

General Information

Academic Year 2020-2021



PAYMENTS TO SCHOOL

Over the course of an academic year there will be many occasions when you are required to make payments to school; for example, school dinners, voluntary contributions to School Fund, After School Clubs, day trips and food technology. The school's main method for accepting such monies is ParentPay. School will establish you with your own secure online account, activated by using a unique username and password which will be sent home at the beginning of the school year. If you have more than one child at our school, or children at any other ParentPay schools, you can create a single account login for all.

Using PayPoint

Parents/Carers who need to continue making payments by cash are advised that these payments can be made by using the PayPoint network at local convenience stores. If you require this facility or would like further information, please visit the website www.parentpay.com or contact the main school office where the team will support you with your enquiry.

Cash and Cheques

In exceptional circumstances, *and by prior arrangement only*, cash or cheques may be accepted in an envelope (please ensure this clearly states your child's name and reason for payment). If this is the case, the monies must be handed into the school office in person for a receipt to be issued.

Please note: Money should not be sent in to school with pupils, or in a school bag, as school cannot accept responsibility for its security in such instances.

CHARGING FOR SCHOOL ACTIVITIES

Please refer to the school charging policy which is available on the school website.

ANNUAL REVIEWS

The SEND Code of Practice: 0 to 25 years Statutory guidance for organisations who work with and support children and young people who have special educational needs or disabilities (January 2015) states in relation to the annual review of an EHCP that:

9.168 'Reviews must be undertaken in partnership with the child and their parent/carer or the young person, and must take account of their views, wishes and feelings'.

In addition 9.166 states that **'They must be reviewed by the local authority as a minimum every 12 months'**.

Therefore parents/carers are reminded that in order to actively monitor their child/children's and young person's progress towards outcomes detailed in their EHCP, they must attend an annual review meeting in school each academic year. At the start of each academic year, parent/carers will be sent a date and time to invite them to an annual review. Whilst every effort is made to rearrange these appointments unless unforeseen circumstances arise, it is expected that parents/carers will attend the review meeting.

SCHOOL MEALS

School meals are freshly prepared each day in the school kitchen by qualified staff. Healthy snacks are placed on the table for the children to eat whilst waiting for their meal to be served and these may include sweet peppers, celery, carrot and bread sticks. The meal itself consists of a main course and a dessert (with vegetarian option). As an alternative to a school meal, your child is welcome to bring a packed lunch into school to be eaten in the hall with the rest of the children. As we have several pupils in school who suffer from a severe nut allergy please can we take this opportunity to remind everyone that our school has a 'no nuts policy'. If your child has a nut allergy please inform the school and their teacher as soon as possible so that we can ensure your child does not come into contact with any triggers. Termly menus are available on our school web-site.

Cost

The current cost of school meals is listed below, although this pricing structure is reviewed annually in September and charges may be revised accordingly:

- **£11.00 per week** (£2.20 per day) for **Primary pupils**.
- **£12.00 per week** (£2.40 per day) for **Secondary & FE pupils**

Please follow the link to Lancashire County Council web-site where you can register on line <https://www.lancashire.gov.uk/children-education-families/schools/free-school-meals>. Or you can contact the Area Education Office to obtain further guidance (01254 220747).

Free School Meals – Reception, Year 1 and Year 2

Children in Reception, Year 1 and Year 2 receive free school meals. Parents and Carers of pupils in these year groups therefore need to do nothing further in regards to this.

Free School Meals – Primary (year 3 onwards) & Secondary

Families who receive certain benefits may be eligible for free school meals. Your child is eligible if you are in receipt of one of the following benefits.

- Universal Credit with a household income of less than £7,400 a year (after tax and not including any benefits you get)
- Income-Based Jobseekers' Allowance
- Income-Related Employment and Support Allowance
- Child Tax Credit, **not** entitled to Working Tax Credit and household income less than £16,190
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Income Support
- Working Tax Credit 'run on' – the payment you receive for a further four weeks after you finish work

If your child is currently eligible for free school meals, that eligibility will be protected until Universal Credit is introduced (expected March 2022) even if your circumstances change. If your child is still in education on this date, they will be eligible until they finish the phase of schooling (primary or secondary) they are in.

- If you have a younger child starting school in September and you are no longer eligible, they will not be protected because this would be a new claim.

Pupil Premium – Primary & Secondary Departments

Pupil Premium grant provides extra funding to raise the achievement of some pupils. It is worth over £1000 per pupil for the school and can also be claimed for pupils who were previously looked after. Information regarding Pupil Premium and how we use it in school to fund valuable support such as extra tuition or after school activities is available on the school web-site

Free School Meals – FE Department

(A new claim for Free School Meals has to be made when pupils attend the FE Department).

Some young people over 16 can receive free school meals if they claim a benefit in their own right.

Qualifying benefits include:

- Income Support
- Income-based Jobseeker's Allowance
- Employment and Support Allowance

Pupils/Parents are asked to contact the Area Education Office (01254 220747) to obtain further guidance and to claim free meals.

Important Note:

Parents and Carers should be assured that a pupil's eligibility status remains entirely confidential and is not identifiable to any other members of our school community. Please be aware that unfortunately the school is not permitted to grant free school meals on a discretionary basis.

SCHOOL MILK

Provision for school milk is continuing for all pupils up to the age of 16yrs. Pupils and students will be offered a glass of milk free of charge each day

- Primary Pupils will be offered milk at morning break time.
- Secondary pupils will be offered milk at lunch time.

MAGIC BREAKFAST

Tor View will be continuing with the Magic Breakfast provision, where pupils and students can have breakfast when they arrive in school, options of a bagel with a choice of spreads and fruit juice, or a bowl of cereal are available – **free of charge for Pupil Premium pupils**. Breakfast is served from 8:45 until 9:10 in the school hall. School will send out a letter to parents/carers with details of the charges and a return slip to complete. **Payments should be made via ParentPay.**

HEALTHY SCHOOL

It is school policy not to allow 'unhealthy' snacks at break-time and we respectfully ask you not to send snacks such as biscuits and crisps into school. Fresh fruit is offered to all our children at morning break, we also endeavour to offer a healthy alternative to pupils who do not like fruit. Parents are asked to contribute to this scheme via the School Fund (see below).

LUNCHTIME CLUBS

We offer a range of lunchtime clubs, which all students are encouraged to join.

School Fund – Primary and Secondary Department

Parents and Carers are encouraged to make a voluntary donation of **£1.00** a week per student via ParentPay towards the School Fund; this contribution predominantly helps to provide drinks and healthy snacks for the pupils and additional activities during the day. This payment should be separate from dinner money.

School Fund – Intensive Support Centre (ISC)

There is a voluntary contribution of **£3.00** each week for the students in the ISC. This helps to fund refreshments both in and out of school, in addition to any leisure facilities as appropriate. Contributions should be sent in cash into school.

School Fund – Further Education Department (FE)

A separate letter is sent to all FE students regarding the School Fund. Contributions should be sent in cash into school.

SCHOOL UNIFORM (Jumpers & Cardigans)

School uniform is compulsory for all pupils in the Primary and Secondary Departments and is available from the stockists below.

1. Abbey Street Shopping Centre T/A Vij Brothers, 2-4 Abbey Street, Accrington,

Tel no: 01254 382076

Sweatshirt prices:

2/3 & 3/4 £8.99

5/6 & 7/8 £9.99

9/10 to 13 £10.99

Small to XL £12.99

XXL £14.99

Cardigan prices:

2/3 & 3/4 £10.99

5/6 to 11/12 £11.99

13 £12.99

Small & Medium £14.99

2. Ann's Childrenswear 5a Union Street, Bacup Tel no: 01706 875127

Sweatshirt prices:

3-4 & 5-6 £10.50

7-13 £10.99

Small to XXL (Adult) £14.99

Cardigan prices:

3-4 & 5-6 £11.99

7-13 £11.99

Small to XXL (Adult) £14.99

Polo Shirt: 3-4/7-13 years £6.99, S-XXL (Adult) £9.99

3. Myclothing.com (previously Tesco)

Please visit www.myclothing.com

Search: Tor View School

Choose the jumper and size you wish to order

Prices for Sweatshirt/Cardigan:

2-12 £9.50, 12-16 £10.00, XS-XXXL £12.00 (Jumper only)

Please note: There is a £3.00 delivery charge per online order with MyClothing.com

We do not place any restrictions on where parents choose to purchase the remainder of the school uniform and would advise families that the uniform is currently on sale in local supermarkets as well as the retailers mentioned above, all at very affordable prices.

Please ensure that all of your child's belongings are clearly labelled.

There is a separate policy on our website regarding the school's expectations in relation to clothing, hair colour, make up, earrings etc.

<http://torview.org/about-us/policies>

Girls' Uniform:

- White blouse or polo shirt
- Navy or grey trousers or skirt
- School jumper/cardigan with logo
- Sensible shoes – no trainers

Please note it is not appropriate for Secondary aged pupils to wear gingham style dresses.

Boys' Uniform:

- White school shirt or polo shirt
- Grey trousers
- School jumper/cardigan with logo
- Sensible shoes – no trainers

PE Kit - Primary

- Plain light blue polo shirt
- Navy shorts
- Black pumps

Compulsory PE kit for Key Stage 3 & 4

- Plain light blue polo shirt
- Navy shorts with the Tor View logo
- Trainers – for PE only not to be worn as school shoes
- Tracksuit bottoms and zip up jacket both with Tor View logo

Swimming kit is essential for pupils in KS1-3 and KS4-FE pupils who swim with the school or who have hydro;

- Costume/trunks
- Towel
- Swimming hat for pupils with long hair

School has a no jewellery policy for all P.E. sessions/swimming and this must be strictly adhered to.

INCONTINENCE PADS

Parents and Carers of students requiring incontinence pads, or who are likely to require a change of clothing, should please ensure that these are provided as and when needed.

MEDICATION / ILLNESS

Medication

If your child requires any medication on a regular or temporary basis you are required to complete an Administration of Medication form, available from the school office.

Illness in School

Any pupil who, in the view of senior staff, is not well enough to attend school will be sent home. Pupils should only return to school when they are well enough and when there is no risk of infecting other pupils or staff.

HOME SCHOOL AGREEMENT

Tor View School encourages all its pupils to work within an approved agreement between school and home. A copy of this agreement is provided to all prospective pupils and their families who are required to sign and return the agreement and in doing so agree that they will adhere to its terms which will apply throughout their time at the school.

GROUPCALL - Please note that in order for you to access the messages it is essential that we have your correct mobile number and email address on our school database.

We ask that parents/carers download the Xpressions App which is completely free of charge and can be installed on your mobile phone or tablet. It supports both Apple iOS and Android devices. Alternatively, you can visit xpressions.groupcall.com from any internet browser on your computer, laptop or mobile device. When the app is active, you will be able to see:

- Free messages sent by the school delivered directly to your Xpressions
- Text messages sent by the school
- Absence monitoring
- Surveys
- Consent for school trips and events

If you require any help or support with downloading or using this service please visit the dedicated parent portal for advice <http://parents.groupcall.com/>

OPERATION ENCOMPASS

Tor View School takes part in Operation Encompass which is a partnership scheme between local schools, academies, colleges, community health agencies and Lancashire police. It was set up to provide early reporting to schools about any domestic abuse incidents that occur

outside of school hours at which a young person attending our school has either been present, involved in or witnessed, and which may impact on their schooling the following day. A Designated Safeguarding Lead within school will be able to use the information shared in confidence to ensure provision is made for any possible difficulties experienced. The information is confidential and will only be shared on a need to know basis.

SCHOOL THERAPY DOG

Ruby is the School Therapy Dog who we welcomed to Tor View School in 2019. She is undergoing training to become a fully qualified Pet Therapy Dog so that she can become an integral part of our school community and take part in therapy and/or reading sessions. Permission will be sought from parents for contact with Ruby, however if you have any concerns please do not hesitate to contact the Office Team.

SUMMARY

If you do have any questions or queries regarding any of the information above, please do not hesitate to contact our office team.