



Parent Handbook

Rivermead School

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



Form groups

At Rivermead we have eight form groups named after creatures found in our community's local habitat. Form groups are like your family: they are arranged vertically, (made up of learners from all years) and you stay with them throughout your school life. Each form group is easily identified by a colour stripe in their ties.



Headteacher,
Mrs Tina Lovey, 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 01634 338348 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 Rivermead School and I look forward to getting to know you and your child.

Step 1

STEP 1: Data Collection Sheet
Rivermead School

Please complete the data collection sheet

Surname:	Legal Surname:		
Forename:	Middle Name:		
Chosen Name:	Gender:		
Date of Birth:	Year:	Reg Group:	
Address:	Telephone:		
Post Code:	Email:		

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted in an emergency.

Priority	Name/Relationship	Home Address	Home	Work
1			Tel:	Tel:
			Mobile:	Email:
1			Tel:	Tel:
			Mobile:	Email:
1			Tel:	Tel:
			Mobile:	Email:

Travel Arrangements:

If the above information is incorrect please circle the appropriate choice:

Bicycle	Train	Car	Walk	Taxi	School Bus	Car Share
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Please tear here

Step 1

Dietary Needs:

Dietary Preferences:

Meal Arrangement:

If the above information is incorrect, please tick the type of meal to have for each day of the week below.

Type of Meal	Mon	Tues	Wed	Thurs	Fri
School Meal					
Packed Lunch					
Home					

Medical Practice:

Address:

Telephone Number:

Medical Condition (s)

Medical Note(s)

Ethnicity:

Home Language:

Religion:

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DCSF.

Signature:

Date:

Step 2

Full name of Learner

D.O.B

NAME AND ADDRESS OF PARENT/LEGAL GUARDIAN AND DETAILS OF PERSON WILLING TO BE CONTACTED IN CASE OF EMERGENCY IF PARENT/GUARDIAN IS NOT AVAILABLE.

Parent/Guardian Name:	Parent/Guardian Name:
Address:	Address:
Tel No:	Tel No:
Relationship to child:	Relationship to child:

Details of learner’s doctor

Details of any other clinic/hospital that your child attends

Name:	Name:
Address:	Address:
Tel No:	Tel No:

In the event of my child requiring emergency treatment and the teacher (or his/her representative) being unable to contact me, I give consent for the member of staff accompanying my child to approve the application of any emergency treatment including anaesthetic by the medical authorities for the well-being of my child.

My child is allergic to:

My child suffers from:

Medication	Dosage	Times

Date of my child’s last anti tetanus injection:

My child’s religion is:

Signature of person with legal responsibility:	Date:
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Please tear here

CONSENT FORMS _ INFORMATION

You will find enclosed in this admission pack the following consent forms, which will need to be completed, signed and returned to Rivermead. Also information of school uniform.

Emergency Contact Details

This is self-explanatory, and once returned will be kept securely in the office in case we should need to contact you regarding your child.

Paracetamol

The Paracetamol consent form will enable us to provide Paracetamol when required. However, as a precaution we will not administer it until the child has been in school for four hours and when it is administered we will send a note home with your child.

Publicity

The publicity form will allow your child to appear in publicity material, which may include press or television coverage for special events within the school. If you would prefer your child not to appear in photographs or on film, please ensure the office is aware.

Permission form

This is the form that allows you to give or withhold your permission for your child to participate in off-site trips. Please indicate whether you do or do not give permission, in both Parts A and B, then sign at the bottom.

Data collection sheet

This sheet contains the following information that we are required to hold by law on each child.

School Uniform

There is an information sheet with a list of school uniform. There is also details on valuables in school.

Step 3

Step 3

Consent Form for use of Images of Children

Occasionally we may take photographs, or make video or web cam recordings of the pupils at our school. We may use these images on displays around the school, in our school prospectus or in other printed publications that we produce as well as our website. Rivermead Inclusive Trust may also use our photographs of pupils to illustrate work in our schools in publications and publicity material.

Sometimes the media (papers, radio or television) may visit our school and interview and/or take photographs, videos or sound recordings of our children. These images may then be published in the local or national press.

Please answer the below questions by circling yes or no:

- 1. Do you allow your child to be photographed or videoed during school events? ☐ YES ☐ NO
- 2. Do you allow your child to appear in the media? ☐ YES ☐ NO
- 3. Do you allow your child’s image to be used in publications, publicity produced or on the website by Rivermead School and Rivermead Inclusive Trust? ☐ YES ☐ NO
- 4. Do you allow your child to be used on school graphics/prospectus to advertise the school? ☐ YES ☐ NO

Terms and Conditions of use:

This form is valid for the period of time your child attends this school, plus two years after they leave. The consent will automatically expire after this time. We will not re-use any photograph or recordings for more than two years after your child leaves this school. We will not use the personal details, addresses, telephone or fax numbers, or full names (which means first and surname) of any child or adult in a photograph on our website or any other printed publication. We may include pictures of pupils and teachers that have been drawn by pupils. We may use group or class photographs or footage with very general labels, such as ‘a science lesson’ or ‘making Easter decorations’, but not directly mention you child’s name in the caption. We will use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately. We will remind you of this annually and give you the opportunity to reconsider your consent. If you have given consent to use an image then rescind the consent, you acknowledge that any image will still be included in publications which were printed prior to rescinded consent and could still be available on the internet - websites can be seen throughout the world and not just in the UK, where UK law applies.

I have read and understood the conditions of use above:

Name of Child:

Parent / Guardian Signature: Date:

Name (block capitals): Contact no.:

Address:

Please tear here

Paracetamol Permission

I do/do not*.....

(Name of Parent/carer)

(Name of Learner)

To be given paracetamol during the day, in accordance with your guidelines, as necessary.

Signed..... Date.....

Name.....

Step 3

Step 3

PARENT/GUARDIAN PERMISSION FORM

Please complete Part A below giving permission for your child to participate.

Please also complete Part B giving permission for emergency treatment and return to us as soon as possible.

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Part A

I, Mr/Mrs/Ms. Give permission for

- a) Participate in the activity
- b) Travel with Rivermead staff on public transport and in private vehicles
- c) Leave Forge Lane premises while under the supervision of the staff during the school day.

Part B

I,am willing for
to attend the trip arranged for Rivermead Learners. In the event of my child requiring emergency treatment and the staff being unable to contact me, I give consent for the member of staff accompanying to approve the application of any emergency treatment, including anaesthetic advised by the medical authorities for the well being of my child.

Signed..... Date:.....

Please tear here

Rivermead School Uniform

- Black blazer
- Tie
- Black tailored school trousers (not the tight fitting stretch variety) or black tailored school skirt.
- White shirt (long or short sleeves)
- Plain Black shoes (no embellishments, no high heels, sling- backs or open toes)

School ties £3.50 and Blazer badges £3.00 are available from the school office

P.E. Kit

- Black jogging/tracksuit bottoms and / or black shorts
- White polo shirt
- Trainers or plimsoles

Jewellery

Learners may wear:

- A watch
- One pair of plain silver or gold stud earrings.

There may be occasions when the dress code has to be varied for individual learners in response to medical needs. If you wish to discuss particular health or sensory needs that may require some variation to the uniform described above please contact Mrs Lovey.

Valuables on Site

Learners should not bring valuables such as mobile phones, iPad or other electronic equipment to school.

Mobile phones

Mobile phones are not permitted. For learners who travel independently, parents/carers may wish to make special arrangements for their child to deposit a mobile phone in the school office at the beginning of the day, for collection at the end of school. Consent forms for this special arrangement are available on request.

Key information

Rivermead is a community special school for young people aged 11 to 19 years with a range of complex needs. Our specialism is in Autistic Spectrum Disorders and Asperger’s Syndrome.

What are our school times?

Registration and SEAL - 8.50am.
Morning break - 10.35am.
Lunchtime - 12.20pm (two sittings).
End of Day - 3.30pm.
Children can be dropped from 8.30am

Transport

The majority of children at our school are provided with transport via Medway Norse. All applications for school transport should be made to Medway Council.
Medway Norse contact details: 01634 283211
Student Services Operations Team contact details: 01634 331155
For more information please visit ww.medway.gov.uk/schoolsandeducation/gettingtoschool/applyingforschooltransport.aspx

Rivermead Outreach Community Challenge (ROCC)

There are no holiday schemes run by the school but ROCC offers respite activities during school holidays for young people aged 12-18 years with a variety of learning difficulties.

Independence

As part of our respite care, young people have the opportunity to develop their life skills through cooking, shopping and independent travel activities all supported by highly trained support workers. Young people have the chance to experience and develop both new and existing skills through a variety of activities centered on their individual needs, abilities and interests.

Uniform

Compulsory Items	Optional items
Black Blazer with School Badge (Badges can be purchased from the school office)Black Trousers/Skirt (Skirts to be below the knee)	Black Jumper, with or without Rivermead Logo
White Blouse/Shirt	Black Cardigan, with or without Rivermead Logo
SEAL Tie (Ties can be purchased from the school office)	Please note, Jumpers and Cardigans can be worn underneath Blazers
Plain Black Shoes	

Physical Education

Compulsory Items	Optional items
Plain white Polo Shirt (no slogans or brand logos), with or without Rivermead Logo	WINTER: black or navy blue Sweatshirt with or without Rivermead logo
Trainers/Plimsolls	
WINTER: black or navy blue jogging trousers	

SUMMER: black or navy blue shorts for summer	
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Where to buy

Earn Tesco Clubcard points by using their Uniform Embroidery Service with F&F - for more information please follow this link to order: www.clothingattesco.com/medway/rivermead-school/inv/134150

Remember F&F donates 5% of sales on all products bought from our school’s web page directly back to the school.

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

We are very proud of our school meals. Our catering team is led by Mr Nigel Blackman, a talented and experienced chef. It is no surprise that we regard our dining room as the heart of the school. Like most families, it is the place that we most often all meet together to chat and enjoy each other’s company. Healthy meals designed to tempt our learners are freshly prepared daily using quality ingredients, starting with the option of breakfast in the morning for those who haven’t had the time to eat before coming to school.

At lunchtime a tasty two course cooked meal (meat and vegetarian options) or a range of alternatives such as filled jacket potatoes, salads and sandwiches, wraps or baguettes are available. Complimentary fresh fruit is provided at morning break.

Free school meals

To receive free school meals, 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

Lunches cost £2.35. For us to meet your child’s lunchtime requirements please submit each Monday an envelope clearly stating your child’s name and class with payment enclosed. The cost is subject to an annual cost increase. Cheques should be made payable to: Rivermead School

Packed lunch

If your child prefers not to eat school lunches, please ensure any packed lunches are healthy. No chocolate, sweets or fizzy drinks please.

Fruit and drinks

Complimentary fresh fruit is provided at morning break.

Snacks

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

Water

We provide all children with fresh water.

Please note that we are a nut free 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!

Attendance and absence

We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. At Rivermead we are committed to getting the best outcomes for pupils and for us to do that they must come to school regularly and on time. We do all we can to encourage the children to attend, and to put in place appropriate procedures.

Unable to attend

Should a pupil not be able to attend school, parents are requested to contact the school by telephone on 01634 338348 before 9.00am. We will then record absence as authorised.

Holidays

Parents are reminded of dates for school holidays and INSET days by letter, on the Rivermead School calendar, in newsletters and they can also be found on the school website. There is no entitlement for you to take your child on holiday during term time. Parents should only ever take family holidays during the school holidays. At Rivermead School family holidays in term-time are actively discouraged and families can be fined for taking such family holidays without the permission of the Headteacher.

Reluctant to come to school

If for any reason your child is reluctant to come to school, please contact us immediately to discuss your concerns. Your child could be avoiding school for a number of reasons at home or school and it is important that we identify the reason and work together to tackle the problem.

Request for absence

We do understand that there are circumstances where a parent may wish to request leave of absence for a child to attend, for example, a significant event. Consideration will be given but leave is usually only granted in exceptional circumstances. Parents and carers who wish to request annual leave for 'exceptional circumstances' should apply in advance in writing to the Headteacher. It should be noted that from September 2013 regulations allow local authorities to impose penalty fines for parents and carers who take their child out of school during term time in unauthorized circumstances.

Medical appointments

Please try to make routine medical appointments after school or during the holidays; if this is not possible and your child misses school for a medical appointment you must provide the school with evidence of the appointment - a copy of a hospital letter/appointment card etc. It is expected that parents and carers will make every effort to return the child to school after the appointment unless you have discussed the reasons why this is not possible with a senior member of staff before the appointment.

Curriculum

A committed teaching staff with a range of specialisms delivers a rich and challenging curriculum differentiated to meet the needs of each learner. Learners are encouraged to achieve their full potential academically and all achieve success in GCSE and other public examinations in Year 11. A strong emphasis on personal growth and developing independence is promoted throughout the school both in the curriculum and through the wide variety of enrichment and extra-curricular opportunities on offer.

Years 7 to 11 (11 -16 years) are based at our Forge Lane site in Gillingham, Kent where the school has a range of fully equipped specialist classrooms with up to date technology as well as social spaces and therapy areas.

Post-16 provision is based at MidKent College, Gillingham where we have our own base and access to all that the college has to offer.

Skills and knowledge

Our curriculum is based on the National Curriculum and challenges and extends our learners, enabling them to develop both their personal and their academic skills and knowledge. Our investment in excellent resources and staff development has supported our continuing development and ensured that our curriculum is of the highest quality.

Our learners often achieve successes that neither they nor their families would ever have thought possible. Their outcomes show huge progress from their starting points and we are proud of their achievements. By the end of Key Stage 4 students have achieved success from entry level to GCSE's in a range of subjects from A-G or 9-1. All of our learners achieve public examinations as well as developing personal and practical skills to prepare them for independence, adult life and the world of work.

Monitoring the progress of all children is an ongoing process which enables prompt identification of any child who may require additional or different provision to be made. We work closely with parents and value their contribution to their children's education.

Skills for Life

All of the work that we do is to achieve our core purpose. That is to see our young people develop into independent adults who are able to achieve success in their chosen field and can lead a purposeful and enjoyable life. Developing the skills for independent adult life is, therefore, an essential element of our work throughout the school. Handling money, independent travel, being able to eat confidently in a social context and knowing where to find help for a range of everyday problems are among the many skills that we teach both in the classroom, in enrichment activities and during leisure time.

We provide a rich variety of experience and opportunities to develop these skills in the real world through visits out of school, visitors to the school and our links with other organisations such as MidKent College.

College courses

Our partnership with MidKent College enables all of our Year 10 and 11 learners to have access to a day each week in college following a vocational course, preparing them for transition post-16. This provides an invaluable opportunity not only to develop a range of vocational skills that can be applied to a variety of workplaces, but also provides a context in which our learners can develop their independence and practice the life-skills they are developing. College based learning is an

Frequently Asked Questions

invaluable preparation for transition to post-16 education.

Work experience

All Year 10 learners undertake two weeks of work experience. This is an exciting and enjoyable challenge for all our young people. It is another invaluable 'real life' opportunity to put into practice skills learned at school.

GCSE

Another option open to our year 10 and 11 learners is to take on the study of further GCSE's in either RE or History through an outside facilitator who takes charge of the course and assessment with an in school facilitator who helps the learners on an individual basis in their weekly lessons.

SEAL

Every school day begins with a SEAL (Social and Emotional Aspects of Learning) lesson when form groups explore topics that prepare them for becoming confident and effective members of the community. SEAL is intended to help promote development and use of social and emotional skills towards learner's education, using five areas (proposed in Goleman's (1995) model of emotional intelligence):

- Self-awareness
- Self-regulation (managing feelings)
- Motivation
- Empathy
- Social skills

Intervention and therapies

Rivermead provides outreach to children, in full-time education, aged 4 - 16 years who are currently unable to access school because of their medical needs. Provision includes home learning for those who are too ill to attend outside of home, bedside education for those whose stay in Medway Maritime Hospital in excess of five days, and a reintegration unit (6+6) for those who, due to their emotional needs, require support to return to school. This provision is currently for 11 - 16 year olds only. We also provide advice to schools about how to support pupils with medical needs.

Referrals to any of these provisions are from the child's current school. Referral forms are available from the school office. All referrals must be supported by medical evidence.

6+6 Unit

The 6+6 Unit is an outreach service provided for learners who have psychiatric needs supported by Tier 3 Child and Adolescent Mental Health Services (Canada House or Gatland House). We provide a safe, productive and supported learning environment to enable learners to re-engage with their education. Reintegration is supportive and proactive for the learner, parent/carer and home school. The initial period is up to 6 weeks in our unit and following this there will be an assessment followed by a further 6 weeks of increasing periods of reintegration. Our approach though is flexible and responsive to the individual's and home school's needs.

Home Tuition

At Rivermead we also provide home tuition for those unable to attend school. For more information about eligibility, please contact the Rivermead school office.

Speech and Language Therapist

The Speech and Language Therapist works with individual learners, small groups and school staff to ensure that our learners reach their communication potential. The Speech and Language Therapist works in collaboration with the National Health Service Speech and Language Therapy Team, through termly meetings, making referrals where appropriate and joint running of intervention. As a school we value joint working and the provision in school is not designed to run in isolation from the NHS Service. If your child receives therapy, they may have involvement from both therapists who will jointly plan the intervention.

Intervention

The Speech and Language Therapist in school also aims to work jointly with SEAL Tutors, class teachers, teaching assistants and other professionals e.g. Educational Psychologist, Occupational Therapist. Intervention includes team-working, 1:1 Therapy, group intervention in class, group intervention outside the classroom and termly check-ins.

Parents will be kept informed of any progress and decisions through a review report for learners receiving individual therapy. The on-site SALT will also be available at parent evenings and Annual Review meetings when required. We also welcome parents making contact at any time. Due to a high proportion of our learners having statemented needs for SLCN, the Speech and Language Therapist in school works on a consultancy basis, where teachers and SEAL Form Tutors are free to liaise for advice at any point.

Accessing support

Intervention usually lasts for two terms and is then reviewed. If the learner has made good progress they will have a therapy break and their needs will be reviewed at the beginning of the next new term. If SLCN is having a significant impact on the learner's daily life and progress in school, therapy will continue on a termly basis. Each Learner receives a screen for SLCN upon entry to the school and SEAL Form Tutors are also free to make a school based referral where needed. If parents would like their child to access support they should liaise with their SEAL Form Tutor.

Jewellery and other valuables

Jewellery, including rings and necklaces should not be worn as nasty accidents can occur. If your child has pierced ears, only small studs should be worn in the interests of safety. It must be noted that for health and safety reasons, earrings must not be worn during PE lessons and we request that your child does not wear earrings to school on PE days. Wrist watches may be worn to school but we cannot accept responsibility for their safekeeping.

Sport

PE at Rivermead is known as Staying Healthy. Mr Nolan is our Head of Staying Healthy and is supported by the Sports TAs. All learners have two 45 minute lessons a week of Staying Healthy. Learners participate in a wide range of activities designed to suit every individuals' needs. We look to develop and refine learners' skills and knowledge of sport by following a traditional programme, including football, hockey, dance, basketball, swimming, table tennis and trampolining. We frequently make use of local amenities to provide a varied program.

Frequently Asked Questions

Clubs

At Rivermead, we have a number of extra-curricular opportunities available before and after school and at lunchtimes. Through trained professionals, Rivermead also offers optional music lessons to learners during the school day including the violin and the guitar. Club options include:

- Gym club.
- Library Club.
- Gardening Club.
- War Gaming Club.
- Rock Climbing.
- Football.
- Dance.
- Choir.
- ICT Club.
- Art Club.
- Sonic Club.
- Dragons.
- Basketball.

School trips

Visits vary and cover the full spectrum of the curriculum. Examples include:

- The Houses of Parliament where learners had the opportunity to enjoy a guided tour, a workshop in the education centre and a question and answer session with their local MP.
- A series of art trips to Maidstone Museum and the Turner Contemporary in Margate.
- A Mud Run to raise money for Help For Heroes.
- Learners have had the opportunity to go to Tate Britain and the British Museum.

The older students have enjoyed time learning to drive at Young Drivers and every week have been progressively becoming more independent as travellers and now stop at a restaurant on the way back to school for lunch.

Music

Learners broaden their knowledge of the different components of music (performing, composing and listening) through engaging and interesting activities. They learn about the orchestra, the genres of music, different artists and the recording process. As well as this, they develop a better understanding of the key elements within a song such as dynamics, tempo and pitch and they learn how to analyse and manipulate this within their own compositions and appraisals. Learners at Rivermead also have the opportunity to learn how to play guitar or violin in short music lessons held on-site by highly-experienced instrumental tutors.

Destination of school leavers

The Rivermead/Mid Kent College Partnership Provision is run for 16-19 year old learners with Special Educational/Additional Needs as outlined in their Education Health and Care Plans. While Rivermead School is primarily a specialist provider for learners with Autistic Spectrum Disorder, the Sixth Form also supports a variety of other complex needs and multiple diagnoses.

Rivermead staff from school support at the college within a base room where learners access a 5-day-a-week wraparound service to ensure that the 'every child can achieve' ethos from the School is embedded into the joint Sixth Form. Individualised timetables are created and reviewed for each learner transitioning from School to College.

The Rivermead/Mid Kent College Partnership has 100% progression and retention rates for learners who either progress onto other college course, apprenticeships or employment.

Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather that may affect access to our essential services, closure may be unavoidable. During severe weather information will be provided via the parent text messaging service and on our website (www.rivermead.org.uk). It is the usual practice that a central decision is made on the closure of special schools and all schools may be closed at the same time.

Collecting your child

If school closure is announced during the day due to severe weather conditions, and your child does not access local authority transport provision, 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 possibility of hazardous weather conditions during the day. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently. Where children use local authority transport, the school will liaise with the local authority for home transport in the event of an emergency school closure.

Health and welfare

The prime responsibility for a learner's health lies with the parent or carer who is responsible for the learner's medication and should supply the school with any relevant information. Teachers and support staff are in loco-parentis and may need to take swift action in an emergency, both in school and off-site, for example during school trips.

Informing the school

Parents/Carers are responsible for informing the school of any medical condition affecting their child. Those with parental responsibility will be asked to include this information on the school's admission form. Thereafter, parents/carers will need to inform the School Office of any changes or new information. In addition parents are invited, on a regular basis, to check their child's information and amend records as appropriate.

Medicines and drugs

Learners must hand all medicines to a member of staff immediately on entering the school. Controlled drugs must be kept in the locked medicines trolley in their original containers and only the named staff are to have access. A record must be kept for Audit and Safety purposes. Keys to access medicines are held in a locked key cabinet located in the School office.

Prescription Medicines

No learner under the age of 16 is to be given medicines without prior written consent from the person(s) who has parental responsibility for the child.

Medicines must be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

Sickness

Children who are absent from school because of vomiting and/or diarrhoea must be kept at home for 48 hours following the sickness.

Ill at school

If your child is ill whilst at school, or involved in an accident, we will attempt to contact you 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 work in close partnership with families and our staff develop strong relationships with parents. We welcome parents into school. We establish good communication with parents which is individualised to their needs. Parents can make appointments with teachers if they have any concerns. This will normally take place with the learner's SEAL tutor.

Assessment

We use a wide range of assessment tools so that we can be clear about pupils' progress. All children's progress is measured using the National Curriculum Levels and a range of other assessment tools dependant on the needs of the individuals and this is discussed regularly with parents. Parents are encouraged to be part of their children's learning programme, helping them set individual goals or targets alongside those that may be set by their targets and reviews.

Pupil Involvement

We are aiming to involve all pupils, wherever it is appropriate and possible, in the assessment process. Pupils should provide their views for Annual Reviews as far as possible.

Reporting to parents

End of year reports detailing Academic achievements/progress throughout the year are sent home in July.

Parent evenings

We have one parents' evening per year group and an annual review meeting for the statement or EHCP. We also have more informal meetings where parents are welcome to attend and discuss progress. We have a Parent Council that all parents are free to join. We also have celebration assemblies which celebrate the success of our learners.

Communication

We understand how important effective communication is in terms of our communication with families and professionals and the approach we use in school with all of our pupils. You can communicate with school in person, by phone and by email.

News

You can find our regular newsletters on the school website under our 'Info Zone' category and the 'Newsletter' sub-category. Our website also has a 'Calendar' section which acts as a reminder for important dates and events.

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.

Policies

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.

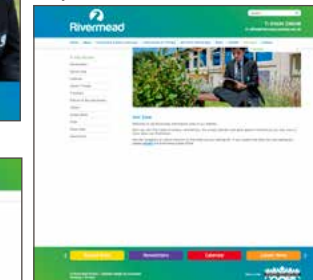
High standards

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: <http://www.rivermead.org.uk/> and click on 'Info Zone' and 'Policies and 'key documents' to read some of our policies.

Step 1



Step 2



Step 3



Key policies

Some of our key policies are:

- Admissions Policy.
- Accessibility Policy.
- Behaviour Management.
- Charging and Remissions Policy.
- Complaints Policy
- Safeguarding Children and Child Protection Policy.
- Curriculum Policy.
- E-Safety Policy.
- Pupil Premium Policy.
- SEND Policy.

Academic Year 2017 - 2018

Term 1

Thursday 31st August to Friday 20th October 2017

(Staff development days Thursday 31st August, Friday 1st September & Friday 20th October)

Autumn Break: Monday 23rd October to Friday 27th October 2017

Term 2

Monday 30th October to Wednesday 20th December 2017

(Staff development day, Wednesday 20th December)

Christmas Break: Friday 22nd December 2017 to Tuesday 2nd January 2018

Term 3

Wednesday 3rd January to Friday 9th February 2018

February Break: Monday 12th February to Friday 16th February 2018

Term 4

Monday 19th February to Thursday 29th March 2018

Spring Break: Friday 30th March to Friday 13th April 2018

Term 5

Monday 16th April to Friday 25th May 2018

May bank Holiday: Monday 7th May 2018

May Break: Monday 28th May to Friday 1st June 2018

Term 6

Monday 4th June to Friday 20th July 2018

(Staff development day Monday 4th June)

Staff Development Days

Thursday 31st August 2017, Friday 1st September 2017,
Friday 20th October 2017,

Wednesday 20th December 2017, Monday 4th June 2018



Our ethos and values

- We believe that every young person, whatever their age or ability, has the potential to progress, both academically and as a well-rounded young adult.
- We believe that an inclusive approach is achieved through holistic and individualised pathways to teaching and learning.
- We believe that every achievement should be shared and celebrated.
- We believe that the inclusion of staff, parents, and governors, the wider community and learners should create a 'sense of belonging'.
- We believe that a safe, calm and nurturing environment, where respect for each other is paramount, is the best place to learn and succeed.
- We believe that Rivermead embeds and believes the importance of social, moral, spiritual, culture and 'life in modern Britain'. We celebrate this through enrichment, the broad curriculum, daily SEAL, thought for the week, PSHE, and daily assemblies.

Rivermead School
Forge Lane, Gillingham, Kent, ME7 1UG
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Fax: 01634 338347
Email: office@rivermead.medway.sch.uk
Web: <http://www.rivermead.org.uk>
6TH FORM (PARTNERSHIP)

Enquires can be made to the learning mentors between Monday to Friday, 8.30am - 5pm:
Telephone: 01634 383426 (no answerphone)
Mobile: 07851 428712 (answerphone and text facility available)
Email: burkh013@medwaymail.org