



# Parent/Carer Handbook 2025-26



## **Message from Headteachers**

We are privileged to be the Co-Head Teachers (Interim) and work alongside a large team of staff who uphold the values and ethos of our wonderful school.

We are a school where every pupil and their achievements are celebrated. We are ambitious for our pupils and are committed to supporting them to do everything they can to make the most progress possible and live the most independent and fulfilling lives they can. We are proud of our pupils' capabilities, their resilience and their individual personalities that make them very special members of our community. We have the honour in supporting them in their school journey alongside yourselves, other professionals and our dedicated staff team each day.

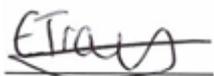
Our school motto is 'Every Moment Matters' and this is embedded in everything we do to ensure that there are no missed opportunities for learning. We continually develop our provision at The Bridge School to ensure that our pupils access the highest standard of education possible and the best opportunities throughout their school life to prepare them for adulthood.

We do welcome and appreciate the many positive comments that you make and regularly share them with staff. It is also very important that you share any concerns that you have with us and that you know that if you want any advice or information, that you can always approach us.

We look forward to working with you and your child.



**Nicola Davis**  
**Co-Headteacher (Interim)**



**Emily Tracey**  
**Co-Headteacher (Interim)**



## Our Mission Statement

*“Striving for excellence, valuing achievement”*



Our school is a place where everyone is treated with **dignity**, with **respect**, and is of **equal worth**.

Our vision is to develop a **highly effective learning community**.



### To achieve our vision, our aims are to:

- create a happy, safe, and secure learning environment where all pupils'/students' needs are met, where progress, achievements, and successes are recognised and praised.
- promote pupils'/students' spiritual, physical and emotional well-being so that they are secure, confident and well-motivated.
- help pupils/students acquire the knowledge, skills and confidence, which enable them to lead as full, interesting and independent lives as possible.
- develop pupils'/students' personal responsibility and encourage decision making and choices, communicating through appropriate means.
- provide a wide range of personalised appropriate learning experiences, which are both exciting and challenging.
- provide pupils/students with experiences of their own and experiences of other religious and cultural backgrounds.
- listen to and respect pupil's voices and their contributions.
- offer opportunities of working co-operatively alongside others, developing friendships and respect for others.
- foster positive relationships with parents and other professionals.
- ensure that all the statutory curriculum guidance is delivered to all pupils/students.
- provide all staff with training and development opportunities to enable effective practice.



## Bridge School Values

*These values have been compiled by the staff with input from governors and parents through the governing body.*

Pupils/Students are **respected for who they are**, with all staff striving for each individual to **make progress** and **achieve their potential**.



### Staff show respect for pupils, ensuring that pupils:

- are the centre of every action, of everyone, at all times.
- are kept safe at all times.
- are never talked over and that all adult conversation is about supporting the learning of the pupils.
- learn in an environment that is appropriate to the needs of the pupils, e.g. bright and stimulating or low sensory arousal.
- work with adults who adhere to all school policies and procedures.
- work with staff who maximise all moments of the day to support pupil progress and achievement.
- have outstanding role models at all times.



### Staff will work and support each other. They will:

- work together for the common goals of The Bridge School.
- always be focused on the pupils.
- have a 'can do' attitude.
- be confidential at all times about our work, our pupils, their families and each other.
- be positive about each other's strengths and achievements, and will help each other to improve constructively.
- be a positive role model for our pupils and our school.
- treat each other with respect and value each other.
- seek solutions to any problems positively and professionally.
- set and achieve high standards.
- celebrate the success of others.
- respect and value each person's individuality, differences and beliefs operating within the school policies and procedures.



## **The Bridge School**

The Bridge School is a special school for Telford and Wrekin Borough. The school is located within the Hadley Learning Community, however it is a separate LA maintained school. The school is for pupils from Reception to year 11. There is a small provision for nursery aged children and post 16 students who have profound learning difficulties as well as complex physical and medical needs who are in our specialist classes.

The Bridge School was built through a Private Finance Initiative (PFI). This means that all services which are not directly involved with education are provided by the company (Mitie). This includes cleaning, catering, security and building repairs. The school leases the building during school hours and in term time. The use of the building outside of these hours is under the management of Mitie.

The school has gained five successful 'outstanding' judgements from Ofsted in February 2010, May 2013, January 2018, September 2023 and July 2025.

The school has gained a number of prestigious awards over time:

- Arts Mark
- Basic Skills Quality Mark
- BECTA Inclusion Award
- Excellence in ICT
- ICT Quality Mark
- Inclusive Schools Award – Transforming and Leading
- Leading Parent/Carer Partnership Award
- Unicef – Rights Respecting School
- Makaton Friendly
- Sport Games Mark Gold

The Bridge School leads an organisation called Severn Training Schools Alliance (formally a Teaching School). STSA run an initial teacher training programme, offer a wide range of courses and support other schools. It also runs a core package for Primary Heads with advisory support.

There is a wide range of information on the school website including information relating to:

- Policies
- Curriculum
- Governance
- Early Help
- Key information such as term dates, menus, uniform etc.
- School Development Plan
- Parent/Carer support.

[www.thebridgeschool.co.uk](http://www.thebridgeschool.co.uk)

## Who's Who at the Bridge?

<b>Co-Head Teacher (Interim)</b>	<b>Co-Head Teacher (Interim) Deputy Head Teacher</b>	<b>Acting Deputy Head</b>	<b>Acting Head of Early Years /KS1/Offsite Provision</b>
			
Nicola	Emily	Lindsay	Liz
<b>Acting Head of KS2</b>	<b>Head of Secondary Phase/Specialist Class &amp; CSE Lead</b>	<b>Senior Teacher EYFS/KS1</b>	<b>Senior Teacher KS2</b>
			
Hayley	Mandy	Sam	Lizzie
<b>Senior Teacher Primary</b>	<b>Senior Teacher Secondary/ Behaviour Lead</b>	<b>Senior Teacher Curriculum and Outreach</b>	<b>Parent and Family Liaison Worker</b>
			
Alex	Claire	Sam	Lianne

School Business Manager	Office Manager	Health and Well- Being Manager	Assistant Health and Well-Being Manager
 <p data-bbox="256 600 333 629">Sarah</p>	 <p data-bbox="587 600 635 629">Jen</p>	 <p data-bbox="892 600 956 629">Julie</p>	 <p data-bbox="1201 600 1275 629">Tracy</p>

Admin Team		
 <p data-bbox="331 1189 395 1218">Sam</p>	 <p data-bbox="762 1189 842 1218">Emma</p>	 <p data-bbox="1198 1189 1278 1218">Helen</p>
 <p data-bbox="323 1675 403 1704">Aggie</p>		

Please contact us if you have any queries. We will always do our best to assist you.

## School Governors

School Governors are responsible for setting the school vision and values, as well as the policies and procedures of the school. They provide support and challenge to the Headteacher. School Governor details are on the school website or you can contact school for details. Governors are not paid for their roles.

## Teaching Staff

EYFS	
Bobbi Townsend – Base 1	Jordan Jones – Base 2

Primary KS1	
Beccy Holder – WWI - Offsite Class	Jenny Jones – Base 4
Lauren Barratt – Base 3	Bethan Siddell – Base 5a
Primary KS2	
Natasha Wallbank – Base 6	Samantha Wills-Base 5
Rachel Griffiths- Base 7	Chloe McNulty Jones – Base 8
Alex Sloan – Base 9	Holly Nicholson – Base 10
Jo Wyer – Base 11	Alyssa Walne – Base 12
Hannah Richardson – Base 16	

Secondary	
Rebekah Fisher– Base 13	Leah Jones – Base 14
Chloe Edwards – Base 15	Claire Jones- Base 16a
Donna Smith – Base 19	Mandi Davies – Base 20

### Specialist Classes

Specialist Class Teachers	
Katie Kirkham – Base 17	Kimberley Jesse – Base 17a
Tracey Smith/Lucy Jones- Base 18	

We have a large number of support staff who work with children throughout The Bridge.

**Apprentices** – The Bridge has a small number of apprentices that usually work within EYFS/Primary Phase of school.

**Teaching Assistants-** There are teaching assistants in each class and the number of these will vary dependent on the needs of pupils within the classroom.

**Senior Teaching Assistants (STA)** – Each class in school has an STA. The STA takes responsibility for the class if the teacher is attending meetings or is out of school etc.

**Higher Level Teaching Assistants (HLTA)** – HLTA's usually cover teachers for their PPA and curriculum time each week. Teachers support their planning and assessment time.

### **Designated Person - Child Protection**

Each school is required to have a designated lead for Safeguarding who will provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as children's social care.

Emily Tracey - DSL

Deputy DLS's are:

Nicola Davis

Lindsay Goring

Mandy James

Hayley Williams

Claire Beckett

Liz Masi

Sam Range

Lizzie Payne

Lianne Tettzell

Beccy Holder

### **Designated Person for Children in Care**

Each school is required to have a designated teacher for children in care. They are responsible for promoting the achievement of children in care.

Liz Masi (EYFS)

Hayley Williams (Primary)

Mandy James (Secondary)

**Attendance Champion** – Emily Tracey

**Deputy Attendance Champions-** Nicola Davis, Lindsay Goring, Liz Masi (Early Years), Hayley Williams (Primary) and Mandy James (Secondary and Specialist Classes).

## **Parent/Carer Handbook**

This handbook is to provide you with important information to help us work together. We issue a new handbook at the beginning of each academic year.

<b>Useful Contact</b>	
Bridge School	01952 387108
School Website address	<a href="http://www.thebridgeschool.co.uk">www.thebridgeschool.co.uk</a>
School Email address	<a href="mailto:a7017@taw.org.uk">a7017@taw.org.uk</a>
Parent and Friends Association	<a href="mailto:thebridgepa@outlook.com">thebridgepa@outlook.com</a>
School Nurses	01952 387172
Physiotherapists	01952 387182
Speech and Language Therapist	01952 387182
Occupational Therapists	01952 972431
Sensory Inclusion Service (Visual & Hearing Impairments)	01952 385269
Children with Disabilities Social Work Team	01952 385216
Telford & Wrekin Local Offer	<a href="http://www.telfordsend.org.uk">www.telfordsend.org.uk</a>
IASS (Information Advice & Support Services)	01952 457176
The Glebe Centre	01952 567800
Education Transport – Shropshire	01743 252471
Education Transport - Telford & Wrekin (8:00am: onwards other issues) To Cancel Transport (7:30 onwards)	01952 384620 01952 384831
Incontinence - Nappy Service	01952 580400
Safeguarding Helpdesk	01952 385678
Wheelchair Services	01743 444051
Family Connect –Information Service - Advice about accessing child care.	01952 385385
SEN Team (Education Dept) Telford & Wrekin LA	01952 385395
SEN Team (Education Dept) Shropshire LA	01743 254502
SEN Team (Education Dept) Wolverhampton LA	01902 551155
SEN Team (Education Dept) Staffordshire LA	01785 356921

## **Admissions Policy**

Please ask for a copy via school admin team for our provision. A copy is available on the school website.

## **Access by car**

The access by car is from Waterloo Road. Follow the directions from the main road and continue down to the end of the drive. The school is at the end of the drive. Please park in available spaces, which include those marked as visitors. Please do not park in the small number of reserved spaces. The reserved spaces have been allocated to staff needing essential access to pupils, including the School Nurses.

*Parents and carers of the WWI offsite provision will be given guidance by the staff team on the site.*

## **Parent/Carers transporting their child to School**

Guidance will be given to any parents/carers about the system at the beginning and end of the day in order to maintain the highest standards of safety.

*Parents who have pupils at WWI offsite provision – again, guidance has been issued separately.*

Parents/carers should provide written authorisation for their child to be collected by another adult, except in an emergency when a telephone call is required. Please ensure that the person collecting your child has ID and a password that has been shared with school. This includes a parent/carer if they are not known to us. Members of SLT will need to verify and agree other arrangements if this has not been possible.

If a parent/carer fails to collect a child at the appointed time, the school will supervise the child whilst emergency numbers are tried. If the emergency numbers do not resolve the situation, the school will contact Children with Disabilities Social Worker Team/Family Connect/Police.

If a child/young adult is not collected by transport, then every effort will be made to get this re-arranged. If a pupil is unable to travel due to illness, or perhaps behaviour or a problem with a wheelchair etc., then it remains the responsibility of parents/carers to collect pupils. We do understand that this may create disruptions.

## **Home to School LA Provided Transport**

Transport may be provided free by the Local Authority dependent on the LA Policy, similarly dependent on the policy expenses for parents may be able to be claimed.

[http://www.telford.gov.uk/info/20025/school\\_information/10/home\\_to\\_school\\_transport](http://www.telford.gov.uk/info/20025/school_information/10/home_to_school_transport)

Direct line to Transport - Telford & Wrekin	01952 384620/384621
Shropshire	01743 252471

**This is not a school organised service and therefore parents need to follow LA processes which include online applications, including if a pupil moves to another provision or moves house.**

## **Moving House**

You must inform the school office of an update to your address.

If your child travels from home to school using LA transport, then please contact as follows:

Telford and Wrekin Pupils:

You must notify the Local Authority who provides transport for your child as soon as possible.

You will be asked to complete an online form which can be accessed via the link:

[http://www.telford.gov.uk/info/20025/school\\_information/10/home\\_to\\_school\\_transport](http://www.telford.gov.uk/info/20025/school_information/10/home_to_school_transport)

You should allow up to 20 working days for your application form to be processed. Please note, however, that more complex cases may take considerably longer.

Contact: 01952 384620

Shropshire Pupils:

Notify SEN Team as soon as you know you are moving. 01743 254389.

If transport is not in place on your move date, you would be expected to transport your child into school until it is in place. House moves have impacted on attendance when transport has not been secured before moving.

## **Moving School**

Please note, if you change school within the Telford & Wrekin area, you must re-apply for transport.

## **Wheelchairs being transported**

Telford and Wrekin Education Transport have a policy in place that all wheelchairs need to be tagged with a small plastic tag marked with the letters EDU. The tag is fitted to the base of the wheelchair to denote that the chair has been risk assessed and is safe to be clamped in place on the bus while transporting a pupil.

If, for any reason, the EDU tag is lost or a pupil receives a new wheelchair, please inform Telford and Wrekin Education Transport (the phone number is in the front of the pupil home school diary) so that they can arrange for a new EDU tag to be fitted.

A pupil, who is a wheelchair user, who does not travel to school on integrated transport, will still need a tag on their chair to take part in Bridge School offsite visits. School will contact Telford and Wrekin Education Transport to risk assess the wheelchair and fit a tag if appropriate. It may be necessary for school to contact you to plan another means of transport for school visits.

### **Pedestrian access**

Pedestrian access to The Bridge School is currently very limited. Access is from Crescent Road via the entrance marked as Community Entrance. Please go to the Community Desk. This is staffed by Mitie, not The Bridge School. Please tell them you are a parent/carer visiting The Bridge School. They will phone the school and a member of staff will be sent to collect you. They will take you to the reception at The Bridge School.

Parents and carers whose children are attending the WWI off site provision - there is pedestrian access to the site.

### **Speed Limit**

Please note, there is a 10 mph speed limit on the drive to the main Bridge School site, which should be adhered to for the safety of all pupils and others.

### **Family Room**

There is a family room which parents/carers can use e.g. when waiting for appointments. There is useful information within the room including the Parent and Friends Association. Our Pupil and Family Liaison Worker is based in the room and can be contacted for support through the school email or phone number.

### **Additional Support**

If you wish to find out if you qualify for any financial or other assistance, advice can be sought online, or by contacting Family Connect or Children with Disabilities Social Work Team. (Numbers are at the front of this booklet). Information can also be found on the 'Local Offer' site of the LA where you reside.

### **Severe Weather Warning Information**

School closures will be posted on the school website as early as possible.

For latest news on school closures, please listen to Shropshire Radio, other radio stations and <http://www.telford.gov.uk/schoolclosure>.

If the school is **NOT** listed, then it will be open.

If the weather changes during the day, please ensure that you are contactable and available in the event of it being necessary to close early.

## **Contacting School by telephone**

All pupils will be offered a Home School book which will enable messages to be passed to school. (Details are included later).

If you do need to contact school, please phone and your call will be answered by the reception staff as soon as possible. If the number is engaged, please keep trying as the lines may all be being used. If the lines are engaged, you will be given the option to leave a message or call back.

If you need to speak to the class teacher, the receptionist will ask you if you can leave a message, or if the teacher can call you back at the end of their teaching session. This is to ensure we meet our commitment for education in the classroom. However, we really do understand that there may be occasions when it is really important that you talk to the teacher, and in these cases, you will be put directly through. If the teacher is unavailable and you would like to speak to somebody, your call will be put through to a member of the Senior Management Team.

Parents whose children are attending the WWI offsite class provision continue to call the main Bridge reception.

The school has an answerphone from 4:00pm until 7:30am.

## **Parent/carer contact details**

Each parent/carer should have completed a form providing home and work (if applicable) phone numbers of parent/carers. If neither parent/carer can be contacted during the day, the name, address and phone number of a responsible adult for contact, should be provided. We request at least 2 contact people.

## **Pupil illness/absence**

**Children should be in school whenever possible.** Parents/carers should contact school at the earliest possible time if their child cannot attend school – a message can be left on 01952 387108 or by emailing [A7017@taw.org.uk](mailto:A7017@taw.org.uk) – this can be done out of hours (the early notification assists the school and the teachers).

Parents/carers can request a call back if needed for advice or support. Parent/carers need to notify any other relevant people directly e.g. transport providers.

If a parent or carer does not contact school to inform of absence and reason, the school will pursue contact, and this is usually on the same day. This is part of our processes linked to national guidance, supporting well-being and safeguarding. If we cannot contact a parent/carer, school may ring emergency contacts or conduct a visit to the home- this may be school staff or through the LA Attendance Team. The school has a responsibility to share absence with other services.

There will be times when due to ill health a pupil may not be able to attend school. In relation to complex medical needs the school will work with families and other services to support the child to attend school. For other reasons of absence, the school will work actively to support attendance.

## **PLEASE ENSURE THAT SCHOOL IS INFORMED IF A CHILD HAS CONTRACTED AN INFECTIOUS DISEASE.**

**There is strict legal guidance about holidays in term time which must be adhered to.** Taking holidays in term time is not encouraged. When a family holiday is requested during term time and pupils are taken out of school for this reason, permission needs to be sought from the school in writing before the holiday is booked. Requests may be turned down and only be agreed for exceptional reasons.

### **Urgent contact during the school day**

If the child has an accident in school or becomes unwell, the Headteacher/Deputy will make a decision, and if necessary, seek medical assistance. Great efforts are made to inform parents/carers at all stages.

The school is equipped to deal with minor injuries via a number of appropriately trained first-aiders. There are School Nurses onsite who work with specific pupils which is agreed through the Local Authority.

### **Parent/Carer Meetings and Reports**

Each year, you will be invited to an Annual Review of EHCP meeting to discuss your child's progress and ways to forward their learning, both at home and in school. A comprehensive report is provided prior to the meeting.

A further meeting is held approximately 6 months after the Annual Review meeting to review and re-set targets in the Outcomes Meeting. As parents/carers, you can help to set the small, achievable targets.

In addition, if your child is changing to a new class teacher, you will be invited to a parent/carers' evening so that you can share information about your child.

Each term, the Head of Phase will send a Curriculum Newsletter outlining the areas of work for the term and other news.

Based on feedback, meetings will be arranged on-line through TEAMS. This can be supportive in terms of access. A face-to-face meeting can be arranged if this is preferred.

### **Annual Reviews**

Annual review dates will be set in advance. Unfortunately, due to the very strict legal requirements, it is highly unlikely that the date will be able to be delayed.

### **Homework**

Homework has to be very individual to the pupils who attend The Bridge. Our policy is that we agree what homework would be appropriate. We agree this at the Annual Review and the annual Outcomes review meetings. Each 'Outcomes Form' has a box at the bottom which states what homework would be appropriate, in agreement with yourselves.

Homework can be a whole range of things. It will vary for each child and is likely to change as a pupil gets older, or if their needs and priorities change.

For example, it may include:

- home and school working on consistent strategies for behaviour, following an agreed behaviour support plan
- using particular symbols, signs, objects or words to support your child's understanding and communication
- using a particular communication aid or system at home that has been advised by therapists
- having a regular book or work sent home to complete
- working on a toileting, dressing or eating/drinking programme

The types of homework are very varied for each child. Our policy is underpinned by the belief that we want to support and work with you to help your child achieve the very best they can.

Please bring it up with your child's teacher if you want more support or guidance in this area and also use the opportunities at the Annual Review and Outcomes meetings to discuss further.

There is an extensive bank of home learning resources that can be accessed on the school website.

### **Home/School Books**

A Home/School Book is available if a parent/carer chooses. The protocol is to provide a means that you can inform the teacher of anything important e.g. appointments, new achievements, concerns, sleep patterns, etc. The teacher is able to provide brief information of your child's day. It is not intended to inform about the work any child has done during the day. This is provided through the reports and newsletters. We would like to give you more detailed daily information, but the teacher cannot allocate the time this would require for a class of children, as their first responsibility **MUST** be teaching the children.

The information that is provided will differ due to individual needs and this will be agreed and recorded at the Outcomes/Annual Review meeting with you.

### **Contact with the Headteacher**

The Head Teacher will write routinely to parents/carers:

- at the beginning of each term, providing organisational and relevant information
- at the end of the Summer term, reviewing progress and priorities in the School Development Plan.
- at any other time when there are issues affecting the school

The Head Teacher is contactable at school as necessary through the main school email address and through contact via the main office.

## **Discipline and Child Protection**

It is the policy of our school that Personal and Social Development is central to the education of every pupil. We believe that all children and young people have a right to feel positive about themselves. The school has policies for Personal and Social Development, Care and Support and Behaviour.

No form of corporal punishment is used. We aim for a safe, secure environment where small steps of progress are celebrated and each individual is valued and treated with respect and dignity.

The school believes it is everyone's responsibility to protect children, and it is the school policy for staff to raise any concerns that they may have with the Head Teacher who is charged by the Local Authority to pass on concerns to the appropriate services. This is done to ensure that children are safe and no judgement is made of parent/carers of the child. *The Safeguarding Policy/ Behaviour Support Policy is available on the school website.*

It is highly unlikely that bullying would be an issue due to the nature of the children's needs. However, if there are any concerns, then please let the teacher know.

## **Timings of the School Day**

The timing of the school day is 9:00am – 3:00pm  
Pupils in specialist nursery attend two full day sessions.

## **Facilities**

The school is a purpose-built provision and the facilities are extensive. It includes gyms, Hydrotherapy pool, sensory rooms, outdoor areas, Soft Play rooms, library etc.

Some areas are linked to phases based on the requirements of the curriculum.

## **Lunchtimes**

The midday meal is an important teaching and social occasion.

Pupils can bring their own lunch. All classrooms have fridge facilities to store packed lunches.

Parents/carers will of course consider the appropriateness of food content for individual pupils.

Meals are provided by the PFI Catering Provider. There is a choice of meals and a rolling programme of the menu is available. This is available on the school website but please request via home-school book or from reception if you would like a copy. Mitie Catering can respond to the special dietary needs of our pupils.

The cost of the meals is set by Telford & Wrekin Council. Please note that pupils in reception and Key Stage 1 pupils will receive free meals under government legislation. For other pupils the cost of meals will be:

<u>Primary Pupils</u>	<u>Secondary Students</u>
Reception & Year 1 & 2 :- Free	Key Stage 3
Key Stage 2 – Years 3, 4, 5 & 6	Key Stage 4
	Key stage 5
<b>£2.90 per day    £14.50 per week</b>	<b>£3.00 per day    £15.00 per week</b>

See section on Free School Meals and Universal Free School Meals below.

These prices should be taken as guideline only, as they may change during the year.

Please note:

- **Pupil meals to be paid for in advance** i.e at the beginning of the week, not at the end.
- **We are requesting no cash payments.** Online payment is the requested method and if you cannot do this please contact school via email or phone.

Meals can only be ordered by 10:00am daily. If your child will be arriving late to school, please advise the class teacher before 10:00am, who will arrange for a lunch to be ordered. No meals can be ordered after this deadline.

Some pupils in Key Stage 4 will be cooking their dinner for parts/days of the year.

Most classes have their meals in their class bases and work on communication and personal skills.

### **Free School Meals**

#### Reception, Years 1 & 2

From September 2014, all Reception, Year 1 and Year 2 pupils will be entitled to a free school meal. This is a Government Initiative called Universal Infant Free School Meals (UIFSM).

Parents are required to complete an application form which is included in the starting school packs or can be obtained from the school admin office. Once your child leaves Year 2, normal Free School Meal procedures will apply. Parents/carers can apply directly to the benefits service and the school will receive their regular list of entitled children.

#### Year 3 and upwards

You may be entitled to Free School Meals.

Please complete an application online

[www.telford.gov.uk/info/20028/school\\_meals/9/free\\_school\\_meals/3](http://www.telford.gov.uk/info/20028/school_meals/9/free_school_meals/3)

or alternatively, contact the Free Meals Service on 01952 383983.

Please note, when Free School Meals' claim expires, parents/carers must pay for the meals – it is highly unlikely that claims can be backdated. **This debt cannot be paid by school.**

### **Unpaid Meals**

If any meals taken are unpaid, the school cannot be responsible for the debt. Parents/carers will be asked to clear the debt. Until payment is made, parents/carers will be asked to provide a

midday meal, either a sandwich or collect their child for a meal offsite. Any debt that is not settled will be passed to the Local Authority who will deal with the debt recovery, which may result in legal action via the County Court.

### **Reheating/warming food**

Parents/carers use school meals service or send in packed lunches. There are very few exceptional circumstances when school will agree to reheat food. The arrangement must be agreed by the Head Teacher and a full risk assessment will be carried out to ensure safety in relation to food safety and feeding arrangements. The school is unable to reheat rice-based products.

### **Healthy Eating/Snacks**

Breaktime snacks provided are as follows:

- Water or milk. On some occasions there may be an agreed alternative drink based on pupil need.
- Fresh fruit will be offered as pupil snacks. We also include a range of other healthy alternatives for pupils to sample. Our school nurses are involved in planning these.
- The use of confectionary, crisps, sweets etc will be very limited in school. However, a minority of parents/carers of pupils who need to continue with a specific snack will be able to send it in with their child. Please discuss this with your child's class teacher.

### **Healthy Snacks Voluntary contribution from Parent/Carers**

We would like to remind you that school snack money is requested on a half termly or termly basis for your child.

<b>School:</b>	£5.00 ½ term	£10.00 term
<b>Nursery:</b> Part time pupils	£2.50 ½ term	£5:00 term

We would really appreciate your support in our effort to provide the pupils with healthy snacks. *We would ask you to send it into school in a clearly marked envelope, together with the slip sent out through class teachers.*

### **Nuts/nut containing products**

Pupils are **NOT** permitted to eat nuts or consume foods containing nuts in school. The consumption of nuts or nut containing products would only be considered in exceptional circumstances.

### **Party/Celebratory Food**

There is strict guidance in regard to what foods can be brought into the classrooms from parents/carers. We can only serve pupils foods that are purchased at a supermarket or prepared at an establishment with health standards certification. Please help us in providing safe, healthy foods for our students.

Food items bought from a supermarket are permitted for classes to celebrate birthdays, for fund raising events etc.

Homemade foods and cakes are therefore **not permitted** in school, apart from when they are made for and consumed by your own child or are sold to staff only for fundraising events.

### **School Uniform**

The school has an optional school uniform. The uniform chosen is very practical as well as smart. It includes a navy sweatshirt, blue polo shirt, grey/black or navy bottoms, P.E Kit (white 'T' shirt and black shorts) and a navy fleece. Parents/carers can access these items through many sources.

The official supplier of the uniform is Baker & Son Schoolwear, 29 New Street, Wellington TF1 1LU  
Email: [halesowenclothing@xlnbb.uk](mailto:halesowenclothing@xlnbb.uk) Web: <http://www.bakerandsonschoolwear.co.uk/>  
(They can add the school logo and provide name labels. The uniform has been designed so that they can be purchased in a range of shops without the logo).

The uniform is optional, but we would ask you to consider - when you are replacing your child's clothes - purchasing the uniform, as we are keen for pupils to wear it. For pupils who have specific clothes they like to wear e.g. due to sensory needs or other, we understand this. We ask that clothing is appropriate for school setting e.g. no low tops, no short shorts, no inappropriate slogans etc.

Pupils must have appropriate footwear for P.E. Some pupils will need to continue to wear specialist footwear. Other pupils must have pumps or trainers or bare feet (if appropriate) for safety reasons.

**Please ensure that clothes children are sent in are suitable for physical play and activities, including footwear.**

### **Other clothing, jewellery and accessories**

If jewellery is worn, school reserve the right to ask the pupil to take the jewellery off to comply with school policy and safety. Parent/carer would be contacted and items returned. School cannot be held responsible for loss, theft or damage.

Pupils may wear stud earrings in school at their own risk and the school will not be held responsible for the actions of any third party resulting from any incidents. No other piercings are permitted in school. No necklaces, bracelets, broaches or pin badges should be worn in school. No stoned rings can be worn. Parents/carers/students must consider that in PE and informal games, jewellery could present serious hazard or serious injury: rings, earrings and bracelets all present hazards. For example, pupils/students can be physical in their interaction and a necklace or earrings could be pulled and cause injury. There is also a possibility of theft/loss and school would not be held responsible for this.

A pupil will not be able to be exempted from swimming or PE if they have their ears pierced, and therefore, parents/carers are urged to consider making any such appointment in the main Summer block.

**All items of clothing MUST be labelled.** Pupils are encouraged to take responsibility for their own belongings. Due to the nature of the needs of many pupils, staff support the care of personal clothing and belongings. Every effort is made to ensure that all clothing and items brought into school are returned. However, we must remind you that if items are mislaid or lost, the school is not able to offer financial recompense.

## Parent/Carers' Library

The school has parent/carer books which can be loaned. If you wish to borrow any books, please contact Julie Goddard at school or by email on [a7017@taw.org.uk](mailto:a7017@taw.org.uk). Please ask for a list of books or look on the school website.

## Parent/carers and families Dress Code

As a school, we have children of all age ranges and some pupils that may wish to say 'Hello' to you physically, as this is their method of communicating. Our staff therefore have a specified dress code. We advise parents/carers visiting school to dress appropriately and to avoid the wearing of low tops or short shorts and strongly advise against the wearing of dangling earrings and scarves- these may be asked to be removed.

## Medication

There are very strict rules issued by the government on 'Medication in Schools'. The following is a summary:

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- Medication **must** be brought in to school by parents/carers, **NOT** on school transport. Medication **cannot** be sent home on school transport. It should be collected by parents/carers when medication is no longer required.
- No child will be given prescription or non-prescription medicines without a parent's written consent.
- Prescribed ONLY medication can only be administered by a School Nurse or qualified First Aider who has attended the Safer Handling of Medication training course.
- No child under the age of 16 will be given medicine containing Aspirin, unless prescribed by a doctor.
- Medication for pain relief will not be administered without first checking maximum dosages and when the previous dose was given - details on this procedure would be issued by school to parents/carers.
- If medication is prescribed to a pupil for on an 'up to 3 times a day' basis, the parent must administer dose at home.
- If medication is prescribed for 4 doses a day, 1 dose will be given during school hours at lunchtime (parents are advised to ask GP if it is possible to give medicine on a twice a day basis).
- Prescribed ONLY medication should only be accepted and given by First Aid trained staff who has completed a Administering Medication Course/School Nurses if it is in its original container with the following information on it:

### **A pharmacist label stating:**

1. Name of child
  2. Name and strength of medication
  3. Amount to be administered
  4. Time to be administered
  5. Storage information
- Medication that is labelled as 'give as directed' **should not** be administered by staff. **Parents are advised to inform GP/Pharmacist of this.**
  - Any medication prescribed or non-prescribed medication will only be given if a **MED1** form is completed.
  - **Request for medication 'to be given as necessary'**. Forms must be completed, agreed and signed off by Headteacher.
  - Records are kept of any medication administered.
  - All medication for pupils who have a gastrostomy or naso gastric tube fitted is administered by School Nurse team only.

### **Head Bumps**

If a child bumps their head in school, they will receive a Head Bump Information Form from a First Aid at Work (FAW) member of staff. At the bottom of the form is a slip for parents/carers to complete and return to school. If a slip is not returned, you may receive a phone call to request its return.

For specific pupils, there may be an alternative protocol, but this will be agreed individually with parents/carers.

### **Therapy Advice**

Staff at The Bridge follow advice from Therapists provided by the Health Authority. Parents/carers may on occasion have alternative advice, but as a school, we have to follow the advice we are given regarding a pupil's health.

### **Therapy Equipment**

We may be able to support the use of equipment provided by Health Authority e.g. walking aids, standing frames. Please be aware that any equipment that may be purchased through other means independently may not be able to be used, unless it is agreed and supported by a Health Authority. The Health Authority professional would need to agree the equipment is appropriate, supervise the use of it, training and implementation. Regarding the equipment, parents/carers will need to consider if they want to use equipment at home where they may be able to use it daily, including weekends and holidays. Regarding the use of some equipment in school, consideration needs to be given by parent/carer/school and therapists about the best place for use. For example, if something is required for daily use for a period of time, this may need to be

implemented at home so it can be used too in weekends and holidays, unless it can be moved to and from.

Consideration of the 'whole programme' for a pupil needs to be given, particularly if a range of interventions are recommended, and how that impacts on the access to the curriculum, peers and the time within the school day and what is the best balance and approach for a pupil.

### **Information Sharing**

Educational Review reports/Outcomes meetings and general school held information are shared with the range of professionals working with a child as part of the review procedure and ongoing work with professionals. Professionals share information to ensure that we have a holistic approach towards supporting a child and their family. If you have any concerns regarding this, please contact the school to discuss.

Parents/carers will be asked to agree for us to share information as detailed above with all relevant professionals. The agreement will be valid throughout your child's attendance at The Bridge School. If you wish to withdraw consent at any point, please contact the Head Teacher to discuss it. See Appendix 1.

We also need to remind you that all information provided to school will be handled by The Bridge School in accordance with the Data Protection Act 2018. In order to plan services effectively, it may be necessary to share information with selected partner agencies who will also handle the data within accordance of the act.

**Please can all parents/carers ensure that the school is informed about any new medical information you feel the school should know.** For example, we would ask that you check that any letters/reports that are written following medical appointments do have both The Bridge School (Head Teacher) and The Bridge School Nurses on the circulation list (held in school or at hospital or elsewhere). It is important to note, however, that it can take several weeks for this information to be received, so you are advised to contact the school and the School Nurses to share any information that you feel is necessary in the meantime. The School Nurses are not direct employees of the school. They are employed by Shropshire Community Health Trust - **if you contact the School Nurses, please can you ensure that this information is passed on to school staff.** If at any time there is information that you do not want to be passed on within the educational/professional context, please make this clear.

We are, however, **obliged to share** information without authorisation from the person who provided it or to whom it relates if it is in the public interest. That is when:

- it is to prevent a crime being committed or intervene when one may have been or to prevent harm to a child or adult or not sharing it could have a worse outcome than sharing it.

The decision would always be authorised by the Head Teacher. The three critical criteria are:

- where there is evidence that the child is suffering, or at risk of suffering significant harm.
- where there is reasonable cause to believe a child may be suffering or at risk of suffering significant harm.

- to prevent significant harm arising to children and young people or serious harm to adults including the prevention, detection and prosecution of serious crime.

### **iPads and Tablet Devices**

iPad and tablet devices are allocated to children who need them in school as a dedicated communication aid. This is identified by the Speech and Language Therapist. No iPads or tablet devices should be brought in from home. If a parent/carer wished to query this, please see the ICT/Safeguarding Policy. Any further issues relating to iPad/tablet devices should be addressed to the Head Teacher.

### **Mobile Phones/ Smart Watches/other devices**

Pupils are not allowed to have mobile phones or smart watches in school.

Parents and carers are reminded that mobile phones/other devices cannot be used in the vicinity of pupils unless specific permission is given e.g. during events in accordance with signed protocols. In any other circumstances videos/taking of photographs/audio recordings is not permitted. Dependant on the nature of a visit parents maybe asked to lock phones in visitor lockers.

### **Insurance**

Telford & Wrekin Council provides insurance cover to protect children should they suffer injury, damage or loss through negligent acts by staff or others engaged on Council business.

1. Telford & Wrekin council does not provide any personal accident insurance (i.e. where no one is negligent or to blame) or cover for personal effects. You may wish to make your own additional arrangements.
2. As a school, we undertake many activities, particularly for older pupils and above which are based out of school in the local community e.g. swimming, shopping trips, library visits, links at TCAT, leisure facilities in the community. We will ask for parents/carers' signed permission to take pupils off the school campus.
3. Valuable personal items should not be brought to school and we cannot accept responsibility for their loss or damage.

### **Photographs/Videos/audio recordings**

It is the practice of our school to use photographs of individual and groups of pupils as an integral part of the education process. Occasionally, photographs are used in school newsletters and for local press releases.

Parents/carers will be asked to give consent for the use of photographs & videos (see Appendix 2). The agreement will be valid throughout your child's attendance at The Bridge School. If you wish to withdraw consent at any point, please contact the Head Teacher to discuss it.

In respect of parents/carers taking photographs or videos at events within school, please see 'Protocol for parents and carers taking photographs at school events' Appendix 3.

**Parents/carers are not otherwise permitted to take photos, videos or audio recordings of pupils in school or within the school grounds without permission from the Headteacher.** This policy is in conjunction with the school Safeguarding Policy and also respecting the views of other parents/carers and pupils. We also ask that this is extended to when our pupils are being transported to and from school and are within the community on Educational Visits without specific permission.

### **Compliments and Comments**

We welcome any positive feedback from families on any aspect of our work. In the first instance, you can send a message in your child's Home/School book, email us or telephone. Letters are also still appreciated.

As we work in partnership with parents/carers, it always helps to reinforce the successes of the children and young people.

Email: [A7017@taw.org.uk](mailto:A7017@taw.org.uk)

Tel: 01952 387108

### **Complaints Procedures**

We always want to resolve any concerns quickly and effectively. Our key aim is to ensure that we support each pupil in school in the best way possible. We always want to work in partnership with you. If there is anything that causes you concern, then please *always* feel that you can contact us. You are advised to:

- contact the class teacher in the first instance
- if this does not resolve a concern or a query, then please contact the Phase Head, Deputy Head or Head Teacher

In the event of a serious complaint, parents/carers are advised to contact the Head Teacher, but may also contact the Chair of Governing Body if they wish. Please see our complaints policy available on the school website. A copy can also be requested from the school admin team.

If parents/carers do not feel that the provider is meeting the Early Years Foundation Stage requirements (nursery and reception), they can contact Ofsted on its website [www.ofsted.gov.uk](http://www.ofsted.gov.uk) or contact can be made direct to Ofsted on: Helpline 08456 40445.

For pupils in Early Years, a copy of the Early Years complaints procedure can be requested from the school admin team.

### **Respite/Personal Assistants**

We understand how difficult it can be to access trained staff for either respite or childcare. The school understands this service may be provided, either privately or through social services, by staff who are Bridge School employees. However, we do not consider that class staff engaging with pupils daily are the most appropriate people to undertake this work with a child in their

class/phase. We will advertise any requests through school to all other available support staff. Arrangements made however, are not the responsibility of the school. Staff undertaking such work should be clear on the separation of their roles and confidentiality, whilst also being clear of their safeguarding responsibilities remaining.

### **Staff Training/Qualifications**

Teachers and Senior Teacher Assistants hold appropriate qualifications for appointment. Other classroom assistants are given an induction programme and opportunities to gain Level 2 and 3 qualifications when possible.

The school has previously won a National Training Award. Staff are continually trained in areas to support the pupils' education. This includes:

- Communication/Speech and Language Therapy
- Dysphagia and Aspiration
- ICT
- Intensive Interaction
- Makaton
- Manual/Moving and Handling
- Musical Interaction
- Physical Disabilities (Physio)
- Sensory Integration (Hearing and Visually Impaired)
- Sherbourne Movement
- Approaches for pupils with autism including PECS, TEACCH, and Social Stories etc.
- Approaches for pupils with complex needs including Soundabout, Soundbeam, Opti-music, Tac-Pac etc.

The list of training is extensive – please ask if you wish to know more.

The Bridge School have a range of in-house trainers qualified to deliver courses, which include:

- Safety Intervention
- Makaton
- Moving and Handling
- Asthma

### **Professionals working within the school**

Classroom staff are employed directly by the school. This includes teachers, teaching assistants and lunchtime supervisors. Admin staff are also school employees.

Other professionals work for a range of agencies: some are based within the school, others have office bases elsewhere and work in school on particular days or as necessary.

School Nurses, Speech and Language Therapists, Occupational Therapists, CAMHS LD team and Physiotherapists are employees of Shropshire Community Health Trust.

Sensory Inclusion Service are education employees employed by the Local Authority, not school (contact numbers within the handbook).

Transport to school is organised by the LA, not the school (see contact phone numbers). Transport staff are employed by the transport companies.

Children with Disabilities Team Social Care are LA employees and are based at Darby House, Telford Town Centre.

**Contact numbers are at the beginning of this book. If you have a query related to these areas, please contact the professionals directly. This will ensure that your messages/queries/concerns are dealt with in the most efficient way. If the message is left in school, it may be a while before the professionals are in school. Each service has their own management and complaints procedure.**

### **Parent/Carer Courses/Training**

There are a wide range of parent/carers courses and training held throughout the year.

Parent/carers' views are sought regularly to guide what is provided.

Please ask if there is any specific training you feel could be beneficial by contacting Julie Goddard by phone or by email [julie.goddard@taw.org.uk](mailto:julie.goddard@taw.org.uk)

### **Sibling (Brothers and Sisters) Support**

The school website has links for organisations that support brothers and sisters of pupils attending The Bridge School.

On Parents/carers' request, we are able to contact the school(s) of siblings to ensure they are aware of the needs of the pupil/student who attends The Bridge School. We would welcome visits from school staff of siblings in order that they may fully understand the needs of The Bridge pupil/student. If you want this to be arranged, please contact Lindsay Goring, Deputy Head Teacher.

### **Covid 19**

The current guidance and requirements can be found on-line or please contact school. Whilst there is no requirement to test (August 25), if someone tests there are restrictions that we need to follow.

## **The Curriculum**

The curriculum reflects the educational opportunities provided by all schools, including working with and towards Foundation Stage Curriculum, National Curriculum and in Secondary, Accredited Courses.

At all key stages, the overall intent is that each pupil engages, achieves, and makes the most personal progress they can over time to enable them to have the most fulfilling, enjoyable, and independent life possible.

The school has mapped out the intended progression of fundamental key skills and knowledge for pupils working across a broad and balanced range of subjects. The Lead adult may need to break steps down into smaller steps or add or widen.

For each pupil their next step will be based on their assessed previous skills and knowledge rather than for their age or year group- it will be highly personalised. Due to the particular special needs of an individual pupil, some pupils may not have an even profile and steps may be broken down and further personalised. The curriculum provides the opportunity for pupils to access a broad and balanced curriculum at a differentiated level meeting statutory requirements.

The following form the foundation of all delivery:

- engagement and enjoyment
- communication and understanding
- personal and social development including increasing awareness of self, their own emotions and relationships with others.
- independence including life-skills

More details are on the school website or school can be contacted.

## **Progress within the Curriculum**

- For our pupils, progression is not necessarily only movement up a ladder of skills and knowledge. Lateral progression is also important in being able to apply the skills and knowledge e.g. to different contexts, situations, with different people, in different environments.
- Retention of the foundation fundamental learned skills and knowledge to embed into the long-term memory is also important- to know more and remember more. Key targeted areas link to the 12 month outcomes in the annual review set with parents/carers.

## **Relationship & Sex Education**

Relationship and Sex Education (RSE) is an integral part of the learning process and is set in the context of caring relationships. The Relationship and Sex Education programme is integrated within the teaching of Science, Health Education and Personal and Social Education and is reinforced throughout the daily life of the school.

Our aim is to work together with parents/carers to provide pupils with a Relationship and Sex Education programme which takes account of, and is relevant to, the pupils' knowledge, understanding and particular needs.

In many cases, the class teacher will be responsible for the teaching, though occasionally outside agencies may be involved, working closely with the teacher. Teaching will generally be in mixed groups, though there may be times when pupils will be in separate sex groups.

Within the programme, a range of sensitive issues will be raised. Such issues will be addressed with sensitivity, at a level appropriate to the age and ability of the pupils and in an objective manner, free from personal bias.

Teaching materials and resources can be viewed at the school, and any parents/carers wishing to withdraw their child from aspects of sex education, other than those included in the National Curriculum Science order, should make an appointment with the Head Teacher, who will be happy to discuss any concerns. Specific consultation took place with parents/carers to agree this policy.

We provide training and support for parents/carers as their children move through puberty- this includes a course and also one to one advice and planning to parents/cares, if wished.

### **Religious Education**

Under the Education Reform Act 1988, the teaching of Religious Education remains a compulsory part of the curriculum. In special schools, the subject should be taught to all pupils "as far as is practicable" and will be in accordance with Shropshire's Agreed Syllabus which provided the legal framework for RE in the Authority. Parents/carers wishing to discuss the school's RE programme or the right to withdraw their child from RE should contact the Head Teacher who will be happy to discuss concerns.

Each class participates in an Act of Reflection and has an appropriate time set aside each day, which is a shared experience. In addition to this, each school department holds a weekly assembly which is usually based around a range of themes. Parents/carers wishing to withdraw their child from attendance at such an occasion should discuss their concerns with the Head Teacher.

### **Educational Visits**

The school follows the national/local guidance issued regarding Educational Visits.

## **GENERAL INFORMATION**

### **Smoking and Chewing Gum**

All Telford & Wrekin buildings, including schools, are non-smoking. Smoking is therefore not permitted anywhere on the Hadley complex. This includes electronic cigarettes (vapes). Chewing gum is not allowed on the Hadley site.

### **Sun Cream and Hats**

As in previous Summers, we request that the children bring in their own sun protection (Factor 30 +) for use in school when the children are outside to protect from sunburn. Please send in sun spray if at all possible.

Application of the sun product is carried out by staff if the child is unable to administer it independently (with help from staff where necessary).

We are not able to supply the sun product for the children ourselves for safety reasons e.g. allergies to specific types of sun cream products.

We also require written consent to apply the cream. Therefore, every year, we send out a Sun Protection & Hat form to be completed and returned to school as soon as possible.

Sun protection will be kept in School and returned home at the end of the Summer period.

Children who do not have sun protection in school unfortunately will NOT be able to go outside if there is a risk of sunburn.

A sun hat in school would also be very useful.

### **Parent and Carer Partnership Policy**

The school has a Parent/Carer Partnership policy which is attached as Appendix 4.

### **Charging and Remissions Policy**

Please request a copy from the Admin team. This can also be accessed on the school website.

### **Parent/Carers Association**

The School has an active parent/carers support group. Please contact the school if you wish to support the group. Details of the group can be found on the school website in the parents' section. Alternatively, you can contact the school for information.

Any support that can be given to the Association is very much appreciated

### **Charities**

The Bridge School supports charities such as Children In Need and Red Nose Day which support children with all kinds of needs. Due to the wide range of needs within The Bridge School, it is Governor policy that the school does not then support individual funding requests or specific charities/awareness days linked to individual specific needs due to the wide range of needs within our provision. There are occasions that charities are supported linked to the curriculum e.g. homeless people.

### **Music**

Please do not play loud music onsite. Music should not be heard outside of the car.

### **Parent/Carer Volunteers**

We welcome parents/carers as volunteers. It is our policy not to place parents/carers in their child's class or phase. Please contact our reception if you wish to support in this way.

### **Protocol for Parent/Carers using Mobile Phones in School**

Protocol is that if a parent/carer is in the school at an event or in a classroom, that their phone must be on **silent**, and that if they wish to use their phone for **any** purpose, they must leave and go to the Family Room. Phones must not be used in the school environment.

This is a school and due to the educational needs of the pupils, it is essential that this is respected.

The school staff are governed by a separate policy on the use of phones in school, which is within the Safeguarding Policy and Mobile Phone Policy, and it is there to ensure the safety all children.

### **Online forums/groups/social media networks**

In order to protect staff's own private data and information, parents/carers are respectively asked to adhere to our policy/ legal guidelines that staff are not named or discussed online (this includes any closed group forums). This supports our retention of experienced and trained staff. If anyone has any issues/suggestions or things they would like to ask, please discuss with school and not via online or social media. We are always happy to listen and will always respond and try to resolve things at the soonest possible moment.

### **Adult behaviour on school site**

The school will not tolerate verbal or physically aggressive or threatening behaviour on our school site in respect to our pupils, our staff, towards our parents/carers or visitors. We would therefore ask all family members onsite to ensure that their behaviour is respectful to others. In the event of any unacceptable behaviour, the school will call the police if necessary. We expect that the language used on site will be appropriate and respectful. The school reserves the right to ask any adults not behaving in an appropriate way not to come on to the site for a temporary or permanent basis.

### **Animals on school site**

Please could we ask that parents/carers do not bring dogs/animals onto the school site e.g. when picking up or dropping off pupils. There may be circumstances when this may be authorised e.g. guide dogs. We have in school a number of pupils with severe allergies and anxieties around animals and these are taken into account when animals are arranged to be onsite so that they do not impact on these pupils and their school attendance.

## Appendix 1. COPY of form that parents are requested to complete and held on file



Waterloo Road

Hadley

TF1 5NQ

Tel: 01952 387108

**Please complete reverse side of this form**

Dear Parent/Carers,

### Information Sharing

Our priority is always to meet the needs of every pupil in school. In order to do this we work closely with a range of professionals, many of whom represent services that contributed to your child's statutory assessment/EHCP (Education Health Care Plans). In order to meet pupils' needs, we share information about our pupils with relevant professionals. This may include: sharing copies of reports/assessments/plans/observational records or verbally discussing needs and progress.

Information in school will always be handled in accordance with the Data Protection Act 2018. In order to plan our services appropriately it may be necessary to share information with selected partner agencies who will also handle data within accordance of the Act.

We have attached a form to this letter for you to agree for us to share information as detailed above with all relevant professionals, for example, Speech and Language Therapists, Occupational Therapists, Nurses, Doctors, Educational and Clinical Psychologists, Teachers for pupils with sensory impairments, Integrated Transport etc , and if required for the relevant professionals to share information with ourselves. The agreement will be valid throughout your child's attendance at The Bridge. If you wish to withdraw consent at any point, please contact the Head Teacher to discuss it. Information sharing will take place related to delegated tasks following training from Health Professional in accordance with the training given.

We are, however, **obliged to share** information without authorisation from the person who provided it or to whom it relates if it is in the public interest. This is when:

- it is to prevent a crime being committed or intervene when one may have been committed
- it is to prevent harm to a child or adult;
- by not sharing it then it could have a worse outcome than sharing it.

The decision would always be authorised by the Head teacher. The three critical criteria are:

- where there is evidence that a child is suffering, or at risk of suffering, significant harm
- where there is reasonable cause to believe a child may be suffering or at risk of suffering significant harm
- to prevent significant harm arising to children and young people or serious harm to adults including the prevention, detection and prosecution of serious crime.

**Please complete the reverse side of this letter to confirm that you are in agreement that we share information as detailed above with all relevant professionals and return to school.**

Yours faithfully

**Emily Tracey/Nicola Davis**  
Co- Head Teachers (Interim)



## Information Sharing

I/we confirm that I/we are in agreement that The Bridge School staff can share information as detailed above with all relevant professionals.

The agreement will be valid throughout your child's attendance at The Bridge School.

Name of Pupil	
Pupil Date of Birth	
Name of Parent	
Signature of parent	
Date	
(Please return in the envelope provided)	

### **Privacy Notice**

The Bridge School are collecting your personal data to comply with a legal obligation. This information is being processed under GDPR 2018 - Article 6 Condition 1(C).

The Bridge School will not share any of your personal data collected with external organisations unless required/permitted to do so by law. For further details on the schools privacy arrangements please view the privacy page on the schools website <http://www.thebridgeschool.co.uk/privacy-notice/>

Appendix 2.



**This form will stand for the duration of your child's attendance at The Bridge**

Name of Child: \_\_\_\_\_

1. PHOTOS & VIDEOS	
1a.	<p><b><u>Permission for Photographs &amp; Videos</u></b>                      Photographs and videos may be used on the school website, external displays and/or for other reasons i.e. Press releases, Spacekraft catalogue etc. When we have received your consent it will be used unless you notify us to withdraw your agreement.</p> <p><b><u>Photographic/Video Consent</u></b>                      I <b>give</b> my permission for photographs to be used <span style="float: right;">Yes or No</span>                      I <b>give</b> my permission for videos to be used <span style="float: right;">Yes or No</span></p>
1b.	<p><b><u>Permission for Displays in School</u></b>                      Photographs may be used in school for internal displays only.                      When we have received your consent it will be used unless you notify us to withdraw your agreement.</p> <p><b><u>Photographic Consent</u></b>                      I <b>give</b> my permission for photographs to be used <span style="float: right;">Yes or No</span></p>
1c.	<p><b><u>Permission for Communication Devices/Books</u></b>                      Photographs may be used on school Communication Devices/Books. Some of these communication systems go home with a pupil.                      When we have received your consent it will be used unless you notify us to withdraw your agreement.</p> <p><b><u>Photographic Consent</u></b>                      I <b>give</b> my permission for photographs to be used on                      Communication Devices/Books <span style="float: right;">Yes or No</span></p>
2. SWIMMING & BRIDGE HYDRO WARM SWIM	
2a.	<p><b><u>Permission for HLC – Swimming / Bridge Hydro Warm Swim</u></b></p> <p>I give permission for my child to take part in swimming/warm swimming sessions organised as part of the curriculum at the Bridge School. <span style="float: right;">Yes or No</span></p> <p>I know of <b>no medical reason</b> why my child should not attend swimming sessions.</p>
3. EDUCATIONAL VISITS	
3a.	<p><b><u>Permission for Educational Visits &amp; Journeys</u></b></p> <p><i>Educational Visits &amp; Journeys form of General Indemnity and Medical Consent</i>                      The school follows the national/local guidance issued regarding Educational Visits &amp; Journeys                      I give consent to pupil taking part in school activities, which are organised to take place outside the school premises during the school day. Please see list overleaf. <span style="float: right;">Yes or No</span></p>

<p><b>I also consent to medical or other such treatment</b> (which includes the administration of anaesthetic or blood transfusion or the carrying out of surgical operations) deemed necessary by a qualified medical practitioner or to first-aid being administered in the case of my son/daughter if an emergency should occur at a time when my consent to the particular treatment cannot otherwise reasonably be obtained.</p> <p style="text-align: right;">Yes or No</p> <p>I have listed below any medical information that the school may need to know.</p> <p>I will update school with any relevant medical information as necessary.</p>	
<p>Is your child allergic to any medication? (List as appropriate)</p> <p><i>It is your responsibility to advise both the school and school nurse if any of this information changes.</i></p>	<p>YES or NO</p>
<p>When did your child last have a tetanus injection?</p>	<p>Date if known</p>
<p><b>Parent Name:</b></p>	<p><b>Date:</b></p>
<p><b>Signature:</b></p>	

After this form has been processed it will be returned to you for safe keeping.

<b>Places we visit:</b>	Forest School Trip	RAF Cosford
ABC Nursery	Forge/Bridge/Wrekin Retail Parks & other retail parks	Sea Life Centre
Albrighton Moat	Greenfields, Donnington	Self-Unlimited/HFT Ironbridge
Apley Farm & Scotties Donkeys	Hadley Centre Shops & Market	Shortwood – Arthog Outreach
Apley Woods	Haughmond Hill	Shrewsbury/Shrewsbury Sports Village
ASDA Donnington	HLC Whole Complex including Park & Library	TCAT/Willow Tree Centre
Attingham Park	Ironbridge Gorge Museums	Telford Cinema
Blists Hill	Jungle Land	Telford Ice Rink
Bowling, Telford	Local Café	Telford Town Park
Cadbury World	Local Churches, Local Estates and surrounding fields including crossing over railway bridges	Telford Town Centre
Cardingmill Valley, Church Stretton	Overley School	Thomas Telford School
Cheswell Nursery, Newport	Park Hall Farm, Oswestry	Wellington Centre & Market
Cavalier Centre	Pirates & Princesses	Wellington Library
Cinema – Telford	Priorslee Exotic Zoo	
Dale End Park, Ironbridge		
Dobbies, Donnington		

**PLEASE ENSURE THAT YOU UPDATE SCHOOL IF THIS INFORMATION CHANGES**

FOR OFFICE USE ONLY		
	Informed (please tick):	Date Informed:
Relevant Head of Phase informed of permissions		
ICT Co-ordinator informed of permissions		

**Privacy Notice**

The Bridge School are collecting your personal data to comply with a legal obligation. This information is being processed under GDPR 2018 - Article 6 Condition 1(C).

The Bridge School will not share any of your personal data collected with external organisations unless required/permitted to do so by law. For further details on the schools privacy arrangements please view the privacy page on the schools website <http://www.thebridgeschool.co.uk/privacy-notice/>

### Appendix 3.



## PROTOCOL FOR PARENTS AND CARERS TAKING PHOTOGRAPHS/VIDEOS AT SCHOOL EVENTS/SCHOOL GROUNDS AND WITHIN THE COMMUNITY

**This agreement will stand for the duration of your child's attendance at The Bridge**

### In Respect of the Parent/Carers Privilege to take Photographs and/or Videos of their Children when involved in School Performances, Events and Other Activities

We understand that Parent/Carers may wish to take photographs of their own child at school events. The school will make it clear to Parent/Carer which event/activities it is giving permission to take photos.

If Parent/Carers are observing or participating in classroom environment permission will be given to take photographs. (There are occasions when staff may record a particular learning experience to share with a Parent/Carer).

The school will always consider the wishes of the Parent/Carers but also the impact of any camera devices on educational outcomes/needs of the children.

Unless specific permission has been given Parent/Carer are **Not** authorised to take photographs.

This privilege of taking photo/videos is given on the strict understanding that: -

- "for the personal use only" means restricted solely to the family as described above (viz - parents, grandparents and other close family members only).
- any such photographs or videos taken are, therefore, for the personal use of the family only, as described above;
- whilst the family, as described above, may share such photographs and videos amongst themselves they shall not publish any photographs and/or videos taken of school performances, events and other activities on any 'social networking' websites (e.g. Facebook, Bebo, Myspace, You Tube etc) unless the website controls to restrict access only to the family as described (viz – parents, grandparents and other close family members only) are put in place and maintained thereafter;

- should there arise a need, for any justifiable reason only, to publish any such photographs and/or videos taken more widely than the above conditions allow the consent of the Parent/Carers of any other children captured in the photographs and/or videos must be sought and obtained before doing so and if such consent cannot be obtained publication will not take place;
- if, I the undersigned or, any member of my family, as described above, abuse this privilege in anyway including not abiding by these conditions, I understand that the privilege will be withdrawn from the whole of my family as described above until such time as the Head Teacher can be satisfied that such abuse will not recur;
- I also understand that if this policy is not adhered to by parents and their families as described, it will be withdrawn from the parent body as a whole until such time as the Head Teacher can be satisfied that it will not recur.

I confirm that I have read and understood fully the School's privilege protocol in relation to the taking of photographs and videos of my child(ren) .

I understand I will not take photographs of my child or others on school premises this is extended to when our pupils are being transported to and from school and are within the community on educational visits without specific permission.

Please tick as appropriate

I, therefore, agree that in taking advantage of this privilege I and my family will abide by the conditions of the privilege protocol as set out above.

I, disagree and do not wish to take advantage of the above protocol.

Pupil Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

**This form replaces all previous permissions forms. Unless this updated form is signed you CANNOT take photographs anywhere or at any time in school.**

Please complete ticking appropriate box and return to school as soon as possible.

## Appendix 4.

### Parent/Carer Partnership Policy

#### Aims:

- To develop good communication with Parent/Carers and to fully inform them about the life of the School.
- To encourage Parent/Carers to fully participate in the Annual Review process, in the setting of Outcomes Meeting Targets and to be actively involved in decisions for their child.
- To make good use of Parent/Carers expertise and willingness to enhance their own learning and that of their child.
- To provide opportunities for Parent/Carers to develop their own skills to help their children learn.
- To ensure that Parent/Carers feel valued and respected.
- To establish the views and opinions of Parent/Carers of the school and act upon these.

#### To develop good communication with Parent/Carers and to fully inform them about the life of the School we will;

- Make letters, the Parent/Carer handbook and key policies “user friendly”, useful and informative
- Send regular whole school and Phase newsletters containing useful information such as key dates, events and curriculum information
- Hold a Parent/Carers’ evening for pupils with new teachers in the Summer Term
- Display key information on the school website and in the Family room

#### To encourage Parent/Carers to fully participate in the Annual Review process, in the setting of the Outcomes Meeting Targets and to be actively involved in decisions for their child we will;

- Send an Annual review report home before the meeting.
- Arrange an Annual Review meeting with you on a yearly basis
- Arrange an Outcomes Meeting with you every 6 months
- Arrange meetings at relevant stages of your child’s education – for example transition points.

#### To make good use of Parent/Carers’ expertise and willingness to enhance their own learning and that of their child we will encourage Parent/Carers to;

- Volunteer to support within the classroom (not within the same class/phase as your own child however this could be arranged separately as part of a learning programme) and/or become Parent/Carers governors/be on the PA
- Attend class and celebration events
- Participate in family and adult learning events organised by the school

#### To provide opportunities for Parent/Carers to develop their own skills to help their children learn we will;

- Provide an extensive range of workshops and courses throughout the year
- Discuss ways they can help their child learn during Annual Review and Outcomes Meeting.

#### To ensure that Parent/Carers feel valued and respected we will;

- Respond appropriately to feedback given in the Parent/Carers questionnaire
- Listen to Parent/Carers views and ideas.
- Continually review opportunities to support Parent/Carers in training and wider issues.

**To establish the views and opinions of Parent/Carer of the school and act upon these we will;**

- Send out an Annual Parent/Carer questionnaire and inform Parent/Carers of the results.
- Ask Parent/Carers to evaluate workshops and courses that they have attended.
- Seek Parent/Carers consultation on key issues within the school.

***OFTSED stated 'Inspectors agree with Parent/Carers' and Carers' views and evidence confirms that they have every reason to be very proud of this quite exceptional school.'***

**Information Sharing**

We are obliged to share information *without* authorisation from the person who provided it or to whom it relates if it is in the public interest.

That is when:

- it is to prevent a crime being committed or intervene when one may have been, or to prevent harm to a child or adult; or not sharing it could have a worse outcome than sharing it.

The decision would always be authorised by the Head teacher. The three critical criteria are:

- where there is evidence that the child is suffering, or at risk of suffering, significant harm.
- where there is reasonable cause to believe a child may be suffering or at risk of suffering significant harm.
- to prevent significant harm arising to children and young people or serious harm to adults including the prevention, detection and prosecution of serious crime.

Educational review reports written are shared with the range of professionals working with a child as part of the review procedure. If you have any concerns please contact us to discuss.

Please can all Parent/Carers ensure that the school is informed about any new medical information you feel the school should know. For example, we would ask that you check that any letters/reports that are written following appointments do have both the Bridge School (Head Teacher) and The Bridge School Nurses on the circulation list (held in school or at hospital or elsewhere). It is important to note, however, that it can take several weeks for this information to be received, so you are advised to contact the school and the school nurses to share any information that you feel is necessary in the meantime. The School Nurses are not direct employees of the school. They are employed by Shropshire Community Health Trust - if you contact the School Nurses please can you ensure that this information is passed on to school staff. If at anytime there is information that you want not to passed on within the educational/professional context please make this clear. Information related to delegated tasks that school staff are trained by health staff will be shared with these services in accordance to training and delegation requirements.

**Circulation of Information**

We send out information to Parent/Carers on behalf of LA/PCT and a number of organisations.

Any information that a Parent/Carer sends in requesting to be sent out needs to be authorised by head teacher. We reserve the right not to send information out. If approved to be sent out, events not organised by school/some organisations would be forwarded as not organised by/ known to the school.