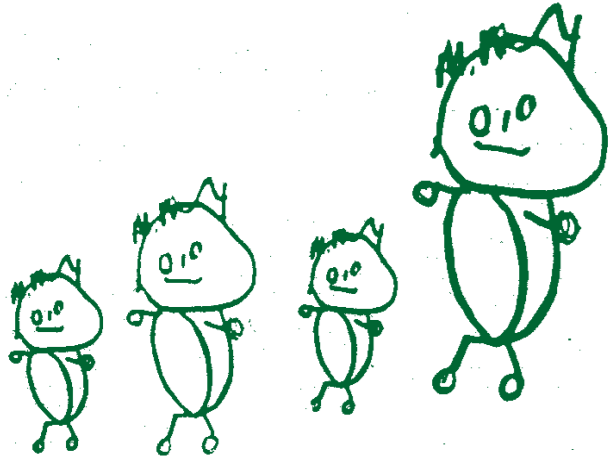


Broadmeadow Special School

Lansdowne Road, Wolverhampton, WV1 4AL
Telephone (01902) 553300



2022-2023

Information for Parents

Headteacher -
Mrs Lisa Walker



Governing Body 2022-23

All Governors can be contacted via the school

Mrs S Ellick	Chair of Governors (LA appointed)
Dr D Kalra	Vice Chair
Mrs Kumar	Parent Governor
Mrs Cako	Parent Governor
Mr D Singh	Co- opted Governor
Mrs C Baronenas	Co-opted Governor
Mr R Jenkins	Co-opted Governor
Mrs K Flynn	Staff Governor
Mrs L Walker	Head Teacher Governor
Mr D Selkirk	Trust Governor
Mr P Williams	Trust Governor
Mrs D Beamer	Observer Governor

Appointed to the Governing Body by

Central Learning Partnership Trust

Heath Park School

Prestwood Road

Wolverhampton

WV11 1RD

Working in Partnership with Parents

Home/School Contact

You can contact the school by:



Telephone - (01902) 558330



Email – info@broadmeadowspecialschool.co.uk



Letter – Broadmeadow Special School

Lansdowne Road

Wolverhampton

WV1 4AL

By calling in ... especially if you have a worry – we can always help or advise, or find someone who can.

ALL PARENTS AND OTHER VISITORS MUST REPORT TO THE OFFICE AT THE MAIN SITE UPON ARRIVAL AT SCHOOL.

Absence from School

We are required to record the reason for any absence from school. Do let us know when your child has to attend the Doctors, Dentist, or Hospital by sending in the card or letter of appointment. Where possible we ask that appointments occur outside of the school day but accept that this is not always possible. Children do not have to miss a full day for an appointment and we will always encourage their attendance at school every day, even if this is a part day. This will be returned to you. We can be notified of other reasons by telephone, by a note or by calling in. It is a legal requirement that children attend school, we work with families to overcome any attendance issues.

School Security

On arrival at school all visitors are registered on an electronic system and issued with photo ID. Any visitors in school without DBS clearance will be escorted around the building while children are there. This is to support our duty to safeguard all of our children. For large school events we do not always issue passes, however visitors are always escorted.

Holiday Absence

It is our duty to promote good attendance in school. Should you decide to take your child away during term time you are required to fill in a holiday form available from the school office. In exceptional circumstances the Head teacher can authorise such absence. Children's current attendance will usually be part of this decision.

Each request will be looked at individually, in cases where permission may not be granted parents could receive a fine from the Local Authority for taking their child out of school illegally.



Terms and Holidays

Academic Year 2023/2024

Autumn Term 2023

Monday 4th September – Friday 22nd December 2023

Half Term: 30th October- 3rd November

Spring Term 2024

Monday 8th January – Friday 22nd March 2024

Half Term: 12th – 16th February

Summer Term 2024

Monday 8th April – Monday 22nd July 2024

Half Term: 27th May – 31st May

There are several days during the year when school is closed for staff training. For the year September 2023- July 2024 these are:

Day 1	Monday 4 th September 2023	School organisation
Day 2	Tuesday 5 th September 2023	School Organisation /Planning / First Aid
Day 3	Friday 9 th February 2024	New school planning
Day 4	Friday 10 th May 2024	Annual refreshers
Day 5	Monday 22 nd July 2024	Curriculum Planning

Money Matters

Education During School Hours

You cannot be made to pay for education provided during school hours – but you can be asked to make a voluntary contribution in cash or kind to make funds go further. It may not be possible for certain activities to take place if parents are unable or unwilling to contribute.

Education outside School Hours

We are allowed to make a charge for activities taking place outside school hours as long as the school is not doing this to comply with its legal duty to deliver the curriculum (for example Holiday Play Schemes, After school club or residential visit). The school has a Charging Policy, which outlines all of the above. Please contact school if you would like a copy.

School Policies

We have a large number of policies covering all aspects of the work of the school. If you would like more information, then please see our school website: www.broadmeadowspecialschool.co.uk.

Budget 2021/22

Expenditure

Employees	£ 1,821,692.45
Learning resources	£ 48,062.27
ICT learning resources	£ 4,593.49
Premises	£ 91,261.00
Supplies and services (incl SLA's)	£ 84,307.24
Development and training	£ 6,880.29
TOTAL REVENUE EXPENDITURE	£ 2,056,796.74

Income

Delegated funds	£ 2,236,344.32
Pupil premium	£ 42,921.00
Sports funding	£ 16,460.00
Donations/income	£ 36,668.39
TOTAL REVENUE INCOME	£ 2,332,393.71

Discussing your Child's Progress

During the year we have a number of meetings for parents/carers and Open Days/Evenings. We provide a written school report each year to discuss the progress of your child with you in the Summer Term .

A school newsletter enables everyone to keep up to date with school news and events – if you would like to contribute, then please send in your news or contact Cath in the office. The newsletter is distributed weekly on Fridays and is also published on our website.

Parents Help in School

We often need help in school for specific activities, such as educational visits and outings. We appreciate that not everyone can commit themselves regularly – but even occasional help is appreciated.



Informal Coffee and Chat meetings take place regularly for parents to get together. Sometimes speakers are arranged for these meetings. Our Home Liaison Support Officer organises these.



Home/School Agreements

To help us to work with parents, we are required to ask you to 'sign up' to a Home/School Agreement, a simple statement saying how school and home will work together, this is reviewed annually.

Communication

We use a free App called Marvellous Me to keep parents informed of their children's daily activities. On entrance to school families are given a code to access their child's account which can only be seen by people they give permission to.

Complaints

If you have a complaint regarding any school matter, then please discuss your concern with school staff first. We have a comprehensive policy for complaints which can be found on our website– you can request a copy of this.

Safeguarding

We have a responsibility for the welfare of all pupils. Having good relationships with parents is very important. Parents/carers should however be aware that the school has a **Safeguarding Policy** and should the need arise this would mean that in the interests of the child, a referral to the Multi– agency Safeguarding Hub will be made.

Child Protection and School Staff

In order to make sure that children attending school are safe at all times, staff, governors and other adults working with the children have an enhanced criminal record check from the disclosure and barring service (DBS check). This protects the children from potential abusers as anyone who may not be suitable for working with children would then be barred from working in schools. All staff members take part in regular, extensive safeguarding training.

Home Learning

We recognise that home learning has many forms. Class teams are happy to provide activity packs if this is what suits children and families, however for some children there are better ways that families can contribute to their learning—practising specific targeted skills or maintaining a bedtime routine for example. This is discussed at Parents Evenings.

Welfare and Health

If you have worries about the health of your child, do let us know. We have a Home School Liaison Support Officer, Clare who along with Jackie who is available to support parents. She also organises Coffee and Chat sessions with guest speakers on a monthly basis and liaises with our school nursing and dental team.

Accidents and Illness

Although we will always do our best to look after a child who becomes ill during the school day, we do not have any special facilities or staff to care for a sick child. We therefore need telephone contact numbers from you in case of sickness or any other emergency.

If your child is suffering from vomiting or diarrhoea it is very important that they remain at home until AT LEAST 48 HOURS SINCE THE LAST BOUT to reduce the risk of cross infection. We will always ask parents to collect their child from school if the incubation period has not been adhered to and in the instance that 2 or more episodes are seen in school.

Medicines

We ask for your co-operation in timing medicines for coughs and colds so that they can be given at home. We are now able to give non prescribed medicines during the school day, however it can detract from teaching time— if children are poorly they should stay home, For some conditions though, if children feel well they should be in school. Consent is needed for prescribed drugs which should be sent into school in their original packaging with a pharmacist's label. This will be checked by SLT once parents have completed a medication sheet and before permission is given for staff to administer it. Over the counter medicines like calpol, nappy rash cream etc can be given on completion of an information sheet by parents.



child's educational needs. Many people are involved in the assessment i.e. a Teacher, Educational Psychologist, Doctor, Social Worker and others.

Parents views are equally as important and they have the right to attend any assessments. If after the assessment the Local Authority decides that a child does have special educational needs, an Education, Health and Care Plan will be issued.

The Education, Health and Care Plan

The EHCP describes a child's needs and recommends how these needs should be met. Families are at the centre of this process and will be supported by the school to engage in it's formulation.

Annual Review

Once the ECHP is finalised it is reviewed every 12 months. The review takes place in school.

Re-Assessment

If you wish your child to be re-assessed you should contact the Senstart team and if necessary, arrangements will be made for re-assessment.

Appeals

When you receive the EHCP you will be informed of the Appeal Procedure. An SEN and Disability Tribunal will hear appeals against the Local Authority's' decisions on children with special educational needs and also appeals on discrimination on the basis of disability.

SEN Code of Practice

The SEN Code of Practice revised in June 2014 provides practical advice to LA maintained schools, early years settings and others on carrying out their statutory duties to identify, assess and make provision for children's special educational needs.

The Code includes new rights and duties introduced by the SEN and Disability Act 2015 and Regulations.

Legislation requires that all children are educated equally, including children with Special Educational needs. Schools have to actively plan for, and make provision for, all children, including those with disabilities.

The Code of Practice and Governors

The schools' SEN policy is regularly reviewed and amended if necessary in line with new regulations. All Governors are knowledgeable about the schools SEN provision including how funding, equipment and staffing resources are deployed.

Please remember to send in a sufficient number of incontinence pads for use during the school day if your child needs them – the school does not have its own supply.

Uniform Bank

The school has a uniform bank– it will be made available for parents to take additional clothing items at school events and parent’s evenings.

Safety

For reasons of safety –

The wearing of jewellery (bracelets, earrings, and necklaces) *is not advised*. The school does not accept responsibility for any accident that may occur as a result of a child wearing jewellery. For children with pierced ears, studs ONLY are to be worn in school. If our child is wearing hooped or dangly earrings we will ask you to remove them.

Daily Collective Worship

All children participate in an act of daily collective worship– this is planned by classes to meet individual needs. It is a short time for reflection and to give thanks, parents are entitled to withdraw their child from this activity and should do so by contacting the head teacher in writing.

Pupil Information

Pupil Absence Rates

Whole school attendance was 91.61% for the academic year 22-23, authorised absence was 7.7 % and unauthorised absence was 1.5 %

Admissions and Transfers

Children are admitted to the school as named for Educational Provision in the Education, Care and Health Plan. This is managed by Wolverhampton City Council.

Occasionally, where it is considered to be beneficial for the child, and providing that parents/carers are in agreement, children may start school before having an EHC Plan. Before a child is admitted, parents are invited to visit to see the school and meet the Head teacher.

When it is time for the child to transfer to another school (usually at the age of eleven years) a re-assessment and review of needs takes place and again parents’ views are very important. This is discussed during the Annual Review.

Assessment

Local Authorities who consider a child may have special educational needs, must make an assessment of his/her needs. Assessment is a way of getting advice about a

Refreshments

At times during the day, the children are offered either milk, hi juice or water and fruit. We are part of the National Healthy Breakfast Programme and have bagels, toast and a range of cereals that are offered at the start of the day as some children are hungry after a long journey on the bus. Children can bring in drinks from home but they must not be fizzy or in a glass container.

In Autumn 2023 we are hoping to set up a healthy snack café to encourage children to select healthy and varied options

Special Diets

Please let us know if your child for any religious, dietary or other reason does not eat certain foods

Due to identified children’s allergies Broadmeadow is a nut and seed free school. You MUST NOT send nuts or seeds into school, this includes sesame seed buns, cereal bars containing nuts etc



After School Club

We currently run after school club on Thursday evenings, this is a free activity and funded by a DfE grant. Activities have to be PE based to meet the terms of the grant. Places are allocated on a first come, first served basis. The activities run until 4.30pm and parents must collect their children at this time.

Assistant head teacher, Lucy Burden is responsible for the running of After School Club.

Mid-day Meal

Children up to Y2 year are entitled to a free school meal. Unfortunately this does not apply to Nursery aged children or those in Y3 and Y4. Parents may still apply for Free School Meals—please request a form if you need one.

You may wish to provide a packed lunch for your child, if so the lunchbox must be clearly marked with your child's name. For safety reasons we request NO GLASS CONTAINERS and due to allergies we are a NUT and SEED free school. Please respect this.



The mid-day meal is regarded as curriculum teaching time – the teaching team encourage the children to develop their personal and social skills. The class team along with our midday supervisors organise play sessions for the period of time after the meal – either indoors or out – weather permitting.

Tooth brushing

Following lunch all children are encouraged to brush their teeth as part of our PSED programme. Resources for this are provided by the school.



School Security

We take the safety of both children and staff at the school very seriously. There is a separate entrance door for children which is controlled.

Children are well supervised within the school building and all classrooms have a top handle opening.

Visitors

All visitors to the school are directed to one controlled visitor entrance where they must ring for attention. An electronic record of all visitors to the school is kept. Unknown visitors must give detail and proof of identity before they are admitted. The school seeks detail from parents of any child being collected during the school day.

School Council

1 child from each class are selected (usually by their peers) to join our school council. This role gives children opportunities to develop understanding of responsibility and children are encouraged to take on specific tasks around school.

Access

The school has a Single Equality Scheme, this can be found on our website along with our Equality objectives. All children have access to the physical environment and to the school curriculum.

School Times

School starts at – 9.00 am

Mid-day meal – 11.45 or 12.45 depending on the rota

Home time – 3.00 pm



Transport

The Pupil Support Team within the Education Department at the Civic Centre (telephone 554881) organises the transport to get your child to and from school each day. Transport is usually by minibus, on which there is a Travel Assistant (escort). Times of pick-up and return can only be approximate. Transport will not wait if your child is not ready. From 3.00 pm onwards it is essential that a known responsible ADULT is at home to receive your child.

If your child does not need transport on a given day for any reason it is the responsibility of the parent to telephone and cancel it.

IT IS THE RESPONSIBILITY OF PARENTS TO ESCORT THEIR CHILD TO AND FROM THE TRANSPORT.

What children need to wear and what they need to bring to school

The school has a uniform. We have school T-shirts, sweatshirts, coats and dresses which can be purchased in a variety of sizes. Colours are grey trousers / skirt / pinafore dress, white polo shirt, royal blue sweatshirt / jumper / cardigan. If needed we also have a Uniform Bank stocked with free clothing for families. Uniform with the school logo can be bought at Crested School wear in the Mander Centre, Wolverhampton or found on-line at www.crestedschoolwear.co.uk. Supermarket clothing is completely acceptable.

For PE a white T-shirt and blue or black shorts are required.

For swimming sessions children require a suitable swimming costume, towel and incontinence nappy to wear in the water if not toilet trained. Details of where to purchase these are included with the swimming consent letter.

IT IS ESSENTIAL THAT ALL CLOTHING IS NAMED – WHILST WE MAKE EVERY EFFORT TO FIND LOST CLOTHING, THE SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR ITEMS DEEMED LOST.

Spare Clothing and Incontinence Pads

It is essential that you provide a set of spare clothing to be kept at school in case of mishaps (it does not have to be school uniform). As we have children in school with significant food allergies just a small spillage onto clothing can cause a reaction. We have a school uniform bank which accepts school uniform donations. In the event that a child has no spare clothing items, clothing will be taken from the uniform bank.