



Parent Handbook

March 2017



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Welcome to the Milestone School Parents Handbook. We hope that this provides the main information you need but please visit the school website or contact us if there is anything more you want to know.

The School Day

Morning session:

- Early Years & Primary (Rainbow and Woodland Hubs)
9.15 a.m. - 12.00 p.m.
- Secondary (Venture and Enterprise Hubs)
9.15 a.m. - 12.15 p.m.

Afternoon session:

- Early Years & KS1 (Rainbow Hub)
1.30 p.m. - 3.00 p.m.
- Woodland Hub
1.15 p.m. - 3.15 p.m.
- Venture and Enterprise Hubs
1.15 p.m. - 3.15 p.m.

Attendance

Parents are asked to write to or telephone school on the first day of absence to explain the reason for absence. Parents are legally obliged to make a written request for permission for a child to be absent from school during term-time for, for example, medical or dental appointments or a family holiday. If the school has concerns about pupils' attendance, the School Attendance Officer will follow these up.

Family Holidays

At the discretion of the Headteacher, permission may be given for family holidays in term time. An 'absence request form' can be found on the Parent Information page of the school website. Alternatively, please ask for an 'absence request form' by contacting your child's class teacher. The form should be completed and returned to school, giving a reasonable period of notice.

Transport (managed by the Local Authority)

Children and young people with special educational needs may get help with travel to school or college but it is not an

automatic right. An assessment is made of the child's needs and individual circumstances. A door-to-door service is provided only in specific circumstances. Children may have to travel to their nearest pick up point.

Travel assistance may include:

- bus passes
- cars & taxis
- mileage paid to parent / personal transport budget
- Minibus

You will need to complete an application form and meet the criteria in order to qualify for help.

Please visit the website <http://www.gloucestershire.gov.uk/transport/school-and-college-transport/transport-assistance-for-sen-pupils/> where you will be able to complete a form on-line. You can also apply by post by printing a form from the website.

If you need help with completing the form you can ask the Family Support Workers at school to help you. You can also contact the SEN Travel Enablement Team.

SEN Travel Enablement Team
Commissioning for Learning
Shire Hall
Gloucester GL1 2TP

Email: sen.transport@gloucestershire.gov.uk

If your request is approved it is the Local Authority's responsibility to arrange the transport and notify the family.

Pre school pupils are not automatically provided with transport, but parents may apply for it in special circumstances.

Parents should liaise with the transport contract or over any day to day changes, for example, if the child is ill or absent for any other reason.

Communication

We communicate with you in several different ways. We may send correspondence home in paper form or by text or email using our Groupcall text messaging system. It is really important that you keep your telephone and email details up-to-date so please let Reception staff know about any changes.

A monthly newsletter is produced and can be found on the school website.

If you wish to visit someone at school, please make an appointment first, in order to be sure the person you want to see is free. Please report to reception every time you visit school, to help maintain security.

Home/school diaries are used for the majority of pupils to support communication.

Lunches

All pupils remain at school for the lunch period. School lunches are cooked on the premises by Alliance in Partnership. Free lunches are provided where applicable. Check with school or Shire Hall if you think your children are eligible for free meals. Alternatively pupils may bring a packed lunch. If a child requires a special diet for medical or religious reasons, this can usually be arranged. Copies of menus are sent home with pupils and you can also find them on Parent Information page of the school website.

Medicals, Illness and Injuries

Parents are always notified and invited if their child is to have a medical with a doctor at school. Regular dental inspections also take place at school.

If a child becomes ill at school we must be able to contact parents, or another emergency contact, and so it is important that parents keep us up to date with changes in telephone numbers, contacts etc. Should a child become ill during school they will be referred to a qualified first aider. Parents will be

asked to collect their child from school if necessary if the pupil cannot access learning.

However, if your child catches a cold or infection, please keep him or her off school to avoid the infection spreading to other children (and staff) in the class. This is especially important when a child has a tummy bug such as vomiting or diarrhoea. In this case, children should be clear of symptoms for **48** hours before they return to school.

It is school policy not to administer medicines of any kind to pupils, unless these have been prescribed, are clearly labelled, and accompanied by written instructions from parents.

Where your child receives regular or emergency medication, consent for administration will be given annually when you complete the consent form, and will be supported by a protocol from a Consultant/Specialist Nurse.

If you have given permission for paracetamol/calpol to be given we will send a note home to let you know if this has happened.

Where a first aider has been in attendance to your child during the school day a note will be sent home advising you of this.

It is the parents' responsibility to ensure that children who are ill do not attend school (please refer to the Home School Agreement).

Money and Valuables

Personal possessions and valuables i.e. mobile phones, i pods, MP3 players, computer games, are not allowed in school unless specifically agreed with class staff. School will not be responsible for personal items, as listed above There may be exceptional circumstances which are arranged with the Head of Department (HoD) and

class staff. The only items of jewellery permitted are one stud or sleeper per ear.

Apart from dinner money and for school activities pupils should not bring money into school. Exceptional circumstances are arranged with the HoD and class staff.

Any money brought into school must be in a sealed, labelled envelope.

Uniform and Kit

The Milestone School uniform is a sweatshirt, in pale blue for pre-reception, royal blue for primary school and navy blue for secondary school. Black or grey trousers, skirt, or jogging bottoms are appropriate. Polo shirts are also available. Although uniform is not compulsory, all pupils are expected to come to school tidily dressed and with the appropriate kit and equipment for their lessons. High heeled, wedged shoes or flip flops are not allowed. Uniform items can be purchased from the Trutex shop. 0845 5210645.

For PE, games and swimming, children need to bring trainers, shorts/joggers, T-shirt, sports socks, trunks or costume and towel. Pupils in the secondary department should also bring a shower kit for PE.

Children who go horse-riding and to other outdoor education opportunities need to bring wellington boots and suitable outdoor clothing

Please ensure that all clothing and kit is clearly marked with the pupil's name.

Parent Contributions

We request voluntary contributions to help support many of the activities planned throughout the year. It would not be possible for the school to meet the costs of transport and admission or instruction without using funds required for our basic educational needs such as classroom materials, books and other

resources.

These contributions are entirely voluntary and your child would not be denied a place on the visit/activity just because you declined to make a voluntary payment. However, the school may not proceed with the visit or activity unless it is clear that there will be enough voluntary contributions for it to be financed.

We send a letter to parents/carers at the beginning of each academic year to let them know how much the voluntary contributions are for a number of different activities.

Voluntary contributions for 2017/2018:

- Swimming offsite, £2 per session
- Riding for the Disabled, £4 per session
- School minibus transport, £2 per trip
- Snacks and consumables, £2.50 per week

Class teachers will also request voluntary contributions for specific additional activities or outings, and, of course, for any planned residential experiences. Such requests are made in writing, usually along with other details and the permission slip for the activity or visit.

Parking

Visitor and Parent parking spaces are signposted on either side of the entrance gate and there are three disabled parking spaces in front of Reception. The site becomes very congested with home to school transport at start and finish times, and parents who transport their children to and from school may find that they have to wait for a safe parking space. Governors respectfully ask drivers not to create a hazard by parking on the main road. Overflow parking is available at Longlevens Rugby and Football Clubs next to the school.

Snacks and Drinks

We are a Healthy Eating School accredited by Gloucestershire Local Authority. We would prefer to see children bringing fruit and vegetables for their morning snacks. Please do not send chewing gum. Rainbow Hub are involved in the Government Healthy Eating Fruit and Vegetable Scheme - the pupils are offered fruit or vegetables every day at snack times. Individual pupil needs will need to be taken into account.

Educational Visits

Parental permission for regular trips and outings is requested at the start of each academic year.

Parents receive notification of specific trips and outings. The Parental Permission Form for Regular Trips and Outings will be used unless parents/carers request the one-off Trip Permission Form. Where appropriate, older pupils may go out without supervision as part of the Enterprise Hub independence programme to prepare for Post 16 and adult life. A risk assessment is written in conjunction with parents/carer. This will only take place when agreement on health and safety rules has been reached between home, school and pupil.

We ask parents to contribute to the cost of certain regular activities, including swimming and horse riding. In addition, parental contributions are requested for some special trips, and the general policy regarding such requests is as follows:

“It is not possible for the school to meet the costs of transport and admission without using funds required for our basic educational needs (such as books and materials). Before we decide whether or not to make definite arrangements, we shall need to know how many parents would be prepared to make a voluntary contribution towards the cost of each visit. School emphasises that any financial contribution would be entirely voluntary and that a child would not be denied a place on the

visit just because a parent has declined to make a voluntary payment. However, the school will not proceed with the visit unless it is clear that there will be sufficient voluntary contributions for it to be financed.”

Residential visits are of great value to our pupils, and if such a visit is being considered for your child's class, you will receive full details from the staff team.

Home School Agreement (HSA)

The Home School Agreement is designed to support strong partnerships between school and parents by setting down clearly each party's responsibilities and expectations. The HSA is sent to parents at the beginning of each autumn term and unless you tell us otherwise we will assume that you accept its contents.

If you wish to discuss any aspect of the Agreement please contact Mrs Lyn Dance, Head Teacher on 01452 874000 or you can write to her at The Milestone School, Longford Lane, Gloucester, GL2 9EU.

Hub Welcome Packs

These packs contain information specific to each Hub. These are distributed to parents/carers either at the end of July or beginning of September each year.

Parental Permissions

In September of each year parents are asked to give their permission for **each** of the following:

- Educational Trips (school trips as part of the curriculum, such as horse riding, swimming, outings in mini-bus, walking to local library)
- Photographs/Media (to allow a child's photograph and name to be used by the local papers or other media in conjunction with school events as agreed by the Headteacher)

- Medical Information for Transport (information about asthma, epilepsy or diabetes to be given to the School Transport Service)
- Internet/World Wide Web (to agree that images or recordings of child may be used on the school's website – images/recordings will not identify children by name)
- Emergency Medical and Dental Treatment (medical and dental treatment may be given if necessary including the administration of a general anaesthetic and/or surgical operations in the case of emergency)

We also ask you to check and update a 'Data Collection Sheet' which is sent out at the beginning of September. This sheet should be signed and returned to school even if you make no changes.

It is really important that you advise us immediately of any changes in September or at any stage during the year so that we can update our records (such as address, telephone number, travel arrangements, dietary needs, or medical details).

Emergency numbers are vitally important; please ensure that we always have current numbers that will be answered.

Policies

Statutory school policies can be found on the school website. If you want a copy of any of the policies please contact us.

Prospectus

You can find the school prospectus on the school website.

Privacy Notice - Data Protection Act 1998: How we use pupil information

The Milestone School are a data controller for the purposes of the Data Protection Act. We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal

data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care;
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

Once our pupils reach the age of 13, the law requires us to pass on certain information to the Local Authority (LA) who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent/guardian can request that **only** their child's name, address and date of birth be passed to the support services by informing the School Business Manager. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website <https://www.gloucestershire.gov.uk>.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so.

If you want to receive a copy of the information about your son/daughter that we hold, please contact the School Business Manager.

We are required, by law, to pass certain information about our pupils to our LA and the Department for Education (DfE). The DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

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

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites you can request a copy of the information by contacting the LA or DfE as follows:

CYP Systems Support Team
ICT Service
Gloucestershire County Council
Quayside House
Quay Street
Gloucester GL1 2TZ

Website:
<https://www.gloucestershire.gov.uk>

Email:
cypdsystems@gloucestershire.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website:
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Insurance

The school holds Public Liability insurance which would provide compensation for an injury to a pupil if the injury resulted from the negligent acts of the school and/or its employees/volunteers acting on its behalf. The school also holds on site and off site activities insurance, validated by appropriate visit assessments. However, there is no automatic personal accident cover for 'no fault' accidents that occur (for example in the playground).

Friends of The Milestone School

The school has a Friends Association that has been an active part of the school community for many years. For information on how to become involved with Friends please email friends@milestone-academy.org.uk and also check the school website and newsletters to find out what's going on. Please think about getting involved, you can help as little or as much as you are able.

Class Teachers

Names of class teachers are available on the school website.

NHS Gloucestershire

Speech & Language Therapists and Physiotherapists are based in school. Doctors and Occupational Therapists visit the school regularly, as do Podiatrists and Wheelchair Maintenance Services.

School nurses are based at The Springbank Community Resource Centre but are available on site at school for planned visits.

Children who are in need of intervention are assessed so that practical and realistic goals can be set. School staff, carers and parents implement treatment programmes. Intervention may vary as necessary according to resources, and may be individual or within a group.

NHS professionals are able to provide education and training to other members of the multi-disciplinary team in order to support the most effective management and education of children's needs.

Provision is necessarily limited. Teachers will refer pupils, and parents with queries about these services should contact the relevant NHS Trust.

Local Authority (LA)

Education forms part of the Children and Young Persons Directorate (CYPD), based at Shire Hall, Gloucester. Details of the Local Authority officials are available on the Gloucestershire Education website www.gloucestershire.gov.uk

School Terms, Holidays and Inset Days

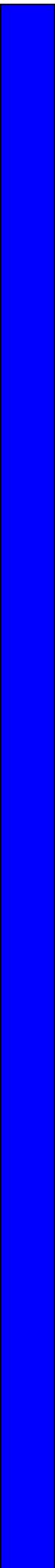
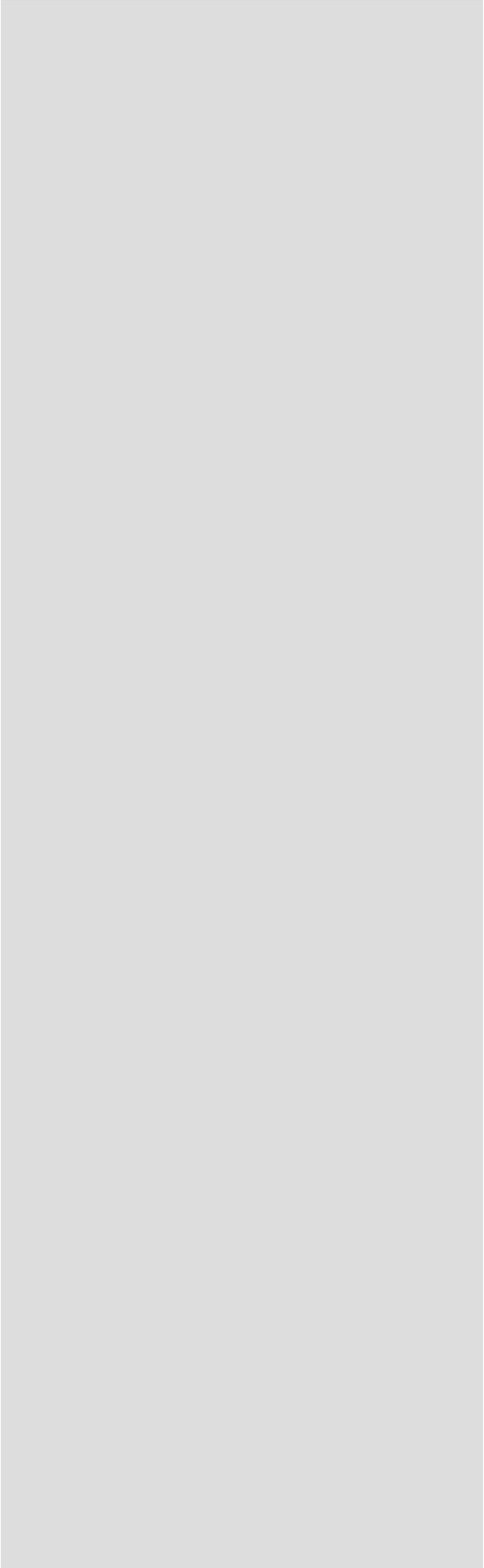
Details of school terms, holidays and inset days are sent to parents each year and can be found in the school newsletter and on the school website.

Website

You can find a copy of this Parent Handbook on the school website together with lots of useful information. Www.themilestoneschool.co.uk

and finally.....

if there's anything else you want to know please contact us at school on 01452 874000.





a: The Milestone School, Longford Lane, Gloucester GL2 9EU
t: 01452 874000
e: admin@milestone-academy.org.uk
w: www.themilestoneschool.co.uk