowledged within two school days.

Emails (outgoing)

The school has an electronic mailing system it uses to communicate with parents and carers (Arbor). Arbor also has an app which we strongly encourage parents/carers to download. Communication and reminders can also be sent via notifications in the app so please make sure you enable this function in your settings. Please contact the school office should you require any help in setting up or accessing your account. Any communication that needs to be sent to parents/carers using this system must be approved by a member of the Senior Leadership Team.

Tapestry (EYFS)

Throughout the children's time in Little Ridges and Reception, regular observations of the children's learning are undertaken. These are recorded along with photographs via the children's individual Tapestry accounts. Tapestry is also used to send home 'memos,' linked to different areas of learning to enable parents to support their child at home with their learning.

Social Networking Sites (e.g. X/Facebook/Instagram)

Staff will not communicate individually with parents, carers or pupils via personal social networking sites or accept them as "friends". Staff are instructed to report any such requests or interactions to the Headteacher.

The academy uses X and Facebook as a way of posting reminders to parents/carers and sharing/celebrating the pupils' learning at Green Ridge. Each year group has their own X account, which parents are encouraged to follow for regular updates. These accounts start with @GRPA as their user handle. Where this method of communication is used, a professional manner will continue to be used at all times, as it would be for any communication within the academy. Please note that Direct Messages on X and Facebook are not monitored by school staff. The best way to contact the school is directly using the admin email above or via telephone on the number above.

Written Reports

Once a year, we provide a full written report to each child's parents/carers on their progress in each area of learning. This report identifies areas of strengths and areas for future development. Pupils are also given an opportunity to comment on their progress.

Pupil Learning Reviews

Parents/carers are invited to meet with their child's class teacher twice during the year, in the Autumn and Spring terms for parent-teacher consultations, which we call 'Pupil Learning Reviews'. These are usually held within the first two weeks after the half-term holiday. There is also an option to meet for a third time following the end of year report.

You will be advised of the date through an individual letter and asked to sign up for a specific day/time to meet with your child's teacher via our online booking system. If you are unable to use the online system you will be able to telephone or email the school office who will assist you in making an appointment. We would encourage all parents/carers to take up this opportunity. If you are unable to attend on the designated days, you can request to make an alternative arrangement directly with your child's teacher, or via the school office at a mutually convenient time.

SEN/D Reviews

Parents/carers of children with SEND will meet with their class teacher at Pupil Learning Reviews. They also have the opportunity to meet with their class teacher on other occasions, to specifically discuss SEN/D. This gives them the opportunity to celebrate their child's successes, and to support their child in areas where there is a need for support. There is also the option to book appointments per family during Pupil Learning Reviews with our Director of Inclusion, Miss. Gardiner. We encourage parents/carers to contact the school if any issues arise regarding their child's progress or wellbeing. When children have educational needs, or if they are making less

than expected progress, parents/carers will be invited to meet with their child's teacher more regularly.

We will also make reasonable adjustments to our arrangements if this will enable a parent/carer with a disability to participate fully in a meeting at our academy, or to receive and understand communication.

Professional Visitors

At times we are contacted by professionals requesting to come into school and work with a child. When this happens, we will email you with as much warning as possible, to let you know the date that they will be visiting so that you are aware.

Academy Website

The website provides information about the academy, as well as latest news and information and is an opportunity to promote the school to a wider audience.

Home-school Visits

Home visits take place either at the end of the term before a child starts at the academy, or during the first two weeks of the term in which they start for those families with children in Nursery or Reception.

Several meetings for new parents/carers are organised at an appropriate time for them to receive information prior to their child starting at the school.

Weekly Round-Up

The academy weekly newsletter is sent to parents/carers via the electronic mailing system, with paper copies available on request or sent to parents/carers who are not able to access it online. It contains general details of school events and activities, as well as sharing and celebrating the learning throughout the academy in that week. It is published every Friday during term-time. Parents/carers are asked to ensure that the academy has the correct email address on its system for communication. A calendar of forthcoming school events is at the end of each newsletter.

Meet the Teacher Meetings

At the beginning of each academic year, you are invited to a Class Induction Meeting. At this meeting, you will be given information about the class. This will include: what your child will be learning, home learning expectations, expectations of behaviour, planned activities and events etc. This information will also be posted on the individual year/class pages on the school website.

Individual Meetings

Parents/carers are welcome to visit the academy to discuss their child's progress, ask questions, and gain support or talk about their child/home issues with the child's class staff. Meetings should always be pre-arranged with members of staff. Meetings will not take place on a Friday after school, as part of our commitment to staff wellbeing and workload. Thank you for your understanding with this.

If you urgently need to see someone, for instance if there is a serious family emergency or a child protection issue, please phone ahead and the reception staff will do their best to find a senior member of staff to see you or speak with you. Please note that due to staff availability urgent meetings will be held within two school days.

For non-urgent meetings we will aim to meet with you within five school days. The school will determine the level of urgency at its discretion, to enable it to manage multiple demands. The day-to-day care, welfare and safety of your child is managed by the person who is placed closest to them (normally your child's class teacher). For all other queries, the school office will direct you to the appropriate member of staff, to deal with your query and arrange any appointments for you. Please note that all formal parent meetings will be recorded on CPOMS under 'Contact

with Parent/Carer' by the member of staff you are having the meeting with. This is to ensure that an accurate reflection of the meeting is captured.

It is sometimes possible to speak with the class teacher or Headteacher, very briefly, at the beginning or end of the school day when they are on the gates/classroom doors. For longer discussions, you will need to make an appointment. We would advise you not to arrive at the school or telephone the school with the expectation that you can be seen straight away, as this may not be possible.

Some parents/carers, especially of the younger children, can have a brief word with a member of academy staff before and after school. Parents/carers should be mindful that teachers have limited time in the mornings as they need to register the children and begin the days learning.

Residential Meetings

Meetings are held prior to any residential trip to inform parents/carers of planning, content and arrangements.

Open Mornings/Afternoons

Open events (such as Stay and Learn, or Parent Library sessions) take place throughout the year and these are communicated to parents and carers via the weekly round-up or individual notification letters.

The School and Nursery Offices

The school and nursery offices are open between 8.30am and 4.30pm, Monday to Thursday and from 8.35am to 4.00pm on Fridays during term time. We would strongly encourage you to use one of the methods detailed above to get in contact with the school, however, should you wish to pass on a brief message, or have an enquiry, you may do this at one of the offices.

No Response

If you have not received a response from the school within three school days, please contact the school by emailing admin@greenridgeacademy.co.uk and we will chase up your enquiry. Communication with parents and carers is important to us, and we will continue to monitor this policy and our approach to improve the process further.

To ensure there are clear lines of communication within the academy, please find below a range of ways that parents/carers can get in touch so that they know who to approach to ensure their query is dealt with effectively.

How parents/carers can share their views

Annual survey

We welcome and value feedback from parents and carers about our academy's policies and practices. We conduct an annual survey during the Summer Term, to canvas the views of parents and carers about our school and report back on the outcomes.

Parent Forum meetings

Nominated parents/carers are invited to Parent Forum meetings to discuss various topics each month with the Headteacher each month.

Feedback and suggestions link

Parents/carers are always welcome to share their views via the Forms link here, if they are unable to attend or give feedback to the parent forum group. Parents/carers have the option to leave their feedback anonymously. Alternatively, parents/carers can always e-mail into the office at admin@greenridgeacademy.co.uk with any feedback that can be passed on to a member of staff or team as required. Please see below for a who to contact flow chart.

Who do I contact do discuss...		Contact Details
Change of address or contact details Trips and visits Enrichment clubs Volunteering General enquiries Admissions	→	Mrs. Upfold – Office Administrator 01296 326320 option 2 admin@greenridgeacademy.co.uk
Little Ridges Nursery Admissions Wraparound Care Nursery Invoices	→	Mrs. Lewis – Office Administrator 01296 326320 option 3 nursery@greenridgeacadmy.co.uk
Pupil Premium/Free School Meals Payment Queries School Lettings	→	Mrs. Curtis-Cross – Office Co-Ordinator 01296 326320 option 2 admin@greenridgeacademy.co.uk
Reporting absence Medical concerns/injuries Medication Medical Appointments	→	Ms. West – Attendance, Safeguarding and Family Liaison Officer 01296 326320 option 1 absence@greenridgeacademy.co.uk *Alternatively, please make contact via admin@greenridgeacademy.co.uk marking FAO Ms. West*
Mental Health and Wellbeing Family Support	→	Mrs. Cavanagh – Pastoral Support Lead 01296 326320 option 2 admin@greenridgeacademy.co.uk
Education, Health and Care Plans Special Educational Needs	→	Miss. Gardiner – Director of Inclusion senco@greenridgeacademy.co.uk
Parent Teacher Association Fundraising PTA Events Second-hand Uniform	→	Laurilee Green – Chair of PTA pta@greenridgeacademy.co.uk
Reading books Concerns about learning Behaviour Home learning	→	Class Teacher *We suggest speaking to them when dropping-off/picking-up if they are available or alternatively contact them using the Admin contact details*
If you have already contacted the class teacher and still have concerns, please contact the Phase Leader: Little Ridges Nursery: Mrs. Creed Early Years (Reception): Miss. Dilks Key Stage One (Year One – Year Two): Miss. Gordon Lower Key Stage Two (Year Three – Year Four): Mr. Harris Upper Key Stage Two (Year Five – Year Six): Mrs. Cole		
Our Headteacher will also be available to support if you have already contacted the Phase Leader but require further assistance: Mrs. Fraser		
Should you have any safeguarding concerns, please contact our Designated Safeguarding Leads: Designated Safeguarding Lead Mr. Ladyman – Deputy Headteacher Deputy Designated Safeguarding Leads Mrs. Fraser – Headteacher Miss. Dilks – Early Years Assistant Headteacher Miss. South – LKS2 Assistant Headteacher Mr. Arnold – UKS2 Assistant Headteacher Miss. Gardiner – Director of Inclusion/SENCo Mrs. Cavanagh – Pastoral Support Lead Ms. West – Attendance, Safeguarding and Family Liaison Officer safeguarding@greenridgeacademy.co.uk		

Health, Safety and Welfare

Lateness (Drop-Off)

We kindly ask that you try to let us know in advance if your child will be late to school. A brief voicemail or email will suffice, but it is beneficial if we know that your child is going to be late before the start of the school day. Please note that if your child arrives after 8.45/8.50am (8.45am for Early Years and Key Stage One and 8.50am for Key Stage Two) then they will be classed as late. If they arrive after 9.00am then they will be classed as missing the whole morning session and this will be marked as an unauthorised absence in which will impact the child's attendance. If this persistently occurs, parents/carers can be fined by the local authority. Lessons start immediately after the register is taken at 8.45/8.50am, so children who are late miss valuable lesson time. It can also be embarrassing for children to arrive after lessons have started. Upon arrival, parents/carers are required to sign their child in via the InVentry system located in the main school entrance foyer area.

Lateness (Pick-Up)

If you find that you are going to be late collecting your child, please inform us as soon as possible. Further information relating to the procedures that we have in place should you be late can be found within our Uncollected Child Policy here. Further information regarding Nursery late fees can be found within our Little Ridges Nursery Admissions Policy here.

Reporting Absence (Due to Illness)

So that we can be more efficient in dealing with pupil absences, we ask that if your child is going to be absent, that you call the school on 01296 326320, and press option 1 to report an absence before 8.35am every day that your child is absent. This will give you the opportunity to leave a voicemail. If you are unable to call the school, please email absence@greenridgeacademy.co.uk.

- Parents/carers should provide an explanation for the absence, using the term 'unwell' is not a sufficient explanation for an absence.
- As we have a duty of care to know where the children are during school hours, if the school has not been notified, then contact will be made in order to obtain an explanation. All absences will be marked as unauthorised until an explanation has been provided.
- If a child is off for five or more days due to illness, a written note stating the reason for the absence is required to cover any absence, even if you have phoned in. Medical evidence may also be requested, without which the absence may be marked as unauthorised.
- The following information from the NHS is also helpful to understand whether you should or shouldn't send your child to school based on how ill they are: https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/
- Children who have a high temperature should not return to school until it goes away as per NHS guidance, a temperature is regarded 38C or more. Further information can be found by following this link.
- Children who have had sickness or diarrhoea must not return to school until 48 hours have passed since the last episode.
- If your child has had a contagious infectious disease (such as chicken pox), please call the school office to confirm when they can return to school.
- A link can also be found below to enable you to download the Healthier Together app on all Apple and Android devices. If your child is unwell and needs to be seen by a healthcare professional, instead of having to call your GP surgery, your surgery may offer you the option to use the app to directly inform them about your child's symptoms. They will then contact you to decide what needs to be done. And if you are seeking help when your GP surgery is shut, it will direct you to NHS 111. Lots of other parents have already downloaded it and have found it extremely useful.

Illness During School Hours

Sometimes children become ill while at school or on a school trip. If deemed necessary, the school will make every effort to contact a family member to come and collect the child. The parent/carer emergency contact numbers held on the school database are essential in these circumstances, and it is very important that you notify the school of any changes to your personal details.

Accidents During School Hours

Sometimes children have accidents whilst at school. In these circumstances, they will receive first aid treatment from a first aider, and you will receive an electronic notification via Medical Tracker, our online first aid reporting system. The notification may give you further details or advice, for example, complications of a head bump to look out for once the child is out of our care. There may be a delay in you receiving this email notification due to the busy environment of the school, we generally try to send them out after lunch or at the end of the school day, but please be assured that if the accident or injury is more serious, we will call you as soon as possible to discuss the incident with you further. Please note the following.

- In the case of minor 'playground accidents', school staff can only administer an ice pack, clean any scrapes etc. with clean water, put on a sterile dressing if necessary, and offer some TLC.
- If your child is allergic to certain plasters, please provide suitable plasters in a named box.
- If anything more substantial is required you will be called but please note that as far as is possible, all school staff are first aid trained.
- Sometimes children have accidents that involve their clothing becoming wet or soiled. In these circumstances, we do have some spare clothes to change them into. They will be sent home with their own clothes in a plastic bag. As per the consent pack, you will be required to sign to agree that you allow your child to be changed at school where necessary, and you will be notified of this by an adult at the end of the day or via a Medical Tracker notification. If your child comes home with any of our spare clothes, please kindly ensure that you wash and return them as soon as possible, so that they are readily available for the next time they are required.

Requesting Leave of Absence (For Holidays and Exceptional Circumstances)

In law you must ask for permission for your child to miss school. Leave during term time will only be agreed where the Headteacher feels there are exceptional circumstances. Also, it is possible that leave will not be agreed when attendance already includes unauthorised absence and/or attendance is already causing concern.

The Headteacher can, in exceptional circumstances only, authorise a leave of absence for a child during the academic year. This is not an entitlement and requests can be, and are often, refused. Each request will be considered individually based on your child's attendance, the exceptional circumstance, and the impact on your child's attainment.

You must inform the school if you are planning to take your child out of school during term time and we should be notified at least four weeks prior to the absence commencing although we appreciate that there may be times when this is not possible. We kindly ask that you complete a Leave of Absence form by following this link in which your request will then be considered, and a letter will follow detailing the Headteacher's decision.

Please note that parents/carers who take a child of compulsory school age on holiday without permission from the school may be issued with a fixed penalty notice.

Please also be aware that if we suspect that a child is on holiday (and we have not had prior notification), a home visit may be carried out and a fine may be issued. Similarly, if you report your child as ill, and we have evidence to suggest that you are on holiday, further action will be taken.

Every half day absence from school has to be classified by the school as either authorised or unauthorised. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness (where a child it too ill to attend school) medical appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings.

Medical Appointments

Where possible, please avoid medical appointments during school hours. If this is unavoidable, please inform us as soon as possible and please remember that:

- We require a copy of your child's medical appointment, whether that be an appointment card, screenshot of a text or an email in which can be forwarded on. Failure to provide this may result in your child's absence not being authorised on the register.
- If same day emergency medical appointments occur, please obtain proof whilst at the appointment for us to file accordingly upon your child's return to school.
- Please try to make the appointment as late in the day as possible so your child can obtain both registration marks in the morning and the afternoon.
- If you are only able to get a morning appointment for your child, please try to bring them to school first to get their morning registration mark and then return them to school afterwards. If the appointment is early and you are unable to bring them into school prior, please communicate with the school office accordingly and ensure that their lunch has been ordered via SchoolGrid before 8.55am if they require a meal. Please ensure that we are made aware of what time you will be dropping/collecting your child and ensure that you sign them in/out accordingly via the InVentry system in the school foyer as it is essential that we know which children are out of school should an emergency arise.

Medication

As part of our ongoing safeguarding procedures, we are required to work to guidelines for the administration of medicines. Please refer to the 'Supporting Pupils with Medical Needs Policy' and 'First Aid Policy' on or website. In summary, if your child needs to be given medication in school, the following must be strictly adhered to.

- Parent/Carers are required to inform the school office if a child has been given any medicine before attending school, to ensure that the class teacher and Miss. Eaver are aware.
- An adult must bring the medicine in to the main school office and complete a signed agreement for the administration of the medicine in which we will then store securely.
- Medicines, including antibiotics, will only be administered in school if they are required to be given four times a day. If medication is required three times a day, parents/carer are expected to administer before school, after school and in the evening.
- For prescribed medication, they must be in the original container dispensed by the pharmacy showing the child's name, the dose, expiry date and the leaflet showing any possible side effects.
- A parent or carer must collect medication as it will **not** be given to children to bring home. Medication is to be collected from the school office at the end of each day (unless you are happy for the medication to remain in school until no longer required). Please bear in mind that the school office closes at 4.00pm. If your child attends enrichments clubs or wraparound care, you will need to communicate with the school office to arrange alternative arrangements.
- It is parents/carers responsibility to check that inhalers and auto-injectors held in school are in date.