



Hebden Green School

Information for Parents



2015 to 2016

Welcome

Welcome to Hebden Green School. We are a specialist school for children and young people with physical disabilities, complex medical needs and associated learning difficulties in Winsford, Cheshire. We aim to provide an outstanding blend of education, therapy and care to all our pupils and make sure that they achieve their maximum potential. Our residential facility further continues the education and life skills teaching from day school and provides a home-from-home setting where children and young people can relax, socialise and learn how to live independently.

School Details

Hebden Green School,

Woodford Lane West, Winsford, CW7 4EJ

Telephone: 01606 594221

Nurses: 01606 544327

Physiotherapists: 01606 544333

Email: admin@hebdengreen.cheshire.sch.uk

Website: <http://www.hebdengreen.cheshire.sch.uk/>

Headteacher: Alison Ashley

Holidays – July 2015 to July 2016

	Date of Closing for Pupils	Date of re-opening for Pupils
Summer 2015	21 July (Tuesday)	3 September (Thursday)
Autumn half-term 2015	23 October (Friday)	2 November (Monday)
Christmas 2015/2016	18 December (Friday)	5 January 2016 (Tuesday)
Spring half-term 2016	12 February (Friday)	22 February (Monday)
Easter bank holidays 2016	25 March & 28 March Good Friday & Easter Monday	29 March (Tuesday)
Spring break	1 April (Friday)	19 April (Tuesday)
May Day bank holiday 2016	29 April (Friday)	3 May (Tuesday)
Summer half-term 2016	27 May (Friday)	6 June (Monday)
Summer 2016	20 July (Wednesday)	

Home School Agreement

Hebden Green School will:

- ✓ Aim to give all our pupils an outstanding provision of education, therapy and care;
- ✓ Aim to safeguard every child's wellbeing;
- ✓ Work alongside parents, carers and the wide range of multidisciplinary colleagues;
- ✓ Value and care for each child as an individual;
- ✓ Keep families informed about their child's progress through Annual Review, Parent and Carer events and informally on request;
- ✓ Inform families about school events and activities including what their child will be taught each term by means of newsletters, timetables, letters home, the school website, and text messages where appropriate;
- ✓ Share the expectations for behaviour and make the Behaviour Policy and other relevant policies available;
- ✓ Contact parents or carers with any related to their child's attendance, work, behaviour or health;
- ✓ Provide homework and reading as appropriate including access to work/ resources if a pupil will be absent for an extended period.
- ✓ Make available (on the school website and in paper form on request) all policies relating to our school;
- ✓ Set a good example in our speech and behaviour towards all members of the school community;
- ✓ Provide this home-school communication book to be used for daily written communication.

Parents/ Carers will:

- ✓ Make sure that their child attends school regularly and inform the school when their child will be absent;
- ✓ Work with the school to safeguard the wellbeing of their child(ren);
- ✓ Attend Annual Reviews and other events to discuss progress and achievement;
- ✓ Work with the school to promote positive behaviour;
- ✓ Share with the school major events at home which may affect their child's learning, development, emotional state and behaviour;
- ✓ Share with the school any relevant medication changes and day to day medical issues such as significant seizure activity;
- ✓ Share with the school the involvement of any professional with their child;
- ✓ Contact the school to discuss any complaints so that we can deal with any issues;
- ✓ Follow our School Code of Conduct (attached and available on our website and from school) which supports the respectful ethos of our school and asks all staff, parents, carers and visitors to set a good example in their speech and behaviour towards all members of the school community;
- ✓ Use the home school book regularly to inform the school of day to day activities, changes to routine, appointments etc.

What will my child need?

Hebden Green has a school uniform for all Primary and Secondary aged pupils. In Post 16 it is not compulsory and can be purchased online –at <http://www.schooltrendsonline.com/schools/HebdenGreenSchoolCW74EJ> or please send completed order form (available on the website or at school) with payment to:-

School Trends Ltd 10 Carley Drive, Westfield, Sheffield, S20 8NQ

PE kits are required including suitable footwear (pumps or trainers for outdoor games) where appropriate. Pupils who have swimming will be asked to bring in their own swimsuits and towels – please clearly name all clothing. For some of our older pupils, especially when on work experience or when accessing outdoor courses at college, they may require specialist footwear or old clothes – if your child is taking part in any special activities, you will be contacted by the class teacher to request these.

At lunchtimes your child can access school lunches or you can provide a packed lunch. Many of our pupils have a specialist diet and this can be accommodated – please advise us. If your child has a dietary requirement, where appropriate, a Speech and Language Therapist will draw up a programme and midday and class staff will be trained in delivering these eating and drinking programmes. Allergies are also catered for.

The School Day

We start the school day at 9 a.m. for registration. The school day ends at 3.30 for all pupils but lesson times and lunch times will depend on individual timetables and needs. There is a class timetable included in this book.

Every week, assemblies are held which recognise the achievement made by our pupils and certificates may be given out and photographs shared.

The best time to contact your child's teacher is between 8.45 a.m. and 9 a.m., or after 3.30p.m. If you need to speak to someone urgently please contact the school at any time. You can also contact the nursing or physiotherapy team using the numbers at the beginning of this book.

We will keep parents informed about achievements, participation and recent events enjoyed by your child by, for example, sending/ emailing photos, certificates, and photocopies of work completed.

A newsletter will also be sent out and published on the website every term.

We have a range of after school activities on offer such as music or multi sports. These are run by specialist, fully qualified sports coaches or peripatetic teachers.

From Year 5 upwards, many of our pupils stay in our Residential facility each week as part of their continuing education. If you are interested in your child staying either for an extended day or overnight please contact Michelle Parkes, Assistant Head Teacher or Julie Regan, Head of Care, for details.

Common problems and questions

What if my child is ill?

Please phone the school before 9.00 a.m. and speak to the administration staff or leave a message explaining what is wrong and a likely return date if possible. If your child is ill in school, they may receive medication from the nurses (in line with their individual Health Plan and your instructions) or in the case of an accident, first aid by a trained first aider. You will be contacted straight away, as appropriate.

If your child requires medication in school time, please complete the medical consent forms provided and let us know of any medication changes. All medication must be in its original packaging and clearly labelled with your child's name and the required dosage. A signed consent form is also required for the application of sun cream.

Please remember that for everyone's good health, if your child has an incident of vomiting/ diarrhoea, they will be asked not to return to school for 48 hours after the last episode. If your child has transport provided, please also let the taxi/ bus know.

What if my child hasn't got the right kit?

Don't worry! We know that this is the exception and we will do our best to make a temporary arrangement. We do ask that PE kits and swimming kits are clean, labelled with a name and sent in for every session. If you cannot provide the correct kit for an activity, please contact us. In the winter, coats, hats etc. should also be clearly named.

How can I find out about events?

Once a term all parents receive a school newsletter; all classes contribute and it features photographs and examples of work. Letters are regularly sent home and we ask parents to give us an up to date mobile number for sending texts.

What if my child's behaviour is a concern?

Please take time to look at our behaviour code of conduct, and our full behaviour policy which can be found on the website. We work very closely with families to ensure that our pupils work to manage their emotions and maximise their potential but if we do have any concerns, we will contact you. It is important to find out the causes of challenging behaviour and work together to help your child communicate their frustrations in a more positive way.

What if I think my child is being bullied or they feel bullied?

Everyone worries about bullying. We have an Anti Bullying Policy and Behaviour Policy which are on the website, setting out how we expect our pupils to behave and what will happen if we, a pupil or family raise any concerns. We take bullying very seriously and ask for all concerns to be reported to us so that we can investigate fully.

How will I know how my child is progressing?

You will be invited into school within the first term of entry into Hebden Green School to talk about how your child has settled in. It is an opportunity to look at individual targets linked to your child's Education, Care and Health Plan or Statement of Special Needs. These targets are reviewed and sent home to parents each term. There are three formal Parents' Meetings each year and you will also be invited to attend an Annual Review Meeting to discuss progress against the outcomes in your child's Plan or Statement.

We use P Levels and National Curriculum Levels alongside Cheshire-wide criteria to measure progress and these will be explained as part of the Annual Review Meeting. In addition, you are welcome to contact your child's class or pastoral teacher at any time if there are any aspects of your child's learning, development or behaviour that you would like to discuss.

You will also receive a full Annual Report at the end of the academic year which details how your child has progressed in all areas of their curriculum, and achievements against their Individual Targets. It will also include details from the Nursing Staff, Residential Team, Speech and Language Therapists and Physiotherapists as appropriate.

Are there any social events?

We have a very active and dedicated 'Friends of Hebden Green School' (the 'FoHGS') who host a number of events throughout the year. We have held events such as play days, Summer and Christmas Fairs, a fashion show, barn dance and bingo. These are always really good fun and a great opportunity for families, staff, pupils and the community to come together. For more information, or if you would like to get involved please contact Lucy Lee, Deputy Head Teacher for more information. Coffee mornings are also held each term in school where you can relax and talk informally. All parents and carers are welcome. Sometimes we have invited guest speakers to share information and take questions. If you would like any further details about these, please contact Lucy Lee, Deputy Head Teacher for more information.

How do I pay for school meals?

A choice of hot and cold meals are freshly cooked on the premises each day. Special dietary requirements and food allergies are catered for, please let us know about any requirements your child has. Many of our children have feeding programmes designed by our Speech and Language Therapists and administered by trained Teaching Assistants or Midday Assistants.

All Key Stage 1 children currently receive a free school meal. If your child is older, the price per day is £2.15 for Primary pupils and £2.25 for Secondary/ Post 16 pupils.

Please note that this may change as the prices are set by the Local Authority. You will be advised of any price changes. We use the Money Management system which is an online payment scheme.

For further details please visit our website (under Parents – School Meals) or contact school. Alternatively, please send your child's payment into school in a sealed, named envelope with cash or cheques made payable to Cheshire West and Chester Council. Your child can also bring a packed lunch.

If you think you may be entitled to claim free school meals for your child, you can apply by contacting the Free Schools Meals Team on 0300 123 7039. For more information, please contact Lisa Cliffe at school.

How is school transport organised?

Transport for your child to and from school is organised by your Local Authority. If there are any problems please contact the local transport office on the number below:

Cheshire West and Chester Telephone: 01244 973377

Cheshire East Telephone: 01270 371485 or 01270 371134

You will receive written information from the transport co-ordination office for your area in advance of your child starting school and then before the start of the school year.

If your child is absent from school, please remember to cancel their transport directly as it is your responsibility to arrange transport. If you make any other arrangements, for example if you would like your child dropped off at another address, please contact the transport co-ordinator directly.

When can I visit school?

Hebden Green School has an open door policy and you are always welcome. To ensure that the member of staff you wish to see if available, please arrange a mutually convenient time before you come. All parents are regularly invited in for coffee mornings, open days, parents evenings/ mornings/ afternoons, concerts, plays etc. In addition you will be invited to the Annual Review of your child's Statement or Education, Health and Care Plan each year.

What happens at a Review Meeting?

Each year an Annual Review will be held to look at your child's Statement of Special Needs or Education, Health and Care Plan. Before the meeting you will receive a report from the class teacher, and any other professionals who see your child regularly such as a Speech and Language Therapist, Health professional or Physiotherapist. You may be sent a document called the 'Our Story' to complete if you have not done so before, or if you would like to change the document in any way. The meeting provides an opportunity to discuss the progress your child has made and to plan for the future. It is also an opportunity for you to talk about any aspect of your child's development with the staff who work with him/ her. Other professionals who see your child will also be invited to attend the Review.

At the Review, your child's Statement or Education, Health and Care Plan will be looked at and changed as needed. From the long term goals (outcomes), we will discuss what provision needs to be put in place over the coming year to meet these targets. Teaching staff will

Who do I need to see if there is a problem?

Your child's class teacher is the first point of call and is available to discuss day to day matters. Please contact the school to arrange a convenient time. You can also contact your child's relevant Deputy or Assistant Headteacher or the Headteacher.

What other professionals work with the children?

At Hebden Green School we have a team of nurses, Speech and Language Therapists and physiotherapists on site. If your child's Statement or Education, Health and Care Plan indicates that they require access to these services, they will usually receive an assessment on entry to the school and a programme of support and/or Health Care Plan will be drawn up. The nurses and physiotherapists have a direct telephone line – their contact details are at the front of this handbook.

What help and support is available to me?

We have a Parent Support Advisor – Lorraine Penketh who can support you with issues at home such as challenging behaviour and with accessing support and benefits. If your child is just starting school, we will arrange transition visits on an individual basis. Your child's class teacher/ pastoral teacher is always contactable at school or through the home-school communication book.

Can my child access Residential? How old do they have to be?

Your child's place in the Residential department is commissioned by the Local Authority where you live – usually Cheshire West or Cheshire East. When this is written into their Statement or Education, Health and Care Plan, your child can start accessing the Residential department from around Key Stage 2 (usually when they are 10 or 11). For most children and young people, they will be invited to access extended day and stay for the evening meal. When they are ready, they then will be offered an overnight stay but this will be at their (and your) own pace.

How can I contact my child when they are in residence?

You can contact school on the main telephone number at any time or you can use the residential mobile number on 07437546184. There are certain times during residential when your child will have supervised access to their digital technology and/ or mobile phones and you can contact them directly – please see the eSafety section.

How can I find out how my child is doing when they are in residence?

You can contact your child's key worker, the Head of Care or one of the Senior Childcare Associates at any time. You will be informed of the name of your child's key worker and who will be the leader on the night your child is in residence. If they are unable to speak to you at that time, they will contact you as soon as possible to talk through concerns or questions. There is a recording sheet which will go home every night your child is in residence and all of our pupils have a home-school communication book. In addition, there is a yearly Open Evening in residential, run by our Post 16 pupils where you can come and see what we get up to and perhaps sample some healthy refreshments! All pupils in residential have at least two targets per year which link to day school and these will form part of their Annual Report.

Safeguarding

We work on **Prevention, Protection, Support.**

ALL ADULTS WORKING WITH OR ON BEHALF OF CHILDREN HAVE A RESPONSIBILITY TO SAFEGUARD THEM

We establish and maintain an ethos where pupils feel secure, feel encouraged to communicate and are listened to; including pupils who use alternative and augmentative methods of communication. Each pupil and their family have support and a personal point of reference in school

The school offers a range of curriculum activities and opportunities, which equip the pupils with the skills they need to stay safe from harm. This is clearly outlined in a variety of curriculum areas but especially in the documentation for PHSE, Citizenship, Science Post 16 and Drama.

We ensure that pupils have access to help lines and the telephone number of the independent listener. The number for **Childline is 0800 1111.**

If you or your child has any worries please talk to their pastoral/ class teacher, the Headteacher Alison Ashley, the Deputy Headteachers Lucy Lee and Danielle Lamb, the Assistant Head Michelle Parkes, the Residential Head of Care or the Deputy Heads of Care. You can also talk to any member of the school staff if you have any concern about safety, or think a child may be at risk of abuse.

Child Sexual Exploitation (CSE) and grooming are areas of concern for many parents and carers especially in relation to the internet. We have policies that cover all aspects of Safeguarding, CSE and grooming, and Internet safety (known as e Safety). These are available on the website or at school.

E Safety

A full e Safety policy and copies of the Acceptable use Policies for staff, parents, carers and visitors and pupils (primary, secondary and Post 16) are available from school and on the website.

A planned e-safety curriculum is provided as part of the Computing / PHSE curriculum and through activities led by the e Safety coordinator such as assemblies.

Some useful websites:

<http://www.theparentzone.co.uk/parent>

<https://www.thinkuknow.co.uk/>

<http://www.kidsmart.org.uk/>

<http://www.childnet.com/>

<http://www.safetynetkids.org.uk/personal-safety/staying-safe-online/>

Bringing in devices from home:

Primary	iPads for communication only.	Post 16	No mobiles unless part of lesson or at break times in Post 16 area. iPods allowed at teachers' discretion, no cameras to be used unless own work.
Secondary	iPads for communication , no mobile phones, iPods for music. No cameras to be used.	Residential	No technology devices in bedrooms with no exceptions. Access to digital technology at set times (not during activities , meals or clubs) and not before or during bedtime. Communication devices will have internet disabled unless at specific times.

E Safety: Acceptable Use

ICT including the internet, e-mail and mobile technologies are an important part of learning in our school. We expect all children to be safe and responsible when using any ICT. If your child brings in mobile technology for use on the bus or for residential, for example a games console or tablet, we ask parents to acknowledge that the school do not accept any responsibility for loss or damage.

There are different Acceptable Use policies in place depending on your child's age and level of learning. These will be sent separately at the beginning of each academic year. We ask you to read these through with your child and discuss them at home. If you have any questions, please contact Michelle Parkes, Assistant Headteacher.

We strongly encourage all children to not arrange a face to face meeting with anyone they do not know, give out their own details such as phone number/ address, or to post online messages which detail where they live, or their school. We ask them to be vigilant in their use of any social media and to be respectful of one another.

We ask all pupils to not look for, save or send anything that could be unpleasant or nasty or upload or add any images, video, sounds or text that could upset someone else on purpose. We also ask them to report anything they find unpleasant to an adult in school.

Behaviour

We have high expectations of all our pupils in how they conduct themselves but also understand that behaviour can be a child or young person's way of communicating their frustration, emotional state or needs.

We regard the teaching of positive behaviour management as a highly important aspect of our pupil's education and development that they learn to behave well towards others and towards the community in which they learn. Good behaviour underpins effective learning, and children need good personal and social skills in order to live fulfilling and rewarding lives as adults.

Behaviour which, in any way, disrupts the learning, or day to day running of our school, is unacceptable. Through the constant promotion of positive behaviour, we seek to minimise, if not eliminate any such behaviour. As a special school, we endeavour to meet the needs of all of our pupils, including those with physical, emotional, learning and behavioural difficulties.

Staff use praise, stickers or certificates (depending on the particular class) to award positive behaviour, including controlling themselves when presented with a challenging situation. Each week we also nominate a pupil in each department to be Pupil of the Week. With the residential department the key worker for each pupil recognises their achievements and progress towards their targets; this is shared with parents and class staff through the feedback forms.

Unacceptable behaviour will have a consequence. This may be the implementation of a behaviour plan and self-management techniques being taught or a period where pupils are asked to reflect on their behaviour. Some of our pupils who are identified as having a particular emotional and/ or behavioural need may receive school based counselling and emotional literacy teaching in small groups or 1:1.