



Hawkswood Primary PRU & SEMH Provision



Hawkswood Group
Hawkswood Primary PRU
& SEMH Provision

“What I have been through over the years has been very, very hard in many ways. If it hadn’t been for Hawkswood Primary I don’t know what would have happened, but now I have my lovely boy back and can see much better times ahead.”

Dianne John and her son, Jayden, who is seven, live in Chingford.





Welcome to Hawkswood Primary PRU & SEMH Provision

Mrs Gentles, Headteacher, says...

Welcome to Hawkswood Primary PRU & SEMH Provision, serving all primary schools in the London Borough of Waltham Forest.

Hawkswood Primary provides a nurturing learning environment in which children are enabled to make personal growth, better manage their own emotions and behaviour, and make academic progress. The children acquire a new love of learning and are taught to take responsibility for their own behaviour.

We offer a short-term intervention (typically two terms) for children aged 4-11 who are struggling to cope in mainstream school and whose behaviour puts them at risk of exclusion.

SEMH provision

In addition, our SEMH provision provides longer-term, high quality education for pupils aged 7-11 who have a statement of Education, Health & Care Plan (EHC), and whose social, emotional and/or behavioural needs cannot be met in mainstream school.

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 020 82894641, and we will be happy to help.

Policies and term dates

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

Getting to know you and your child

I am very proud of the staff and pupils at our school and of the excellent reputation that we have. I look forward to getting to know you and your child and working together so that your child can achieve their maximum potential.

Step 1

STEP 1: Admission Form

Hawkswood Primary PRU & SEMH Provision

Please complete this form, leaving any parts blank that are not relevant. If there are parts you cannot yet complete please tell the school about these when you hand in the form.

Child's Surname (Legal not preferred):	Forename(s) (as on Birth Certificate):
Middle Name:	Preferred Forename:
Date of Birth: / /	
Home Address:	
	Post Code:
Childs UPN Number:	Gender:

We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act

Parent(s) / Legal Guardian(s) with whom the child lives

Do you have Legal Parental Responsibility? (Please Tick) Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have Legal Parental Responsibility? (Please Tick) Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:	Name:
Relationship to pupil: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other	Relationship to pupil: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other
Address:	Address:
Occupation:	Occupation:
Mobile number:	Mobile number:
Home telephone number:	Home telephone number:
Email:	Email:
Signature of Mother/Guardian:	Signature of Father/Guardian
Does the child have a social worker? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any other agencies involved with the family? <input type="checkbox"/> Yes <input type="checkbox"/> No

Other people with parental/carer responsibility.

Name: Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/>	Name: Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/>
Relationship to pupil:	Relationship to pupil:
Address:	Address:

Educational history (Last school attended) The new school will obtain earlier school records from the school named below:

School name	Telephone
Dates attended above school: From / / To / /	

Please tear here

Emergency Contacts:	
Name:	Name:
Telephone Number:	Telephone Number:
Please write any further information you may wish to give about your child or family circumstances: (including court orders, access and contact)	
Signature: (parent/carer):	Date: [] [] / [] [] / [] []

Meal Arrangements	
<input type="checkbox"/> Free School Meal <input type="checkbox"/> Packed Lunch <input type="checkbox"/> School Meal	
Are you entitled to claim free school meals for your child? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If you would like to claim for free school meals, an application will have to be submitted. Please contact School Office or visit the Free School Meal website: www.myfreeschoolmeals.com and tick here <input type="checkbox"/> when you have done so.	

Medical	
Doctor's Practice	Tel No:
GP's Address:	
Please indicate if any of the following apply to your child:	
Hearing Difficulties <input type="checkbox"/> ADHD <input type="checkbox"/> Epilepsy <input type="checkbox"/> Asthma <input type="checkbox"/> Long-sighted <input type="checkbox"/> Short-sighted <input type="checkbox"/> Wears corrective glasses <input type="checkbox"/> Colour Blind <input type="checkbox"/> Allergies <input type="checkbox"/>	
Please give full details of allergies, medication and any health problems:	
INHALER: Does your child use one? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, date [] [] / [] [] / [] []	
Medication currently taking:	

If your child requires regular medication, please complete a Parental Agreement form to allow the medicine to be held and administered in school.

Special Needs	
Does your child have an EHC plan? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes, please state which Special Education Need/s your child has:	

School Damage	
If your child deliberately or repeatedly causes damage to the school building or property then the school will ask for financial recompense from the parent/carer up to the full cost of the repair or replacement. This includes falsely activating the fire alarm which can incur a fine to the school for several hundred pounds	
Signature: (parent/carer):	Date: [] [] / [] [] / [] []

Home language	Religion	Ethnic Origin	Born in the UK
			YES <input type="checkbox"/> NO <input type="checkbox"/>
Does your child speak any other languages if so please state:			
What is the main language spoken at home?			
Country of Birth:			
Nationality (as on passport):			
English as additional language: YES <input type="checkbox"/> NO <input type="checkbox"/>			

Any other information you wish to share	
Signature of Mother/Guardian:	Date: [] [] / [] [] / [] []
Signature of Father/Guardian	Date: [] [] / [] [] / [] []

TEXT MESSAGING SERVICE – From time to time you will receive a text message from school. Your number will not be passed to any third party other than the company providing the texting service www.teachers2parents.co.uk Please indicate if you wish to opt out of this service ☐

For School Office Use	
<input type="checkbox"/> Admission No	<input type="checkbox"/> Records sent for
<input type="checkbox"/> Proof of birth certificate provided	<input type="checkbox"/> SIMs updated
<input type="checkbox"/> Correct UPN recorded	<input type="checkbox"/> Class allocated



STEP 2: FREE School Meals
Hawkswood Primary PRU & SEMH Provision

Is your child entitled to free school meals?

If yes, what date did your entitlement start? / /

Child's Surname	Child's First Name	Date of Birth	If yes, what is your reference number
		/ /	

Signature:	Date: / /
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Dietary Needs

Specific conditions which require regular medication or special treatment, e.g. dietary requirements. Please give details:



Step 2

Step 3

STEP 3: Agreement/Consent
Hawkswood Primary PRU & SEMH Provision

INTERNET ACCEPTABLE USER POLICY PARENT/CARER PERMISSION FORM

Parent/Carer of	Class
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Hereby grant permission for my child to use the Internet at Hawkswood Primary School. I am aware of the risks and accept that every reasonable step will be taken to guard against access to undesirable material.

- I understand and accept that all pupils will be held accountable for their own actions.
- I understand that objectionable material is available on the Internet and accept responsibility for setting standards for my child to follow when accessing and utilising information.
- I have read and discussed the Pupil Contract with my child. In doing so I accept the terms of this contract unconditionally.

Signature Parent/Carer:	Date: / /
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CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form below if you are happy for your child,

Childs Name	Class
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- To take part in school trips and other activities that take place off school premises; and
- To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include:
- All visits (including residential trips) which take place during the holidays or a weekend
- Adventure activities at any time
- Off-site sporting fixtures outside the school day
- Short notice Head Teacher Reward trips.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Signature Parent/Carer:	Date: / /
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CONSENT FORM FOR TAKING PART IN GROUP ACTIVITIES WITH THE SPEECH & LANGUAGE THERAPIST Please tick

Signature Parent/Carer:	Date: / /
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CONSENT FORM FOR TAKING PART IN GROUP ACTIVITIES WITH THE EDUCATIONAL PSYCHOLOGIST (E.P.) Please tick

Signature Parent/Carer:	Date: / /
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CONSENT FORM FOR TAKING PART IN GROUP ACTIVITIES WITH THE PRIMARY MENTAL HEALTH WORKER Please tick

Signature Parent/Carer:	Date: / /
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CONSENT FORM FOR TAKING PART IN GROUP ACTIVITIES WITH THE TRAINEE SOCIAL WORKER Please tick

Signature Parent/Carer:	Date: / /
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Please tear here

Photography and the use of images

The speed and ease of processing digital images has led to an increase in their use in schools. During the course of the school year there may be opportunities to publicise some of the activities that your child is involved in. This may well involve filming or photographing children for use in the local media. As a school, we welcome these opportunities and hope that you do too. There may also be occasions when we arrange photography for our own purposes, such as displays, school brochures or for our school website.

Photography or filming will only take place with the permission of the headteacher, and under the supervision of a teacher. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out.

We believe that positive publicity benefits all involved with the school. Nevertheless, we will not involve your child without your consent. Could you please take a few minutes to fill in the form below. Images of your child held by the school can be viewed upon request. You may withdraw consent at any time.

Name of child (Block Capitals):	
Name of person responsible for the child:	
I understand that images may be taken of my child as follows:	
<ul style="list-style-type: none">By the local media in covering school activities that show the school and children in a positive light. These may include drama and musical performances, sports and prize-givingsBy teachers/learning support assistants for use in displays and publicity material. (Images will be used for a maximum of 4 years and will then be placed in a school archive.)	
Having read the statement above, do you give your consent for photographs or other images to be taken and used?	
I give/do not give my consent for pictures to be taken and used for a maximum of 4 years, and then placed in a school archive	
I give/do not give consent for pictures of my child to appear on the school website.	
Signature:	Date: []/[]/[]

BEHAVIOUR CONTRACT

Children referred to the school typically have behaviour and emotional difficulties. In some cases this shows itself through frustration and anger and a child may become aggressive. When this happens they might damage property or pose a threat to themselves, other pupils or staff.

We have a duty of care to all members of our school community and our staff will have to restrain a child if they are likely to hurt themselves or others or damage property, and fail to respond to all other efforts to keep them safe. We are all trained and authorised to hold children using techniques designed to reduce the risk of injury to the child or staff. We use Team Teach Positive Handling Methods which have been accredited by the British Institute of Learning Difficulties affiliated to National Control and General Services Association.

It is a condition of admission to Hawkswood Primary that you agree with our Positive Handling Policy and how it applies to your child. Please read the policy and sign and show your agreement before your child can be admitted. If you agree, please sign and return this form to the Head Teacher.

I authorise staff that have been trained to hold	
Name of child (Block Capitals):	
(child's name) when necessary to prevent them from damaging property or hurting themselves, other pupils or staff.	
Date of Birth []/[]/[]	
Please print your full name	
Signature:	Date: []/[]/[]



“Clement and Felix were very different but they were both very difficult to handle, especially by their teachers. If they hadn’t been able to go to Hawkswood I don’t think they would have been able to stay in education but they have both returned very successfully to mainstream and are doing well. It has made a huge difference to us all.”

Franziska Yaw-Ankamah has two children. Clement is 13 and Felix, 11.

Home and School Agreement

Name of child (Block Capitals):

- I/We will agree to:
- Be available to collect my child if required during the school day.
 - See that my child attends the school regularly, on time and properly equipped.
 - Make sure my child does not bring personal belongings or valuables into school.
 - Support the policies of the school.
 - Inform the school straight away of any absences.
 - Support my child in homework and other opportunities for home learning.
 - Keep the school informed of any changes in family circumstances and emergency arrangements.
 - Attend any meeting called to discuss my child's progress and welfare.
 - Read and respond to communications from the school.

Signature: parent/carers	Date: []/[]/[]
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- The School will:
- Make every effort to ensure your child achieves her/his potential as a valued member of the school community.
 - Keep you informed about school activities through regular communication.
 - Contact you if we have any concerns about punctuality, attendance, health or any other problems that affect your child's work or behaviour.
 - Listen to parents who have concerns they wish to share.
 - Keep you informed about your child's progress through discussions and reports.

Signature: Teacher	Date: []/[]/[]
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- I will:
- Comply with the rules of the school.
 - Not bring personal belongings or valuables into school.
 - Be polite and helpful to others.
 - Take good care of equipment.
 - Do all my classwork and homework as well as I can.
 - Keep the school free from litter and graffiti.

Signature: Child	Date: []/[]/[]
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- Together we will:
- Tackle any special needs your child has.
 - Support your child's learning through encouragement and praise.





“I found it hard to accept the view that Omarie’s problems were seen as a behavioural disorder but it is true that he found things difficult at school and sometimes caused trouble in class. What was very reassuring was that when he joined Hawkswood, his teachers soon realised that his behaviour was caused by his learning difficulties, which his previous school had not picked up on soon enough.”

Shermaine Tuitt and her family live in Waltham Forest, where her son Omarie is a student at Hawkswood Primary.

Key information

Hawkswood Primary PRU & SEMH Provision

What are our school times?

Morning Session 8.30 am-10.00 am and

10.20 am until lunch

Break 10.00 am - 10.20 am

Key Stage 1 lunch 11.50 am - 12.30 pm

Key Stage 2 lunch 12.20 pm - 12.50 pm

Afternoon sessions begin after lunch, and all end at 2.30pm.

End of the day

School ends at 2.30pm. We do not allow children to leave school without a responsible adult. If you are sending a relation or friend to collect your child that we are not familiar with, please let us know in advance. They will need to provide photo identity. To help your child feel settled and secure, it is important that they arrive and are collected on time.

If you are running late please call the school office to let us know.

After School Club

At the end of each day, children have a choice of two after school clubs: one active, and one slower paced. Their purpose of these clubs is to encourage good behaviour, and reward those who have a good attitude to school life. If a child has not behaved appropriately, they may not be allowed to take part in club activities.

Keeping children interested

Clubs change half-termly so that the children do not lose interest as it is important that the children are keen to participate.

The clubs include:

- art club
- drumming club
- football
- street dance
- chef club
- film club
- Kwik Cricket

Uniform

Children are expected to wear the uniform of their mainstream school. We do not have a uniform at Hawkswood, but at the very least ask that pupils wear a plain blue jumper or polo shirt, and black or grey school trousers or skirt. Shoes or trainers should be black. Hoodies, jeans and baseball caps are not permitted.

P.E.

Please provide your child with the P.E kit that they would wear in their mainstream school. Please also include a change of footwear which should be suitable for P.E. The kit will stay in school and be returned home to be washed at the end of each half-term.

Swimming

We take Key Stage 2 children swimming each Friday. You will need to provide your child with:

- a swimming costume or trunks
- a towel
- a swimming hat, for boys and girls.

If your child has any signs of verruca on their feet please provide them with a rubber sock to wear during swimming. They can be bought from chemists.

Jewellery

Only stud earrings (of a reasonable size) are permitted. Your child may wear a watch if they are able, or are learning to tell the time. Our Health and Safety policy does not allow necklaces, rings or bangles to be worn.

Mobile Phones & personal belongings

We do not allow children to bring mobile phones or other personal belongings into school. Damage or loss of personal items can cause children distress and disrupt the school day. We cannot take responsibility for the loss or damage of personal items. If you think that there are exceptional circumstances which mean that your child has to bring a mobile phone to school, please contact the Headteacher.

Being prepared for the school day

It is very important that our pupils arrive at school each day with all the items that they need for that day. These include:

- reading book
- P.E./swimming kit
- home/ school book etc.

Food in school

School meals

Hot and cold school meals, with a vegetarian option, are available. Our school meals offer very good value for money, and ensure that your child has a healthy meal during the school day.

Free school meals

All children in Foundation and Years 1 and 2 can have free schools meals. From Year 3 upwards, families are charged £10 per week for each child. To continue receiving free school meals, families need to receive certain benefits or be asylum seekers or refugees. For more information, please contact the school office. All applications are treated in confidence.

Packed lunch

If your child brings packed lunch to school, to ensure they have a healthy balanced meal, please ensure that it contains:

- a sandwich
- a piece of fruit
- a cereal bar and/or a fruit yoghurt.

We do not allow crisps, chocolate bars or sugary foods and drinks, which includes fruit smoothies. If these items are included in your child’s lunch box, we will return them.

Fruit and drinks

Children are given a water bottle when they join the school and have access to fresh water all day. All children are given a piece of fruit during the morning break.

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Absence

To ensure children’s safety, and help us meet Government guidelines, we ask that you let us know if your child is absent. Children are expected to be at school by 8.30am. If your child is absent for any reason you must call the school office on 020 82894641.

If your child comes to school on the school bus you also need to contact the depot, and also let them know when your child returns. The numbers for the depot are 0208 509 9142/9140. When your child returns to school, please provide us with a letter with the reason why your child was absent.

Holidays

In keeping with government policy, unless circumstances meet certain exceptional criteria term-time, holidays will not be authorised. If you have any questions about this please ask the school office.

Special Educational Needs

We believe that all children have an equal right to a full and rounded education. We aim to give our pupils an opportunity to return to mainstream school or other school placement where appropriate.

We assess the level that each child is working at when they join us so we can help them progress on from this. If the child already has an identified special educational need, we work with this assessment. The class teacher will use this information to plan a programme of support for the child.

Special Educational Needs Co-ordinator

Our Headteacher is our Special Educational Needs Co-ordinator (SENCO). She checks on progress of children that are receiving support, provides advice and guidance to our teachers, and liaises with external agencies and schools that children may be transferring to.

Monitoring progress

We use a graduated response to meet the needs of our pupils. This means that if we are not making progress with a child, we may involve external agencies to provide specialist expertise.

SEN partnership with parents

Partnership plays a key role in enabling children and young people with SEN to achieve their potential. We value the knowledge parents have about their children. All parents of children with special educational needs will be treated as partners and given support to play an active role in their child’s education. At all stages of the special needs process, the school keeps parents fully informed and involved. We take account of the wishes, feelings and knowledge of parents at all stages. We have regular meetings each term to share the progress of special needs children with their parents. In addition, all SEN children will have an Annual Review Meeting to consider their child’s progress that year. We inform the parents of any outside intervention, and share the process of decision-making by providing clear information relating to the education of their child.

SEN partnership with pupils

Our children with special educational needs are encouraged to contribute to the assessment of their needs, the review and transition process.

Charging policy

We recognise that the wide range of additional activities, including clubs, visits and residential experiences can make a valuable contribution towards pupils’ personal and social education. It is hoped that parents will be prepared to make the necessary voluntary contributions towards these activities. In order to remove financial barriers from disadvantaged pupils, we will not charge for these activities if families are experiencing financial hardship and are receiving certain benefits. If this causes difficulties we hope you will contact the school.

Medicine in school

See policy on website (home page, general policies).

Promoting positive behaviour

Rewards and consequences

We aim to make our school environment a place where:

- children feel safe and secure, both physically and emotionally
- we deal with unacceptable behaviour promptly, fairly, consistently and in a structured and predictable way
- children can develop a sense of self-discipline
- children take responsibility for their actions.

To help create this environment we have a system of rewards for good behaviour, and ‘consequences’ for behaviour that we want to discourage. We place a strong emphasis on positive reinforcement and ‘catching children being good’. This means that we usually concentrate on what children do well, rather than the mistakes they make.

Reward Time

Daily reward time is built into our daily routine through ten minutes ‘Motivation’ time immediately before lunch, and 25 minutes ‘After School Club’ at the end of each day.

Other rewards and incentives

Other rewards include:

- praise and affection
- recognition from senior staff
- celebration & acknowledgement in Achievement Assembly
- ‘good news’ letters or phone calls to parents/carers
- Head Teacher’s ‘Special Rewards’ in recognition of exceptional ‘whole class’ behaviour, usually in difficult circumstances, or outstanding personal progress in self-managing behaviour.

Consequences

Although we always aim to focus on the positive, there will be times when poor behaviour occurs. Our ‘Positive Behaviour’ policy details our procedure for dealing with poor behaviour. We expect all members of our school community to understand and work to this policy. Our policy is aimed at:

- keeping all members of our school community safe
- stopping unacceptable behaviour
- and allowing for the student to recover, to learn from mistakes and take responsibility for their choices and to modify his/her behaviour.

Our ‘Behaviour contract’ is included within this booklet.

Working together

Details of our system of consequences are clearly explained within the policy. Parents, carers and new pupils will be provided with a copy of the policy and we go through standards of behaviour that we can expect from each other when a child joins our school.

Transition from Hawkswood School to mainstream or special school

We have a structured process in place to help our pupils move back into a mainstream or special school. We develop schedules that work gradually towards this goal, and are based around the individual child’s strengths.

Working with parents

Parental involvement

We will let you know about your child’s progress. We use home-school books for daily communication between parent and teacher. We provide parents with half-termly progress reports, and hold parent-teacher meetings at the end of each term.

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 (step 5, on page nine of this booklet) that outlines the intentions of all three parties.

Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your works address but also an alternative contact. Please let us know about any changes as soon as possible.

Emergency texting system

If the school will not be opening unexpectedly for any reason we will send texts to all parents. There will also be a message on the London Borough of Waltham Forest’s website on the ‘School Closures’ page which is located at <http://www.walthamforest.gov.uk/school-closures> . If the school has to close during normal school hours we will ring all parents to tell you, and also text any parents who we cannot speak to.



Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

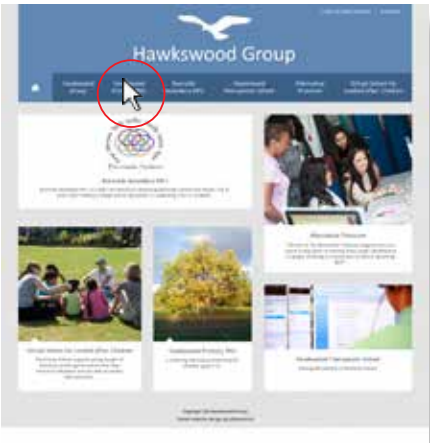
Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

At Hawkswood we believe policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office and ask for a copy of a policy, or go online to www.hawkswoodgroup.org.uk, click on 'Hawkswood Primary PRU & SEMH Provision' in the list of organisations towards the top of the page. Then click on 'policies' in the menu on the left hand side of the page.

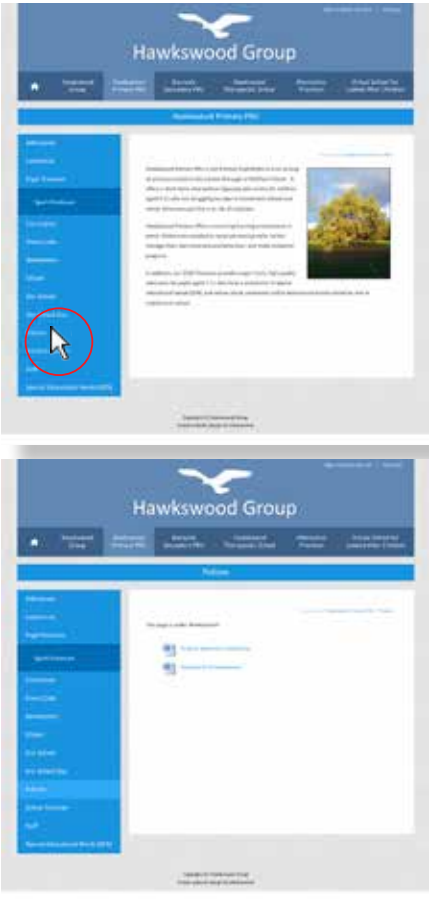
Step 1



Key policies

Please see website, both home page for general policies and Primary page for some newly added updates

Step 2



There will be 5 INSET days this academic year, which are yet to be confirmed.



Autumn Term 2017

Friday 1 September 2017 to Wednesday 20 December 2017

Half Term: Monday 23 October to Friday 27 October 2017

Spring Term 2018

Wednesday 3 January 2018 to Thursday 29 March 2018

Half Term: Monday 12 February to Friday 16 February 2018

Summer Term 2018

Monday 16 April 2018 to Friday 20 July 2018

Half Term: Tuesday 29 May 2018 to Friday 1 June 2018



“With your first child you don’t really know what to expect, but it was fairly obvious that Callum had anger management issues which went beyond acceptable behaviour. In a lot of ways I was pleased when he was referred to Hawkswood Primary as I believed it could give him the support he needed and in the end it helped to turn his life around. It took quite a while, but his teachers there never gave up on him and for that I will always be grateful.”

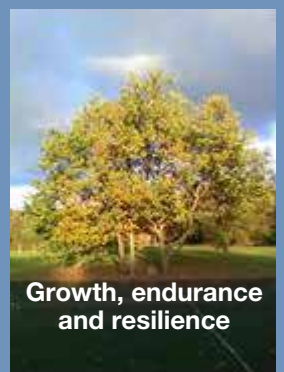
Marie Strohman has a baby daughter Betheny, son Cadell aged nine, and son Callum, who is nearly 12 years old.



Hawkswood Group
Hawkswood Primary PRU & SEMH Provision

Hawkswood Primary PRU & SEMH Provision
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Growth, endurance
and resilience

