

Hawthorns School



Parent Handbook

Taking you step-by-step through starting school



Amy Selwood and Nathan Cooper live in Denton with their children, Dylan, Abbey, and Emily-Grace, Abbey has Cerebral Palsy and attended Hawthorns School from the age of four.

"Hawthorns School is an outstanding place with the most amazing staff! During her time there she has developed into a very confident girl who is willing to give anything a try! I can't recommend it highly enough!"





Moira Thompson, Executive Principal, says...

It's great news that your son or daughter are starting at our wonderful school.

We need some information from you

We need some information from you, so we would like you to please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Staff will help with forms

The forms on pages 9-10 that are coloured green, will be completed with you by a member of our staff.

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 0161 3701312, and we will be happy to help!

Policies

On page 14 are details of some important policies you need to know about.

Welcome

Welcome to Hawthorns School, and I look forward to getting to know you and your child.

STEP 1: Admission Form

Hawthorns School

All information will be treated as confidential to the school - **PLEASE PRINT CLEARLY**

Child's Surname:	Forename(s):
Home Telephone No:	Preferred Forename:
Middle Name:	Date of Birth: [] [] / [] [] / [] []
Home Address:	
Post Code:	

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

Mother's Name:	Mrs [] Ms []	Father's Name:	[] Mr
Address:		Address:	
Daytime contact telephone no:		Daytime contact telephone no:	
Mother's occupation:		Father's occupation:	
Home Mobile No:		Home Mobile No:	
Email:		Email:	

Other people with parental/carer responsibility.

Name:	Mrs [] Ms [] Mr []	Name:	Mrs [] Ms [] Mr []
Relationship to pupil:		Relationship to pupil:	
Address:		Address:	

Emergency Contacts:

1 Name:	Telephone Number:
2 Name::	Telephone Number:
3 Name::	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: [] [] / [] [] / [] []

Apryl and Dennis Callaghan live in Stalybridge with Evlyn and Séamus. Evlyn joined Hawthorns School in Year 1 and Séamus joined in Reception; both children have Language and Communication difficulties. Séamus also has Autistic Spectrum Condition (ASC).

"The staff are so welcoming and friendly and have the capacity to work very closely with each child. I'm certain the small class sizes have helped both of my children in reaching social milestones. Their confidence has grown so much!"



Child's previous school or nursery			
Name of school or nursery:		Telephone Number:	
School Meals			
Are you entitled to claim free school meals for your child?			YES <input type="checkbox"/> NO <input type="checkbox"/>
Dinner Arrangements – please tick the appropriate box for school term in September 2016			
<input type="checkbox"/> Packed lunch	<input type="checkbox"/> School dinners paid	<input type="checkbox"/> Child eligible for free school meals	
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.			
Not applicable to nursery children or Key Stage 1.			
Dietary Needs			
Specific conditions which require regular medication or special treatment, e.g. dietary requirements. Please give details:			
Please list any clinics your child has attended and for what reason:			
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:			
Social Services			
Has there been, or is there currently, and Social Services involvement? If so please provide Social Worker's name and telephone number:			
Any other information you wish to share			
Signature of Mother/Guardian:			Date: <input type="text"/> / <input type="text"/> / <input type="text"/>
Signature of Father/Guardian			Date: <input type="text"/> / <input type="text"/> / <input type="text"/>

Shaheen and Mudassir Zaeem live in Droylsden with their twin sons Adeed and Aseef, ten. Adeed has delayed development and started at Hawthorns School as a non-verbal four year old.

“Adeed loves music and singing! It was wonderful that the school recognised this. It really showed how much his confidence has grown and it was good to see the school recognising his capabilities in this area and giving him something to do that he enjoys so much!...It's amazing to see how Adeed has progressed. Hawthorns School is a very good school. We are really very happy with it!”



STEP 2: Medical Details

Hawthorns School

As part of our Medical and First Aid procedures could you please complete the following form.

Child's Name:				
Does your child have a visual impairment? Please give details below:				
Does your child have any special hearing requirements? Please give details below:				
Does your child have a diagnosis of ASC? YES <input type="checkbox"/> NO <input type="checkbox"/> Date of diagnosis:				
Is your child up-to-date with vaccinations? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Does your child suffer with Eczema? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Does your child suffer with Asthma? YES <input type="checkbox"/> NO <input type="checkbox"/> Medication _____				
When?	What happens?	How often?	How long?	Trigger?
Does your child suffer with Epilepsy? YES <input type="checkbox"/> NO <input type="checkbox"/> Medication _____				
When?	What happens?	How often?	How long?	Trigger?
Does your child have any other allergies? E.g. Wasp/bee stings, nuts Please give details below:				
If yes do they have prescribed medication or course of action eg. epi pen, go to hospital etc. Please give details:				
Does your child receive or have they previously received support from an agency / service? E.g. Physiotherapy, CLASS, or BLISS etc. Please give details below:				
Can we apply plasters to your child if necessary? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Are there any other medical conditions we should be made aware of? If yes, please give details				
Does your child use a physical aid? E.g. Splints, walking frame, outside helmet. If yes, please give details				

Family Doctor
Surgery Address:
Telephone Number:

I give permission for my child to be seen by a First Aid trained member of staff and for any minor injury or infection to be treated in School. I understand that anything which is considered to be more serious will be referred to Hospital, or to my family's doctor, and that I shall be informed.
Signed:
Date: [] [] [] / [] [] [] / [] [] []

If there are changes in your child's medical condition, it is essential that you inform us immediately. Failure to do so could result in your child's health being adversely affected. This is your responsibility.

Signed:
Relationship to child:
Date: [] [] [] / [] [] [] / [] [] []

STEP 3: Parental Permission / Agreements

Hawthorns School

Step 3

Local Visits
To enhance the learning in specific areas, local visits, walks and sporting / curricula events at other schools may take place during the year. This does not apply to visits after school or where a request for a voluntary contribution is made, when a letter will be sent out as normal. These outings will be in Tameside and will be for half a day only.
Child's Name:
I give permission for my child to be taken out of school as identified above:
Signed:
Relationship to child:
Date: [] [] [] / [] [] [] / [] [] []
Toilet
I give permission for staff to change the clothes of my child if they have a 'toilet accident'. YES [] NO []
I give permission for staff to supervise and assist with personal care, in line with our intimate care policy for children who are in nappies or on toilet programs. YES [] NO []
Risk of sunburn
We recommend that children wear 24 hr suncream which should be applied before your child comes to school. However if this is not possible and you wish your child to apply sun cream to themselves please label the containers and sign the slip below. Staff will also apply cream daily if required.
A sunhat is advisable in the Summer Term. Please provide a sunhat.
I give permission for my child to apply his or her own sun cream (tubes must be labelled with their name). I also give permission for staff to apply his or her own sun cream).
Child's Name:
Signed:
Relationship to child:
Date: [] [] [] / [] [] [] / [] [] []
Handling animals
Due to allergies with animals please can you complete below to indicate whether your child can/cannot handle pets.
Child's Name:
Class:
My child can handle pets: [] My child cannot handle pets: []
Signed:



STEP 4: ParentMail

Hawthorns School

I give / do not give (please select) my permission for my email address and mobile number to be registered with ParentMail®.

PLEASE COMPLETE IN BLOCK CAPITALS

Child Details																			
First Name																			
SURNAME																			
Form / Class																			

First Name																			
SURNAME																			
Form / Class																			

Parent/Guardian Details																			
Title																			
SURNAME																			
Email Address																			
Mobile Number																			
Relationship to Child																			
Primary Contact	<input type="checkbox"/>	<input type="checkbox"/>																	

Title																			
SURNAME																			
Email Address																			
Mobile Number																			
Relationship to Child																			
Primary Contact	<input type="checkbox"/>	<input type="checkbox"/>																	

Additional Details (if required)																			
Child First Name																			
Child SURNAME																			
Form/Class																			
Additional Email Address																			

Parent's or Guardian's																			
Signed																			
																			Date: [] [] [] / [] [] [] / [] [] []

ParentMail's terms and conditions of use can be found at www.parentmail.co.uk/terms

Dear Parent

Re: Communications from the School

As you know we try very hard to keep parents regularly informed about what's going on at the school, however, sending paper letters home can be rather 'hit and miss' with letters often going astray along the way.

We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with this.

To help make improvements in these areas we have decided to use a service called ParentMail, which is used by over 5,000 schools across the UK to communicate with 4 million parents by email and text message.

ParentMail will be beneficial to you because:

- Messages will get to you reliably
- We can send messages directly to mums and dads at the same time

- You will quickly know about important or urgent messages
- We can tell you more about what's going on at the school

To use ParentMail we need to collect your email addresses and mobile numbers and we would ask you to complete the form and return it to us

Please be assured that ParentMail is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Important – When we start using ParentMail, email messages will be sent from messages@parentmail.co.uk. Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

Yours sincerely

Mrs Thompson

Hawthorns School Agreement

Childs Name:

Class:

I/we shall:

- ensure that my child goes to school regularly and on time
- inform the school by telephone when my child is absent
- make the school aware of any concerns or problems that might affect my child's work or behaviour
- support the school's policies and guidelines for behaviour
- support my child in homework and other opportunities for home-learning
- attend parents' evenings and discussions about my child's progress
- get to know about my child's life at the school

Signed

(Parent)

TEACHERS

All adults in the school will:

- care for your child's safety and happiness
- ensure that your child achieves his or her full potential as a valued member of the school community
- provide a balanced curriculum and meet the individual needs of your child
- achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility
- keep you informed about general school matters and about your child's progress in particular
- address any concerns that you may have about your child's progress or well-being
- be open and welcoming at all times and offer opportunities for you to become involved in the daily life of the school

Signed

Executive Principal



STEP 6: New Pupil Information Sheet

Hawthorns School

Do not complete this section. A member of staff will complete it with you.**Name of pupil:****Communication e.g. speech and language:**PECS ☐ Signing ☐**Social and Emotional Health:**

Social strategies:

Physical coordination:**Dressing skills and toileting:****Food and eating:****Behaviour:****Birth history:****Family information:****Any other information:**

STEP 6: Photograph and Media permission

Hawthorns School

Name of parent or guardian:	
Address:	Name of child:
	Post Code:
Contact telephone number:	Date of Birth: [] [] / [] [] / [] []

Occasionally, we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website. This also includes our blogs and social media such as Facebook and Twitter. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use. Your child may participate in curriculum work that involves recording images or video. Also CCTV is in operation in certain school grounds for crime prevention and public safety.

From time to time, our school may be visited by the media, who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may subsequently appear in local or national newspapers, or on television.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown and return the completed form to school.

May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes?	Yes: [] No: []
May we combine your child's name with their image in school publications such as the Newsletter?	Yes: [] No: []
May we record your child's image on webcam?	Yes: [] No: []
Are you happy for your child to appear in the media. For example Local Newspaper or other Websites for competitions?	Yes: [] No: []
May we use your child's image on our website? This also includes our blogs and social media such as Facebook and Twitter. Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. The also includes our Blogs.	Yes: [] No: []
May Tameside Council use your child's image on their website?	Yes: [] No: []
Are you happy for your child's image to be used by Tameside Council for use in their publications?	Yes: [] No: []

Parent/guardian's signature:	Date: [] [] / [] [] / [] []
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Karen lives in Ashton-under-Lyne with her daughter, Sophie and her twin sons, Jack and Frank. Jack and Frank who attended Hawthorns School from the age of four.

"The staff have always considered them as individuals with individual needs. They've done their absolute best to address these. The school has helped with a referral to an outside agency for specialist behavioural therapy to support Jack with his emotional needs. In the interim they're offering counselling sessions within school. I always feel the school has the best interests of both children at heart."



Key information

What are our school times?

8:50am: children arrive with their parents or carers, or by mini bus taxi, and play in the playground until the school day begins.

9am: music is played in the playground and children line up ready to go into class for registration, and begin lessons.

3pm: music is played at the end of the school day.

Friday Assembly: on Friday afternoons at 2:15pm, all the children enjoy going into the hall for assembly. Sometimes this assembly can be a 'class assembly', where one class will share with the rest of the school what they have been learning in class. If it is your child's class, you will be invited to the assembly.

Uniform

Hawthorns School has a school uniform, which we expect all pupils to wear. We feel this promotes a feeling of belonging and increases self-confidence. Sweatshirts and cardigans can be purchased from the school office. Payment can be made by cash or cheque (made payable to Hawthorns School).

Girls wear:

- white shirt
 - green sweatshirt or cardigan
 - grey or black skirt or trousers or dress.
- In summer girls can wear a green and white dress.

Boys wear:

- white shirt
- green sweatshirt
- grey or black trousers.

School bags

School bags displaying the school logo are available from the school office.

- Book Bags
- PE Bags

PE

All children have PE every week and older children also have a games session with a Tameside Coach. Your child will require:

- black shorts
- white t-shirt
- pumps in a pump bag.

No jewellery is allowed in PE lessons.

Swimming

Some classes go swimming through the year. You will be notified before the sessions take place. Your child will require:

- a swimming costume
- towel
- a swim nappy if appropriate.

Adventure Days

As part of our school curriculum we have at least one Adventure Day for each class each term. A letter before each outing will inform you of the travel arrangements, which is usually by our school minibus, and the staff involved. School provides cagoules and leggings. Your child will require:

- suitable clothes
- good walking shoes.

Food in school

Dinner

Healthy school dinners are provided, with a vegetarian option. All children in Foundation and Years 1-2 can have free schools meals.

Applying for free school meals

From Year 3 upwards, families receiving income support, job seekers allowance, or child tax credits are eligible to apply for free school meals. This also applies to asylum seekers and refugees. For more information contact the school office.

Milk

All children can have a small carton of milk every day. Milk should be paid for using the Cool Milk scheme. Class will send a note home to inform you of how much is due and when it's due to be paid.

Snack

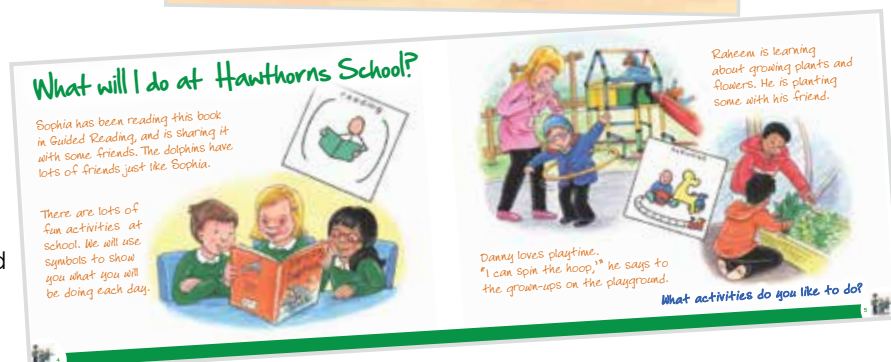
Children are provided with a choice of healthy snacks each day to eat mid-morning. On Fridays, snack can be purchased from the Tuck shop. Children are asked to bring £1.00 in per week to cover snack and 50p for tuck.

Cookery

All children learn cookery skills through weekly sessions in the cookery room. A fee for this is payable to school at the beginning of each half term.

'Settling in' to school

An illustrated 'Starting School Storybook' will be given to you before your child starts school, for you to read to your child. It will help ease any concerns they may have, and help settle them in to school.



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!

After School Sports Clubs

Sports Club

Every Wednesday there is a PE based After School Club from 3.15 - 4.15pm. This club is open to children in Willow, Chestnut and Sycamore classes.

The club allows children from Key Stage 2 to mix socially, to develop physical skills, to keep fit and have fun. Each session starts with a short warm up activity and then children play a variety of team games. Children must be collected from school at 4.15pm.

Fun and Games Club

Every Tuesday after school from 3.15 - 4.15pm there is a fun, games based club, run by school staff which is open by invitation, to children in Ash, Rowan, Oak and Beech Class. Children must be collected from school at 4.15pm.

Both Sports Club and Fun and Games Club cost £1 per session.

Absence

If for any reason your child is absent from school, then a phone message to the school is necessary. If your child travels by taxi, you must also contact the LA to both cancel and then restart the taxi after the absence.

We are required to indicate all authorised and unauthorised absence and send statistics to the Department for Education. Family holidays should be taken in the school holidays.



Child protection

Schools have an important part to play in the detection and prevention of child abuse. Parents/ carers should be aware that the school will take responsible action to ensure the safety and well-being of all pupils. This procedure is intended to protect children at risk and schools are encouraged, where there are grounds for concern, to report the matter to the child protection team at the Social Services Department immediately.

Please note that the matter may not be discussed with you first; instead you would be contacted by a member of the child protection team from the Social Services.

Our Executive Principal and Headteacher is the 'named person' responsible for child protection issues.

Snow Plan Procedure

In the event of an unavoidable school closure, all parents will be notified in the first instance by a parentmail text. Please also check the school website for regular updates and if it is bad weather conditions the local radio stations will give regular updates regarding the school closures.

The local radio stations are Key 103, Tameside Radio. You can also check Tameside Metropolitan Borough Council for updates during unavoidable school closures. You can also find updates on our website.

Charging policy

There is no charge for any day time activity within school as this is, quite clearly, a part of the School's curriculum and falls within the Governor's charging policy. However, for school outings within the day there may be a small contribution requested.

Class outings

There are many class outings throughout the year, including Theatres, Museums, Concerts at the Bridgewater Hall and visits to support themed learning. Class staff will inform you by letter a few days before each visit.

Your child may require a reply slip, signed by you, giving permission for the outing.

Complaints

If you are unhappy or unsure about any part of your child's school life, please contact your child's teacher or a member of the class team, straight away. Most matters can be dealt with at an early stage.

If the situation continues, then you should contact either Mrs Lochhead (Headteacher) or Mrs Thompson (Executive Principal). We undertake to ring back no later than the next school day.

Frequently Asked Questions

Working with parents

Parents can communicate with school via telephone, e mail, home/school book, face-to-face meeting.

At the initial meetings and transition visits, we aim to find out as much information about your child as possible.

We complete detailed admission documentation with parents, to understand a child's needs, their family, routines, development, previous school information, health needs etc.

Parents can contact class to arrange a time to meet if they have any concerns. We have an open-door policy, and staff will always seek to respond to a parents' requests to meet, or for support, on the same day.

- Other professionals working with each child will also contact parents as necessary.
- We have regular coffee mornings, special events, special assemblies and parent workshops.
- We have a school website that contains school information and regular blogs. Twitter accounts are also active for school and class.
- We use a Parent Mail texting service for informing parents about school matters.
- A Family Liaison Officer is in post to support home school links.
- During the year, we hold three formal parent meetings with class staff to review progress, but Parents can contact school at any time to arrange a discussion or meeting about their child's progress.



We thought you would like to know about our Quiet Place

What is A Quiet Place?

A Quiet Place offers a personal development programme to support everybody at Hawthorns School.

Who is it for?

Young people...Join in and enjoy the activities offered in the programme.

Families, parents and carers...Are also invited to take part in some aspects of the programme.

Staff members....Are offered massage relaxation and stress management.

Is it confidential?

Yes.

What does A Quiet Place have?

A beautifully decorated environment....

- State of the art computer technology with games to show you how to use breathing techniques that will calm you and help you feel good.
- A wide range of massage equipment and oils to help you enjoy a hand, head or foot massage with our Body Worker.
- There are activity programmes with the Facilitators that may include art, music, drama, story telling and relaxation.



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 Hawthorns, we believe policies are vitally important, and help us to create standards of quality for learning, care 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.hawthornsschool.org. The policies can be found by clicking on the 'statutory information' tab along the top, and then click on 'school policies'.

Step 1



Step 2... policies page



When you and your child begin your time here at Hawthorn School, we will ask you to write your hopes and dreams on a paper leaf. We will place this leaf on our 'Hopes and Dreams Tree'. When your child leaves our school, your child's photo is placed on a butterfly, next to the leaf.

During your child's time at Hawthorns we encourage and support them to grow into confident butterflies ready to spread their wings.



Key policies

Some of our key policies are:

- Special Educational Needs and Disability Policy
- Charging Policy
- Anti-bullying/Behaviour Policy
- Safeguarding Policy
- Pupil Premium Policy



Michelle and Anthony McDonagh's daughter, Chloe. Chloe lives in Denton with Michelle and has Autistic Spectrum Condition (ASC). She attended Hawthorns School from Reception

"I was asked to write on a paper leaf my priorities for Chloe. The leaf was added to an illustrated tree in the school and will stay there for good so we can then see how she's progressed. I wrote that I wanted Chloe to be happy and to be able to communicate. I think the school has put in place some excellent support to ensure Chloe is happy!"



