

Child Protection Consent Forms

As part of our Child Protection Policy we ask you to read our policies in relation to the matters detailed below. Please complete and return to your child's teacher, the attached pro-forma booklet giving the school appropriate consent and providing relevant information.

Prescribed Medicines

Legally schools are not compelled to administer medication to children. Ideally, medication should be administered by parents. From time to time parents request that staff do so and the school wishes to be helpful in this regard. However certain conditions must be imposed.

1. Parents must ensure that all medicines are clearly marked, with the name of the child, the dosage and times that the medication should be administered all stated.
2. Parents must hand the medicine directly to the teacher or some adult on the school staff.
3. Parents must complete a consent form which may be obtained from office.

Example Medical Consent Form

<p>Medication Consent Form</p> <p>I request that my child _____ be given the following medication:-</p> <p>Name of Medication _____</p> <p>Dosage ; _____</p> <p>Times to be administered _____</p> <p>Signed _____ Parent/Guardian Date: _____</p>

B. Photographs

Occasionally photographs of pupils are taken by teachers and photographers from local papers.

Photographs taken by staff may be used for display purposes. Photographs are displayed in local newspapers/publications / school website to celebrate the children's successes.

At the end of the school year all photographs will be destroyed or passed on to the parents.

c. Minor Accidents

Minor accidents (cuts, bumps, bruises) are a frequent occurrence and will be treated as follows:-

1. A Cold Pack will be applied to bruises and bumps.
2. Cuts will be cleaned with non alcoholic wipes. Plasters will be applied if unavoidable.
3. Vinegar/ice packs will be applied to insect stings.

Details of the accident will be recorded by the school.

D Toileting and Intimate Care

It is important that children develop their own skills at toileting/changing clothes.

However in the event of a child wetting or soiling him/her self changing may be required.

In this event the child will be changed by the classroom assistant in the medical room/disabled toilet. Another member of staff will be informed that the child is being changed. Volunteers will not be used for changing purposes.

Details of all changing incidents will be detailed on an Intimate Care Record.

If a child appears to be having continual "accidents" a strategy will be agreed between parent and the school.

E. Collectors/End of School Day

The school day for Primary 3 children will finish at 3pm on Mondays and Tuesdays and 2pm on Wednesdays, Thursdays and Fridays

Parents/childminders collecting pupils from Mrs McCombe's, Mrs Wylie's/Mrs Dickson's or Mrs Armstrong's classes should wait outside the main entrance at 2pm.

Teachers/Classroom Assistants will bring all pupils to the main entrance for collection.

Parents of Miss Stevenson's P3 should collect their children outside the school building at their normal point of entry.

It is school policy that all children from P1-P3 will be released from school only if accompanied by an adult.

Please provide the school with details of at least three nominated people who may collect your child from the school.

If a different individual from these named people will be collecting the school is to be advised in writing prior to the pick up.

Always instruct your child, regardless of age, to return to his/her classroom in the event of you or other designated person not being at the appropriate pick up point at the end of the school day.

It would also be appreciated if all parents of pupils inform their child's teacher of the end of day collection arrangements. Please complete the attached pro forma.

Educational Visits/Outings

During the school year classes make educational visits to places both local and nationally.

Details of the visit and consent form will be circulated prior to the outing.

All buses privately hired will be fitted with seatbelts.

It is normal practice to enlist parental volunteers who have been vetted by the NEELB to assist on the visit.

Child Protection

Consent Forms 2009/2010

Name of Child: _____

Class: _____

1. Medication Policy

I am aware of the school's medication policy

Signed _____ (Parent/Guardian)

2. Photographs in School

I am aware of the school's policy for taking & displaying photographs

I give /do not the school permission to photograph my child for the purposes detailed above.

Signed _____ (Parent/Guardian)

3. Procedure for Dealing with Accidents

I am aware of the school's procedure for dealing with accidents

I give the school permission to apply the First Aid detailed above (including the use of an antiseptic wipe / plaster for minor cuts etc.).

Signed _____ (Parent/Guardian)

4. Toileting and Intimate Care Policy

I am aware of the school's Toileting and Intimate Care Policy.

I give the school permission to change my child's clothes if necessary.

Signed _____ (Parent/Guardian)

5. Collection/End of School Day Arrangements

I am aware of the arrangements for the end of the school day.

My child :

Will walk /cycle (Delete as appropriate) home unaccompanied

Will be collected by parent/childminder at school door

Will be collected at front/rear (Delete as appropriate) school gate

Name and telephone number of parent/childminder collecting my child:

Name of Parent/ Childminder	Telephone Number

Signed _____ (Parent/Guardian)

6. Educational Visits

I am aware of the school's policy for Educational Visits

Signed _____ (Parent/Guardian)



Carniny Primary School

Rules for Responsible Computer / Internet Use

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others. Breaking any of these rules will result in an appropriate sanction being applied.

- I will access the system with the My Username and password, which I will keep secret;
- I will not access other people's files;
- I will not access unsuitable material;
- I will only use the computers for school work and homework;
- I will not bring in removable media (ie data keys) from outside school unless I have been given permission;
- I will ask permission from a member of staff before using the Internet;
- I will only e-mail people I know, or my teacher has approved;
- The messages I send will be polite and responsible;
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

Rules for Responsible Computer / Internet Use

I am aware of the Rules for Responsible Internet Use

Signed by child

Signed by parent/guardian

Date

Milk Money

Name of Child: _____

Class: _____

I wish/do not wish (delete as appropriate) my child to have school milk this term. I enclose £23.50.

Signed _____ (Parent/Guardian)

Friday Afternoon Clubs (P4-7)

Name of Child: _____

Class: _____

I enclose a voluntary contribution of £5 towards the activities in the Friday Clubs.

Signed _____ (Parent/Guardian)

School Calendar 2009 -2010

Autumn Term Begins	Thursday 27 August 2009
Bank Holiday	Monday 31 August 2009
Afternoon timetable	Thursday 3 September 2009
Collective Parent Meeting	Tuesday 1-Friday 11 Sept 2009
P1 Pupils Full Day	Monday 14 September 2009
Team Theme	Thursday 16 September 2009 (2.10-4.10) 5 Weeks-
Good News Club	Tuesday 29 September 2009
Parents Meeting	Tuesday 6 October 2009 (3-4pm) Wednesday 7 and Thursday 8 October 2009 (1-4.30pm) Thursday 29/Friday 30 October 2009
Half Term	Monday 2 November
Exceptional Closure	27 November 2009 (TBC)
Annual Christmas Sale	15 December 2009
Young Voices	Friday 11 December 2009
Open Day for Prospective Pupils	Tuesday 8 December 2009 (afternoon) Wednesday 9 Dec 2009 (morning)
P1-4 Christmas Event	Friday 18 December 2009
Last Day of Term	Monday 4 January 2010
Spring Term Begins	Thursday 14 January 2009 (pm)
P1-7 attend Pantomime GOH Belfast	Friday 15 January 2010 (am)
Number Day	Monday 8 February 2010
Primary 7 Interviews Commence	Friday 12 February 2010
Exceptional Closure	Monday 15 February 2010
Half Term	Tuesday 16 February 2010
Exceptional Closure	Tuesday 23 Feb 2010 (3-4pm)
Parent Interviews (P1-6)	Wednesday 24 Feb & Thursday 25 Feb 2010 (1-4.30pm) 25/26 February 2010
Book Fair	26 February 2010
Literacy Day	Wednesday 10 March 2010 (7 pm) and Thursday 11 March (10am)
Key Stage 2 Production	Friday 26 March 2010
Last Day of Term	Monday 12 April 2010
Summer Term Begins	Monday 12 April 2010
Exceptional Closure	Thursday 29 April 2009
Musical Afternoon	Monday 3-Friday 7 May 2010
May Day Holiday	Monday 10-Friday 14 May 2010
Class Tests	Wednesday 19 May 2010
Transfer Meeting for P6 Parents	Friday 28 May 2010
Sports Day	Monday 31 May 2010
May Holiday	Tuesday 1-Friday 4 June 2010
P7 Trip	Friday 4 June 2010
Induction Day for new P1 Pupils	Friday 4 June 2010
Reports to Office	Monday 7 June 2010
Exceptional Closure	Friday 11 June 2010
Alternative Date for Sports Day	Tuesday 22 June 2010
Sports Prize Giving	Tuesday 29 June 2010
P7 Leavers' Night	Monday 28 June 2010
Pupil Annual Report issued	Tuesday 29 June 2010
Pupils Visit New Classes	Wednesday 30 June 2010
Last Day of Term	

Healthy Breaks Policy

At Carniny Primary School we want to encourage healthy eating among staff and pupils at break time.

We have consulted with parents and staff and as a result have adopted a Healthy Breaks policy.

We have worked with health professionals to develop this policy.

The Board of Governors is committed to this policy.

PROMOTING HEALTHY BREAKS IN OUR SCHOOL

As part of our Healthy Breaks policy **children:**

- Will be encouraged to eat fruit, vegetables or bread based products at break time.
- Will be encouraged to drink **only** milk or water at break time.

As part of our Healthy Breaks policy **school staff:**

- Will be encouraged to eat fruit, vegetables or bread based products at break time.
- Will be encouraged to drink **only** milk, water, tea or coffee at break time.

As part of our Healthy Breaks policy **parents/
those with parental responsibility:**

- Will be provided with information on the foods and drinks that are suitable for a break time snack.
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The foods and drinks recommended in the Healthy Breaks policy may be suitable for some therapeutic diets. However the child's dietary requirements devised by the dietician should be adhered to. If any issues arise teachers will consult parents/carers or relevant health professionals for advice.

Milk may be pre-ordered in the school for break time.

Water will be allowed in the school as a break time drink and throughout the day.

The healthy eating messages will be reinforced throughout the child's school day.

The staff may use treats as rewards.

The school will monitor the policy regularly.