



Scoill Chairbre

Founded 1834

# Arbory School



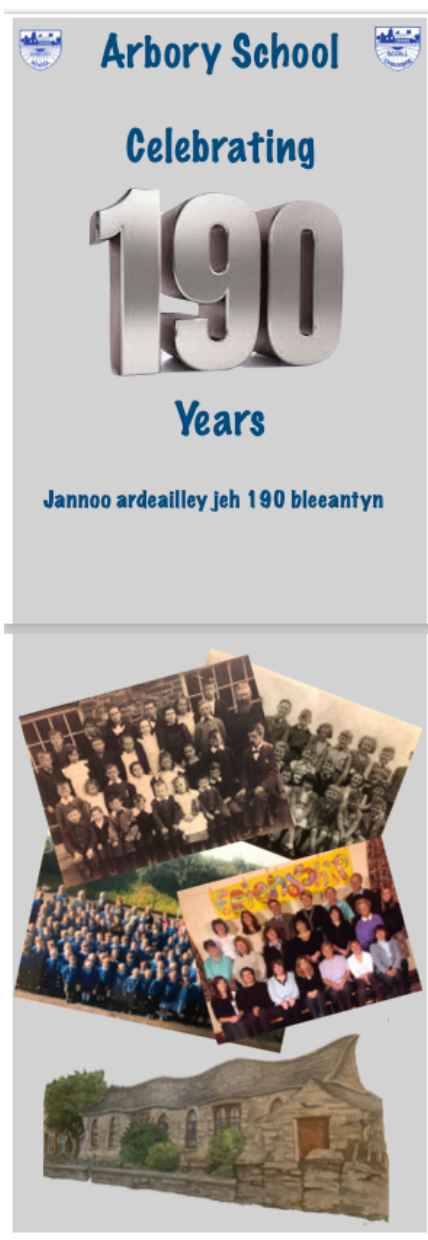
## School Brochure 2024-25



Ballabeg, Isle of Man IM9 4LH • Balley Beg, Mannin IM9 4LH

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## Arbory A - Z. 30-38

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Parking  
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Personal Property  
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Safety  
SRE  
Stranger Danger  
Supervision and Safety  
Toys and Equipment

## Manx Folk Awards 2024



accidefff



## **Faillt Erriu Welcome**

### **Welcome to Arbory School**

We hope this brochure provides you with valuable information, which will help you make the most of the opportunities available to you and your child while attending Arbory School. The school caters for boys and girls aged 4+ to 11 years.

Arbory School is situated in the rural village of Ballabeg in the south of the Island between Castletown and Port Erin. The school dates back to 1834 and is the oldest school building still in use, in the Isle of Man, as a school today. The school underwent major refurbishment and extension of a hall and additional classrooms during the mid seventies. Most of the classroom and communal areas have continued to be refurbished over the past years. Currently the Reception Classroom is located in a modern double mobile classroom facility which was refurbished in 2016.

### **School Grounds**

Our school grounds are extensive and afford our children wonderful opportunities for PE and recreational activities in a pleasant, safe and secure environment. One of our main aims is to develop the outdoor learning environment and this includes the playgrounds, an interesting wildlife area, the Donny Collister Heritage Garden and the lower school field. There is an orienteering course in the grounds and we also take part in the annual 'Big Birdwatch'.

Parents are also encouraged to become involved and in the past, groups of parents have helped with the garden areas.

Our garden area is used by the GRIN pre-school group on a Tuesday afternoon and parents with pre-school children are welcome to attend. Older volunteers are also welcome to help with this community project.

### **Sizzles the School Dog**

Sizzles is in school Monday to Thursday and he visits all the classes during his time here. He is great at helping anxious children and loves to be stroked. He is a Wire-Haired Dachshund and was born on 1st February 2020.



# Mission Statement

## **Caring Community**

### **Co-phobble kenjal**

- We aim to foster integration, inclusion and tolerance whilst recognising everyone's individuality
- We nurture children's personal, moral, spiritual, physical well-being as well as academic skills
- We all help each other
- We work in close partnership with the local community and seek to forge links with the wider Manx community.

## **Creative Learning**

### **Ynseydee chrootagh**

- We focus on everyone's strengths, interests and talents
- We aim to develop personalised learning
- We put an emphasis on learning from and appreciating Manx culture

## **Growth Mindset Learning Community**

### **Co-phobble dy ynseydee lesh yn aigney foshlit**

- We recognise that we are all learning together and that we all have the potential to develop our skills and understanding
- We know that we can learn from our mistakes
- We know that we can learn from and with

## **Confident Learners**

### **Ynseydee yarrooagh**

- We provide for the needs of the individual
- We realise that children learn and communicate their learning in different ways
- We provide secure, comfortable and interesting learning environments
- We aim to develop life-long learners



## **Aims**

- To provide a curriculum which is broad and balanced, rich and stimulating. Using the strengths and expertise of all members of staff we endeavour to meet the individual learning needs of every child. The curriculum is planned to teach children 'how to think' not 'what to think' and it matches the learning expectations of the pupils to their abilities and aptitudes, enabling them to acquire the skills, knowledge, concepts and values to enjoy their present lives as well as equipping them for the future.
- To provide a safe, secure environment for effective learning in a caring and happy school where effort, attitude, resilience, achievement and success are celebrated. Within this environment we hope that children will develop a set of personal values which will enable them to lead a happy and fulfilling life.
- To provide quality in all aspects of learning and to present children with a stimulating learning environment. Wherever possible, this is through first-hand experiences which make learning meaningful and enables children to relate knowledge and understanding to practical and purposeful activities.

## **Objectives**

We have high expectations of all pupils and our objective is for every child to reach their potential.

We strive to celebrate individuality while remaining mindful of the need to nurture children's understanding of the requirement to conform to certain socially acceptable standards.

Respect is considered to be a mutual process between all parties and consideration for one another's feelings is expected. This is reflected in the moral, social and cultural elements of the curriculum and other areas of development. The ethos of the school pervades all areas of the curriculum and a key objective is to nurture the confidence and creativity of learners within a caring community.

The opportunity for children and adults to be actively involved in moving the school forward in every respect is welcomed and encouraged.

All children should achieve as high an educational standard as possible using well proven methods and a curriculum based on rational principles, at the same time taking advantage of modern aids to make learning more effective and pleasurable.

Each child should be taught as a whole person, by helping them to strive to reach their full potential emotionally, intellectually, socially, spiritually and physically.

Children are provided with opportunities for cultural, moral, social and spiritual education, satisfying the needs of and providing equal opportunities for all.

Each child is encouraged to be aware of themselves and their contribution to the wider world, considering at all times their friends, peers and all others around them.



The Small Talk Team at Manx Radio 2022



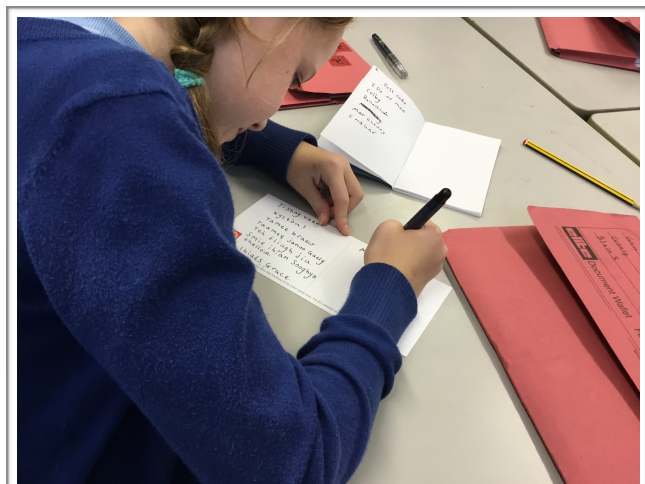
Tag Rugby Competition 2023



Laa Columb Killey Fancy Dress



Venture Centre Trip



Writing Postcards in Manx



Southern Hockey Tournament



## **The Staff Team**

All staff are given encouragement and support to develop their personal expertise and professional skills.

We hope that pupils, parents and other visitors will find friendly, caring, polite and approachable people within the school.



Mr Ayres - Headteacher

Head Teacher

Mr J Ayres

Deputy Head Teacher

Mrs T Collister

Foundation Stage Teacher

Mrs P Molnar

Year One

Mrs R Carr

Year Two

Mrs L Hickey

Year Three

Mrs T Collister

Year Four

Mr S Parry

Year Five

Mrs D Sowrey / Mrs F Wood

Year Six

Mrs S Morgan

PPA Teachers.

Mrs J Kinley / Mrs U Weeks

Senior ESO

Ms J Morris

ESO

Mrs L Salinardi

SN Support

Mrs D Scott

Mrs C Jones

Mrs S McIntosh

School Administrator

Mrs J Harrison

Caretaker

Mr A Brooks

Cleaner

Mrs S Cretney

Kitchen Staff

Mrs E Hurst

Mrs L Cooke

Ancillary Helpers

Mrs L Johnston

Mrs D Staniford

Mrs L Sayle

Mrs W Moore



Mrs Collister - Deputy Head

## **Other Members of Staff**

We are fortunate to have the services of the peripatetic music staff who take children that elect to learn an instrument from Y5.

Brass - Mr G Reynolds

Woodwind - Mr C Sullivan

Strings - Ms V Hope

At present the School Nurse appointed to our school is Lynn Hampton.

We are also able to call on the services of several advisory teachers to advise us with ICT and Special Needs. The Department of Education, Sport and Culture employs Educational Psychologists, Occupational Therapists, Speech Therapists as well as a team of advisers.

As part of the school's citizenship curriculum, provision is made for all the children in KS2 to have a half hour lesson of the Manx Language, including culture, stories, history and local events each week with Mr Ayres.

## **School Governors**

Parent Governor

Mr David Cooil (Chairman)

Teacher Governor:

Mrs Lucy Hickey

Co-opted:

Mrs Jane Glover

Co-opted:

Mrs Carole Williams

Co-opted:

Mrs Louise Williams

Education Council:

Vacant



Mrs Hickey



Jane Glover



David Cooil



Carole Williams



## **History of the School**

Arbory school opened under the headship of Mr Robert Kewley in 1834 with 43 children on roll from the parish. Robert Kewley held the post for 26 years and long term headships seemed to have been quite common amongst the previous 12 headteachers, with Mr. Crellin clocking up an amazing 28 years of service between 1948 and 1976, Chris Midgley in third place with 25 years (1976-2001) and Mr. Torr with 22 years service (1925-1947).

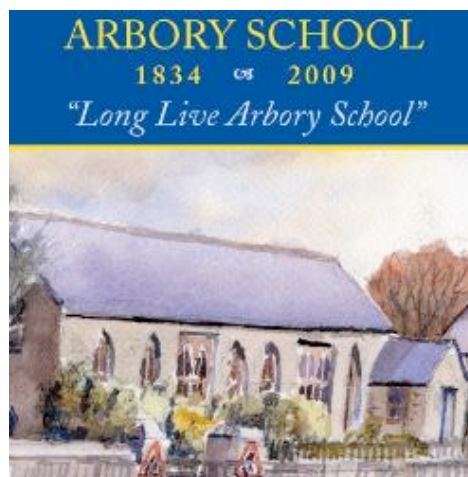
The present Headteacher's appointment commenced on 1st January 2011.

Many improvements and alterations to the school have been made over the years. Indoor toilets arrived in the late 1960s, the new wing of the school, including the hall, was built between summer 1975 and January 1977 and a multi purpose room (Shamyr Veg) in 1989. This was built to house the school's new special education unit. A new mobile classroom arrived in 2000 replacing the previous one which dated from 1980.

The new car park was finished in January 2011 and the Special Unit moved to Rushen School in September 2012.

The school crest was designed by Mark Edwards.

For more information about the history of the school, you might like to buy a copy of "Long Live Arbory School" which is available from the School Office priced £5.00



### **Community Connections**

Our school is greatly involved with the community and frequently invites outside groups to work with the children such as Ministers from local churches, the police and other interested community members.

Our Manx Dancing group and choir perform regularly in the community and we support numerous local traditions such as Laa Columb Killey, a local summer fayre for the community, held in June celebrating culture, sports, arts and crafts.

Through the dramatisation of a play called 'Hearts of Oak,' we remember the historic event of the Battle of Trafalgar in October, whose unsung hero, Captain Quilliam is buried in our local churchyard. During 2009 we were invited to perform our play, 'Hearts of Oak' at the Naval Dockyard in Portsmouth.

## **Admissions Policy**

To attend Arbory Primary School you need to be living in our catchment area. This includes Colby, Ballabeg, Ronague, Croit-e-Caley and Grenaby. Addresses can be checked with us or by contacting the Department of Education, Sport and Culture Office. (At present the online catchment map for Arbory is incorrect in respect of Croit-e-Caley and The Level). Exceptions to this rule may include children who reside out of the catchment area but whose parents have been granted prior permission for their children to attend our school by the DESC. Applications for out of catchment admissions can be obtained on the government website.

Children who are starting school in the school year in which they become five. (September 1st - August 31st) and are registered to attend Arbory School will be invited to visit school, in small groups, for four afternoons during the summer term. This helps them to get to know the school and the teachers.

Before children start school parents are invited to a new parents' meeting. There will be opportunities to ask questions at this meeting.

There will be school uniform on display for you to either purchase or order ready for September. You may also purchase a home/school Arbory bag.





## **Getting Your Child Ready for School**

Children should be receiving full-time education during the school year in which they reach the age of five. Here on the Island, parents are fortunate to be given the choice of sending their children to school at the age of four if they are four before September 1st.

New Reception children only attend school for half a day for the first week of the autumn term.

The more independent children are about some basic actions, the happier they feel about being at school. It would be helpful if all new children coming to school could do the following things:

### **Social**

- Dress, undress independently and attempt fastenings
- Use the toilet alone and flush it properly
- Use a handkerchief or tissue
- Wash and dry hands properly
- Look after their own possessions
- Remove outdoor clothing and hang them on a peg
- Treat books, toys and other property with care
- Tidy up
- Use a knife and fork
- Know when to say "please" and "thank you"
- Understand that "No" means "No"

### **Educational**

- Notice and name different colours
- Enjoy sharing books
- Be used to making marks with a crayon, pencil or paintbrush
- Enjoy nursery rhymes and stories
- Begin to take turns with simple board games
- Listen to others without interrupting
- Recognise their own name in writing

If you would like your child to write their own names, please use lower case letters not capitals except for the initial letter.

All new Reception children are invited to school for afternoon visits during the term before they start school. The children are given a current Reception 'Buddy' and the visit also gives them an opportunity to meet the teacher and nursery nurse.

## Getting You Ready for School Life With Your child

To assist with the smooth running of the school, please play your part in helping us.

- Support the school's ethos
- Observe the school's confidentiality policy
- Support the few rules that we do have
- Support staff if they need to discipline your child
- Order and pay for milk, dinners and snack promptly
- Contact school as soon as you know that your child will be absent
- Clearly label all your child's clothes
- Ensure that your child arrives at school on time
- Try not to speak to members of staff before the school day unless it is vitally important
- Avoid taking holidays in term time



## **The School Day**

Please make sure your child arrives on time. They should be in class at 8.45am when lessons will begin. Your child may become distressed and worried if they are late for school and we want to give them the best possible start to the day.

Children may wait on the playground from 8.40am. If it is wet the children may wait quietly in the hall until they are sent to their classroom. Children are not supervised before 8.40am.

We encourage the children to read or chat quietly while they are waiting in the hall.

**Please do not drop off your child at school before 8.30am.**

At the end of the day please meet your child outside school.

Children in year 1 and 2 are led in to the main school by their teacher to meet you at the main doors. Children in Year R have their own entrance and exit for you to bring them to school and for collection. KS2 children exit through the main doors.

Please allow enough space for children to enter and exit school safely at the start and end of the school day.

Children who get the number 64 or number 1 bus home at the end of the school day wait in the hall and will be directed onto the bus by a member of staff. Children must be mature enough to travel independently for them to use the bus.

## **The School Year**

### **2024-2025**

#### **Autumn Term**

**Wed 4th September-Friday 20th Dec**

Half Term - Mon 28th Oct - Fri 1st Nov

#### **Spring Term**

**Monday 6th Jan - Friday 4th April**

Half Term - Mon 17th - Fri 21st February

#### **Summer Term**

**Mon 22nd April - Tues Fri 18th July**

Bank Holiday - Mon 5th May

Bank Holiday - Mon 26th May

TT - Fri 30th May - Fri 6th June

Laa Columb Killey - Friday 27th June

Tynwald Day - Monday 7th July

Southern 100 Races 12th-15th July\*\*

### **2024-2025 \*\***

#### **Autumn Term**

**Wed 3rd September - Friday 19th Dec**

Half Term - Mon 27th Oct - Fri 31st Oct

#### **Spring Term**

**Monday 5th Jan - Thursday 2nd April**

Half Term - Mon 16th - Fri 20th February

#### **Summer Term**

**Mon 20th April -**

Bank Holiday - Mon 4th May

Bank Holiday - Mon 25th May

TT -

Laa Columb Killey - Friday 26th June

Tynwald Day Holiday - Monday 6th July

Southern 100 Races 11th-14th July\*\*

**\*\* Estimated dates**

## **Safeguarding**

### **1 PRINCIPLES**

- 1.1 We have a statutory duty to promote and safeguard the welfare of children, and have due regard to guidance issued by the Department of Education, Sport and Culture at all times.
- 1.2 This school recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse concerns when they arise.
- 1.3 We believe that every child and young person has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged.
- 1.4 We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extracurricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers and governors) in this school, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.
- 1.5 The school seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. The school hopes that parents and children will feel free to talk about any concerns and will see school as a safe place if there are any difficulties at home.
- 1.6 Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff must not promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.
- 1.7 In our school, if there are suspicions that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, appropriate action will be taken in accordance with the Child Protection procedures issued by Isle of Man Safeguarding Children Board.

Please see the full Safeguarding Policy and Child Protection Policy on the school website.

Hard copies are available on request.



September	School photographs School Council Elections Residential activity week for Year 6 pupils Hockey Competition Y3/Y4
October	Parents' Meetings - school time Trafalgar Service at Arbory Parish Church Harvest Festival Mhelliah
December	Christmas concerts and parties Christmas Carol Concert at Arbory Parish Church
Jan/Feb	Rugby Competition Y2/3 Public Speaking Competitions
March/April	Parents' Evenings - evenings DESC Folk Awards
April/May	Cross phase transfer of Year 6 pupils to High School begins Manx Music Festival Summer Fayre
June	Laa Columb Killey Meeting with new parents Millennium Football Competition
July	National Week activities Reports to Parents Sports day Arbory's Got Talent Leavers' Assembly

## Attendance and Absence

Parents are under a legal obligation to secure the "efficient education" of their child through regular attendance at school. Children should be encouraged to arrive promptly at school.

A phone call or e-mail explaining any absences must be sent to the office before 9am on the day of the absence. If you need to collect your child for a medical appointment please notify the office in advance of the appointment, preferably the day before.

In the case of absence because of **family holidays**, a note or e-mail should be sent to the school in advance and will be submitted to the headteacher for authorisation. Any such leave of absence may only be recorded as authorised in **exceptional domestic circumstances**. Such circumstances include:

- Where time spent together is important to the well-being and cohesion of the family following serious or terminal illness, bereavement or other traumatic events;
- Where a parent's employment is of such a nature that family holidays cannot be accommodated within school holiday periods (e.g. armed services or emergency services);
- The off-island wedding of a member of the immediate family.

This does not include absences for children taking part in competitions, courses or training sessions.

**Please be aware that term-time holidays, or consistent lateness, can have a detrimental effect on your child's performance at school.**

## Newsletters

Letters are sent home giving details of forthcoming events and other information. These letters can be sent to all parents by e-mail and this would be the school's preferred choice of sending out this information. Please let the school have your e-mail address if you wish to take advantage of electronic correspondence. Newsletters can also be accessed via the school website.



Laa Columb Killey



Manx Folk Awards

## **Liaison with Parents**

The school holds Parents' Meetings during the second half of the Autumn Term, when you have the opportunity to discuss your child's work with the class teacher. There is also another opportunity in March, if you wish, to talk to your child's teacher.

You are welcome to discuss your child's progress with us at any time, but as all staff have a full teaching timetable, an appointment after school is preferable.

Invitations will also be issued from time to time for events such as concerts, sports day, special services and social occasions.

Parents' meetings are booked through the Arbor Parent Portal and information is sent out in October and February.

**Please do not phone the school during lesson time unless it is an emergency.**

**(Playtimes are from 10.40 - 11am and 2.20 - 2.40 pm).**

**Please feel free to leave a voicemail message out of office hours**

**Parents should also be aware that the school doors are locked during break times when there is no-one in the office.**

## **Contacting the School**

Monday:	8.30 am - 12.30pm	1.30pm - 3.45 pm
Tuesday:	8.30 am - 12.30pm	1.30pm - 3.45 pm
Wednesday:	8.30 am - 12.30pm	1.30pm - 3.45 pm
Thursday:	8.30 am - 12.30pm	1.30pm - 3.45 pm
Friday:	8.30 am - 12.30pm	1.30pm - 3.45 pm

Telephone: (01624) 823369

e-mail: [arboryenquiries@sch.im](mailto:arboryenquiries@sch.im)

web site: [www.arbory.sch.im](http://www.arbory.sch.im)



Great Fire of London Y2



KS1 Christmas Nativity Play

## **Parental Assistance and Support**

We look forward to working with you in the education of your child. There are many ways in which parents or other relatives can become involved in the daily work of the school, and if you have a particular interest or skill which you think we could use, or you are willing to help us with tasks in the school, please let us know.

If the teacher would like you to help on a regular basis, we will ask you to sign a helper's agreement.

A number of parents already assist with listening to children read and reading to children, taking cookery lessons, helping with football and other sports.

There are many ways in which you can assist with, or encourage your child's education, such as:

- spending time talking to your child discussing school work
- encouraging your child to use the school library
- taking your child to places of educational interest
- joining clubs or organisations
- providing materials to stimulate interest
- developing skills such as writing letters
- caring for animals
- using the school's Wiki

Children respond to praise and encouragement even when they appear to be struggling.

## **School Reports**

All children will receive an annual report based on the six areas of learning that are linked to our skills curriculum. At the end of each Key Stage, the Year 2 and Year 6 children will receive levels of attainment on their reports.

Reports are usually sent out towards the middle of July and teachers are always willing to discuss any comments they may contain.

## **Homework**

The school aims to motivate children to learn both within and beyond school. Homework may be used by **some** teachers to encourage children in this way in order to:

- To build and strengthen home/school relationships
- To support and reinforce classroom learning
- To promote individual children's progress towards desirable outcomes.
- To extend the development of children's language, literacy, numeracy and research skills
- To encourage a sense of responsibility for specific tasks outside of the classroom



## Reading

The teaching of reading is carried out in small groups of no more than six children who are reading at the same level. We have spent a lot of money on renewing the group readers and we now have many more sets of books. These books are read in school and the children are taught different aspects of reading. These include:

### **Book Level:**

Genre: (fiction, non-fiction, poem, information, text, recount, report)

Cover: title, layout, design, author, illustrator, series, publisher, summary (on back cover)

Features: contents, chapters, glossaries, index.

### **Text Level:**

Setting, Characters, Structure, Beginning, Ending, Repetition, Layout.

### **Sentence Level:**

Full stops, capitals, speech marks, commas, exclamation marks, question marks, nouns, pronouns, prepositions, verbs, adjectives, adverbs.

### **Word Level:**

Phonemes (single sounds - 44 in English - all letters plus ch sh th ng qu dge etc)

Consonant clusters (multiple sounds - eg cr bl st pl fl)

Onset and rime - bl - ack cr - ack st - ack

Syllables

Words within words - eg windowsill - win wind window in sill ill etc

The Foundation Stage and Key Stage One children follow a national programme called 'Letters and Sounds'.

The Teachers and Learning Support Assistants are there to cover all these elements within a group situation. Any children who need extra help are supported in accordance with their needs.

The reading books are organised into Book Bands. This is a system which is used all over the Island and the UK. It ties in with National Curriculum 2000 levels and supports our assessment of reading.



Public Speaking Team 2023

We are fortunate to have adult helpers who come into school on a regular basis to hear the children read and discuss their books with them. In addition, it would help your child if you could find time to listen to them read and discuss the books that come home. Try to think of some questions to ask and remember that this forms just a part of all the reading that your child will do on a daily basis.

Books from the school's reading schemes and the library may always be taken home. Children need a lot of encouragement and understanding if they are to progress with their reading. Your assistance would be greatly appreciated. Reading wallets, which are issued by the school, should be returned on a daily basis.

### **Curriculum Assessment**

The curriculum of the school is under constant review, in order to meet the changing needs of people who will be adults in the 21st century. Naturally, there is an emphasis upon the teaching of numeracy and literary skills, and the creative application of these skills in many varied activities. All the activities and experiences we provide in school are intended to enhance specific learning skills, introduce or reinforce new concepts to children, or develop children's social awareness. Ongoing assessment in core\* subjects is carried out by the class teacher and children's progress and attainment is tracked through the school. (\*Reading, writing, maths and science)

### **Foundation Stage Profile**

All children in the Foundation Stage are assessed regularly against the development matters statements and their progress is recorded in their individual profile.

### **Teacher Assessment**

Children in Key Stages 1 and 2 are assessed in core subjects by a process of on-going Teacher Assessments. This process tracks the achievements and progress of all pupils from Y1 to Y6 and achievement is moderated both in school and across the island. Standards are linked to National Curriculum levels. (These start 'W' - working towards level one followed by 1c, 1b, 1a etc - average levels are given below)

### **Key Stages**

Compulsory schooling on the Isle of Man is split into distinct Key Stages.

<b>Key Stage</b>	<b>Pupils' Ages</b>	<b>Year Groups</b>
Foundation Stage	4-5	Reception
Key Stage 1	5-7	1 - 2
Key Stage 2	7-11	3 - 6
Key Stage 3	11-14	7 - 9
Key stage 4	14-16	10 - 11
Key Stage 5	16-18	12 - 13

## Essentials for Learning (E4L)

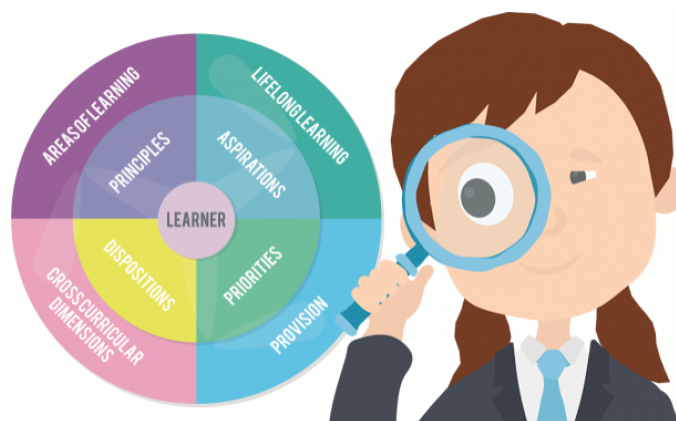
The school follows the Isle of Man Curriculum for Learning and Achievement which is also called Essentials for Learning. This includes 'The 6Rs' which are the dispositions required to be a successful learner.

### Readiness

- positive self esteem;
- an ability to take responsibility for own actions;
- skilled in managing own emotions and feelings;
- appropriate curriculum skills;
- good concentration and focus.

### Relationships which are positive

- an ability to work as a team member;
- an ability to make and sustain friendships;
- understanding respect for others;
- an acceptance of boundaries;
- empathy and understanding the role of others.



### Resourcefulness

- a recognition of how to get help;
- the capability to reason, (compare/contrast);
- the ability to question;
- the ability to use initiative/achieving self-motivation.

### Resilience

- the ability to solve problems;
- the capacity to persevere;
- the acceptance of constructive criticism;
- adaptability and flexibility.

### Remembering skills

- the ability to recall;
- the confidence in the use of transfer skills and strategies;
- the ability to interpret;
- the ability to learn from experience.

### Reflectiveness

- a sense of pride;
- the ability to plan;
- skills in analysis reasoning, negotiation, mediation and organisation;
- the capability to monitor, revise and adapt;
- the appreciation of own learning processes.

<https://e4l.sch.im/>



The Y6 Apprentice - Task One  
Design and build a table top game for  
KS1 children.



## The Foundation Stage Curriculum

Introduced in September 2000 and regularly revised, this curriculum is for children aged three to the end of the reception year. The development matters and early learning goals set high expectations for the end of the foundation stage, but these expectations are achievable for most children.

The seven areas of learning for this stage are:

### **Prime**

- personal, social and emotional development;
- communication and language;
- physical development;

### **Specific**

- mathematical development;
- literacy;
- knowledge and understanding of the world;
- creative development.



The Early Years  
Foundation Stage

[https://www.foundationyears.org.uk/files/2014/08/EYFS\\_Parents\\_Guide-amended.pdf](https://www.foundationyears.org.uk/files/2014/08/EYFS_Parents_Guide-amended.pdf)

## The Key Stage 1 and Key Stage 2 Curriculum

The 2001 Education Act sets out a list of discrete subjects that are covered as part of the school's curriculum for Key stages 1 and 2. Since then we have moved towards a skills-based curriculum so many of these subjects are now taught through a cross-curricular approach. The school uses the Northern Ireland Skills Curriculum as a basis for its own skills curriculum.

<https://ccea.org.uk/learning-resources/northern-ireland-curriculum-primary>

For children in Reception to Y3, we follow a phonics programme called 'Monster Phonics'.

<https://monsterphonics.com/>

The school follows the 'Talk for Writing' approach for the development of writing as well as the Maths Mastery Approach for our maths curriculum.

<http://www.talk4writing.co.uk/> <https://whiterosemaths.com/>

We have also recently adopted a new science scheme which is called 'Snap Science'.

<https://collins.co.uk/pages/primary-science-snap-science>

In addition to the core and foundation subjects Religious Education is also provided to all children of compulsory school. A parent of any pupil at any provided school or maintained school may request (in writing) that their child be wholly or partly excused from attendance at religious education in the school, religious worship in the school, or both religious education and religious worship in the school. Until the request is withdrawn, the pupil shall be excused from such accordingly.

We try to provide within the curriculum, opportunities for the social development of a child so that he or she may grow into a happy, self-reliant, confident and caring member of the community.

Residential educational visits are provided which not only provide children with extended learning opportunities, but encourage social awareness, self-reliance and environmental awareness.

The Manx Curriculum is also important to us and we use resources provided by Culture Vannin, MNH and other local providers. All children in KS2 are taught Manx as part of their cultural studies.

## **School Rules and Discipline**

At Arbory School we aim to create a learning environment where self-discipline is promoted and respect for others is encouraged at all times. We try to appreciate each other's strengths and also help each other overcome individual problems. We aim to provide a caring environment where good moral values are celebrated and promoted.

### **Whole-School Responsibilities**

All members of the school community have a responsibility to others. These are as follows;

- **Care** - Everyone should behave in a way that does not endanger others.
- **Concern** - Everyone should be ready to help and listen to others.
- **Courtesy** - Everyone should show respect for each other.

### **Children's Responsibilities**

Children are expected to be:

- Careful and understanding
- Polite and friendly
- Honest
- Kind and helpful to each other
- Hardworking and diligent

### **Children are encouraged to follow the School's Golden Rules:**

**Do be gentle** - Be gentle with other people inside school and in the playground. Do not hurt anyone.

**Do be kind** - Smile and make friends with new children. Say kind things. Work together as a team. Do not hurt people's feelings.

**Do be helpful** - Help those in need whether in work or play situations. Help teachers by putting away things when you have finished with them.

**Do work hard** - Always do your best. Get on with your work and let others work undisturbed. Do not waste your time, or other people's time.

**Do look after property** - Use equipment carefully and sensibly. Look after your own and other people's belongings. Do not waste time or damage things.

**Do listen to people** - Let other people speak without interruptions. Listen carefully when someone is speaking to you.

**Do be honest** - Always tell the truth.

**Do be polite** - Show good manners. Remember to say please, thank you and excuse me. Share with others.

### **In the playground:**

**Do play well** with others - Let others join in your games. Play fair.

**Do take care** of your playground - Put your litter in the bin.

Good behaviour will be recognised and reinforced using a variety of age-appropriate means.

### **These may include:**

- verbal praise
- positive feedback from the teacher
- stickers and stamps
- whole class rewards
- merit points
- Headteacher's stickers and stamps

Unacceptable behaviour will be discouraged at all times and an agreed hierarchy of sanctions may be applied consistently throughout the school.

### **These may include:**

- verbal disapproval
- removal of privileges
- referral to Headteacher
- parents contacted by Headteacher
- parental contract
- suspension

Each class has a behaviour ladder and the stages of the ladder are as follows;

1. **Excellent**
2. **Very Good**
3. **Good**
4. **Beware**
5. **Warning**
6. **Move Seats/Class**
7. **Miss Playtime**
8. **Headteacher**
9. **Phone Home**

**(NB - All children start on Good each day and move up or down)**

The children are awarded individual stickers for achievement, effort and a positive contribution to school life. Teachers work with their classes to agree on specific rewards and incentives.

Our policy is to inform parents if there are issues relating to a child's behaviour and we expect parents to support our policy. We also believe that it is very important to inform you if your child has contributed positively to the life of the school with special certificates and stickers awarded by the Headteacher.

### **Being part of a team and opportunities for leadership**

The children are organised into teams when they start school. The School Council worked with the children to come up with ideas and they chose Manx Kings.

Red Team ..... Godred

Green Team.... Magnus

Yellow Team ... Orry

Blue Team ..... Olaf

### **Through our positive behaviour policy pupils will be taught and encouraged:**

- To form constructive relationships with one another, and with teachers and other adults.
- To reflect on and understand the consequences of their own actions and of the impact these can have on others.
- To understand that clear boundaries exist for acceptable behaviour so that physical and emotional safety is maintained.
- To develop a positive attitude towards all aspects of school life including the full curriculum of the school and other activities.
- To develop a sense of responsibility and to take initiative towards the organisation of their work and their environment.
- To respect their school and local environment and to look after belongings owned by themselves and others.
- To develop confidence and self-esteem with a respect and sensitivity for others regardless of gender, race, culture, faith, ability or background.

### **Coidjagh Assembly**

Each week we have a special celebration assembly in order to reward and congratulate individual pupils who have demonstrated particular strengths such as having a wonderful attitude, supporting others, a real commitment to learning, encouraging others, making good progress in difficult areas. The children are awarded points within their classes and receive a bronze certificate and prize after collecting 30 points. They receive further awards on achieving 50 and 100 points.

### **School Council**

The School Council comprises two children elected from Y6 by all the children in the school. Candidates put their names forward and deliver their manifesto to the school during a special assembly. The child with the most votes becomes council leader.

Once the leader has been elected, children in each year group (Y1-Y5) choose a boy and girl to represent them. Y6 children then elect one other representative.

The council meets once a week with the deputy head teacher and brings ideas from the children they represent. They organise events in school and help to make changes around school in a variety of ways.

### **Eco Council**

The Eco Council meets once every half term and has helped to promote ecological issues around school. They also operate the paper recycling system in school.

### **Fairtrade**

The school actively supports Fairtrade and Y3 children have run a Fairtrade snacks stall during Fairtrade Fortnight. There have also been assemblies and displays highlighting the importance of Fairtrade principles. The Y3 children have also entered and in some years, won the Fairtrade Film competition organised by the One World Centre. This year (2018) we also had the 'Rice Challenge'.

### **Food Bank**

The school acts as a collection point for the Isle of Man Food Bank. Collections take place on Tuesdays in term time.





## Personal, Social, Moral, Health Education

All pupil councils play an important part into our PSHE curriculum. The basis of this comes from our caring ethos and permeates all areas of school life. Our rewards and sanctions system is also linked to this ethos. PSHE also forms part of the formal curriculum and issues are dealt with in lesson time. These may include; Circle Time, Drug and Alcohol Awareness (KS2) Crucial Crew (Y6), Bullying, Staying Safe Online, Sex and Relationships sessions (Y6), Moving Up (Y6), School Health Service, One World Centre as well as other themes supported by visiting groups and individuals.

### Bullying

Bullying is a term that is often used by children when they are upset because of disputes over games at playtime. Such disputes and arguments are all part of growing up and the staff are used to dealing with such incidents. Our PSHE work with the children also teaches them how to deal positively with others when things go wrong.

There are many definitions of bullying but most have three things in common:

- it is deliberate hurtful
- it is repeated over a period of time
- it is difficult for those being bullied to defend themselves

Bullying can take many forms but the three main types are:

- physical - hitting, kicking, taking belongings
- verbal - name-calling, insulting, racist or sexist remarks
- indirect - spreading nasty stories about someone, excluding someone from social groups

The School takes all incidents of bullying very seriously and will take appropriate steps in order to eliminate it. The school has an 'anti-bullying' policy and this is used by all staff.

For more information see the school's anti-bullying policy on the website.

<https://arbory.sch.im/pages/index/view/id/26/School%20policies>

Personal, Social and Emotional aspects of learning are taught through other subjects and through assembly times. A number of staff have been trained in Youth Mental Health First Aid and an informal listening service is available. As this is only First Aid, parents are notified of any serious concerns and referrals can be made to Isle Listen and other agencies.



## **Lunchtime Policies and Behaviour**

Ancillaries are encouraged to reward good behaviour and refer incidents of bad behaviour to the Headteacher.

Sanctions for bad behaviour at lunchtime may include:

- Notifying parents that a child is exhibiting unacceptable behaviour
- Sending a letter to parents telling them of the school's concerns regarding their child's inappropriate behaviour
- Parents called to an interview with the Headteacher
- Child excluded from having lunch on school premises for a defined period of time

Children should achieve self-discipline, social awareness and the highest possible standards of work because they realise the sense, reason and enjoyment of doing so.

Children should realise that as part of the school community they are learning to understand and be part of the caring ethos that the school is trying to promote.

Good behaviour within school is essential. The majority of pupils give no great cause for concern in this respect, although it would be a rare child who did not require to be reprimanded from time to time.

Three simple rules which should be adhered to are:

- Look after yourself
- Look after those around you
- Look after the school

Children should regard these rules as fair. Fairness is a very important concept to children. There will always be some who, either by accident or design, break the rules and they should regard it as fair that they are punished. We try to make punishments just and reasonable. Most involve loss of privilege or liberty at playtimes. An acceptable level of manners is expected from all children.

### **The Best Discipline is Self-discipline**



## Arbory A - Z

### Accidents

First Aid is usually carried out by all members of staff who undertake training every three years. All incidents are recorded in the school's accident book.

Parents are informed immediately if a child sustains an injury deemed to be serious.

If the school is unable to contact a parent, a member of staff will accompany a child to hospital.

In the case of head injuries, parents will be notified either by a red letter sent home or by phone call if serious.

The school also has a defibrillator which staff are trained to use.

### Book Club

Mrs Longshaw runs the Scholastic Book Club which issues an extensive selection twice a year. These books may be bought during the week or ordered from school.

### Child Protection

All members of teaching and support staff have been cleared by the DESC to work in a school.

The school follows the Department of Education, Sport and Culture and Department of Health and Social Care child protection, legislation, guidance and procedures.

Please see the website for more details.

<https://arbory.sch.im/pages/index/view/id/26/School%20policies>

### Clothing and Uniform

The school holds limited supplies of polo shirts, PE shirts, sweat shirts and cardigans for purchase. These can also be ordered directly through Promenade T-shirts at their shops or at [www.promenadeschoolwear.com](http://www.promenadeschoolwear.com).

There is a rail of pre-loved clothes, including trousers, shorts and skirts in the school entrance for a donation of 50p.

The uniform is a royal blue sweatshirt, light blue polo shirt and grey trousers, skirt or pinafore.

The girls can also wear blue gingham dresses during the warmer months. Book bags may be ordered from school. The children should wear pumps for PE indoors and trainers for outdoor games.

Children must wear sensible **black shoes** for school - we do not like them to wear trainers. Shoes with high heels or sling backs are dangerous and should not be worn.

#### **ALL ITEMS OF CLOTHING SHOULD BE LABELLED.**

Please note that tattoos and henna tattoos, artificially coloured hair, shaved designs and 'mohican' style hair, nail varnish, lip-stick, high heels, nose piercing etc. are not part of the Arbory School uniform and should not be worn.

## **Contact Information**

We ask you to provide us with the name and telephone number of two emergency contacts, in case your child is taken ill during the day. Please ensure you notify the school office of any changes to these contacts.

We also require updated medical information and food allergy information.

In addition, we would ask you to provide us with your main e-mail addresses as long as the accounts are regularly checked.

**In line with the law relating to GDPR, we have privacy policy and will inform you which information is shared and with whom.**

**The Arbor parental portal is a great way of updating consent information and the school administrator will receive a notification of any changes.**

## **Clubs**

Through the enthusiasm and support of teachers and parents and children, we are able to offer the children a variety of clubs in Key Stage 2.

Clubs take place at lunchtime or straight after school. The type of club offered as well as times and sessions will vary each term. Children and their parents are given up-to-date information of which clubs are available and we welcome suggestions from parents wishing to form new clubs.

We hope you will encourage your child to join a club and also to attend regularly. Children joining a club must take part for a full half term.

## **Data Protection**

A variety of data is held by the school such as contact details, assessment results, attendance figures and relevant medical information. (The headteacher is registered with the IoM Data Protection Agency as a data holder)

**Please see the information given on the consent form and on the school's privacy policy which can be seen on the school website.**

## **Drugs**

A wide range of legal, controlled and medicinal drugs are available in our society. There is also an increase in the availability of illegal substances in general. Any of these have the potential to be hazardous to users and all need to be considered within drug education.

The school has a responsibility to consider its response to drug use and misuse, working in partnership with parents and guardians, DHSC, police and other agencies in order to be well prepared to manage situations where any drugs are brought onto the school premises for any reason, and to respond appropriately where these involve controlled substances.

(Policy and Practice of Drug Education - DoE 2001)

The school acknowledges the importance of its pastoral role in promoting the health and well being of its pupils, and seeks to be proactive in safeguarding them in a positive way. The Isle of Man Constabulary has links with the school via the community police officer who also comes into school to talk to Y6 pupils about drugs. The Cruail Crew event also includes some relevant information.



**For instances involving substance misuse or supply on the premises this is the procedure:**

- Discussion between the class teacher, Drugs Co-ordinator and Headteacher,
- Parents informed at the earliest opportunity by the Headteacher,
- School and parents work together to support the child involved,
- Police may be asked to give relevant advice or support. (There is no legal obligation to inform them).

In any incidents involving parental misuse of drugs (e.g. if a parent arrives at school to collect a child and is obviously under the influence of alcohol or any drug which could impair his/her judgement and therefore put a child at risk) the school will consider the incidents individually and recognises that a variety of responses will be necessary to deal with incidents. The school will consider very carefully the implications of any action it may take.

## **Educational Visits**

Every child will be able to experience a class trip to a place or places of local interest. This trip will be organised by the class teacher, and will involve some preparation and follow-up work, so that the children will gain some benefit from such a visit.

For all category one visits to sites outside school you will be asked to fill in a permission slip when you enrol at Arbory School, this is valid for the duration of your child's time with us. We cannot take children out of school without your permission. Teachers make pre visits to sites and write risk assessments which are shared with accompanying staff and parents. Parents are often invited to accompany classes on visits. We often use the school mini bus to transport the children.

Every year, a school trip is arranged for the children in Year 6. This is usually a visit to the Venture Centre, Maughold for a week of activities. Before the trip you will be invited to a meeting so that you are fully informed about the activities that will take place and to inform you of the measures put into place for the health and safety of your child.

## **Food**

The children are allowed to have a bottle of water in the classroom, but they are responsible for ensuring that it is regularly filled and kept in a safe place. There are water-coolers around school which are used for refilling bottles.

Sweets and drinks in bottles or cans are not allowed as part of packed lunch or snack, although fruit and fruit drinks in a carton are permitted.

Parents are encouraged to provide packed lunches which are healthy and well-balanced. (More information can be obtained online.)

<https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/>

From September the daily charge for a school meal will be £2.35 (£11.75 per week) which is payable to IOM Government through Parent Pay.

You also have the option to pay for dinners in one payment for either a full term or half a term in advance. This method is very helpful for school staff. If sending money into school please ensure that it is in a named purse or envelope to help collection.

**Dinner money can be paid through Parent Pay - log-in information will be given to you after your child has started at Arbory School.**

Children who do not wish to have a school meal may bring a packed lunch to school and a healthy drink in a plastic container. We encourage the children to drink water as a healthy option.

**If you decide to change from school dinners to a packed lunch or vice versa you will need to give the school office two weeks notice in writing.**

## **Fund Raising**

We support various charities, local and national, by organising fund-raising events. Also several events are held throughout the year to purchase items such as library books and equipment as well as improving the school environment. The Friends of the School are parents who help out at these events and as we do not have a committee, the Parents' FaceBook page is the best starting point for finding out about how to help - or volunteer at the school office.

<https://www.facebook.com/groups/108665712518900/>

## **Head Lice**

The School Nurse does not inspect children's hair for the presence of head lice. This check is part of a parent's duty. If your child does become infected, medication can be obtained from any chemist or GP's surgery. Please notify the school if your child has head lice - the school will then ask all other parents to check their child's hair. The School Nurse is always available for advice.

## **Health Emergencies**

We ask you to provide us with the name and telephone number of two emergency contacts, in case your child is taken ill during the day. Please ensure you notify the school office of any changes to these contacts. This can also be updated through the Arbor Parent Portal.

## **Health and Safety**

Arbory School is committed to the highest standard of excellence in teaching and learning. The same commitment to excellence applies to the manner in which the school carries out its responsibilities for the health and safety of staff, pupils, visitors and all those who may be affected by school activities.

In meeting this commitment, the school acknowledges the Health and Safety at Work Act 2004. The school will take all steps within its power to provide a working and learning environment which is healthy and safe for employees, pupils and visitors.

Every adult has a duty in law to take care for their own health and safety and to take due consideration for the health and safety of others;

Every pupil is encouraged to take an age-appropriate level of responsibility for their own health and safety, and for the health and safety of others.

Arbory School demands a total commitment to health and safety by all members of the school community.

Smoking is prohibited in all areas of the school grounds and is illegal inside the building.

The Health and Safety policy can be found on the school website.

## **Internet Safety Rules**

The school follows the DESC Acceptable Usage Policy with regard to ICT and asks that all staff and children sign up to the agreement.

The following rules are to ensure privacy and safety of the pupils when using the Internet.

Children are only referred to by first names on our web pages.

Any images of children will not be labelled with their names.

Children will never reveal their personal details, home addresses or telephone numbers on the web or in dialogue with other Internet users.

Individual pupil e-mail addresses operate within school only unless temporarily extended by their teacher for special projects.

Children will not engage in conversation or dialogue with other users on the Internet without permission or supervision from their teacher.

Any child finding themselves uncomfortable or upset by anything they discover will report it to a teacher immediately.

Downloading of files is restricted to staff, or children under supervision.

Children have no access to Web2 sites, social networking sites, newsgroups or chat rooms.

All Internet access at school is via a filtered internet feed provided by the DESC.

The school also has an e-Safety Policy.

### **Please Note:**

The school recognises that, under certain circumstances, the Internet can give children access to undesirable information and images. We have done all that is possible to ensure children are protected from such information through the use of automatic filtering and supervision. The children are taught to use the facility sensibly and with proper consideration for others. Our school operates a pupil Internet Proficiency Scheme.

It is recommended that parents using the Internet at home with children develop a similar set of rules and invest in appropriate security software, e.g: Netnanny, Cyberpatrol or Surfwatch.

More information is contained in the Acceptable Usage Policy which is available on the government website.

[https://www.gov.im/media/253621/ict\\_acceptable\\_use\\_policy.pdf](https://www.gov.im/media/253621/ict_acceptable_use_policy.pdf)

## **Library**

We are always keen for the children to borrow books from our school library and we pride ourselves on the quantity and quality of our books. They may be borrowed for one or two weeks.

It might be a good idea to encourage your child to join the Family Library at Noble's Hall, Westmoreland Road, Douglas (near the old hospital).

## **Lost Property**

Parents are advised that if children bring valuable property to school, neither the Department of Education, Sport and Culture nor the teachers or other employees of the Department will be responsible for any loss or damage to such property.

Found items are kept in a 'Lost Property' area in the corner of the hall for a period of one half term. After this arrangements will be made for their disposal.

## **Medical and Clinical Attention**

The School Health Service consists of a team of people with special training and experience in child health and development. The team includes nurses, doctors, speech therapists and dentists.

<https://www.gov.im/categories/health-and-wellbeing/school-nursing/>

During the reception year at school the children have a medical check up which includes measuring height, weight, vision and hearing. Any problems will be carefully monitored and parents are contacted by the school nurse. Inoculations for flu are also available annually.



If at any time a parent, doctor or teacher is concerned, they can ask for a full medical examination.

Mrs. Lynn Hampton is the Arbory School Health Advisor. She works closely with our school promoting health education. If you have any concerns about your child's welfare, you can contact School to make an appointment to see her. Her contact number is **686944**.

If you have any queries regarding the School Health Service, please contact Crookall House, Demesne Road, Douglas, telephone **642606**.

If we are really worried about your child's progress we may want to call in the Educational Psychologist, but this would never take place unless we had talked to you first and gained your permission.

### **Administration of medicines for short-term illness**

It is our policy at Arbory School **not** to administer medicines to children. This responsibility belongs to parents who should visit school at the appropriate time to administer the medicine accordingly.

However, there may be exceptional circumstances where pupils are granted permission for self-administration, depending on the medical condition, the age, maturity and responsibility of the child and the circumstances, which prevent the parents from undertaking this task. In these circumstances we would expect that the medicines are only those that have been prescribed by a doctor. The Head teacher will judge each case. Usually, the parents will be asked to come into school to administer any form of medication.

1) If medication needs to be administered 8 or 12 hourly, it should be possible to do this at home out of school hours. In the case of 6-hourly antibiotics, generally such a pupil is not well enough to be in school. If he/she is, then it is necessary to have a doctor's letter to that effect and arrangements would need to be made for the parent to give the medication at lunchtime.

2) Medicine containers should be:

- a) clearly labelled with
  - i) name of child
  - ii) name of medication
  - iii) dose
  - iv) time of administration
  - v) storage instructions

b) only for use in school and NOT transported to and from school during term time.

3) Parents should deliver medicines to school themselves to the office and should be readily contactable in case the child should suddenly become unwell.

4) A record will be kept in school of the administration of such medicines.

5) If the Head teacher feels that a child is not well enough to be in school, but the parents do not agree, the parents should obtain written confirmation from the G.P. that the child may attend school, (the G.P. having just seen the child ).

### **Consent to Treatment**

It is advisable, that to avoid difficulties, which may arise in an emergency, that written instruction is given in advance. Parents who belong to certain religious bodies, such as Christian Scientists, should make their views and wishes known so that the implication of their beliefs can be discussed. Any special arrangements for their children may then be agreed and recorded.

### **Asthma**

Arbory School has an asthma register to record any children who have asthma and what medication they require. This record stays with your child throughout his or her school life and is updated when necessary. Please inform us if you have not completed this card and provided us with relevant details if your child does suffer from asthma.

Each class has a medical file that contains details about health issues such as asthma, allergies and sensory impairment.

The allergy and Anaphylaxis Policy is available on the school website.

<https://arbory.sch.im/pages/index/view/id/26/School%20policies>

### **Minor Injuries**

All minor injuries are dealt with by staff at school including grazes, small cuts, bruises and bumps and generally this will involve cleaning small wounds and applying plasters or asking the child to place a cold compress on a bruise to prevent swelling.

We will log all details of accidents in the school accident book.

Occasionally, we may have to apply bandages or supports to potential sprains but generally, we will have contacted you about this sort of injury and you will be asked to come and make a decision about taking your child to casualty or to see a nurse.

All dinner ancillaries and teaching staff have up to date First Aid Training.

### **Head Injuries**

It is our policy at Arbory School to inform parents of any injury to the head. Parents are informed by telephone and/or a red letter sent home with their child.

## **Emergency Medication**

It is the responsibility of parents to ensure that emergency medication, eg an inhaler/epi pen, is available in school at all times. Inhalers should be handed in to the school office, in order for the details to be recorded. Inhalers should always be taken on school trips and with a child to games and swimming lessons/events. In the event of a child forgetting to take their inhaler with them to any games or swimming lesson, they will not be able to take part in the lesson on that occasion in order to avoid an asthma attack.

## **Exclusion Periods**

Listed below are the Department of Education, Sport and Culture's minimal exclusion dates for some infectious diseases:-

Scarlet Fever - until 5 days of antibiotics have been taken.

Measles - 5 days after the appearance of the rash.

German Measles - 4 days from the appearance of the rash.

Mumps - 10 days from the onset of swollen glands.

Whooping Cough - until 5 days of antibiotics have been taken.

Chicken Pox - 5 days from the appearance of the rash.

Ringworm - until treatment has started. If it is very bad, they must be kept at home and as it improves they may return to school IF it is covered.

Conjunctivitis - this is very catching and small children cannot help rubbing their eyes, so for this reason it is advisable for the infants to stay at home.

Impetigo - children should not return to school until exposed sores have dried and are not weeping.

## **Mobile Phones**

Mobile phones may be brought into school but **must** be left in the school office in the metal container until home time. This complies with the terms of Fire Safety.

## **Offensive Weapons**

Parents and police will be called if any child brings offensive weapons into school.

## **Parents' Responsibilities**

Parents should help to work towards the school's aims by:

- ensuring the children attend school in good health.
- providing prompt notes/telephone calls to explain all absences.
- providing support for discipline within school and for the teacher's role.
- ensuring early contact with school to discuss matters concerning the health and safety of their children and others.
- allowing children to take increasing personal and social responsibility as they progress through school.
- ensuring the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.
- accepting responsibility for the conduct of their children at all times.

## **Parking**

Parents are welcome to use the school car park but must be aware of children crossing to and from school. No parking is allowed in the staff car park or on yellow lines. A 20mph speed limit is in operation on the main road at the start and end of school.

## **Payments (Miscellaneous)**

Individual and class photographs are taken at the beginning of the Autumn term. Others may be taken during the year at such events as parties, class trips and concerts.

No personal money should be brought into school.

## **Personal Property**

The children are responsible for their own property. PE kit should be kept in a bag. Every item should be clearly labelled. Mobile phones should not be brought into school unless arrangements have been made in the case of KS2 children walking home alone and must be handed in to the office before school.



## **Photographs**

From time to time photographs may be taken of the children for the purposes of school displays and presentations. This may also include photographs taken by or sent to the local press. We ask all parents to complete a consent form before taking any photographs. Once consent is given, it will be valid for the duration of the child's time at school. Parents are welcome to ask for any further information on this issue. They are also able to remove their consent in writing at any time during their child's time at the school.

## **PE, Games and Swimming**

All children will be expected to participate in all these activities unless they bring a note to excuse themselves. Swimming lessons for Key Stage 2 children are held in the Southern Pool on Thursday mornings.

**If pupils are unable to go swimming they should bring a note explaining the reason for their absence from this lesson.**

## **Road Safety**

If your child walks to school:

Please make sure they are confident and knowledgeable about crossing roads using safe places. Also, they should wear bright items of clothing in dull weather and reflective clothes/arm bands if it is dark. They must remember to **STOP, LOOK, LISTEN & THINK** whenever they cross the road.

If your child is driven to school:

Please help us to maximise the safety outside school at both ends of the day by considering the following:

Do I really need to drive to school or could I walk my child or share a lift with someone else? Park away from where the buses stop and preferably away from the entrance to the staff car park and the drives of nearby homeowners.

Please do not turn around in Vicarage Close as this is very dangerous for pedestrians trying to cross and local residents trying to get out.

If your child travels independently using the bus to/from school please ensure that your child is mature enough to travel alone and to remember their travel plans.

Please encourage him/her to act safely and courteously by:

Always sitting on their seat.

Make sure they know to behave as they would in school so that the driver does not lose concentration by pupils' silly distracting behaviour.

## **Road Safety Education**

At Arbory School pupils will benefit from Road Safety sessions from the Road Safety Training Officers and the Police who visit each class once or more a year. They may take the children out and walk them around the local area to discuss and try out particular places to cross roads, which are safe. They will also carry out Cycling Proficiency with Year 5 pupils, usually in the spring or summer term.

## **Safety**

Visitors to school, including parents, are requested to sign our Visitors' Book, which is located in the school office, both on entering and departing the school premises. This will help prevent strangers walking into school and also ensure everyone is accounted for in the event of a fire.

You may be required to wear a Visitor's Badge, also available from inside the office.

This is Department of Education Policy.

Children should not use electrical equipment brought in from home and are not allowed to plug electrical appliances into the mains.

No child may bring medicines to school unless parents have consulted class teachers eg. inhalers.

## **RSE**

Relationships and Sex Education is offered to children in Years 5 and 6. The lessons follow the scheme which has been used by the school over a number of years. Three sessions are delivered by a qualified teacher in the summer term and children require the consent of a parent/guardian before they are allowed to take part.

Parents are entitled to withhold their consent and have the opportunity to meet with the head and the person responsible for delivering the sessions before making a decision. Any children who do not take part will work with the Year 6 group. An outline of the lesson content is given to parents before the start of the week.

## **Stranger Danger**

We do not let children go home with an unknown adult, so please be vigilant in informing us, if you are unable to collect your child, who will be there in your place.

## **Supervision and Safety**

On all out of school activities, we insist that the children are well supervised especially on class trips and school visits.

A fire drill is held every term to acquaint the children with the correct procedure for evacuating the building.

For safety reasons we do not like the children to wear jewellery and it is definitely forbidden for PE, Games and Swimming.

Children may cycle to school having first obtained their parents' permission and also they should have passed their cycling proficiency test.

## **Toys and Equipment**

Toys should not be brought into school, as there is plenty of playground equipment for them to use during playtimes. Toys tend to cause arguments and may get lost or broken. We make an exception to this from time to time if children are playing sensibly with small cars, balls and collectors cards.

Children are allowed to bring items into school for specific sessions when asked to do so by their teacher.

All these items remain the responsibility of the individual child and the school does not accept any responsibility for their loss or damage.



Giving a weather report in Manx