



Manor Farm Way, Coulby Newham,
Middlesbrough, TS8 0RJ

Telephone: 01642 596422

Email: info@sunnyside.org.uk
Web: www.sunnyside.org.uk

Interim Head Teacher:
Deputy Head:

Head of Inclusion & VI Support Base:

Head of High Needs Base:

Head of Communication Base:

Director of Resources:

Mrs R Parker BA PGCE M.Ed

Mrs C A Hall B.Ed (Hons)

Mrs J Patterson BSc (Hons)

Miss P Morgan B.Ed

Mrs M Runcieman-Smeaton BA M.Ed

Mrs S Robinson BA (Hons)

"All children have the right to achieve their full potential"

28.11.16

Health Safety Update

This letter is in the interest of your child's safety.

Dear Parent /Carers

I am sending some reminders and some new information regarding Health and Safety procedures at Sunnyside.

Verbal abuse against staff

- Following some incidents of verbal abuse towards staff, Governors have agreed to a new notice regarding zero tolerance. This replaces a former notice that seems to have been removed. Fortunately, incidents of this sort are very rare. However, when they do occur they are particularly offensive.

Use of correct entrances and exits

- Please remember to use the correct entrances and exits. Any child who comes to school after the register has closed, is deemed to be late and needs to come through the front entrance so attendance can be recorded by office staff. Breakfast Club children should not arrive before 8.00 a.m.

Car Parking

- A complaint was received from a member of the public with regard to inappropriate parking in Hollowfield Square in the vicinity of residential property. Please be mindful of this when parking.

Dogs/Bikes/Smoking/Litter

- Please do not bring dogs on site, unless they are assistance dogs.
- Please do not ride bicycles on site – adult or child.
- We are a non-smoking site, this includes vaporisers and e cigarettes.
- Please do not drop litter.

Play equipment and climbing frames

- Please do not allow your children to use outdoor play equipment or climb on our equipment whilst they are in your care. We have risk assessments for this equipment that cover us in teaching time only.

First Aid

- We have introduced a new recording slip to notify you of any situation that requires your child to see a first aider in school. Obviously any injury of a serious nature will mean that you will also receive a phone call, particularly head injuries, allergic reactions and situations involving any medical condition known to the school regarding your child.
- Please note that first aiders also have a teaching assistant role in classrooms. We can only make so many phone calls, and cannot leave confidential information on answer phones. We endeavour to provide a good service but we do not always have up to



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date contact numbers, nor can we make more than three attempts to contact you. In the event of a child requiring attention at a hospital, we will take appropriate action immediately, while still trying to contact you. In this case we will ring all available telephone contacts given to us.

- If you require us to administer medication in school we cannot do this unless you fill in the appropriate consent form. We can only administer prescribed medication, providing written permission is given by filling in the appropriate form. This could be medication, which needs to be taken four times a day, clearly labelled with the child's name and dosage, or medication required at meal times. Adults should bring the medication to school, not children.
- Please ensure that you contact us regarding new medical conditions and changes in medical conditions.
- It is a parents' responsibility to check that inhalers are in date. No child with asthma will be allowed to attend a school visit if they do not have an inhaler in school that is in date. Children must take their inhalers to the swimming baths and outside if they are involved in games/ P.E. outdoors.

Earrings in school

- We would rather that children did not have their ears pierced. If they do, children must remove their own earrings for P.E., which is part of the National Curriculum. Staff are not allowed to remove earrings. If your child can not manage their own earrings please ensure that you leave the earrings out on their day for P.E. Thank you.

Safeguarding

- Safeguarding is of paramount importance at all times. All staff are DBS checked. Staff receive regular training updates on all aspects of safeguarding.
- Please monitor your child's use of the internet and mobile phones. We do deliver E-Safety training in school to children.

Confidentiality and Trust – Adult use of the internet.

- It has come to my attention that there have been some reported instances of parents using Facebook to denigrate the school. This is unacceptable. If you have an issue with the school, parents should make an appointment to see the Head Teacher or member of the Senior Leadership Team so that it can be resolved. Spreading rumours via social media is unacceptable.

Behaviour Policy

- I am about to undertake a review of the existing school Behaviour and Anti bullying policy with a view to tightening up some areas.
- We highlighted what bullying is to all children during anti bullying week, which was last week, through assemblies and in class activities. Children will be reminded about how to report incidents.
- We will be establishing clear criteria for stages 1- 5 in the policy
- If your child is involved in bullying we will follow our procedures.
- If we receive information about your child being involved in bullying, including cyber bullying incidents, then we will contact you (and the police, if appropriate)



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I hope this clarifies procedures for parents and carers. If you need any more information please contact the school.

Thank you for your cooperation.

Yours sincerely,

R. Parker
Interim Head Teacher