



SPRING TERM SAFEGUARDING OVERVIEW 2020

Dear Parents and Carers,

A warm welcome back to school and to the **2ND Safeguarding and Well-Being Letter Information Overview for this academic year.**

I appreciate that this topic area may not appear at first to be of interest, nevertheless it is a very important topic and one I would urge you read through as it **does impact upon the well-being of your child.**

As a school, we feel it is very important to ensure that the parent body is aware of the safety, security and well-being measures we have in place at school, so as we start the Spring term 2020 I am sending this overview to reinforce and reassure the school community of the systems we have in place but also to draw your attention to **new information relating to safety and security** at our school and how the Leadership Team and I take our roles and responsibilities so seriously.

We trust that you will find this informative and reassured by the systems we have in place to safeguard your child. Please take time to read and digest the information given as well as visit our school website links.



Best wishes

Ann-Marie Grant

Headteacher – January 2020

KEEPING CHILDREN SAFE IN EDUCATION:

During the Inset day held on Monday 6th January 2020 all staff have been reminded of their role and responsibility where the safeguarding of the children in our care is concerned.

As stated previously, at St Michael's **we very are proactive in ensuring that the safeguarding of all children remains a priority** for the school. We firmly believe that safeguarding and all that it entails is the **'golden thread' which is well embedded within the ethos and culture** of our school. We have policies and procedures in place, which all staff and Governors have to follow. These policies can be found under the 'Our School' tab on the school website:

<http://www.stmichaels.wandsworth.sch.uk/our-school/safeguarding>

EMERGENCY EVACUATION & LOCKDOWN

At St. Michael's we take the safety and security of the children, staff and visitors most seriously.

We have procedures in place for emergency evacuation and this includes ensuring our **'Lockdown Procedures'** are in place. We will be carrying out a 'lockdown' this term and will notify parents when we talk to the children and **'walk through'** the lockdown procedures.



MENTAL HEALTH & WELL-BEING: SPRING 2020 UPDATE

At St Michael's our vision is to create a safe and nurturing Christian environment where every child can flourish and reach their full, God-given potential. In this context, we place a high value on **promoting positive physical, emotional and mental health** across the school. We do this in a variety of ways, for example through our innovative PSHE (Personal, Social and Health Education) curriculum, themed weeks such as our annual Well-being Week. This is scheduled for the **week commencing 3rd February 2020** and details will be sent out in due course.

<http://www.stmichaels.wandsworth.sch.uk/personal-development-welfare/mental-health-well-being/>

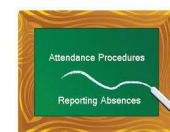
ATTENDANCE, PUNCTUALITY, COLLECTION & WELFARE ARRANGEMENTS

PUNCTUALITY

At St. Michael's punctuality remains a **high priority** with the Leadership Team, staff. We firmly believe it is essential that children attend school punctually if they are to achieve their potential. Lateness not only adversely affects a child's attainment but also their personal and social skills and makes it difficult for them to settle for the day.



NOTIFYING THE SCHOOL IF YOUR CHILD IS ILL USING THE ABSENCE REPORTING APP



We encourage parents to use the absence reporting app when reporting a child's absence.

<http://www.stmichaels.wandsworth.sch.uk/our->

Starting this January there will be a 'soft start' for all children in Years 3-6. Children go directly up to their classes for early morning activities. School lessons will commence at 8:40am.

Children in Early Years and Years 1-2 can be handed over by the entrance to the side playground from 8:35am and have a pre-school playtime. The 1st bell will be rung at 8:45am and the children will line up ready to go in at 8:50am

[school/attendance/registering-absence-using-parentmail-app/](#)

If your child is sick please notify the school by **9:00 each day**. Please do not take offence if the school telephones to find out where your child is if we have not heard from you. This is our standard procedure and an important part of our commitment to safeguarding children and promoting their well-being.

OUR SCHOOL TARGET FOR 2019-2020 OUR TARGET IS 97.5%

As of the end of the Autumn term we had a target of **96.8%** - slightly down than expected as some families took days off **before the end of term** and this has impacted upon the overall target to date

Please help us to achieve our aspirational target of 97.5% by the academic year and NOT to take holidays during term time

PARENT / CARER CONTACT INFORMATION

If any of your **contact details** change it is **very important** that you inform the school immediately, including email addresses. In the event of an emergency we will go to the contact stored on the system.

We have had incidents where we have been unable to reach a parent due to them failing to inform the school of a change of numbers/ emails. Please keep us informed by completing the downloadable form. Thank you.

<http://www.stmichaels.wandsworth.sch.uk/our-school/parent-information/downloadable-forms/>

CHILDREN WALKING TO SCHOOL ON THEIR OWN YEAR 5/6

Children in Year 5 and 6 are encouraged to walk to and from school on their own. Permission for this has to be given by completing the Walking Alone form and returning it to the school office.

<http://www.stmichaels.wandsworth.sch.uk/our-school/parent-information/downloadable-forms/>

Once the school has received the above form confirming permission a note will then be made in the register indicating that your child is walking to and / or from school and so that should they not be in for registration we can inform you immediately.

If your child's arrangements have altered for this term, please notify the school office ASAP. Thank you.

ADMINISTRATION OF MEDICINES: REMINDER



If your child requires medicine to be administered during the school day please complete the online form or come into Reception and complete it. **All medicines are to be left at the Office Reception** where they will be safely stored.

<http://www.stmichaels.wandsworth.sch.uk/our-school/parent-information/downloadable-forms/>

HEAD BUMP PROCEDURES UPDATE



We have excellent medical and first aid provision at St. Michael's, with regular first aid training for staff and children.

Where there has been a knock to the head or a serious injury (large open wound, suspected fracture or concussion) they complete a special form which is signed by a member of the school leadership.

This form is emailed to parents the same day and a hard copy sent home in a brown envelope with the child. In the most serious cases, parents will be contacted immediately.

WEATHER INFORMATION FOR THE SPRING TERM 2020

As a school, we want to ensure that parents are kept informed of the procedures we have in place in the event of adverse weather conditions. Despite the mild weather we are having - please note the following information in the event of adverse weather (snow!)



<http://www.stmichaels.wandsworth.sch.uk/our-school/parent-information/weather-alert-info/>

"Working together for the good of all"

Thank you for your support in helping us to keep your child safe whilst in our care.

