



"Bristol Gateway has done wonders for him. It is a brilliant school and he really likes going there. He is doing well in all his subjects and he brings home a good report every week," says Karen Pope, who's son Ellis, aged 13, lives with her, and older sister, Kayleigh, in the Speedwell district of Bristol. Ellis had behavioural problems in primary school and attended Tree Tops Kids Company in Bristol.



Parent Handbook

Taking you step-by-step
through starting school

Bristol Gateway School

Together we can achieve





Kaye Palmer-Greene, Headteacher, says...

We are delighted that your child will be starting with us at Bristol Gateway School. We look forward to working in close partnership with you, to ensure that your child has the best possible start to school life.

To help us with this, could you please follow the steps in this Family Handbook, and hand in your completed forms to the School Office.

Answering your questions

You will find key information on pages 11- 14. If you have any questions that are not answered here, please contact the School Office on 0117 377 2175 and we will be happy to help!

Term Dates

Our term dates can be found on page 15.



Welcome from The Executive Principal of The Woodway Federation Paul Holroyd

I am delighted to welcome you to Bristol Gateway School, which is part of the Woodway Federation.

Woodway Federation

Woodway Federation was formed in 2012 as a federation between Bristol Gateway Secondary School and Woodstock Primary School. The aim of Woodway Federation is to provide the highest quality provision and education for children with Social, Emotional and Mental Health needs. We believe that we achieve this through both schools working together to ensure the needs of our pupils are met.

Transition from Woodstock School

We aim to ensure that pupils who attend our primary school, Woodstock School, and need Special Education after Year 6, stay within the Woodway Federation and make a smooth transition to Bristol Gateway School.

Achieving beyond expectations

Our school communities are built on respect and valuing every child as an individual. We believe that all pupils regardless of their backgrounds and issues can achieve beyond their expectations with support and guidance from professional, exciting and inspirational staff.

A message from the Chair of Governors of the Woodway Federation Sarah Searle-Barnes

We are proud to support these two wonderful schools and are committed to our vision of creating a Centre of Excellence in North Bristol for children with Social, Emotional and Mental Health needs.

Ofsted 'Good'

We are a small team of governors from a range of backgrounds and expertise, including two parent governors. We celebrated with the schools the recent Ofsted judgements of 'Good', and now our role is to support and challenge the staff on their journey to provide 'Outstanding' education to meet the individual needs of each one of our pupils.

Exciting challenges

We are excited by the challenges ahead and look forward to working with staff and the wider school community, including parents, to fulfil this vision.

Step 1

STEP 1: PERSONAL DETAIL FORM
Bristol Gateway School

Childs Surname:		First Name:	
		Second Name:	
Date of Birth:	Date of Admission:	School Year:	
Previous School:			
Parents/Carers: Home Address:		Emergency Contact: Relationship to Pupil: Address:	
Telephone No:		Telephone No:	
Mobile:		Mobile:	
Ethnicity:	Religion:	Home Language:	
Doctors Name:		For Residential Camps and Trips.	
Surgery:		Does your child hold a valid passport?	
Relevant Medical Information:		Yes No	
Any Known Allergies:		If Yes when does it expire?	
Lunch Arrangements:			
Is your child entitled to free school meals? Yes: No:			
If no does your child have paid school meals or a packed lunch?			

Pupil Name:
Parent / Carer:
Address:
Contact No:
Name and address of family doctor:
Dentist surgery:

Has the above pupil had, or is still experiencing, any of the following?
(Please circle)

Asthma or Bronchitis	Yes	No
Sight or Hearing Impairment	Yes	No
Heart Condition	Yes	No
Fits, Fainting or Blackouts	Yes	No
Severe Headache	Yes	No
Diabetes	Yes	No
Allergies to any known drugs	Yes	No
Allergies to food, pollen, dust	Yes	No
Insect Stings	Yes	No
Travel Sickness	Yes	No
Dental Problems	Yes	No
Other Illness or Disability	Yes	No

Has the pupil received vaccination against tetanus in the last 10 years?	Yes	No
Does the pupil require any special medical treatment?	Yes	No
Is the pupil allergic to any medication?	Yes	No
Is there any reason why your child should not have any sort of medical intervention?	Yes	No

If the answer to any of the above questions is Yes please give details in the space provided:

Step 2

Step 3

Name of Student Date of Birth

The Parent / Carer will:

- Ensure that my child goes to school regularly and on time.
- Ensure that my child is ready for school and arrives able to learn. This includes having taken any prescribed medication.
- Contact the school by phone or letter on the day of absence if my child is unable to attend.
- Support the school's policies and guidelines for learning, behaviour, and emotional and social development.
- Attend review meetings and discussions about your child's progress.
- Contact the school to notify of any concerns, problems or factors which might influence your child's behaviour or ability to work effectively (e.g. bereavement, separation, illness in the family).
- Agree to work in partnership with the school to ensure that my child makes the best possible progress.
- Encourage and support my child in this new start and in any steps towards other or further education.
- Ensure that my child attends the school in uniform as stated in the dress code.
- Make every effort to obtain appointments (medical, CAMHS etc) outside the school time.
- Take holidays outside term time (information on term dates can be found on the Bristol City Council website). School can no longer give permission for holidays during school term time.
- Let the school know immediately of any changes to personal circumstances which may have an effect upon your child e.g. changes of address, telephone numbers, doctor or emergency numbers.
- Ensure that my child completes and returns their homework on time.

The School will:

- Provide access to a broad and balanced curriculum.
- Contact parents/carers if there is a problem with attendance or punctuality.
- Let parents/carers know about any concerns or problems regarding his/her behaviour, health or welfare.
- Within its commitment to work in a multi-agency framework, retain the right to consult with and to involve relevant agencies where appropriate.
- Keep parents/carers informed of his/her progress and achievements.
- Celebrate the achievements of all whenever possible.
- Initiate and review Individual Education and Curriculum Development plans to meet his/her individual needs.
- Encourage an ethos of responsibility and co-operation which will enable him/her and other young people in the school to access the educational opportunities provided by the school.
- Keep you informed about general school matters through regular letters home, newsletters and notices about special events.
- Provide a safe, secure and well ordered environment for your child.
- Achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility.
- Reinforce high standards of behaviour.

The student will:

- Attend the school regularly and punctually as specified in the timetable and attend all lessons as agreed.
- Attend Bristol Gateway in the school's uniform.
- Abide by the school and class rules.
- Respect our school.
- Bring appropriate P.E kit for agreed sports, including non-marking soled trainers for indoor sports sessions.
- Act in a sensible and considerate manner both in the school, when entering or leaving the school grounds and on visits/trips.
- Treat other school users and staff members with respect and consideration.
- Act in a manner that does not intimidate, threaten or dishearten other pupils. Avoid any language, gestures or physical actions which may be offensive to others.
- Be polite, helpful and respectful to others.

Please sign below to confirm that you have read and understood the details above.

Parent/Carer.....

Student

Date

Please tear here

The form below indicates your consent for all trips whilst your child attends Bristol Gateway School. The school will inform you of all trips prior to the event but you do not have to sign additional consent forms.

PUPIL NAME:

Please sign and date the form below if you are happy for your child:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include:
 - All visits which take place during term time
 - Adventure activities at any time
 - Off-site sporting fixtures outside the school day
- The school will send you information about each trip or activity before it takes place.

You can, if you wish, tell the school that you do not want your child to take part on any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

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.....

.....

SIGNED DATE

PRINT NAME

Step 4

Step 5

Pupil:	
Date of Birth:	
Telephone Number:	
Emergency Contact Number:	
Relationship to Pupil:	
Pupils Address:	

To be completed by person / persons with parental responsibility for the above named child.

Parent / Guardian Consent.

I,the Parent / Guardian of, give my consent for the above named child to participate in all activities that the curriculum of Bristol Gateway School offers to its pupils. I understand that some of these activities take place off site and I give my consent for participation in these activities also, including travelling between the various locations that the school uses.

Date

Please tear here

Pupils Name:

Name / Address of Agency	Contact Person	Telephone Number

Please include anyone that works with your family i.e Social Worker, CAMHS, Doctors, Specialists, YOT Workers, etc

Dear Parent/Carer

To comply with the Data Protection Act 1998, we are required to inform you of the circumstances in which the school may record images of your child. We entirely endorse the purpose of the act, but it can pose some complications in school which we wish to explain.

During the course of time you child is at this school, we may sometimes wish to take photographs or video of children within school or on school trips:

- For our own records
- To demonstrate practice in teaching and learning (to other pupils and staff)
- To celebrate achievement in displays around the school
- Simply for the pleasure of re-living happy moments in children’s school lives with them
- For inclusion in our promotional materials, such as the school prospectus or our website
- To celebrate achievement in local media

The conditions that apply to these uses are :

- Only external school photographers or film-makers who have been cleared by the Disclosure and Baring Service are allowed in school unaccompanied.
- We do not reveal any personal details, such as home phone numbers or email addresses of pupils in our website or publications without seeking specific separate permission from you in advance. Under normal circumstances your child will never be identified. However, photographs of a whole class or larger group, where individual children are not identified, may be used with a general label such as “11ER”.
- Photographs or videos taken for any other purpose than those listed above, will require additional specific consent.
- Images of children are stored securely in school, but the school has no control over the way external photographers and the media retain and store images.

General conditions

We would like to use images of pupils internally in school without further specific parental consent. This also applies to images for possible external use that do not feature specific children, such as general playground shots or pictures of whole classes at work or pictures of the cast of school plays. Images that might go into the wider domain, such as website or newspaper article, and which feature identifiable children specifically at closer range, are the subject of the permission request below.

This form is valid for the whole time your child is at this school. If you change your mind about giving consent to any of the categories during the course of the school years, please contact the school immediately. Experience shows that when the press wish to print a photo of some pupil achievement at the school, parents who have originally withheld consent for press publication readily give it, but in such cases we have to quickly locate and ask the specific parents or exclude the child from the photograph.

We will do all we can to ensure that all staff are aware of your wishes if you do not wish the school to use photographs of your child. But would also expect your child to make it clear to teachers that this is the case before the photograph is taken.

Yours Sincerely

Mrs K Palmer-Greene
Headteacher

Please tear here

Name of child: Tutor:

I understand and agree to the above General Conditions, under which images of children may be used in school.

For more public use, please answer the questions below.

- 1). May we use your child’s picture anonymously in the school prospectus and other publications or films we produce for promotional purposes. YES / NO
- 2). May we use your child’s picture on our website? YES / NO
- 3a). Are you happy for your child’s image to appear in the media? YES / NO
- 3b). Are you happy for your child’s name to appear with the image? YES / NO

Please return this form as we are not allowed to interpret an unreturned form as an indication of consent. A child may be excluded from a photo they wish to be part of if no form is returned.

Signed:

Relationship to child:

Telephone number:

Date:

Key Information

What are our school times?

School Starts: 8.40am
Breakfast Club: 8.40am to 8.50am

Tutor time: 8.50am to 9.10am (Pastoral)
Lesson 1: 9.10am to 10.00am
Lesson 2: 10.00am to 10.50am

Break time: 10.50am to 11.10am (Sports Club)
Lesson 3: 11.10am to 12.00pm
Lesson 4: 12.00pm to 12.50pm

Lunch: 12.50pm to 1.20pm (Sports Club)
Lesson 5: 1.20pm to 2.05pm
Lesson 6: 2.05pm to 2.50pm

Tutor time 2.50pm to 3.00pm (Behaviour Review)

Getting to school

If agreed by Bristol City Council escorted transport will be provided (dependent on distance).

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. Children throughout the school wear a Bristol Gateway plain white Polo shirt and a Bristol Gateway school black jumper, plus black trousers and black shoes. These are available to purchase from the school. The polo shirt costs £9.50 and the school jumper costs £13.50. No hats or trainers allowed.

If any student arrives at school without uniform, a temporary replacement will be provided.

P.E.

For physical education your child will need a Bristol Gateway school T-shirt, black or navy shorts and a pair of trainers. Studded boots are required for football and rugby fixtures (these can be provided by the school), together with red or black football/rugby socks.

Help towards uniform costs

If families should require any help towards the cost of school uniform please let us know and we can provide further information.

Food in school

A midday meal is available for all children attending the Bristol Gateway School. The menu complies with the new school food standards and special diets can be catered for.

Menus

The menu can be downloaded from the school website, and there is always a vegetarian option and dessert. In addition, children are able to choose jacket potatoes with a selection of fillings, and there is a salad bar, selection of sandwiches, plus fresh fruit and yoghurt.



“He is now the complete opposite of what he used to be and I never dreamed we would ever get to this stage. Starting at Bristol Gateway was definitely a turning point for him. Kaine has been a different child since going up into Year Seven.” Sue Nuttall lives with her sons, Kaine, aged 13, and Marshall-Jay, aged six, and daughter, Nicole, aged five, in the Sea Mills district of Bristol. Kaine has severe ADHD and ODD. He left his mainstream primary school to attend Woodstock School and joined Bristol Gateway School in Year Seven,

Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Absence

Regular attendance is considered essential for children to realise their full potential. Attendance of every child is monitored by the Deputy Headteacher and the Attendance Team. Lateness and absence are recorded, monitored and followed up. Good attendance is encouraged and rewarded throughout the school. Where relevant, school will work with the Education Welfare Service and parents to support and encourage improved attendance.

Illness

Parents are asked not to send their child to school if he/she is unwell. When children have been off school with sickness or diarrhoea parents are requested to keep them at home for 24 hours following the last attack.

Holidays

Children are not allowed to take school holidays during term time unless there are exceptional circumstances. School holiday dates will be sent to you regularly and are always available from the school office and we ask you to keep to these dates when booking holidays.

Jewellery

For safety reasons children are not allowed to wear jewellery or hard hair ornaments in school.

Clubs and activities

There are a wide variety of afterschool clubs that children can enjoy. These include:

Music
Film
Dance
Football Academy
Girls Group

The afterschool clubs run from 3.30pm to 4.30pm. Children should be collected from the Foundation door in the main playground.

Risk assessment

Every child has a full Risk Assessment to identify trigger points in their behaviour – this is available to all staff. In addition your child will also have an individualised Positive Handling Plan, which identifies strategies that work for your child to reduce the possibility of physical confrontation.

Pastoral care

Pastoral Care is at the heart of school life at BGS, working in the background to support students to reach their full potential educationally, physically, mentally and socially. We want all students that attend BGS to feel valued and secure at school.

Tutoring

Tutors play a big part in a supportive role meeting with students at the start, and end, of their day at their designated tutor base. Tutors will often be your first point of contact to discuss how your child is getting on.

Tutors also focus on social and emotional aspects of learning to help with: low self esteem, lack of confidence, relationship difficulties, lack of social skills, medical needs etc.

Homework

We are committed to providing the best possible outcomes for our students. Homework ensures that we are able to extend student understanding and also catch up on important work missed. Most homework will be delivered and accessed through Virtual Learning Environment, where students have individual logins, where teachers post homework assignments and supporting material.

If parents have limited access to the Internet then homework can be given by hard copy.

Special Educational Needs

All BGS pupils have either a statement of Special Educational Needs, or an Education, Health and Care Plan (EHCP). As a result of the new Code of Practice all statements of SEN will be gradually transferred to EHCPs. The school aims to provide an appropriate and high quality education for all children who are referred to us. We believe that all children have a common entitlement to a broad and balanced academic and social curriculum.

Assessed

At BGS all children will have been assessed and their identified needs will be social, emotional and mental health difficulties. Some pupils may experience additional difficulties in areas such as communication (speech and language) and learning. We recognise and respect the fact that pupils have different educational, social and emotional needs along with different aspirations and require different approaches to learning and behaviour support.

The SENCOs (Mrs Sharman and Mr James) oversee support for SEN.

Tutor Group

Your child will be allocated to a tutor group, and the tutor staff team are responsible for the emotional welfare and development of your child. A member of the tutor team will contact you by telephone at least once a week.

Annual reviews

Your child's statement or EHCP will also be reviewed annually. Again, views and comments from both pupils and parents/carers will be recorded and passed to the LA.

Access

Bristol Gateway School is not a purpose built building, although it is fully accessible for wheelchair users with an accessible lift. The school tries to use our facilities and building in the best way we can to support the needs of all our pupils.



Frequently Asked Questions

Charging policy

We recognise that the wide range of additional activities, including clubs, visits and residential experiences can make a valuable contribution towards pupils' personal and social education. It is hoped that parents will be prepared to make the necessary voluntary contributions towards these activities. If this causes difficulties we hope you will contact the school.

Emergency arrangements

In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils and staff, some of whom travel a great distance to school each day. We will always endeavour to open the school in the event of bad weather, as long as it is safe to do so.

If the school is open in snow or bad weather the decision as to whether or not to send a pupil to school must be at the discretion of the parents, taking into account factors such as local road conditions and the availability of child-care. Please check whether the school is open before travelling to the site. There are a number of ways to confirm this:

Listen for lists of school closures on local radio.

- BBC Radio Bristol
- Jack FM
- Heart FM
- Check the list of school closures on the Bristol City Council Website.
- Check the Schools VLE or Website.

Medicine in school

The school has a policy regarding the administration and managing of medicines on the school site. This can be obtained from the school.

Working with parents

Parental involvement

We actively encourage parents to be involved in our school community. You will be invited to or expect to receive:

- Initial visit to the school before your child starts, to meet with the Headteacher
- Introductory meetings – for parents/carers of new Year 7 starters
- Weekly telephone calls home from tutor team staff
- Progress Review meetings about your child twice a year
- One school report a year

- Your child's Annual Review or Transfer Review to review your child's statement of SEN or EHCP.

There is also opportunity to join the School Governing Body as a parent governor – full details of which, along with an application form, are available from the School Office.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement (step 5, on page eight of this booklet) that outlines the intentions of all three parties. A copy of this is returned home to the parents. The Headteacher also issues each class with a Headteacher's Charter, which gives details on how she will endeavour to support your child whilst at the school.

Child Agreement

In addition to the Home School Agreement, each class has displayed in their classroom a signed Child Agreement, stating their intentions, a signed agreement by the class teacher that states his/her intentions, and a reminder of the playground and classroom rules. All of these documents are discussed with and agreed to by the children and staff on an annual basis.

Positive Parenting courses

The school can advise on a number of courses to help parents develop strategies for encouraging positive behaviour and getting the best from family life. Courses include the Incredible Years course, which is an extensive parenting course lasting 10-14 sessions, a ten-week Nurturing Programme and a nine-week Parents Plus Adolescents Programme.

The courses provide simple, effective tools to help parents to acknowledge and build on their own skills, confidence and strengths whilst understanding and managing teenage feelings and behaviour.

Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your works address but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of a change in circumstances as soon as possible.

Emergency texting system

We also use a texting system which enables us to contact you quickly in case of illness, absence, cancellation of an after school activity due to bad weather etc. We can also use this to send home a text telling of good work/behaviour as a reward to your child. Again, this makes it very important for you to keep us informed of your current mobile phone number.



Why do we need policies?

For a 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 behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

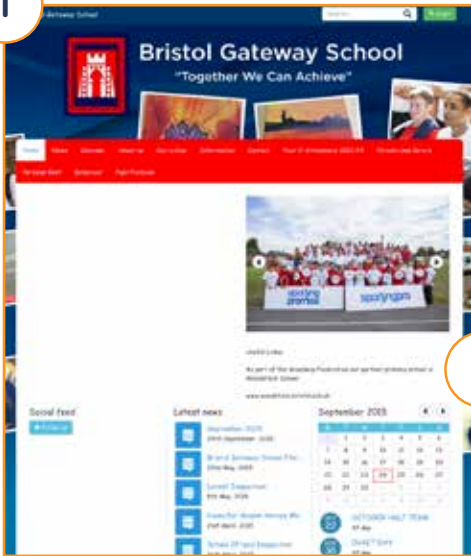
At Bristol Gateway School we believe policies are vitally important, and they help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office or visit the school website: <http://www.bristolgateway.bristol.sch.uk/> and click on 'Information' and scroll down to read some of our policies.

Key policies

Some of our key policies are:

- Anti-bullying
- Safeguarding
- Admissions
- Complaints
- Administering medication
- Charging and remissions

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Term 1

01/09/2015 – 21/10/2015
(01/09/2015 = INSET DAY)

Term 2

02/11/2015 – 18/12/2015
(30/11/2015 = INSET DAY)

Term 3

04/01/2016 – 05/20/2016
(04/01/2016 = INSET DAY)

Term 4

15/02/2016 – 24/03/2016

Term 5

11/04/2016 – 26/05/2016
(28/04/2016 + 29/04/2016 + 02/05/2016 = SCHOOL HOLIDAYS)

TERM 6

06/06/2016 – 22/07/2016
(27/06/2016 = INSET DAY)



"I have been really impressed with the school so far. Since starting there, Lewis's behaviour has changed a great deal. He's now one of the model students and has learnt how to channel his aggression. He is growing up to become a lovely, young man and much of that is down to the school." Anna Rattenbury lives with her son, Lewis, aged 13, in the Montpelier district of Bristol. Lewis, who has been diagnosed with attachment disorder, has been a pupil at Bristol Gateway since he was 11 and is now in his third year at the school.



Bristol Gateway School
Long Cross
Lawrence Weston
Bristol
BS11 0QA

Tel: 0117 377 2275

Email: bristol.gateway.school@bristol.gov.uk

Web site: www.bristolgateway.bristol.sch.uk

