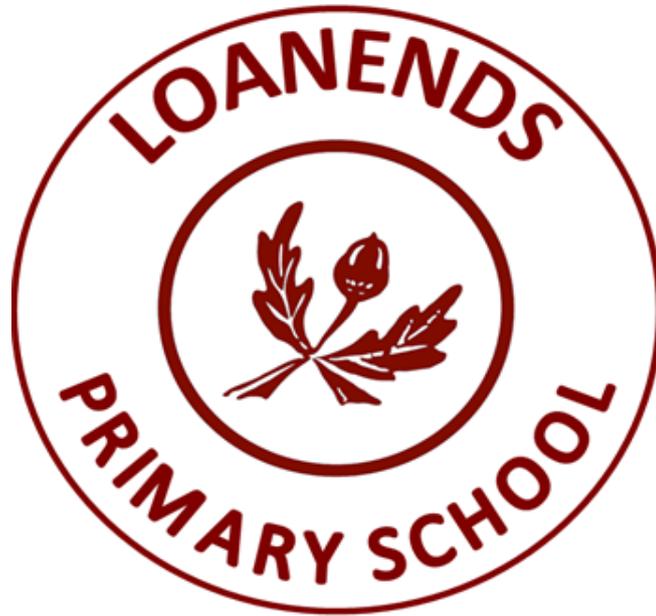


LOANENDS PRIMARY SCHOOL



**"What Should I do...?"**

## **A Pupil's Guide to Pastoral Care**

January 2010

Updated March 2017

Updated August 2019

Updated March 2020

## Introduction

BECAUSE  
**EVERY CHILD**  
IN THE WORLD  
HAS ONE THING  
IN COMMON.  
**THEIR RIGHTS.**

This is a guide for pupils of Loanends Primary School to help them to look after themselves and keep safe while at this school. The situations you may be in during a school day are written as questions and the answers given. The policy has been reviewed by the School Council and also reflects the following UNCRC Articles:

- **Article 3-** Adults should do what is best for you;
- **Article 13-** You have the right to find out things and say what you think, through making art, speaking and writing unless it breaks the rights of others;
- **Article 19-** You have the right to be protected from being hurt or badly treated;
- **Article 28-** You have the right to education;
- **Article 29-** You have the right to education which develops your personality, respect for others' rights and the environment;
- **Article 31-** you have the right to play and relax by doing things like sport, music and drama;
- **Article 39-** You have the right to help if you have been hurt, neglected or badly treated.

### In My Classroom



#### **What do I do if I feel sick in class?**

If you feel sick in class put your hand up and tell the teacher. The teacher will decide with you whether it is necessary to contact your parents. If you stay in school, the teacher may arrange for you to stay inside during break and lunch if it is necessary. You must have permission from your teacher to stay indoors. If your parents are contacted they will be asked to come down to school to take you home. If you continue to feel ill you will be sent to one of the First Aiders, Mrs Mullan or Mrs O'Neill.

#### **What do I do if other children will not share with me?**

Other children do not have to share things that are their own. If they refuse to share these, then you must accept this.

If they refuse to share things that belong to the school tell the other child what you want politely. Do not shout or grab. If they still refuse to share then put up your hand and tell the teacher.

#### **What do I do if someone is calling me names or making fun of me?**

Everyone is teased, even adults. This can often be ignored. Sometimes you can even see that it is funny. Try to do this. If someone keeps on teasing you until you are upset tell them that what they are doing is upsetting you and that if they keep on that you will tell the teacher. Remember they may not know that you are upset. If they still continue to upset you, put up your hand and tell the teacher. Try to remember some of the names they have called you.

#### **What do I do if someone is hitting me in class?**

Tell your teacher right away or speak quietly to your teacher at break or lunchtime. Hitting is always wrong. Do not accept other children who hit or in any way hurt you.

No Hitting



#### **What do I do if someone is keeping me back from my work?**

Try to ignore them. Most times if no one is interested the person will get bored and settle down. If this doesn't work, tell the person that you are being disturbed. If they still disturb you put up your hand and tell the teacher and ask if you can be moved to another seat.

### **What do I do if I cannot do my work?**

Make sure that you are listening when the teacher is explaining your work. If you are fussing with books and pencils when the teacher is talking you may not hear everything that is said. Look at the task carefully. You may have done similar work before. If you are working from a book, read what it says at least twice. If you still do not know what to do put up your hand. Be prepared to wait. Your teacher has many other children. You may not be the only one who needs help.

### **What do I do if my teacher has to leave the room and I need help?**

Your teacher will only leave the room on very few occasions. When he or she goes your classroom assistant will be in charge of the class or the teacher will leave a door to another teacher's room open. Do not close the door or allow others to do so. If you have a problem, the teacher next door is the one your teacher expects you to speak to. Walk in quietly and stand beside the teacher until they have time to help you.

### **What do I do if I'm not comfortable about something I see on the computer or iPad?**

Don't click on the image or links. Tell your teacher immediately. If you see someone else looking up internet sites or using Apps which aren't appropriate, speak quietly to the teacher about this. It is important that everyone stays safe online and remembers the SMART message taught in ICT. Pupils should not try to access YouTube on the iPad unless told to do so by the teacher.

### **What do I do if I need to take medicine, tablets or inhalers in school?**

Try to take all medicines and tablets at home if you can. If you need to take medicine in school your parents need to complete permission forms and give these to Mrs Mullan or Mrs Armour. Arrangements will then be made for you to take your medicine in school at the right time.



Your teacher can keep inhalers in school for asthmatic attacks – these should be clearly labelled with your name. If you are older and more responsible your parents may allow you to keep an inhaler in your schoolbag. You should always know where your inhaler is kept and how to use it. It is a good idea to have two inhalers in school at any time.



### **What do I do if I need to get out of school to go the doctor or dentist?**

If you need to get out of school for any reason tell your parent that you will need a note explaining where they are taking you and what time you will need to go. Teachers cannot release you unless you have a note or Mum or Dad has telephoned the school. Parents or carers should come and pick you up from school. All notes should be sent to Mrs Armour for her signature.

### **What should I do if I am late for school?**

You should come to school anyway. Explain to the class teacher why you are late. A record of your lateness will be kept and written on your Record of Achievement folder at the end of each year. Remember you should be in school by 9:00am.

### **Break/Lunch/Hometime**

### **What do I do if my parent/carer does not turn up on time?**

You must return to school and tell an adult that you have not been picked up on time. You must NOT remain outside the school.

**Late!**

### **What do I do if someone hits me?**

If someone hits you find an adult to tell. There will be a teacher or an assistant out in the playground. If you cannot get away shout loudly so that others can hear you.



### **What do I do if someone calls me names or says things that upset me?**

Try ignoring the person. They may only be trying to get you to chase them. If you ignore them they may get bored and go away. If they persist tell them that they are upsetting you and if they don't you will tell an adult. If they continue then tell an adult- NEVER SUFFER IN SILENCE!!

### **What do I do if I am afraid to go out because other children are scaring me?**

Ask a friend to stay with you during break. Tell your teacher that you are frightened and need some support – they will ask one of the P7 Prefects to stay with you. If you are a Prefect, speak to your teacher or Mrs Armour/Mrs Watson who will make sure you have a friend or Classroom Assistant to support you.



If someone that you are afraid of threatens you then run away and tell an adult, or if you cannot get away then your friend or Prefect will go and find an adult.

Don't forget to tell your teacher about the problem so that it can be worked out.

### **What do I do if someone threatens me?**

If someone threatens you tell an adult in the school. Sometimes children threaten to harm you if you tell an adult – remember if they say this they must be afraid of being told on so always ignore them and tell. Threats are often made by someone who is angry and when they calm down the threat stops – let your teacher decide what needs doing.

### **Which teachers are the special Child Protection Officers?**

If you have a problem or a worry from home what other person could you tell in school that would help and protect you? Mrs Watson and Mr Hyde are the teachers who have the responsibility as Child Protection officers. You can go and talk to them about any problem.

**Mrs Watson**



**Mr Hyde**



### **What do I do if a stranger talks to me?**

If a stranger talks to you walk away. Do not reply to them. If you are worried go to an adult and point out the person you are worried about.



### **What do I do if someone I know but who does not belong to school talks to me?**

If someone you know, even your parent, talks to you do not leave the school grounds to speak to him or her. If it is your parent tell them you are not allowed to leave until you have informed a teacher and they have given you permission to do so.

**What do I do if others are harming a friend?**

You can give support to friends in many ways. Staying near to them in the playground and saying to those who are harming them that you don't approve of their behaviour can help. If your friend is being hit or being upset in other ways and is not telling the staff, encourage them to do so. If you feel they need to tell and are not telling, then tell a member of staff for them.

**What do I do if I get hurt in the playground?**

If you fall or get hurt in the playground go and tell the teacher or assistant on duty. They will decide if you need first aid treatment and administer it – they will also decide if you require further medical help.

**What do I do if someone else hurts himself or herself?**

You can help by asking the person if they are all right. Try to stay calm and quiet. Do not try to lift them up. If you feel they need help then go to the nearest adult and tell them.

**What do I do if I see a fight in the playground?**

If you see a fight never try to break it up yourself. Go immediately to the nearest adult or Prefect and tell them. If someone else has told the teacher, stay well away from the fight.

**What do I do if I forget my lunch?**

As soon as you realise you have forgotten your lunch tell your teacher so that someone can contact your Mum or Dad. If you do not realise until lunchtime tell Mrs Bowman or one of the Dining Hall Assistants and they will arrange a lunch for you.

**What do I do if I hear the fire bell?**

Remain calm and stay in your seat until the teacher tells you to line up. He or she will take you out of the school, through the correct fire door. You will then line up in the car park and wait until you are told to return to the building. Never run or stop to pick up belongings on the way out.



If you are in the bathroom by yourself, forget about washing your hands and make your way out and join the nearest class as quickly as possible. The teachers or Classroom Assistants will check before they go out that no one is left in the toilets. (Remember to wash your hands though when you come back inside!)

**Going on Day Trips with the School****How do I make sure I can go on the visit?**

When there is a school trip coming up your teacher will give you a note to take home. Make sure the note is signed and returned to your teacher a.s.a.p. Behave well in school. Teachers will not take children who do not behave well for their own personal safety.

**How do I make sure I do not get lost?**

Keep a close watch for your teacher. If you are looking around it is easy to forget to look out for adults. Keep up with the group. Don't walk slowly at the back of the line. Listen carefully to all your teacher's instructions. Do as you are told at all times.

### **What do I do if I get lost?**

Stop and look around in all directions. Look for someone from the school even if it is the wrong group. If you cannot find anyone in your school, go to an adult who works in the place and tell them you are visiting and are lost. If there is no one around whom you can ask for help, then stay where you are. The teacher will know you are missing and will come and look for you. In the meantime keep looking for your group or someone you can ask for help.



### **Residential Trips**

#### **How do I make sure that I can go?**

Going on a residential trip depends on asking permission from your parents and good behaviour in school. It can also depend on medical needs or circumstances.

#### **How do I make sure that I don't get lost?**

Know who your group leader is and stay with them at all times. As soon as you arrive at each place you are visiting go to your group leader and stay with your group until you are back at the hotel or bus.

#### **What do I do if I get lost?**

Stop and look round to see if you can see your leader or any other leader from the group. If you see a leader, go to them. If you cannot find a leader stay where you are and someone from the group will come and find you.

#### **Keeping safe at night.**

When you arrive at the place where you are staying you will be put into a room with others. Always sleep in the room you are allocated so that the teachers know where you are in an emergency. If the others leave the room so that you are on your own go and tell the teacher.

#### **What do I do if I want a teacher in the night?**

When you arrive you will be shown where the teacher's room is. If you need help knock the door and wait until the teacher hears you. If the teacher is busy elsewhere there will be a teacher on patrol who will be there shortly.

#### **How will I make sure I don't lose my money?**

Your group leader will be responsible for looking after your money and will give you a small amount of money each day to spend.



#### **How will I make sure I am safe on the bus?**

Stay in your seat at all times and make sure you are wearing a seat belt. If you feel sick or need anything urgently, a teacher will come to help you.