



Parent and Carer Handbook:

taking you step-by-step through starting school



Providing specialist educational therapy and residential care for pupils and students with speech language and communication needs.

Welcome

Acting Principal, Natalie Edwards, says...

St Mary's provides a fantastic opportunity for residential and day pupils and students. I am incredibly proud of our day and residential provision at St Mary's. St Mary's is a School and College where each pupil and student is supported and encouraged to reach their potential- everyone involved in the school is ambitious for all of our pupils and students.

Working together

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. If you have any questions that are not answered here, please contact the School Office on 01424 730740 and we will be happy to help!

Term Dates

Our term dates can be found on page 15.



The Talking Trust

The Talking Trust is the Charitable Trust that is the responsible body for St Mary's School and College. The Trustees bring a wealth of experience to the Trust and, supported by the Acting CEO, they oversee the operation of the School and College. The School and College makes provision for pupils/students with special educational needs and disabilities, including speech, language and communication difficulties, autism and complex learning difficulties. The School and College can cater for 100 pupils/students aged 7-19. Although St Mary's works closely with nearby Torfield and Saxon Mount Schools, it is a separate organisation, and has its own distinctive provision ethos and values.

Personal Information

| | | | |
|---|-------|-------------------------|-------|
| Legal Surname: | | Other names: | |
| Preferred Surname: | | Known as: | |
| Home address: | | | |
| Gender: | | Date of birth: | |
| Home language: | | | |
| Religion: | | Nationality: | |
| Please give any faith or cultural needs that we should be aware of: | | | |
| Child's NHS Number: | | | |
| Parent / Carer Name or person(s) responsible | | | |
| Surname: | | Other names: | |
| Address: | | | |
| Email address: | | | |
| Telephone no. | Home: | Mobile: | Work: |
| Occupation: | | Relationship: | |
| Pupil resides at this address: Yes / No | | National Insurance No.: | |
| Surname: | | Other names: | |
| Address: | | | |
| Email address: | | | |
| Telephone no. | Home: | Mobile: | Work: |
| Occupation: | | Relationship: | |
| Pupil resides at this address: Yes / No | | National Insurance No.: | |
| Previous School: | | | |
| Name of School: | | | |
| Contact Name: | | | |
| Address: | | | |
| Telephone no: | | Relationship | |
| Year Group: | | | |
| Emergency contacts (Ofsted advise that we should hold a minimum of two emergency contacts apart from parents/carers, both of who should not live in the family home) | | | |
| Surname: | | Other names: | |
| Telephone no: | | Relationship | |
| Email address: | | | |

Please tear here

Personal Information

| | | | |
|--|--------------------------|------------------------------------|--------------------|
| Surname: | | Other names: | |
| Telephone no: | | Relationship | |
| Email address: | | | |
| <i>It is also good practice for emergency contacts to use a password should they make direct contact with us.</i> | | | |
| Password for Emergency Contacts: | | | |
| Have you or anyone in your family been involved in a child protection investigation? YES / NO | | | |
| Have any legal orders been made in respect of this child: YES / NO | | | |
| If yes, please state what they are: | | | |
| | | | |
| If the pupil or student is subject to a care order, this form must be signed throughout by a representative of the Authority in whose care the pupil or student has been placed. | | | |
| Name and address of person who has parental responsibility (if not parents) | | | |
| | | | |
| If you arrange for your child to live with someone other than a relative or person with parental responsibility for more than 28 days in any year, you are required to notify the Local Authority under Private Fostering arrangements. Please ask for information about this if necessary. Unless there are legal orders prohibiting us from doing so, it is the legal duty of the school to keep both parents informed of their child's progress as St Mary's. | | | |
| Ethnic Origin (please tick) | | | |
| Asian or Asian British - Bangladeshi | | Mixed - White and Asian | |
| Asian or Asian British - Indian | | Mixed - White and Black African | |
| Asian or Asian British - Pakistani | | Mixed - White and Black Caribbean | |
| Asian or Asian British - any other Asian background | | Mixed - any other mixed background | |
| | | White - British | |
| Black or Black British - African | | White - Irish | |
| Black or Black British - Caribbean | | White - any other White background | |
| Black or Black British - any other Black background | | Any other | |
| Chinese | | Not known / not provided | |
| Pupil Premium | | | |
| Is your child in receipt of Pupil Premium? YES / NO | | | |
| You are eligible to receive this if: | | Please tick | |
| Your child is adopted | | | |
| You are service personnel | | | |
| You are eligible for free school meals | | | |
| It is important that you inform us if you think you are eligible. | | | |
| Swimming Ability | | | |
| My child is a: | <i>Confident swimmer</i> | <i>Weak swimmer</i> | <i>Non swimmer</i> |
| I give consent for my child to participate in swimming at St Mary's. YES / NO | | | |

Health Professionals and Agency Contacts

| | |
|--|---------------------------------------|
| To ensure documentation reaches the correct personnel, can you please provide the contact details of the following (where applicable): | |
| LA Caseworker: | Social Worker/Duty Team: |
| Address: | Address: |
| Tel: | Tel: |
| Email: | Email: |
| LA Transport Department: | GP/Doctor: |
| Address: | Address: |
| Tel: | Tel: |
| Email: | Email: |
| Consultant/Paediatrician: | Speech and Language Therapist: |
| Address: | Address: |
| Tel: | Tel: |
| Email: | Email: |
| Occupational Therapist: | Other: |
| Address: | Address: |
| Tel: | Tel: |
| Email: | Email: |

St Mary's is a Special Needs School and College and although every effort is made to support children who may become unwell you as parents/carers retain full parental responsibility. This means that you must be contactable at all times and available to come and collect your child if required to do so.

Should a pupil or student have a serious injury parents/carers will be contacted immediately. Where an ambulance is called and the parent/carer either cannot be contacted or cannot come immediately, a member of staff would accompany them to hospital. No major surgical operation or treatment shall be performed and no general anaesthetic shall be given without parent/carer prior consent, unless the case is one of such urgency that the delay in obtaining consent might endanger the life or health of the child. At St Mary's we also support the use of local NHS services for our residential pupils/students.

At St Mary's most child-facing staff are emergency First Aid trained. On trips and excursions there are staff in attendance who can administer emergency medication and deliver First Aid. Information regarding medical needs, health care plans and risk assessments are taken on trips for all pupils/students.

Parental agreement to administer medicine

Any prescribed or non-prescribed medication you would like us to give your child will need to be provided by your selves and clearly labelled. We ask if you could provide us with an up to date list of both prescribed and non-prescribed medication that your child is on, countersigned by either a consultant or your GP. If doses or medication changes are requested, we would require evidence from a doctor to support this.

Please complete the form at the end of this document.

All medicines supplied must be sent in their original pharmacy supplied container and have a clearly legible pharmacy label with your child's name and include;

- Medicine name (as it appears on the label)
- Strength (e.g. 125mg in 5mls)
- Form (e.g. capsules, oral suspension)
- Dose (amount to be given, e.g. one tablet, 5mg, and 10mls)
- Time (s) to be administered
- Route (e.g. mouth, gastrostomy, peg)
- Please **check that the medicine has not passed its expiry date**
- Liquid medicines must be in an unopened bottle or have the date of opening recorded on it.
- Prescription labels must not be altered in any way
- Medicines must not be decanted from the original container

Prescription labels must include any alteration to the way a medicine is given e.g. crushed, mixed with juice/water/thickener etc.

The Acting Principal has the right to refuse to allow the school to administer medication.

Medical Consent

I consent to my child receiving first aid treatment in an emergency at school, including trips and excursions, and receiving emergency hospital treatment should it be considered necessary.

Signed: Date:

Does your child wear or use any of the following:

| | |
|--|----------|
| Hearing Aids | YES / NO |
| Glasses | YES / NO |
| Wheelchair | YES / NO |
| Splints | YES / NO |
| Dental Brace or Denture | YES / NO |
| Walking aid/Orthotic footwear/Prescribed Insoles | YES / NO |

Allergies:

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Vaccinations

The school works closely with the local NHS Immunisation Team and will notify you of any further immunisations your child may require. We will ask for your written consent for any further routine immunisations. Please give dates of your child vaccinations:

| Age | Vaccine | Dates Given |
|--------------------|---|-------------|
| 2- 13 months | 5-in-1 (DTaP/IPV/Hib) vaccine x 3 doses diphtheria, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib) Pneumococcal (PCV) vaccine x 3 doses Rotavirus vaccine (from July 2013) 2 doses Measles, mumps and rubella (MMR) vaccine Meningitis C x 2 | |
| 3- 4 years | MMR vaccine , second dose 4-in-1 (DTaP/IPV) pre-school booster , given as a single jab containing vaccines against diphtheria, tetanus, whooping cough (pertussis) and polio | |
| 12-13 | HPV vaccine , which protects against cervical cancer (girls only) - three jabs given within six months | |
| Around 13-18 years | 3-in-1 (Td/IPV) teenage booster , given as a single jab which contains vaccines against diphtheria, tetanus and polio Meningitis C booster (from September 2013) | |
| Any other vaccines | | |

| Intimate Care | | | |
|--|------------|---------------|-------------|
| Intimate Care can be defined as those tasks associated with personal hygiene. When intimate care is being carried out, all children have the right to dignity and privacy. | | | |
| Does your child need support with the following: | | | |
| Using the toilet | | YES / NO | |
| Use of special equipment for toileting | | YES / NO | |
| Changing continence pads / changing menstruation pads | | YES / NO | |
| Washing and dressing | | YES / NO | |
| Oral hygiene | | YES / NO | |
| Eating and drinking | | YES / NO | |
| If you have answered yes to any of the above, please expand here: | | | |
| Intimate Care Consent | | | |
| I consent for my child to be supported with intimate care if required. YES / NO | | | |
| Signed: Date: | | | |
| Night Monitor (Sound and Vision) - Residential Pupils Only | | | |
| Your child may need a night monitor (sound & vision) due to their health needs, for example, epilepsy. The monitor will not disturb your child or record them and staff will liaise with you prior to its use. | | | |
| Night Monitor (Sound and Vision) Consent | | | |
| I consent for my child to be monitored during the night using a monitor: YES / NO | | | |
| Signed: Date: | | | |
| Application for Free School Meals | | | |
| Details of all children under your parental responsibility whom you wish to claim free school meals for: | | | |
| Legal Surname | First Name | Date of Birth | School Name |
| | | | |
| | | | |
| I certify that the information I have given is correct and I consent to the collection and use of my personal data to process my claim for free school meals. I consent to sharing my personal data with third parties as allowed by law to verify my entitlement. I understand that the results of any free school meal eligibility check may also be used to assess any entitlement to school transport. | | | |
| You have the right to withdraw this consent at any time. If your personal details change, please help us to keep your information up to date by notifying us. | | | |
| Signed: Date: | | | |
| Please contact the School office, who will be happy to assist you with your Free School Meals application. | | | |

| Using Images of Children | |
|--|----------|
| To comply with the General Data Protection Regulations (GDPR) and the Data Protection Act, we need your permission before we can photograph or make recordings of your child. If your child is old enough to express their own view you may want to consult with them about categories of consent. We are mindful of the fact that some families may have reasons why protecting a child's identity is a matter of particular anxiety. If you have special circumstances either now or any time in the future which would affect your position regarding consent, please let us know immediately in writing. | |
| Generally, photographs are a source of pleasure and pride. We believe that the taking and using of photographs can enhance the self-esteem of children and their families and therefore is something to be welcomed and appreciated. They can also demonstrate progress, achievement, development and help motivate pupils/students. | |
| We will not use personal information or full names of any child or adult in a photographic image or video on our website, online, in our prospectus or in any of our other printed publications. Usually pupils/students will not be named in photographs unless specific consent is gained in the first instance. | |
| We use photos around the school to illustrate school life including educational materials and images of recent trips and events. These can be seen from time to time by other parents or visitors within the school. | |
| We do publish photos or videos on social media to communicate updates on events and news within the school. The school will ensure that its' privacy settings are such to limit viewing of photos to followers of the school accounts (as approved by the school). | |
| Consent to using your child's images will be updated annually throughout your child's time at the school and will continue to apply for a period of time after they leave (except for images published for historical purposes which may be kept for an extended period of time to show the history of the school). | |
| Using Images of Children Consent | |
| I consent to my child's image (photographic and video) being used by the school: | |
| Website | YES / NO |
| School Social Media Platforms | YES / NO |
| Newsletters | YES / NO |
| School Prospectus, Leaflets, Flyers, Brochures, other promotional material | YES / NO |
| Advertising in newspapers and other media | YES / NO |
| Displays around the school | YES / NO |
| Signed: Date: | |
| School Trips and Offsite Activities | |
| 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 St Mary's gain a huge amount from these high quality visits. These have included visits to historical buildings, places of cultural significance, Zoos, Museums, Fire stations, Police stations and other places where public services are provided to the community, and many more. | |
| Residential pupils and students often take part in offsite activities during the evenings and weekends. | |
| Written consent will not be requested from you for the majority of offsite activities/trips, however we will send you information about each trip or activity before it takes place. | |
| School Trips and Other Offsite Activities Consent | |
| I consent for my child to take part in school trips and other activities that take place off school premises. | |
| Signed: Date: | |

Pupil Attendance

All absences must be requested using an Absence Request form and authorised by the Principal. Parents/Carers are strongly discouraged from taking their child out of school unless this is absolutely necessary. If your child is absent for more than 5 school days we will require medical evidence to support the absence. Absence other than sickness absence is classed as unauthorised absence and term time leave for holidays will be unauthorised unless there are exceptional circumstances.

Following Health Protection Agency guidelines, when children have been off school with sickness or diarrhoea, parents/carers are requested to keep them at home for 48 hours following the last episode.

Please see our term dates at the end of this document.

E-Safety at St Mary's

New technologies have become an integral part of the lives of pupils and students.

The internet and other digital information and communication technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and provide a resource to help promote effective learning. Pupils and students at St Mary's are able to have access to the internet for learning and communication.

This Acceptable Use Agreement is intended to ensure:

- That pupils and students will be helped to be responsible users and stay safe whilst using the internet and other communications technologies for educational, personal and recreational use.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the system and users at risk
- That parents/carers are aware of the importance of E-Safety and are involved in the education and guidance of their child with regard to their on-line behaviour.
- That the use of mobile devices is prohibited during lessons times unless for agreed educational reasons or specific communication needs.
- That all pupils and students have good access to ICT to enhance their learning and will in turn be expected to responsible users.
- The pupils and students will also sign an Acceptable Use agreement which will be sent to parents/carers in order that they are aware of the school expectations of pupils in our care.

E-Safety Consent

- I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that the pupils will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- I understand that my child's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.
- I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.
- I understand that I should not publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others about St Mary's.
- I understand that my child will sign an Acceptable Use Agreement and will receive online safety education to help them understand the importance of safe use of technology and the internet both in and out of school.

Signed: Date:

Key Information

What are our school times?

School day

- Children arrive from 8:45am and registration is complete by 9:00am
- School starts: 9:00am
- School ends: 4:00pm (Monday to Thursday) and 2:30pm (Friday).

Break times

- Morning break: 11:00-11:15am
- Lunch: 12:15-1:15pm

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/students, 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. For residential pupil transports will be discussed with parents and carers.

Arrivals and departures

- Pupils should arrive via the Pupil Entrance and are supervised from 8:45am.
- Parents collecting at the end of the day should also collect from the Pupil Entrance. Pupils leaving by taxi will leave from the area also.
- Please refer to our term dates for arrival and departure days.

Uniform

School pupils/students at St Mary's are required to wear a uniform, which consists of a grey sweatshirt bearing the school logo, plus a green polo shirt with the logo and dark grey trousers or skirts or culottes. Pupils/students must wear black shoes. Green and white checked summer dresses and shorts are optional.

College and residential students

College students are not required to wear a uniform. However, their clothes should be smart and appropriate for a college or workplace. For residential pupils'/students' parents should contact the House Manager for information on what is required for their stay.

PE Kit

Parents and carers are also asked to provide children with suitable clothing for swimming and black shorts and white polo shirt with logo for PE. Black joggers are optional. Pupils will also need a pair of light coloured trainers with non-marking soles.

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.

College has a more flexible approach but must be smart and appropriate at all times.

Where to buy

Uniform items can be purchased from SuperStitch 86 who can be contacted on 01424 852225 or email: sales@superstitch86.co.uk. Please mark all clothing with your child's name.

Food in school

School dinners

Children can choose to have a nutritious hot or cold school meal. We are committed to healthy eating and our menus are regularly emailed to parents and carers. All residential pupils/students receive school meals, which are included in the price. Day pupils/students are charged separately for this. This school does not use nuts in school meals.

Packed lunch

If you decide to give your child a packed lunch please choose healthy options. They should not include sweets, fizzy drinks or drinks in glass containers. Please ensure that you do not give your child packed lunches that contain nuts in any form.

Break-time and drinks

We provide children with water and fruit at break time.

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 and other pets are not allowed on the school premises.

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.

Questions about attendance

Regular and punctual attendance is of paramount importance in ensuring that all pupils/students have full access to the curriculum. Valuable learning time is lost when pupils/students are absent or late. St Mary's has a duty to promote attendance and parents and carers have a duty to make sure that their child attends. St Mary's staff are committed to working in

partnership with parents as this is the best way to ensure as high a level of attendance as possible. Statistics show a direct link between under-achievement and attendance below 95%. Regular attenders:

- Make better progress, both socially and academically.
- Find school routines, school work and friendships easier to cope with.

Frequently Asked Questions

- Find learning more satisfying.
- Are more successful in transferring between primary school, secondary school, and higher education, employment or training.

Supporting regular attendance

We will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any barriers affecting regular attendance. If absence is frequent or continuous, except where a child is clearly unwell and there is supporting information to explain the absence, staff will discuss this with parents/carers to establish the reasons for their child's absence. If a number of absences occur and there is no supporting information available, absences may be recorded as unauthorised. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the School. The Acting Principal or a delegated member of staff will make the decision.

The foundation for good attendance is a strong partnership between the school, parents/carers and the child. To help focus on this the school will:

- Provide information on all matters related to attendance in the school's newsletter/website/letters to parents/carers.
- Report to parents/carers on how their child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments.
- Celebrate good attendance by displaying individual and class achievements.
- Reward good or improving attendance through class competitions, certificates and outings/ events.
- Set targets for the school and for classes for attendance

Responsibilities of parents/carers

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility and permitting absence from school that is not authorised by the school creates an offence in law.

What to do if your child is absent?

A child not attending school is considered a safeguarding matter. This is why information about the cause of any absence is always required.

- If a child is absent parents/carers must inform the school by 9.15am on the first day of absence by telephone or email with an explanation of the absence.
- If the school has not heard from parents/carers by the close of registers at 9.15am, the school will telephone parents. This is because the school has a duty to ensure a child's safety as well as their regular school attendance
- Parents/carers should continue to inform the school on each subsequent absence. The school's administration team will follow up any unexplained absences with a telephone call to parents/carers.
- If your child is absent for more than 5 school days we will require medical evidence to support the absence.

Holidays

Absence other than sickness absence is classed as unauthorised. Term time leave for holidays will be unauthorised unless there are exceptional circumstances.

Medical appointments

Where possible, doctor's and dentist's appointments are to be made outside of school hours or during school holidays.

Questions about how we use technology safely

The internet and other digital information and communication technologies are powerful tools, which open up new opportunities for everyone. Pupils/students at St Mary's are able to have access to the internet for learning and communication. Our pupils/students will be helped to be responsible users and stay safe whilst using the internet and other communications technologies for educational, personal and recreational use.

Mobile phones

Mobile phones are not permitted to be used in school, unless agreed with staff for specific learning or communication purposes. Where permitted they are required to be handed to staff when not in use.

College student mobile phones

If using mobile phones they can only use the wifi so appropriate usage can be monitored.

Enlisting parent support

Parents'/carers attention will be drawn to the school online safety policy in newsletters, school policies and on the school website.

What to do if you have a concern/complaint

St Mary's School and College welcomes feedback. Where someone has a concern or complaint, we will endeavour at all times to deal with the issues responsibly and reasonably. Most complaints can and will be resolved using informal processes. Where this is not the case and formal complaints are subsequently made, a fair and consistent framework has been established in our Complaints Policy and all complaints made by parents will be dealt with in accordance with this policy which is available on our School website.

What facilities do we have at St Mary's?

St Mary's School and College has a number of onsite buildings and facilities for our pupils/students. We provide modern, adapted classrooms which include adjustable desks, specialist seating where needed, interactive whiteboards, sound field systems, technology and appropriate software to support learning.

Specialist teaching facilities

Specialist teaching facilities within the school include classrooms for Food Technology, Science, Music and Design and Technology, a computing suite, a well-resourced library, specialist physiotherapy gym, warm water therapy swimming pool and outdoor sports and learning areas. We also have a sensory integration suite and a sensory room. St Mary's offers a truly integrated approach that brings together education, therapy and care.

Frequently Asked Questions

Our on-site team

Our on-site team includes Speech and Language Therapists, Physiotherapists and Occupational Therapists. We have an Educational Psychologist and Therapy Support Assistants. We also have a School Nurse, Designated Safeguarding Lead and an experienced, multidisciplinary Senior Leadership Team. Our Trustees and Governors all have significant and relevant expertise and in many cases are practicing professionals or have held senior positions within education and local authority SEND services.

Our Residential Provision

St Mary's has excellent residential facilities onsite. Currently we operate two houses that are organised to take account of individual needs. St Mary's provides a 'waking day curriculum' for residential pupils/students. Therapy staff work with pupils/students, both before and after school on the residential areas and in the community, to promote the development of independence and life skills. There is capacity onsite to offer additional provision and we also offer extended day, overnight respite or short stay opportunities for pupils/students, who are placed with us as day pupils/students. We create warm, caring and supportive environments for our pupils/students, so that they feel comfortable and 'at home' during their time with us. Our living areas have communal space for everyone to spend time together.

We create exciting and appropriate opportunities to take part in activities in the community, as well as on site. Pupils/students work with residential staff to create their activity plans. Our ethos of promoting independence continues throughout the residential provision, where pupils/students are supported and nurtured to build on life skills and learn how to care for themselves. We can offer a range of residential opportunities including weekly and fortnightly boarding.

How we keep your child safe at St Mary's Expectations

We have high expectations of both behaviour and learning so we can provide a safe and secure environment where effective teaching and learning can take place. We ensure that we communicate consistently to manage behaviour. Staff give clear unambiguous instructions and directions so that pupils/students have a good understanding of the classroom rules and the behaviour and rewards systems.

Supporting Positive Behaviour

At St Mary's we implement a range of clear, appropriate rewards and consequences that are fully understood and embedded across the organisation. Both rewards and consequences are delivered in a consistent, fair and timely manner.

Rewards

St Mary's aims to promote high standards of behaviour, self management and learning through positive encouragement and rewards. Pupils/students are rewarded for excellence according to their ability and participation in school life and our rewards include:

- Positive verbal feedback for work achieved and positive behaviours.
- Positive written feedback for work achieved and positive behaviours.
- Behaviour and Learning credits achievement certificates (e.g. star of the week) given out at weekly celebration assembly.
- Postcards home from individual members of staff.
- Classroom display boards of excellent work and achievements.
- Praise letter from the Acting Principal or member of SLT for termly.
- Acting Principal's worker of the week and invitation to eat at the weekly SLT (Senior Leadership team) lunch table.

Consequences

Consequences will be proportionate and fair. Consequences follow the principles below:

- Pupils/students will be provided with space and opportunity to change behaviour.
- It will be made clear to the pupil/student why the consequences are being applied.
- It will be made clear what changes in behaviour are required to avoid future consequences.

Consequences include:

- A verbal warning following the traffic light system.
- Additional support from immediate staff team.
- Detention.
- Loss of privileges: – for instance the loss of a responsibility or not being able to participate in an event/activity.
- Reparation.
- For behaviours causing ongoing concern, a member of staff will coordinate a multi-disciplinary focus meeting. Parents/carers will be informed of the focus meeting and invited to attend and/or contribute their views in advance. The views of the pupil/student will also be sought prior to the meeting.

Contributes to the whole ethos of our school

'Behaviour Management' is not a discrete, separate element of school life. All we do say and plan to do, as well as what we do not do, contributes to the whole ethos of our school. We need to strive towards achieving shared beliefs and values about behaviour and in so doing we need to reflect on our own. This approach will enhance the quality of relationships within our school and the wider community. It will help to prepare children for life in modern Britain and in making a positive contribution to society.

Any sanctions used to address poor behaviour will usually be restorative in nature, to help children recognise the impact of their behaviour on themselves, other children, the staff caring for them and the wider community. In some cases, it will be important for children to make reparation in some form to anyone hurt by their behaviour. Equally within our residential setting, staff understand the system for rewarding and celebrating positive behaviour and recognising where children have managed situation well.

Frequently Asked Questions

Emergency arrangements

Please ensure that the school office has your most up to date contact details, including a mobile phone number and e-mail address, in case we need to contact you urgently. If there are adverse weather conditions, we advise you to check the school website for the latest information on school closures. We will text or e-mail all parents and carers with any information about closure.

Health and Welfare

Health and collecting your child

St Mary's is a Special Needs School and College and although every effort is made to support children who may become unwell, you as parents/carers, retain full parental responsibility. This means that you must be contactable at all times, in case your child needs to be collected from St Mary's.

Ill at school, accidents and first aid

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

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.



Policies

High standards

At St Mary's 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, please visit the school website www.stmarysbexhill.org and click on 'Key Information' and then click on 'Policies'.

Step 1



Step 2



Step 3



2020/21 Academic Year Term Dates

Term 1

3 September 2020 - 23 October 2020

Autumn term break:

26 October 2020 - 30 October 2020

Term 2

2 November 2020 - 18 December 2020

Christmas break:

21 December 2020 - 1 January 2021

Term 3

4 January 2021 - 12 February 2021

February break:

15 February 2021 - 19 February 2021

Term 4

22 February 2021 - 1 April 2021

April break:

2 April 2021 - 16 April 2021

Term 5

19 April 2021 - 28 May 2021

May break:

31 May 2021 - 4 June 2021

Term 6

7 June 2021 - 23 July 2021

Staff In-Service Training Days

Thursday 3rd September 2020

Friday 4th September 2020

Monday 22nd February 2021

Friday 28th May 2021

Monday 7th June 2021

Working with parents

Partnership

We see School as a partnership between pupils/students, parents/carers, staff and governors and we believe that good communication between home and school is very important for all pupils/students. Parents and carers are welcome to contact the school with any queries or worries. Home/School communication books are sent home regularly with your child. Education and residential staff liaise twice a day to ensure consistent care is provided.

Parental involvement

We are determined to support St Mary's learners to be the best that they can be and we keep this aim at the centre of all our work. This can't be achieved without the support of parents and carers. Your interest, encouragement and support is extremely important, to ensure that pupils/students attend well and maximise their opportunities to be successful at school. We value the views of parents and carers, which are gathered at regular intervals throughout the year (at parent evenings and Annual Review meetings etc.) as this helps us to plan and develop our provision at the schools.

Our Governance

St Mary's School and College is operated by The Talking Trust, which is a charitable body. The Trustees of the Talking Trust oversee the operation and maintain financial oversight of ST Mary's and the Board of Trustees are the accountable body. Since spring 2019, the trustees have delegated the Governance of the School and College to an Interim Executive Board (IEB) to oversee and secure us to sustainable and meaningful improvements. It is our ultimate aim that the pupils/students we serve make outstanding progress in their learning and personal development. We also value the contribution of our pupils/students through our school council and residential house meetings and the Governors and senior staff want to know what our pupils/students are thinking about their school.

Parent evenings

We have two parents' evenings each year when parents/carers have the opportunity to meet with staff and discuss their child's learning and progress.

News

Our website (www.stmarysbexhill.org) has lots of useful information including news updates, term dates and information on our activities. Please see the 'Parents Information' section where you will find a collection of useful information and copies of our Newsletters to parents.

Annual Review

Parents/Carers are invited to take part in their child's Annual Review when we discuss their progress towards EHCP outcomes and set targets for the following year. Your child is always invited to take part in this meeting.



St Mary's Vision and Values

Our Purpose

To provide outstanding integrated specialist education, therapy and residential care for pupils and students with speech, language, communication and other associated complex special educational needs and disabilities.

Our Vision and Values

At St Mary's we provide a positive environment for learning in which all children and young people can feel safe, secure and supported in their learning and development. However significant their needs are, all children and young people have the right to be fully included in their learning experiences. All children and young people should be able to make the most of opportunities to develop their potential and to prepare for life beyond school and college. All adults at St Mary's provide the highest quality support in order to maximise opportunities for learning at all times. All learning will be accessible, stimulating, motivating, challenging and enjoyable. Our values are crucial in supporting this vision:

- 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 opportunities to learn about and practice 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/students 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.



St Mary's School & College

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