

JUBILEE SCHOOL



IMPORTANT:

Guidance for parents,
registration and permission forms

*Please complete this booklet of forms so that we can register your child
and ensure all staff are appropriately briefed on their needs.*

Introduction

Welcome to Jubilee School. We look forward to working in partnership with you to ensure a high quality of education for your child. Included in this booklet is a summary of basic information, which gives guidance for new parents/carers.

At the time of printing, the contents of this booklet are accurate but changes may be required from time to time. Any change in the school procedure and practice will usually be advised to pupils by their tutor group teacher. Included in this pack are key forms and information which we need to enable us to register your child at the school and brief staff on their needs.

The School Day

9.00-9.30 – Registration and Readiness for Learning

9.30-10.10 – Lesson 1

Break

10.20-11.00 – Lesson 2

Break

11.15-11.55 – Lesson 3

Break

12.05 -12.45 – Lesson 4

Lunch

13.15 -13:55 – Lesson 5

Break

14.05 - 14.45 – Lesson 6

14.45 – 15.00 – Tutor Time

15.00 – Home time

Jubilee School - Uniform Policy

Introduction

It is our school policy that all students age 5yrs-16yrs wear school uniform when attending school, or when participating in school-organised events outside normal school hours.

Some items of uniform can be obtained from the school such as jumpers whilst others are easily available, at very competitive prices, at local shops including supermarkets. A complete list of the items needed for school uniform including those for Physical Education, are detailed below.

Aims and objectives

Our policy on school uniform is based on the belief that school uniform:

- Promotes a sense of pride in the school
- Helps to create a sense of community and belonging towards the school
- Identifies pupils with the school
- Supports the school's commitment to inclusion
- Prevents pupils from wearing 'fashion clothes' that could be distracting in class
- Makes pupils feel equal to their peers in terms of appearance
- Is practical, smart, and designed with health and safety in mind

The policy explains that pupils are not allowed to wear jewellery, with the exception of earring studs in pierced ears and small objects of religious significance. Children are required to remove any items during PE lessons to prevent them from causing injury. Please note: teachers are not permitted to remove earrings for students.

Pupils are not allowed to wear shoes with platform soles or high heels for health and safety reasons. Instead, pupils must wear plain black shoes or trainers without logos.

Jewellery, Hair Ornaments, Make-up-(Any make-up worn must be modest and discreet) Lipstick, false eyelashes and acrylic nails are not allowed. Acrylic nails and varnish should not be worn for health and safety reasons.

The Role of Carers

We believe that one of the responsibilities of parents and carers is to ensure that their child has the correct uniform and that it is clean, in good repair and that the child's name is written on all items. If carers/parents have difficulties for any reason with fulfilling this request they are asked to speak confidentially to a senior member of staff to discuss the issues. Parents and carers should be assured that we will do all we can to help. For example, as a special school there are can be valid sensory issues regarding textiles and button fastenings.

School will consider such requests sympathetically. If any parent/carer would like to request a modification to the uniform policy they should, in the first instance, contact the head teacher.

The Role of Governors

The governing body supports the head teacher in implementing the school uniform policy. It considers all representations from parents/carers regarding the uniform policy and liaises with the head teacher to ensure that the policy is implemented fairly and with sensitivity. It is the governors' responsibility to ensure that the school uniform meets all regulations concerning equal opportunities. The policy ensures that the school uniform enables children to dress sensibly, in clothing that is hardwearing, safe and practical.

Monitoring and Review

The school reviews and monitors uniform by:

- seeking the views of parents/carers, to ensure that they agree with and support the policy;
- considering, with the head teacher, any requests from parents/carers for individual children to have special dispensation with regard to school uniform.
- Through student council and pupil voice

School Uniform List

Our school uniform colour is a combination of grey/silver/ blue/ black Most items can be bought from High Street shops

- White polo shirt
- Grey school hoodie with logo (**will be provided by school**)
- Black school trousers/black jogging bottoms (no logos)
- Black socks
- Black school shoes/black trainers
- Strictly no ripped jeans/tops

Please note skirts should be an appropriate length and of a style which allows girls to sit comfortably on the floor. When girls wear shorts, even when these are worn over tights, they should also be of an appropriate length. Three-quarter, calf length, black leggings can be worn.

Coats can be worn outside only. Please note that children should not wear scarves inside the school building. If trainers are worn these should be plain without logos. Please do not send students to school in shoes which prevent them from running in the playground.

P.E. Kit

Children need a change of clothes and footwear for P.E (for health and hygiene reasons) All school uniform and P.E. kit **MUST** be named. Children can become upset as a result of lost clothing, please help us by naming everything.

Girls and boys wear:

- Plain t-shirt
- Pair of trainers
- Navy or black shorts/jogging bottoms for outdoor lessons.

For health and safety reasons children are not permitted to wear earrings for PE. Your child's teacher will advise you when PE lessons take place so that earrings can be removed.

JUBILEE SCHOOL - CORE VALUES

Attachment

Healthy attachment is a developmental requirement for all human beings, and should be seen as a basic human right.

Containment

A safe and supportive environment is required for an individual to develop, to grow, or to change.

Respect

People need to feel respected and valued by others to be healthy. Everybody is unique and nobody should be defined or described by their problems alone.

Communication

All behaviour has meaning and represents communications which deserve understanding.

Interdependence

Personal well-being arises from one's ability to develop relationships which recognise mutual need.

Relationships

Understanding how you relate to others and how others relate to you leads to better intimate family, social and working relationships.

Participation

Ability to influence one's environment and relationships is necessary for personal wellbeing. Being involved in decision-making is required for shared participation, responsibility and ownership.

Process

There is not always a right answer and is often useful for individuals, groups and larger organisations to reflect rather than act immediately.

Balance

Positive and negative experiences are necessary for healthy development of individuals, groups and community.

Responsibility

Each individual has responsibility to the group, and the group in turn has collective responsibility to all individuals in it.

ABSENCES & SICKNESS

NOTIFICATION OF ABSENCE

It is in everyone's interests – the School, the learners and the parents/carers that absence from school is notified straight away. Parents are asked to make sure that the school is contacted by 9.00 am on the very first day your child is away from school and each successive day (unless you are advised by school to keep your child at home, for example if they have vomited). You can telephone the school office on 02392 250 963.

WITHDRAWAL FROM SCHOOL FOR LESS THAN A DAY

Notification of such a withdrawal (e.g. for medical or dental appointments) should be sent to the school office by email at least 24hrs in advance of the appointment. It is hoped that such appointments will, wherever possible, be arranged out of school time.

DISCOURAGING HOLIDAYS DURING TERM TIME

It is hoped that parents/ carers will make every possible attempt to arrange their holidays during the school vacations and will not withdraw their child for casual domestic reasons. Withdrawal of pupils for family holidays must be requested on an official leave of absence form, available from the school office. Completed forms must be forwarded to the school no less than 15 days before the proposed absence.

SICK PUPILS

It is sometimes necessary for a sick pupil to be sent home, in such circumstances we require a parent or guardian or someone nominated to come to school to collect their child.

EMERGENCY CONTACTS

Wherever possible, parents/carers will be informed in cases of emergency. It is therefore essential that the school should always have up to date contact telephone numbers. The information should include the work and or mobile numbers of all parents/guardians/carers, together with telephone numbers of relatives or neighbours willing to look after pupils in such circumstances. Please ensure any change of address or telephone number are given to the school office immediately they occur.

MEDICAL MATTERS

The school employs a number of staff to attend to routine first aid and medical matters. Any more complex medical needs should be discussed to ensure a care plan is put in place.

SEX EDUCATION

Sex education is covered at various stages in the school curriculum and parents/guardians/carers who wish to express their views about its content and presentation should, in the first instance, consult with their child's class teacher. Any parent/guardian/carer wishing to withdraw their child from sex education lessons should notify the school in writing.

REWARD SYSTEM

The school operates an official reward system. The aim is to reward all learners in some way on weekly, termly, yearly basis. Jubilee seeks to recognise each individual learner's efforts, both inside and outside the classroom. Rewards are awarded for such things as achievement, improvement, attitude, progress and attendance. Subject and Tutor certificates and awards are also awarded in celebration assemblies.

CHILD PROTECTION PROCEDURES

Because of day-to-day contact with children, schools are particularly well placed to observe signs of abuse, changes in behavior or failure to develop. Parents/guardians/carers should be aware, therefore, that when it appears to a

member of staff that a learner may have been abused, the school is required, as part of Local Child Protection procedure to report their concerns immediately to the Local Authority Safeguarding Children Board.

CONTACT WITH SCHOOL

Parents/guardians/carers wishing to contact the school because of their child's progress or behavior are asked, in the first instance, to contact the administration team. Contact will be made to the Group Tutor. Also subject teachers, Deputy Head teacher and Head teacher are willing to see parents/carers by appointment.

COMMUNICABLE DISEASES AND EXCLUSION TIMESCALES

Notice to parents/carers: Your child should not attend school if they are suffering from any of the following illnesses. Our recommended minimum exclusion days are

Chicken Pox	Until blisters are all crusted or skin has healed. A minimum of 5 days from onset of rash
Conjunctivitis	Until infection has cleared (the child can be readmitted to school once prescribed antibiotic drops have been administered for a minimum of 24 hours)
Diarrhoea	For 48 hours after symptoms have cleared
German Measles/Rubella	For 9 days or as advised by GP, minimum of 5 days after rash appears
Hand, foot and mouth	Whilst the child is unwell
Head Lice	When treatment has been carried out successfully
Impetigo	Until 48 hours after starting antibiotic treatment
Measles	For 5 days after onset of rash
Mumps	For 5 days (after swollen glands)
Ringworm	When treatment has commenced
Rotavirus	For 48 hours from last episode of diarrhoea or vomiting
Scabies	Child can return after first treatment has been completed
Scarlet Fever	For a minimum of 5 days (once antibiotics commenced)
Threadworm	When treatment has commenced
Vomiting	For 48 hours after symptoms have cleared
Whooping Cough	5 days from start of antibiotics treatment or 21 days from onset of illness if no antibiotic treatment prescribed by GP
Antibiotics	Children on antibiotics must be excluded from school for the first 24 hours
A Temperature	Until the temperature is normal for 24 hours or on the advice of the Dr
Immunisation	Child should be excluded from school for 24 hours following immunisation

Coughs and colds do not normally require exclusion unless they are severe or the child is distressed. Please note this list is not exhaustive and the advice is taken from the Guidance for Schools and Nurseries from the Health Prevention Agency. We also refer to the NHS Direct Healthcare Guide. Please seek medical advice if you unsure or concerned.

ETHNIC BACKGROUND

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history.

Ethnic background is not the same as nationality or country of birth.

The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

Please study and complete the list below. Tick one box only to indicate the ethnic background of the child named above. Please also tick whether the form was filled in by a parent or the child.

Country of Birth

Nationality

- White**
- British**
 - Irish**
 - Traveller of Irish Heritage**
 - Gypsy/Roma**
 - Any other White background**

- Mixed**
- White and Black Caribbean**
 - White and Black African**
 - White and Asian**
 - Any other mixed background**

- Asian or Asian British**
- Indian**
 - Pakistani**
 - Bangladeshi**
 - Any other Asian background**

- Black or Black British**
- Caribbean**
 - African**

- Any other Black background**
- Chinese**
 - Any other ethnic background**

Refused to Supply Information

This information was provided by:	
Parent	
Pupil	

(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Authority and the Department for Children, Schools and Families (DCSF) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.)

FIRST LANGUAGE & USUAL MODE OF TRAVEL TO SCHOOL DATA COLLECTION

The first language is the language to which a child was exposed to during early development and continues to be exposed to this language in the home or in the community.

First Language is:

This information was provided by:	
Parent	<input type="checkbox"/>
Pupil	<input type="checkbox"/>

The Department for Children, Schools and Families (DCSF) require us to collect pupil level information on the usual mode of travel to school. We have a requirement to collect and hold this information for each child in the school. I would therefore be grateful if you could note the options in the table below and tick in the box to the right to specify which of the following modes of travel your child usually takes when travelling to school. Please select which mode is used for the longest part of the journey (by distance). Please note that **only one option** from the list should be selected.

Mode of Travel (as defined by the DCSF)	Please tick one option
Walk (including journeys by non-motorised scooter, roller skates and skateboard)	<input type="checkbox"/>
Cycle	<input type="checkbox"/>
Car/Van	<input type="checkbox"/>
Car Share (with a child/children from a different household)	<input type="checkbox"/>
Public service bus	<input type="checkbox"/>
Dedicated school bus	<input type="checkbox"/>
Bus (type not known)	<input type="checkbox"/>
Taxi	<input type="checkbox"/>
Train	<input type="checkbox"/>
London Underground	<input type="checkbox"/>
Metro/Tram/Light Rail	<input type="checkbox"/>
Other	<input type="checkbox"/>

I would like to assure you that all the information you provide will be held confidentially and will not be published in a way that allows individual children to be identified. From time to time we are required to pass this information to

external bodies such as the Local Authority and the DCSF to allow them to monitor what is happening in schools and to determine schools' funding.

HOME – SCHOOL CONTRACT

Our Mission Statement

‘At Jubilee School we support pupils in achieving their full potential by putting learning and well-being at the heart of everything that we do’

We promote learning by encouraging:

- Enquiring and curious minds that research independently
- Learning in diverse and contemporary fields of interest
- The pupil’s special interest areas and strengths
- A culture of life-long learning
- A school ethos of safety in being wrong or making mistakes as this is how we all improve

We Promote well-being by encouraging pupils to:

- Have fun and be happy
- Be resilient and use their coping strategies when they are anxious
- Participate in activities that promote self-esteem and self confidence

Developing pupil’s skills for the future

In order to achieve this:

- We will provide all pupils with opportunities to learn and achieve, by supporting them with a curriculum which makes explicit connections between areas of learning and concepts so that they can progress to their full potential
- We will teach appropriately to the abilities of the pupils, using specialised strategies which are communication focused
- We will work with the pupils in an inclusive, equally based manner
- We will concentrate on the positive
- Our school will try to raise the self-esteem of all who attend
- We will provide a safe environment and will make sure that all pupils know who to go to if they feel anxious or unsafe
- We will work with our pupils towards improvements in their behavior
- We will provide opportunities for spiritual, moral, social and cultural development
- We promote positive and healthy relationships between all members of our community
- We will keep you informed of your child’s progress and the school activities
- We will set homework in accordance with our school policy and in discussion with you about individual requirements
- We will monitor and liaise with you about lateness and attendance
- We will treat you with courtesy and work towards meeting shared ambitions for your child

Parent/carers agree to:

- Give your child every possible support to achieve the highest standards
- Work with the school towards meeting your ambitions for your child
- Support the school’s policies and guidelines for behavior
- If behavior at home or at school is presenting challenges, then it is essential to work together by sharing information and agreeing strategies. Use the Home School Contact book if necessary

- Support and encourage your child to complete his/her homework and discuss difficulties in this area with the teacher concerned
- Ensure regular attendance and good punctuality, telephoning the school on a daily basis to explain any absence (for further information, please see the Attendance Policy)
- Attend school consultations and Annual Reviews and take an active part in monitoring your child's progress by filling in parental contributions for the meetings
- Communicate changes in home circumstances to the school
- Provide up to date contact telephone numbers for yourselves and emergency contacts
- Follow the Complaints Procedure if you are not satisfied with any aspects of the school
- Read and sign all forms and return them within the required time
- Read and comment regularly on your child's home activities and behavior, in the Home School Contact Book, especially after weekends and long breaks
- Agree regular medication administration requests with the Head Teacher, prior to any medication
- Collect or arrange for your child to be collected from School upon request if they have a temperature, stomach upset, injury causing concern or any contagious/infectious conditions
- Monitor computer and video games, TV, DVD's and magazines which may confuse your child's interpretation of reality
- Ensure your child comes in school uniform, which is clearly labelled
- Treat members of the school community with courtesy and within Jubilee's core values

If you have difficulties in fulfilling this agreement, please do not hesitate to contact the school and have a discussion with the class teacher/head of school, or make an appointment with a member of staff.

I have read and agree to the Home-School contract

Signed

Date

(Parent/Carer Signature)

Name

(Print Name)

Physical Intervention Consent Form

Jubilee School has adopted the CPI Training and Principles to manage and lessen the likelihood of challenging behavior.

CPI Training is accredited under the BILD accreditation scheme.

If it is necessary for physical intervention to be used, this will be logged and made available for you to view.

Name of young person	
Date of Birth	
Current Placement	Jubilee School
Date of Admission	
I, the undersigned, give consent for Jubilee School staff to use Restrictive Physical Interventions as required in order to ensure the above named person is kept safe and not able to cause damage or harm to themselves, others or property	

Signed	
Print Name	
Date	
Relationship to young person	

Under no circumstances will the techniques be attempted unless the staff have attended the company led 2 day CPI course and been signed off as a competent instructor.

OTHER PERMISSIONS

There are a lot of times in school when we seek your permission for things even though schools act in loco parentis. We do try to keep this to a minimum by grouping activities and asking you to sign for them here.

Local journeys and educational visits

I give permission for my child to take local trips to the village and its surroundings, for the time he/she is at Jubilee School.

We will notify you of the visit ahead of time.

Parent signature Date

Parent Name (in block capitals)

TASTING FOOD IN SCHOOL

From time to time children will be tasting different types of food in the classroom eg. whilst cooking, studying different countries etc. We will always check food for known allergens and cross-reference this with our food allergens list.

I give permission for my child to taste different foods in school.

Parent signature Date

Name (in block capitals)

Privacy Notice - Data Protection Act 2018

We, Jubilee School are the data controller for the purposes of the Data Protection Act. We collect information from you about your child(ren) and may receive information about them from their previous school/s and local authorities. We hold this personal data and use/share it to:

- Support your child(ren)'s teaching and learning;
- Monitor and report on their progress;
- Contribute to improving your child(ren)'s health and reducing inequalities;
- Provide appropriate pastoral care;
- Statistical forecasting and planning; and
- Assess how well their school is doing.

This information includes contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as their ethnic group, any special educational needs and relevant medical information.

We will not give information about your child(ren) to anyone outside the school without your consent unless the law allows us to.

We are required by law to pass some information about your child(ren) to the Local Authority and the Department for Education (DfE)

If you require more information about how the DfE store and use your information, then please go to the following websites:

For the DfE:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites we can send you a copy of this information. Please contact the DfE as follows:

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288