

Forest Way School



Information Handbook for Parents/Carers 2015/2016

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Where each pupil is valued as an individual

FOREST WAY SCHOOL AIMS

We aim to:

- promote success by emphasising abilities, not disabilities
- create a caring, stimulating, challenging environment, free from inhibiting pressures and restrictions, where pupils can grow in confidence and self esteem
- value the contribution of parents, governors, the community and other agencies by involving them whenever possible in the life and work of the school
- ensure that every pupil reaches their potential in all aspects of education
- promote an atmosphere of openness, personal dignity and worth, tolerance and respect for others, regardless of disability, race, colour, creed, gender or age, promoting British values
- encourage positive behaviour and attitudes
- provide a broad, balanced, well-resourced curriculum
- provide a wide range of relevant and motivating experiences
- recognise achievements throughout the school, by the use of appropriate rewards including Records of Achievement
- support the professional development of all staff
- develop and work within clear policies and guidelines
- encourage independence and involve pupils in making informed choices
- equip pupils to use their leisure time effectively
- integrate students with their peers and the local community
- to be committed to collaboration and partnership working to improve teaching and learning through the Teaching School.

Child Protection: Safeguarding Children Information for Parents/Carers

Our school feels it is of the utmost importance to have good systems for protecting children and safeguarding their welfare, throughout all the activities which the school undertakes. This means that staff and volunteers must be alert to possible concerns about every pupil, and to report these in a proper fashion. The school has a Safeguarding and Child Protection Policy, parents/carers may request a copy of this.

It is important for parents to be aware that:

- Staff and volunteers in the school have a duty to report concerns about a child, whether this means the child may be in need of additional support or help of some kind or whether it is thought that a child may have been abused or be at risk of abuse.
- There are four categories of abuse: physical, sexual, emotional, neglect.
- In some cases the school is obliged to refer children to Children's Social Care, for children to be assessed for their needs or if an investigation into possible child abuse is required. In many cases there will already have been discussions between school staff and the parents of the child, and the situation and concerns will not be a surprise to the parents/carers. However, parents/carers may not be told that the school has referred their child to Children's Social Care if it is thought that this might put the child at risk.
- Children's Social Care tries to carry out its enquiries in a sensitive fashion. It has to gather information and generally it can be open with parents about the steps being taken.
- If you think your child may have been abused you should contact the Children's Social Care Office. If you think the abuse may have happened in school, contact the Headteacher or the Designated Senior Lead for Child Protection, who is Sue Wilson. If you think your child has been hurt, arrange to visit your doctor. Comfort and reassure your child.
- If school staff need to express concerns about a child or refer a child to Children's Social Care, it is understood that this can cause distress or anger for the child's parents/carers.

For parents/carers enquiries please contact Sue Wilson, Designated Senior Lead for Child Protection/Safeguarding.

Parents/Carers' Guide to Annual Reviews

What is an Annual Review? - An Annual Review is a review of your child's Statement of Special Educational Need which is currently being replaced by a Education, Health and Care Plan. We look at your child's identified needs (Section II), the educational provision to meet those needs (Section III), the placement (Section IV), and any non-educational provision (Section V). Forest Way also uses the Review to report your child's development and progress over the last year.

How is the Annual Review organised? - Forest Way will set a date and time and notify you well in advance. Everybody who contributed to your child's Statement will be invited to attend the Review, or send a report. You will also be invited for your comments.

Who is involved in the Annual Review? - You are! Plus the Class Teacher, Headteacher (and/or Deputy Headteacher/Senior teacher), the Educational Psychologist and the Speech and Language Therapist. Older students are invited to attend their own reviews and all pupils are invited to provide a contribution to the meeting.



How is the Annual Review conducted? - At least two weeks before the Review, you will receive the school's report including contributors' comments. This will enable you to read the report, make notes and put together any questions you may wish to ask. This information will help you if you wish to write your own report to bring to the review.

The Review will be chaired by the Headteacher or member of the Management team and is timed to last three quarters of an hour. The format for the Review will be outlined by the Chairperson and then all reports will be discussed and any questions debated and answered. The previous year's targets and individual education programmes are discussed in detail. Recommendations, targets and individual education programmes for the next year are identified and written down.

Transition Reviews

These take place from Year 9 and during the Transition process from Year 9 to Year 14 we will be working with you and other agencies to plan for when your son/daughter leaves Forest Way - this is usually at the end of Year 14.

We will help you to look at all the options Post 19 which may include college courses, social services day care, personal budgets etc and help to make the transition to other services as smooth as possible.

What happens after the Annual Review?

You will receive a copy of the Annual Review form and, where appropriate, Transitional Review Form (age 14+) highlighting targets, programmes etc. for the next year. Copies of this with all the relevant reports are sent to the Psychology Service, Schools Support Services, Transitions and the Education Department. The reports are available in school for all the other professionals. Any necessary changes to the wording of your child's Statement of Special Educational Need are highlighted and sent to the Special Educational Needs Department who will then issue a Proposed Amended Statement.

What if I am unhappy with the outcome of the Review? - Contact the school straight away. We will do everything within our powers to discuss anxieties and solve difficulties.

Accidents

We keep a record of all accidents however minor. If a more serious accident should occur we will immediately call an ambulance and contact you. If necessary your son/daughter will be taken to hospital accompanied by a familiar member of staff who will stay with your child until you arrive. This is one of the reasons it is essential for us to have up to date emergency contact numbers.

Change of Address/Telephone Numbers

Please inform us **immediately** if you move house or any of the emergency contact numbers we hold for your son/daughter change. It is also your responsibility to notify the School Transport Department, if appropriate, of any changes to your contact details.

Dinner/Snack Arrangements

Since long before Jamie Oliver became involved with school meals we have been trying to ensure the school meals provided at Forest Way are of a high quality. All meals/packed lunches provided for school trips are prepared on the school premises. Hot cooked meals with a choice of dishes are available and wherever possible special diets will be catered for.



Leicestershire School Food Support have advised us that the cost of a school meal will be £2.10 per day (£10.50 per week).

An additional amount of £2 per week is payable to cover the cost of drinks and snacks for break times and cooking ingredients. If your son/daughter is eligible for free meals or you send a packed lunch from home it would be appreciated if you would still send £2 for the drinks/snacks/cooking money into school.

Payment can be made by cash or cheque, made payable to Forest Way School, and should be sent into school on Monday mornings, or the first day of attendance each week, in a clearly marked sealed envelope. If you would like to pay in advance, monthly, half termly or termly please ring school to arrange for an invoice to be sent to you.

Additional money may be requested if your son/daughter participates in a 'Cook and Eat' session, where they plan, shop for, cook and eat their own meals.

If you or your son/daughter is in receipt of benefits eg Employment Support Allowance, Income Support, etc, you may be eligible for free school meals. Please telephone 0116 305 6588 or 0116 305 7093 to discuss. If you qualify for free school meals you may also be eligible for free home to school transport.

It is really important that you register your eligibility to enable the school to claim extra funding known as Pupil Premium to provide additional support for your child. The amount of Pupil Premium the school receives is based on the number of pupils eligible for free school meals so it is important for parents/carers to register even though perhaps in some cases meals will not be taken.

If you are not in receipt of a qualifying benefit or your family income is more than £16,190 and your child is in Key Stage 1 they will automatically be entitled to a free school meal under the Universal Infant Free Meal scheme and do not need to register with the local authority.

School Attendance

From September 2013 two important changes to the law relating to School Attendance were introduced.

Headteachers will not be able to agree up to 10 days leave of absence unless the parent/carer applies in advance and there are exceptional circumstances.

There will be penalty payments of £60 if paid within 21 days of receipt of the notice or £120 if paid within 28 days.

Obviously as this is the law it is out of the governors' and the headteacher's control.

Holidays in normal holiday periods can be an issue for some of our pupils because of the crowds and cost.

If you want to go away at quieter and cheaper times in 2015/2016 the holidays in Leicestershire which differ to the rest of the country in Leicestershire are:

16 – 23 October 2015 inclusive

15 – 19 February 2015 inclusive (in some areas)

18 – 22 July 2016 (Leicestershire usually breaks up earlier than most counties)

Hopefully by booking at these times it will be quieter and cheaper. Please phone Lynn if you would like to discuss this in more detail.

It is not necessary to request time off for medical appointments, but it is appreciated if you can let us know either by writing in the home-school diary or telephoning the office to say when the appointment is and if your son/daughter will be coming to school on that day.

Medical Matters

Forest Way follows the Code of Practice on the Administration of Medicines in Schools. The Headteacher will be the person with responsibility for giving instructions on the day to day administration of routine prescribed medication whilst in school and on residential.



We cannot give medication without signed parental consent. All medication including inhalers should be sent into school in the original container with the prescription label with the child's name and dosage instructions clearly visible.

We are unable to administer medication for illness. If your child is on a course of antibiotics and well enough to attend school, the doses will need to be adjusted so they are administered at home. Trained school staff are able to administer Rectal Diazepam, Buccal Midazolam, Buccolam and Epipen to pupils who need it.

The treatment of minor cuts and bruises may be carried out by a delegated person. Severe injuries will be reported. If a health professional wishes to see your child in school you will be given notice of the appointment.

If your son/daughter becomes ill during the school day you may be contacted and asked to collect him/her. You will be advised if the School Nurse or First Aiders think it is advisable that you take your child to see his/her G.P.

If your son/daughter is sent home with sickness and/or diarrhoea, or develops either of these over a weekend period you will need to keep him/her off school for 48 hours **after** the symptoms have cleared.

Parents/Carers' Group

Regular monthly meetings are held at school and you are all invited to attend. Some meetings may feature a speaker or a fundraising event, but often we meeting for a drink and a chat. If you are unable to make the regular meetings, some parents have an informal get together after dropping their children off at school to have a coffee in the Parent/Carers' room.

Photographs

You are requested to complete a permission sheet annually to say whether or not we are able to take and use photographs of your son/daughter for school or media use. However, on occasions such as Sports Day, Carol Concerts, etc parents may take photos or video footage which includes your child. Such images should not be circulated more widely than the family so please do not put photos/videos on social networking sites such as Facebook. Our advice is that any manipulation or distribution of images of children could result in prosecution.



You will always be notified and asked for permission for your son/daughter to have his/her individual photo taken or appear on the class group photos which are taken annually, usually by Tempest Photographers.

PE/Swimming

Your son/daughter will have a timetable that includes sessions of PE and swimming. Please ensure your child comes to school with the appropriate kit for these sessions. For PE he/she will need a change of shoes (plimsolls or trainers), shorts and a t-shirt. For swimming a towel and swimsuit/trunks will be required as well as swim nappies if he/she is incontinent. It would be very much appreciated if all items could be clearly marked with your child's name to ensure the correct items are returned home with him/her.

If your child arrives at school without the appropriate kit he/she may not be able to participate in the lesson on that day.

RE/Collective Worship

As a requirement of the Education Reform Act 1988, religious education will be provided for all pupils in this school.

The religious education will be non-denominational in accordance with the Act; however, it is permissible under the Act for pupils to be taught about denominational differences.

In order to meet the requirements of the Act, Forest Way will provide a daily act of collective worship for every pupil. The nature of this collective worship on most occasions during a term will be wholly or mainly of a broadly Christian character although not distinctive of any particular denomination. We will use these occasions to praise achievements of individuals or groups and emphasise the values of the school. Religious Education is taught within the class by the teacher and encompasses those qualities valued by society.

As a parent/carer if you wish to withdraw your child from collective worship you have the right to do so under the Education Reform Act.

Residential Visits

Forest Way School offers pupils in Year 9 the opportunity to participate in an overnight residential visit to The Croft. During their stay pupils take part in a variety of activities including tent erecting, a treasure hunt, outdoor games and Forest School activities. At the end of the day following the evening meal, pupils follow their usual routine and prepare for bed. In the morning following a breakfast of cereals and toast the pupils will return to school.

Students, usually from Year 12, are offered the opportunity to go on a three night, four day residential to the Wingate Centre, Cheshire, which is equipped with a fantastic gymnasium for use by pupils with special needs and supervised by fully qualified instructors. The trip commences on a Monday morning and pupils return to school the following Thursday afternoon. Outings include visits to the Blue Planet Aquarium and a candle making centre.

Both residentials are led by Sue Wilson/Gail Seaton, who hold the Residential Leadership Certificate and a First Aid qualification, and an appropriate number of staff to give a good pupil to staff ratio.

School Clothing

On occasions it may be necessary to send your son/daughter home in items of school clothing because his/her own clothing has become soiled in some way. It would be very much appreciated if you could launder and return the clothing to school at your earliest convenience.

School Policies

The following policies can be found on our website in the Academies Info section: Behaviour and Discipline, Safeguarding/Child Protection and School Complaints Policy and Procedure for Parents/Carers.

Sex Education

Sex Education is taught to the older pupils, for whom it is decided relevant by the class teacher, using both printed and televised material. Through this extension of our PSHEC programme (Personal, Social, Health Education and Citizenship) we view sex education in a much wider context ie social interaction, morality, health and hygiene, personal responsibilities, social behaviour, etc.

Permission will be requested before the sessions commence and you will be offered copies of the relevant material to be used. You will also be able to withdraw your child from the programme.

Pupils at Forest Way will, in their work covering National Curriculum Science, look at aspects of sex education such as reproduction.

Visiting and Liaison

We feel a close partnership between home and school is essential. We have daily home-school diaries and home visits can be arranged if required. We invite you to contribute to your child's IEP (Individual Education Programme) and to attend annual reviews. We welcome you at special events such as workshops, assemblies and sports days. We operate an 'Open Door' policy and we are pleased to see parents/carers at any time. However, when you do visit the school please sign in at reception and wear the badge given to you. If you wish to speak to the headteacher on your visit please telephone beforehand to arrange a mutually convenient time.



When it is agreed that your son/daughter will be admitted to Forest Way you are required to complete a Pupil Admission Form and associated consent forms. These forms give valuable information on such things as emergency contact

numbers, allergies, medication, etc and they are treated in the strictest confidence. Each year you will be requested to review the information that is held for your son/daughter and to renew the consents. However, it is most important that any changes to contact details eg address and/-or telephone numbers are notified to school immediately. The school is registered under the Data Protection Act.

Forest Way School

School Terms and Holidays

2015 - 2016

		No. of Working Days
Autumn Term		
Schools Open	Tuesday 1 September 2015	
Mid Term Break	Friday 16 October to Friday 23 October 2015	73
Schools Close	Friday evening 18 December 2015	
Spring Term		
Schools Open	Tuesday 5 January 2016	
Mid Term Break	Monday 15 to 19 February 2016	53
Schools Close	Thursday evening 24 March 2016	
Summer Term		
Schools Open	Monday morning 11 April 2016	
May Day	Monday 2 May 2016	
Mid Term Break	Monday 30 May to Friday 3 June 2016	64
Schools Close	Friday evening 15 July 2016	
		190

Staff Training Days
**In addition to the above, staff are required to
work 5 additional days out of term time**