



Lickey Hills Primary School & Nursery

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January 2019

Dear Parents and Carers,

The staff, governors and I welcome everyone back to LHPSN and also extend a warm welcome to the new families joining us at the start of the spring term.

Here are a few reminders of our procedures to ensure the school is a safe and happy place for all.

The gates to the playgrounds are locked until 8.40am to safeguard children using 'The Hive' wraparound care facility. At 8.40am the doors and gates are opened for children to come straight in to school. If you drop your child off at school before 8.40am, and are not accompanying them, please be aware that they are unsupervised. Note: The Hive can accommodate children from 7.30am daily if needed.

Contacting your Child's Class Teacher - if you have any pastoral or academic concerns please do not hesitate to contact school for an appointment with your child's class teacher. You can do this by contacting the school office on 0121 445 1992 and they will arrange a mutually convenient time at the end or start of the school day. Please note appointments cannot be made with class teachers during the school day.

Passwords - you may wish to change your password, please contact the school office to inform them of the new password. As always, ensure that anyone collecting your child, other than you, has the collection password otherwise we will not release your child to them. If your child is going home for tea with another parent - they will need your password. Teachers will ask for passwords to ensure your children are with an adult you have entrusted.

3.20pm is the end of the school day- pupils in EYFS and KS1 are handed to their adult by the teacher. KS2 pupils meet parents on the KS2 playground or at a designated place agreed by yourselves. Please remind your children to return to school if a parent isn't in a designated place so that phone calls can be made. If you decide that your child is allowed to walk home by themselves, this should be put in writing to the class teacher. All KS2 staff have an end of day duty on the playground, this is to ensure pupils leave the premises safely. Please avoid approaching staff at this time as they are safeguarding pupils. If you do need to speak with the class teacher please refer to 'Contacting Your Child's Class Teacher'.

Late Collection - please note that staff have meetings, training and clubs to lead after school, persistent late collection is not acceptable. If you know you are going to be late to collect your child please call the school as soon as you are able to and before 3.00pm. The Hive may be able to accommodate your child, if registered and depending on space, and there will be a charge for this facility.

Unplanned Absence - if your child is absent from school due to illness please leave a message on the school absence line before the start of the school day. Unless absence is due to a long term medically diagnosed condition, a call should be made on every day of absence.

Planned Absence/ Request for Pupil Leave - must be requested using the school's Leave of Absence Form, this can be collected from the main school entrance or downloaded from the website. Holidays in term time for pupils of legal school age will not be authorised. If you feel you have exceptional circumstances then this should be put in writing and addressed for the Headteacher's attention.

Medication in School - several members of staff have Paediatric First Aid training. Various other non-teaching staff have undertaken basic First Aid training however we are not trained medical staff and, therefore, if we are in any doubt as to the seriousness of an injury or illness we will contact parents or carers.

If your child has a medical condition - please inform the Headteacher as staff will need to be aware of these conditions and the nature of the management for any symptoms. If your child needs a 'care plan' we can work with you

Old Birmingham Road, Lickey, Birmingham B45 8EU • Telephone 0121 445 1992 • Fax 0121 445 5803
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Headteacher Miss Amanda Salisbury, B.Ed(Hons), NPQH





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and our school nurse to ensure that this is in place. **Asthma inhalers should be named** and will be passed to the class teacher for safe keeping or in a designated place close to the child.

Medicine must not be sent into school without prior discussions with the Headteacher - staff do not have a legal duty to administer medicine. If your child is prescribed medicine four times a day then they should not attend school. However, if your child is at the end of their medication and well enough to attend school then please contact the Headteacher to discuss a return to school plan. If your child is prescribed medicine three times a day then you do not need to send it into school as it can be administered before and after school. Medicine will always be stored in a secure locker in the school office and parents will always be required to attend school to administer any medicine unless agreed as part of the return to school plan.

All cars should be parked with due regard for the safety of our families and children and school neighbours - we do not allow vehicular access to the school except for school staff and disabled blue badge holders, this includes the school drive and High House Drive, which is a private road. The school has a designated time before and after school where no vehicular movement is allowed due to the number of pedestrians on the school site. The site staff work hard during our busy times to ensure our children are safe and that there is no vehicular movement. There is a small amount of allocated parking early morning and late evening for users of 'The Hive' wraparound care to use when collecting children from the club. The staff car park is not sufficient for the number of staff cars therefore this space is used as overflow after 8.30am. It can be used if you are collecting an ill child from school.

When collecting from extra curricular clubs - parking when collecting from teacher and coach led clubs should not be on the school site or the allocated Hive parking area as there is not enough room. The volume of cars at 4.15/30 along with children leaving various clubs is dangerous for both pedestrians and drivers therefore please do not access the site by car.

Finally, if you have any questions at all please check the school website in the first instance, it has a wealth of information on for parents and carers as well as the year group blogs, photographs, spellings and home learning.

I look forward to working in partnership with the children and families of LHPSN again this term and welcoming you to the events planned by school and the PTA as we progress towards Easter.

Yours in learning,

Miss A.L. Salisbury
Headteacher

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