



# Halfway Nursery Infant School and Children's Centre

Station Road, Halfway, Sheffield, S20 3GU



**Caring, Sharing, Learning for Life.**

Headteacher:  
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## **SAFEGUARDING OUR CHILDREN**

The safety and wellbeing of the children who attend our school are paramount. Given the high priority we attach to ensuring that all our children stay safe and secure whilst at school, I thought it would be helpful if I reminded everyone of some of the procedures that we ask parents/carers to follow.

### When your child is going to be absent from school through sickness

Please ensure that you ring before 9.00 am to let us know that your child will be absent, and the reason why. Please do not ask another parent simply to pass on a message – it must be a parent/carer that provides the information to us directly.

### If you are not going to collect your child personally

We appreciate that there may be occasions when it is necessary for another adult family member to collect your child from school. If you know this is going to be the case, please ensure that you tell the teacher the name of the person who will be collecting your child that afternoon, and the relationship of the person to the child. If, during the day, you find that you need to arrange for someone else to collect your child, please phone the school office with the above information. In this way, we can ensure that your child is handed over to an appropriate, responsible adult.

### Administering medication whilst a child is at school

If your child needs to take prescribed medication during school hours, and you are unable to come into school to do this yourself (which is our preference), we can only administer such medicines on your behalf if you agree to this in writing – and, then only those medications which have been prescribed by your GP. The medication you leave with us must have the pharmacist's label on the packaging/bottle.

Please ask at the school office for the form that you need to complete. Medicines are administered by an authorised senior member of staff, witnessed by a colleague.

### Closing gates after you

Please ensure that you always close gates and doors after you have passed through them. The latches on the top of the metal gates should always be swung back to the shut position. All the gates to the school grounds are kept locked whilst children are at school – we appreciate that this might feel restricting for parents, but is in place to ensure that there is no possibility of a child leaving school unsupervised.

If you do have any misgivings about people in or around the school grounds that you do not recognise, please report them to Mr Varnam. We also suggest you reinforce the guidance we given pupils about not playing too close to the external fencing where a stranger might try to engage them in conversation.

### Mobile free area

As many mobile phones now have cameras incorporated within them, it would be very easy for any visitor to school to take pictures of children and then post them on social networking sites without permission. Therefore, we are asking all parents/carers/visitors, whilst in school, to turn off their mobile phones and keep them safely tucked away. We understand that there may be odd occasions when you need to make an urgent phone call – please feel free to come into school and ask to use the library or staff room. This will give you more privacy.

Please do not see the above as ‘restrictions’, but as necessary steps to ensure that your child is safe and secure every minute they are with us in school.

With best wishes

**Steve Varnam**  
**Headteacher**

