



# Parents' Guide to the Juniors (Year 3 to Year 6)

2025 / 2026



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# Welcome

The purpose of this guide is to give both new and current parents useful information about life at Avalon, in the Juniors, in particular. We try to keep you fully informed during the course of the year through regular mailings and this publication is intended to be a handy source of reference about the school and its structure. If you are unsure about anything having read this guide, please contact the appropriate member of staff.

## Our Vision and Aims

At Avalon, our motto “Reaching further, together” reflects everything we stand for. We believe that children thrive when they feel safe, supported, and inspired—both as individuals and as part of a caring community.

We are proud to be a welcoming, family-feel school, where every child is known, valued, and encouraged to reach their full potential. We recognise that each child is unique, and through our personalised approach and curriculum, we help them grow in confidence, curiosity, and independence.

Our teaching builds not only strong academic foundations but also the emotional, social, and practical life skills our pupils need to flourish.

We place a strong focus on positive relationships, wellbeing, and collaboration, creating a nurturing environment where children feel proud of themselves, their school, and their achievements.

We aim to:

- Foster a love of learning through a meaningful, engaging, and relevant curriculum
- Promote academic excellence, creativity, and critical thinking
- Support every child’s emotional wellbeing and self-belief
- Develop teamwork and collaboration, helping children connect and grow together



- Build strong links with families and the wider community, working in partnership
- Encourage values of respect, empathy, and kindness in all we do

At Avalon, we guide children to become thoughtful, self-assured, and well-rounded individuals, prepared to make a positive difference in the world.

## Staff

### Headteacher:

Mrs J Callaway Designated Safeguarding Lead

### Deputy Headteacher:

Mr M Ashton Deputy Safeguarding Lead / SENDCo  
Year 4 Form Tutor

### Teachers:

Mrs S Parkins Year 3 Form Tutor  
Mrs L Jones Year 5 Form Tutor  
Mrs R Kililiku Year 6 Form Tutor  
Mrs J Dixon Spanish  
Miss J Harrington Year 3/4 PSHCEE / VR  
Mrs H Keenan Music / Humanities / Art / DT

### Teaching Assistants:

Mrs E Ashton  
Mrs K Fleming SEND Team  
Mrs D Laverton (HLTA) SEND Team  
Miss A McCaughley  
Mrs A Roberts SEND Team

### Administration Staff:

Mrs A Evans School Business Manager / Headteacher's PA  
Ms A Sharman Finance Assistant  
Mrs S Waite Admin & Communication Assistant

### Catering Staff:

Mrs H Probert Catering Manager  
Mr M Spence Catering Assistant

### Lunchtime Welfare and Before & After School Care:

Mrs S Franco Lunchtime Welfare & After School Care  
Mrs A Gardner Lunchtime Welfare & After School Care  
Mrs C Johnson Lunchtime Welfare & After School Care  
Miss S Varey Lunchtime Welfare & Before School Care

## **Maintenance Staff:**

Mr W Spence            Site Manager  
Mr M Spence            Assistant Groundsman

## **The Juniors**

The Juniors (also known as Key Stage 2) covers children's education between the ages of 7 and 11 years. At Avalon there are four classes; Years 3, 4, 5 and 6. Within the juniors, the children are particularly encouraged to develop their independence and leadership skills. We offer a wide range of extra-curricular activities in addition to the school curriculum.

## **Teaching and Learning**

Our aim is to make learning a relevant and enjoyable process and one in which wide ranging skills are developed. Every child is helped to reach their full potential in all curriculum areas. Our curriculum is guided by the 'National Curriculum guidelines' and these form the core of our curriculum; additionally, it is extended or supplemented in a manner appropriate to our academic goals.

Moral awareness is an important part of our school day with a great emphasis being laid on family values notably, care and consideration for others. As an inter-denominational school we teach the children about all the main religions as part of our religious education programme, we let the children know that these beliefs are what people who follow this religion believe but they are entitled to make their own decisions. We also emphasise the importance of fundamental British values throughout the curriculum.



## **English and Mathematics**

The various specific areas of Mathematics are introduced and by the age of 11 the children will have covered a whole range of concepts, including problem solving, formal mechanical work, mental arithmetic, various measurements, fractions, decimals, times, basic algebra and geometry. Our English curriculum is on-going with the ultimate aim of enabling children who are articulate and can communicate with confidence, both orally and by effective usage of the written word. We also seek to foster a delight in fiction and poetry and an appreciation of language.

# Homework

Homework plays a positive role in raising a child's level of attainment. We also acknowledge the important role of play and free time in a child's growth and development. Whilst homework is important, it should not prevent children from taking part in the wide range of out-of-school clubs and organisations that play an important part in the lives of many children. We are well aware that children spend more time at home than at school, and we believe they develop their skills, interests and talents to the full only when parents encourage them to make maximum use of the experiences and opportunities that are available outside of school.

The aims and objectives of homework:

- 🌀 to give additional practice;
- 🌀 to increase understanding;
- 🌀 to extend class work;
- 🌀 to encourage independent study, a vital skill at secondary level, which needs to be developed at the primary school;
- 🌀 to extend and enhance learning in the school;
- 🌀 to develop the habit of study;
- 🌀 to consolidate and revise work covered.

When setting homework, we take into account the age and ability of the children. We realise that many of the children have out of school pursuits which are to be encouraged. It is the responsibility of pupils and parents to ensure that appropriate consideration is given to homework tasks.

Homework needs to be done consistently and should be seen by the child as a task of the same quality and presentation as expected in class work. Maths and English will be the basis of most homework but other areas, especially Science may also be included.

At the start of the year each child will be given a homework diary. The diary should be signed every week by the parent, on the completion of the specified tasks. Both home and school will then be effectively involved in maintaining a high standard of work and parents will be fully informed of what is required. Homework diaries are regularly checked by the teachers. The subject teacher or form tutor will always be happy to discuss homework with parents, especially if parents perceive any difficulties.

Failure to complete or do homework without an explanation from the parent will be managed by the form teacher, who may ask the child to complete the work at break, lunch or possibly at home. This may also incur a class warning. Persistent failure to do homework satisfactorily will be brought to the attention of the parents, who will be invited into school to discuss.

The following are the maximum times that should be spent on homework:

Year 6	45 minutes
Year 5	40 minutes
Year 4	35 minutes
Year 3	30 minutes

In Year 5, during the build up to the grammar school entrance exams, there may be practice papers for homework which the children will work on for longer than the allocated maximum time.

If your child has worked consistently for the allocated time but has not completed the task, please stop, then sign the piece of work at the bottom. Your child will not be penalised for this as it helps class teachers to set homework which is appropriate to individual children's needs.

We recommend approximately 30 minutes reading a night for Years 5 and 6 and approximately 20 minutes for Years 3 and 4. Obviously these times might be adjusted slightly depending on individual children's needs and other activities they may do in the evening.

## Mathletics

All children in Year 3 – Year 6 have their own personal log in to Mathletics. It is recommended that children access Mathletics for 30 – 60 minutes per week to enhance development and encourage consolidation of key concepts.

## Assessment

We follow a procedure of continuous monitoring and on-going assessment, which includes:

- 🌀 standardised testing in Maths, English and Reasoning – (PUMA, PIRA and INCAS);
- 🌀 National curriculum tests (internal administration);
- 🌀 standardised reading and spelling tests;
- 🌀 tables / mental arithmetic tests;
- 🌀 assessments on various topics in individual subjects;
- 🌀 individual targets.

Test results are recorded by subject teachers and class teachers to aid planning and so that it becomes apparent if standards or the achievement of a child changes

noticeably. If this occurs, the matter is brought to the attention of the parents and teaching staff. For more details about any assessment matters please see your child's form teacher.

Alongside written reports on your child's progress, we operate an open-door policy and if you wish to discuss any matter relating to your child's education please do not hesitate to contact the teacher concerned, in the first instance. If you would like to view your child's work, please contact your child's form teacher/ subject teacher to arrange a suitable time.

## Preparing for the Next School

We are fully aware of the requirements of the diverse secondary Schools in our area and our curriculum will prepare your child for entry to senior school at eleven. The curriculum will allow for the maximum growth academically in all areas and will increasingly encourage your child to think for himself/herself and to acquire good study habits. The curriculum throughout Infants and Juniors is ongoing and culminates in Year 6.

In Year 5, children will have practice for the grammar school entrance exams. More information about what this particular preparation process entails, is given at a parents' meeting in September.

## Start of the Day

**Before School Club 7.45am to 8.30am:** Children attending Before School Care should enter via the main school glass entrance doors, opposite the school office, and be dropped off and registered in the school hall by parents, between 7.45am and 8.30am

**From 8.30am to 8.50am:** For all Reception to Year 6 children, Parents may drop children off at the school gates between 8.30am and 8.45am, which will be manned by Avalon staff. Children will then safely be directed/ escorted by staff into school and into their classrooms. Alternatively, parents and carers may wish to bring their children on to the school site and drop their children off at the allocated entrance doors themselves before departing.

For Year 3 to Year 6, this will be at the Junior Building entrance doors.

Support staff will be on hand to assist parents and children at each entrance door during drop off times. Teachers will be in classrooms from 8.30am, ready to receive their classes, however, for safeguarding reasons, parents will not be permitted to

enter children's classrooms, unless arranged by prior appointment. **Please note that lessons commence at 8.50am.**

**Late attendance (after 8.45am):** If a child is late coming into school, we ask that parents bring children directly to the school office for registration purposes; entrance doors to the classrooms will be secured by this point and duty staff will not be available at the entrance doors, so it is important that parents & carers go directly to the school office for assistance.

**School Office:** The school office will be open from 8.00am for parents to make any enquiries, arrange appointments, or pass on information and messages to staff.

## Morning Break

There is a morning playtime normally between 10.20-10.45am for all children from Reception to Year 6. Children should bring a **healthy** fruit or vegetable snack to school with them. Sweets, biscuits, crisps, all nuts, processed fruit snacks and chocolate are not permitted.

## Lunch

Lunch is normally between 12 Noon and 1.10pm. We have a qualified Catering Manager who carefully plans our menus. Fruit, sandwiches and salad are always available in addition to the daily menu, as is a vegetarian option. Medical or dietary requirements can be accommodated. Children are expected to wash their hands before eating, eat politely and to clear away their own plate. The children eat at a table with other children in the school. A member of staff is on duty in the dinner hall. After their lunch children may play outside and are under the supervision of our lunch time supervisors. When the weather doesn't permit playing outside, the children are supervised inside and can partake in various playtime activities.



## End of the Day

School finishes at 3.40pm for our Junior children. Children will wait sensibly with their teacher by the designated collection point (\*see below) to be collected by parents / carers or authorised adults, unless they are going to the After School Club or extra- curricular clubs. If children have not been collected by 3.50pm they will be

taken to After School Club as an 'emergency booking' and a charge may be made. If there are not enough places available in the After School Club, you will be contacted and asked to collect them as soon as possible and your child will wait in the school office. Children attending extra-curricular clubs after school will go straight to their club /activity session for registration. Children who are not able to attend a club for any reason, should inform the teacher who runs it. If you need to collect your child for any reason before 3.40pm they need 'signing out' at the school office. Children who are attending After School Club are escorted by teaching staff into the care of the After School Club staff.

Please ensure the school office and form teacher has the details of any authorised adult who will be collecting your child other than yourself.

Collection at the end of the school day:

3.40pm – Year 3 – Junior Building Front Door

3.40pm – Year 4 – Junior Building Front Door

3.40pm – Year 5 – Main School Glass Doors



3.40pm – Year 6 – Main School Glass Doors

## Parking

As with all schools, parking problems and congestion often occur at dropping off and collection times. We do not have any parent parking spaces within the school grounds. When parking near the school please be considerate to our neighbours and remember that 'double parking' and parking on the yellow lines (unless a blue badge holder) is not allowed. We ask for your support in ensuring these essential Health and Safety guidelines are followed and please ensure you pass the details on to anybody who may be dropping off or collecting your child/ren.

## Before & After School Care

We provide a Before & After School Care service that enables your child to be safely looked after from 7.45am until 6pm if required.

-  Before School Care accepts children from 7.45am. The children are offered a range of breakfast snacks and take part in a range of activities before being escorted to the playground;
-  After School Care accepts children from the end of the school day until 6pm. Children can take part in numerous activities. Refreshments are offered on arrival and a more substantial snack at approximately 4.30pm;

- ✿ It is a requirement that all children are booked in prior to attending either Before or After School Care. Details have been sent out to all parents about this procedure;
- ✿ All children must be registered directly with the schools Before & After School Care provision;
- ✿ Spaces required by parents for their children must be pre-booked to ensure that wraparound care does not exceed the number of children we are permitted to accommodate;
- ✿ If you use our Before & After School Care on a regular basis and wish to continue with this until further notice please complete your requirements on the *regular booking form*. If however, you use the Before & After School Care on a 'casual' basis you will need to inform the School Office of your requirements before 3pm on the day;

We cannot continue to guarantee that a place will automatically be available for your child if you are going to be late collecting them from school. For this type of emergency booking you must contact the school office by telephone to see if there are any vacancies.

## Extra-Curricular Activities

We offer a variety of activities to enhance your child's learning and enjoyment. Information about these clubs is sent out each half term / term. We try to find a balance between the number of clubs offered and allowing the children free time and staff time to prepare for the normal school curriculum. Please see Mr Ashton for further details. Additionally, we have peripatetic teachers who run tuition for which fees are charged. The times they are run may change for various reasons. Please see Mr Ashton for further details.

## Visits and Visitors

Visits to places of interest are undertaken as appropriate. We also invite various visitors to the school in order to enhance our curriculum. We notify you about any trips, and ask for permission for your child to attend trips that aren't local.

## Residentials

Residential trips are run for children when they are in the Juniors. These are optional but something we strongly recommend as skills learnt on these trips are invaluable to a child's education.

## **Behaviour**

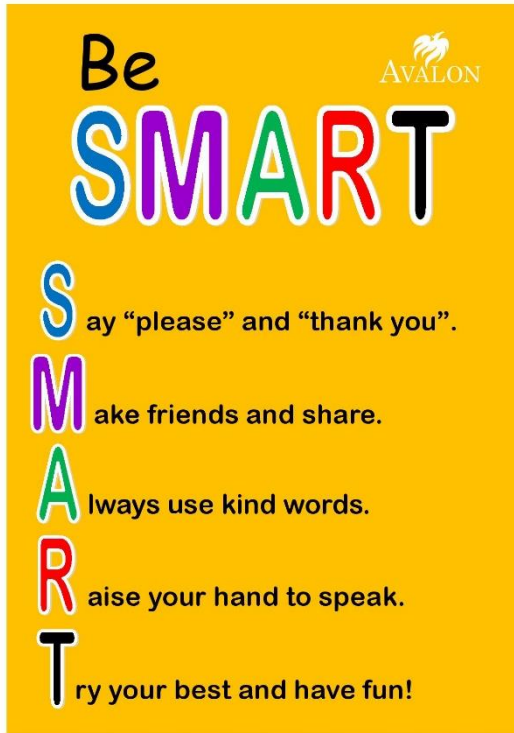
We want our children to feel part of a school community where the needs and opinions of all are respected and valued. We believe that if the children are to learn and grow, a climate of mutual respect and positive behaviour is essential.

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

The school expects every member of the school community to behave in a considerate way towards others. We treat all children fairly and apply this behaviour policy in a consistent way. This policy aims to help children to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community, reflecting an ethos of kindness and co-operation.







## **Code of Behaviour**

Children follow the "Be Smart" code of behaviour and are expected to:



## Rewards

Rewards throughout the school are given in the following way:

-  Verbal praise;
-  Award of house points;
-  Award of a merit badge;
-  Golden Table invitation;
-  Visit to Headteacher;
-  Achievement Certificate / Headteacher Certificate. 'Good To Be Green' stickers (weekly) and certificates (half termly)

## House Points, Merit Badges and Certificates

House points, merit badges and certificates are given for endeavours that go "beyond the expected". This may be for academic excellence, consideration and respect for others or other exceptional circumstances. If they are awarded for academic achievement, attainment must be relative to the individual pupil's ability.






Children are awarded a 'Good to be Green' sticker each week, if they keep to the Golden Rules and stay on the Green traffic light throughout the week. Each Half term, children are also awarded a 'Good to be Green' certificate and reward, if they have achieved Green traffic lights throughout the half term.

## Achievement Awards

We hold an Achievement Awards Presentation in the School Hall at the end of the summer term. The aim of this event is for the children, staff and parents to celebrate all that is good about Avalon and everything that has been achieved throughout the academic year. Awards are presented to some children (not everyone gets an award – we talk to the children about this prior to the event). All awards are based on overall performance in that area; this includes effort, progress, ability and attitude.

## Sanctions

In the event of unwanted behaviour, staff use their professional judgment about the incident and how best they might deal with it. Most incidents can be dealt with quickly and effectively using verbal correction, but occasionally, it may be necessary to take further action. Minor infringements are reported to the form tutor who will then make a decision if it is necessary to proceed further. In certain circumstances, it may be necessary for an incident to be referred to the Headteacher or her deputy. In some cases, it may also be appropriate for the form tutor to speak to parents at the end of the day to discuss an incident that has occurred during that day.

-  We expect children to listen carefully to instructions in lessons. If they do not do so, we ask them either to move to a place nearer the teacher, or to sit on their own;
-  We expect children to try their best in all activities. If they do not do so, we may ask them to redo a task;
-  If a child is disruptive in class, or if a child misbehaves repeatedly, they may be moved away from others within the classroom until s/he calms down, and is in a position to work sensibly again with others;
-  The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher stops the activity and prevents the child from taking part for the rest of that session;
-  If a child threatens, hurts or bullies another pupil, the class teacher records the incident, school policy and procedures will be followed and the child will receive the appropriate sanction. If a child repeatedly acts in a way that disrupts or upsets others, the school will contact the child's parents and seeks an appointment in order to discuss the situation, with a view to correcting the unwanted behaviour;

🦁 We operate a Traffic Light system. If a child does not follow the Golden Rules they will be given a verbal warning initially. If the unwanted behaviour continues a child will be placed on the amber traffic light. Any further or more serious breaches of the school's code of conduct and Golden Rules will result in the child being placed on a red traffic light and the Headteacher will contact parents to discuss the matter, any action to be taken and how to move forward.



## House System

Avalon operates a House system for the school:

- 🦁 To encourage an identity within the school community;
- 🦁 To promote family values and fundamental British values;
- 🦁 To provide an incentive for effort, consideration and caring for others.

The House Teams are St. Andrew, St. David, St. George and St. Patrick.

House meetings are held each term and a range of inter-house activities are organised throughout the year.

## Communication

- 🦁 If you wish to speak with your child's Form Teacher, they are usually available before or after school. If a lengthier discussion is required, please make an appointment so that sufficient time can be made available to you. To make an appointment please contact the school office or via the class email;

[year3.year4@avalon-school.co.uk](mailto:year3.year4@avalon-school.co.uk)

[year5.year6@avalon-school.co.uk](mailto:year5.year6@avalon-school.co.uk)

- 🦁 Telephone appointments are also available by prior arrangement.
- 🦁 A weekly newsletter is issued every Friday with information regarding the next week in school and any diary dates and/or important information for parents, **parents are asked to read this each week.** This is emailed home and is not printed unless specifically requested by the office;

- 🌀 Other information and letters are frequently sent home by e-mail or paper copy should we need a reply. These inform parents of current activities, forthcoming events, etc;
- 🌀 For school letters, including the weekly newsletter, our preferred method of communication is via email as this supports the school's eco-policy. It also helps to ensure letters don't get lost / left in school and is also easier from an administration point of view;
- 🌀 The homework diary can be used for communication between parents and teachers. Staff may make a note in the diary and parents are invited to comment or pass on information;
- 🌀 The school website, [www.avalon-school.co.uk](http://www.avalon-school.co.uk), is updated regularly with latest school news and events. The newsletters are also on the site along with other school information including the school's key policies;
- 🌀 Consultation evenings are held in the Autumn and Spring terms;
- 🌀 Written Progress reports with pupil targets are sent home with the children towards the end of the Autumn and Spring terms, with a full end of year report sent home towards the end of the Summer term;

## Belongings and Appearance

- 🌀 We expect the children to be proud of their appearance and at all times look as smart as possible;
- 🌀 Please see the uniform list and policy for further information regarding the school uniform. We have periodic uniform checks in each class, to ensure children have the correct uniform. Please note all children should wear their hats or caps and blazers to and from school on a daily basis. They will also be required to wear them to some assemblies and other school events;
- 🌀 **PLEASE, PLEASE** ensure all items of clothing and personal items are **CLEARLY NAMED (not just initials)**;
- 🌀 For health and safety reasons children should not wear **ANY** jewellery to school, this includes any ear-rings/studs and watches. Children will be asked to take out ear-rings should they arrive in school with them on;
- 🌀 Long hair (boys & girls), must be tied and/or clipped back. Any hair bobbles/ribbons/clips should be either brown, yellow, white or black;

- 🌀 It is our policy that all children wear correct sports kit when attending school, or when participating in a school-organised sports event outside normal school hours. Our policy is based on the notion that the PE kit is practical and the kit is designed with health and safety in mind. Trainers for PE should be sports trainers (not 'fashion' ones) as these are more supporting to growing children and their cushioned soles can minimise injury and associated pain. We also ask that trainers are predominantly black. Children, for health and safety reasons, cannot participate in PE in school uniform or school shoes. Please see the uniform list for further details;
- 🌀 Nail varnish or transfer tattoos are not permitted;
- 🌀 You will be informed at the start of term by the Form Teacher of any specific items the children require to bring into school. This may be added to during the course of the year;
- 🌀 Items of value, including electronic devices are not to be brought in to school without prior agreement with your child's Form Teacher. Please see them to discuss this matter further;
- 🌀 Whilst we encourage children to wear watches in school, we do not allow children to wear a 'smart' watch, or any watch that has the same functionality as a mobile phone or PC, on the school site.
- 🌀 Each child will have a "wet play" bag in which they can keep a number of activities such as colouring books, small board games or similar that they can use in the event of wet play;
- 🌀 Dictionaries and thesauruses are available in school but it would be advantageous for your child to have access to these at home;

## Pencil Cases

All children are expected to have two pencil cases (please remember the contents of these will need replenishing during the year!).

One pencil case should contain;

- 🌀 2 or 3 pencils, rubber, ruler, sharpener, glue stick;
- 🌀 2 or 3 roller ball pens or fountain pens;
- 🌀 2 or 3 different coloured writing pens.
- 🌀 All Junior children require a 'simple' calculator; it does not need to be 'scientific'.

The other pencil case should have their 'colours' in, i.e. pencil crayons, felt tips and/or gel pens. Space permitting you may like to put the calculator in one of the pencil cases.

## Medical & Short-Term Illnesses

If your child is unwell then they should be kept off school to aid their recovery and prevent the spread of infection.

The following are guidelines from the Health Protection Agency for common childhood illnesses but for more information or if you are unsure please contact your GP, Nurse or [www.nhs.co.uk](http://www.nhs.co.uk):

### Rashes and skin infections

Infection or complaint	Recommended period to be kept away from Nursery or School
Athlete's foot	None
Chickenpox	Until all vesicles have crusted over
Cold sores	None
German measles	Four days from onset of rash
Hand, foot and mouth	None
Impetigo	Until lesions are crusted and healed or 48 hours after starting antibiotic treatment
Measles	Four days from onset of rash
Molluscum contagiosum	None
Mpox	Until confirmed safe to return to school
Ringworm	Exclusion not usually required.
Roseola	None
Scabies	Child can return after first treatment
Scarlet fever	Child can return 24 hours after starting appropriate antibiotic treatment
Slapped cheek	None once rash has developed
Shingles	Excluded only if rash is weeping and cannot be covered.
Warts and verrucae	None. Verrucae should be covered for PE

### Diarrhoea and vomiting

Infection or complaint	Recommended period to be kept away from Nursery or School
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Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting
E-Coli / Typhoid / Shigella	Child should be excluded for 48 hours from last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting
Cryptosporidiosis	48 hours from last episode of diarrhoea or vomiting

### Respiratory infections

Infection or complaint	Recommended period to be kept away from Nursery or School
Flu	Until recovered
Respiratory Infections Including Coronavirus	Until no temperature and recovered Coronavirus – 3 days from positive test
Tuberculosis	Always consult GP
Whooping cough	3 days from starting antibiotic treatment, or 14 days from onset of illness if no antibiotic treatment

### Other infections

Infection or complaint	Recommended period to be kept away from Nursery or School
Conjunctivitis	None
Diphtheria	Exclusion is essential. Consult GP
Glandular fever	None
Head lice	None
Hepatitis A	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)
Hepatitis B or C	None
Meningococcal meningitis / septicaemia	Until recovered
Meningitis due to other bacteria	Until recovered
Meningitis viral	None
MRSA	None
Mumps	Exclude child for five days after onset of swelling
Threadworm	None
Tonsillitis	None

If your child is feeling well enough to attend school but still requires some prescription/non-prescription medication then the following guidelines will help you

decide if staff can assist in the dispensing of their medicine. Please note that staff are not required by law to dispense medicine and some may feel unable to do this. If this is the case you will be referred to the school medical co-ordinator who will hopefully be able to help.

The administration of medicines is carried out by the designated first aiders within the school office between the hours of 8.00am and 4.00pm.

Staff are required by our school policy to ask you the 5 following questions to determine whether it is safe for your child to be in school and if we can help with medication;

***What is the medicine for?***

This is to find out whether your child is contagious and should not be in school. Staff may need to refer to our Department of Health medical guidelines or the Medical Co-ordinator if they have any doubts.

***Has the medicine been prescribed by your child's GP?***

Prescription medicine can be given in school according to the directions of a doctor. Calpol/cough mixture etc can also be given, however only with written consent from the parent or verbal in the case of an emergency. The school will not give medication (prescription or non-prescription) to a child without a parent's written consent except in exceptional circumstances.

***Is the medicine in the original container with the dose original instructions attached?***

Medicine can only be given if stored in the original container; with the correct directions attached. This is the only proof staff have of the correct dosage to give your child and could prevent a serious error. When administering medication, eg pain relief, staff will check the maximum dosage and when the dose was previous given. Non prescribed medicines and over the counter medications (e.g. Calpol / Piriton) are consented by parents/carers as and when required either in writing using the consent form for the administering of medication or via verbal consent. Medicines will only be administered as per the instructions on the bottle.

***Is this a 'three times a day' antibiotic?***

If yes, then medical guidelines tell us that it is perfectly acceptable for the doses to be given before school, when collected and at bedtime. This eliminates the need for medicine to be administered at school which is always preferable. If your child attends our crèche facility then the after school dose can be given at school.

***Is this medicine going to be required by the child long term?***

This helps us to decide whether you need to complete a Medicine Permission and Health Care Plan form.

If, after these questions, we agree to give medicine then you will be asked to complete and sign a Medical Permission form with the member of staff agreeing to dispense your child's medicine. This is so you can explain any special arrangements to them.

The medicine and form will then be stored safely (according to instructions) in a locked room. Your child will be given their medicine at the specified time and if they refuse to take a dose you will be notified by telephone. We are not permitted to force a child to take his/her medicine.

Medicine should be collected from and given directly to the member of staff who has agreed to dispense it each day. Please do not send medicine in with your child. Unsecured medicine in a school bag is a health and safety risk not only for your child but for all of the children in our care.

## Health Care Plans

Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis.

Most children with medical needs are able to attend school regularly and can take part in normal activities. However, staff may need to take extra care in supervising some activities to make sure that these children, and others, are not put at risk. An individual Health Care Plan can help staff identify the necessary safety measures to support children with medical needs.

At Avalon School we ask you to complete an Individual Health Care Plan, and review it yearly, if your child has any ongoing medical issues. This enables all staff interacting with your child on a daily basis to support them. If regular medicine is required then a member of staff will be designated to dispense this. All of the forms will be explained to you and you may wish to have a more detailed discussion with the medical co-ordinator regarding your child's condition.

The storage and dispensing of medicines will be the same as for 'short term illnesses' outlined above although the medicine may remain in school for the whole term. It will be sent home for checking, updating, etc. over the main holidays. Any

medicine uncollected at the end of a school year will be disposed of safely at a pharmacy.

Please remember you can always come into school to administer medicine yourself.

## **Holidays During Term Time**

In line with national and LEA guidance, it is expected that family holidays will be arranged for the half termly and termly school holidays to ensure the children do not miss vital aspects of the curriculum. It is in the interest of all pupils that parents should NOT ask for time off school in term time, except in a real emergency. If required a request for leave of absence form (available from the school office) should be completed and handed in to Mrs Callaway well in advance and well before final arrangements or reservations have been made. Dependent on the nature of the request, authorisation of absence may then be given. Absence without a completed form will result in the child having an unauthorised absence.

## **Financial and Administration Matters**

The School Office is open from 8.00am until 4.00pm during term time and at various times during the school holidays. If on occasions we are unable to take a telephone call, please leave a message so we can call back as soon as possible. You can also contact the school office via email, [schooloffice@avalon-school.co.uk](mailto:schooloffice@avalon-school.co.uk). To help with our administration please ensure that the Admin Team has your up to date contact details.

## **Complaints and Compliments**

We very much value your opinion and we invite you to let us know any suggestions you may have for school improvement. We always appreciated feedback both positive and developmental.

If you have any concerns please let us know straight away. If the matter is urgent please contact the school and we will respond to your concern and seek to work together to resolve the matter as speedily as possible. If you feel the matter has not been resolved to your satisfaction you may obtain a copy of the complaints procedure available on the school website.

## **The PTA**

The PTA run various events for the children during the course of the year with the main objective being to provide the children fun activities they can enjoy as part of school life. Any money raised is donated back to school to purchase things that will again benefit the children's fun in school, e.g. for activities outside the normal curriculum. Any parent (or other family member) is more than welcome to join and help would certainly be appreciated. Contact details are on the school website or please ask in the school office.

## Board of Governors

The following is a current list of trustees of the charity that is Avalon School Education Trust.

**Chairperson:** Dr Katy Kidd  
Mr Philip Sheard  
Mrs Heather Probert  
Mrs Pat Johnson  
Mrs Debbie Hillman

The Chair of Governors can be contacted at all times via the school office (details below). The rest of the Governors can also be contacted via the school office.

School Telephone Number: 0151 625 6993

School Email Address: [schooloffice@avalon-school.co.uk](mailto:schooloffice@avalon-school.co.uk)

Avalon School Charity number: 1088050

Company Number: 4050603

Company Address:  
(School Address) 27 Caldy Road  
West Kirby  
Wirral  
CH48 2HE

## Contact Information

Headteacher: Mrs J Callaway – [jcallaway@avalon-school.co.uk](mailto:jcallaway@avalon-school.co.uk)

School Business Manager: Mrs A Evans – [annevans@avalon-school.co.uk](mailto:annevans@avalon-school.co.uk)

ISA (Independent Schools Association)

The organisation to which the Headteacher (on behalf of the School) belongs to.  
The ISA is federated to the ISC (Independent Schools Council).

Telephone Number: 01799 523 619

Email Address: [www.isaschools.org.uk](http://www.isaschools.org.uk)

ISI (Independent Schools Inspectorate)

The approved body for inspecting independent schools, our latest inspection report can be found on our website.

Telephone Number: 020 7600 0100

Email Address: [www.isi.net](http://www.isi.net)

## Finally

All information is correct at the current time, parents will be notified of any changes to key information. We hope this guide is useful for you and will help to answer your queries. If you have any further questions please contact your child's Form Teacher or the school office.



Avalon School  
Caldy Road  
West Kirby  
Wirral  
CH48 2HE

T 0151 625 6993

E [schooloffice@avalon-school.co.uk](mailto:schooloffice@avalon-school.co.uk)

W [www.avalon-school.co.uk](http://www.avalon-school.co.uk)