



Welcome Handbook for Families

This booklet has been produced in collaboration with Spring Brook Governors.

It is intended to provide parents/carers with some useful information and to ensure that important procedures and documents are shared.

You will also find a wealth of information about the school and its policies and procedures on the school website **www.lower.springbrookacademy.org**, and we encourage you to visit the site on a regular basis.

| CONTENTS | Page No. |
|--|-----------------|
| Foreword from the CEO | 4 |
| Head of Site welcome and Contact Details | 5 |
| GETTING STARTED | |
| Key People within Spring Brook Academy | 6 - 7 |
| School Uniform | 8 |
| Swimming | 8 - 9 |
| Home-School Transport / Parent Drop Off | 9 - 10 |
| Access and Parking at school | 10 |
| The School Day | 10 – 11 |
| Breakfast Club | 11 |
| School Meals | 12 |
| Guidance on home packed lunches | 12 |
| Free School Meals | 12 - 13 |
| IMPORTANT DATES, SCHOOL CLOSURES AND ABSENCES | |
| Attendance | 13 |
| Absence | 13 |
| School Calendar | 13 |
| Term dates | 14 |
| Holidays within Term-Time | 14 |
| Training Days | 14 |
| Parents' Evenings | 14 |
| Coffee Mornings | 14 |
| Good Work Assembly | 14 |
| Emergency School Closure Procedure | 14 – 15 |
| WELFARE, HEALTH AND SAFETY | |
| Safeguarding and Child Protection | 15 |
| Mental Health First Aiders | 15-16 |
| E-Safety | 16 |
| ICT Acceptable Use Agreement | 17 |
| Photographs and Videos | 17 – 18 |
| Behaviour of our young people | 18 |
| Behaviour of our parents/carers | 18 |
| Restrictive Physical Intervention (RPI) | 18 |
| Medication in School/Medication Support | 18-19 |
| Illness Advice | 19 |

| | |
|--|---------|
| Food Intolerances and Allergies | 19 |
| Personal Care | 19 |
| GROUPINGS | |
| Class Groups | 19 - 20 |
| TRIPS, EXTRA-CURRICULAR ACTIVITIES AND RESIDENTIALS | |
| Educational Visits | 20 |
| Residentials | 20 |
| Holiday Club | 20 |
| COMMUNICATION | |
| Annual Review Process | 20 |
| Your Contact Details | 20 – 21 |
| School Website | 21 |
| Weekly Blog | 21 |
| PAYMENTS | |
| ParentPay | 21-23 |
| FURTHER INFORMATION | |
| Concerns | 23 |
| Policies | 23 |
| Governors | 23 |
| Confidentiality | 23 |
| Smoking | 23 |
| Privacy Notice | 24 |



I am delighted, on behalf of the members and trustees, to welcome you to New Bridge Multi-Academy Trust.

From the CEO

As a parent or carer, we sincerely hope that your involvement in being part of our family of schools will be a positive experience.

Spring Brook is one of a group of schools that form the New Bridge Multi Academy Trust. Each school values the contribution of every individual.

We believe that, by working in partnership, we can achieve more for your child.

We constantly aim to improve standards. We are confident that you can contribute and fully participate in shaping the future direction of the school. We value your feedback at any event, meeting or occasion you may be attending at the school. We also welcome your comments on all our social media sites.

We believe that our children and young people deserve an outstanding and enjoyable school experience. They also need to feel safe, secure and valued in order for them to learn.

Please feel free to contact me directly or any of our team should you have any questions or queries.

I look forward to meeting you and being part of our exciting journey.

Graham Quinn



As Head of School I'd like to welcome you to Spring Brook Academy. Toni Thomason

Head of School

As a parent myself, I appreciate how important it is to you to have a school that understands your child, nurtures them and brings out the best in them. That's why at the heart of our school's mission statement, "**Creating meaningful futures,**" is the belief that all pupils, whatever their background or ability, will be successful and valued.

Our curriculum continuously evolves and develops to ensure it meets the needs of your child and supports all children to develop a core foundation of knowledge and skills. In addition to this, our holistic offer ensures that their social, emotional and mental health needs are given at least equal priority, in order that they can attain the highest level of recognised qualification appropriate to them and prepare them for independent living, further study, training, volunteering and employment.

Our dedicated staff team are committed to your child's personal development and delivering the best possible outcomes for each individual. We strongly believe in working in partnership with families and therefore look forward to meeting you to discuss how we can work together to achieve the very best for your child.

Contact Details Spring Brook School

Heron Street
Oldham
OL8 4JD

Telephone: 0161 883 2431

Email: info@springbrookacademy.org

Website: www.lower.springbrookacademy.org

Group website: www.newbridgegroup.org

GETTING STARTED

KEY PEOPLE WITHIN SPRING BROOK ACADEMY



Toni Thomason
Head of Site

At Spring Brook, we understand that moving to a new school can be daunting, especially as many of our children have found mainstream education difficult. It is not unusual for children and families to be quite anxious about school and moving into the special sector in general.

This booklet aims to give you a flavour of life here at Spring Brook and to ease any concerns you may have about how your child will cope with the move to their new school. To make the transition as smooth as possible and to ensure you are confident about the process, we have a dedicated staff team on hand to personally deal with any queries you may have. Our Pastoral Team will be available to answer any queries and talk you through the transition process.



Jackie Sanderson
KS1 & 2 Pastoral Manager & Designated
Safeguarding Lead

Jackie is the Pastoral Manager and designated Safeguarding Lead at Spring Brook Academy and will be the first point of contact for parents during the transition to our school.

The key role of the pastoral team is to support all our pupils and their families. They liaise with outside agencies such as Early Help, Healthy Young Minds and Social Care. The pastoral team help and support with pupil attendance and monitor this on a daily basis. Jackie is a designated person for safeguarding and you can contact her, or Miss Thomason, should you have any concerns around the safety or wellbeing of any of our pupils.



Michael Greenhalgh
EHCP Coordinator

The EHC Plan Co-ordinator liaises closely with pastoral managers, form tutors, the administration team and external professionals to ensure the effective co-ordination and facilitation of the annual review of all young people's Education, Health and Care Plans.

The EHC Plan Co-ordinator sets the date for your child's annual review, gathers individual views which will contribute toward the annual review meeting and ensures that the Education, Health and Care Plan is in line with your child's current needs and development.

During the annual review meeting, the EHC Plan Co-ordinator will discuss an action plan for the next academic year together with individual views including those of your child, yourself and members of staff.

Following the meeting, the EHC Plan Co-ordinator will ensure key staff and professionals are made aware of any updates or developments for your child and an annual review summary will be written. The summary will reflect any relevant reports, minutes from the meeting and amendments to your child's EHC Plan if necessary.



Lyndsay Coulbeck
Head of Site Administrator

Lyndsay provides an administrative role to the Head of Site. If you need to meet or speak to the Head of Site then she will be more than happy to arrange this for you. Lyndsay oversees the running of the office at Spring Brook Academy and will ensure that the transition process of your child runs smoothly.

If you need any help filling in forms, information about school meals, holiday clubs, and events within school or have any other questions or queries, then please feel free to contact her. If she cannot answer your query personally, she will ensure that your message is passed on to the relevant member of staff.

School Uniform – Spring Brook Academy

Spring Brook uniform is ordered and purchased through our online shop <http://shop.newbridgegroup.org/shop/> and collected from Mrs Coulbeck in the office.



| Item | Buy from |
|--|---------------------------------|
| Spring Brook Academy Uniform (compulsory for all pupils) | |
| Polo Shirt red with or without logo | School |
| Sweatshirt black with or without logo | School |
| Jog pants or School Trousers black | Anywhere |
| Pumps: Black (please note it is our school policy that pumps must be worn inside school at all times and are to remain in school) | School |
| Skirt/pinafore grey or black (girls may prefer to wear this with a black cardigan, rather than a sweatshirt) | Anywhere |
| Summer: During the summer months girls are allowed to wear a red gingham summer dress and boys are allowed to wear grey or black school shorts. | Anywhere |
| School Book Bag: Red | School |
| PE Uniform | |
| PE T-Shirt plain red t-shirt | School |
| Pumps: Black | School |
| Shorts black | School |
| Swimming Uniform | |
| BOYS: Swimming shorts or trunks | Anywhere |
| GIRLS: Swimming costume (no bikinis) | Anywhere |
| GIRLS: Swimming cap (girls will not be allowed to swim if they do not wear a swimming cap) | Anywhere |
| Towel | This will be provided by school |

All uniform must be clearly labelled with your child's name. Please make sure that clothing bought from other suppliers is plain and does not show brand logos.

Swimming

Children in Key Stage 2 go swimming each week as part of the curriculum. Swimming lessons are held at Chadderton Leisure Centre and transport is provided to and from the centre. The swimming programme is designed to meet the requirement of the National Curriculum and is delivered by experienced qualified swimming teachers.

Please inform school of any medical conditions which may affect your child's performance during these lessons. Certain serious conditions will require medical clearance prior to your child taking part. **If your child suffers from asthma, it is essential that they have an inhaler in school and we will ensure that this is taken to the pool with them.**

Children need to be provided with their own swimming kit (towels will be provided by school) which will be kept at school and washed each week.

Goggles are not allowed during swimming lessons as, for safety reasons, it is important for your child to develop water confidence and be comfortable performing a range of activities without them. Pupils learning to swim or improve their ability often do not swim in straight lines therefore clashes of head are a potential hazard and injury from goggles can result from this. Visibility can also be impaired when using goggles as the eye pieces often quickly steam up or cloud over.

Jewellery

Jewellery of any kind should not be worn at school. The only exception to this rule is a medic alert bracelet which can be covered by a sweatband.

Lost property

Spring Brook Academy is not insured against the loss of property as cover is too expensive for the Local Authority to provide, therefore school cannot accept any liability for any loss.

Mobile phones

Mobile phones must not be brought into Spring Brook Academy.

Home-School Transport

If you think your child is entitled to the home-school transport service you should contact your Local Authority. They will inform you of the steps you need to take and they also make the final decision on whether transport will be provided or not. Spring Brook does not manage home-school transport although we do work in liaison with local authorities to resolve any issues that may arise.

On arrival all pupils are greeted by a member of staff who will escort them to their classroom. At home time your child will be escorted to their bus.

Home-School Transport Contact Details

Oldham

The Transport Team
Level 12
Civic Centre
West Street
Oldham
OL1 1XJ
0161 770 3209
itu@oldham.gov.uk

Manchester

Travel Co-ordination Unit
Manchester City Council, 1st Floor
Universal Square
Devonshire Street
Ardwick
M12 6JH
0161 219 6700
Hometoschool@manchester.gov.uk

Tameside

Integrated Transport Unit
Tameside Council Transport Services
Tame Street
Stalybridge
SK15 1ST
0161 342 3205 / 3691
itu@tameside.gov.uk

Rochdale

SEN Assessment Team
Number 1 Riverside – Floor 4
Smith Street
Rochdale
OL16 1XU
01706 925 981
sen@rochdale.gov.uk

Pupils being dropped off by parents/carers

For pupils being dropped off and picked up by parents/carers, we request that reception is informed of their arrival in the morning and that you wait at the front door outside where a member of staff will greet your child.

As a safeguarding measure Spring Brook Academy operates a 'password system'. All families are asked to set a 'password' which is recorded on the school database. This must be repeated to staff by whomever a family has authorised to pick up their child before the organisation will permit them to leave the premises. This is an important measure that protects our vulnerable young people and gives both the parent and the organisation the confidence to know that only people authorised to do so will be able to take responsibility for a child.

Access and Parking at School

We take the safety of the members of both our school and local community very seriously. Due to the location of the school and the volume of traffic at the start and end of the school day, we rely on the cooperation of parents to help us to reduce the risks presented.

If you use a car to bring your child into school please ensure when you stop to drop-off or park you do so safely and considerately. Please follow the one way system in place.

Whenever you come to school, please enter and leave via the school reception. For safety reasons it is important that we know who is on the premises at all times and we ask that you sign in and out when you visit school.

THE SCHOOL DAY

School Hours – Key Stage 1

- **School starts at 8:50am** - children arriving after this time will be marked the register as late
- Morning break is from 10:30am to 10.50am
- Lunch time starts at 11:45am and ends at 12:30pm
- Afternoon break is from 1:45pm to 2:00pm
- **The school day ends at 3:10pm**

School Hours – Key Stage 2

- **School starts at 8:50am** - children arriving after this time will be marked in the register as late
- Morning break is from 10:30am to 10.50am
- Lunch time starts at 12:00pm and ends at 1:00pm
- Afternoon break is from 1:45pm to 2:00pm
- **The school day ends at 3:10pm**

Each classroom has the support of two full time adults – a teacher and a teaching assistant. All lessons are taught in class groups and this consistency enables relationships between pupils and staff to be established in a short time scale. We do use specialist teachers for some subjects, like Music and PE, but the classroom teaching assistant is always there for support too in these sessions.

Additional Interventions

Children come to us with a wide range of individual needs. The funding we receive does not provide for 1:1 support for pupils but we recognise that at times, your child may require additional help. This could be with an academic area in which they are behind or particularly strong, or it might be something around their emotional and/or mental health needs.

As class groups are small, the majority of interventions will be delivered as a whole class by the teacher, or in a smaller group by the teaching assistant. This enables the learning to be followed up within the classroom and therefore have the maximum impact. At times, our Pastoral team will deliver interventions of a more specific nature.

Homework

Teachers will give your child homework every week. Please ensure that your child completes it and returns it to school for the appropriate day. If your child is struggling to complete homework please contact us so we can help.

Junior Savings Club

Spring Brook Academy working in partnership with Oldham Credit Union has set up a Junior Savings Club. Every Friday, children can bring their savings into school and pay the money into their own savings account.

We try to encourage as many children as possible to become sensible savers, a valuable life skill to take into adult life.

Children can pay as much or as little each week into their savings clubs. They will be given a paying in book and they can watch their little nest egg grow.

If you or your child is interested in applying for a junior savings account please don't hesitate to contact school.

PE

Children will have weekly PE lessons. Please provide your child with the appropriate PE uniform. PE uniform will be kept in school at all times and will be washed here in school.

Parents must ensure that a pair of pumps is provided for their child.

Pupil Council Meetings

All children at Spring Brook Academy are on the pupil council committee. The pupil council meets once a month with the Head of School. All children are consulted on issues ranging from the content of the curriculum to racism, bullying and school meals.

Every child has a voice at Spring Brook Academy and many of the initiatives they have suggested have been implemented into daily life.

Breakfast

Spring Brook are registered with the National Breakfast Programme which aims to ensure that all children are able to have a healthy meal to kick-start their day. On arrival at school, your child will be able to choose from a range of snacks and cereals each day. This is free of charge and is particularly useful for families whose children are being transported by the Local Authority and who may not have enough time for a healthy breakfast otherwise. It is available for all children.

School Meals

Our school lunchtime is from 11:45am to 12:30pm. Key Stage 1 children have a longer playtime following their lunch.

Pupils choose their meal from a healthy range of options as they arrive in school each day and a vegetarian option is always available.

School meals can be paid for securely through ParentPay.

Please contact school for the current price of a school meal.



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. Although these both contain sugars, they are fruit sugars rather than sweeteners or refined sugars.
- 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 or crisps should be limited to once a week.

Free School Meals

All children who are in reception, year 1 or year 2 will be offered a free healthy school meal. Children in other school years will also be offered a free school lunch if their parent receives any of the welfare benefits listed below:

- Income Support (IS)
- Income-based Jobseekers Allowance (IBJSA)
- Income-related Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- 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



If you think your child may be eligible for free school meals you will need to complete an application form online, even if you live outside the Oldham area. Please go to www.oldham.gov.uk/freeschoolmeals

Schools receive Pupil Premium funding to raise the attainment of disadvantaged pupils and to help close the learning gap with their peers. Pupil 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 pupils 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 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 with the local authority, even if their child(ren) prefers, and will continue to have, packed lunches.

IMPORTANT DATES, SCHOOL CLOSURES AND ABSENCES

Attendance

If your child is absent from school, you must notify the school office by 9.00am of the reason for absence.



Parents should ring: 0161 883 2431

We also request that you inform school each subsequent day that your child is absent from school until their return. If we have not heard from you, we are obliged to investigate your child's absence. 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.

Your child's absence is a safeguarding issue until we have confirmation of why they are absent.

Attendance is monitored in school and also by the Local Authority. Satisfactory attendance is classed as 96% over the school year. If your child's attendance falls below this figure, then you may be contacted by an Attendance Welfare Officer.

Each week we encourage good attendance, class attendances are announced in assembly and certificates are awarded for full attendance at the end of each term.

Absence

What to do if your child is refusing to attend school

If your child is refusing to attend school you must contact your child's Pastoral Manager who will then support you and your family to re-engage your child into education.

School Calendar

The school sets all important dates up to a year in advance so you can be fully aware of parent's evenings, shows and other fantastic events. These will be published on the school website and on the school calendar sent home to parents.

Term Dates

A copy of our term dates are published on the school website www.newbridgeschool.net and a copy can be found enclosed with this welcome handbook.

Training Days

Spring Brook School has a number of planned development days when students do not attend and staff can train and network. Spring Brook may also hold twilight sessions. Training days will be published on the school website and on the holiday pattern for each academic year.

Holidays within Term-Time

Taking your child out of school during term-time could be detrimental to educational progress. However, you may apply to the school for leave of absence for up to 10 days in the school year. Agreement to each request is at the discretion of the Head of School.

Taking your child out of school to attend an unauthorised holiday can lead to a fixed penalty notice issued by the Local Authority.

A holiday request form must be filled out and returned to the school office. This form can be found on the e-form section of our website or alternatively by contacting the school office who will send a copy home.

Full details of the school's Attendance Policy are available on the school website or from the school office.

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 will be sent home.

Coffee Mornings

Coffee mornings are held termly and allow parents and carers the opportunity to meet and chat with teachers and other parents.

Good Work Assembly

A good work assembly will be held towards the end of every half term. We will inform you of the date and time in our termly newsletters. This is a fantastic opportunity to come and hear your child talk about the learning they have done that term and to share their successes with you.

Emergency School Closure Procedure

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 Chief Executive Officer the following action will be taken to communicate with parents:

- The school website www.newbridgeschool.net will be updated to advise parents of the situation and it will be updated as and when more information about the situation is available.
- The school's phone message will be updated with pertinent information about the situation.
- Information will be shared via the schools Facebook and Twitter feed @newbridgegroup
- We will inform and keep up to date Revolution Radio and Key 103
- The 'school closure' page on the Oldham local authority website will be updated to show our status as closed, and the information kept updated www.oldham.gov.uk/schoolclosures

WELFARE, HEALTH AND SAFETY

Safeguarding and Child Protection

All staff within Spring Brook School are committed to safeguarding and promoting the welfare of all our children. 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 commitment, including our Child Protection Policy which can be viewed online or from school.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare.

We actively support the Government's Prevent Agenda to counter radicalism and extremism.

We follow Oldham Local Safeguarding Children Board on all child protection issues.

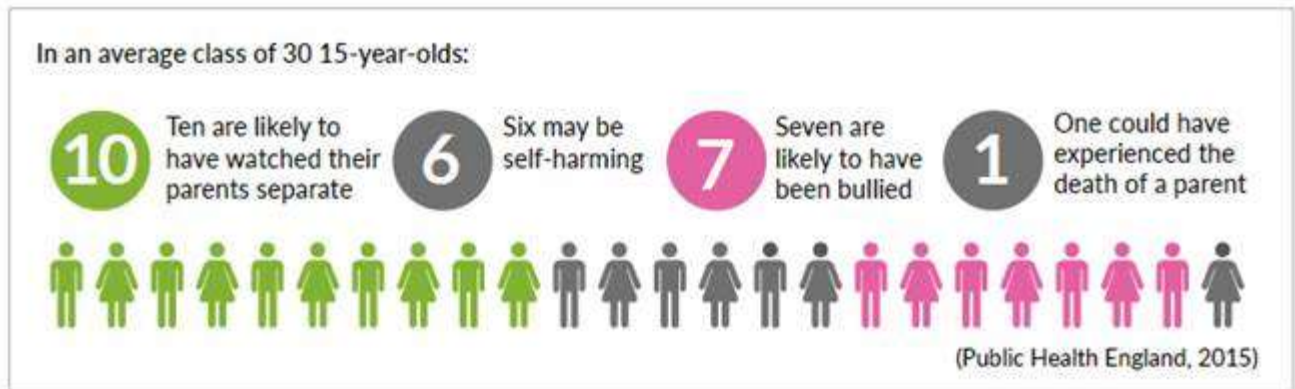
Designated Safeguarding Leads at Spring Brook School are;

- **Miss Toni Thomason (Head of School)**
- **Mrs Jackie Sanderson (Pastoral Manager)**

The Governor with responsibility for safeguarding in our school is Susan Clegg.

Mental Health First Aiders

Mental health and emotional issues often develop during adolescence. Half of young adults with mental health issues have symptoms by the age of 15, and nearly 75% by their late teens.



First aid is the help given to an ill or injured person before medical treatment can be obtained. Youth Mental Health First Aid (MHFA) is the help given to a young person experiencing a mental health issue before professional help is obtained. The aims of Youth MHFA are to:

- Preserve life where a young person may be a danger to themselves or others
- Intervene to prevent the emotional or mental health issue developing into a more serious state
- Provide comfort to a young person experiencing a mental health issue
- Empower a young person to access appropriate professional help
- Promote the recovery of good mental health
- Raise awareness of mental health issues in the community
- Reduce stigma and discrimination

We have two Mental Health First Aiders at Spring Brook:

- Jackie Sanderson
- Liz Elliott

E-Safety

Spring Brook Academy adopts a range of methods when tackling e-safety. All students have an opportunity to undertake a course of lessons around the many areas of e-safety, which is known as the 'Esafe Award'. This is usually covered during Intervention or ICT lessons. The course covers:

- Our e-safe Rules
- Types of e-safety risks
- Malware, SPAM and other viruses
- Keeping information private
- Reporting a problem
- Safe use of technology and social media (chatrooms, emails, texts, etc)
- Recognising grooming
- Understanding privacy settings
- Knowing about copyright



We are very proud of our innovative approach to tackling this important issue. As part of our in-house award, and with the support of parents, we believe that the course is giving our learners the skills in education to help them tackle the issues they face in the wider-world.

As well as our E-safe Award, we also have a SHARP (School Help and Report Page) on our website <http://newbridgeschool.net/sharp-school-help-and-report-page/>

This provides students and parents with a range of information around e-safety as well as understanding how to report a problem. The website also includes links to a range of other useful resources online.

Any violations of our e-safety rules mean that students then drop in to small group or 1:1 sessions focusing on specific areas. This follow up work is vital to enabling our young adults are safe and use technology responsibly.

Furthermore, we ensure that the school takes part in Safer Internet Day each year to help promote positive use of technology and the internet as a whole.

A copy of the school e-safety policy can be found on the school website www.newbridgeschool.org

ICT Acceptable Use Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school.

The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps all staff and young people learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times. With this all of our young people are responsible for using the school ICT systems in accordance with the Young Person Acceptable Use Agreement, which will need to be signed and returned to school before your child can be given access to the school ICT systems.

Please complete the ICT Acceptable Use Agreement form enclosed and return to school to give your consent for your child to have access to the school ICT systems.

Photographs and Videos

Whilst lots of parents and carers really enjoy seeing photos and videos of their children's school life, we are very mindful of our duty of care towards all our pupils. 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. This would include publishing images in any form of print or on the internet including social networking sites. This is emphasised before concerts and shows etc... and where practical, a record of parents and relatives taking photographs or videos is made.

We understand that in exceptional circumstances a parent or carer may not wish their child to be photographed or videoed in this way. If this is the case then please contact the Headteacher to discuss how this can be best achieved.

Occasionally, the local press will be invited to take photographs of school events and special achievements. We like to use photographs of our children on our website, in

school documents, for parent information meetings, newsletters and on our display screens around the school. If you do not wish photographs of your child to be used for these purposes, then please contact the Headteacher.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child for promotional purposes. **Please complete the consent form enclosed and return to school to give your consent for your child to be photographed and/or filmed.**

Behaviour of our young people

Spring Brook Academy does not tolerate any form of bullying, it is totally unacceptable. We want all our young people to feel safe and happy.

In the event of a breakdown in discipline or personal relationships, a number of sanctions can be used which range from having school privileges withdrawn, time out to reflect or in the most serious of cases, an exclusion.

The school's behaviour policy is available on request from school or via the school website.

Behaviour of all our parents/carers

Spring Brook Academy aims to make sure that it is a safe place for our children, staff and members of the community. If you are upset or angry about something please ask to see a senior member of staff. Any parents using persistent abusive behaviour will be asked to leave the premises and the incident will be reported to the police.

Restrictive Physical Interventions

The New Bridge Group promotes a pro-active approach to the effective support and management of challenging behaviours. The purpose of this policy is to make staff aware that Restrictive Physical Intervention (RPI) is always used a last resort when all other appropriate strategies and interventions have been used. RPI techniques allow for verbal communication and de-escalation throughout and the safety of the child remains paramount.

Medication in Schools

The Director of Care ensures that any child who requires medication during the school day receives the correct dose at the correct time administered by a trained member of staff. We can only administer medication that has been prescribed by a doctor.

Medicine needs to be sent into school in the original container which has a pharmacy label clearly visible and we can only follow the instructions on that label. A Medication Health Care Plan must be completed per medication and returned to school before any medication is administered - we do not accept verbal or hand written notes. If medication is sent into school in the incorrect packaging or we have not received consent, we will return the medication to you without administering it. We cannot administer pain medication unless it has been prescribed by a doctor and is in the original packaging with a pharmacy label clearly visible.

If your child has an emergency response medication, for example to treat asthma, we must have their correct inhaler on site at all times – this will be stored and accessible in the event of an emergency. Again, we must have the original prescription labelling with your child's name on. We also have emergency salbutamol inhalers on site which can be used if your child has an asthma attack whilst in school and your child's inhaler is not in use. Parents must complete an Emergency Medication Health Plan to give consent for this to be used.

Any bespoke medical health needs which require medication as an intervention must be discussed with the Director of Care, Kelly Lockwood, who will ensure an appropriate Health Care Assessment Plan is implemented, working collaboratively with the School Health Advisors and following a Medication Health Care Plan signed by parents/carers.

Medication Support

Under the direction of the Director of Care, we have trained staff who administer pupils' medication in school. They are responsible for logging in/out any medication, ensuring all medication has a Medication Health Care Plan for school to administer, ensuring all medication comes into school in the correct packaging and is correctly labelled, ensuring requests for repeat medication are made in good time and any out of date medication is returned to you. They ensure that any pupil who requires medication during the day receives the correct medication at the correct time and the correct dose.

Illness Advice

A summary showing recommended times for children to be away from school when suffering from childhood diseases is available at <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>, a copy of which is on display in school.

Food Intolerances/Allergies

Under guidance from the Department of Environmental Health, we are required to keep a Food Allergen Register for Children with an allergy or intolerance. In order to keep this information up to date, **please complete the form included with this welcome handbook** and ensure that the school is made aware of any changes in your child's needs.

Personal Care

On occasions, some of our children require assistance with their personal care, eg. a reminder to use the toilet, or actual support when using the bathroom. Some children can have accidents. This is not a problem and our staff can support with this, but it is really helpful for us to know in advance if it is something your child may need help with. If you would like to leave spare underwear/socks etc... at school in case they are needed, please speak to either Mrs Coulbeck or Mrs Sanderson.

GROUPINGS

Class Groups

Due to our small numbers and class sizes, we are not in traditional Year Group classes. Instead, children are grouped according to a number of factors, but including learning style,

level of attainments and age. We generally have one class of children accessing a KS1/Early Years curriculum and our remaining KS2 classes have a mixture of children from Y3 – Y6.

TRIPS, EXTRA-CURRICULAR ACTIVITIES AND RESIDENTIALS

Educational Visits & Residential Visits

New Bridge Multi Academy Trust is committed to offering the young people out-of-school experiences which enhance the curriculum. Young people's experience, knowledge and understanding of the locality are enhanced by visits to a range of attractions, museums, theatres and leisure facilities. Parents are informed of any educational visits for their child. All young people in Year 6, 8 and 11 have access to a residential. Further details are sent home to families nearer the time.



Holiday Clubs

Children at Spring Brook Academy have access to Holiday Clubs which are held at school. Our Holiday Clubs run every half term holiday, at Easter and for the first four weeks of the summer holiday. All our pupils have equal opportunity to access the holiday schemes which are operated by highly experienced staff to ensure the welfare and safety of all the young people taking part. Pupils can attend for as many or as few days as they wish, and there is a minimum payment per day. School will inform you of our current prices.



Each club has a different theme and there are a wide range of activities available that are tailored to the needs of the pupils. We also bring in outside agencies to offer your child a varied and exciting experience. Letters are sent home approximately 6 weeks before a holiday period asking families to inform us of any days they wish their child to attend in the next Holiday Club.

COMMUNICATION

Review Process

Your child's EHCP or statement is reviewed yearly through the annual review process.

The meetings are chaired by one of our Education, Health and Care Plan Co-ordinators who ensures effective co-ordination of services and fully supports your child in discussing the single conversation document and ensuring that all targets and outcomes are met.

Your Contact Details

IMPORTANT NOTE - PLEASE ENSURE YOU COMPLETE THE PUPIL DATA COLLECTION FORM ENCLOSED WITH THIS HANDBOOK.

It is essential that the contact information we hold on record for your child is correct in case we need to contact you in an emergency.

Please inform the school immediately of any changes to your contact details or your child's medical or dietary information.

School Website

As part of the Trust, your child's school is included on our Multi Academy Trust website <http://www.newbridgegroup.org/our-schools/>

You can also visit this site directly from the Spring Brook Academy website by clicking the New Bridge Group logo shown in the footer of every page.

Weekly Blog

Each week you can read the Head of School's blog to see what exciting things the young people have been learning in and around school. This can be found on the Spring Brook Academy website, <http://lower.springbrookacademy.org/> and links are also posted to the New Bridge Group's Facebook and Twitter pages @newbridgegroup

PAYMENTS

ParentPay – Online payments to school

The school now uses a secure service called ParentPay. All new parents/carers will receive an activation letter when your child starts school.



ParentPay is a convenient way to pay for school meals, uniform, residentials, trips etc. The school will no longer accept cash and cheque payments, making the school a cash-free environment.

Making secure payments online using your credit or debit card

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week, safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school, or children at another ParentPay school, you can create one single account login for all your children regardless of which school they attend.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

Making payment by cash or cheque

We will continue to accept cash and cheque payments in school for a period of time. Please make cheques out for the correct amount and make payable to New Bridge MAT. Cash and cheque payments are also recorded in your ParentPay online account, giving you a record of all payments you have made to school regardless of which method you use.

We hope you will support us in achieving our goal to become a cashless school. Your support in using ParentPay will help the school enormously.

You will receive your unique ParentPay Account activation details from school.

Further information on ParentPay can be found at www.parentpay.com.

What does ParentPay do?

- enables you to pay for school meals
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows you to create a single account login across all your children that attend a ParentPay school
- shows you all items available for payment relevant to each of your children
- emails a receipt of your payment to the email address you register
- offers you the ability to set automated email/SMS payment reminders.

How does ParentPay help you?

- gives you the freedom to make payments to school whenever and wherever you like
- stops you having to write cheques or search for cash to send to school
- gives you peace of mind that your payment has been made safely and securely
- helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- payments for many of the larger trips can be made by instalments up to the due date
- you will never need miss a payment, or have insufficient credit, with automated email/SMS alerts
- ParentPay is quick and easy to use.

How does ParentPay help your school?

- reduces the administrative time spent on banking procedures
- keeps accurate records of payments made to every service for every pupil
- payments do not bounce
- reduces paper 'waste'
- allows for easy and quick refunds to be made back to the payment card
- improves communication between the school and parents concerning payments
- offers a more efficient payment collection process, reducing the amount of money held on school premises
- helps us improve school-home communication with its integrated email/SMS messaging centre.

How do you get started?

We will send you an activation letter containing your activation details to enable you to set up your ParentPay account. If you have more than one child at a ParentPay school/s you can add them to a single account, providing one login for all children at ParentPay schools.

FURTHER INFORMATION

Concerns

If you have a concern or query about anything relating to your child in school, please see your child'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.

Policies

Spring Brook Academy has clear policies and procedures that safeguard everybody connected with the school which can be found on the school website. You can also request a copy from the school office.



Policies available include:

- Child protection
- Charging
- Behaviour
- Compliments & Complaints
- Data Protection
- Educational Visits
- Subject Access
- E-Safety and Acceptable use of ICT for both parents and pupils.

Governors

A full list of governors can be found on the school website.

Confidentiality

Visitors to the school are bound by our confidentiality code. Any information about our young people, families or others within the school should be kept confidential and not mentioned outside Spring Brook Academy. This also applies to the use of social networking sites such as Facebook.

Smoking

Spring Brook Academy operates a no smoking policy. When visiting Spring Brook Academy please do not smoke anywhere on the premises.

Privacy Notice

The purpose of a Privacy Notice providing accessible information to individuals about the use of personal information (data) is a key element of General Data Protection Regulation (GDPR) and sets a legal framework with which education settings and local authorities must comply.

All education settings and local authorities are data controllers and data processors in their own right and, as such, they have a duty to inform pupils, staff and parents how they process the data that is within their control.

- Data Controller - The organisation who (either alone or in common with other people) determines the purpose for which, and the manner in which data is processed.
- Data Processor - A person or organisation who processes data on behalf of and on the orders of a controller. For the purposes of data protection legislation, the terms 'process', 'processed' or 'processing' apply to any activity involving the personal data, such as:
 - collecting
 - storing
 - sharing
 - destroying

Please note: this list is not exhaustive

The most common way to provide information is through a privacy notice. The privacy notice is a document that is used to set out the data controller's policies on how they process the data that is within their control and would be expected to meet the requirements.

It is recommended that the notice is made available for pupils and parents and must be made available or highlighted as part of any data collection process at the start of each school year, ensuring it is easily accessible at all times.

A copy of our Privacy Notice can be found along with this handbook and on our school website.

For more information on privacy notices and the changes required as a result of GDPR, please visit the ICO (Information Commissioners Office) website:
<https://ico.org.uk/fororganisations/guide-to-data-protection/privacy-notices-transparency-and-control/>



T. 0161 883 2431
E. info@springbrookacademy.org
W. www.lower.springbrookacademy.org

