

CLIFTON GREEN PRIMARY SCHOOL Details about School Procedures

School Safety

The school operates a good system for security. However, it is important that your child takes responsibility for arriving and leaving school. Keeping to all pathways, taking care when crossing the road, and saying "No to strangers" are necessary for the child's safety. **Please discuss safety with your child.**

If drivers need to use the school driveway, please observe a **slow driving speed**. Please discourage your child from playing in the school grounds when school is not in session.

After 08 50 any parent or visitor must enter school by the front door, and must register at the School Office.

Health

If you require your child to be given medicine, please hand in the medication at the Office, along with written instructions and signed authorisation.

If your child is asthmatic, and uses an inhaler, please inform your child's class teacher.

Please inform school if your child is taking any long term medication.

Visits to the doctor, optician dentist should take place out of school time. Please try to make appointments at the end of the day, if at all possible, so your child does not miss any school.

PE

PE kit is required for the lessons, which includes suitable plimsolls or trainers for outdoor use, T shirt and shorts or games skirt. Leotards may be worn, but these are not really suitable for outdoor games during the winter months.

Children who continually forget their kit will be given a detention ie miss a playtime.

We are encouraging the children to wear white T shirts, black shorts and black plimsolls for PE as part of school PE uniform.

From September 2007 white tops, black shorts and black plimsolls will become the school's PE uniform.

Jewellery

Only watches and one pair of ear studs are allowed for school wear. This jewellery must be removed during PE lessons for child safety.

Please no make-up, coloured lip salve or the wearing of nail varnish.

Uniform

It would be very helpful if school uniform could be labelled with your child's name.

Footwear should be sensible shoes, or black trainers.

Absence

It would be helpful if you could contact school if your child is absent. If no contact is made, upon return to school your child will need a note from you giving the reason for the absence. This is to ensure that no absence is unauthorised.

Absence Hotline 01904 627059

Staff clearance

All the staff working in the school have been vetted and Police cleared.