



Parent Handbook:

taking you step-by-step
through starting school



For children and young people who have a range of Special Educational Needs

Welcome

Elaine Gardner, Head of School, says...

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

Forms to complete

To help us with this, could you please follow the steps in this Parent 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 01424 026303 and we will be happy to help!

Term Dates

Our term dates can be found on page 15.

Torfield and Saxon Mount Academy Trust

The Torfield and Saxon Mount Academy Trust was established in October 2014 and is the accountable body for both Torfield School and Saxon Mount. Both schools cater for children and young people with special educational needs and disabilities, including autism, language and communication difficulties and complex learning difficulties. Jointly the federation caters for around 200 pupils aged 4-17. The schools also support children and young people in mainstream settings through both Torfield's outreach service, which is for children with autism in mainstream primary schools, while the Saxon Mount transition programme also supports successful post 16 transition into Sussex Coast College Hastings.

Although Torfield and Saxon Mount work closely together in a number of areas by sharing resources, expertise and strategies, they remain separate schools with their own distinctive ethos and values.

STEP 1: Data Collection Form Saxon Mount

Step 1

The information you give on this form will help your child's school to give him/her the best possible support. It is important therefore that you fill in this form as accurately as possible. The personal information you give will be held on computer systems at the school /college and by the Children's Services Department and is covered by data protection legislation. Some of the data you give is required by the Department for Education.

School name: _____ Date of admission: _____

Pupil details

Legal surname: _____ Preferred surname: _____
(if different)

First name: _____ Preferred first name: _____

Middle name(s): _____

Home address: _____

Boy	<input type="checkbox"/>	Girl	<input type="checkbox"/>	
Date of birth		Day	Month	Year
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

Town: _____ Is this address permanent or temporary? _____

Post code: _____ Home telephone no: _____

Email: _____

Country of birth: _____ Nationality: _____

Ethnicity: Please complete the attached form to record your child's ethnic background.

Religion: _____ Pupils first language: _____

Can the pupil: Read in this language Yes ☐ No ☐ Write in this language Yes ☐ No ☐

Language spoken at home: _____

Lunch arrangements (please tick the relevant box) School dinners ☐ Packed lunch ☐

Is your child entitled to free school meals Yes ☐ No ☐

Travel arrangements (please tick the relevant box) Walk ☐ Cycle ☐ Public transport ☐ Car/car share ☐

Previous School(s) _____ County transport ☐

Name of the last school attended: _____

Address: _____ Dates attended; from _____

_____ to _____

Post code: _____ Tel number: _____ Reason for leaving: _____

Number of other schools attended in the UK

Please tear here

Nursery/Pre-school details

Name of nursery/pre school attended: _____

Tel number: _____ Was attendance full or part time: _____

Dates attended; from _____ to _____

Do you have contact with any outside agencies such as Speech Therapy, CAMHS, Social Services, Education Welfare Service, Education Psychology Service

Please state _____

Medical details

We need to know about any medical conditions your child may have. Please tick **all** relevant boxes

Asthma	<input type="checkbox"/>	ADHD	<input type="checkbox"/>	Colour blindness	<input type="checkbox"/>
Eczema	<input type="checkbox"/>	ASD	<input type="checkbox"/>	Eyesight problems	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	Dyslexia	<input type="checkbox"/>	Hearing problems	<input type="checkbox"/>
Hay fever	<input type="checkbox"/>	Dyspraxia	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>

Other (please specify) _____

Does your child wear corrective glasses? Yes ☐ No ☐

Does your child have any allergies or dietary needs that we should be aware of? Yes ☐ No ☐

If Yes, please specify _____



“ I can say without hesitation that sending Lily to Saxon Mount was the single best decision we have ever made. She has been on a long and difficult journey but the road ahead is much smoother now. ”

Camille and James Morris have three daughters: Alex is 18, Georgia 14 and Lily is 12. Lily has recently joined Saxon Mount Community School and is in Year 7.

Step 2

Step 3

Emergency treatment

I/we consent to my child receiving emergency hospital treatment should it be considered necessary and to a member of school staff signing the consent form if I am/ we are unable to be contacted.

1) Signed _____ Date _____

Relationship to child _____

2) Signed _____ Date _____

Relationship to child _____

Doctor’s details

Doctor’s name: _____ Practice name: _____

Practice address: _____

_____ Tel number: _____

Community nursing

I agree to my child having Community School Nursing team health checks Yes ☐ No ☐

If neither box is ticked, we will assume that you require Community School Nurse input

Additional information regarding the Community School Nursing Service is available in a separate leaflet

Family details

Parent/carers details

Parent/carers 1

Title _____
Surname _____
First name _____
Address _____

Post code _____
Home tel _____
Work tel _____
Mobile no. _____
Email address _____
Relationship to pupil _____

Parental responsibility Yes ☐ No ☐

First language _____

Should correspondence be addressed to this person Yes ☐ No ☐

Should correspondence be addressed jointly Yes ☐ No ☐

Are you Asylum Seekers Yes ☐ No ☐

Are you Travellers Yes ☐ No ☐

Parent/carers 2

Title _____
Surname _____
First name _____
Address _____

Post code _____
Home tel _____
Work tel _____
Mobile no. _____
Email address _____
Relationship to pupil _____

Parental responsibility Yes ☐ No ☐

First language _____

Should correspondence be addressed to this person Yes ☐ No ☐

Yes ☐ No ☐

Date of entry to country _____
(if applicable)

Is a translator required Parent/carers 1 Yes ☐ No ☐
Parent/carers 2 Yes ☐ No ☐

Please tear here

Please tear here

Family details (continued)

Does your child have any brothers or sisters attending this school or Torfield School Yes ☐ No ☐

If yes, please give details

Full name	Date of birth

Emergency contact details in priority order (Please list at least 2 emergency contacts)

Priority	Full name	Landline Tel	Mobile number	Relationship to pupil
1		(H) (W)		
2		(H) (W)		
3		(H) (W)		
4		(H) (W)		

Parental declaration

The details supplied on this form are correct to the best of my knowledge. I understand that the head teacher must be informed of any changes which might affect my child’s education.

Signed: _____ Parent/carers (1) Date: _____

Signed: _____ Parent/carers (2) Date: _____

“ Within three days he had left one school and started at another, mid-term and mid-week, and I was so nervous for him. I didn’t need to be: he has loved it from the start. The teachers are excellent. They have always been welcoming, reassuring and very approachable, and I have complete faith in them to do the best for my son. ”

Julie Brooker lives in Bexhill with her three children. Tommy, 14, attends Saxon Mount Community School.



NEW APPLICATION Application for free school meals (FM1)

Please complete this form in **BLOCK CAPITALS** and return it to your child(rens) school. Alternatively you can send this form to Free School Meals, Children’s Services Department, PO Box 4, County Hall, St Anne’s Crescent, Lewes, East Sussex BN7 1UE. If you have any queries then you can phone us on 01273 481388 or 01273 481696.



Details of claimant

National Insurance No.

Surname: _____ (Mr/Mrs/Miss/Ms) Date of birth

First name(s): _____ Relationship to child(ren): _____

Address: _____

Postcode: _____ Telephone no: _____ email address: _____

Details of all children under your parental responsibility whom you wish to claim free school meals for:					
Legal surname	First name	Gender	Date of birth	School name	Part or full-time

I **certify** that the information given is correct and I will inform the **Free School Meals Section** of any change of address and any changes in my circumstances that may affect my claim, for example, change of benefit. I understand it is fraudulent to give false information. I **agree** that you will use the information I have provided to process my claim for free school meals and may contact other sources as allowed by the law to verify my entitlement. I **understand** that the results of any free school meal eligibility check may also be used to assess my entitlement to school transport.

Signed: _____ Date: _____

Data Protection Act
Personal information that you have provided will be used carefully and may be held on computer systems at the school/college and in the Children’s Services Department. These uses of personal information are covered by registration under the data protection legislation. Under this legislation you have the right to obtain a copy of the information we hold about you.

Fast track service
We are now able to check entitlement to free meals via a secure government website. Meals can start as soon as your application has been verified.
(If confirmed by ECS school must stamp form)

❶ For schools use only - Electronic checking service	
Date	
ECS - by phone	
ECS - by email	

School stamp

Verified by: _____

Family Name: _____

Family Ref: _____

Continued overleaf

Please tear here

Please tear here

Proof of benefit

If the electronic checking service has not been able to verify your application you can supply paper evidence as an alternative. Proof that you receive at least one of the following benefits will be required.

- Income Support.** You will need to provide a Jobcentre Plus letter dated within the last 8 weeks stating that you are in receipt of Income Support
- Income-Based Jobseeker’s Allowance.** You will need to provide a Jobcentre Plus letter dated within the last 8 weeks stating that you are in receipt of Income-Based Jobseeker’s Allowance
- Income-Related Employment and Support Allowance.** You will need to provide a Jobcentre Plus letter dated within the last 8 weeks stating that you are in receipt of Income-Related Employment and Support Allowance
- Child Tax Credit** provided you are not entitled to Working Tax Credit and your annual household income (as assessed by HM Revenue & Customs) does not exceed £16,190. **Anyone entitled to Working Tax Credit is not entitled to free meals regardless of income.** If two people are on the same Tax Credits award (joint claim) then income levels and tax credit elements will be applicable to both claimants, including Working Tax Credit. You will need to provide your Tax Credit Award notice (TC602) for the current financial year 2014/15
- Guarantee element of State Pension Credit.** You will need to provide the current award notice. A pension book will not be accepted as proof of benefit
- Support under Part 6 of the Immigration and Asylum Act 1999.** You will need to provide a letter from NASS (National Asylum Support Service) to confirm you are receiving support. Please ensure your NASS number is on this letter
- Working Tax Credit run-on.** This is the payment you may receive for a further four weeks after you stop qualifying for Working Tax Credit. You will need to provide your most recent Tax Credit Award along with a letter from your most recent employer stating that employment has been terminated and what date it was terminated on
- Universal Credit** (during the initial roll out)

Supplementary evidence

③ For school use only	School stamp
I confirm that the information given is correct and the applicant has provided proof of one of the following eligible benefits. The proof is enclosed with this application. <input type="checkbox"/> Income Support <input type="checkbox"/> Job Seekers Allowance (income based) <input type="checkbox"/> Employment and Support Allowance (income related) <input type="checkbox"/> Child Tax Credit not exceeding the qualifying amount <input type="checkbox"/> Pension Credit- guarantee element <input type="checkbox"/> Financial support under the Immigration & Asylum Act <input type="checkbox"/> Universal Credit	Date: _____ Initials: _____

④ For schools use only	Date
Sibling schools informed	
Meals commenced/continued	
Sent to County Hall	

⑤ For County Hall use only	
Processed by	
Date Processed	

Please tear here

Using images of children – from September 2015
Consent form for use by Torfield - Saxon Mount Academy Trust

Name of the child:

School: **Saxon Mount Community School**

Occasionally, we may take photographs, or make video or webcam recordings, of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, as well as on our website.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 and 2 below, then sign and date the form where shown.

1. May we use your child’s photograph in the school prospectus and other printed publications that we produce for promotional purposes? Yes ☐ No ☐
2. May we use your child’s image on our school website? Yes ☐ No ☐
(Individual children will not be named)

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.
Please also note that the conditions for use of these photographs are on the back of this form. If no boxes are ticked we may contact you to discuss this further.

I have read and understood the conditions of use on the back of this form.

Parent’s or guardian’s signature:

Date:

Name (in block capitals):



Please tear here

Conditions of use

1. This form is valid for five years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time, although some material will stay online, such as, Newsletters.
2. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photograph on our website, in our school prospectus or in any of our other printed publications.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website, in our school prospectus or in other printed publications.
4. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article, unless with specific permission from the parent or carer.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.



“Saxon Mount is capitalising on Miffy’s strengths, supporting her in her weaknesses and helping her to achieve the life skills she will need. As a parent, knowing that my child’s school is on my side means everything and I have complete trust in the school to look after her as I do myself.”

Karen Langan lives in Bexhill with her three children, the youngest of whom, Myfanwy (but Miffy to her friends and family), is twelve years old.

Step 6

Key Information

What are our school times?

School day

- School starts: 9am
- School ends: 3.15pm although clubs and catch up classes run until later

Break-times

Morning Break 11.00-11.15

Lunch 12:45-1.15

Lunch Break 1.15-1.45

Pupils can access all outside play areas during morning and lunch break times. They can also choose supervised computer time, quiet room time or, for Year 2, the Year 2 area clubs are offered at lunchtime.

Arrivals and departures

Pupils are supervised from 8.45am and from Monday to Thursday the transport starts to arrive at 3.15pm. Duty staff, including a member of the Senior Leadership Team and the Learning Mentor welcome the children each morning, and bid them farewell at the end of the day.

Transport

The Local Authority may provide transport between your home and school and the Transport Department will make the necessary arrangements. To ensure the safety of our pupils, escorts will travel on all minibuses and in some single taxis. It is the responsibility of parent and carers to ensure that their child travels safely and behaves appropriately on the transport.

Healthy lifestyle

The school operates a no smoking policy on the property and within the school grounds. This includes the use of e-cigarettes and other electronic smoking devices. Please help us to keep our air as clear as possible and promote a healthy lifestyle to our children. Dogs are not allowed on the school premises.

Uniform

Pupils at Saxon Mount are required to wear a uniform, which consists of a blue sweatshirt bearing the school logo on, plus a white polo shirt with the logo and black trousers or skirts. Pupils must wear black shoes – trainers are acceptable as long as they are plain black with no large markings or brightly coloured laces. Year 11 students are entitled to wear navy blue sweatshirts.



Uniform items can be purchased from Logo-N-Stitch, who can be contacted on 01424 444601 or email: info@logo-n-stitch.co.uk. The company will deliver to your home free of charge. You can also order uniform items via a link on the school website.

PE

Parents and carers are also asked to provide children with suitable clothing for swimming and black PE shorts and red t-shirts for PE lessons. These items are also available from Logo-N-Stitch.

Food in school

School meals

Pupils at Saxon Mount can enjoy a nutritious school dinner, at a cost of £2.03 per day or £10.15 per week. We are committed to ensuring that children eat healthily and a varied menu is provided, with vegetarian options. Salads are also available each day. Sample menus are available on the school website. When paying for school meals please send a cheque payable to Compass Services UK Ltd for the total amount on the first day of each week or send cash in daily/weekly - ParentPay.

Pupils can also bring in a packed lunch if this is preferred.

Healthy snacks and drinks

Children are encouraged to have a water bottle and to drink water during the day. Water is available on the tables during the lunch break. Please note that sweets, chocolate, chewing gum, fizzy drinks and energy drinks are not permitted in school and should not form any part of your child’s packed lunch or playtime snacks.

Free school meals

Your child can receive free school meals if you are receiving the following:

- income support
- job seekers allowance
- child tax credit
- ...or are an asylum seeker or refugee.

For more information, please contact the school office.



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.

Special Educational Needs

Saxon Mount is a special day school for pupils aged between 11 and 16 and every pupil has a Statement of Special Educational Needs or EHCP. Although the LEA has the final responsibility for placing a pupil at the school, parent preference and recommendations made at the Annual Review play an important part in forming the decision.

Small classes

Classes are small with high staff / pupil ratios to ensure appropriate support is provided and independence is enabled. The National Curriculum is taught in KS3 and KS4. All children follow personalised routes to achieve appropriate accreditations.

Access

Children with a physical disability are fully supported in accessing all parts of the school. The school building is on two levels with stairs, ramps and elevator. There are specialist toilet facilities and changing areas.

Absence

Attendance for pupils aged 11-16 is a statutory requirement, and all absences must be authorised by the Executive Headteacher. Parents and carers are strongly discouraged from taking their son or daughter out of school unless this is absolutely necessary. Pupils who require Physiotherapy or Occupational Therapy as part of their statement may receive this on site.

Letters are sent to parents/carers three times per year to provide feedback on attendance. Should attendance become a concern to us, parents/carers will be expected to attend a joint meeting with school staff and the Education Welfare staff. Please inform the school about your child's absence on the first day of the absence.

Holidays

Absence other than sickness absence is classed as unauthorised. In line with East Sussex County Council Education Department advice, term time leave

for holidays will be unauthorised unless there are exceptional circumstances.

Illness

When students have been off school with sickness or diarrhoea parents are requested to keep them at home for 24 hours following the last attack.

Medicine in school

Medicine and drugs can be administered by named school staff, but only if we have details on a school medical form. Medication should be clearly labelled by the pharmacist with the pupil's name, in the original packaging and clear information regarding dosage. The Headteacher has the right to refuse to allow the school to administer medication.

First aid

We ask that parents/carers provide consent for their child to receive first aid if necessary. The school maintains policies on first aid, administration of medicine and Health and Safety, which are available on request.

Curriculum

Learning at Saxon Mount is delivered in carefully planned and differentiated activities and all pupils follow the National Curriculum.

Excellent facilities

We have some excellent facilities to support learning, including specialist science, art and technology classrooms, a sensory curriculum interaction centre. Outdoor areas are also very well resourced, with specially designated areas for gardening, PE and sport and leisure activities. Although children join us with low levels of prior attainment, we expect all pupils to engage and behave well, so that they are able to make the best possible progress in their learning.

Extracurricular activities

Pupils are encouraged to participate in the large number of curriculum trips and after school clubs that can support learning and provide social and personal development opportunities. This includes a number of opportunities to participate in residential trips.

Jewellery

With the exception of very small, stud type earrings, children should not wear jewellery to school. Necklaces, bracelets and rings are not appropriate in school. Make-up is not to be worn.

Mobile phones

Mobile phones are not encouraged at Saxon Mount and if your child does bring one to school this must be handed in at reception every morning and picked up again in the afternoon.

Clubs and activities

Each day the school runs a range of after school clubs and lunchtime clubs, which include:

- ICT
- Gifted and Talented PE
- Catch up classes
- Choir
- Table Tennis
- Football
- Rhythmix Band
- Cricket.

Please see website for further details.

Off-site visits

To enrich the curriculum we take children on a wide range of educational, academic and cultural visits linked to their current topics. The pupils at Saxon Mount gain a huge amount from these visits, which have included visits to the Science Museum in London, the De La Warr Pavillion, Winchelsea Church, Summerfield's Sports Centre, and the Brighton and Hove Albion training ground.

Collective worship

Religious Education is part of the spiritual, moral, social and cultural education at Saxon Mount, and two whole school assemblies are held each week when pupils reflect on a range of issues in order to develop a sense of community within school and the wider environment. The theme for our Friday assembly is the celebration of achievement. This involves a large proportion of the pupils each week and is well regarded by the pupils. Citizenship lessons and tutor times are also used as opportunities to reflect and consider a range of issues.

The school welcomes visitors who are able to extend the pupils' experience and awareness of religious celebrations and traditions. The contents of assemblies have regard to the pupils' social, racial, cultural and religious backgrounds as well as their ages. All students are timetabled for one lesson each week of Religious Education.

Parents and carers may withdraw their child from all or part of Religious Education and collective worship. This should be discussed with the Headteacher so that an alternative, appropriate lesson may be offered.

Home learning

Home learning is considered to be an integral part of teaching/learning activities at school and extends opportunities for pupils to practice their newly learned skills and competencies. Details of all homework and

deadlines are available on the school website. Go to Parent Information and click on 'Show My Homework'. Parents and carers can access this section of the website to help them support and encourage their child to complete assignments on time. Please always ask if you need help with home learning. Our staff are available to provide on-going individual support to ensure your child is safe on the internet.

Charging policy

To cover the cost of certain activities, it is necessary to ask for a voluntary contribution from parents and carers. Pupils will not be excluded from an activity if parents and carers are unable or unwilling to pay. However, if insufficient funds are received trips may not be able to go ahead as planned.

Emergency arrangements

Please ensure that the school office has your most up to date contact details, including mobile phone number and email address. If there are adverse weather conditions, we advise you to check the East Sussex County Council website for the latest information on school closures and listen to local radio stations such as Heart. We will also text all parents and carers and put any closure information on www.torfieldsaxonmount.com as early as possible.

Moving on

By the time our young people leave school, they are able to achieve in a number of areas, ranging from GCSE and equivalent qualifications and vocational qualifications, to life skills awards which demonstrate increased independence. Young people also have opportunities to participate in work related learning and they are well prepared to make the transition into education, employment or training once they leave Saxon Mount.

Learning and development

We have an excellent track record in supporting pupils in moving on to the next stage of their learning and development and we maintain contact with parents and carers for as long as necessary.



Working with parents

Parental involvement

School is a partnership between students, parents/carers, governors and staff and we believe that good communication between home and school is very important for all pupils. Parents and carers are welcome to contact the school with any queries or worries.

Parent evenings

Each year there are three timetabled occasions for contact between home and school. In the autumn we have a parents' evening when parents/ carers meet their child's form tutor. This is also a time to meet with staff and discuss Individual Education Plans.

Annual Review

In term five there is an opportunity to meet subject teachers. Parents are also invited to take part in their child's Annual Review when we discuss their progress and set targets for the following year. Your child is always invited to take part in this meeting.

Parent Information Contact

Our Parent Information Contact is Anne Harrington and she is able to provide a wide range of information to parents and carers. Educational queries come through to the school but other issues such as holiday playschemes; benefits and training opportunities for parents and carers are available on a display board at the school entrance, which provides more information on this role.

If parents/carers have any requests for information or contacts, please Anne on 01424 426303 or e-mail: office@saxon.e-sussex.sch.uk

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. The Headteacher also issues each class with a Headteacher's Charter, which gives details on how he will endeavour to support your child whilst at the school.

Contacting parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that parents and carers provide the school with their work and home contact details plus an email address. You will appreciate the need to keep this information up to date, so please notify the school as soon as possible if your contact details change.

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.

High standards

At Saxon Mount we believe that policies are vitally important, and they help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office or visit the school website: www.torfield-saxonmount.com and click on 'Key documentation' and then click on 'Policies'.

Key policies

Some of our key policies are:

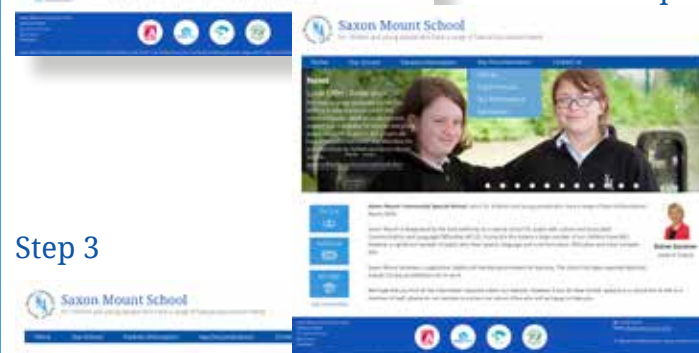
- SEN policy
- Accessibility
- Administration of medicines
- Behaviour
- Complaints
- Charging



Step 1



Step 2



Step 3



Term dates 2016-17

We currently follow the East Sussex schedule

School Term and Holiday Dates 2016-2017

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Monday	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
Tuesday	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Wednesday	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
Thursday	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
Friday	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Saturday	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Sunday	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
	JANUARY	FEBRUARY	MARCH	APRIL
Monday	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24
Tuesday	3 10 17 24 31	7 14 21 28	7 14 21 28	4 11 18 25
Wednesday	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26
Thursday	5 12 19 26	2 9 16 23	2 9 16 23 30	6 13 20 27
Friday	6 13 20 27	3 10 17 24	3 10 17 24 31	7 14 21 28
Saturday	7 14 21 28	4 11 18 25	4 11 18 25	1 8 15 22 29
Sunday	1 8 15 22 29	5 12 19 26	5 12 19 26	2 9 16 23 30
	MAY	JUNE	JULY	AUGUST
Monday	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
Tuesday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Wednesday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
Thursday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31
Friday	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
Saturday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
Sunday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27

Bank and Public Holidays 2016-2017

Christmas Day	- Monday 26 December	Easter Monday	- Monday 17 April
Boxing Day	- Tuesday 27 December	May Day Bank Holiday	- Monday 1 May
New Years Day	- Monday 2 January	Spring Bank Holiday	- Monday 29 May
Good Friday	- Friday 14 April	Summer Bank Holiday	- Monday 28 August

Key

Staff Training / INSET Day	
Start of Term for Pupils	
End of Term	
Public Holidays	
School Holidays	

Term Lengths (Days)

Term 1	5 Sept - 21 Oct	35 days
October Break		
Term 2	31 Oct - 21 Dec	38 days
Christmas Break		
Term 3	3 Jan - 10 Feb	29 days
February Break		
Term 4	20 Feb - 31 Mar	30 days
April Break		
Term 5	18 Apr - 26 May	28 days
May Break		
Term 6	5 Jun - 21 Jul	35 days
Summer Holiday		

Total	195 days
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eastsussex.gov.uk



We will strive to



Promote independence and preparation for life after school

Promote inclusion and equality of opportunity

Provide accessible, meaningful and challenging activities to promote learning and personal development

Promote and develop communication and social skills

Provide opportunities to learn about and practise empathy, respect, kindness, trust and collaborative working

Provide opportunities to develop self-esteem and self-worth

Develop moral, spiritual and cultural awareness

Provide a caring, supportive, safe and stable learning environment

Work effectively as a staff team, constantly striving for improvement

Celebrate achievements in all aspects of development

Provide pupils with opportunities to fulfil their potential

Promote enjoyment and pride in learning and achieving

Clearly share our values with parents, carers and other stakeholders

Manage our resources effectively to ensure maximum benefit to learners



Saxon Mount Community School
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