

Policies and Procedures

Damage to School Property

If a child deliberately damages school property or loses school equipment the Governors will ask parents for a voluntary contribution towards the cost of replacement.



Extra-curricular activities

Some after school clubs and lunch time clubs are organised for the pupils. Details are sent to the parents.

Valuables

The school does not accept responsibility for the loss of watches, mobile phones, treasured valuable possessions or money.

General Insurance

Parents/Carers are advised that neither Hounslow Education Authority nor the school provides cover for pupils including sports injuries. Most Local Authorities adopt this policy. Parents should make their own arrangements for the insurance of the children should they wish.

Health, Medicals and Medicines

Health and weight and hearing tests are carried out in Reception.

The school nurse no longer gives head lice inspections and it is therefore the responsibility of Parents/Carers to check their child's hair at regular intervals. Please inform us if you have to treat your child's hair for head lice. We will inform you if there is a case in your child's class.

Parents who have children with a medical need are invited into school to set up a Health Care Plan. We will supervise the administration of medication if it meets our policy requirements, or for certain types of long term medical conditions. We would appreciate it if you would inform us if your child contracts an infectious disease.

Please keep your child at home for at least 24 hours if s/he suffers from a bout of diarrhoea or vomiting. We will advise you if this needs to be 48 hours.

Accidents

The Welfare Assistant deals with minor accidents and ailments. If your child is injured or seriously ill then we will contact you by telephone.

Complaints Procedure

Parents are urged initially to talk to their child's teacher. If the matter cannot be resolved they may refer the issue to the Head Teacher or Deputy Head. The policy is available on the website.

Policy on Charging for School Activities

No charge will be made for any school activity which takes place on site wholly or mainly during school hours: similarly, no charge will be made for any activity provided as a required part of the National Curriculum. A small charge is made for after school clubs.

Voluntary Contributions

School trips which incur a cost are occasionally organised. We do then ask for voluntary contributions from parents. All pupils eligible will be able to take part but if there are insufficient funds the activity may be cancelled.

Withdrawals

Parents have the right to withdraw their children from Religious Education and Collective Worship. Requests should be put in writing to the Head Teacher.

Productions

All children have the opportunity to take part in school productions, services and special assemblies at different times during the year.

Sex Education Policy

Please speak to the Headteacher or Governors if you have any queries. Parents can access our policy on our website.

School Gender Policy

This policy avoids introducing any influences which encourage stereotypical gender differences into the life of the school.

Data Protection

We adhere to data protection requirements and parents can access our policy on our website.

Bullying

Our behaviour and anti bullying policies are available on the website.

Safeguarding

At Cardinal Road Infant and Nursery School the health and safety of all children is of paramount importance. Parents send their children to school every day with the expectation that school provides a secure environment in which their child can flourish. Cardinal Road Infant and Nursery School therefore has to ensure that this expectation becomes a reality. In order to do this a wide range of measures are put in place. Our safeguarding policy can be found on the website.