



Parent Handbook

*Taking you step-by-step
through starting school*

Growing Together





Mrs Kim Ellis, Headteacher, says...

Its great news that your son or daughter is starting at our wonderful school. Thank you for selecting us!

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 01785 356385 and we will be happy to help!

Policies and term dates

On pages 12-14 are details of some important policies you need to know about...and page 15 has term dates.

Welcome

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

PUPIL RECORD

In order to keep our records up to date can you please complete both sides of this form and return it to the school as soon as possible.

1. Details of Child

First Name(s):

Surname:

Date of Birth:

Home address:

Post Code:

Home Telephone Number:

2. In an EMERGENCY who should the school contact?

(Mother/Father/Relation/Neighbour/Friend-Please state which)

Name(s)

Telephone No(s)

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)

Mother

Surname.....

First Name (Miss/Mrs/Ms)

Address (if different from the Child)

.....

.....

Telephone-Home

Mobile.....

Telephone-Work.....

Place of Work.....

Please tear here

Father

Surname

First Name (Mr)

Address (if different from the Child)

.....

Telephone-Home

Mobile.....

Telephone-Work.....

Place of Work.....

4. Name(s) of Sisters/Brothers (please give dates of birth)

Name Date 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(s) (Mr/Miss/Mrs/Ms)

Address (if different from the Child)

.....

Telephone-Home

Mobile.....

Telephone- WorkPlace of Work.....

2 Surname.....

First Name(s) (Mr/Miss/Mrs/Ms)

Address (if different from the Child)

.....

Telephone-Home

Mobile.....

Telephone- WorkPlace of Work.....

Step 1

Step 1

6. Medical

Which doctor is your child registered with?

.....

Surgery Address:

.....

.....

Telephone number:

Details of any allergies:

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.....

Details of any regular medication:

.....

.....

Details of any dietary requirements:

.....

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

Telephone number

Proposed meal arrangements

.....

.....

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

Ethnic/Cultural

Ethnicity.....

Home Language

First Language

Please tear here



I HEREBY GIVE MY PERMISSION FOR MY CHILD TO:

Take part in school swimming/hydrotherapy sessionsYES ☐ NO ☐

Take part in Personal Hygiene Sessions including:

AromatherapyYES ☐ NO ☐

Application of Sun creamYES ☐ NO ☐

(Please provide own cream, named)

Photographs to be used in schoolYES ☐ NO ☐

Photographs/videos to be used on the website.....YES ☐ NO ☐

Publicity events including press photographs, interviews or video clipsYES ☐ NO ☐

Local educational visits (within 5 miles of school).....YES ☐ NO ☐

Signature of Parent/Carer Date:[] [] / [] [] / [] []

Your Name (in block capitals)



Step 2

Step 3

Pen Portrait of your child

Starting school is a new experience for your child, and to help staff we would ask parents to make comments about the following areas. This will help us in the early days as we plan and assess for your child’s future development.

Child’s Name.....

Address.

Telephone No

Date of Birth.....

Has your child had any experience of pre-school groups. (where, when, sessions)

.....
.....
.....

What medical conditions, if any. Involvement of other professionals.

.....
.....
.....

Please comment on your child’s toileting, feeding and drinking skills.

.....
.....
.....

Has your child received any support at home? Since diagnosis i.e. O.T., physio, portage, play therapy etc.

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.....
.....

Does your child require any specialist equipment. i.e., feeding aids, walking aids etc.

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.....
.....

Have you had the opportunity to meet other parents and children who have special needs?

.....
.....
.....

Please tear here

Does your child show signs of any difficult behaviours?

.....
.....
.....

How do you manage outbursts at home?

.....
.....
.....

What does your child enjoy doing? I.e. Jigsaws, Painting, Music (favourite songs), Stories

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.....
.....

Food and drinks, likes and dislikes.

.....
.....
.....

Is there anything else you think we would find useful.

.....
.....
.....
.....

Signature of Parent/Carer Date: [] [] / [] [] / [] []



Name of child

The Parents/Carers

I/We shall try to:

- See that my child goes to School regularly, on time and notify school by 9.00am if my child is absent.
- See that my child is well prepared for the school day, properly equipped and wearing the agreed school uniform.
- Let the school know about any concerns or problems that might affect my child’s work or behaviour.
- Support the schools policies and guidelines for behaviour.
- Attend the Annual Review meeting, Parent’s Evening and discussions about my child’s progress.
- Get to know and be involved with my child’s life at the school
- Support my child with homework when it is set and other opportunities for home learning

The School (Staff and Governors) will try to:

- Fulfil their legal duties to keep the children safe.
- Encourage children to do their best at all times, and achieve their full potential.
- Let Parents know about any concerns or problems that affect their child’s work or behaviour.
- Provide a broad and balanced curriculum and meet the individual needs of all pupils.
- 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.
- Work with parents in all aspects of their child’s education giving help and support where needed.
- Keep Parents informed about school activities, letters home, newsletters and notices about special events.

Signed:(Parent)

Signed Headteacher)

Please return this signed agreement to school. A copy of the agreement will be returned to you.



Please tear here



Key information

What are our school times?

- Start of day: at 9.00 am.
- Assembly from 9.15am—9.30am.
- Lunchtime: 12.00 noon—100pm.
- End of day: 3.10pm.

Arrivals and departures

The main school entrance is located off Second Avenue. Drivers of all vehicles should take extreme care at all times, especially when reversing and all visitors are asked to adhere to our 5mph school site speed limit. Car parks and vehicle movement are monitored by our CCTV system. The school reception is staffed from 8.30am to 4.30pm.

Getting to school

The SEND Assessment and Planning Service, part of the Local Authority, may provide transport for your child's journey to and from school. Usually, the transport is supervised. The school transport is either by minibus or taxi, depending on established transport routes. You are asked to take your child to the collection point and meet them after school. (The transport escorts are not permitted to leave the vehicle to deliver pupils to individual homes.) It is your responsibility to inform the transport company should your child be absent from school.

Uniform

Our school has a dress code/uniform. We are very proud of our school uniform. It unites us as a 'team' and helps us look very smart. It is essential that pupils follow a simple colour code:

- Grey/black skirt or trousers
- White shirts/blouses/Poloshirt.
- Purple jumper or sweat shirt.
- Sensible dark coloured shoes should be worn by all pupils.

PE

The school Physical Education (PE) kit consists of:

- Black shorts.
- White T shirt.
- Pumps or trainers.

Swimming:

Swimming kit should consist of:

- Full costume for girls and trunks for boys and a towel.
- Swimming hat for hair that is long enough to get in their eyes when swimming.
- Goggles can be worn if we have received written consent.

Where to buy

Coats, Sweat shirts, polo shirts and book bags with the school logo can be purchased from reception.

Lost property

Every year items find their way into our lost property. When they are properly labelled with a laundry marker or name tag we can return them to the owner. Please help us to help the children to look after their own property by ensuring that all PE kit and uniform is clearly marked with each child's name.

Food in school

School Meals

School meals are provided by our own cooks. They are prepared daily on the premises. It is our aim to promote healthy eating choices, with salads, fresh fruit and yogurt on offer every day. Lunches are served in a family seating system and your child is offered a variety of food.

Free school meals

All children in Key Stage 1 (Reception and Years 1 and 2) are entitled to free schools meals. To continue receiving free school meals from Year 3 upwards, families need to receive the following:

- income support.
- job seekers allowance.
- child tax credit.
- or be asylum seekers or refugees.

For more information, please contact the school office. All applications are treated confidentially.

Dinner money

The cost of a school dinner is £2.15 per day. Dinner money is payable each Monday, unless your child is entitled to receive a free school meal. Cash or cheques made payable to Staffordshire County Council can be paid to Reception or sent in a named envelope with your child. Alternatively, you can pay online via www.schoolmoney.com log on details will be sent when your child is enrolled at school.

Packed lunch

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to enjoy a balanced diet including, for example, a sandwich, cereal bar and a piece of fruit. We do recognise, however, that individual health and dietary needs vary with each child. If your child brings a packed lunch to school, it must be in an unbreakable container, clearly labelled with the child's name and class.

Fruit and snacks

We are part of the 'Fresh Fruit for Schools' scheme, which enables us to offer pupils fruit at break time. In addition we can provide a selection of healthy snacks (see charging for school activities on page 12).

Snacks

Children may bring in a snack from home suitable to their dietary requirements.

Water and milk

We provide all children with fresh milk or water.

Water bottles

Hydration is important and aids learning and we encourage children to drink water regularly. Water is available throughout the day. If your child brings in a water bottle, please make sure it is clearly labelled.

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!

Attendance and absence

The opportunity for your child to access a good education in a Staffordshire school is very important to us all. Encouraging good attendance gives each pupil the best chance to learn and achieve to their full potential. The vast majority of our pupils achieve very good attendance, and the number of unauthorised absences (without permission from the school) is lower in Staffordshire than compared to the national average. We also have an improving picture on the number of persistent absences (children who repeatedly miss sessions) as this has reduced each year since 2010. Therefore, good attendance is not a problem in most cases.

Should a pupil not be able to attend school, parents are requested to contact the school either by phone or letter. We will then record absence as authorised.

Leave

Applications for a leave of absence for leave must be made in advance in accordance with Local Authority school procedures.

Applications for a leave of absence for holiday You will be aware that the Department of Education made important changes to the law for families wanting to request leave of absence in term time. The changes made it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Local Authority and school governors support this; therefore students will only be given permission to take leave in term time if there are exceptional circumstances.

As a school we are obliged to inform you that you may be subject to a Penalty Notice if your child's absence from school is unauthorised. This is in line with Staffordshire County Councils Code of Conduct.

The Penalty Notice fine would be :-

- £60 per parent, per child if paid within 21 days, rising to
- £120 per parent, per child if paid between 21-28 days.
- If the fine is not paid within 28 days you may be prosecuted under S444.1 of the Education Act 1996.

I must advise you that if the prosecution takes place, the maximum fine is £1,000 per parent, per child. This reflects the seriousness of unauthorised absence from school.

Medical appointment

If an absence relates to a medical appointment, please let the school know in advance if you need to collect your child from school to attend the appointment.

Jewellery and other valuables

No jewellery should be worn during school days, especially during PE and Swimming lessons.

Sport

Our PE curriculum provides our children with the opportunity to experience a wide range of activities and the time to acquire and develop 'physical literacy'. PE units cover gymnastics, games, dance, athletics, and for Year 6, outdoor adventure activities. Swimming lessons (and /or Hydrotherapy dependent on need) are provided for all children at the local pool, with an additional 'booster class' in the Summer term for Key Stage 2 pupils who require additional support. External coaches are also used to deliver additional sessions of activities such as football, cricket, and cycling.

Wherever possible, we try to provide opportunities to participate in competitive sporting events, such as the termly South Staffordshire Special Schools Sports Festivals and local Change4Life festivals.

Clubs

Pupils are given opportunities to take part in a range of clubs throughout the week:

- Sports club.
- Bikeability.
- Gardening club.
- ICT club.

School trips and activities

The curriculum is supported by special 'theme' days, educational visits into the local community and beyond, and by visitors into school. Our pupils enjoy a wide range of experiences:

- Horse riding.
- Theatre trips.
- Artists in school.
- Links with Walton Hall Community Special School.
- Our small farm.

Activities are planned so that they are relevant to all pupils within the group, and are differentiated as appropriate or other opportunities given to meet the particular needs of individual pupils whatever their disability.

Charging for school activities

Regular educational visits are arranged to enrich pupils' experience of the world and to support the curriculum. The school has its own mini-bus and also uses community transport. For many visits, a voluntary contribution is requested to pay for organised activities, but pupils are not excluded if a contribution is not received. However, trips may be cancelled if enough funding is not received. The school has made a policy that insurance costs per visit per pupil will be funded via its own budget as long as it can afford to do so. Voluntary contributions are also requested on a weekly basis to cover the expenses of food technology, mid-morning drinks and other such 'extras'. At present this is £1.50 per week for Key Stage 2 pupils and £1.00 per week for pupils in Early Years and Key Stage 1.

Special Educational Needs

The school caters for up to 85 pupils, from the age of 2 – 11 years, who are stated as having Moderate Learning Difficulties (MLD) Severe Learning Difficulties (SLD) and Profound and Multiple Learning Difficulties (PMLD). All pupils should have an Educational Health Care Plan (EHCP) on admission or soon after.

Resources

Pupils are grouped for teaching purposes according to their chronological key stage. There may occasionally be pupils from different key stages in the same class due to the need to maintain flexibility for meeting their complex communication or behavioural needs. Every class aims to provide an appropriate environment and differentiated curriculum, with sufficient resources and staff deployment to meet the individual needs of all pupils. The facilities of the school include:

- There are appropriate PE resources, and outside safe play areas with a variety of play equipment.
- Pupils gain access to a range of sensory and therapy areas and an ICT laptop trolley and a cluster area with switches for disabled use.
- There is a library, a hall for assemblies and dramatic productions, a room for medicals and first aid.
- We also have a nurse on the premises for at least one day per week and a health care assistant on other days to cover medical needs.
- Links with Greenhall Nursery where we access their Hydrotherapy pool and they join us for our multi skills sessions.
- our own school minibus which gives our pupils access to the community.

Curriculum

Every child has their own curriculum plan which identifies long term and short term objectives. The staffing ratio is approximately 1:3 children. Pupils' health and well-being is paramount. Personal Care is conducted discreetly and with dignity and fostering independence whenever possible. All of our teachers are qualified and have undertaken specialist further professional development. This includes:

- Autism specific training
- Signalong.
- Downs Syndrome training.
- Training in Hearing and Visually impairments.
- Training in sensory receptual difficulties.
- Specialist ICT applications.

Specialist staff

Ours TA's – Learning Support Staff also have a similar range of expertise. This is not an exclusive list and on-going professional development is key to ensuring staff of all categories remain updated and skilled. We work closely with the a wide range of therapy services to support your child's needs, which include:

Frequently Asked Questions

- Physiotherapy.
- Occupational Therapy and Speech and Language Therapy.
- Hearing impairment, Visual impairment and the Educational Psychology services.
- Music Therapy, CAMHS – Child and Adolescent Mental Health Services.
- Social Services – children with disabilities team.

Accessibility

Our school is fully accessible with dedicated disabled parking bays and toileting facilities. We have ramps and a lift. We have changing facilities for children who require adult support.

How do you prepare my child for joining your school or transferring to another school?

We offer a Structured Induction to your child once they are referred to us. The class teachers will contact you and if appropriate your child's current school to arrange this. When the time comes for your child to move on we will liaise with the receiving school and follow their transition process. We will enhance this with social stories and extra visits if necessary.

Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather that may affect access our essential services, closure may be unavoidable. During severe weather please listen to the local radio station, and their information bulletin. If the school will remain closed then these details will be broadcast from approximately 7.00am onwards.

If possible we will also send you a text message.

Collecting your child

If school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please have a contingency plan i.e. please nominate an adult to collect your child in your absence and organise this beforehand as the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

Health and Welfare

Medicines

When a child starts at Marshlands, you will be asked to complete medical forms giving details of any medical conditions and continuing medication. There is a medical room. We have a member of the school nursing team on a part time basis, Caroline McKnight, Heather Rigby or a health care assistant, based at Marshlands. They oversee the children's medical and health care needs and plans. If your child has medical needs, a care plan will be devised with yourselves prior to your child starting school. Please contact Caroline or Heather on 01785 356385 about any changes to your child's medication or concerns about health or medical issues.

Sickness

If your child is ill, please keep him/her at home. Children who are absent from school because of vomiting and/or diarrhoea must be kept at home for 48 hours following the sickness.

Medical and other professionals

Speech Therapists and Physiotherapists visit regularly to oversee pupils and advise teachers on individual programmes. Marshlands also has regular visits by members of the sensory impairment team, community nurses, dental checks, orthotist, orthoptist and educational psychologist.

Accidents and First Aid

Marshlands has a number of qualified first aid staff who can deal with minor cuts and bumps. In the case of more serious accidents pupils will be taken to hospital. You will be informed immediately and we will appreciate your support on these occasions. Please make sure that contact numbers are kept up to date.

Working with parents

Parental involvement

We believe that school is successful when it works in partnership with people and organisations that can enhance the quality of education it provides, and contribute to the progress and success of its pupils. The most important partnership is with parents. Children make maximum progress when home and school work closely together.

Assessment

At Marshlands assessment is an integral part of our Teaching and Learning Policy as well as, our planning, evaluating, recording and reporting cycle. It identifies what the child knows and can do and provides information to guide future teaching and learning in response to a child's individual needs. We believe that effective assessment provides the platform to ensure that learning continues to move forward. At Marshlands school, there are two main forms of assessment:

Summative assessment

Summative Assessment provides a summary of what has been learned in regard to both attainment and achievement at a specific point in time. All pupils are continuously assessed by their teachers and their progress entered into the school database. A baseline assessment is undertaken by all pupils during their first half term on admission to school

Formative assessment

Formative assessment which we regard as the most important kind of assessment, is the process of seeking and interpreting evidence for use by learners and their teachers to decide where the learners are in their learning, where they need to go and how best to get there.

Pupil Tracking

It is our policy to track the progress of pupils. Reading, writing, speaking and listening, maths, science, PSD and ICT are assessed

termly. Teaching Staff and subject leaders are accountable for ensuring Tracking Files are kept accurately up to-date. A member of the Senior Leadership Team monitors these files to ensure consistency in recording. Children not making the appropriate levels of progress will gain targeted support.

All pupils have:

- A folder of their records.
- A Record of Achievement folder.
- EYFS pupils have a 'Learning Journey'.

Partnership with Parents

At Marshlands we value any help that parents are able to give. Parents often come into school to help us with activities such as swimming, hydro therapy, horse riding or educational visits. There is a Parent2Parent support group meeting held on the second Tuesday of each month within school, to enable parents to get together and share information to help each other. There are two parent representatives on the Governing Body. We would like to encourage your support in attending special events and assemblies throughout the year such as our Christmas production, Easter Service, Awards Ceremony, Harvest festival etc.

Home School Links

We like to have regular contact between home and school. We mainly achieve this through our home school books. Each child has their own book, which travels with them to and from school giving an opportunity for home and school to communicate with each other. We would ask for your support with work that may be given by the teacher, such as reading a current reading book with your child or providing materials for topics. We encourage you to contact school with any queries or concerns immediately. We welcome parents to come into school to talk to the class teacher, member of the Senior Leadership Team or Headteacher, but prefer this to be pre-arranged if possible to ensure our best attention and that teaching time is not interrupted.

Communication and parent evenings

We meet with you as parents each Autumn term to hold a structured conversation and to discuss targets for your child. We discuss progress at Annual Reviews and our expectations for your child. In addition, we meet with you in the Summer term to discuss your child's progress. We communicate with you regularly through our home school books and by telephone. In addition to the Annual review you will also receive an Annual Report from us in July of each year.

News

Weekly newsletters are placed on the school website.

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.



Why do we need policies? Step 1

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

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 visit the school website: www.marshlands.staffs.sch.uk and click on 'Parents' and then scroll down to 'Policies' to read some of our policies.

Key policies

Some of our key policies are:

- Charging Policy.
- Admissions.
- Anti Bullying.
- Assessment.
- Behaviour and Discipline.
- Exclusions.
- Complaints and Compliments.
- Safeguarding.
- SEN and Disability.
- Managing Allegations of Abuse against Staff.

Step 2

Step 3



Inset Days 2016-17

- Monday 5th September 2016
- Friday 16th December 2016
- Tuesday 3rd January 2017
- Monday 24th July 2017
- Tuesday 25th July 2017



Autumn Term 2017

- Tuesday 6th September 2016 - Friday 21st October 2016
- Holiday - Monday 24th October 2016 - Friday 28th October 2016
- Monday 31st October 2016 - Thursday 15th December 2016
- Holiday - Monday 19th December 2016 - Monday 2nd January 2017



Spring Term 2017

- Wednesday 4th January 2017 - Friday 17th February 2017
- Holiday - Monday 20th February 2017 - Friday 24th February 2017
- Monday 27th February 2017 - Friday 7th April 2017
- Holiday - Monday 10th April 2017 - Friday 21st April 2017

Summer Term 2017

- May Day - Monday 1st May 2017
- Monday 24th April 2017 - Friday 26th May 2017
- Holiday - Monday 29th May 2017 - Friday 2nd June 2017
- Monday 5th June 2017 - Friday 21st July 2017
- Holiday - Wednesday 26th July 2017 - Monday 5th September 2017



Our Ethos and Values

We want all our pupils to come to school with a smile on their face, looking forward to the school day ahead. We believe if children enjoy their work and feel secure, they will achieve success and grow in self-esteem. We provide smaller classes to enable pupils to be given greater learning opportunities and individual attention. We encourage a caring sharing attitude amongst our pupils and our school is often involved in fund raising and giving to a variety of causes. We want to give a big thank you to our parents for all their support in this area.

Mission Statement

Our school motto of 'Growing Together' represents our mission of working, learning and growing together to be the best that we can be.

School Aims

- To provide a safe, secure, happy caring and sharing environment for all.
- To provide an education which is broad, balanced, and accessible for pupils.
- To develop an ethos which encourages hard work where each pupil can develop personal and social skills, and can respect and appreciate each other, their cultures and beliefs.
- To offer and ask for "the best" from each pupil. To encourage a positive contribution to school life.
- To provide opportunities for each pupil to achieve success and grow in self esteem and confidence.
- To create an environment in which each pupil is valued and can maximise his/her potential.
- To endeavour to prepare each pupil with the skills and confidence to make choices to the best of their ability.
- To encourage the development of life skills in order for pupils to achieve their maximum independence.
- To follow the Every Child Matters ethos in all aspects of school life.



Growing Together

Marshlands School
Second Avenue
Stafford
ST16 1PS

Tel: 01785 356385

Email: reception@marshlands.staffs.sch.uk

Website: www.marshlands.staffs.sch.uk