



Alder Grange School

Year 7 Welcome Pack 2021/2022

Pupil Name _____

'Once an Alder Granger, always an Alder Granger'



1. Headteacher's Welcome



Dear Parent/Carer,

I would like to wish you a warm welcome to Alder Grange School. If you and your child are joining our school community for the first time; welcome to the Alder Grange family.

As part of the information parents receive during the transition of your child from primary school to Alder Grange, there are a number of documents regarding important school information.

In this pack, please find a copy of relevant school information and a consent form required by Alder Grange. If you could please complete the Google form at this [link](#) to say you have read this information, or if you have a paper copy please return the consent pages and return to Alder Grange on or before September 6th 2021 it would be much appreciated.

Please take a look at the main school website [here](#) for information about the school and at the [Year 6 to 7 Transition Information](#)

The main policies and guidelines you need to read are at the following **links**:

- [Positive Behaviour Policy](#)
- [Anti-bullying Policy](#)
- [Mobile Phone Policy](#)
- [E-Safety | Social Media Guidelines](#)
- [Internet Usage Agreement](#)
- [Attendance Policy](#)
- [School Uniform Policy](#)

Parents and carers are asked to review the following policies and complete the form at the following link or complete consent form at the end of this document.

I look forward to welcoming your child in September.

Yours sincerely



Mrs J Griffiths
Headteacher

2. The 'small print'

As you may know the school's computer system contains the data on each pupil necessary for the efficient and effective care of all our pupils. It is extremely important that the data on the computer is accurate.

If you have not already done so, please complete a Data Collection Form and return it to school in an envelope marked with your child's name.

All the data on the computer system is subject to the strict controls laid down by the General Data Protection Regulation (GDPR).

General Data Protection Regulation (GDPR).

Schools, local education authorities and the Department for Education (DfE) all hold information on pupils in order to run the education system, and in doing so have to follow the General Data Protection Regulation. This means, among other things that the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The school holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, to assess how well the school as whole is doing and to safeguard pupils. This information includes contact details, National Curriculum assessment results, attendance and behaviour information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time we are required to pass on some of this data to the Local Education Authority (LEA), to another school to which the pupil is transferring, to the Department for Education, to Ofsted, the Young People's Learning Agency, the Department of Health (DH), Primary Care Trusts (PCT), and organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme and The Young People's Service. All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data. We also upload your data to in house platforms such as SIMS Capita, Parentmail and Parent Pay. As a school we have a general duty to share information with other agencies if we have safeguarding concerns.

The Local Education Authority uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

The Department for Education uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics are used in such a way that individual pupils cannot be identified from them. The DfE will feed back to LEAs and schools information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

Pupils, as data subjects, have certain rights under the General Data Protection Regulation, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

Separately from the General Data Protection Regulation, DfE regulations 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 or if your child wishes to access their personal data, please contact us on the address above.

CCTV

We use CCTV (Closed circuit television) in various areas around school. The General Data Protection Regulation, and Regulation of Investigatory Powers Act 2000 (RIPA) and CCTV Code of Practice issued by the Information Commissioner explains how CCTV systems should be used, so that we as a school and individuals within school can enjoy security and safety whilst ensuring that individual rights are upheld. By complying with the Code and endeavouring always to uphold good standards of practice we hope to realise this objective. The Information Commissioner's Office has been notified of our use of CCTV.

Providing information to The Young People's Service

For pupils approaching or above age 13 the school is required to pass on information to the Young People's Service. This information includes the name and address of the pupil and parent, and any further information relevant to the Young People's Service's role, which is to support young people, helping them to achieve their potential and to realise benefits from education, learning and employment. However parents, or the pupil themselves if aged 16 or over, can ask that no information beyond name and address (for pupil and parent) be passed on to the Young People's Service. If as a parent, or as a pupil aged 16 or over, you do not want the Young People's Service to receive from us information beyond name and address, then please contact the school within two weeks of receiving this note.

Since, for pupils aged 16 or over, the right to ask for information beyond name and address not to be passed to the Young People's Service rests with the pupil rather than the parent, it is particularly important that you share this note with your child if they are of this age.

The LEA and DfE may provide the Young People's Service with information which they have about your child, but will not pass on any information they have received from us if you (or your child if aged 16 or over) have notified the school that the Young People's Service should not receive information beyond name and address.

For further information please view our Privacy Notice located our Website. Paper copies are available on request.

3. 3 Expectations for Success

3 R's

READY	RESPECTFUL	RESPONSIBLE
<ul style="list-style-type: none"> ✓ Come to school every day in correct uniform with any drinks/food and/or hoodies/jumpers/coats in your bag. ✓ Come to school every day with a pen, pencil and your planner and make sure these are put on your desk at the start of form time and every lesson. ✓ Ensure you have an appropriate bag for school and get it ready the night before you come into school. ✓ If you have a mobile phone make sure it is turned off and in your bag. ✓ Bring the correct books for each lesson. ✓ Bring any other equipment you might need for different lessons (e.g. PE Kit). ✓ Ensure you have completed your homework and bring it in when it is due. ✓ Arrive to lessons on time. 	<ul style="list-style-type: none"> ✓ Show respect for everyone and everything in our school community. ✓ Consider the impact of what you say on others and the impact of your actions on other individuals in our school community. ✓ Listen to all staff and students attentively and respond to their ideas sensitively and appropriately. ✓ Be considerate to members of our local community and members of the public when travelling to and from school and when on educational visits. ✓ Take pride in your school – look after your school environment. ✓ Be polite to every student, every member of staff and every visitor in school. ✓ Be positive to all those you come into contact with. ✓ Express your feelings and opinions, without fear, but respecting others. 	<ul style="list-style-type: none"> ✓ Take responsibility for your own learning and behaviour. ✓ Remain focused in lessons and try to avoid distractions. ✓ Be positive and enthusiastic about your learning. ✓ Check if you understand things and ask questions if you do not understand. ✓ Do not give up if you find things difficult and always remember there is a solution to a problem. ✓ Around school, ensure you behave appropriately on corridors. Keep movement around the school sensible and safe (one way system). ✓ Help make every classroom a place where people succeed. ✓ Do your part to make the school a place where everyone feels safe and happy. ✓ Look after the school's environment, building and property. ✓ Support others' rights to a healthy environment ✓ Treat others as you wish them to treat you!

4. Home School Agreement

	<u>The School</u> will always try to:	<u>As a Pupil</u> I will always try to:	<u>As the Parent/Guardian</u> I/we will always try to:
Ethos	<p>Ensure our aims and ambitions for your child are turned to reality.</p> <p>Care for your child's safety and happiness.</p> <p>Encourage your child to set high standards of work, organization and behaviour at all times.</p> <p>Require your child to take responsibility for themselves and their work.</p> <p>Deal promptly and effectively with any issue (such as bullying, sexism, racism) which might threaten your child's happiness.</p> <p>Work with you, as partners, to solve any problems which may hinder your child's progress at school.</p>	<p>Come to school every day ready to achieve my best.</p> <p>Set high standards in all I do.</p> <p>Wear full school uniform, without modifications, on the way to and from school, at school and at all appropriate school events.</p> <p>Follow school regulations regarding jewellery, make-up and hair-colour.</p> <p>Take responsibility for myself and my work.</p>	<p>Support the aims and values of the school: Be Ready, Respectful and Responsible.</p> <p>Work with the school as a partner in my/our child's education and development.</p> <p>Support my/our child in having the correct uniform and equipment necessary for lessons.</p>
Standards of Education	<p>Provide the highest possible quality of educational experience.</p> <p>Praise the progress and achievement your child makes.</p> <p>Set challenging but achievable goals for your child at appropriate times.</p> <p>Enable your child to fulfil their academic and personal potential.</p> <p>Ensure lessons and homework tasks are appropriate and well prepared, to ensure learning takes place and which stretches your child's level of achievement.</p> <p>Use Google Classroom or any other on-line accounts that we use to set, when required, appropriate homework tasks and that non-completion is followed up.</p> <p>Provide a balanced curriculum to meet your child's needs.</p> <p>Assess and monitor progress and challenge under-achievement.</p> <p>Provide as wide a range of award-bearing courses as possible.</p> <p>Invite your child to take part in a wide range of extra-curricular activities.</p> <p>Develop the skills your child needs to prepare for Further Education, training and the world of work.</p> <p>Prepare the way to University or other Higher Education institutions for your child if they desire it and meet the entry requirements.</p>	<p>Take advantage of every opportunity to learn.</p> <p>Reach and improve on my targets.</p> <p>Work hard and to the best of my ability.</p> <p>Come to school each day in full uniform and equipped for every lesson. Ready to learn.</p> <p>Bring PE kit and take part in every lesson.</p> <p>Use my Google Classroom or any other on-line account provided for me to find out what homework tasks have been set.</p> <p>Take responsibility for completing all homework tasks to the best of my ability, using the guidance about the amount of time I should spend on it.</p> <p>Join in as many school activities as possible.</p>	<p>Praise the progress and achievement my/our child makes.</p> <p>Encourage my/our child to seek help and to persevere when they meet a difficulty.</p> <p>Encourage my/our child to work hard and to the best of their ability.</p> <p>Work with school to identify ways in which I/we can support my/our child at home.</p> <p>Ensure all homework tasks are properly completed.</p> <p>Look at my/our child's Planner and sign it each week.</p> <p>Encourage my/our child to take a full part in school life.</p>
Attendance and Punctuality	<p>Ensure your child's attendance is as close to 100% as possible.</p> <p>Monitor your child's punctuality.</p>	<p>Aim for 100% attendance.</p> <p>Arrive on time to registration and all morning and</p>	<p>Monitor my/our child's attendance and keep it as high as possible.</p>

	Where attendance and punctuality are unacceptably low, follow a range of measures including prosecution	afternoon school sessions, and to all my lessons: Ready for school.	Arrange holidays outside term-time. Give prompt notification of my/our child's absences and reasons for absence. Support the school if attendance or punctuality becomes a problem.
Behaviour	Provide a clear Code of Conduct to support good behaviour: Supporting all children to follow the 3Rs (Ready, respectful, responsible) . Use appropriate sanctions to reinforce acceptable behaviour. Challenge unacceptable behaviour and attitudes at school, and on the way to and from school. Praise and reward good behaviour whenever possible.	Support the Code of Conduct at all times: Follow the 3Rs (Ready, respectful, responsible) . Behave at all times when wearing school uniform as if a member of staff was present. (from the time you leave home each morning to the time you return at the end of the day) Help keep the school a good place to be, by reporting any poor behaviour and encouraging others to behave well. Respect others' right to feel happy and safe and to achieve. Refuse to take part in illegal activities of any kind.	Support the Rewards system and School Sanctions (e.g. detention). Present a united front with school and support school sanctions if issued. Support the school in responding to any incidents involving breach in the Code of Conduct and the 3Rs (Ready, respectful, responsible) . Damages - Parents / Carers are expected to pay some or all of the costs for repair/ replacement of school property - only if your son/daughter <u>willfully</u> damages school property. You will be informed of their actions and an invoice will be sent to your home address to cover the cost of repair / replacement.
Communication	Provide appropriate information about school organisation and procedures, and whom to contact when necessary. Make use of the school email, website, Facebook page and Twitter to keep parents informed. Keep you informed about general school matters and your child's progress in particular. Deal with any concern using established procedures laid down by the Governing Body.	Ensure all letters and other papers go home safely and are delivered to the correct person. Ensure absence notes and other replies are brought promptly to school. Make sure my teacher sees any relevant messages from home.	Reply promptly to all communications needing a reply. Sign up to school emails and follow Facebook and Twitter where possible. Attend all Parents' Evenings. Pass on all relevant information to school about emergency contact data, medical information etc. and notify the school of any changes.
IT/Social Media	All staff must read and adhere to the Internet Usage policy. All staff must read and adhere to the Social Media Policy.	I will read and adhere to the Internet Usage policy. I will read and adhere to the Social Media Policy.	I will read and adhere to the Internet Usage policy. Ensure that their child follows rules and regulations of social networking sites such as Facebook, where children should not have their own page until the age of 13 Speak to school staff about any concerns. No adverse comments about children, staff or the school should be posted on social network sites such as Facebook, Twitter, etc. Parents will not request friendships from staff on social media (unless this friendship exists outside of school or before the staff member joined school)

By signing on the Data Collection Sheet, you and your child endorse this Home School Agreement.

5. Term Dates

School Term and Holiday Pattern v 2 2021 – 2022

AUTUMN TERM 2021

INSET Day 1	Wednesday 1st September 2021
INSET Day 2	Thursday 2nd September 2021
Re-open on	Friday 3rd September 2021
INSET Day 3	Thursday 30th September 2021
INSET Day 4	Friday 1st October 2021
Mid Term Closure	Monday 25th October 2021 – Friday 29th October 2021 (inclusive)
Closure after school on	Friday 17th December 2021

SPRING TERM 2022

Re-open on	Tuesday 4th January 2022
Mid Term Closure	Monday 14th February 2022 – Friday 18th February 2022 (inclusive)
INSET Day 5	Monday 21st February 2022
Closure after school on	Friday 1st April 2022

SUMMER TERM 2022

Re-open on	Tuesday 19th April 2022
May Day Closure School closed (extra day)	Monday 2nd May 2022 Tuesday 3rd May 2022
Mid Term Closure	Monday 30th May 2022 – Friday 3rd June 2022 (inclusive)
Closure after school on	Friday 22nd July 2022

Please note school is closed to pupils on INSET days

6. Pupil Attendance – Leave in Term Time

As of 1st September 2013 Headteachers cannot authorise any leave of absence during term time unless there are exceptional circumstances.

In addition any unauthorised absence which exceeds 4 school days is now liable for a Fixed Penalty Notice of £120 per child, per parent, or £60.00 per child per parent if paid within 21 days.

Whilst I understand that it is often difficult to arrange holidays during school holidays, and fully appreciate the cost implications for families of avoiding term time dates, we have no option but to follow Government Policy in this matter. I hope all parents will support the school in their efforts to reduce unnecessary absence and therefore minimising the impact on your child's education. If you wish to ask under certain circumstances for leave of absence, please apply in writing to Mrs J Griffiths.

7. Educational and Recreational Activities on & off site

As pupils progress through their school career they will be given the opportunity to take part in educational/recreational activities, some of which are off-site and of a residential nature. We consider these experiences to be central to the education of the whole child in the 21st Century. There is only so much we can tell and show our students. To experience an activity first hand is both rewarding and often motivational for the students back in school.

Unless otherwise stated our activities are available to students of all abilities. However, once allocated a place on an activity, it is expected that your child ensures that all class, home and any additional subject requirements are kept up to date with subject expectations, and is of a standard that reflects their ability.

Furthermore, it is expected that their conduct, attitude and behaviour towards staff and students is in line with the school's code of conduct as shown in the student planner. In the unlikely event that a student chooses not to meet these expectations, their place will be removed and offered out to other students. In this instance, we will return all monies paid out by the student (s) concerned.

Should any student's behaviour fall below that expected in the school code of conduct while on the trip then their parents, guardians or carers could be required to collect them. In this case, they would forfeit all monies paid.

These instructions apply to all activities both educational and recreational that depart from Alder Grange School and the Sixth Form.

Places are generally available on school trips on a 'first come, first served' basis with the option of paying by instalments for larger amounts. Payments for trips are usually made via ParentPay.

8. Food Preparation and Nutrition

Food Preparation and Nutrition is an exciting and creative subject, working with a wide range of ingredients and equipment to develop complex practical skills.

During KS3 pupils will experience on average 10 lessons of Food Preparation and Nutrition per academic year. The ingredients required for practical lessons will be purchased through school; this will be at a cost of £10 per pupil each academic year. By using our school suppliers we feel we can keep costs to a minimum and save time for parents/ carers sourcing the ingredients. Pupils will be informed of when they will start their Food Preparation and Nutrition 'block of work' so that payment can be made. Where a pupil is on Free School Meals, payment is not required, this will be funded via the grant school receives in support of those pupils.

Payment will be paid via ParentPay, which is an online payment system used widely in our school (unfortunately we cannot accept cash or cheques).

If you have any further questions, please do not hesitate to contact me on: vholland@aldergrange.com.

9. Uniform

All students are expected to wear the school uniform and maintain the highest standards of appearance at all times. Uniform is available to purchase from Amin's in Rawtenstall.

We believe that the wearing of a school uniform is an important factor in establishing a pride in, and identity with, the school and at the same time minimises social divisions between pupils. The uniform comprises:

All Years:

Navy blue blazer;
School blazer badge;
Plain black Shoes – not boots or trainers or canvas pumps
Plain sky-blue tailored shirt with stiffened collar;
School tie (specific to each Year Group);
Plain mid-grey tailored trousers/skirt/shorts;
Grey or white socks/black tights;
School jumper (optional);

Jewellery: a watch, only one small stud per ear, no other piercings. Covering additional facial piercings with a plaster is also not acceptable;

Make-up: minimal,

No nail varnish or false nails;

Hair: hair should be of a natural shade, no bright colours or extreme styles and any hair adornment should be of a simple design in blue, grey, white or black.

Summer Term; Pupils may wear an open neck tailored blue shirt with the school logo on the collar. Long, grey, tailored and unadorned shorts as an alternative to skirts or trousers are also permitted.

10. PE Kit

Alder Grange PE kit can be purchased through Official kit. Official kit has an on-line shop where school kit can be purchased. The direct link to the shop is on the Alder Grange website or alternatively you can go direct to www.officialkit.co.uk and click on Alder Grange.

Order forms are available from school and on the school website if necessary. Once the order form is received an invoice will be sent with an on-line payment link for paying by VISA or MASTERCARD. Cheques can be sent directly to official kit alongside the order form; remember to put your son/daughters name on the back and your contact details. Orders will only be produced once payment is cleared, either by on-line card process or by cheque.

The kit will be sent directly to school (allow 3-4 weeks) unless delivery to a home address has been arranged.

11. Consent 2021 / 2022

Please complete information at this [link](#) or complete form below and send to school reception.

Pupil Forename		Pupil Surname			
DOB		Year Group		Form Group	

Please take the time to read the policies section on the school's website prior to completing this form

Please also see the 'Useful Info' section where there is information about school uniform, attendance and holiday & term dates.

General Data Protection Regulation (GDPR): The school is registered under the General Data Protection Regulation for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority, DfE and third parties. As a school we have a general duty to share information with other agencies if we have safeguarding concerns. Please read our 'Privacy Notice' located on our website to see who we information share with and the reasons for this.

I have read the following documents on the School Website and accepted the requirements for: PLEASE TICK									
Privacy Notice	Third Party Data Sharing Policy	Positive Behaviour for Learning	Anti-Bullying Policy	Drugs / Substance Education Policy	Use of Mobile Phone Policy	Social Media Guidelines	E Safety / Internet Access / Use Agreement	Pupil Attendance Information	Uniform and Equipment

Please indicate Yes or No regarding consent. <u>Please inform the school office if you wish to withdraw consent.</u> In relation to my child I consent to:											
Photographs or videos on Display / SIMS / Assessment Evidence		Photographs or videos on School Website		Photographs or videos on Alder Grange Social Media Pages		Photographs or videos in Local Press (including Social Media)		Participation in Educational / Sporting activities / events, on/off site.		My child's information being shared back to Alder Grange from another institution after leaving.	
Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Please note that by consenting to a child having their photograph / video taken is giving consent to the use of these photographs/videos for these purposes indefinitely . For example on the school website.											

Please complete reverse

Please sign below to consent to, and accept the requirements for above information.	
Your Name: (Full in block capitals)	
Relationship to child:	
Signed:	
Date:	
If you require paper copies of any of the above information or policies, please contact the school office on 01706 223171 or email reception@aldergrange.com	

HOME SCHOOL AGREEMENT / RESPONSIBLE INTERNET USE

To strengthen the partnership between parents, carers, pupils and schools the Government introduced Home-School Agreements some years ago. These Agreements intend to provide a brief summary of the roles of each partner.

It is the product of much experience, thought and consultation and is intended to ensure your daughter's or son's success, both within and beyond the taught curriculum. Please can you sign and date below, and ask your daughter or son to do the same.

The Agreement is intended as a "living" document, influencing and supporting all we do. Do please support us in supporting your child.

- As a pupil I will always try to adhere to the home school agreement and 3Rs;
- As a parent / carer I will always try to adhere to the home school agreement;
- I have read and understood the Internet Use Agreement;
- As a pupil I will use the computer system and Internet in a responsible way and obey the rules at all times;
- I have read and understood the Internet Use Agreement for Students and give permission for my son/daughter to access the Internet and Google Classroom. I understand that the school will take all reasonable precautions to ensure students cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Please sign and return to school.

	Full Name (PRINT)	Signature	Date
Parent /Carer			
Pupil			
Alder Grange School			

Thank you for your co-operation.



Mrs Griffiths
Headteacher

12. Pupils with Medical Needs

*****PLEASE RETURN FORM IF YOUR CHILD HAS MEDICAL NEEDS*****

Governors and staff of Alder Grange School are committed to ensuring that pupils with Medical needs receive proper care and support at school.

The Headteacher is in principle responsible for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

This policy is based upon:

- Department of Education booklet "Supporting pupils at school with medical conditions (last update Dec 2015)
- Lancashire County Council Guidelines "Medicines Safety" (2014)

1. Purpose

The Policy aims to make clear all procedures for the acceptance, storage and administration of pupil's medicines and the wider support for pupils with other medical needs.

Guidelines – Administration of Medicines

2. Staff responsibilities

Whilst all staff have a duty of care for the health and safety of pupils in school there is no contractual requirement for teacher to administer medication or to support pupils who have medical needs.

- I. It is recognised that the participation of any teacher in the administration of medication is of a voluntary nature.
- II. Non-teaching staff or special support assistants only have to administer medicines or undertake medical procedures if such references are included in the contracts of employment. The procedures for any administration are agreed by the Authorised Person, Headteacher and Governors.
- III. All staff who are involved in the administration of medication and in the support of pupils with medical needs should be aware of the County Council policy on indemnity.

Authorised Personnel

Dave Birtles (Assistant Headteacher) has overall responsibility for implementation of the policy ensuring safe administration of medicines for pupils.

No other member of staff should accept responsibility for the storage and administration of medicines except with the knowledge and consent of Dave Birtles or the Headteacher.

Information for Parents

- I. References to the school policy will be included in the Home-School Agreement and details of policy will be given to all Year 7 parents at the beginning of Year 7.
- II. Full copies of the policy are available to parents on request.
- III. A brief mention of the Guidelines will be made in the School Prospectus.

Information for staff

All staff will have a copy of the policy in the Staff Handbook on the school's intranet.

Training

Appropriate training for any members of staff undertaking the administration of medication in school is essential and is provided through arrangements made with the School Health Service.

Injections

It is unlawful for school employees to administer medicine by injection except for the purpose of saving life in an emergency.

Self-administration of medication

Wherever possible pupils should be encouraged to self-administer medication under the supervision of an authorised member of staff. Older children if agreed with Authorised Personnel can carry own medication e.g. Insulin, Epipen.

Definition of Medicine

This policy covers prescribed medicines only.

National Curriculum

All pupils requiring medication at school have access to the National Curriculum unless medical advice specifically precludes it.

Off-site activities

The school will make every effort to continue the administration of medication to a pupil whilst on off-site activities; even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on off-site activity if appropriate supervision cannot be guaranteed.

3. Procedures

Acceptance by the school of Medication

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. No child under 16 should be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality. Children under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should always be informed. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

Medicines must be delivered to the school by the parents/carers or escorts employed by LCC. If a pupil brings in medication it will not be accepted for administration and will be held until the correct procedures have been followed.

- I. Only reasonable quantities of medication will be accepted e.g. Maximum of four weeks supply at any one time.
- II. Medication will not be accepted in school without **complete written and signed instructions** from the parent.
- III. The Alder Grange School pro forma, called the **Pupil Medication Register (PRM1)** must be completed by the parent/carer
- IV. The pupil Medication Register will be kept in the medication file which is kept with the medication. An electronic copy is also available.
- V. The information should be updated annually or earlier if the dosage is altered by the GP.
- VI. The medicine must be delivered in a **secure and labelled container** to the Authorised person. Items of medication in unlabelled containers will be returned to the parent/carer.
- VII. Each container must be **clearly labelled** with the following:
 - Name of medicine
 - Patients name
 - Dosage
 - Dosage frequency
 - Date of dispensing
 - Storage requirements, if important
 - Expiry date – it is the parents responsibility to ensure medication is in date but in terms of best practice, school should also check
- VIII. After first receipt of medicines, **repeat medication** will continue to be accepted without further notice.
- IX. It is the **responsibility of parents/carers** to notify school if there is a change in medication, a change in the dosage requirements or the discontinuation of the pupil's need for medication.
- X. All medicines will be kept in a locked cupboard in **Student Services**.

4. Pupils with significant on-going medical needs

In some cases pupils attend school with on-going medical needs which require periodic but significant support in school. This is considered on a case by case basis and under the direct supervision of healthcare professionals.

A Health Care Plan would be formulated and agreed with healthcare professionals, parents or carers, the young person and school and this is reviewed annually with all parties for as long as the care plan operates.

When deciding what information should be recorded on individual healthcare plans, the discussions will consider the following:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the school needs to be aware of the child's condition and the support required.

Training Needs

Any training around specific pupils medical needs will be sufficient to ensure that staff are competent and have confidence in their ability to support any pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. This may include an understanding of the specific medical conditions they are being asked to deal with, its implications and any preventative measures. Dave Birtles (Assistant Headteacher) is responsible for ensuring any specific updates are passed on to staff but general health awareness training and updates may also form part of the annual CPD cycle.

Copy of form to be kept in medication file and a copy with medication itself.

PRM1

PLEASE COMPLETE

Medication in Safe

Self-administered

PUPIL MEDICATION REGISTER - ONLY RETURN IF YOUR CHILD HAS A MEDICAL CONDITION

The school will not give your child any medication unless this form is completed and signed and the Head teacher or Authorised Personnel have agreed that school staff can administer the medication.

Has your child any medical condition/illness which school need to be made aware of:

Yes _____

No _____

If **YES** complete, sign and return the following form.

Name of pupil: _____ Date of Birth: _____ Form: _____

Condition or Illness: _____

My child self-medicates **yes/no** please state if your child keeps an Inhaler/EpiPen or other medication on them.

Details: _____

Does any medication need to be administered in school: _____ If **YES** please complete below.

Information for Medication administered in school	
1. Name of medication (as described on the container)	
2. Dosage and amount (as described on the container)	
3. Dosage timing	
4. Method - mouth/drops etc.	
5. How long will the child be on the medication	
6. Any special requirements e.g. before food etc.	
Other information	
1. Special precautions	
2. Side effects	
3. Administration self/member of staff	
4. Procedures to be taken in an emergency:	

CONTACT DETAILS:

Parent / Carer Name: _____ **Daytime telephone no:** _____

Relationship to pupil: _____

Address: _____

I understand that I must deliver the medication personally to authorised school staff and accept that this is a service which the school is not obliged to undertake. Please return to Reception.

Date: _____ Signature: _____

Full name: _____ Relationship to child _____