

Bleasdale School Parent Handbook

taking you step-by-step through starting school



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“The school often bring the world to the children rather than taking them out into unfamiliar environments. Local people will come in to see the plays and attend the parties, concerts and festive events. There is no shortage of fun for the children and a highlight for us so far was to see Zak go to school dressed as Spiderman to take part in the fund raising event for Children in Need. We are also thrilled that Zak has been chosen to play ‘Buttons’ in this year’s school nativity.”

”

Mags and Gary Hall live in Sedbergh, Cumbria with their seven-year-old son, Zak, and 15-year-old daughter, Ashleigh. Zak has cerebral palsy as a result of a birth injury and suffers from Lennox Gastaut Syndrome, a type of epilepsy that can cause him to have up to 40 seizures a day.



**Bleasdale
School**

Learning Together / Achieving Together



Kairen Dexter, Headteacher, says...
Its great news that your son or daughter is starting at our wonderful school.

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01524 701217, and we will be happy to help!

Policies and term dates

On page 14 are details of some important policies you need to know about.

Welcome

Welcome to Bleasdale School, and I look forward to getting to know you and your child.

Step 1



CONSENT FORM

Name of Pupil:

Please indicate permission or otherwise for your child to be involved in the following sections, by crossing out as appropriate. These permissions can be changed at any time by written confirmation to the Headteacher.

Curriculum Areas

Staff assistance provided at all times to support pupils in the following activities

- | | | |
|----------|---|--|
| 1 | Swimming | |
| | a) Bleasdale School pool | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | b) Other pools | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | c) Leisure Centres/Fun water parks | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 2 | Outings/Environmental Education | |
| | a. On foot | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | b. In the School's vehicle (ambulance) | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | c. Staff vehicle with escort
(comprehensive insurance cover in place for members of staff) | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | d. Coaches | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | e. Staff cars without escort
(only if pupil does not require an escort) | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | f. Trains | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | g. Boats | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 3 | Attendance at college courses/classes | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 4 | Rebound Therapy – on site | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 5 | Rebound Therapy – off site | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 6 | Collective Worship | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 7 | Reflexology | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 8 | Aromatherapy | YES <input type="checkbox"/> NO <input type="checkbox"/> |

Therapeutic Provision

- | | | |
|----------|--|--|
| 1 | Vibration Therapy
(Not appropriate for some pupils following surgery) | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 2 | Massage sessions | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 3 | Jacuzzi sessions | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 4 | Management of and application of Orthotics by school-employed staff, e.g. corsets, splints, as prescribed by the Health Service to individual pupils | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 5 | Use of specific therapy equipment applied by school-employed staff e.g. walkers, standing frames etc., as prescribed by the Health Service personnel | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 6 | Therapy based activities and authorised treatment by Therapist for staff to carry out. | YES <input type="checkbox"/> NO <input type="checkbox"/> |

Please tear here

CARE PROCEDURES/HANDLING PROCEDURES

- 1 Trimming of toe-nails, fingernails by school employed staff. YES ☐ NO ☐
- 2 Attendance to personal hygiene of pupils by school-employed staff, as part of the pupil's individual care plans under strictly controlled procedures YES ☐ NO ☐
- 3 Assistance with management of pupils with gastrostomies, under nursing direction and supervision. YES ☐ NO ☐

GENERAL

- 1 Group or individual photographs which may be seen in:
 - ☐ Newspapers or magazines YES ☐ NO ☐
 - ☐ School & LEA publications YES ☐ NO ☐
 - ☐ Promotional materials YES ☐ NO ☐
 - ☐ On School Website YES ☐ NO ☐
 - ☐ On LEA Website YES ☐ NO ☐
- 2 Participation in in-service training courses and workshops. Use of photos/DVD/CD etc. for in house training courses and workshops.
 - ☐ Bleasdale School employed staff YES ☐ NO ☐
 - ☐ Staff from other schools under supervision from School employed staff YES ☐ NO ☐
- 3 Medical consultants reports passed to key members of staff (strictly limited) to manage requirements for pupils YES ☐ NO ☐

N.B. All the above are strictly controlled to preserve the schools' integrity and pupils' rights at all times

Please indicate below if there are any other specific areas not outlined above, in which you do not wish your child to participate.

Every effort will be made to ensure pupils' safety at all times in activities undertaken in school time.

Signed:	on behalf of
Print Name:	
Signed:	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>
Received by:	
Date Received:	<input type="text"/> / <input type="text"/> / <input type="text"/>

Step 1

Step 2

Bleasdale School Pupil Contact Information

Pupil Name		Date of Birth <input type="text"/> / <input type="text"/> / <input type="text"/>
Home Address		
Mobile 1	Mobile 2	Mobile 3
Emergency Name & Contact Number		
Social Worker Name & Number		

Educational Visits

Pupil Name	School Year
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Your child may be included on educational visits during the school year to the places listed below, depending on the availability of places and suitability of venue.

- ☐ Local shopping or leisure facilities in Morecambe, Lancaster, Kendal or Carnforth
- ☐ Silverdale Village and surrounding environment

Separate parental consent will be requested for Educational Visits requiring approval from the Governing Body and the Children's Services Authority.

I consent to my child taking part in local educational visits. Please sign and return to school.

Signed:	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>
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If you require further details regarding any of the visits, please do not hesitate to contact the school.

School Contact Number: 01524 701217

Privacy Notice - Data Protection Act 1998

We (Bleasdale School) are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- ☐ support your teaching and learning; ☐ monitor and report on your progress;
- ☐ provide appropriate pastoral care; ☐ help and improve your health and wellbeing, and assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information 1, and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service, and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact (Val Tomlinson).

If you require more information about how the LA and/or DfE store and use your information, then please see related documents:

- ☐ **What the LA does with Pupil and School Workforce data**
- ☐ **What the DfE does with Pupil data**
- ☐ **Who the DfE passes Pupil data to**

If you need any further clarification, please contact the LA or the DfE as follows:

- ☐ Stephen Clark – Data Collection Manager – 01772-531317
- ☐ Public Communications Unit - **Department for Education** - Sanctuary Buildings - Great Smith Street - London

¹ Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools

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Home/School Agreement

Bleasdale School believes that partnership between home and school is essential if each pupil is to reach their full potential. Below is a list of how this can be achieved. We sign the relevant sections to show our commitment in working together to achieve this.

The School will:-

- Provide a broad and balanced curriculum, based on the National Curriculum. This is planned to meet the individual needs of your son/daughter.
- Provide termly Individual Education Plans for your son/daughter which will be shared with you so that you can be involved in your child's education at home (homework).
- Provide a supportive, stimulating and challenging environment in which your son/daughter can progress and develop skills in a safe and supported way.
- Ensure that your son/daughter achieves his/her potential as a valued member of the School's community.
- Contact you if there is a problem with attendance, or concerns or problems with regard to your son/daughter.
- Provide written contact in home/school books and provide verbal contact via telephone, home visits and e-mail.
- Provide regular reports and updates on your child's progress.
- Keep you informed about School activities through regular newsletters, correspondence and the website; encouraging you to participate in the life of the School.
- Provide guidance and support.
- Provide copies of relevant documents and consent forms covering a range of information.

Signed:
Chair of Governing Body

Date: []/[]/[]

Signed:
Headteacher

Date: []/[]/[]

Step 3

Step 4

Home-School Contact Arrangements

Home-School Diary

The home-school diary is the main means by which all parents/carers and school keep in contact with each other.

Phone Calls

In an emergency, or where the message is urgent, a phone call can be made to school by the parent and a message left with the office staff who will bring this to the attention of the appropriate member of staff in school. Phone calls will not usually be put through to an individual as this may distract key members of staff from their duties in school.

If you wish to speak to a key member of staff, please leave your name with the office staff and the member of staff will call you back, either at break times, or at the end of the school day.

For residential pupils we do encourage parents/carers to keep contact but ask that this be done after activities (from 7.00pm) unless it is an emergency. This ensures that a member of staff will be available to talk to you without disrupting the session.

Arriving and leaving school

Where parents bring their child to school, we ask that you arrive at the main reception area (on the residential side of the building). The office staff will then inform class that your child has arrived and a member of the class team will come to meet you and take the child across to school.

At the end of the day, we ask that again you arrive at reception where your child will be brought across to you by a member of the class team.

Visits during the school day

Parents are very welcome in school, especially for organised events. At other times, we ask that they phone ahead to make mutually convenient arrangements. This avoids disruption to classes and enables teaching and learning to continue. If parents come into school they are usually expected to spend only a brief amount of time in school as anything more this can effect pupils learning opportunities. Staff will be happy to answer straightforward queries, but if parents wish to raise concerns, these should be discussed with the head teacher in the first instance.

Visits after school and at weekends

Outside the school day, we are happy for parents of residential pupils to spend longer periods of time with their children. Staff will be happy to provide straightforward information, but any matters requiring more substantial discussion should be referred to the head teacher.

Complaints procedure

The school's complaints procedures apply wherever a parent/carer feels a suitable agreement or solution cannot be found through the means of communication described above.

These arrangements apply to every parent and carer of children at Bleasdale School. The school's governing body reserve the right to consider further action if any parent/carer fails to comply with this protocol.

I (name) agree to respect and abide by this home-school contact protocol.

Parent/Carer Signature

Date: []/[]/[]

Please tear here

Pupil Absence Request Form

From September 2013, the DfE has stated that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

If you wish to ask for leave for your child, please complete this form and return to the Headteacher, preferably at least 2 weeks before the holiday commences. The form will be processed and you will receive notification as to whether or not the leave has been granted. If the request is not granted and you choose to take the pupil out of school, then the absence will be recorded as unauthorised.

If you have any queries, please contact the school secretary.

SECTION A

Name of pupil:

I request permission for the above named child to accompany me on holiday

From / To /

I believe my request for absence is exceptional because:

Signed: Parent/Carer Signature

Date: / /

SECTION B

Date received: / / Number of days requested:

Authorised days: Unauthorised days:

Approved:
Headteacher

CONFIRMATION – To be returned to the Parent/Guardian

Name of pupil:

I confirm/cannot confirm your request for absence during term time.


From / / To / / (days)

Signed: Headteacher

Date: / /

Step 5

Step 6



Bleasdale

School

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ORDER FOR SCHOOL UNIFORM

Name of pupil:

Item	Size	Quantity	Cost each	Total Amount
Crew Neck Sweatshirt (Royal Blue)				
1-2 (20/22),3-4 (22/25), 5-6 (25/28),7-8 (28/30), 9-10 (30/32),11-12 (32/34)			£10.50	
XS (34/36), S (36/38), M(38/40), L (40/42), XL (42/44), XXL (44/46), 3XL (44/46) 4XL (48/50)			£14.00	
V Neck Sweatshirt (Royal Blue)				
3-4 (22/25),5-6 (25/28),7-8 (28/30), 9-10 (30/32),11-12 (32/34)			£11.00	
Cardigan (Royal Blue)				
3-4 (22/25),5-6 (25/28),7-8 (28/30), 9-10 (30/32),11-12 (32/34)			£11.00	
XS (34/36), S (36/38), M(38/40), L (40/42), XL (42/44),			£19.00	
Hooded Sweatshirt (Royal Blue)				
3-4 (22/25),5-6 (25/28),7-8 (28/30), 9-10 (30/32),11-12 (32/34)			£15.00	
XS (34/36), S (36/38), M(38/40), L (40/42), XL (42/44),			18.50	
Polo Shirt (White)				
3-4 (22/25),5-6 (25/28),7-8 (28/30), 9-10 (30/32),11-12 (32/34)			£9.50	
XS (34/36), S (36/38), M(38/40), L (40/42), XL (42/44),			£9.50	

Please indicate size and quantity required and return form with payment (Chq payable to Bleasdale School) to School Office.

Thank You

“What makes Jessica happy at Bleasdale is that people understand her and give her the chance to be Jessica and express herself. She loves listening to music and going in the hydrotherapy pool at school. They let her be independent and walk in and out of the pool on her own and there is also space for her to walk around in the classroom and also around the grounds of the house.”

Caroline and Steve Gill live at Grimsargh near Preston with Caroline’s son, Sam, aged 16, and her daughter Jessica, aged 14, who is a boarder during the week at Bleasdale School. Jessica is severely autistic, non-verbal and has learning difficulties and complex needs.

8

9

YPS Letter

Dear Parent,

If your child is aged 12 or over the LA (Local Authority) in accordance with the Learning and Skills Act 2000 has to pass some limited information to the Transition Services (formally the Young People Services). Transition Services are an organisation which provides advice, guidance and access to personal development opportunities to all young people aged 13-19. Their role is to support young people, helping them to achieve their potential and to realise benefits from education and learning. This limited information that we pass to Transition Services includes the name and address of the pupil and parent only. Additional information, e.g. date of birth and ethnicity can only be disclosed with the permission of the parent. As a parent or guardian we are therefore asking you to indicate on the enclosed form whether you allow the school or the LA to disclose additional information to Transition Services about you child other than your child's name and address.

If, as a parent, you do not want them to receive from us information beyond name and address, then please ensure that this is indicated on the enclosed form and return it to school by the date stated. If you indicate on the return form that you do not want Transition Services to receive additional information they will make no contact with your child. However, failure to return the form by the deadline will be interpreted by the school and LA as permission given for the release of additional information.

Yours faithfully,

Kairen Dexter
Headteacher

Do you, as a parent or guardian, consent to pupil date (other than name and address) being shared with YPS? Please tick
Permission has been given by the parent or guardian (Data in addition to name and address can be shared with YPS YES ☐
Parent or guardian has refused permission (data other than name and address cannot be shared with YPS NO ☐

Please note:

If no reply has been received from you by the deadline then additional data will be shared with YPS.

Please return by 15/03/2024 at the latest.

Thanks you for your assistance and cooperation.

Parent/Carer Signature

Date: 15/03/2024

Print Name



Step 7

Key Information

What are our school times?

School opens at 9.00am, and closes 3.30pm.

We have lunch time and midday break from 12.00-1pm.

We also run a weekly After School Club. We can provide transport home for our day pupils after the club if this is required. After school residential pupils then come over to the house.

Uniform

A simple uniform is helpful in establishing good standards of appearance in school and by wearing it children quickly feel part of the community. See page 9 for school uniform order form.

Our uniform consists of a white polo shirt, blouse or shirt, and grey trousers, skirt or jogging bottoms. These items can be bought from any supplier.

Students can also wear a choice of clothes with a school logo on them, including sweatshirt, polo shirt, cardigans and hoodies. These are ordered direct from the supplier and will be sent home with your child when they arrive.

Our Post-16 students do not wear the school uniform.



Food in school

Dinners

We have our own school cook and all meals are freshly prepared on the premises. Individual menus and diets are always taken into account.

Free fruit

We are part of the national fruit scheme: a government initiative to promote healthy eating in young children. All children in the Early Years Foundation Stage and Key Stage (KS)1 receive a portion of fruit free of charge every day. Children in KS2 are allowed to bring in a piece of fruit or healthy snack for playtime.

Teaching and care staff

Headteacher: Mrs Kairen Dexter

Deputy Headteacher: Mrs Susan Wildsmith

Care Manager: Ms Christine Kelsall

We have a multidisciplinary team of staff comprising teachers, teaching assistants, residential staff, nurses, physio and occupational therapists.



Useful Information

All our children are entitled to County Council transport provision.

Attendance

We place great importance on regular and punctual attendance. We work in partnership with parents, carers, and pupils to ensure good attendance for our pupils. Our attendance policy sets out in details what we have agreed with our parents. We ask that you let us know as soon as possible if your child will not be able to attend school that day.

Holidays

In line with Government policy, we do not permit any leave of absence during term time unless there are exceptional circumstances. Penalty notices may be issued by the Local Authority in certain circumstances. Where term-time holidays are unavoidable please contact the school office to discuss. We will get back to you with our response within five days.

Activities

Each of our students receives access to the National Curriculum and aspects of the wider curriculum based on their individual needs. The wider curriculum at Bleasdale includes:

- sensory education- our further education students will attend a local college for a linked course wherever possible
- swimming pool sessions
- rebound sessions
- inclusion links with local playgroups
- inclusion links with mainstream schools
- inclusion links with SLD schools (explain what SLD is)
- college link courses
- work experience links with community
- community links
- life skills in the community
- learning for leisure-outward-bound courses, bowling, cinema, theatre, restaurant visits
- visits from performers, artists, shows and musicians.

Residential Curriculum

We also offer activities in our residential provision which complement the formal school curriculum which include:

- swimming
- art
- cookery
- gardening
- P.E.
- music, including drumming
- science

Home School Agreement

We believe that a strong partnership between home and school is essential if our pupils are to reach their full potential. We ask all our parents to sign the Home School agreement (page 7 of this Handbook) which outlines our commitment to working together and how the partnership will work.

Charging Policy

We provide a wide range of activities for our students which enrich their personal and social education. On occasion we ask parents to make voluntary contributions to certain activities. We will not treat any children of parents who do not contribute to the costs any differently. However where we have received insufficient contributions the activity will be cancelled. If you have any concerns about making payments, please contact us.

Monitoring our pupils' progress

We are committed to meeting the special educational needs of our pupils and helping them to reach their full potential. We review all of our children's statements annually with parents and other professionals. We carry out a review every six months for children aged less than five years old. We develop individual education plans for each child and review progress termly.

Useful Information

Keeping children safe

The school is a very secure environment with access via thumb print only.



Health and well-being

We provide 24 hour nursing cover for our pupils, including checks every 20 minutes throughout the night for our residential pupils. We are fully trained to administer medication both on an off-site. We provide speech and language therapy, physiotherapy and occupational therapy via school staff, or therapists. We work closely with therapists to ensure we all provide a consistent approach.

School/Home contact

We always welcome parents and carers into the school but we ask that you make an appointment if you would like a meeting. We will contact you via the Home/School diary on a day to day basis and update you on your child's progress more formally through the annual review and updates on their IEPs which are sent out each term.

We welcome feedback directly to the teaching staff, office, via Home/School diaries, an annual review, annual 'Reporting to parents Day' and via annual questionnaires. We also welcome feedback through the OFSTED parent view website.

If you have any concerns about your child's education please speak to their class teacher as soon as possible. If your child is residential pupil please contact their key worker. Senior members of staff will help if the teacher or key worker cannot assist.

Contacting Parents

We ask that you provide us with an emergency contact number where we will be able reach you during the day. Please remember to let know if the number(s) changes.

Parental involvement

We value our parents and welcome parental and community involvement. We encourage parents to take an active part in school life including:

- joining the Fundraising Committee
- helping with class activity afternoons
- sports activities
- school productions
- religious festivals

Please contact the school if you want to find out more.



“As soon as we saw Bleasdale we really liked it. The school feels like one big family and it means a lot to us to know that Kibibi is safe and well cared for. We believe Kibibi deserves to have everything she needs and more. It is important for us to know that she is happy because she can't speak or do sign language; we just have to watch her body language carefully.”

Karen and Willie Hadden have an eight-year-old daughter, Kibibi, who has attended Bleasdale School for nearly two years. The family live at Bentham in Yorkshire and Kibibi has two brothers, Tyrone, aged 13 and Maitiu, aged three. Kibibi has profound and multiple learning disabilities caused by a complex chromosomal disorder and she is registered blind.



Why do we need policies?

For a special school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's child protection policy, SEN policy or curriculum policy, before deciding whether to apply for their child to attend the school.

High standards

At Bleasdale, we believe policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office and ask for a copy of a policy, or go online to...

<http://www.bleasdale.lancsngfl.ac.uk/>



Click on 'About Our School'...



... and then from the links on the left click on 'Policies'.

Key policies

Some of our key policies are:

- Admissions Policy
- Attendance policy
- Child Protection Policy
- Complaints Procedure
- Curriculum & School Organisation Policy
- Home/School Agreement
- School Charging Policy
- SEN Policy
- Single Equalities Policy



“Within six weeks of starting at the school he had made progress. Everyone noticed the change in him, even the taxi driver who took him backwards and forwards to Bleasdale... Matthew really benefits from the 24 hour curriculum. He continues learning in the evenings, but in a different environment from the classroom. We know we can trust the staff to take good care of Matthew.”

Val and Jol Wardle live in Cark in Cumbria with their sons, Matthew and Jack, aged 12, who are identical twins. Matthew is a fortnightly boarder at Bleasdale School while Jack attends a secondary school near his home. Matthew has quadraplegic cerebral palsy, is visually impaired and has learning difficulties and complex needs.

In January 2014 Bleasdale School was awarded a Best Practice Award in the Learning Excellence Awards from Lancashire County Council

Contact us

Headteacher: Mrs Kairen Dexter
Deputy Headteacher: Mrs Sue Wildsmith

Bleasdale School
27 Emesgate Lane
Silverdale
Carnforth
Lancashire
LA5 0RG

Tel: 01524 701217
Fax: 01524 702044
email: admin@bleasdaleschool.lancs.sch.uk

