



Ormiston Cliff Park  
PRIMARY ACADEMY

Orde Avenue  
Gorleston-on-sea  
Norfolk  
NR31 6SZ

Phone: 01493 661523  
Email: office@ocppa.co.uk

Web: www.ocppa.co.uk  
Principal: Mrs K Rutherford MA BED

 **Anchored in excellence**

15<sup>th</sup> June 2023

Dear Parents/Carers

We would like to inform you of our reviewed procedures to maximise the safety of your children during periods of hot sunny weather.

We want pupils and staff to enjoy the sun safely and be protected from skin damage caused by the effects of ultraviolet radiation from the sun. We achieve this by:

- **Education** - Providing opportunities for children to learn about sun safety through our PSHE curriculum and sun safety assemblies.
- **Protection** - Adapting timetables and activities to minimise over exposure to the sun.
- **Clothing** – Encouraging the wearing of sun hats and sun glasses.
- **Sunscreen** – Requesting parents/carers to apply a high factor sun screen before the children arrive at the Academy. Supporting the supervision of children who require additional application of sunscreen (see additional information below)

### **Application of additional sunscreen**

The Academy requires parental consent for staff to **supervise** the child to apply additional sunscreen if required during the day. It is possible that additional sunscreen may need to be applied before lunch breaks or in situations where there are extended periods of lessons/activities outdoors.

If the application of additional sunscreen is required, the following procedures **must** be followed:

1. The parent consent form must be completed prior to any use of sunscreen.
2. Sunscreen must be brought into the Academy securely labelled with the child's full name and class.
3. Sunscreen must be handed to the class teacher/teaching assistant by the parent for children in Year R-Year 2 and by the child in Year 3-Year 6 on arrival and it will be kept securely in the classroom. (Please note sunscreens can not be shared between siblings).
4. Children will apply sunscreen to themselves under the supervision of the class teacher/teaching assistant. Please note staff **will not** apply sunscreens.
5. It is the responsibility of the parent to inform the Academy if their child is allergic to sunscreen.
6. The Academy will inform parents if a child has any adverse reaction that may be due to sunscreen and will take medical advice if necessary.

Please be assured that children will be reminded of procedures by their class teacher and through assembly etc.

It would be appreciated if parents could spend time helping children to learn how to apply sunscreen safely.

If you require your child to have access to additional sunscreen please can you complete the consent form attached and return to the class teacher as soon as possible.

If you require any further information please do not hesitate to contact the Academy.

Yours sincerely

A handwritten signature in purple ink, appearing to read 'Katharine Rutherford', with a large, stylized flourish at the end.

Mrs K Rutherford  
Principal

**Sunscreen Consent Form**

**Child's Name** .....

**Child's Class** .....

**I give permission for my child to apply additional sunscreen provided which has been clearly labelled with their name and class details. I understand my child will be required to apply their own sunscreen under supervision.**

**Parent Name** .....

**Parent Signature** .....

**Date** .....