

SAFETY RULES

**FOR BRINGING AND COLLECTING CHILDREN TO AND FROM SCHOOL,
AUTHORISING ABSENCES AND REPORTING ACCIDENTS AND INCIDENTS**

PRIMARY 1 - PRIMARY 3

1. In the morning parent/carer should bring the child to the playroom (świetlica) and the child should stay in the playroom in the care of the teacher. At 8:00am the teacher with all of the children will go to the classroom to start lessons.
2. In the case of a more serious injury or a more serious incident involving the child, the parents/carers are informed about it without a delay by the class teacher, school administration staff or playroom workers. All information about the incident is entered in the accidents and incidents record book.
3. If a child was injured outside of school or otherwise feels unwell, the parent/carer is obliged to inform the class teacher about it in the morning before the start of the lessons.
4. The parents/carers are also obliged to inform the school about all allergies that the child suffers from.
5. If a child feels unwell during the classes, the class teacher or the school administration team will notify the parent/carer about it.
6. All absences should be authorised by the parent/carer in a written form, preferably by sending a message on Librus.
7. If a child is collected from the school before the end of the school day, the authorized person collecting the child has to fill in a slip stating the time of the pick-up.
8. After the last lesson is finished, all children are brought to the playroom by the teacher and the playroom workers take over. The playroom worker will let the children out of the room when parents arrive to pick the children up.
9. From the moment the child is collected from the playroom it is the parent who takes full responsibility for the child.
10. Children can be collected from school only by an individual who fulfills all three conditions below:
 - is a parent/legal carer or is a person authorized to collect the child (i.e. an authorization sheet has been filled in advance by the legal carer)
 - is an adult,
 - is not intoxicated or under the influence of any substance.
11. The playroom for P1-P3 is open between 6:45am and 5pm.