



**Shaw  
Education  
Trust**

## **School Information Booklet**

Ivy House School we believe that it is imperative that everyone within our community is:

“working together to inspire, nurture and empower”

This vision captures the importance of the multidisciplinary approach from all stakeholders including families, education, social care and health professionals to ensure that we create an offer for our learners' that is aspirational (**Inspire**), offers holistic and personal development, removing barriers to learning (**Nurture**) and enables students to be as independent as possible so that they are well prepared for life after school, into adulthood and ensuring that no dream is out of reach (**Empower**).

Our learners are at the heart of everything we do.

We have a highly motivated, professional team of staff who work collaboratively with parents, carers and other professionals to ensure that all aspects of our offer meet the needs of each of our pupils.

You can find out more about Ivy House School or the [Shaw Education Trust](#), by visiting our website on [www.ivyhouse.derby.sch.uk](http://www.ivyhouse.derby.sch.uk) or call us on: 01332 777920

## Welcome to Ivy House School

We are very pleased to welcome you to Ivy House School. We are looking forward to you starting.

Please complete the attached induction pack prior to your child's start date. It is extremely important that we have as much information as possible from you before your child starts at Ivy House School. The more information we have about your child the easier we can meet their needs and settle them in to a routine with us. You will receive another pack from the NHS nursing team who are based in school and require their own information.

## **Our school day**

Schools starts at 9:20am and the school day ends at 3:40pm.

### **Here is a list of items that you will need to send in: (please clearly name ALL items)**

- Nappies (you can either send in a pack at a time or a couple of nappies daily. Whenever we have run out we will send message home. We do not keep a huge quantity of spare nappies in school)
- Wet wipes (alcohol and fragrance free)
- Cream (if needed)
- Snack for break time if appropriate.
- Cup / beaker / or special drinking bottle.
- Swimming costume and towel.
- Any equipment we will need in school such as wheelchairs, walking frames etc.
- Any medical equipment we will need in school for feeds.
- A school bag for reading books, home school communication books and letters home.
- A spare change of clothes

## **Dress Code**

We ask that children attend school in loose comfortable clothing such as joggers, leggings, t-shirts, jumpers or cardigans. Clothes may become dirty during messy play activities so we ask that children don't wear expensive clothes.

Coats and jackets are needed daily for outdoor play.

## **Lunches and Snacks**

We provide high-quality meals which are prepared each day by our onsite team. We use fresh, local produce and provide a balanced, nutritious diet in line with government policy.

Lunches can be purchased through 'ParentPay'. Please speak to the staff in reception to request the login information.

Lunches are free for pupils in Reception, Year 1 and Year 2.

Pupils in Year 3 to Year 14 lunches cost £2.20.

Universal free school meals are provided for pupils in Reception, Year 1 and Year 2. However, if you feel your child fits the criteria for FSM (Free School Meals) we ask that you still apply so they can benefit from a pupil premium grant.

If you think you may be eligible for Free School Meals (FSM), please complete the FSM form inside this pack.

Pupils in Reception, Year 1 and Year 2 are provided with milk and fruit free of charge. If your child is in Year 3 onwards and you would like your child to have a drink other than water at snack times, please send these into school daily.

### **Diary Dates**

An up to date list of term dates is available on our school website [www.ivyhouse.derby.sch.uk/calendar](http://www.ivyhouse.derby.sch.uk/calendar). Here you will find school holidays, bank holidays and INSET Days. We will also list any upcoming events that you may like to attend such as parent coffee mornings, end of term celebrations and awards ceremonies.

### **Newsletters**

Whole school Family Update Newsletters are sent home fortnightly which provide an insight into what the pupils have learnt during the week fun experiences and things we have planned for the coming weeks. Each class will also send home half termly newsletters which provide more detail about what is happening in your child's class.

Class newsletters are sent half-termly to inform parent and carers of topic overviews and important updates.

### **Appointments**

You are always welcome to visit school or meet with a member of the class team or the senior leadership team. Please ring to make an appointment to ensure that the member of staff is available to see you. If you wish to speak to a member of staff then they will phone back during the day.

## Learning Opportunities

Ivy House School offers a curriculum which is broad in that it covers all aspects of development and balanced in that it weighs up the specific input that it is needed for each learner. Most importantly it is meaningful to each young person and their family.

We recognise each young person is unique and have the added complexities, of physical, sensory and medical difficulties. The multiplicity of these means that each and every learner has their own individual set of barriers to learning. Learners with PMLD and SLD learn fundamentally differently from neuro-typical conventionally developing learners, and as such we are required to teach them differently and teach them different things (Imray & Hinchcliffe, 2014).

Students require a high level of adult support, both for their learning needs and also for their personal care. They are likely to need sensory stimulation and a curriculum broken down into very small steps. We have therefore developed our curriculum offer to ensure that each learner receives their own bespoke curriculum, built specifically for them based on their skills and desired outcomes whilst ensuring it is broad, balanced and aspirational so that barriers are removed. It is our aim to ensure that every student leaves us with an appropriate level of control over the world around them and therefore, there is a focus on functional skills and knowledge as well as promoting our students to be as independent as possible.

## Medication

- All medication must have clear pharmaceutical labelling, to include; name, **correct** dose and times to be given. Unless it is a fluctuating dose, and we have written confirmation from the prescriber, labelling which states 'As required' is not acceptable. Medication must also be within the date of expiry. If it does not meet this criteria, school will be unable to administer medication. Parents should also be aware that some medication has a short shelf life once opened. In these instances, some pharmacists will dispense medication into smaller bottles if you ask, to avoid wastage.
- Parents should provide us with a supply of their child's medication to administer at school. Failure to send in the medication may result in them being sent home if there are inadequate supplies to administer.
- Medication must be handed to the taxi driver or escort to hand over to school. It should **not** be placed in school or sleepover bags where it may be accessed by another child and cause a hazard.
- Where changes occur, either in the medication, the strength or dose, notification **must** be given in writing from the prescribing GP or

Consultant. If this is not possible straight away due to a delay in the prescriber providing written confirmation, a copy of the new prescription may be sufficient in the interim. We **cannot** make changes without confirmation from the prescriber, so it is always worth asking for it at the time of your appointment.

- Paracetamol will only be administered if it is prescribed for your child or if we have a letter from the GP to say that it may be given.
- Minor injuries will be attended to by staff who are trained in the administration of First Aid.
- If for any reason Staff feel that the pupil is not well enough to stay at school, a parent or nominated responsible adult will be expected to collect him / her and take them home or to hospital as required.
- Pupil will be expected to be kept off school for 48 hours following the last bout of sickness or diarrhoea. If a child is sick for other reasons such as reflux, rather than a bug, this does not apply.
- Only medication that are to be administered more than 3x daily will be given in school unless specific times are recommended by consultant / GP

## **Absence**

Morning of absence from school please call:

01332 777920 Parents can inform the school of their child's absence by telephone, there is an answerphone service which is open 24hr.

Parents are expected to call each day unless the child is suffering from long term illness.

Please inform your transport provider before your child's collection time. Please do not ask transport to pass on absent messages to school.

## **Lateness and punctuality**

School begins at 9.20 am Monday to Friday. Pupils that arrive after 9.35am will be considered as late unless there is a specific school transport issue.

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

## **What will happen if absence is not reported**

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Parents will receive a telephone call on the first day of absence, and follow up welfare calls following continued absence.

If the school is unable to contact a parent or carer via the telephone by day three home visits may be completed to ascertain the reason for absence.

If the school is unable to contact parents or carers joint enquires will be made in partnership with the Education Welfare Officer (EWO) including contacting health, school admissions and children services.

## **Safeguarding**

At Ivy House School we are committed to safeguarding and promoting the welfare of the children, young people and vulnerable adults in our care.

### **The Designated Safeguarding Lead is:**



Claire Porter

### **The Designated Safeguarding Deputies are:**



George Turner



Ian Armstrong

## **Safeguarding and promoting the welfare of children is defined as:**

- protecting children from maltreatment;
- preventing impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

## **What are schools expected to do?**

Schools must comply with the current safeguarding guidance from the Department for Education, called Keeping Children Safe in Education. This means, for example:

- Having a designated safeguarding lead (DSL), who is trained to support staff, contribute to
- assessing children and liaise with other agencies
- Having a child protection policy, and procedures covering specific safeguarding issues
- Ensuring that adults working in the school are safe to work with children, by carrying out background checks (through the Disclosure and Barring Service) and having someone on interview panels who is trained in 'safer recruitment'
- Ensuring that all staff receive safeguarding and child protection training, and that this is regularly updated

## **Personal Care**

Parents must provide all nappies, wipes and creams required for personal care. We also recommend sending in a change of clothes

## **Transport**

Please contact your transport provider as soon as your start date is confirmed. An immediate change may not be possible for them to arrange. School cannot manage transport or guarantee your transport provider will be able to support the new session times.

Please see links below:



[Derbyshire Home School Transport](#)

[Derby City Home School Transport](#)

If support is needed to complete application contact school.