Hawthorns School Parent Handbook

Taking you step-by-step through starting school



Amy Selwood and Nathan Cooper live in Denton with their children, Dylan sixteen Abbey, nine and Emily-Grace, five Abbey has Cerebral Palsy and has been attending Hawthorns School since she was four.

"Hawthorns School is an outstanding place with the most amazing staff! When Abbey moves on, we will miss it so much. During her time there she has developed into a very confident girl who is willing to give anything a try! I can't recommend it highly enough!"





Moira Thompson, Executive Principal, says...

Its great news that your son or daughter are starting at our wonderful school.

We need some information from you

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

Staff will help with forms

The forms on pages 9-10 that are coloured green, will be completed with you by a member of our staff on a home visit.

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 0161 3701312, 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...and page 15 has term dates.

Welcome

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

STEP 1: Admission Form Hawthorns School

Home Mobile No:

Email:

Step

Hawthorns School			
All information will be treated as co	nfidential to the school - PLEAS	E PRINT CLEARLY	
Child's Surname:		Forename(s):	
Home Telephone No:		Preferred Forename:	
Middle Name:		Date of Birth:	[][]/[][]/[]
Home Address:			
Post Code:			
We are required to record the name	es and addresses of every perso	n who has parental responsi	bility for the child under the Children A
Parent(s) / Legal Guardian(s) with	whom the child lives		
Mother's Name:	Mrs [] Ms []	Father's Name:	r 1)
Address:		Address:	
Daytime contact telephone no:		Daytime contact telepho	one no:
Mother's occupation:		Father's occupation:	

Other people with parental/carer respon	nsibility.		
Name:	Mrs [] Ms [] Mr []	Name:	Mrs [] Ms [] Mr []
Relationship to pupil:		Relationship to pupil:	
Address:		Address:	

Home Mobile No:

Email:

Emergency Contacts:	
Name:	Telephone Number:
Name::	Telephone Number:
Name::	Telephone Number:

Please write any further information you may wish to give about your child or family circumstances: (including court orders, access and contact)

Signature: (parent/carer):	Date: [] [] / [] [] / [] []

Apryl and Dennis Callaghan live in Stalybridge with Evlyn six, and Séamus, four. Evlyn joined Hawthorns School in Year 1 and Séamus joined in Reception; both children have Language and Communication difficulties. Séamus also has Autistic Spectrum Condition (ASC).

"The staff are so welcoming and friendly and have the capacity to work very closely with each child. I'm certain the small class sizes have helped both of my children in reaching social milestones. Their confidence has grown so much!"





Child's previous school or nurse	ery				
Name of school or nursery:			Telephone Numb	er:	
School Meals					
Are you entitled to claim free so	chool meals for your child?			YES []NO[]
Dinner Arrangements – please	tick the appropriate box for school	ol term in Septe	mber 2015		
[] Packed lunch	School dinners paid	[] Child eligib	ble for free school	meals	
If you would like to claim for fre Free School Meal website: www. Not applicable to nursery child	ee school meals, an application wi w.myfreeschoolmeals.com and tic Iren or Key Stage 1.	ill have to be suck here [] wher	ubmitted. Please con you have done s	ontact School Office o o.	r visit the
Dietary Needs					
Specific conditions which requi	ire regular medication or special tr	reatment, e.g.	dietary requiremen	nts. Please give details:	
Please list any clinics your child	has attended and for what reaso	n:			
Home language	Religion	Ethnic Origin		Born in the UK	
				YES[]NO[]	
Does your child speak any othe	er languages if so please state:				
Social Services					
Has there been, or is there currenumber:	ently, and Social Services involven	nent? If so plea	se provide Social \	Worker's name and tel	ephone
Any other information you wish	to share				

Shaheen and Mudassir Zaeem live in Droylsden with their twin sons Adeed and Aseef, ten. Adeed has delayed development and started at Hawthorns School as a non-verbal four year old.

Signature of Mother/Guardian:

Signature of Father/Guardian

"Adeed loves music and singing! It was wonderful that the school recognised this. It really showed how much his confidence has grown and it was good to see the school recognising his capabilities in this area and giving him something to do that he enjoys so much!...It's amazing to see how Adeed has progressed. Hawthorns School is a very good school. We are really very happy with it!"



Date: [][] / [][] / [][]

Date: [][] / [][] / [][]

STEP 2: Medical Details

Child's Name:				
Does your child have a	visual impairment? Please	give details below:		
Does your child have an	ny special hearing requiren	nents? Please give deta	ails below:	
Does your child have a	diagnosis of ASC? YES[]NO[] Date of diagn	osis:	
Is your child up-to-date	with vaccinations? YES	JNO[]		
Does your child suffer wi	th Eczema? YES[]NO[٦.		
Does your child suffer wi	th Asthma? YES[]NO[] Medication		
When?	What happens?	How often?	How long?	Trigger?
Does your child suffer wi	th Epilepsy? YES[]NO(
When?	What happens?	How often?	How long?	Trigger?
Does your child have an	ny otner allergies? E.g. was	sp/bee stings, nuts Plea	se give details below:	
If yes do they have pres	cribed medication or cour	se of action eg. epi pe	n, go to hospital etc. Pleas	
If yes do they have presonable process your child receive etc. Please give details I	cribed medication or cour	se of action eg. epi pe	n, go to hospital etc. Pleas	
If yes do they have presonable process your child receive etc. Please give details to Can we apply plasters to	cribed medication or cour or have they previously red below:	rse of action eg. epi pe ceived support from ar	en, go to hospital etc. Pleas n agency / service? E.g. Ph	e give details: ysiotherapy, CLASS, or BLISS
If yes do they have press Does your child receive etc. Please give details I Can we apply plasters to Are there any other med	or have they previously recoelow: o your child if necessary? dical conditions we should	rse of action eg. epi perceived support from an YES[]NO[] be made aware of? If	en, go to hospital etc. Pleas n agency / service? E.g. Ph	ysiotherapy, CLASS, or BLISS
If yes do they have press Does your child receive etc. Please give details I Can we apply plasters to Are there any other med	or have they previously recoelow: o your child if necessary? dical conditions we should	rse of action eg. epi perceived support from an YES[]NO[] be made aware of? If	en, go to hospital etc. Pleas n agency / service? E.g. Ph yes, please give details	ysiotherapy, CLASS, or BLISS
If yes do they have press Does your child receive etc. Please give details I Can we apply plasters to Are there any other med Does your child use a ph	or have they previously recoelow: o your child if necessary? dical conditions we should	rse of action eg. epi perceived support from an YES[]NO[] be made aware of? If	en, go to hospital etc. Pleas n agency / service? E.g. Ph yes, please give details	ysiotherapy, CLASS, or BLISS

family's doctor, and that I shall be informed.

Date:[][]/[][]/[][]

If there are changes in your child's medical condition, it is essential that you inform us immediately. Failure to do so could result in your child's health being adversely affected. This is your responsibility.

Signed:

Relationship to child:

Date: [] [] / [] [] / [] []





STEP 3: Parental Permission / Agreements

Hawthorns School

Local Visits

To enhance the learning In specific areas, locals visits, walks and sporting / curricula events at other schools may take place during the year. This does not apply to visits after school or where a request for a voluntary contribution is made, when a letter will be sent out as normal. These outings will be in Tameside and will be for half a day only.

Child's Name:

I give permission for my child to be taken out of school as identified above:

Signed:

Relationship to child:

Date: [][] /[][] /[][]

Toilet

I give permission for staff to change the clothes of my child if they have a 'toilet accident'. YES [] NO []

I give permission for staff to supervise and assist with personal care, in line with our intimate care policy for children who are in nappies or on toilet programs. YES [] NO []

Risk of sunburn

We recommend that children wear 24 hr suncream which should be applied before your child comes to school. However if this is not possible and you wish your child to apply sun cream to themselves please label the containers and sign the slip below. Staff will also apply cream daily if required.

A sunhat is advisable in the Summer Term. Please provide a sunhat.

I give permission for my child to apply his or her own sun cream (tubes must be labelled with their name). I also give permission for staff to apply his or her own sun cream).

Child's Name:

Signed:

Relationship to child:

Date: [][] /[][] /[][]

Handling animals

Due to allergies with animals please can you complete below to indicate whether your child can/cannot handle pets.

Child's Name:

Class:

My child can handle pets: []
My child cannot handle pets: []

Signed:



Step 3

(1)

STEP 4: ParentMail

Hawthorns School

I give / do not give (please select) my permission for my email address and mobile number to be registered with ParentMail®.

PLEASE COMPLETE IN BLOCK CAPITALS

Child Details																
First Name	T			Г												
SURNAME																
Form / Class																
First Name					T		T	T								
SURNAME																
Form / Class																

Parent/Guardio	an Deta	ails																
Title		Т	Т	Т	Т	Т	П						П					Г
SURNAME																		
Ernail Address																		
Mobile Number																		
Relationship to	Child																	Г

Title																	
SURNAME																	
Ernail Address																	
Mobile Number																	
Relationship to	Chile	d															

Primary Contact []

Primary Contact []

Additional Details (i	f rec	quire	ed)														
Child First Name																	
Child SURNAME																	
Form/Class																	
Additional Email Ac	ddre	SS															

Parent's or Guardian's

Signed

Date: [][] /[][] /[][]

ParentMail's terms and conditions of use can be found at www.parentmail.co.uk/terms

Dear Parent

Re: Communications from the School

As you know we try very hard to keep parents regularly informed about what's going on at the school, however, sending paper letters home can be rather 'hit and miss' with letters often going astray along the way.

We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with this.

To help make improvements in these areas we have decided to use a service called ParentMail, which is used by over 5,000 schools across the UK to communicate with 4 million parents by email and text message.

ParentMail will be beneficial to you because:

- Messages will get to you reliably
- We can send messages directly to mums and dads at the same time

- You will quickly know about important or urgent messages
- We can tell you more about what's going on at the school

To use ParentMail we need to collect your email addresses and mobile numbers and we would ask you to complete the form and return it to us

Please be assured that ParentMail is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Important – When we start using ParentMail, email messages will be sent from messages@parentmail.co.uk. Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters

Yours sincerely

Mrs Thompson

STEP 5: Home-School Agreement

Childs Name: Class:

I/we shall:

- ensure that my child goes to school regularly and on time
- inform the school by telephone when my child is absent
- make the school aware of any concerns or problems that might affect my child's work or behaviour
- support the school's policies and guidelines for behaviour
- support my child in homework and other opportunities for home-learning
- attend parents' evenings and discussions about my child's progress
- get to know about my child's life at the school

Signed

(Parent)

TEACHERS

All adults in the school will:

- care for your child's safety and happiness
- ensure that your child achieves his or her full potential as a valued member of the school community
- provide a balanced curriculum and meet the individual needs of your child
- achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility
- keep you informed about general school matters and about your child's progress in particular
- address any concerns that you may have about your child's progress or well-being
- be open and welcoming at all times and offer opportunities for you to become involved in the daily life of the school

Signed

Executive Principal



5 Step STEP 6: New Pupil Information Sheet

Hawthorns School

Do not complete this section.	A member of staff will compl	lete it with you.
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Name of pupil:	
Communication e.g. speech and language:	
PECS [] Signing []	
Social:	
Social strategies:	
Physical coordination:	
Dressing skills:	
Food and eating:	
Birth history:	
Family information:	
Any other information:	

STEP 6: Photograph and Media permission Hawthorns School

Name of parent or guardian:	
Address:	Name of child:
	Post Code:
Contact telephone number:	Date of Birth:

Occasionally, we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use. Your child may participate in curriculum work that involves recording images or video. Also CCTV is in operation in certain school grounds for crime prevention and public safety.

From time to time, our school may be visited by the media, who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may subsequently appear in local or national newspapers, or on television

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown and return the completed form to school.

May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes?	Yes: [] No: []
May we combine your child's name with their image in school publications such as the Newsletter?	Yes: [] No: []
May we record your child's image on webcam?	Yes: [] No: []
Are you happy for your child to appear in the media. For example Local Newspaper or other Websites for competitions?	Yes: [] No: []
May we use your child's image on our website? Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.The also includes our Blogs.	Yes: [] No: []
May Tameside Council use your child's image on their website?	Yes: [] No: []
Are you happy for your child's image to be used by Tameside Council for use in their publications?	Yes: [] No: []

Parent/guardian's signature:	Date: [][] /[][] /[][]
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Karen lives in Ashton-under-Lyne with her daughter, Sophie, eleven and her twin sons, Jack and Frank, nine. Jack and Frank have been attending Hawthorns School since they were four.

"The staff have always considered them as individuals with individual needs. They've done their absolute best to address these. The school has helped with a referral to an outside agency for specialist behavioural therapy to support Jack with his emotional needs. In the interim they're offering counselling sessions within school. I always feel the school has the best interests of both children at heart."



Key information

What are our school times?

8:50am: children arrive with their parents or carers, or by mini bus taxis, and play in the playground until the school day begins.

9am: music is played in the playground and children line up ready to go into class for registration, and begin lessons.

3pm: music is played at the end of the school day.

Friday Assembly: on Friday afternoons at 2:15pm, all the children enjoy going into the hall for assembly. Sometimes this assembly can be a 'class assembly', where one class will share with the rest of the school what they have been learning in class. If it is your childs' class, you will be invited to the assembly.

Uniform

Hawthorns School has a school uniform, which we expect all pupils to wear. We feel this promotes a feeling of belonging and increases self-confidence. Sweatshirts are £7.50, and cardigans are £8.50: both can be purchased from the school office. Payment can be made by cash or cheque (made payable to Hawthorns School).

Girls wear:

- white shirt
- green sweatshirt or cardigan
- grey or black skirt or trousers or dress.
 In summer girls can wear a green and white dress.

Boys wear:

- white shirt
- green sweatshirt
- grey or black trousers.

School bags

School bags displaying the school logo are available from the school office.

- Book Bags £3.00 each
- PE Bags £2.45 each.

PE

All children have PE every week and older children also have a games session with a Tameside Coach. Your child will require:

- black shorts
- white t- shirt
- pumps in a pump bag.

No jewellery is allowed in PE lessons.

Swimming

Each class has swimming two half-terms per year. You will be notified before the sessions take place. Your child will require:

- a swimming costume
- towel
- a swim nappy if appropriate.

Adventure Days

As part of our school curriculum we have at least one Adventure Day for each class each term. A letter before each outing will inform you of the travel arrangements, which is usually by our school minibus, and the staff involved. School provides cagoules and leggings. Your child will require:

- suitable clothes
- good walking shoes.

Food in school

Dinner

Healthy school dinners are provided, with a vegetarian option. All children in Foundation and Years 1-2 can have free schools meals. For children in Years 3 and above, the cost is £2.05 per day (£10.25 per week).

Applying for free school meals

From Year 3 upwards, families recieving income support, job seekers allowance, or child tax credits are eligable to apply for free school meals. This also applies to asylum seekers and refugees. For more information contact the school office.

Milk

All children can have a small carton of milk every day. This costs £1.00 per week and should be paid at the beginning of each half-term. Class will send a note home to inform you of how much is due and when it's due to be paid.

Snack

Children are provided with a choice of healthy snacks each day to eat mid-morning. On Fridays, snack can be purchased from the Tuck shop. Children are asked to bring £1.00 in per week to cover snack and 50p for tuck.

Cooker

All children learn cookery skills through weekly sessions in the cookery room. £1 per week is payable to school at the beginning of each half term.

'Settling in' to school

An illustrated 'Starting School Storybook' will be given to you before your child starts school, for you to read to your child. It will help ease any concerns they may have, and help settle them in to school.







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!

After School Sports Clubs

Sports Club

Every Wednesday there is a PE based After School Club from 3.15 - 4.15pm. This club is open to children in Willow, Chestnut and Sycamore classes.

The club allows children from Key Stage 2 to mix socially, to develop physical skills, to keep fit and have fun. Each session starts with a short warm up activity and then children play a variety of team games. Children must be collected from school at 4.15pm.

Fun and Games Club

Every Tuesday after school from 3.15 - 4.15pm there is a fun, games based club, run by school staff which is open by invitation, to children in Ash, Rowan, Oak and Beech Class. Children must be collected from school at

Both Sports Club and Fun and Games Club cost £1 per

Absence

If for any reason your child is absent from school, then a phone message to the school is necessary. If your child travels by taxi, you must also contact the LA to both cancel and then restart the taxi after the absence.

We are required to indicate all authorised and unauthorised absence and send statistics to the Department for Education. Family holidays should be taken in the school holidays.



Child protection

Schools have an important part to play in the detection and prevention of child abuse. Parents/ carers should be aware that the school will take responsible action to ensure the safety and well-being of all pupils. This procedure is intended to protect children at risk and schools are encouraged, where there are grounds for concern, to report the matter to the child protection team at the Social Services Department immediately.

Please note that the matter may not be discussed with you first; instead you would be contacted by a member of the child protection team from the Social Services.

Our Executive Principal and Headteacher is the 'named person' responsible for child protection issues.

Snow Plan Procedure

In the event of an unavoidable school closure, all parents will be notified in the first instance by a parentmail text Please also check the school website for regular updates and if it is bad weather conditions the local radio stations will give regular updates regarding the school closures.

The local radio stations are Key 103, Tameside Radio. You can also check Tameside Metropolitan Borough Council for updates during unavoidable school closures. You can also find updates on our website.

Charging policy

There is no charge for any day time activity within school as this is, quite clearly, a part of the School's curriculum and falls within the Governor's charging policy. However, for some school outings within the day there may be a small voluntary contribution requested.

Class outings

There are many class outings throughout the year, including Theatres, Museums, Concerts at the Bridgewater Hall and visits to support themed learning. Class staff will inform you by letter a few days before each visit.

Your child may require a reply slip, signed by you, giving permission for the outing.

Complaints

If you are unhappy or unsure about any part of your child's school life, please contact your child's teacher or a member of the class team, straight away. Most matters can be dealt with at an early stage.

If the situation continues, then you should contact either Mrs Lochhead (Headteacher) or Mrs Thompson (Executive Principal). We undertake to ring back no later than the next school day.

Working with parents

Parents can communicate with school via telephone, e mail, home/school book, face-to-face meeting.

At the initial meetings and transition visits, we aim to find out as much information about your child as possible.

We complete detailed admission documentation with parents, to understand a child's needs, their family, routines, development, previous school information, health needs

Parents can contact class to arrange a time to meet if they have any concerns. We have an open-door policy, and staff will always seek to respond to a parents' requests to meet, or for support, on the same day.

- Other professionals working with each child will also contact parents as necessary.
- We have regular coffee mornings, special events, special assemblies and parent workshops.
- information and regular blogs.
- We use a Parent Mail texting service for informing parents about school matters.
- A Family Liaison Officer is in post to support home school
- During the year, we hold three formal parent meetings with class staff to review progress, but Parents can contact school at any time to arrange a discussion or

We thought you would like to know about our Quiet Place

What is A Quiet Place?

A Quiet Place offers a personal development programme to support everybody at Hawthorns School.

Who is it for?

Young people...Join in and enjoy the activities offered in the

Families, parents and carers...Are also invited to take part in some aspects of the programme.

Staff members....Are offered massage relaxation and stress management.

Is it confidential?

What does A Quiet Place have?

A beautifully decorated environment....

- State of the art computer technology with games to show you how to use breathing techniques that will calm you and help you feel good.
- A wide range of massage equipment and oils to help you enjoy a hand, head or foot massage with our Body
- There are activity programmes with the Facilitators that may include art, music, drama, story telling and relaxation.





We have a school website that contains school

- meeting about their child's progress.



Term dates 2015-16 (draft proposed only)

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 Hawthorns, we believe policies are vitally important, and help us to create standards of quality for learning, care 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 www.hawthornsschool.org. The policies can be found by clicking on the 'statutory information' tab along the top, and then click on 'school policies'.

Key policies

Some of our key policies are:

- Special Educational Needs and Disability Policy
- Charging Policy
- Anti-bullying/Behaviour Policy
- Safeguarding Policy
- Pupil Premium Policy



Step 1



Michelle and Anthony McDonagh's daughter, Chloe, is five. Chloe lives in Denton with Michelle and has Autistic Spectrum Condition (ASC). She has been attending Hawthorns School since Reception

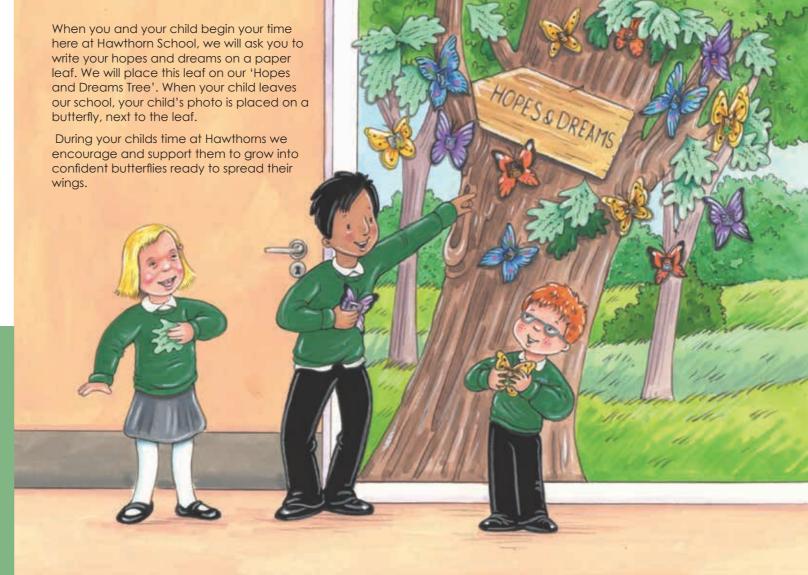
"I was asked to write on a paper leaf my priorities for Chloe. The leaf was added to an illustrated tree in the school and will stay there for good so we can then see how she's progressed. I wrote that I wanted Chloe to be happy and to be able to communicate. I think the school has put in place some excellent support to ensure Chloe is happy!



Autumn 2015 - school starts on Thursday 3rd September school finishes on Friday 23rd October school starts on Monday 2nd November school finishes on Friday 18th December

Spring 2016 - school starts on Monday 4th January school finishes on Friday 12th February school starts on Monday 22nd February school finishes on Friday 1st April

Summer 2016 - school starts on Monday 18th April school finishes on 27th May school starts on Monday 13th June school finishes on Friday 26th July







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Tel: 0161 370 1312 Fax: 0161 301 5375

Email: mailto:admin@hawthorns.tameside.sch.uk Web: http://www.hawthorns.tameside.sch.uk