



Pupil Policies – October 2025

To be reviewed October 2026

This policy includes the school's policies for:

1. The School Day
2. Playtimes and Lunchtimes
3. Uniform and Pupil Equipment (including confiscation)
4. Children with Medical Conditions and Special Diets
5. Anti bullying
6. Homework
7. Photo & Video
8. Transition to KS2

1. The School Day

The school day starts at 8.55am and ends at 3.30pm. All pupils of statutory school age (the term after their fifth birthday) should attend school every day between these times. The dates of school terms and holidays are published on the school website and are issued to parents and carers at the beginning of the school year. If children arrive at school after 9am, they should come into school through the Main Entrance, as external classroom doors are locked at this time. Most children remain at school over the lunchtime break (between 12pm and 1.20pm) however; parents and carers may request to take their children out of school at this time if they wish.

All children must be collected from school by their parent and carer, another responsible adult, or by a recognised after school care facility. Parents and carers must inform the school who is collecting their children. Staff will not allow children to leave school without a parent or carer or authorised person.

Absence

Parents and carers are asked to inform the school promptly, by telephoning or e-mailing the school office, if their child is absent through illness. They are also asked to inform the school about any planned absence during the school day, e.g. for a dental visit. The school office staff follow up any unexplained absences to ensure the children's safety.

Holidays in term time are not permitted, however, parents and carers may write to the Headteacher to explain why it is necessary to take their child out of school during term time. The Headteacher will only authorise these absences in exceptional circumstances.

In the rare event of an unexplained absence, the Headteacher will contact the parents or carers to seek an explanation.

Please also refer to the **Pupil Attendance Policy**

Attendance Monitoring

Whole School Attendance Figures are monitored termly, and reported to the Governing Body.

Individual pupil's attendance is monitored every half term. If a pupil's attendance is causing concern the parents and carers are contacted, and offered support to improve their child's attendance. The threshold for low attendance is below 90%.

Punctuality is also monitored each half term, and a similarly graduated response is used. The threshold for punctuality monitoring is if a pupil is late six or more times in a half term.

The Register

The Register is completed online using "Scholarpack" during the time set aside for registration in the timetable at the beginning of each morning and afternoon session. The Office Staff will add any messages from home in the "register notes".

2. Policy for Playtimes and Lunchtimes

Timings:

Morning break is from 10.30am until 10.45am.

Lunchtime break is from 12noon until 1pm for Foundation Stage pupils, and from 12.20pm to 1.20pm for Key Stage 1 pupils.

Afternoon break is from 2.20pm until 2.35pm.

Supervision: There are always at least two staff on duty (at break times one of these is a teacher), some named pupils may have additional support for playtimes. Staff on duty are expected to be on the playground promptly, however, class teachers have a responsibility to check that someone is on duty before sending their class out. At the end of playtime children should be collected from the playground (it is acceptable for teachers on the corridor overlooking the playground to supervise them from the classroom door). Midday Supervisors (MDSAs) will bring the classes in at the end of lunchtime.

Wet Playtimes: The teacher on duty, or Senior MDSA, will decide if it is 'Wet Play'. For morning break time the children remain in their own classroom, and staff will relieve each other so that they can have a break. Wet Play books may be used at this time. Colouring and DVDs will be made available at lunchtimes. If the afternoon break is 'Wet Play' then classes will just 'work through'. If the weather changes when the children are on the playground and they need to come in, a message will be sent to the Sunshine Room. At lunchtimes the children will use the following classrooms:

FS – Rainbow Room

Y1 – Orange Room

Y2 – Red Room

Use of the Field: The teacher on duty, or Senior MDSA, will decide if the field can be used at playtimes or lunchtimes. When playing on the field, handstands and other acrobatic or gymnastic movements are not allowed.

Rotas: There are rotas for the Toy Zone and Tyre Park. The teacher on duty, or Senior MDSA will decide if it is too wet or slippery to use the Tyre Park. Children may not sit on the Tyres – the benches and mushrooms seats are available to everyone for sitting and chatting.

First Aid: Miss Aspinall is the named First Aider, if she is unavailable all staff have done the one day basic first aid course and may treat children. Paediatric First Aid trained staff are Vicki Bramble, Jen Macintyre and Gina Hind. Children with minor injuries should be sent in to the Sunshine Room (with a friend if necessary).

Medical supplies and copies of letters to be sent home are stored in the cupboard near the First Aid point. For more serious incidents see 'Red Cards' section below.

Red Cards and Sheltering Drill: All staff have a 'Red Card' which says "..... needs urgent help on the playground". These cards should be taken outside every break time. In the case of an emergency a sensible child will be sent to the Sunshine Room with the card.

In the event that the playground needs to be evacuated the Sheltering Drill will be used. One member of staff on duty, will collect the handbell from Red Room and ring it continuously until all children have safely left the playground. The children will quickly enter school and go to the Hall, where they will be met by all staff. Office staff will take the class registers and handheld telephone into the Hall.

3. Policy for Uniform and Pupil Equipment (including confiscation)

Children should attend school in suitable clothing and footwear. School uniform is not compulsory, but most pupils at our school do wear it.

We have school colours of maroon, pale blue and grey. School sweatshirts, polo shirts, PE shirts, coats and hats are available from the School Office. There is also a selection of 'Pre-Loved' uniform available for 50p.

The choice of footwear is left to parents' and carers' discretion but must be suitable for school activities and safe for the child while in school and playing outside.

Jewellery is not allowed, apart from small stud earrings in pierced ears, wrist watches (not those with cameras in them) and items of jewellery specifically required for religious observance.

For PE children wear shorts and a T-shirt. Plimsolls are not worn for inside activities, the children have bare feet. For outside games trainers are required. Watches and head bands must be removed for PE and earrings must be removed or covered, long hair must be tied back.

For Ball Skills children come to school in suitable outdoor kit.

Water bottles are available from the School Office.

Sun cream can be sent into school, staff will help apply it if required.

Confiscation

Pupils' personal property may be taken from them if it is risk to health and safety, or if it is distracting them or others from their work.

Any confiscated item must be returned to the child at the end of the day with instructions not to bring it into school again. If the school believes the item poses a potential risk to the child then a parent/carer will be asked to collect it from the office.

4. Policy for Children with medical conditions and special diets

Parents and carers should keep children at home if they are unwell.

If a child has medical needs, the Headteacher will agree with parents and carers what support can be provided. The Headteacher will seek advice from the GP or medical professionals if necessary.

There is no legal or contractual duty on staff to administer medicines, but they have a common law duty of care which could extend to administering medicine or taking

action in an emergency. School must ensure there are staff who accept responsibility for administering prescribed medicines, according to advice below.

Staff will be given appropriate training and guidance to administer medicines; if staff follow the guidelines in this policy, they are covered by the school's public liability insurance.

Short term medical needs:

Many children will need to take medicines during the day at some time during their time in school. Allowing children to do this will minimise the time they need to be absent. However, such medicines will only be administered at school if it would be detrimental to a child's health not to do so. The school does not hold any medicines of its own for administration as part of first aid.

Long term medical needs:

A written health care plan will be developed, involving parents and carers and health professionals. Medicines will be administered as indicated in the health care plan.

Prescribed medicines: Staff will administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines must be in the original container and include the prescriber's instructions for administration. There must be specific prior written permission from parents/carers and the administration details must be recorded on a medical form.

Non-prescription medicine: Non-prescription medicine will not normally be administered. In the unusual circumstance that it is administered, there must be specific prior written permission from parents or carers and the administration details must be recorded on a medical form.

Administering medicines: No medicine must be administered without written permission from the parent or carers.

Any member of staff giving medicines to a child must check:-

- Child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the container or label
- Written permission from parents to administer the medicines

If in doubt about any procedure, staff will not administer the medicine and will speak with parents and carers or health professionals.

Written records must be kept each time medicines are administered to show staff have exercised a care of duty. A diary is held in the School Office.

Refusing medicines: If a child refuses to take medicines, staff should not force them to do so. Record the refusal in the Medicine diary and inform parent or carers that day. If refusal results in a medical emergency follow emergency procedures.

Educational visits: Children with medical needs will participate in school visits, additional safety measures may need to be taken and risk assessments done. Staff must be aware of any medical needs and emergency procedures. Arrangements must be made for all necessary medicines to be available. If there are concerns about a child's safety or the safety of other children on the visit, staff should seek parental advice and medical advice from the child's GP or health professionals.

Sporting activities: Children with medical needs can participate in PE and extra-curricular activities. Staff must be aware of any medical conditions and if precautionary medicines (e.g. inhalers) need to be taken. If so, parental permission must be sought as above.

Notes on medical needs are held on ScholarPack and in the children's pupil folders. Staff must be aware of children in their care with medical needs.

Storing medicines: Medicines must be stored in their original containers and in the class boxes in the Sunshine Room, some may need to be refrigerated in the small medicines fridge. Emergency medicines, such as inhalers and epipens must be accessible and not locked away and must be available during sports, PE and visits. When in school medicines are stored in a trolley in the Sunshine Room, each class has its own clearly labelled drawer.

Emergency procedures: In the case of an emergency, tell another member of staff immediately. Call for an ambulance, using the cordless telephone, and attend the child until it arrives. Staff should not take a child to hospital in their own car. Inform parents or carers immediately.

If a child become ill during the school day, the school office will contact the child's parents or carers.

Special Dietary Requirements

Special diets can be catered for by the School Kitchen. Conscience or religious objections to certain foods require a letter from the parents. A copy will be sent to Catering & one retained in the child's file. For allergies or intolerances, a GP letter is required. Parents and carers will be invited to meet with the School Cook to go through the menu & amend it where necessary.

5. Anti-bullying Policy

At Lowe's Wong Infant School, we aim to provide a safe, caring and friendly climate for learning for all our pupils to allow them to improve their life chances and help them maximise their potential. We expect pupils to act safely and feel safe in school, including that they understand the issues relating to bullying and that they feel confident to seek support from school should they feel unsafe. We want parents and carers to feel confident that their children are safe and cared for in school and incidents when they do arise are dealt with promptly and well; all bullying is unacceptable at Lowe's Wong Infant School. The school is aware of its legal obligations and role within the local community supporting parents and working with other agencies outside the school where appropriate.

This policy was formulated in consultation with the whole school community with input from:

- Members of staff - though regular agenda items at staff meetings, consultation documents, surveys
- Governors - discussions at governors meetings, training
- Parents and carers - parents will be encouraged to contribute by taking part in written consultations & questionnaires, parent meetings, parent/carer forums
- Children and young people - pupils contribute to the development of the policy through the School Council, circle time discussions, class rules
- Other partners - extended schools, visiting external providers in school and external providers off site representatives from the local community, police

This policy is available:

- Online at www.lwi.org.uk
- From the school office

Roles and responsibilities:

The Headteacher – has overall responsibility for the policy and its implementation. She will liaise with the Governing Body, parents and carers, outside agencies and appoint an Anti-bullying coordinator who will have general responsibility for handling the implementation of this policy.

The Anti –bullying Coordinator in our school is: - Mrs Aly Speed.

The responsibilities are:-

- Policy development and review involving pupils, staff, governors, parents/carers and relevant local agencies
- Implementing the policy and monitoring and assessing its effectiveness in practice
- Ensuring evaluation takes place and that this informs policy review
- Managing bullying incidents
- Managing the reporting and recording of bullying incidents
- Assessing and coordinating training and support for staff and parents and carers where appropriate
- Coordinating strategies for preventing bullying behaviour

The nominated Governor with the responsibility for Anti-bullying (Behaviour) is: - Mr Ian Moors.

Definition of Bullying

At Lowe's Wong Infant School we define bullying as 'Behaviour by an individual or group repeated over time, that intentionally hurts another individual or group either physically or emotionally'. This definition is taken from *Preventing and tackling Bullying – Advice for School Leaders, Staff and Governing Bodies (June 2011)*. We explain this to the children as 'several times on purpose'.

Occasionally an incident may be deemed to be bullying even if the behaviour has not been repeated or persistent – if it fulfils all other descriptions of bullying. This

possibility should be considered, particularly in cases of hate-crime related bullying and cyberbullying. If the victim might be in danger then intervention is urgently required.

We recognise that bullying can take place between:

- young people
- young people and staff
- between staff
- individuals or groups

Reporting bullying

Our school has clear and well publicised systems to report bullying for the whole school community (including staff, parents/carers, children and young people) this includes those who are the victims of bullying or have witnessed bullying behaviour (bystanders).

Children at Lowe's Wong Infant School are encouraged to report bullying to their teachers or MDSA's. Parents and carers should report any bullying to the class teacher or Mrs Speed. Staff and visitors should speak to Mrs Speed or the Deputy Headteacher. The Headteacher's Office can be used to ensure confidentiality.

All reported incidents will be taken seriously and investigated involving all parties. The staff are aware of and follow the same procedures:

Investigating and recording bullying

The steps the school will take are:

- Interviewing all parties
- Informing parents/carers
- Implement appropriate disciplinary sanctions in accordance with the school's Behaviour Policy. These should be graded according to the seriousness of the incident but should send out a message that bullying is unacceptable
- Responses may also vary according to the type of bullying and may involve other agencies where appropriate
- Follow up especially keeping in touch with the person who reported the situation, parents and carers. This may include having a clear complaints procedure for parents who are not satisfied with the school's actions
- A range of responses and support appropriate to the situation - solution focused, restorative approach, circle of friends, individual work with victim, perpetrator, referral to outside agencies if appropriate
- Liaising with the wider community if the bullying is taking place off the school premises i.e. in the case of cyberbullying or hate crime
- If appropriate involving other agencies who may be able to support

Bullying incidents will be recorded by the member of staff who deals with the incident, or the Headteacher, and this will be stored by the Anti-Bullying coordinator and reviewed by the Governor lead for anti-bullying. The information stored will be used to ensure individual incidents are followed up. It will also be used to identify

trends and inform preventative work in school and development of the policy. This information will be discussed by staff in regular staff meetings at least every term. This information will be presented to the Governors as part of the annual report. All bullying incidents involving an aggravating factor (race, disability, family background, etc) are recorded separately and specifically reviewed by the Governor lead for anti-bullying each term. Serious conduct incidents (those requiring intervention by the Headteacher) are reported on Scholarpack under the 'Conduct' section.

Strategies for preventing bullying

As part of our on-going commitment to the safety and welfare of our pupils, we at Lowe's Wong Infant School have developed the following strategies to promote positive behaviour and discourage bullying behaviour:

- Involvement in the Healthy Schools Programme
- Anti-Bullying week
- PSHE/RSE lessons and cross curriculum
- Specific curriculum input on areas of concern such as Cyberbullying and internet safety, including e-safety week
- School Council
- Peer mentoring schemes and/or Playground Buddying

Support for parents and carers is available through the Parent/Carer Forum and by contacting the school or from the resources listed at the end of this policy. Support for staff is available through training and development for all staff including those involved in lunchtime and before and after school activities, and/or by speaking to the Headteacher, Chair of Governors or union representatives.

Bullying: Further Detail and Information

What does bullying look like?

Bullying can include:

- name calling
- taunting
- mocking
- making offensive comments
- physical assault
- taking or damaging belongings
- cyber bullying - inappropriate text messaging and e mailing; sending offensive or degrading images by phone or via the internet
- producing offensive graffiti
- gossiping and spreading hurtful and untruthful rumours
- excluding people from groups.

Although bullying can occur between individuals it can often take place in the presence (virtually or physically) of others who become the 'bystanders' or 'accessories'.

Why are children and young people bullied?

Specific types of bullying include:

- hate crime related bullying of children with special educational needs or disabilities, homophobic bullying or related to race, religion or culture
- bullying related to appearance or health
- bullying of young carers or looked after children or otherwise related to home circumstances
- sexist or sexual bullying.

There is no hierarchy of bullying – all forms should be taken equally seriously and dealt with appropriately.

Where does bullying take place?

Bullying is not confined to the school premises. Advice for school leaders to help with this problem and its effects on children, acknowledges that the problem also persists outside school, in the local community, on the journey to and from school and may continue into Further Education.

The increasing use of digital technology and the internet has also provided new and particularly intrusive ways for bullies to reach their victims

Further information: Reference documents, related policy documents and useful organisations:

National

- Ensuring Good Behaviour in Schools- A summary for Heads, Governing Bodies,
- Behaviour and Discipline in School- Guide for Head Teachers and School Staff July 2011
- Preventing and tackling Bullying – Advice for School Leader, Staff and Governing Bodies

Local

- Nottinghamshire County Council Anti-bullying Policy (Revised 2011)
- Anti-bullying Policy Development: Guidance for schools (2009)

Useful organisations:

- Anti-bullying Alliance (ABA) - www.anti-bullying.org brings together more than 65 organisations with the aim of reducing bullying and creating safer environments in which children and young people can live, grow, play and learn.
- Mencap – www.mencap.org Mencap is a learning disability charity that provides information and support to children and adults with a learning disability, and to their families and carers.
- Stonewall – www.stonewall.org.uk The lesbian, gay and bisexual charity
- Educational Action Challenging Homophobia (EACH) – www.eachaction.org.uk Educational Action Challenging Homophobia (EACH) is a charity and training agency helping people and organisations affected by homophobia. The website gives guidance, contact details and a freephone helpline.
- School's Out – www.schools-out.org.uk

- Beatbullying – www.beatbullying.org.uk Beatbullying is the leading bullying prevention charity in the UK and provides anti-bullying resources, information, advice and support for young people, parents and professionals affected by bullying.
- Childnet International – www.childnet-int.org Childnet International - The UK's safer internet centre

Reference Documents and Related Policy/Guidance -

- National Documents
- Safe to Learn- DCSF Guidelines
- Embedding anti-bullying work in schools – DCSF-00656-2007
- Homophobic bullying – DCSF – 00668-2007
- Cyberbullying – DCSF – 00658-2007
- Bullying Involving Children with Special Educational Needs and Disabilities – DCSF 003722008
- www.teachernet.gov.uk/publications
- Cyberbullying - supporting school staff – www.teachernet.gov.uk/publications
- Cyberbullying
- A whole school community issue - www.teachernet.gov.uk/publications

6. Policy for Homework

Lowe's Wong Infant School has adopted the national guidelines for daily homework activities:-

	Reading	Other home activities
Foundation 2	10 minutes	10 minutes
Years 1 and 2	20 minutes	10 minutes

Children in F1 do not have homework activities, but they do take picture books and the Culture Box home as well as having access to Purple Mash.

Standards in English at this school are high and we encourage parents to read with their child daily. Each child takes a reading book home every night to practise and teachers advise individual parents on the most appropriate strategies for their child. A record of guided reading and individual reading books is kept in the Learning Journal. Regular reading practise at home is rewarded through our Reading Awards.

In Maths, links to web sites for activities and games are sent out and further ideas are given out at Parents' Information Evenings. Games and activities are sent home on occasions to fit with in individual and class needs.

Web links and activities linked to topic are also occasionally sent home. Teachers can use the 'My To dos' section of Purple Mash to set homework. Children are given occasional activities such as research for a class topic, an activity linked to guided reading or a phonics 'challenge'. Activities such as 'show and tell', 'culture boxes' and 'teddy bear diaries' are used to share information from home. Further ideas for

parents and carers to do at home, for example letter formation sheets, are also made available.

7. Policy for Photos & Videos

The Governors acknowledge that photographs and videos of children taken during their time at infant school are an important record of their childhood.

To minimise any possible risk, access to the children for the purpose of photography can be monitored by the following:-

In the normal school day

In school, as part of normal school activities or to record events, photographs may be taken only by staff or others who have staff permission.

Trainees in school need to seek the Headteacher's approval and advise parents and carers that they will be taking photographs as part of their study, but children will not be named.

Special days

On special occasions, eg. World Book Day, Easter Parade etc. photographs and videos can be taken by parents, carers and family members. Photographs and videos may also be taken during performances and assemblies, parents and carers will be asked to sign a photo consent form.

School Visits

Staff and adult helpers who have staff permission will be allowed to take photographs and videos.

Newspapers & School Prospectus

Parental permission will be sought on entry to school asking for agreement for the child's photograph and name to appear in the local newspaper, should this arise. No names are included in the School Prospectus. A note will be kept of parents who do not give consent and their child will not be included in press photographs, the School Prospectus or the School Web Site.

School Web Site and Social Media

Photographs of children involved in routine school activities and special events (eg Visits or Concerts) will be put on the School Web Site and on the Anomaly Board.

Parental permission for this will be sought and no names will be included.

Photographs of children are not included on our Facebook page.

Storage

Photographs will be stored securely, only authorised staff will have access.

Old photographs will be kept as long as relevant and then will be archived or destroyed.

8. Policy for Transition

The Governing Bodies of Holy Trinity Infant School, Lowe's Wong Infant School and Lowe's Wong Junior School are fully committed to the welfare of every child. Care

and attention is given to the transition from KS1 to KS2 to ensure every child feels happy and secure at this time.

This policy aims to:

- Promote the smooth transition of children from KS1 to KS2
- Prevent and alleviate stress
- Promote continuity of teaching & learning and pupil progress
- Support parents and carers through the process of transition

Key principles on which we operate:

- The collection of information prior to the children starting in the Junior School be in cooperation and partnership with parents and carers, staff from the existing school and staff from the receiving school
- Discussions and collection of information will focus on the child's whole development, and not just academic achievement. It will include information about routines, interests, family unit and any other necessary information
- Any relevant medical information will be passed on
- Information will be given about any additional needs
- Any other relevant information, for example social care issues, and pastoral records will also be passed on
- Safeguarding information (all compliant with Data Protection Act)

Smooth transition from the Infant Schools to the Junior School will be encouraged by the transfer of the following information:

- End of Year Reports
- Teacher Assessment results from the end of KS1
- Phonics screening results
- Pupil Trackers from Baseline, through FS to the end of KS1
- SEN details
- Current book band and phonics phase

Program of events to ease the Transition process

- Year 2 parents from both schools invited to look round the Junior School
- Classes for September decided upon by Infant Schools based on friendship groups, pupils are involved in these discussions
- Head of Lowe's Wong Junior School meets Year 2 pupils in their own school
- Year 2 from both infant schools meet for PHSE activities
- From June Y2 pupils will work in the Junior School's exercise books
- Open evening for pupils and parents & carers to promote music tuition opportunities at Lowe's Wong Junior School
- Year 3 staff meet with Y2 staff once classes have been decided to discuss pupil needs
- Year 3 staff visit the Y2 children in their infant classes
- Year 3 children visit Y2 children in their infant classes to do reading activities and chat about the Junior School

- Transition unit of work planned between schools
- Parents' Meeting at Lowe's Wong Junior School, class lists are displayed
- Transition Day - Year 2 pupils from both schools visit Lowe's Wong Juniors for a day
- Additional visits and activities, if necessary, can be arranged according to the needs of individual pupils
- Additional SEND meetings are held if required