

### **Community Reminders – Please keep for Reference**

In addition to these annual reminders, the school website includes lots of information about the procedures for day to day running of the school as well as information and links relevant for all parents and carers.



### **Contact Details**

**Please ensure we have up to date contact details. Details must be checked on the School Gateway ‘about me’ section where changes can be communicated online.** The inability to reach a parent or carer causes distress to children.

### **School Dinners and Money**

- Meal patterns are set for the half term and can be notified to the office in the last 2 weeks of term when we will send out a form for you to complete online.
- Meals for key stage 2 must be purchased in blocks of 10 dinners / £23.00 or more.
- If your child is at a medical appointment in the morning and arriving before lunch you must inform the office of your lunch choice for that day.
- Please pay for dinners online. Paying online is quicker and easier for you. It saves the school money and is much more efficient. Only the priority one contact can make payments on the School Gateway. Go to [www.schoolgateway.com](http://www.schoolgateway.com). If you are a first time user select ‘new user’ and enter the mobile and email of the priority 1 contact. The system will then send you a PIN code and you are ready to pay.
- If you have to pay by cheque these need to be made payable to ‘Bristol City Council’.
- If you are paying by cash this needs to be the exact amount as there is no change available in the office.

### **Leave of Absence**

All school time is important for children, and missing lessons often means it is hard to catch up. Head Teachers are no longer permitted to grant absence for holidays. **(Taking periods of unauthorised absence results in parental fines)**. Requests to attend religious events, funerals and for other circumstances should be made on the special leave of absence form. **(All applications must be submitted at least 10 school days prior to absence)**. Please note that I am not able to grant authorised absence for trips to the theatre, birthday parties and other non-essential events. Centralised records are kept of all absences and are regularly monitored by the schools’ Educational Welfare Officer (EWO).

Due to the commitment of Bishop Road parents to their children’s education and the efforts of the school, we are one of the highest attended full primary schools in Bristol. Thank you to everyone who has supported the children, staff and school in this way. There is further information about attendance on our website.

### **Playground Safety**

Please do not allow children to break school rules by skating, biking or scootering across the playgrounds, putting others at risk of collision, or by climbing on trees or playground equipment. Also note it is not possible for us to store equipment during the school day. We would also point out that health and safety considerations do not allow us to have buggies or prams in school corridors.

### **Lost Property**

Please name all your child’s clothing and other items. There is a considerable quantity of valuable unnamed items left every week. Named items will be returned to the child’s class other items will be left in the lost property box under the Boat Playground.

### **Car Parking**

There are clear 'no parking' areas designated outside the school in Bishop Road and Cambridge Road. We please ask that you comply with these restrictions so as to make the area safer for all parents, pupils and families at the start and end of the day.

### **Healthy Schools**

We are striving to maintain and enhance our healthy school's status. Please encourage healthy snacks, lunch boxes and readiness for PE lessons.

### **Equality**

We are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith, religion, beliefs or socio-economic background. The Equality Act provides a framework to support our commitment to promoting equality, tackling discrimination and fostering good relationships. We expect the principles of equality to be upheld and respected by all those who learn, teach and visit here. We publish an Equality Policy and Plan on our school website.

### **Safeguarding**

We want to make sure that children are given the best chances to thrive and enjoy optimum life opportunities. Through the range of safeguarding policies and practices in school we hope to work with all groups in the school community to ensure the safety and wellbeing of our children is of the highest standard. Mr Emissah is the school Safeguarding Lead, Miss Kingston and Mr Barr is the Deputy Safeguarding Lead. For further information, please visit the school website.

### **Medication and Pupil Safety**

Safety and care of children encompasses many areas of school including the administration of medication. At Bishop Road we follow the Local Authority guidance and have clear protocols about storing, administering and disposing of medication. Please can I remind you that both prescribed and over the counter medicines must not be carried by your children in school. Medication must be given to the office where it will be bagged, named and delivered to your child's class for administration by the teacher or LSA. This is for the safety of both your child and the rest of the school community. Please do not hesitate to contact the office staff to discuss any element of these arrangements further. There is also a policy detailing the school procedures and arrangements available on the website.

### **Anaphylaxis**

In Britain at least one percent of the population suffers from an extreme life-threatening allergy to certain foods, medications or insect stings. For them, exposure to even a minute amount (1/5000th of a teaspoon) of the substance to which they are allergic can trigger anaphylactic shock. Exposure to nuts is the most common cause of death due to anaphylaxis. Reactions to nuts can be triggered through skin contact and by inhalation of dust particles. This is rarely the case for other common food allergies, as the smallest amount required to trigger a reaction is one hundred times smaller for nuts than for other common food allergens. Reactions to nuts especially peanuts are generally more severe than reactions to other foods.

Therefore, it is recommended that allergies to peanuts and nuts require the most stringent management plans. Strong initiatives to control exposure to peanut products and nuts are warranted.

For all the above reasons, and because nut allergy is the most common food allergy, the school has a no–nut policy, which asks that parents should not send in high–risk nut containing foods in packed lunches such as nut spreads, nutty chocolate/cereal bars, packets of nuts, pesto or any foods obviously containing nuts. This does not include foods which are labelled as “may contain nut traces”. Cooked school dinners do not contain nuts but they are not guaranteed to be free of nut traces. However, the caterer will provide special meals for children with any food allergies.

### **Meeting your needs**

If you require any specific support, particularly if you have a disability of any kind, please contact Mrs Cooper in the school office who will be happy to liaise with you regarding how we can support you and meet your needs as a parent/carer in our school community.

### **Feedback**

We are a school striving to improve and develop. We welcome feedback, compliments and complaints. You can contact us using the contact form on the school website. Our complaints procedure can also be found on our website.