



Field Heath
House School

Parent Information

September 2025

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 House School. 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 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 child or young person's class tutor about, please either leave a message with reception or a message can be written in your child or young person'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 or young person'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.

SENIOR LEADERSHIP TEAM



Natasha Johnson
Principal



Eryl D'Souza
Associate Principal:
Catholic Life of the School/ Community &
External Partnerships



Nicky Chance
Associate Principal:
Teaching & Learning
Designated Safeguarding Lead



Karolina Pelikan
Associate Principal:
Head of Sixth Form



Sarah Tomlin
Assistant Principal:
Pastoral and Assessment

FORM TUTORS and PASTORAL SUPPORT

At Pield Heath House School we believe that the role of the Form Tutor is instrumental in the development of our students throughout their school career. A Form Tutor's role is central to the co-ordination of care for students and, crucially, monitoring their progress both academically and socially; encouraging engagement, aspiration and the highest possible standards of work and behaviour. Our Form Tutors are active in the care, guidance and support of the 'whole child'.

The Form Tutor should be the first person to whom a student turns for help or advice. We encourage families to work alongside our Form Tutors to build up a positive relationship by establishing and maintaining regular contact between home and school and sharing information so that we can work together to support your child or young person's progress and development

The Senior Leadership Team works closely with Form Tutors to ensure pastoral provision and safeguarding is at the heart of the school ethos and that all staff are supported in knowing how to recognise and respond to potential concerns.

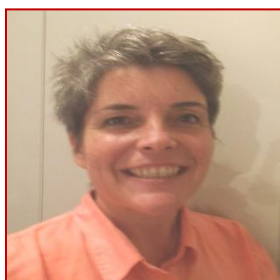
The Senior Leaders who work alongside tutors and parents for pastoral support are:

Nicola Chance: PH+A, PH+B, PH+C and 3B

Sarah Tomlin: 3A, 3C, 4A, 4B and 4C

Karolina Pelikan : VBC A, VBC B, VBC C, VBC D and VBC E.

KEY STAFF



Netta Hill
Inclusion, EHCP and Annual Review
Co-ordinator Thrive Practitioner

Netta oversees the Education, Health and Care Plan (EHCP) processes. She works as part of the Multi-Disciplinary Team to ensure our young people and their families are provided with a support network and clear correspondence for the Annual Review of their EHCP monitoring and evaluating the impact, leading the team to provide exceptional standards. In her role as Inclusion Co-ordinator, Netta works closely with external agencies to ensure school staff have access to up to date reports and advice.

Netta liaises closely with form tutors, the administration team and external professionals to ensure the effective co-ordination and facilitation of the annual review of all our student's' Education, Health and Care Plans. She sets the date for your child or young person's annual review, gathers individual views which contribute toward the annual review meeting and that the Education, Health and Care Plan reflects your child or young person's current needs and development and includes any amendments if necessary.



Sarah Whelan
Education Healthcare Lead

The Education Healthcare Lead supports the health and welfare needs of the students across the school.

Sarah is a qualified nurse and contributes to the pastoral support for all students.

All medical queries should be discussed with Sarah.



Nicola Leonard
Preparing for Adulthood (PfA) and
Transition Coordinator

As PfA and Transition Co-ordinator, Nicola leads on transition into the Sixth Form and supports the Transition Annual Reviews from Year 9 onwards.

Nicola also works with students and families within the Sixth Form, preparing students for the next stage of their education 19years old which may be college, vocational training or supported living.

Vocational Education and careers advice are also overseen by the Preparation for Adulthood and Transition Coordinator.

THE SCHOOL DAY

Monday – Thursday		Friday	
9.00am – 9.30am	Registration / Pastoral	Registration / Pastoral	9.00am – 9.30am
9.30am – 10.15am	Lesson 1	Lesson 1	9.30am – 10.15am
10.15am – 11am	Lesson 2	Lesson 2	10.15am – 11am
11.00am – 11.15am	Break	Break	11.00am – 11.15am
11.15am – 12.00pm	Lesson 3	Lesson 3	11.15am – 12.00pm
12.00pm – 12.45pm	Lesson 4	Lesson 4	12.00pm – 12.45pm
12.45pm – 1.45pm	Lunch	Lunch	12.45pm – 1.45pm
1.45pm – 2.30pm	Lesson 5	Assembly	1.45pm – 2.10pm
2.30pm – 3.15pm	Lesson 6	Tutor Time /Transport	2.10 pm-2.30pm
3.15pm – 3.30pm	Tutor Time /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 child or young person 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.

STUDENT 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 child or young person 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 or young person's absence.

If you bring your child or young person 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 child or young person and we would be grateful if you could hand them over to their care. At the end of the day you should collect your child or young person 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 ARRIVALS

If your child or young person is absent from school for any reason you must contact reception on 01895 258507 to advise us of the reason for absence. You must contact the school daily to provide further information and an expected return date.

If we have not heard from you, we are obliged to investigate your child or young person absence. Your child or young person's absence is a safeguarding issue until we have confirmation of why they are absent. If your child is ill for a length of time, you may be asked for medical evidence of the illness e.g. a doctor's note.

Attendance is monitored in school and also by the Local Authority. Satisfactory attendance is classed as 96% over the school year and lower than this will be reported to the relevant Local Authority. Please refer to the Student Attendance Policy on the school website for further information.

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

Term Dates 2025 -2026

Autumn Term 2025

Training Days (*Staff Only*); Tuesday 2nd and Wednesday 3rd September 2025

Autumn 1; Thursday 4th September 2025 – Friday 24th October 2025*

Half Term; Monday 27th October 2025 – Friday 31st October 2025

Autumn 2; Monday 3rd November 2025 – Friday 19th December 2025*

Spring Term 2026

Training Days (*Staff Only*); Monday 5th January 2026

Spring 1; Tuesday 6th January 2026 – Friday 13th February 2026*

Half Term; Monday 16th February 2026 – Friday 20th February 2026

Spring 2; Monday 23rd February 2026 – Friday 27th March 2026*

Summer Term 2026

Training Day (*Staff Only*); Monday 13th April 2026

Summer 1; Tuesday 14th April 2026 – Friday 22nd May 2026*

Bank Holiday; Monday 4th May 2026

Half Term; Monday 25th May 2026 – Friday 29th May 2026

Training Day (*Staff Only*); Monday 1st June 2026

Summer 2; Tuesday 2nd June 2026 – Tuesday 21st July 2026*

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 child or young person 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 Principal. A Student Request for Absence form must be completed and authorised before your child or young person is absent from school. When considering this, additional Information to support this request may be asked for. Please contact reception should you need to request any absence. A copy is attached for your reference

MEDICATION

All changes to the administration of your child or young person'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.

Administration of medication is a safeguarding concern and therefore any medication should not be given to your child or young person. 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 School Uniform	Boys School Uniform
Maroon sweatshirt with school logo	Maroon sweatshirt with school logo
Pale blue blouse or polo short with school logo	Pale blue shirt or polo short with school logo
Charcoal grey skirt or trousers	Charcoal grey trousers
Black or brown shoes	Black or brown shoes

** School fleeces and coats are also available.*

Girls PE Kit	Boys PE Kit
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*

Students in the Victor Braun Sixth Form Centre may wear their own clothes suitable for the different lessons throughout the school day. A change of suitable clothing for Physical Development or Leisure lessons must be provided.

Please ensure that all clothing/belongings are clearly marked with your child or young person'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. Lunches are currently charged at £3 per day. Please contact reception or visit the school website if you would like a copy of the lunches that are on offer each 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 contain traces of these ingredients.

FREE SCHOOL MEALS

Schools receive Pupil Premium funding to raise the attainment of disadvantaged students and close the gap with their peers. Student 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 child or young person 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 child or young person may be eligible for free school meals, please contact the Finance Department 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 child or young person 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 Department 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 and more information can be found on the school website.

You will receive a log on and password specifically for your child or young person account. If for any reason you have not got these details please contact the Finance Department who will be able to provide you with all the information.

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 child or young persons for the class tutor, please use these books and diaries to do this. Please do not ask your child or young person's transport escort to pass on messages. Write messages in the book / diary or contact the school office.

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 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.
- A text message is sent to all parents/ carers via SIMS Intouch, the schools text messaging service.

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 paper 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:

- Nicky Chance, Associate Principal

Deputy Designated Safeguarding Leads:

- Natasha Johnson, Principal
- Karolina Pelikan, Head of Sixth Form
- Sarah Whelan, Education Healthcare Lead
- Netta Hill, Inclusion Coordinator
- Nicola Leonard, Transition Specialist/Preparation for Adulthood

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 child or young person 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.

If you have a concern or query about anything relating to your child in school, please see your child or young person's class teacher in the first instance by contacting the school to arrange an appointment. Please do not wait until problems arise to get in touch or to let us know how you are feeling.

An Annual Review meeting is held where parents/carers are invited into school to discuss your child or young person'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 Netta Hill, Inclusion Coordinator or sen@pieldheathschool.org.uk

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 child or young person's welfare, progress or behaviour and we hope that parents/carers will let us know of any problems or anxieties which might affect your child or young person.

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 child or young person 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.

Parents and visitors to the school are asked not to use their mobile phones when on the school site. Photographs or recordings must not be taken of students or staff including your own child. When arriving at the school parents and visitors will be informed of the rules for mobile phone use when signing in at reception.

Please contact the school if you would like a copy of the Mobile Phone Policy. (This policy is under review in relation to students bring it to school)

PHOTOGRAPHS and VIDEOS

We are very mindful of our duty of care towards all our students and whilst many parents and carers enjoy seeing photos and videos of their children's school life, we take the issue of safeguarding very seriously and this includes the use of photographic and video images.

Any photographs or videos taken by parents, carers and relatives at school productions, sports days or other events are for the enjoyment of individual families. They must not be used in any way that could potentially place a child at risk which include publishing images in any form of print or on the internet, including social networking sites. We understand that there are circumstances a parent or carer may not wish their child to be photographed or videoed in this way. If this is the case, please contact the school to discuss how this can be best achieved.

FRIENDS OF PIELD HEATH

Pield Heath will be reintroducing a active group of staff and parents who organise a number of fund-raising events throughout the year such as Christmas and Summer Fayres, raffles, Mother Day events and many more to fund school projects.

If any parents would like more information about this or to support with new ideas please contact Len Moon, Finance Manager for more details.

Thank you for taking the time to read through our Parent Information Handbook. If you have any further questions, please do not hesitate to contact the school office.



Pield Heath CARES

***C**ommitment*

***A**spiration*

***R**espect*

***E**mpowering*

***S**haring*

Living life to the full

John 10:10