



Field Heath House School

Parent Information

September 2021

*Our vision is
to enable our young people to live life to the full in a challenging and
constantly changing world.*

*Living life to the full
John 10:10*

Welcome to Pield Heath. We are very proud of our school and the achievements of our young people.

At Pield Heath we provide a holistic approach to education, within a caring, spiritual environment where every young person is of equal importance, valued for what they are and encouraged to reach their maximum potential.

We offer day, residential and short-break provision for children and young people with moderate to severe complex learning needs and associated speech, language and communication difficulties, including autistic spectrum disorders (ASD).

Our highly skilled and deeply committed staff are passionate in their work with our young people to encourage their progress, celebrate their achievements and inspire confidence in their futures, in close partnership with parents and carers. Our purpose is to maximise our student's life experience to enable their independence and inclusion in the wider community.

HOW TO CONTACT THE SCHOOL

If you need to speak with us, you can contact the school reception between 8.00am – 4.00pm by telephoning 01895 258 507. If the person you wish to speak with is not available at the time of your call a message will be taken and passed on and we will contact you as soon as possible.

If you have a specific query that you would like to contact your son/daughter's class tutor about, please either leave a message with reception or a message can be written in your son/daughter's home school link book / diary. You can also contact the school email.

School Address: Pield Heath House School
Pield Heath Road
Uxbridge
Middlesex, UB8 3NW

School telephone number: 01895 258 507

School email: admin@pieldheathschool.org.uk

If you contact your child's tutor directly please allow 48 hours for a response. If you require immediate assistance then contact should be made with the school reception who will be able to deal with your request straight away.

WHO's WHO



Sr Julie Rose
Executive Principal



Natasha Johnson
Associate Principal
School



Eryl D'Souza
Associate Principal:
Community & External Partnerships



Claudette De Aguiar
Assistant Headteacher:
Teaching & Learning and Initial Teacher Training



Nicky Chance
Assistant Headteacher:
Student Progress & Staff Development



Michael Vincent
Assistant Headteacher:
Head of Sixth Form



Jennifer Isaac
Designated Safeguarding Lead and
Head of Care



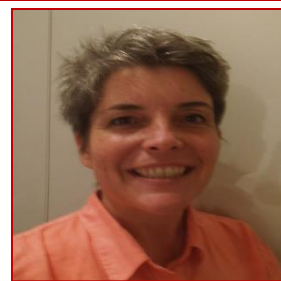
Gina Sansby
SEND Manager (EHCP Contact)



Nicola Leonard
Transition Specialist / Preparation for Adulthood



Sarah Whelan
Education Healthcare Lead



Netta Hill
Inclusion Coordinator and Thrive Practitioner

THE SCHOOL DAY

Monday – Thursday

9.00am – 9.30am	Registration
9.30am – 10.15am	Lesson 1
10.15am – 11.00am	Lesson 2
11.00am – 11.15am	Break
11.15am – 12.00pm	Lesson 3
12.00pm – 12.45pm	Lesson 4
12.45pm – 1.45pm	Lunch
1.45pm – 2.30pm	Lesson 5
2.30pm – 3.15pm	Lesson 6
3.15pm – 3.25pm	Tutor Time
3.25pm – 3.30pm	Transport

Friday

9.00am – 9.30am	Registration
9.30am – 10.15am	Lesson 1
10.15am – 11.00am	Lesson 2
11.00am – 11.15am	Break
11.15am – 12.00pm	Lesson 3
12.00pm – 12.45pm	Lesson 4
12.45pm – 1.45pm	Lunch
1.45pm – 2.25pm	Assembly
2.25pm – 2.30pm	Transport

The beginning and end of the day are very important times in our school. Students are based in their tutor rooms with their class tutor and support staff until 9:30am. Registers are taken and the morning sessions allow for focused intervention and preparation for the coming day. This time is also spent on whole class literacy activities. Any problems, worries or issues can be resolved before they impact on teaching time.

Notes and messages from home are also dealt with during this time. Your son/daughter will follow their timetable through the school day until returning to their tutor room where home-school messages, after-school club and transport arrangements are facilitated.

TRANSPORT

Most students are brought into school and returned home in taxis/minibuses arranged by the relevant Local Authority. Any queries should be directed to the Education Transport Office of the appropriate LA. It is the responsibility of the parent/carer to inform the escort or driver if their son/daughter is going to be absent from school and when they expect to return. This is in addition to informing the school office of your child's absence.

If you bring your son/daughter to school, please bring them directly to the school entrance gate at the front of the school buildings. Staff will be on duty to greet your son/daughter and we would be grateful if you could hand them over to their care. At the end of the day you should collect your son/daughter from the school entrance gate.

At transport times our school site becomes very busy with minibuses and car's dropping students to school and collecting them. For the safety of our students we ask that all drivers are considerate whilst on the school site at this time.

ABSENCE / LATE ARRIVAL

If your son/daughter is absent from school for any reason you must contact reception to advise us of the reason for absence. You must contact the school daily to provide further information and an expected return date.

Any students arriving late for school must go to reception to be signed in before joining their class.

MEDICATION

All changes to the administration of your son/daughter's medication must be put in writing. Medication must be sent in to school in the original box with the prescription label indicating the dosage to be administered. The Education Healthcare Lead is available for any queries regarding the administration of medication.

Medication should not be given to your son/daughter. The escort should hand it directly to the member of school staff on duty upon arrival at school.

SCHOOL UNIFORM

All students in Key Stages 2, 3 and 4 are required to wear the school uniform. Uniform can be purchased directly from the school. For an order form and price list please contact reception.

Girls	Boys
Maroon sweatshirt with school logo	Maroon sweatshirt with school logo
Pale blue blouse or polo shirt with school logo	Pale blue shirt or polo shirt with school logo
Charcoal grey skirt or trousers	Charcoal grey trousers
Black or brown shoes	Black or brown shoes
<u>PE Kit</u>	<u>PE Kit</u>
Navy sweatshirt with school logo	Navy sweatshirt with school logo
White polo shirt with school logo	White polo shirt with school logo
Black shorts	Black shorts
Trainers / plimsolls	Trainers / plimsolls
Swimming costume and towel	Swimming trunks and towel
PE kits should be sent into school in a suitable named bag.	PE kits should be sent into school in a suitable named bag.

- School fleeces and coats are also available.

Students in the Victor Braun Sixth Form Centre may wear their own clothes suitable for the different lessons throughout the school day.

Please ensure that all clothing/belongings are clearly marked with your son/daughter's name. This includes bags and water bottles etc. Please check periodically that labels remain clear as names often fade with continual washing.

SCHOOL MEALS

Hot meals are available daily in our school dining room. If you are entitled to Free School Meals, please complete the application form in your application pack. Lunches are currently charged at £2.00 per day. Please contact reception if you would like a copy of the lunches that are on offer this term.

Guidance on home packed lunches

As a school we recommend that a packed lunch should contain:

- a drink - not fizzy. Water is best but fruit juice and smoothies are acceptable, these must not be in a glass bottle.
- a sandwich or starch-based item such as a rice or pasta salad.
- salad or vegetables, for example green salad, tomatoes and/or carrot sticks.
- a piece of fruit.
- a dairy item such as cheese or a yoghurt.
- treats, such as cakes, biscuits, chocolate or crisps should be limited to once a week.

Please do note that we are a NUT FREE school and as such we request that no items are brought in that either contain nuts or a trace of nuts.

FREE SCHOOL MEALS

Schools receive Pupil Premium funding to raise the attainment of disadvantaged students and close the gap with their peers. Pupil Premium funding also supports children and young people who have parents in the regular armed forces.

The funding is allocated to schools according to the number of their students who are:

- registered to receive Free School Meals (or have done so at any time in the preceding six years).
- 'Looked After Children'.
- adopted from care.
- under a special guardianship order, a residence order or a child arrangements order having left care.
- from families with a parent in the regular armed forces.

It is therefore of great importance to the school that families who meet the criteria listed below register for free school meals, even if your son/daughter prefers, and will continue to have, packed lunches.

Your child may be eligible for free school meals if you get any of the following:

- Income Support (IS).
- Income-based Jobseekers Allowance (IBJSA).
- Income-related Employment and Support Allowance.
- The guarantee element of State Pension Credit.

- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190.
- Working Tax Credit run-on.
- Universal Credit.
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999.

If you think your son/daughter may be eligible for free school meals, please contact the School Operations Manager who will be able to send you the relevant forms for completion.

16-19 BURSARY FUND

The 16-19 year old Bursary Fund is money that is provided from the Government to allocate to young people who may need extra financial support to access areas of their education. The fund can help with any education-related costs such as equipment or can be put towards school meals. It can also be used to support students developing life and independence skills to enable them to use our respite facilities, St Joseph's House. Your son/daughter must be 16 years old at the start of the academic year to be considered for this.

If you would like more information regarding the 16-19 Bursary Fund, please contact Nicola Leonard or the finance office who will be able to provide you with some eligibility guidance and an application form.

PARENT PAY

We operate a cashless system in school whereby all payments are made online using the ParentPay system, a link can be found on our school website. You will receive a log on and password specifically for your child's account. If for any reason you have not got these details please contact the finance office who will be able to provide you with all the information.

ST JOSEPH'S HOUSE RESIDENTIAL and AFTER SCHOOL CLUBS

Our residential provision provides high quality accommodation and facilities for a maximum of twenty-two students, aged up to 18 years, Monday to Wednesday each week during term time.

Students are cared for by a team of experienced staff in St Joseph's, a purpose-built, self-contained house within our grounds which has been designed, decorated and furnished, to be as homely as possible whilst maintaining all the practicalities needed for housing our young people who have a range of needs.

The 24-hour curriculum provided by our residential experience is designed to further help our students with social, independence and life skills. There are a variety of evening activities including external youth clubs as well as after school clubs which run on a Monday and Wednesday evening.

For more information regarding shorts breaks, respite or after school activities, please contact Jennifer Isaac, Head of Care.

HOME SCHOOL LINK BOOKS / DIARIES

All students in Key Stages 2, 3 and 4 have a home school link book and in the Sixth Form a diary. Class teams will update these daily with messages and notes for your information at home. Please ensure that you check these regularly.

If you wish to send a note in with your son/daughter for the class tutor, please use these books and diaries to do this. Please do not ask your son/daughter's transport escort to pass on messages. Write messages in the book / diary or contact the school office.

We ask all parents/carers to commit to our Home School Agreement and would appreciate if you would sign the form located in the **Admissions Form - Appendix E: Home School Agreement**.

EMERGENCY SCHOOL CLOSURE

We endeavour to keep the school open at all times during the school term. However, there are very rare occasions when the school has to close. If such a decision is made by the Executive Principal, the following action is taken to communicate with parents/carers: -

- A message is placed on the school website, www.pieldheathschool.org.uk, to advise parents/carers of the situation. The website is then updated as and when more information about the situation is available.
- The school's phone message is updated with pertinent information about the situation.

SAFEGUARDING and CHILD PROTECTION

All staff at Pield Heath House School are committed to safeguarding and promoting the welfare of all of our children and young people. They have a crucial role in helping to identify welfare concerns and indicators of possible abuse or neglect at an early stage. We have a number of policies and procedures in place that contribute to our safeguarding and commitment, including our Child Protection Policy which can be viewed on our website or a copy requested from school.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child / young person's welfare. We will ensure that our concerns about our students are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child / young person's welfare. We actively support the Government's Prevent Agenda to counter radicalism and extremism.

Designated Safeguarding Leads are Pield Heath House School are:-

Designated Safeguarding Lead:

- Jennifer Isaac, Care Manager

Deputy Designated Safeguarding Leads:

- Natasha Johnson, Associate Principal/ Head of School
- Michael Vincent, Head of Sixth Form
- Netta Hill, Inclusion Coordinator
- Nicola Leonard, Transition Specialist/Preparation for Adulthood
- Sr Julie Rose, Executive Principal

The Governor with responsibility for Safeguarding in our school is Dr Stephen Mort.

PARENTAL INVOLVEMENT

We welcome parents/carers to visit the school. It is good for son/daughter to know that their parents/carers are interested in the school and their education. We believe the best team consists of the student, the parent/carer and the school staff working together. Appointments can be made for parents/carers to visit and meet with a member of the school team. Please be aware that teachers are unable to take calls during teaching time but will return your call.

An Annual Review meeting is held where parents/carers are invited into school to discuss your son/daughter's progress. It is also an opportunity to review the Education, Health and Care Plan. Parents/Carers are sent a Feedback form, if you need assistance to complete this for the Annual Review, please contact Gina Sansby, SEND Manager.

There are many events in school during the year such as Open Evenings and Parents Forums to which parents are invited where staff are able to provide information on all aspects of student progress.

We will always contact parents/carers immediately if we are concerned about any aspect of your son/daughter's welfare, progress or behaviour and we hope that parents/carers will let us know of any problems or anxieties which might affect your son/daughter.

PARENTS EVENINGS

We hold two parent consultation evenings, one during the Autumn term and one during the Summer. Dates are posted on the school website and an invitation is sent home.

PERSONAL BELONGINGS

All personal belongings should be clearly marked with the student's name. Any monies sent into school should be given to staff for safe keeping.

If your son/daughter does bring any personal belongings into school, then we are not able to accept liability for any loss or damage of personal property.

MOBILE PHONES

Where students bring mobile phones into school they must be handed to the class tutor at the beginning of the day and will be kept securely until the end of the day. These will be returned to students before transport departure. Please see Appendix D Mobile Phone Policy in the enclosed Admissions Form. This must be signed and returned if your child will be bringing in a mobile phone.

TERM DATES – 2021 / 2022

Autumn Term 2021

Autumn 1 – Thursday 2nd September 2021 – Friday 22nd October 2021* * School finishes at 2.30pm *

Half Term – Monday 25th October 2021 – Friday 29th October 2021

Autumn 2 – Monday 1st November 2021 – Friday 17th December 2021* * School finishes at 2.30pm *

Spring Term 2022

Spring 1 – Thursday 6th January 2022 – Friday 11th February 2022* * School finishes at 2.30pm *

Half Term – Monday 14th February 2022 – Friday 18th February 2022

Spring 2 – Monday 21st February 2022 – Friday 1st April 2022* * School finishes at 2.30pm *

Summer Term 2022

Summer 1 – Wednesday 20th April 2022 – Friday 27th May 2022* * School finishes at 2.30pm *

Bank Holiday – Monday 2nd May 2022

Half Term – Monday 30th May 2022 – Friday 3rd June 2022

Summer 2 – Tuesday 7th June 2022 – Friday 22nd July 2022* * School finishes at 2.30pm *

*** School finishes at 2.30pm on a Friday**

Training Days 2020-2021 (Staff Only)

1st September 2021

4th January 2022

5th January 2022

19th April 2022

6th June 2022

STAFF TRAINING DAYS

We hold staff training days throughout the school whereby students do not attend school and staff receive vital updates and training. Twilight sessions for staff are also held after school to support further training. Full details of training days can be found with our term dates.

TERM TIME HOLIDAYS

Taking your son/daughter out of school during term time could be detrimental to their educational progress, however, you may apply to the school for leave of absence. Agreement to each request is at the discretion of the Executive Principal. A Student Request for Absence form must be completed and authorised before your son/daughter is absent from school. Please contact reception should you need to request any absence.

FRIENDS OF PIELD HEATH

Pield Heath has an active group who organise a number of fund-raising events throughout the year such as Christmas and Summer Fayres, raffles, Mother Day events and many more.

A great way for you to support Pield Heath House School is by joining our 100 Club. An annual fee buys you one membership number which enters you into a prize draw held at the end of every half-term. The prize money is 35% of the membership fee taken that month with 1st prize receiving 20%, 2nd prize, 10% and 3rd prize 5%. The remaining 65% of the membership fee goes towards helping the school to help fund equipment, resources and opportunities for our students. If you would like further information or would like to become a member of our exclusive 100 Club, please contact Eryl D'Souza.

If any parents would like more information about this or to support with new ideas they are more than welcome. Please contact Eryl D'Souza for more details.



Field Heath CARES

***C**ommitment*

***A**spiration*

***R**espect*

***E**mpowering*

***S**haring*

Living life to the full

John 10:10