

Pastoral Care and Discipline

PASTORAL CARE

The school is a caring community and pastoral care is exercised through the class teacher, who will deal with all routine matters affecting your child's welfare. The senior staffs maintains an oversight of the welfare of all pupils and should be contacted directly on matters of serious concern.

DISCIPLINE AND THE CODE OF CONDUCT

The Principal is responsible for the discipline of the school and your child is responsible to the Principal for his/her behaviour whilst on the school premises. Good manners and respect for others are considered the essential basis of all relationships within the school and children are reminded of this regularly. The school's *Behaviour for Learning Policy* sets out day-to-day standards of good behaviour that are expected of all pupils. Parents are asked to familiarise themselves with the policy and to ensure that their child understands how it applies to them. Positive rewards are used to celebrate and encourage positive choices and consistent consequences are applied when required.

If a child's behaviour is not acceptable over a period of time, the Principal will wish to see the parents in order to discuss the matter further with them, as it is through discussion and consultation that most problems can be resolved. Children who are unable to behave in an acceptable way during the lunchtime period may be excluded for this part of the day.

PERSONAL PROPERTY

We do our best to ensure that all items that are handed in are returned to the owner. Valuable personal items such as watches, calculators, mobile phones, electronic games etc. should not be brought into school. If a mobile phone is required to be in school, it must be left in the School Office at the beginning of the day and collected at the end of the day. A permission letter from the parent is required for all mobile phones.

The Academy does not accept responsibility for loss or damage to your child's personal property. Marking clothes and other property with your child's name is therefore, of the greatest importance and parents are requested to ensure that all property brought into school is marked with the child's name and class.

JEWELLERY

The wearing of all forms of jewellery, except for religious observance, such as rings, bracelets, necklaces and earrings is not permitted. Children with pierced ears may wear a small, short stud. For reasons of safety it is essential that no jewellery whatsoever be worn during PE and games. With this in mind, we would encourage parents with children wishing to have ears pierced, to arrange this early in the summer holidays, so that when a child starts school in September earrings can be removed with ease. We cannot be responsible for the safekeeping of jewellery brought into school with or without the knowledge of parents.

WEAPONS

Pupils may not bring weapons to school. Any weapon brought into school by a pupil will be removed and taken to the school office for safekeeping. It will only be returned to the parent or carer with responsibility for that child. Any weapon brought into school would be considered an extremely serious matter and treated accordingly.

SCHOOL UNIFORM CODE

Children are expected to wear school uniform on a daily basis, as it helps them to take a pride in the school and in their own personal appearance. The uniform requirements have been kept to a minimum to avoid unnecessary expense.

Winter Uniform (Term 1 – 4)

Boys

Grey trousers
Brown or Turquoise V neck jumper with school logo
School tie – house colour
White shirt
Dark socks
Black or brown school shoes
(Only black training shoes are permitted)

Girls

Grey or black pleated skirt or Grey trousers
Brown or turquoise V neck jumper with school logo
School tie –house colour
White shirt
White socks
Black or brown shoes
(Only black training shoes are permitted)

Summer Term only (Terms 5, 6 and 1) Summer Term only (Terms 5, 6 and 1
weather dependant): Turquoise polo shirt with logo, or a plain white shirt. weather dependant): Blue checked /Stripped dress

NB: During inclement weather boots may be worn to and from school. A change of appropriate school shoes must be provided.

Ties – Delce Academy provides one school tie per child in their house colour. Should it be necessary to buy additional ties they are available to purchase from the school office.

Sweatshirts embroidered with the name of the school may be ordered through the school office.

The following items are not permitted to be worn in school under any circumstances:-

- JEANS, SPORTS/LEISURE WEAR
- TRAINING SHOES (OTHER THAN PLAIN BLACK)
- SHOES OR BOOTS THAT COVER OR EXTEND ABOVE THE ANKLE
- SHOES/SANDALS WITH HIGH HEELS
- SLIP ON SHOES. MULE OR FLIP-FLOP SANDALS

Shoulder length hair or longer for both boys and girls must be tied back at all times during the school day, especially during PE and games for reasons of health and safety.

PHYSICAL EDUCATION

Some form of physical education takes place on most school days. In order to participate and get the maximum benefit from these activities it is essential that every child is equipped with the appropriate equipment.

A school PE uniform is available to purchase.

This consists of the following items only:

Plimsolls	(Must have a flexible sole.)
Outdoor PE shoes	(Plain black – No logos)
A pair of black shorts	(Bermudas and knee length shorts are not suitable.)
A plain T-shirt in house colours	(Must be slim fitting - baggy types are not suitable, available from the school office.)
PE Tracksuit	Track suits may be worn.
Socks	(To allow tights to be taken off)

Please do not send your child to school with any other items of PE/Games kit. The above items should be stored in a drawstring bag, clearly marked with the child's name, kept solely for this purpose. All children must participate in physical education unless medically excused. Please inform the class teacher by letter if your child is unable to take part.

ART AND CRAFT

An apron or protective overall is essential to prevent accidental damage to clothing during painting or craftwork. An old adult size shirt is a suitable alternative.



HEALTH AND WELFARE

ROUTINE HEALTH CHECKS

The school nurse conducts height and weight checks for all children during their time at this school. Parents are informed if any issues arise from these checks.

ILLNESS IN SCHOOL

Although we do the best we can, there is no comfortable, quiet place for sick children to rest in school. Parents are contacted by telephone if a child is too poorly to continue with his/her studies and he/she will be cared for whilst awaiting collection. Please do not send your child to school if he/she is unwell. This does sometimes happen and is quite unfair to the child and the school. We do not have ancillary staff available to care for sick children.

MEDICINES IN SCHOOL

Staff at school are not obliged to administer medication to children and staff at Delce Academy will not accept responsibility for administering or supervising medication for short-term illnesses.

Where a child is prescribed medication for a short-term illness or requires administration of high frequency doses of medication, parents may come into school to administer this.

Medicines may not be administered during lesson times.

Pills and medicines, including antibiotics, must not be given to children to bring into school.

Where a child is prescribed medication for a long-term condition such as asthma, diabetes, allergies which require use of an Epi-pen, ADD and ADHD, parents should contact the Principal to discuss the circumstances and make suitable arrangements for the medication to be administered.

If it is agreed by the Principal that the school will administer long-term medication the following applies;

- each item of medication must be delivered to the School Office by the parent,
- each item of medication must be in a secure, labelled container as originally dispensed,
- each item of medication must be clearly labeled with the following information;
 - . Pupil's Name.
 - . Name of medication.
 - . Dosage.
 - . Frequency of administration.
 - . Date of dispensing.
 - . Storage requirements (if important).
 - . Expiry date.

The school will not accept items of medication in un-labeled containers.

CONTACT WITH INFECTIOUS/COMMUNICABLE DISEASES

Please do not send your child into school if you suspect that he/she has an infectious disease, no matter how mild it appears. In the interests of the adults working in the school, it is especially important that children contracting German measles are not sent into school. A summary list of exclusion periods for common illnesses is listed below.

The information given below describes the normal minimum period of exclusion from school for various medical conditions. In all cases, it is essential that the child be fully recovered before returning. If in doubt, parents should contact the school or their own GP for further guidance.

INFECTIOUS/COMMUNICABLE DISEASES

Disease	Minimum Period of Exclusion of Pupil from School (subject to full clinical recovery)
Chickenpox	Until all vesicles have crusted over
Fifth Disease (Slapped Cheek Syndrome)	5 days from onset of symptoms
Food Poisoning (including Salmonellosis)	Until fully fit with no diarrhoea or sickness for 48 hours.
German Measles (Rubella)	4 days from the appearance of the rash. Isolation required to protect non-immune women during pregnancy.
Glandular Fever	Until fully recovered.
Measles	4 days from the appearance of the rash.
Mumps	At least 9 days from the onset of swelling and until fully recovered.
Scarlet Fever and other Streptococcal Infections	Child can return 24hrs after starting appropriate antibiotic treatment.
Whooping Cough	5 days from starting antibiotic treatment, or 21 days from the onset of illness if no antibiotic treatment.
Diarrhoea & Vomiting	Recommended period of 48 hours exclusion from last episode.
Head lice	Exclusion until effective treatment has been administered to all members of the family.
Impetigo	Exclusion until the condition has been effectively treated and the sores have dried up (crusted over)
Ringworm of feet	Exclusion unnecessary, but treatment is always advisable.
Verrucae Plantaris (Plantar Warts)	Exclusion unnecessary, but treatment is always advisable.
Scabies	Exclusion until after first treatment.
Shingles	Exclusion for at least 7 days after the appearance of the lesions.

EMERGENCY TELEPHONE CONTACT

A reliable emergency telephone contact number must be provided for each child since hospitals are often unwilling to administer treatment if the parent is not present or cannot be contacted. Please update information regarding home, work, mobile and emergency telephone contact numbers at the earliest opportunity.

ATTENDANCE AT SCHOOL

All pupils at Delce Academy are expected to attend school everyday. The school attendance target is 97% for every child. Attendance is tracked and analysed every term with good and outstanding attendance celebrated with pupils and their parents through letters and assemblies. Class rewards are given for good whole class attendance.

If an absence should occur, it must be registered with the School Office as soon as possible. The school's answering machine is available for leaving messages about children's absences. The following guidelines enable both our school and parents to fulfil their responsibilities under the new regulations:-

- **Sickness:** Please telephone the school early on the first day of absence so that we know that your child is absent with your knowledge. Follow up with a brief note of explanation when your child returns to school.
- **Medical/Dental Appointments:** Please avoid these during the school day if at all possible.
- **Term-time Holidays:** Schools can no longer grant holiday leave of absence, except in extreme circumstances. Parents taking their children out of school for family holidays are likely to be prosecuted and fined in accordance with Education Regulations 2013.

Please note that it is not possible to grant leave of absence for social occasions or other similar events.

The Attendance Advisory Practitioner (formerly Education Welfare Officer), visits the school on a weekly basis to inspect the attendance registers and follow up cases of unauthorised absence. Random checks are also made on pupils who are absent without any contact having been received from parents. Please contact the Principal if you wish for further information or seek clarification on any of the above details.

HOSPITAL AND CLINIC APPOINTMENTS

Wherever possible, please arrange these appointments outside the school day. Where this is not possible, a leave of absence pass must be obtained from the school office by sending the appointment card or a note of explanation to the School Secretary. The Area Education Officer has advised that **children leaving the premises during the school day should only be released into the care of members of their immediate family**. This is a common sense arrangement that avoids the possibility of a child being removed without the parents' knowledge. Please note that no child will be allowed to leave the school unaccompanied under any circumstances.

ROAD SAFETY

Gateways are heavily congested at the beginning and end of the school day. The gates are opened at 3:15pm and parents are invited to wait for their children inside the school grounds in the quiet areas and not on the grassed areas. Parents can help ensure the safety of all the children in the following ways:

- Make use of the 15-minute arrival period so that there is not overcrowding on the pavement.
- Avoid blocking the footpath or the gateways thereby forcing children to walk in the road.

- When delivering or collecting your child by car, always observe the zigzag lines by the gates and park well away from the school entrance, so that you do not obstruct the view of children crossing the road.
- The Green Close gate is for staff and other official vehicles only and can be a source of danger for children. PLEASE DO NOT USE IT!

LUNCHTIME ARRANGEMENTS

Meals are provided to pupils by TCS and are cooked on the premises. The school uses a cashless system to give you greater freedom and flexibility when paying for your child's school meal. The system known as 'TCS' not only offers you the ease of paying for your child's school meals without cash changing hands, but also removes the potential for losing money and gives you the ability to monitor your child's spending.

Parents who think that their circumstances warrant the provision of free school meals should ask for the relevant forms from the school office. The forms, when completed, should be handed back into the school office and the parents will be informed if free meals are to be provided. Children who receive free school meals are not differentiated in any way from those who pay. Children may bring a **healthy packed lunch**. Please pack it in a strong container, clearly marked with your child's name and class.

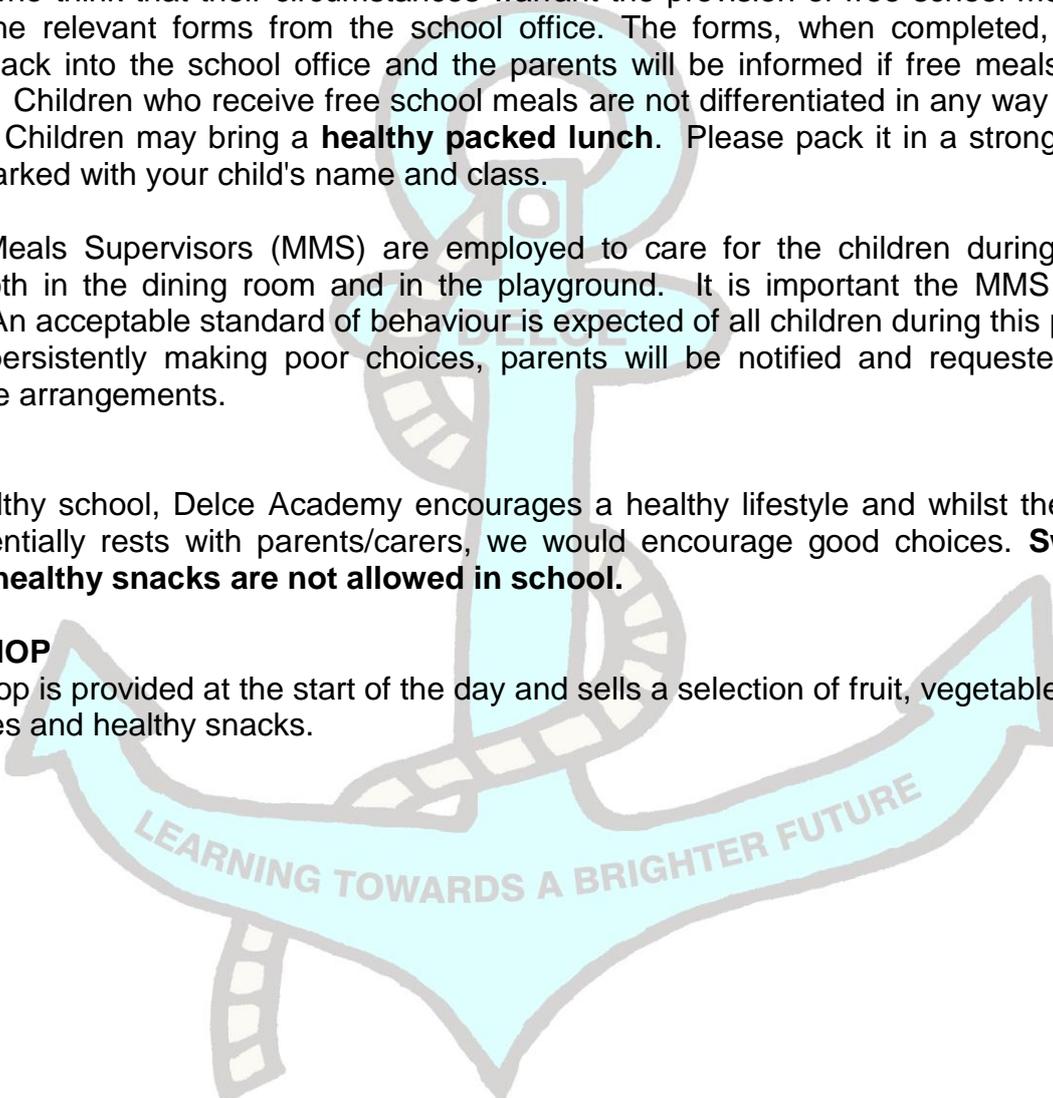
Midday Meals Supervisors (MMS) are employed to care for the children during the lunch break, both in the dining room and in the playground. It is important the MMS have your support. An acceptable standard of behaviour is expected of all children during this period. If a child is persistently making poor choices, parents will be notified and requested to make alternative arrangements.

TUCK

As a healthy school, Delce Academy encourages a healthy lifestyle and whilst the choice of tuck essentially rests with parents/carers, we would encourage good choices. **Sweets and other unhealthy snacks are not allowed in school.**

TUCK SHOP

A tuck shop is provided at the start of the day and sells a selection of fruit, vegetables, juices, milkshakes and healthy snacks.



LEARNING TOWARDS A BRIGHTER FUTURE