



Shaw  
Education  
Trust



# School Information Booklet

[www.ivyhouseschool.org.uk](http://www.ivyhouseschool.org.uk)



## Welcome to Ivy House School

At 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.

As you have possibly already visited our wonderful school, you will be aware, we are very excited about starting your child's journey with us.

Please complete the 'My Permissions Booklet' and 'My Information Booklet' 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 into a routine with us. You will receive another pack from the NurtureCare nursing team who are based in school and require their own information.

You can find out more about Ivy House School or the [Shaw Education Trust](http://www.shaweducationtrust.org.uk), by visiting our website on <http://www.ivyhouseschool.org.uk/> or call us on: 01332 777920

## **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/pads (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 times if appropriate (The Government provide fruit for children aged 4-6)
- Sports bottle / cup / beaker / or special drinking bottle
- Swimming costume, two towels and toiletries
- Any equipment we will need in school such as wheelchairs, walking frames etc.
- Any medical equipment we will need in school for feeds or suctioning
- A school bag for reading books, home school communication books and letters home
- A spare change of clothes

## **Uniform / Dress Code Information**

Students at Ivy House School are encouraged to wear a school uniform. However we do not enforce the wearing of school uniform.

You can purchase the school uniform from our designated supplier. The uniform includes polo shirts in white, red, and bottle green, as well as bottle green sweatshirts and cardigans. For comfort, your child may wear black or grey leggings or jogging bottoms if traditional school trousers are not suitable. Additionally, a green school dress is available for purchase for the summer months.

To buy the uniform, please visit the My Clothing website at:

[www.myclothing.com/collections/ivy-house-school-pupil-28734](http://www.myclothing.com/collections/ivy-house-school-pupil-28734) ([www.myclothing.com/collections/ivy-house-school-pupil-28734](http://www.myclothing.com/collections/ivy-house-school-pupil-28734))

We recommend that children attend school in loose, comfortable clothing, suitable for active play. Please be aware that clothes may become soiled during activities that involve mess. Coats and jackets should be worn daily for outdoor activities.

## **Lunch Options**

Our school provides high-quality meals prepared daily by CaterLink, our on-site catering team. We prioritise fresh, local produce to ensure a balanced and nutritious diet in accordance with government guidelines.

### **Purchasing Lunches:**

For students in Reception, Year 1 and Year 2, lunches are provided free of charge as part of the Universal Free School Meals program.

Students in Year 3 to Year 14 can purchase lunches for £2.60 each day through ArborPay. For login details or assistance, please visit the reception. The cost of lunches is £2.60 for the academic year 2024-2025, this may increase for the academic year 2025-2026.

### **Home-Prepared Meals:**

You are welcome to send your child with a home-prepared meal. To ensure food safety we require you to send meals intended to be served warm in a vacuum flask, like a Thermos, to maintain temperature without the need for reheating at school. We will be unable to heat any food items sent from home.

### **Allergen Awareness:**

As an allergen-aware school, we request that no food containing nuts be sent to school. This helps ensure a safe environment for all students, especially those with food allergies.

### **Free School Meals (FSM):**

If your child is eligible for Free School Meals, please complete the FSM application form located in the 'My Permissions Booklet'. Although meals are free for younger students, applying for FSM can qualify your child for additional benefits through the pupil premium grant.

## **Snacks**

Students in Reception, Year 1 and Year 2 receive free milk and fruit during snack times from the Government. For children in Year 3 and above who prefer a drink other than water, please provide the desired drink each day.

If your child does not wish to have the provided fruit or has dietary restrictions, you are welcome to send an alternative snack with them. Alternatively, you can opt to contribute £1 per week through ArborPay. This contribution will allow your child's class to purchase snacks on their behalf.

## **Diary Dates and Term Dates**

An up-to-date list of term dates is available on our school website. 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.

## Family Update Newsletters & Class Newsletters

Whole-School Family Update Newsletters are sent via text message every fortnight. These updates provide an insight into what pupils have been learning, share highlights of recent activities, and offer a preview of upcoming events.

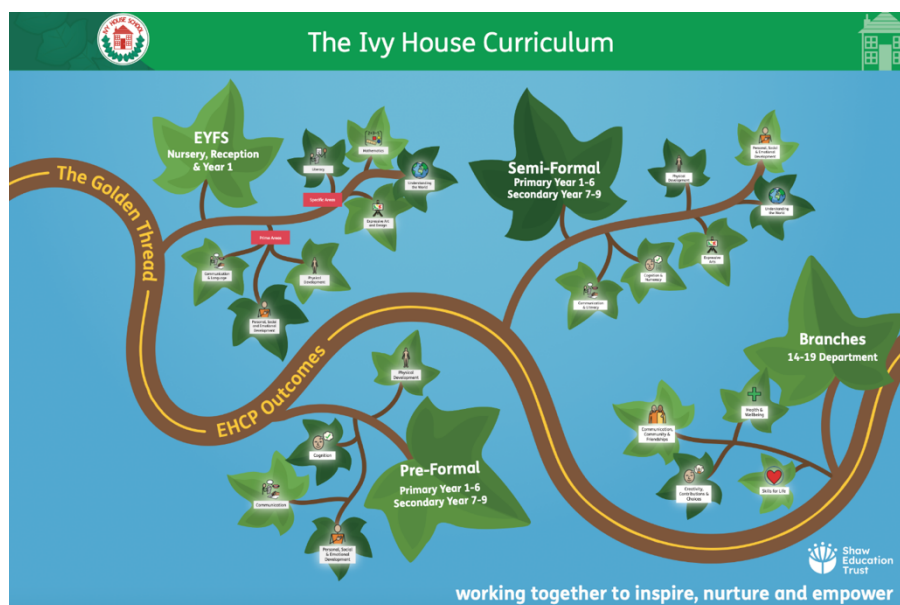
Class Newsletters are published half-termly and include topic overviews and key updates for parents and carers. These are available on the school website.

## 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.

## Curriculum

You can find extensive information about our curriculum offer on our website. Our learners are at the heart of everything we do. 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.



## Assessment

In order to gain as broad a picture of the way our pupils learn as possible, we use **Evidence for Learning** to collect and collate clear information about individual pupils. Staff must be certain that the pupils are credited for what they can do by themselves and not what we interpret as being their true

intent. For many of our pupils, their progress will not be able to be charted in a linear way but, they will show their developments in a more lateral sense and may show breadth and depth of learning. Once evidence is collected, it is mapped against a range of criteria, including:

- The Engagement Model
- Rainbow Profile
- Education, Health and Care Plan (EHCP) targets
- Personal Learning Goals (PLG)
- Recognising and Recording Progress and Achievement -RARPA (*14-19 department only*)
- Mapping and Assessing Personal Progress – MAPP (*14-19 department only*)

### **Evidence for Learning (EFL)**

Evidence for Learning is a cloud based online learning journal application that Ivy House School uses to capture photos, videos and observational comments about students' attainment and progress.

The 'Family App' allows parents\carers access to their child's online journal so they can share all the wonderful learning experiences they have taken part in during the school day with their family and friends. Through the app, families can also upload their own photos, videos and comments from home so that we can find out what each student has been doing at home. This is a great way for us to communicate with each other and share all the amazing things our children and young people enjoy doing.

If you would like more information or support please visit our EFL page on our website or contact Hannah Birks for more information.

### **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 passenger assistant to hand over to the school health professional if on transport. It should **not**

be placed in school bags where it may be accessed by another child and cause a hazard. Please hand it to the nurse at the front of school when dropping off.

- 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.
- 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 them and take them home or to hospital as required.
- Student's 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 medications that are to be administered more than 3x daily will be given in school unless specific times are recommended by consultant / GP.

## **Reporting Child Absence**

If your child is unable to attend school due to illness, please inform us by calling the office on 01332 777920 **by 9:00am** on their first day of absence. This number is accessible 24 hours a day and includes an answering service.

It is important to call daily to report your child's absence unless they are experiencing a long-term illness. In such cases, please communicate the details to us initially, and we will discuss how to manage subsequent updates.

Additionally, if your child uses school transportation, kindly notify your transport provider directly before the scheduled pickup time. Please do not use the transportation service to relay messages about your child's absence to the school.

## **Unreported Absences: School Procedures**

Should an absence go unreported, the school will initiate a follow-up to determine the reason for the absence, ensure necessary safeguarding actions are taken, and confirm the attendance status and appropriate code for recording.

On the first day of an unreported absence, parents will receive a text message prompting them to contact the school. If we do not hear from parents/carers, we will telephone you.

If contact has still not been established, the school may conduct a home visit to further investigate the reason for the absence.

School will collaborate with the Deby City Education Welfare Officer (EWO). This collaboration may involve reaching out to healthcare providers, school admissions, and children's services to ensure the student's safety and compliance with educational requirements.

### **Lateness and punctuality**

School begins at 9:20am 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.

### **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.

### **Designated Safeguarding Leads (DSL) & Link Academy Councillor**

			
<b>George Turner</b>	<b>Hannah Birks</b>	<b>Tara Gaskin</b>	<b>Peter Cade</b>
Designated Safeguarding Lead (Headteacher)	Deputy Designated Safeguarding Lead (Deputy Headteacher)	Deputy Designated Safeguarding Lead (Pastoral & Behaviour Lead)	Safeguarding Councillor (Chair of Academy Council)

### **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/pads, wipes and creams required for personal care. We also ask for a change of clothes.

## **Transport**

School transport is provided by Local Authorities. 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](#)

[Staffordshire Home School Transport](#)

[Nottingham Home School Transport](#)

If support is needed to complete application please contact school.

## Friends of Ivy House

The Friends of Ivy House is a dedicated Parent, Carer, Teacher/TA Association (PCTA) committed to raising essential funds to support Ivy House School, with a shared vision of enhancing the lives of its students. At the heart of this initiative is the belief that every student deserves enriching experiences that contribute to their holistic development.

You can follow the Friends of Ivy House on social media on Facebook, Instagram and LinkedIn.



## Key Contacts



**George Turner**  
Headteacher



**Hanah Birks**  
Deputy Headteacher



**Bali Kaur**  
Primary Department Assistant Headteacher



**Amanda Shipley**  
Secondary Department Assistant Headteacher



**Tara Gaskin**  
Pastoral & Behaviour Lead



**Steph Hickling**  
Office Manager