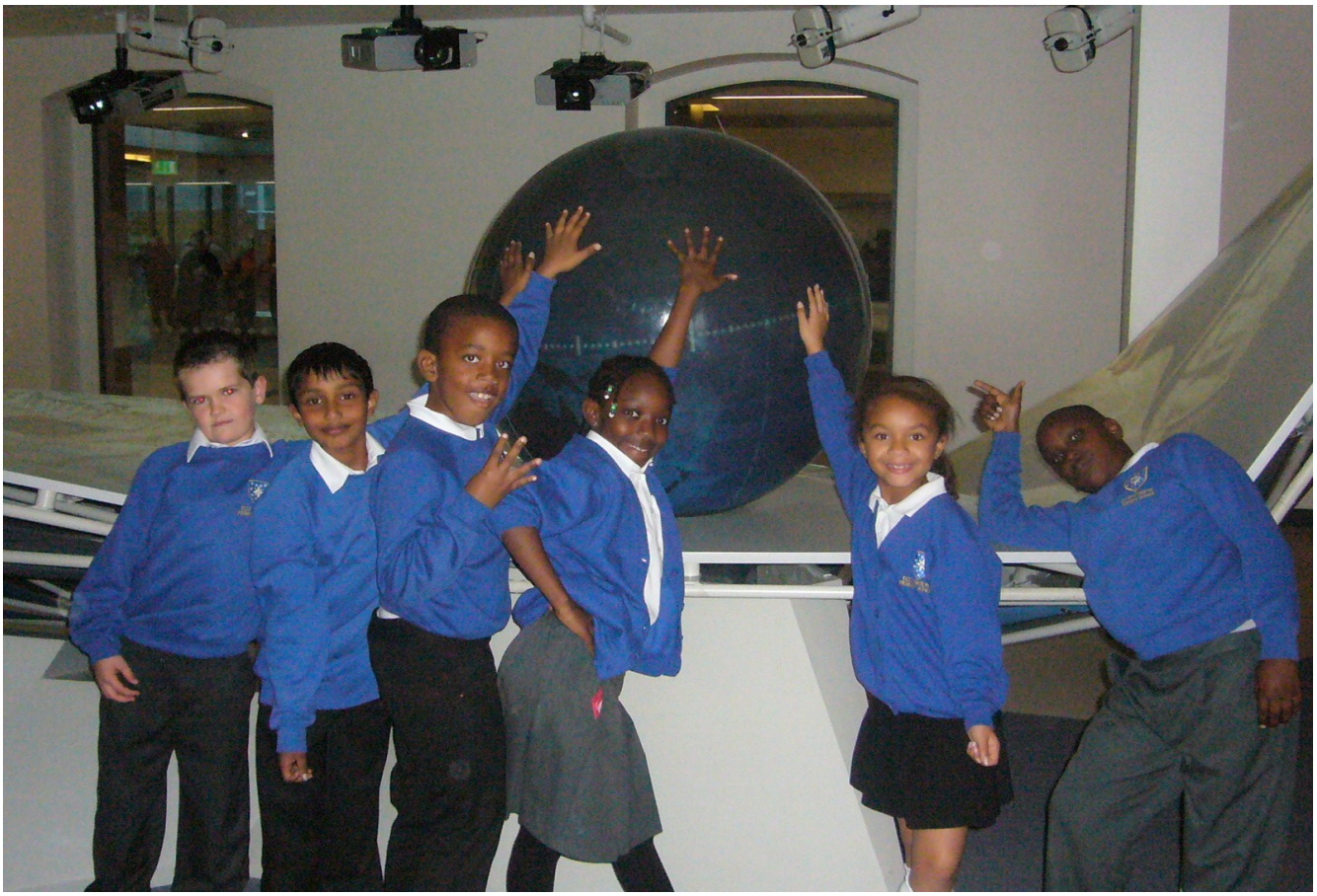
ECCLESBOURNE
PRIMARY SCHOOL

ECCLESBOURNE PRIMARY SCHOOL

AND CHILDREN'S CENTRE

PROSPECTUS 2014-15



ECCLESBOURNE
PRIMARY SCHOOL

ECCLESBOURNE PRIMARY SCHOOL

AND CHILDREN'S CENTRE

PROSPECTUS 2014-15

Mission statement

All schools in the Pegasus Academy Trust share the same mission statement which explains our values in child friendly terms. We call it 'Pegasus people'. We often talk about how 'Pegasus people' should behave in assemblies, staff meetings and community meetings. We believe it is our values that make us different. You will see a description of what makes a 'Pegasus person' in many locations in our schools and we reproduce it below for those interested in our schools.

PEGASUS PEOPLE

1. Care
2. Are proud of themselves and proud of each other
3. Are safe, healthy and happy
4. Have good manners
5. Strive to be independent learners

Index of contents

Introduction	**4**
The school day	**5**
Food in school	**6**
School uniform and advice	**7**
Attendance and punctuality	**8**
Travelling to school and data protection notice	**9**
The curriculum	**10**
The foundation stage (EYFS)	**11**
Key stage 1 and Key stage 2	**12**
Assemblies, visits and homework	**13**
Inclusion and children with English as an additional language	**14**
Safeguarding	**15**
Behaviour	**16**
Equal opportunities and anti bullying	**17**
Parents and staff	**18**
Children's Centre and wider community	**19**
Before and after school care and extra curricular activities	**20**
Charging policy and complaints	**21**
Medicines and hot weather	**22**
Contact Information	**23**

Introduction

Ecclesbourne Primary School is part of The Pegasus Academy Trust which includes Whitehorse Manor Infant and Junior Schools.

Our school prospectus contains information which we hope you will find useful. Should there be anything else you wish to know please contact the school office to discuss your query.

We welcome prospective parents and carers to the school. Visits can be arranged by contacting the school office where the staff will be more than happy to make an appointment.

Paul Robins: Head of School Kevin Smith: Chair of Governors

The Pegasus Academy Trust

Lynne Sampson: Executive Headteacher
Jolyon Roberts: Executive Headteacher
Richard Hill: Chair of Directors

The Pegasus Academy Trust is a charitable company limited by guarantee registered in England and Wales. Our company number is 7542114

Admissions: School

Parents of children due to start school at the age of 4, rising 5 and those joining in years 1-6 should contact the Local Authority about admission to the school.

Children will be admitted into the school in line with the Local Authority's guidelines, taking the following priorities into account:-

- If they are in the care of the Local
- Authority or have previously been in the care of the Local Authority;
- Medical Grounds
- Children of members of staff who have been employed for more than 1 year.
- If there are any siblings attending the school;
- Distance from the school to the home address;
- Special Educational needs and /or referrals from outside agencies.

Admissions: Nursery

Parents of children who are eligible to start nursery school at the age of 3, rising 4 should contact the school office for an application form.

Admissions - General information

Parents have a right to appeal in the event of a place not being available.

Please note that children who attend our nursery are not guaranteed an automatic place in our reception classes.

Entry to the Foundation Stage is slightly staggered to enable children to be provided with individual attention and to settle in smoothly.

The School Day

The school day starts at 9.00am.

All doors to classes open at 8:45am

Children are given a late mark after 9:00am. If your child arrives after 9:30am they are given an absent mark (U Code)

Parents of children in KS2 are requested not to come into the school with their children to ensure a prompt start to learning in the morning.

Lunchtime Reception and KS1 have lunch daily from 12:10pm - 1:15pm

KS2 have lunch daily between 12:30pm - 1:20pm.

Please note that the Attlee Close gates to the playground are open between 8:30am and 9:00am. After this pupils must enter through the main entrance and may receive a late mark. These gates are open from 3:00pm in the afternoon. The Lion Road entrance closes at 9:00am and re-opens between 3.00pm to 4.30pm approximately.

Nursery Day

We have two sessions daily for nursery aged children.

Morning 8:45am -11:45am

Afternoon 12:15pm - 3:15pm

ECCLESBOURNE PRIMARY SCHOOL

Food in school

School Meals

School meals are provided at a cost of **£2.15** at the time of writing. Parents may claim for free school meals if they are in receipt of income support or other benefits - full information from the school office. Forms are available from the school office and staff are available to provide support and advice in completing the forms. Croydon Council then check this application and let the school know if you are eligible. Eligibility starts from the day the school receives confirmation from the council.

The school uses the 'Parent Pay' system which requires dinner money **to be paid in advance t**o the external provider. There are two ways to pay:

1. Over the internet (our preferred method). Parents can request an activation letter from the school office which will allow them to use the internet for payment.
2. By the 'Paypoint' system. Parents may request a barcode letter to use at any 'Paypoint' outlet and can use this method to pay by cash. Please note that it can take up to 3 days before payments show on the school system.

School meals are suitable for most dietary requirements offering a vegetarian and meat option. Parents with a religious preference can be catered for, i.e. no pork, no beef.
Parents / Carers who prefer to provide a packed lunch are respectfully requested not to include sweets and fizzy drinks. Water is always available to drink in school.

Catering partner

The Trust's caterers are Harrison Catering Limited; their weekly menu can be obtained from the school office. Further information can be found on their website: www.harrisoncatering.co.uk

Fruit and Milk

Fruit and milk are provided for children in the Foundation Stage and KS1 under the Government Fruit and Milk Schemes.

All children entitled to Free School Meals will qualify for free school milk if requested.

KS2 children can purchase milk if ordered and paid for in advance (forms available from the school office).

Drinking water is available in all areas of the school.

Children should not bring food or soft drinks into the school.

School Uniform

We believe that our school uniform provides the children of Ecclesbourne with a sense of identity, pride and belonging to our school community.

All children are required to wear school uniform including black shoes. No boots, sandals or trainers are allowed. Black trainers with a sporting brand label are not a substitute for black school shoes.

Baseball caps are not allowed unless they are branded with the Pegasus logo.

The uniform is royal blue with black or grey trousers or skirts. In the summer the girls can wear blue and white summer dresses with white socks and black shoes.

We expect hair to be kept sensibly neat and tidy. Mohican hairstyles, colours, extravagant or brightly coloured hair accessories and shaved markings in hair or eyebrows are not acceptable.

Uniform with school logo can be purchased from 'Bubblegum' which is located opposite Tesco on Brigstock Road. Thornton Heath. Additional school uniform, ie. Jackets with the Pegasus logo are available through the website.

PE Clothes

Children are required to participate in Physical Education at least twice a week. PE Kits are required for every lesson which includes **plain** black shorts, black tracksuit bottoms, a white T Shirt (without logos) and trainers / plimsolls .

We recommend that PE kit be brought to school on a Monday and taken home on Friday to be washed ready for the following week.

Book Bags

Book Bags are available for sale at the school office on any day after school priced at £5.50 each.

Mobile Phones

Mobile Phones should not be brought to school unless for a specific reason which has been pre-agreed with the school office by written request. In this case, the phone must be handed in at the school entrance at the start of the day and collected at home time from the school office.
The Academy Trust does not take any responsibility for any phones brought to school.

Swimming kit

From Year 4 children at EPS go swimming. Girls should wear a one piece costume and boys must wear trunks not board shorts. Children may bring goggles if they wish but staff take no responsibility for these.

Please note: Swimming is a required subject within the National Curriculum and therefore is not optional.

Jewellery

For health and safety reasons jewellery should not be worn in school with the exception of small studs and a watch. The Academy Trust does not take any responsibility for any items brought to school.

Attendance and Punctuality

We aim for 100% attendance for every child.

Doors to the school open at 8:45am Children are expected to be in class by 9:00am. Children arriving after this time will be marked as late.

Children who arrive after 9.00am must report to the school office to record the time of arrival and reason for lateness. Persistent lateness will be referred to the Head of School.

Children arriving at school after 9:30am will be marked as an unauthorised absence. Any unauthorised absence will be taken up by the Education Welfare Officer.

The KS2 gates on Attlee Close are closed at 9:00am and the Lion Road gate also closes at 9.00am.

To avoid misunderstandings parents are asked not to request entry to the classroom after registration as it is disruptive to the class.

The school monitors each child's attendance and the Education Welfare Officer will work with families whose child's attendance or punctuality is not acceptable.

It is the responsibility of parents to ensure that their child attends school every day unless he or she is unwell. Parents are expected to inform the school of the reasons for any absence by phoning the school office, or coming directly in person to speak to a member of the office staff by 9:30am on the 1st day of absence. We require a letter/note or medical evidence of appointment in writing when the child returns to school. Failure to do this will result in the absence being marked as unauthorised.

If the school does not hear from a parent or carer, a text message is sent requesting a reason. If a satisfactory reason is not received following the text being sent, the absence will be followed up with a formal letter.

Authorisation will not be given for outings, shopping trips or family visits. Holidays need to be taken during school breaks and not during term time. In exceptional circumstances, permission may be given by the Head of School for leave. Requests for exceptional absence must be made in advance using the appropriate form which is available from the school office or on the Trust's website:
www.pegasusacademytrust.org

Any appointments off site e.g. dental, hospital, GP, school examinations, visits to new school etc. will require evidence such as letters and/or appointment cards. The attendance policy is available from the school office.

Travel and Data Protection Notice

Commitment to Sustainable Travel

We are committed to:

* improving the safety of journeys to and from our schools;
* reducing the number of car trips made by staff and parents;
* increasing awareness of the alternatives to driving;
* encouraging the use of walking and public transport on the annual school journey and during visits, especially for KS2 children. Staff at the school are very experienced with taking large numbers of children on public transport but we do also remind children before each trip of their responsibility to act safely.

The most popular form of transport for children at Ecclesbourne Primary School is walking. Most of our children live close to school and parking facilities around the school are limited. We encourage all parents and staff to avoid driving whenever possible.

Croydon Council often send traffic wardens to monitor the chevrons on Attlee Close in front of the school and we understand that it is distressing to be issued with a parking ticket. To avoid this, it is best not to enter Attlee Close at all but rather park or drop off your children in Kynaston Avenue. If you do this, you will also avoid any congestion that happens in Attlee Close that may delay you in the morning. More unrestricted parking is available in Pawson's Road by the Lion Road entrance.

Data Protection Fair Processing Notice

Schools, Local Authorities (LAs), various government agencies, the London Borough of Croydon (Social Services and Education departments) and Croydon Primary Care NHS trust all process information on pupils in order to run the education system, and in doing so have to comply with the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law.

Information on what these agencies use this information for is contained in Croydon education department's fair processing notice which can be found on their website.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing.

In order to fulfil their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the information requested.

Regulations also provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right you should write to the school or provide us with 24 hours notice.

The Curriculum

- When we talk about the curriculum we mean all the experiences in learning that we provide at school.
- We make learning interesting, practical and enjoyable and explain to our children what they are going to learn and the targets they will need to help them make progress and realise their potential.
- We have high expectations and praise achievement.

All children follow the National Curriculum from the time they start primary school.

The National Curriculum is divided into three main stages:

- The Foundation Stage: Nursery and Reception, ages 3 to 5
- Key Stage 1: Years 1 and 2, ages 5 to 7
- Key Stage 2: Years 3 to 6, ages 7 to11

ECCLESBOURNE
PRIMARY SCHOOL

The Foundation Stage (EYFS)

The Early Years Foundation Stage is the first part of the National Curriculum focusing on children from 0-5.

There is a strong emphasis on learning through play and exploration.
The outside classroom is considered as important as the inside classroom. Children are encouraged to be independent learners and are supported in making their own choices and decisions. This helps to build confidence and self esteem.

The children develop their social skills and learn how to work and play together harmoniously e.g. learning how to take turns, share and listen.

The curriculum is delivered through a topic based approach. The following are the areas of learning in the Foundation Stage:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

ECCLESBOURNE PRIMARY SCHOOL

Key Stage 1

In KS1 we place a lot of emphasis on the core subjects: maths, English and science

There is daily teaching of reading, writing and number skills and plenty of opportunity to practise the skills learned.

Thematic subjects include:
History, Geography, Information and Communication Technology (ICT), Art & Design, Design & Technology (DT), Music, Physical Education (PE), Personal, Social and Health Education (PSHE). Religious Education is based on the Croydon Syllabus.

Topics are planned carefully to ensure that they provide children with a balanced and broad curriculum which is engaging and challenging; developing children's skills and understanding of their world.

At the end of Key Stage 1 children are assessed in line with national expectations.

ECCLESBOURNE
PRIMARY SCHOOL

Key Stage 2

In KS2 children continue working on their basic skills. Reading, writing and maths skills are extended throughout these years.

Other subjects are taught through a thematic curriculum which is designed and planned to build on the knowledge, skills and understanding gained in Key Stage 1 and foster independent working.

Before leaving Ecclesbourne children in Year 6 are assessed in English and maths. Children are awarded the level they achieve in the Statutory Assessment Tasks (SATs) and also through teacher assessment. Science is only assessed by the teacher. We use these levels to measure the progress the children have made between the beginning and end of Key Stage 2.

Assemblies

Assemblies are an integral part of the school week. Each day children come together in classes, phases and as a school.

Assemblies have a theme which is either social, spiritual or moral enabling the children to have time to think and reflect. Children's successes are celebrated and awards given out.

Every Friday we hold a rainbow assembly where the school community comes together to celebrate individual achievement.

Homework

Children are given regular homework which increases as they get older. The younger children are expected to read at home every day whilst older children are provided with tasks appropriate to their stage of development usually in English and Maths. Children will also be expected to learn their times tables and spellings.

Visits, Visitors and Journeys

We believe it is important to provide our children with opportunities to go out of school and visit different places of educational interest.

This enhances the curriculum and takes learning beyond the classroom. In 2013-14 our children visited museums, farms, theatres, parks, cinemas, the library and galleries. Visits often take place with children from other schools in the Academy Trust.

In Year 6 children are given an opportunity to take part in a residential visit which also takes place with children from other schools in the Trust

PEGASUS PEOPLE

1. Care
2. Are proud of themselves and proud of each other
3. Are safe, healthy and happy
4. Have good manners
5. Strive to be independent learners

Inclusion

Special Education Needs

In common with all schools in the Pegasus Academy Trust, Ecclesbourne is an inclusive school.

We recognise that every child is unique and makes their own individual contribution to our school.

We believe every child is entitled to reach their full potential within a happy, caring environment, where everyone is able to make a contribution and feels a valued member of our community.

All children are entitled to have access to a broad and balanced curriculum .

- Some children may need extra help because of learning difficulties, physical disabilities or social, emotional or behavioural needs:
- Some children need help for a short time, some all of the time:
- Some children have particular gifts and talents which need nurturing.

A range of support is offered to children who need extra help which may mean they receive a slightly different programme from other children in the class or have access to specialist resources.

We employ a number of Teaching Assistants who support children in the class. The Inclusion Manager works closely with the class teachers to identify and monitor children who are on the Special Needs Register. These children are given Individual Education Plans (IEPs) to focus their learning.

Staff in the Pegasus Academy Trust follow the government's code of practice for SEN.

If a child has special needs we will work with the parents and carer at every stage, ensuring that they are involved in all decision making. Parents and Carers will be kept informed and invited to regular review meetings.

English as an Additional Language

Some of the children who attend Ecclesbourne speak another language at home. Small group and individual support is provided to these children so that they can quickly develop their spoken and written English.

ECCLESBOURNE PRIMARY SCHOOL

Safeguarding Mission Statement

At Ecclesbourne Primary School and Children's Centre we are committed to safeguarding and promoting the welfare of children and staff. We expect staff, governors, visitors and volunteers to share this commitment.

The school has policies, guidelines and procedures that reflect our mission. These are in line with national and local legislation. For further information, please contact the school office.

Safety and Security

The school prioritises children's safety. All entrances and exits to the school are secured during the day. Access is only possible during the day through the main entrance which has a monitored entry system.

The school has a health and safety policy. Staff have attended appropriate training relevant to their position in the school.

Several members of staff are qualified in first aid.

All members of staff and regular visitors to the school are checked against records held by the Disclosure and Barring Service to ensure their suitability to work with children.

Child Protection

The Children's Act gives every child the right to be protected from any form of abuse or exploitation and to have any enquiries made to safeguard them from any harm. The school has policies and procedures in place to respond to any concerns that may arise.

The Head of School and Inclusion Manager are the designated people for child protection.

Staff monitor children's welfare and are trained in carrying out school policy and report any concerns .

The school has a legal duty under the Children's Act to refer any cases which cause concern to the relevant authorities. This may include social services where appropriate.

ECCLESBOURNE PRIMARY SCHOOL

Behaviour

Schools in the Pegasus Academy Trust share a common behaviour policy. We believe every member of our school community has the right to feel safe and happy and great emphasis is placed on establishing and maintaining high standards of behaviour.

Good behaviour is expected of every child. We believe in the importance of our children developing self discipline and having high self esteem so that they are able to make the right choices and decisions to enable themselves and others to thrive and be happy at school.

We celebrate the efforts and achievements of all our children.

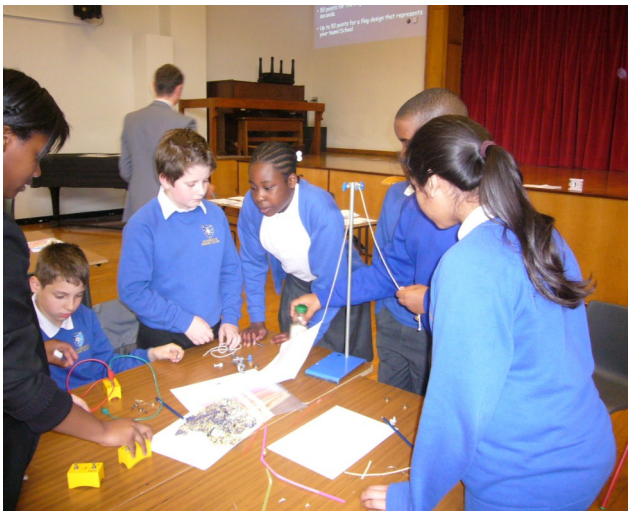
Children are given their own 'sunshine card' which has the school sunshine rules and a space for a daily stamp. We believe that every child should start each day as a new day - 'a sunshine day'. The sunshine card is stamped at the end of every day for children who have followed the sunshine rules. Parents are encouraged to sign the card weekly.

Children who achieve 20 sunshine days in a row are awarded a special certificate.

The Pegasus Academy Trust has high expectations of the conduct of all parents, staff and visitors whilst on school site. Copies of the school behaviour, conduct and exclusion policies are available from the school office.

Our Sunshine Rules

- Trying our best at all times and not giving up
- Being friendly, kind and gentle
- Listening to adults and each other
- Treating others as we want to be treated
- Looking after our school
- Allowing others to learn



ECCLESBOURNE PRIMARY SCHOOL

Equal Opportunities Statement

We take seriously the responsibility to provide equal opportunities for all groups and individuals in our school community, regardless of culture,
gender, socio economic group or ability.

We recognise that 'equal' does not mean the same.

We aim to provide all the children in our care a curriculum that meets and is suited to their individual needs.

Racial Harassment

We regard racial harassment as a hostile or offensive action against individuals or groups because of their skin colour, ethnic origin, religious or cultural background.

We are proud of the diversity of our school community and will take any concerns about racial harassment very seriously. Any reported incidents will be investigated in accordance with school policy.

Copies of school policies are available from the office or on the Trust's website: **www.pegasusacademytrust.org**

Anti Bullying

We believe that pupils learn in a supportive, caring and safe environment without fear of being bullied. Bullying affects everyone; it is unacceptable and will not be tolerated in any of the schools run by The Pegasus Academy Trust

We believe that only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available. Any reported incidents will be investigated in accordance with school policy. Parents should note the definition of bullying below:

1. **Bullying is ongoing. It is not the same as a conflict between two individuals or a random unprovoked aggressive act;**
2. **Bullying is deliberate and often premeditated.**
3. **Bullying is unequal – it involves a power imbalance (this can result from size, number, higher status or as a result of having access to limited resources).**

A copy of the full policy is available from the school office.

ECCLESBOURNE
PRIMARY SCHOOL

Partnership with Parents

We believe that the relationships between home and school are important and our aim is to foster a positive partnership. Before a child starts at Ecclesbourne we have an induction meeting.

Parents receive regular newsletters from the Head of School which informs of the main school activities and curriculum development. These are also posted on the Academy Trust's website: **www.pegasusacademytrust.org**

Meetings are held through the year to explain curriculum issues. Teachers have informal contact with parents and carers after school to help each child to be happy and successful at school.

Open evenings are held during the year for more formal contact between parents and teachers to discuss the children's progress and targets. At the end of the year parents receive a written report

Parents are encouraged to accompany classes on school trips and attend events at school. The support of parents and carers is fundamental to the school and all are encouraged to share their skills with us.

Parents who wish to see their child's class teacher formally during the year are asked to make an appointment which can be arranged directly or through the office.

ECCLESBOURNE
PRIMARY SCHOOL

Staff

The Executive Headteachers and the Head of School are assisted in the running of the school by the Senior Leadership Team.

Most members of the teaching staff have responsibility for a specialist area of the curriculum.

The school has a large number of teaching assistants who work alongside teachers in the classroom to support children's learning. Some assistants have specific responsibility for children with special educational needs.

There is a team of office staff and a caretaker.

There is a Children's Centre on site with a support team .

Academy Council

Within The Pegasus Academy Trust each school has an Academy Council. The Chair of the Academy Council at Ecclesbourne Primary School is Kevin Smith and he can be contacted via the school office. Our Vice Chair is Gerri Vassell.

Minutes are taken of all meetings which are available to be seen by request to the Head of School.

The Academy Council can be contacted in writing care of the school office.

Children's Centre

Ecclesbourne Children's Centre opened in April 2010 providing services, information and activities for families and carers with children from 0-5 years. It was refurbished in 2011 and now features superb facilities including all weather play surfaces.
The centre is open 5 days a week throughout much of the year, including many school holidays.

If you would like more information on the services and activities we offer please contact Caroline King our Universal Services Co-ordinator.

Tel: 020 8683 7760

Email: cking@pegasusacademytrust.org or childrenscentre@eps.sch.uk

The Wider Community

Our children and their families represent a wide range of cultural and ethnic backgrounds, something which we celebrate within our curriculum.

We offer after school activities: this we believe enhances the curriculum and also enables children to increase their understanding of diversity.

We are always seeking ways of increasing our links with our local and wider community.

ECCLESBOURNE PRIMARY SCHOOL

‘Wraparound’ care at Ecclesbourne Primary School

‘Wraparound’ care is a way of describing the care that schools provide before and after school hours. As these are extra hours there are additional payments should parents wish to use this facility. However, the Directors of the Pegasus Academy Trust run this provision on a ‘not for profit’ basis and therefore our rates are, in most cases, noticeably less expensive than commercial providers available locally.

Breakfast Club

We run an ‘In house’ breakfast club, available to children from 7:30am. This club is run by school staff and food is provided by Harrison, our catering partner. The cost of this club is £4 per day. If you would like to enrol your child into the breakfast club please ask at the school office or contact Suzanne Christopher on the number listed below.

Extra-Curricular Activities

Extra curricular activities are organised by our extended schools’ co-ordinator, Suzanne Christopher . All school clubs are charged at a £3 per session and in 2013-14 included archery, karate, foot-ball, art, keyboards and many others. Letters are sent early in each term offering after school activities to children.

Contact Suzanne Christopher on:
Mobile: 07504 810956
Office: 020 8684 5704

After School Club

Pegasus Children’s Club is responsible for after school care at Ecclesbourne. The provision will be overseen by our extended schools’ co-ordinator and a manager who will ensure that the activities offered and the care provided are of the same high standard that we see in our other schools.

The after school club is available from 3:15pm until 6:00pm and a meal is offered at 4.30pm as part of the cost. We are currently running the costs at a very competitive rate of £10.50 each day.

Pegasus children’s club does not expect parents to pay for a whole week, you can choose the days that suit you. In addition if circumstances mean that you have to cancel there is no cancellation charge if the manager is informed by midday.

This club is popular with parents as it offers good quality care at a sensible price. If you would like your child to register for this club, please ask for a registration form at the school office.

ECCLESBOURNE
PRIMARY SCHOOL

Complaints

If a parent or carer has a complaint they should, in the first instance report, the problem to the class teacher, senior teacher or Assistant Headteacher. If the parent is still unsatisfied they should contact the Head of School or the Executive Headteachers who will investigate and try to resolve the issue.

If the parent or carer is still unsatisfied then they should follow the guidance contained in the complaints policy of the Pegasus Academy Trust which is available from the school office upon request, or see the school website.

Charging policy

There are no charges for day to day school activities. Extended schools' activities are charged at £3.00 per session.

Voluntary contributions are requested for educational visits and visits by theatre groups etc.

Financial assistance for those on free school meals may be available. Please contact the Head of School for further information.

ECCLESBOURNE
PRIMARY SCHOOL

Medical Matters

The school is always willing to discuss any medical concerns with a parent about a child's health and to arrange a visit by the school nurse if appropriate.

Illness in School

If a child becomes ill during the day, the parent /carer will be contacted immediately and given the details. The parents will be expected to make arrangements for their child to be collected immediately.

A child who has vomited or had a bout of diarrhoea must not return to school for at least 24hrs, to ensure that they are clear, before they have contact with other children. If it is deemed to be winter vomiting virus, children need to be clear for 48hrs before returning to school.

Medicines in School

As a rule, medicines should not be brought to school. However, children with a continuing need for medication, for instance in cases such as asthma, severe allergy or ADHD are allowed to keep their medication in school.

Clear instructions for use and dosage must be given to the school and a form is provided for parents to authorise their child to take such medicines. In all cases, any other short term medicine needs to be prescribed by a doctor. If a member of staff agrees to assist your child in taking their medication, this is done on an entirely voluntary basis and with the parent taking full responsibility.

Head Lice

Parents/Carers are expected to check their children for head-lice.

Parents are asked to immediately treat thoroughly. Information on the treatment of head lice is available from the school

ECCLESBOURNE PRIMARY SCHOOL

Contact Numbers

It is the responsibility of parents to ensure the school has up to date telephone numbers and other relevant information in case of emergency.

Hot Weather

The school has many natural shaded areas which children will be encouraged to use. During very hot weather and excessive heat, it may be necessary to have indoor play.

Children are able to bring sun caps, sun hats and sun cream to school which parents are asked to label clearly with their child's name and class.

Younger children who require help in putting on sun cream will need to have agreement from their Parent or Carer. Sun glasses are not to be brought to school as they can be easily broken or lost: there are sufficient shaded areas for the children.

Ecclesbourne Primary School

Attlee Close

Croydon

CR7 7FA

020 8684 3187

E Mail: epsadmin@pegasusacademytrust.org

Website: www.pegasusacademytrust.org

Head of School: Paul Robins

Chair of Academy Council: Kevin Smith

ECCLESBOURNE
PRIMARY SCHOOL

THE PEGASUS ACADEMY TRUST