



Parent Handbook:

taking you step-by-step
through starting school



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

Welcome

Natalie Shuttleworth, 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 Torfield School.

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 428228 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 School. 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 Torfield School

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"/> | |
| | | Day | Month | Year |
| Date of birth | <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

“ If I had had to home-school Olivia and Ruben they would have missed out on such a lot – friendships, life skills, many experiences and opportunities – and Andrew and I would have missed out on a great deal of support, too. I feel very privileged that my special children are in such a special environment. ”

Nicola and Andrew Carey have three children, Olivia, Henry and Ruben, who are , seven and five years old respectively. The family lives in Bexhill.



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 | Parent/carers 2 |
|--|--|
| Title _____ | Title _____ |
| Surname _____ | Surname _____ |
| First name _____ | First name _____ |
| Address _____ | Address _____ |
| _____ | _____ |
| _____ | _____ |
| Post code _____ | Post code _____ |
| Home tel _____ | Home tel _____ |
| Work tel _____ | Work tel _____ |
| Mobile no. _____ | Mobile no. _____ |
| Email address _____ | Email address _____ |
| Relationship to pupil _____ | Relationship to pupil _____ |
| Parental responsibility Yes <input type="checkbox"/> No <input type="checkbox"/> | Parental responsibility Yes <input type="checkbox"/> No <input type="checkbox"/> |
| First language _____ | First language _____ |
| Should correspondence be addressed to this person Yes <input type="checkbox"/> No <input type="checkbox"/> | Should correspondence be addressed to this person Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Should correspondence be addressed jointly Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Are you Asylum Seekers Yes <input type="checkbox"/> No <input type="checkbox"/> | Date of entry to country _____ |
| Are you Travellers Yes <input type="checkbox"/> No <input type="checkbox"/> | (if applicable) |
| | Is a translator required Parent/carers 1 Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Parent/carers 2 Yes <input type="checkbox"/> No <input type="checkbox"/> |

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 | |
| | |

Step 5

Step 6

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

Name of the child:

School: **Torfield 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

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.



“What Torfield has also done is to make him happier and more confident, with a real chance of a measure of independence in the future... Each week, I see him improving step by step and it is hard to express how much that means.”

Billie-Jo Hancock and her partner Daniel live in Hastings with their sons Roman, five and Sole, four.

Step 6

Key Information

What are our school times?

School day

- School starts: 9am
- School ends: 3.15pm

Pupils may arrive from 8.45am

Play time

Pupils in EYFS and KS1 have a 15 minute playtime mid-morning and mid-afternoon. Lunch is at 12.00 followed by a 30 minute playtime.

Arrivals and departures

Pupils are admitted into the building from 8.45am and from Monday to Friday. Teachers and senior leaders welcome the children each morning. Class staff escort pupils to their taxi or parents/carers 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 school

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. Please note that dogs are not allowed on the school premises.

Uniform

We believe a school uniform is helpful in establishing good standards of appearance in school and by wearing it children quickly feel part of the school community. All children are expected to wear the uniform. 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.



Uniform choices

- Grey/black trousers.
- Green jogging bottoms.
- Grey/black skirts.
- Green checked summer dress.
- Green sweatshirts.
- White polo shirts.
- Green fleeces.
- Black school shoes/black unmarked trainers

P.E. Kit

Please provide plimsles, shorts and white t-shirt for P.E. and swim suit and towel for swimming lessons. Please provide a swimming nappy if your child wears nappies.

Food in school

School meals

Children at Torfield School can enjoy a 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 and salads 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.

If preferred, children are also welcome to bring in a packed lunch.

Free school meals

All children in Reception, Year 1 and Year 2 are currently eligible for a free school meal. From Year 3 upwards some children whose families meet the criteria may be entitled to continue to receive a free school meal. If you think your child may be eligible, please ask at the office for details on how to apply or complete the enclosed form.

Healthy snacks and drinks

Under the Fruit in School scheme children in Early Years, Year 1 and Year 2 are entitled to a piece of fruit each day free of charge. This is given as a playtime snack. 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. A snack is available mid-morning for a subsidised rate of £3.50 per term.

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.



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

Torfield School is a special day school for pupils aged between 4 and 11 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 groups

Class groups are small with high staff/pupil ratios to ensure that programmes designed to meet individual needs can be delivered. The curriculum at Key Stages 1 and 2 is taught through the National Curriculum. Younger children follow the Early Years Foundation Stage Curriculum. Most of our pupils leave us at the end of Year 6 and transfer to our federated partner school, Saxon Mount.

Appropriate support

We assess pupils on entry to school. Appropriate speech and language provision is then offered to all pupils who would benefit from it. This may be in-class support, small group work or intensive individual programmes delivered in blocks of time. We also have a weekly communication session which includes social use of language. Pupils who require Physiotherapy or Occupational Therapy as part of their statement or EHCP may receive this on site from NHS staff or trained school staff.

Access

The Early Years site is on one level. The Croft Road site is on 3 levels. There is not a lift at Croft Road. Pupils are supported to access all facilities.

Absence

Attendance for pupils aged 5-11 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. 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.

Holidays

Absence other than sickness absence is classed as unauthorised absence. 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 children 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 are provided with 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 Executive 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 Torfield is delivered in carefully planned and differentiated activities and all pupils follow the National Curriculum or the Early Years Foundation Stage Curriculum.

Excellent facilities

We have good facilities to support learning, including a range of indoor learning environments. Outdoor areas are also well resourced, including a multi-use games area, a sensory garden, an indoor swimming pool and a number of small playgrounds that are used for learning and play activities.

Best possible progress

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. Some children require additional support and so assessments are frequent and thorough in order to inform staff, who may then adjust learning programmes to meet the needs of individuals. Pupils are encouraged to participate in the large number of curriculum trips and after school clubs that can support independence, learning and also provide social and personal development opportunities. This includes opportunities for older children 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.

Clubs and activities

The school runs a number of After School Clubs from 3.15pm until 4.15pm. Letters are sent home with details of these. The clubs on offer include swimming, computers, art and Lego and we ask for a contribution of £1 per session towards the cost of running the clubs. Our School Council would like to hear from pupils about what sorts of after school clubs they would like to see on offer. We encourage parents to talk to their children about their hobbies and interests and let the school know if you have any inspiring ideas or suggestions for new clubs.

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 Torfield gain a huge amount from these high quality visits. These have included visits to the Theatre Royal, Drury Lane in London, Raystede Animal Welfare Centre, Drusillas Zoo, the Rare Breeds Farm Centre in Ashford, a visit to Camber Sands, Blue Reef Aquarium, Pett Level and many more.

Residential Experience

Children in Year 6 take part in a residential visit at Hindleap Warren Activities Centre.

Collective worship

Religious Education is part of the school's spiritual, moral, social and cultural education. At Torfield School there are weekly whole school assemblies and pupils reflect on a range of issues in order to develop a sense of community within the school and the wider environment. The contents of assemblies have regard to the pupils' social, racial, cultural and religious backgrounds as well as their ages. There is always a lovely atmosphere at our Friday Celebration Assembly. It is always an important time, as the children work hard for their smiley faces and enjoy collecting their prizes and seeing their friends doing well and getting their rewards.

Parents and carers may withdraw their child from all or part of Religious Education and collective worship. This should be discussed with the Executive Headteacher or Head of School 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. Class teachers will share our approach at meet-the-teacher sessions and during Family Workshops. Further information in our approach to learning can be found on our website.

Parent workshops

We do our best to help you to help your child at home too and provide regular parent workshops and programmes. These include guidance in using the home learning packages Reading Eggs, Mathletics, Espresso and Clicker 7. Other workshops include E-Safety, Makaton, Managing Behaviour and Thinking Skills. These sessions are a great opportunity to share experiences with other parents. Please always ask if you need help with home learning. 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 contribution from parents and carers. This contribution is entirely voluntary and pupils will not be excluded from the activity if parents and carers are unable or unwilling to pay. However, if insufficient funds are received the 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 is adverse weather, please 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.torfield-saxonmount.com as early as possible.

Moving on

By the time our children leave Torfield school, we aim to have prepared them well for their next stage in education.

Saxon Mount School

Often this is a transition to a secondary age SEN school, and many of our pupils go on to Saxon Mount School (which is our Federated partner school). Sometimes children require a different kind of support and may move to a different special school. Some of our pupils are also able to make a successful transition into mainstream primary or secondary schools following a period of support from Torfield. In each case transition is well planned and supported in order to give children the best possible opportunities in their new school.

Working with parents

Parental involvement

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. Each child may have a school/home book where messages can be exchanged on a regular basis

Keeping in touch

Parents and carers can also keep in touch with what's going on in school by reading our termly newsletter and visiting the school's website.

Parents Evenings

Each year there are 3 timetable occasions for contact between home and school. In the Autumn and Spring we have a parents evening where parents and carers meet with their child's class teacher. This is also a time to discuss Individual Education Plans.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. Parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all parties. A copy of which is returned home to the parents.

Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that parents and carers provide the school with their work and home contact details as well as 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.

Parent Information Contact

Our Parent Information Contact is Judith Taylor 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.

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.

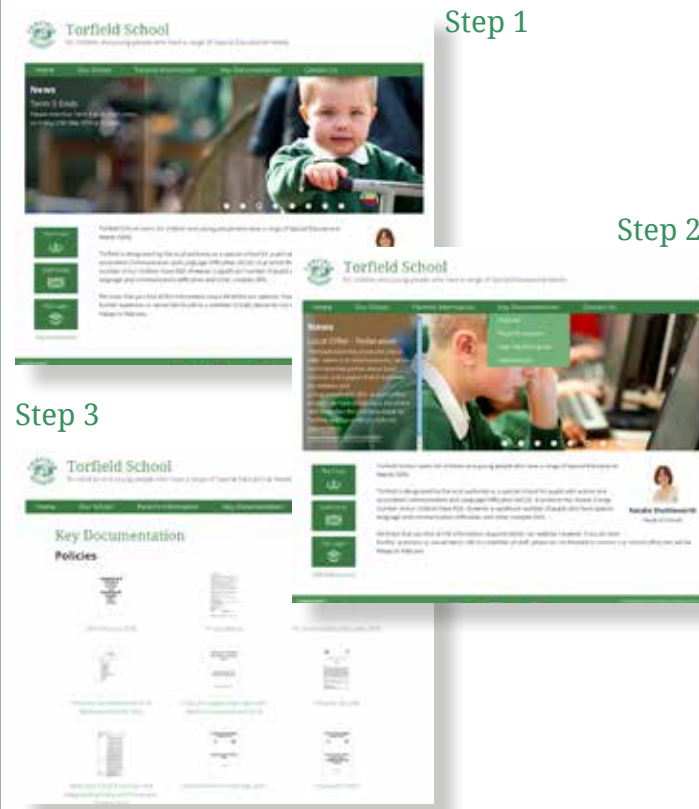
High standards

At Torfield School we believe that policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office or visit the school website: www.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



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 | 31 |
| Tuesday | 3 | 10 | 17 | 24 | 31 | 7 | 14 | 21 | 28 | 7 | 14 | 21 | 28 | | 4 | 11 | 18 | 25 | 30 |
| Wednesday | 4 | 11 | 18 | 25 | | 1 | 8 | 15 | 22 | 1 | 8 | 15 | 22 | 29 | 5 | 12 | 19 | 26 | 30 |
| Thursday | 5 | 12 | 19 | 26 | | 2 | 9 | 16 | 23 | 2 | 9 | 16 | 23 | 30 | 6 | 13 | 20 | 27 | 31 |
| Friday | 6 | 13 | 20 | 27 | | 3 | 10 | 17 | 24 | 3 | 10 | 17 | 24 | 31 | 7 | 14 | 21 | 28 | 30 |
| 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 | 30 |
| 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 | 30 |
| 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 |
|-------|----------|

eastsussex.gov.uk



Vision

We value the unique qualities of all children and believe it is the right of every child to be well supported in their development.

Aims and Objectives

Enable our pupils to make reasonable choices, communicate with others and develop independence:

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



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