



Hebden Green School

Family Handbook:

taking you step-by-step through starting school





Headteacher's Introduction

Welcome to our school!

On behalf of the whole school community, I would like to warmly welcome you to Hebden Green School. If you have any questions please contact our school on 01606 594221 or admin@hebdengreen.cheshire.sch.uk

Every member of the school community is expected to:

- Promote and share these values
- Respect each other and each other's unique needs and differences

Every member of the school community has the right to:

- Feel safe, cared for, respected and dignified;
- Have their voice heard and their wants and wishes considered;
- Learn and achieve to the best of their abilities within a personalised curriculum;
- Be treated equally and fairly, irrespective of their gender, age, race, religion, culture, ability or sexuality;
- Be free from fear of bullying, discrimination, fear or intimidation.



Alison Ashley, Headteacher Headteacher, says...

We are delighted that your child will be starting with us at Hebden Green 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 01606 594221 and we will be happy to help!

Term Dates

Our term dates can be found on page 15.

Our Vision – why are we here?

Our School community will:

- Give our students an outstanding provision of education, therapy and care;
- Enable our pupils to learn, develop, grow and achieve as part of our happy and successful school family;
- Work alongside parents, carers and the wide range of multidisciplinary colleagues, with our pupils at the heart of everything we do.

Our Aims – what do we want for our pupils?

We want our pupils to:

- Expect to be the best that they can, fulfilling their potential;
- Value themselves and each other;
- Be as independent as possible;
- Develop a sense of belonging, within both our school community and their own locality;
- Be proud of themselves;
- Enjoy a broad, balanced, challenging and relevant curriculum;
- Use and apply their literacy, numeracy, technological and life skills across their curriculum and within their day to day lives;
- Develop their social skills and behaviours;
- Be happy, healthy and enjoy their time in school.



Our Values – what are our core principles?

- | | |
|-------------------------------|------------------------------|
| • Mutual respect and trust | • Honesty |
| • Confidence and Independence | • Kindness and consideration |
| • Loyalty and Commitment | • Motivation and Resilience |
| • Expression and Enquiry | • Empathy and Friendship |

1. Details of child

First name(s) _____
please underline name usually used)

Surname _____
Date of birth _____

Home address _____

Post Code _____

Home Telephone No _____

2. In an EMERGENCY who should the school contact? (Mother/Father/relation/neighbour/friend – please state which)

Name(s) _____

Telephone No(s) (if not already listed in sections 1, 3 or 5) _____

3. Details of parents (This information is needed to enable the school and education authority to meet their legal obligations. If the natural mother or the natural father is different to the detail given below, please fill in additional information in section 5 overleaf)

Mother Surname _____ First name _____ (Mrs/Miss/Ms)

Address (if different from the child) _____

Post Code _____

Telephone – Home _____ Mobile _____

Telephone – Work _____ Place of work _____

Father Surname _____ First name _____ (Mrs/Miss/Ms)

Address (if different from the child) _____

Post Code _____

Telephone – Home _____ Mobile _____

Telephone – Work _____ Place of work _____

4. Names of sisters/brothers (please give dates of birth)

Name _____ Date of birth _____

Name _____ Date of birth _____

Name _____ Date of birth _____

5. Others having parental responsibility (please state in what capacity e.g. natural parent)

1

Surname _____ First name _____ (Mrs/Miss/Ms)

Address (if different from the child) _____

Post Code _____

Telephone – Home _____ Mobile _____

Telephone – Work _____ Place of work _____

2

Surname _____ First name _____ (Mrs/Miss/Ms)

Address (if different from the child) _____

Post Code _____

Telephone – Home _____ Mobile _____

Telephone – Work _____ Place of work _____

6 . Medical

Which doctor is your child registered with? _____

Surgery address _____

Telephone _____

7. Other information

Previous school history (if any) please list all schools attended

Name of School

Date commenced _____ Date of leaving _____

Name of School

Date commenced _____ Date of leaving _____

Social worker

Name _____ Tel. No. _____

Proposed meal arrangements

Will your child be having : school meal / packed lunch / free school meal (please indicate)

Ethnic/Cultural

Ethnicity: _____ Home Language: _____

First Language: _____

Step 1

Step 2

Please indicate with a ☒ and then sign below if you consent to your child being involved in the listed activities. If your choice changes, please inform the school in writing.

Photographs to be used in school	<input type="checkbox"/>
Photographs to be used in the school newsletter	<input type="checkbox"/>
Publicity events including press photographs, interviews or video clips	<input type="checkbox"/>
Local educational visits	<input type="checkbox"/>
Travelling in staff car subject to appropriate insurance and seating	<input type="checkbox"/>
E Safety	<input type="checkbox"/>
Use of photographs/ video on website	<input type="checkbox"/>

Signature
Parent / Carer

Date: ____ / ____ / ____

Your name (in block capitals): _____

“We wanted him to be somewhere he would be accepted. We felt straight away that there was a lot of love for him at Hebden Green. It feels like a community where everyone is doing their best for the children.”

Ben, aged 15, lives with his parents, Michelle and Gerry, and his sister near Macclesfield. Ben has low level cerebral palsy and epilepsy and has been a pupil at Hebden Green School for five years.



“We looked at lots of schools for Elle and Hebden Green was the nicest one we saw. It is a lovely school and Elle fits in so much better. Three months down the line we realised it was the best thing we have ever done. I suppose you are reluctant to leave mainstream schooling to begin with but you quickly get past that.”

Michelle and Paul live in Rudheath with their daughters. Elle has complex epilepsy and learning difficulties and uses a wheelchair because of her frequent seizures. She has been a pupil at Hebden Green for nine years.

Please tear here

Please return this completed form to: Hebden Green School

Consent form for use by Cheshire West and Chester schools.

Occasionally, we may take photographs of the children at our school. We may use these images in our schools 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.

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 appear in local or national newspapers, or on televised news programmes.

Before we take a photograph, we need written consent in order to comply with the Data Protection Act 1998.

Please answer the following questions, then sign and date the form .

If the form is not signed, we cannot, and will not use the photograph.

We will not use the image(s) for any other purpose.

Name of child:
School child attends: HEBDEN GREEN COMMUNITY SCHOOL
Name of parent/guardian:

Please circle one answer

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 use the child's image on our website?	Yes/No
May we record your child's image on video or webcam?	Yes/No
Are you happy for your child to appear in the media?*	Yes/No

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Signature of authorising adult:
Name of authorising adult (block capitals please):
Date:

We will NOT accept unsigned forms, or forms signed by children

Conditions of Use

1. This form will be valid for the duration of a pupil's Primary education at Hebden Green. A new form will be sent out for the duration of the Secondary/Post 16 education at Hebden Green School.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without express written parental consent.
4. We will not include personal email or postal addresses, or telephone or fax numbers on video or on our website, in our school prospectus or in other printed publications.
5. If we use images of individual pupils, we will not use the full name of that child in the accompanying text or photo caption without express written parental consent.
6. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without express written parental consent.
7. We may include pictures of pupils and teachers that have been drawn by the pupils.
8. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
9. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Collection of First Language Information

Name of Pupil:					
Date of Birth:		NC Year:		Reg Grp:	

Please select your first language by ticking one of the boxes below. If you need any assistance completing this then please contact the school.

First Language	Please tick one box
Afrikaans	
Amharic	
Arabic	
Arabic (Any Other)	
Arabic (Sudan)	
Bemba	
Bengali	
Bengali (Sylheti)	
British Sign Language	
Bulgarian	
Burmese/Myanma	
Catalan	
Chichewa/Nyanja	
Chinese	
Chinese (Cantonese)	
Chinese (Hakka)	
Chinese (Mandarin/Putonghua)	
Czech	
Danish	
Dari Persian	
Dutch/Flemish	
Ebira	
Efik-Ibibio	
English	
Farsi/Persian (Any Other)	
Fijian	
Filipino	
Finnish	
French	
Gaelic/Irish	
German	
Greek	
Gujarati	
Hindi	
Hungarian	
Indonesian/Bahasa Indonesia	
Italian	
Italian (Sicilian)	
Japanese	
Kannada	

First Language	Please tick one box
Katchi	
Korean	
Kurdish	
Latvian	
Lithuanian	
Malay (Any Other)	
Malay/Indonesian	
Malayalam	
Marathi	
Mauritian/Seychelles Creole	
Mongolian (Khalkha)	
Ndebele	
Nepali	
Norwegian	
Panjabi	
Persian/Farsi	
Polish	
Portuguese	
Portuguese (Brazil)	
Romanian	
Russian	
Serbian/Croatian/Bosnian	
Shona	
Sinhala	
Slovak	
Spanish	
Swahili (Any Other)	
Swedish	
Tagalog	
Tagalog/Filipino	
Tamil	
Thai	
Tiv	
Tonga/Chitonga (Zambia)	
Turkish	
Ukrainian	
Urdu	
Vietnamese	
Welsh/Cymraeg	
Xhosa	

If your first language is not listed then please enter it in the space below.

Please tear here

Collection of Ethnicity Information

Name of Pupil:					
Date of Birth:		NC Year:		Reg Grp:	

Please select your Ethnicity* by ticking one of the boxes below. If you need any assistance completing this then please contact the school.

Ethnic Category	Description	Please tick one box
White	White - British	
	White - Irish	
	White - Traveller (Irish Heritage)	
	White - Gypsy/Roma	
	Any other white background	
Asian	Asian - Bangladeshi	
	Asian - Indian	
	Asian - Pakistani	
	Any other Asian background	
	Mixed - White/Asian	
Black	Black - African	
	Black - Caribbean	
	Any other Black background	
	Mixed - White/Black African	
	Mixed - White/Black Caribbean	
Chinese		
Other Category	Any other Mixed background	
	Any Other Ethnic Group	
Refused		

* Our ethnic background describes how we think of ourselves. This may be based on many things, including for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

Key Information

What are our school times?

School starts: 9.00am
School ends: 3.30pm

Lunch times and lesson times will depend on your child's individual timetable and needs.You can refer to your child's class timetable for further information.

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.We ask that all clothing has your child's name on it to ensure that any items that are mislaid can be returned. In the winter, coats, hats, scarves etc. should also be clearly named. Our school uniform is available by ordering online at <http://www.schooltrendsonline.com/schools/HebdenGreenSchoolCW74EJ>

OR
Please send a completed order form with payment to:-

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

If you have any concerns please email: parentinfo@schooltrends.co.uk or telephone: 0844 414 8457. Delivery and packing charges total

£4.20 per order; but are free on orders in excess of £50.00. All prices include VAT where applicable. There is an order form available on the school website.

If your child doesn't have the right kit on a particular day we will do our best to make a temporary arrangement, but we do ask that PE and swimming kits are clean, labelled and sent in for every session. If you cannot provide the correct kit for an activity, please contact us.

Food in school

School meals
Hot and cold meals are freshly cooked on the premises each day. Special dietary requirements and food allergies are catered for; so please let us know about any requirements that your child has.

Feeding programmes
Many of our children have feeding programmes designed by our Speech and Language Therapists, which are administered by trained Teaching Assistants or Midday Assistants.

Payments
All Key Stage 1 children currently receive a free school meal. If your child is older; the current price per day is £2.15 for Primary pupils and £2.25 for Secondary/ Post 16 pupils. We use the on-line Money Management system for payments. For further details please visit our website (under Parents – School Meals) or contact the 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.

Free school meals
All Key Stage 1 pupils are eligible for free schools meals. From Year 3 upwards, some children may be entitled to free school meals if their families meet the criteria. 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.

“They have helped him with his speech and given him physiotherapy.They have also assisted us with other things as a family.They will advise us as best they can whenever we have queries. I can't fault the school and therefore would not hesitate to recommend it to others.”
Sharon and her partner Nigel live in Winsford with Sharon's son, Zack, aged 18. Zack has cerebral palsy and learning difficulties and transferred to Hebden Green School just under a year ago.



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

We ask that parents try and ensure that their child attends school regularly but if your child is ill and unable to come to school, please telephone the office before 9.00am and speak to the administration staff or leave a message explaining what is wrong and a likely return date. If your child is absent from school, please remember to cancel their transport directly as it is your responsibility to arrange transport.

Illness

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

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.

Clubs and activities

We have a range of after school activities on offer such as music or multi sports, which 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. Pupils and students in residence get out and about quite a lot – for example they recently enjoyed a fantastic visit to Oulton Park, and were treated as VIP guests! The day included a guided tour, learning about the history of racing and watching the cars race.

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.

Special Educational Needs

All pupils attending the school have Statement of Special Educational Needs or an Education Health and Care Plan (EHCP), which identifies the school as the most appropriate provision for the child or young person. This also identifies their primary and where appropriate, additional needs. The primary needs of pupils attending Hebden Green School are physical difficulties (PD) and/ or complex medical needs.

The Statement or EHCP outlines the particular needs of your child and recommends the resources, teaching programmes and multi-agency involvement related to meeting those needs. Every child has a class/ pastoral teacher who oversees the implementation of the plan or statement and we are fully committed to multi-agency working to ensure that the needs of the whole child/ young person are met.



Access

Children with physical disability are fully supported in accessing all parts of the school. These include our beautiful playground, growing area, social area, classrooms, immersive learning space and the wonderful hydrotherapy pool.

Residential

Hebden Green School has a Residential Department, which pupils can access from Key Stage 2. Places for this facility are commissioned by the relevant Local Authority to further enhance the educational experience of our children and young people and to improve their learning and life skills.

Our Residential Department offer nightly clubs such as cooking, gardening, sports and art club. It is a well-resourced provision with areas for independent study, relaxation and leisure. We have ample outside grounds with our own growing area, and several lounges with facilities such as a pool table, a laundry, large TVs and a PlayStation.

Targets

We work closely with school staff to ensure that all children/ young people work on their individual targets; literacy is promoted through reading and story-telling clubs, and there is also access to the school's library and ICT facilities.

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 an emergency situation or in cases of severe weather, announcements will be made using the school website, text2parents and local radio. Please check regularly for updates.

Medicine in school

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.



Working with Families

Parental involvement

Within the first term of your child's entry into Hebden Green School parents will be invited in to talk about how their child has settled. This is an opportunity to look at individual targets linked to your child's Education, Health and Care 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 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 input from the nursing staff, Residential Team, Speech and Language Therapists and Physiotherapists as appropriate.

Good communication

If you wish to speak to your child's teacher the best time is between 8.45am and 9.00am or after 3.30pm. If you need to speak to someone urgently please contact the school at any time. You can also contact the nursing or physiotherapy team whenever you wish to.

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

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

Parents and Teachers Association (PTA)

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.

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 that outlines the intentions of all three parties. A copy of which is returned home to the parents.

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 work 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. Again, this makes it very important for you to keep us informed of your current mobile 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.

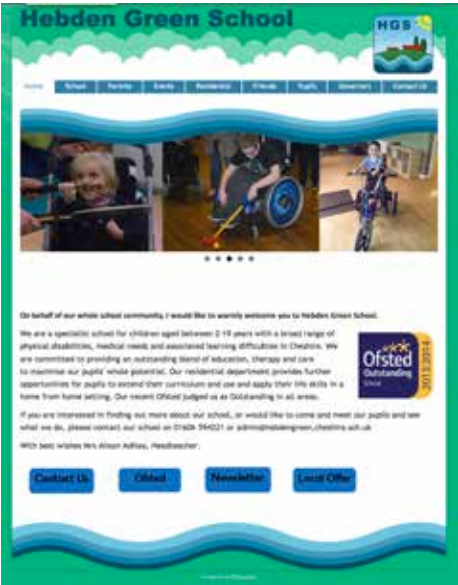
High standards

At Hebden Green School 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 or visit the school website: www.hebdengreen.cheshire.sch.uk and click on 'Home and 'Parents' then scroll down to read some of our policies.

Key policies

Some of our key policies are:

- Safeguarding
- Inclusion
- Teaching
- Complaints
- Residential
- Equality
- Post 16
- Bullying
- Admissions
- Behaviour
- E-safety



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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)	

Staff Training Days

- 1 September 2015 (Tuesday)
- 2 September 2015 (Wednesday)
- 4 January 2016 (Monday)
- 18 April 2016 (Monday)
- 21 July 2016 (Thursday)





Hebden Green School

Woodford Lane West, Winsford, CW7 4EJ

Telephone: 01606 594221 - Nurses: 01606 544327 - Physios: 01606 544333

Email: admin@hebdengreen.cheshire.sch.uk

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