

Halesbury School

School Prospectus



Halesbury School
Feldon Lane
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West Midlands
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Head Teacher
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Co-Chairs of Governors
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Welcome to Halesbury School

On behalf of everyone at Halesbury can I welcome you to our school.

We are an all age special school where 'individuals are valued for themselves and expected to give their best'.

Our mission is 'Achieve Believe & Challenge'

We have a PAN of 117 pupils with 165 pupils in school and cater for a range of additional needs, including moderate learning difficulties, autistic spectrum disorders, speech and language communication and attention deficit hyperactivity disorder.

Our highly skilled and enthusiastic staff work with parents/carers and children to meet their individual needs and to promote independence, communication and social skills. We also work closely with stakeholders in encouraging our pupils to be lifelong learners and valued members of their community.

This handbook seeks to outline the various aspects of the life of the school. It hopes to give you any necessary information regarding such things as uniform, events, important dates and general information about the routine of the school.

No handbook replaces personal contact. Please visit the school, and feel free to contact myself or a member of senior staff if there are any concerns or questions that you want answered.

We are all working together for the good of the children in our care.

J. Kulyk
Head Teacher

Our Aims:

Our mission statement of:
Achieve, believe and challenge

Provides us with our aims for all pupils and staff:

Achieve:

- A confident attitude towards life
- To Feel proud of accomplishments
- Reaching goals

Believe:

Proud to be who we are

- The best that we can be
- To Aim high and shine

Challenge:

- The sky is the limit
- Overcoming barriers
- No target out of reach

Halesbury School Governors

<u>Name</u>	<u>Role</u>
Ms J Wright	Co-Chair of Governors – Parent Governor
Mrs C Collins	Co-Chair of Governors – Parent Governor
Mr J Kulyk	Head Teacher
Mrs H Bills	LA Governor
Mr J Smart	Staff Governor
Mrs A Appleby Payne	Associate – Deputy Head
Mrs N Byrne	Associate – Assistant Head
Ms S Rust	Associate
Miss B Bennett	Associate
Mrs R Hewitt	Associate
Mrs K Figgitt	Clerk

Halesbury School Staff – Updated January 2023

Head Teacher: Mr J Kulyk

Deputy Head Teacher: Mrs A Appleby Payne

Assistant Head Teacher: Mrs N Byrne

Teaching Support Staff:

Mrs J Adams
 Mrs L Andrews
 Mrs C Betts
 Mrs M Bi
 Mrs T Blackman
 Mrs L Broomhall
 Mrs S Butcher
 Mrs M Byng
 Miss J Chamberlain (*cover supervisor*)
 Mrs A Charles
 Mrs C Cox
 Mrs A Follows
 Mr A Fowkes
 Mrs N Green (*Mat Leave*)
 Miss M Griffin (*care assistant*)
 Mrs J Hardwick (*care assistant*)
 Mrs D Harris
 Mrs N Harris (*HLTA*)
 Ms N Harrison
 Mrs K Harrison
 Mrs K Hopcroft
 Ms O Kibuka
 Miss R Kinsella
 Mrs G Knipe
 Mrs C Ludlow (*HLTA*)
 Mrs S Mackay
 Mrs S Masih
 Mrs N Meese
 Mr S O'Neil
 Mrs D Palmer
 Mrs M Powell
 Mrs C Ralphs (*HLTA*)
 Ms R Samra
 Miss Z Scott
 Mr R Smith
 Mrs S Stockden (*HLTA*)
 Miss C Tague
 Miss B Taylor
 Mrs R Thomas
 Mr A Thompson
 Miss K Vincent (*Mat Leave*)
 Mrs L Walters (*cover supervisor*)

Teaching Staff:

Ms L Barker
 Mr M Campbell
 Mrs A Chamberlain
 Mrs A Harper
 Miss C French
 Miss L Lovell
 (*Long Term Agency*)
 Mrs L Lynch
 Miss C Markham
 Mr C McGrory
 (*Long Term Agency*)
 Mrs L Jones
 Miss K Shaw
 (*Teacher Apprenticeship*)
 /Mrs L Cooper (*Spring Term Only*)
 Mr J Smart
 Miss D Smith
 Miss A Snow
 Miss T Stolzenburg
 Mr A Williams
 Mr T Wood

Office Staff:

Miss B Bennett – Finance
 Administration Officer
 Mrs R Hewitt – HR Administration
 Officer
 Miss S Rust – Operations
 Administration Officer
 Miss C Payne – Admin Assistant
 Mrs T Rogers – Admin Assistant
 Mr A Martin - ICT Technician

Pastoral & Support Workers:

Joanne Green
 Claire Dutton

Lunchtime Supervisors:

Mrs J Ben Slimane
 Miss L Boyle
 Ms S Jones
 Miss M McElhone
 Ms A Riley
 Mrs L Vinnicombe
 Mrs L Walker
 Mrs A Yates

Site Staff:

Mr N Clarke – Caretaker
 Mr S Collins – Caretaker
 Mrs S Wall - Cleaner
 Ms L Marsh – Cleaner
 Mrs S McElhone – Cleaner
 Mrs A Yates – Cleaner

Kitchen Staff:

Mrs S Jones
 Miss A Green
 Ms P Crawford

Admissions Procedure

The school takes pupils between the ages of 4 and 19 years. All pupils entering the school have an Education, Health and Care Plan (EHCP). The school is classified as a Foundation School catering for pupils with moderate learning difficulties and some more complex learning difficulties.

The school has a maximum capacity of 117 and this limit cannot be exceeded unless by prior agreement between the Local Education Authority and the school's Governing Body. The school's Admissions Policy is based on the Admissions Policy laid down by Dudley Local Authority.

Parents/carers are welcome to visit the school prior to their child's admission. They may wish to be accompanied by their child, and/or staff from support agencies. All parents can access this information that has been updated on a regular basis. They will also be given Parent/carer Information forms to complete along with necessary statutory permission forms needed and a Home-School Agreement.

Absence from School

Please let us know as soon as possible if your child is absent from school or is going to be late arriving. A telephone call is acceptable although if the absence is likely to be prolonged, i.e. three or four days or more, then a note should be provided on their return. (Please refer to the attendance policy regarding authorised absence).

Prolonged or frequent absences from school, without clear reasons, will result in the matter being referred to the Local Authority Education Investigation Service.

Halesbury School Day

Secondary Pupil School Sessions are:

Mornings	8.50 am to 12.00pm
Afternoons	12.50 pm to 3.00pm

Primary Pupil School Sessions are:

Mornings	8.50 am to 12.00pm
Afternoons	1.00 pm to 3.00 pm

Transport to and from School

Many of our pupils are brought to school by taxi, minibus or coach. School staff, in consultation with Transport staff discuss which Senior pupils may be suitable for independent travel training.

All transport arrangements are made by the transport section of the Special Needs Department in Dudley. Parents are notified by them of all travel arrangements.

Visiting School

Halesbury sees parents/carers as an important part of the school and you are always welcome, especially to come and talk over any concerns you have regarding your child. Unfortunately, school cannot guarantee access to class teachers or the Head Teacher without a prior appointment, so please telephone or write first. Every effort will be made to see parents as soon as possible in an emergency.

School Organisation

Halesbury School has 5 Key Stages. The hall is multi-purpose – it is used for assemblies, P.E. and as a dining room.

The primary years have their own class teacher for the majority of their lessons. The secondary pupils have a form teacher, but are taught by specialist teachers for English/Maths/Science and PE lessons.

Curriculum

All pupils in school have an EHCP/statement of Special Educational Needs. It is important that school address these needs as well as providing full access to National Curriculum.

Halesbury provides a curriculum that:

- Develops the full potential of individual pupils
- Seeks to address any barriers to learning of individual pupils
- Gives access to all aspects of the National Curriculum where possible
- Provides continuity in all subject areas
- Improves the pupils' independent learning strategies
- Takes account of National Progression Guidance when setting targets.

Sex Education Policy

Our Sex Education Policy is an integral part of the combined school Health and Sex Education policy.

We believe Sex Education starts with respect for oneself, one's body and an understanding of life's processes. Children are given an increasing understanding of these issues through the National Curriculum, which carefully introduces aspects of personal development.

The pupils are prepared for puberty and their questions and issues are dealt with sympathetically and factually often with the support of own school nurse. The teaching offered by our school recognises the role of parents/carers and is complimentary and supportive of parents and their views.

We aim to prepare each child for their next stage of emotional and physical development within our caring ethos and the acknowledgement of other people as individuals.

A copy of the school sex education policy is available from school.

Religious Education and Collective Worship

Religious Education is part of the National Curriculum and is taught at all Key Stages. Daily collective worship is mainly through assemblies and is a statutory requirement. The themes include a variety of stories from different countries and cultures that reflect moral values suitable for our pupils.

There are pupils at Halesbury representing a range of religious and cultural backgrounds, and we strive to ensure that their beliefs are respected and valued in all elements of school life.

A copy of the school's Religious Education Policy is available at the school.

Safeguarding and Child Protection

Halesbury School recognises its legal duty under s.175/157 Education Act 2002 to work with other agencies in safeguarding and promoting the welfare of children and young people and protecting them from "significant harm". We also conform to the Keeping Children Safe in Education – September 2022.

Halesbury has adopted the 2022 Safeguarding Policy.

Halesbury School is committed to safeguarding and promoting the welfare of all children and young people both within the school environment and outside. Our day-to-day contact with children and young people enables educational staff to be particularly well placed to observe outward signs of abuse, changes in children's behaviour or their failure to develop. We need, therefore 'to be alert' to the possibility of abuse occurring, aware of the procedures to be followed and have the confidence to follow those procedures if we have suspicions. The schools designated lead is Mr J Kulyk with Mrs Appleby Payne, Mrs Byrne and Mrs J Green as Deputy Leads.

Range of subjects studied

Our Early Years pupils follow the EYFS programme

Key Stage 1	Key Stage 2	Year 7 and 8	Key Stage 4 (year 9,10,11)
English	English	English	English – GCSE/Entry level
Maths	Maths	Maths	Maths GCSE/Entry level
Thematic foundation subjects	Thematic foundation subjects	Thematic foundation subjects	BTech/PSD (Personal, Social Development)
ICT	ICT	ICT	BTech (options) College
PE	PE	PE	Leisure

Meetings

Annual Review of the pupil's EHCP meetings take place at different times during the year. Parents are informed well before the meeting and are sent copies of relevant reports. Reports will include their needs and targets for next year and these will be discussed at the review meeting. It is important that parents attend these meetings.

Behaviour

Halesbury has a behaviour policy that encourages all pupils to become responsible for managing their own behaviour. Good behaviour is an essential part of the effective running of the school. Disruptive behaviour, bullying, and other forms of undesirable behaviour are completely unacceptable within an educational environment. Not only does it distract teachers from their professional duties, it also has a detrimental effect on the performance of the other pupils.

Many children have problems with behaviour as they grow up, and often these problems are both at home and in the school. We believe that it is most important for parents/carers and teachers to work as a team when behaviour is a problem, and our first step is usually to contact parents/carers to see if they are having problems too. Many problems

can be resolved when children realise that home and school are working together.

Please refer to the Behaviour and Positive Handling Policy available from school and on the Web site.

Bullying

Bullying is one of the most serious of offences that can be committed by a pupil in school. Pupils are encouraged by all staff to report any incidents of bullying, and if this occurs the matter is always treated as a priority and investigated immediately.

We would ask for your support by immediately reporting any concerns that you might hear of, and encouraging your child to report any incidents to staff as they happen. Persistent bullying is an excludable offence.

Exclusions

Exclusion is the most severe sanction available to the school and is used very rarely. Only persistent, significant behaviour problems would result in exclusion. Pupils who put other children and adults at risk, persistently damage property, bully, or consistently disrupt the education of other children would be considered for exclusion. It is the policy of the school not to exclude pupils until every other possible strategy to improve behaviour has been tried.

There are strict Department for Education and Skills (DfES) and Local Authority (LA) guidelines concerning exclusions, and the Governors and Head teacher would follow the 'Behaviour and Positive Handling policy is available at the school and on the Web Site.

Halesbury School Uniform

Please contact us if your child is unable to wear an aspect of our school uniform so we can discuss any reasonable accommodations required.

Pupils Reception to Year 11

- Black or grey trousers
- Black or grey skirt
- White polo shirt or shirt
- Navy Blue school sweatshirt
- Shoes - black
- Black blazer (year 7 onwards)
- School tie (year 7 onwards)

Secondary pupils

Year 7 pupils onwards are encouraged to wear a black blazer, white shirt, and school tie, rather than a polo shirt and sweatshirt.

P.E. Kit

- Shorts
- T-shirt
- Pumps/trainers
- Swimming kit (for classes who attend swimming only - teachers will advise)

A swimming costume and towel are needed on swimming days.

N.B if you wish your child to be excused from swimming or P.E we need a doctor's note.

Post 16

- Plain polo shirt of any colour with no logo
- Black Jeans/trousers or Jogging bottoms
- Own choice of smart/casual footwear
- Pair of hiking boots for outdoor learning
- Full set of waterproofs for outdoor wear in bad weather (Available to purchase via school)

- Black zip-up hoodie with Halesbury logo - The school will fund the first 2 hoodies. Any additional hoodies can then be purchased via the school.

Jewellery

This is **NOT** allowed in school. In the interests of safety we ask that all jewellery is left at home. If ears are to be pierced then please do this during the summer holidays to allow for healing, after this time only studs are allowed in school.

First Aid and Medication

All medication should be handed to taxi escorts for signing in on arrival at school and not given to pupils to hand in.

School requires a contact email address for pupil's parent/carer to have an email address to notify parents of a minor accident or illness via Medical Tracker.

The school has a number of staff who are qualified First Aiders. In the event of a minor accident or illness, pupils may be treated by one of these staff. In the event of a serious accident or suspected illness, pupils are always taken to the hospital and their parents informed as soon as possible. In the event of your child receiving first aid treatment a note will be sent home at the end of the day.

If your child requires medication either long-term or for short periods of time, it may be administered by one of the First Aiders. It is essential however to fill in the appropriate form stating the pupils name, exact dosage and time to be taken – forms available from the school office.

N.B Asthmatic pupils must keep an inhaler in school at all times with their name on.

Care Plans

Pupils with medical needs have care plans which are reviewed regularly.

Charging for activities

The Rationale:

The school believes that all education should be free at the point of access and tries very hard, within its limited resources, to support this philosophy. There are certain subjects however, that requires charges to be made. These subjects include Food Technology and Design Technology. Where pupils are required to make or cook products that they then wish to take home, the school will have to make a minimal charge for the materials used. No pupil will be prevented from taking part in the lessons because of lack of money: if these circumstances arise the end product will remain the property of the school and be sold to recover the costs.

Trips and Visits:

All trips and visits are part of the school curriculum unless parents are specifically informed otherwise. As such all pupils will go on the trips as they are an integral part of the class work of the time. Some trips and visits are financed through school fund. Voluntary donations may be requested from parents to defray some of the costs. No pupil would be excluded from an educational trip during school hours because they had been unable to make a donation.

In some circumstances a teacher may wish to take a group or class on a trip which cannot be afforded by school; in these circumstances voluntary donations will be asked for as usual, but if sufficient donations are not forthcoming the trip may have to be postponed or cancelled. In this situation all monies would be refunded to the parents who made donations, and the teacher would either select another, less expensive venue or wait until school fund could provide the necessary support. If residential trips are planned, contributions may be required to support the costs of board and lodgings.

No pupil would be refused access to an educational trip or visit during school hours because of lack of funds.

School Security

School is fully secure with electronic gates and perimeter fencing.

DDA Compliance

In order to comply with the Disability and Discrimination Act of 1995, Halesbury School staff and governors complete an audit that identifies what the school needs to do to comply with the regulations. The outcome of the audit results in an action plan and includes accessibility to the physical environment, access to the curriculum and access to information.

Continuing Professional Development

The Governors believe that the pupils should have access to the best qualified and trained staff and Continuing Professional Development is one of the most important aspects of the school. This means that all staff within the school is given the opportunity to develop their personal skills to the highest possible level.