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7th September 2016

Dear Parents and Carers,

Welcome to a new academic year at Five Acre Wood School. I hope you all had an enjoyable summer.

I would like to welcome all of the new pupils who have joined Five Acre Wood this term and their families. I hope that all pupils, new and existing, settle in well to their new classes.

We also have a number of new staff who have recently joined us. Jasmine, Sam, Ben, Julie, Laura and Sarah have joined us as Teachers; Shane, Louise, Rebecca, Samantha, Helen, Tara, Charlie, Leanne and Mike have started as Teaching Assistants and Tracey is our new STLS Administrator. We have also welcomed Jo Weeks as a specialist Art Teacher. We wish them all the best of luck in their new roles.

The school Strategic Development Plan for this year has been finalised so please find attached a summary of this. This highlights all of the targets that we will be working towards this year.

Last year we changed the way we hold parent support groups and this proved to be very successful. Instead of being phase specific, support groups were open to everyone but focussed on a specific subject. This year we will be holding three sessions – one on Communication will be held on 4th October at 9.30am, led by Dennis Mlambo and Rosie Payne (Speech and Language Therapists) and another will be held on 3rd February at 1.30pm focussing on Behaviour, led by Michael Garcia (Assistant Head of Wellbeing). Our final session will be held on 5th May at 9.30am. For this session we are inviting parents and carers to suggest subjects that you think would be useful. We will then use feedback to arrange future sessions. If you would like to suggest a subject, please email office@five-acre.kent.sch.uk. We will contact you nearer the time to confirm the subject.

We also have a Home School Partnership Group to provide a parent voice and we are looking for more members. If you are interested, please email jhercock@five-acre.kent.sch.uk; the first meeting this term will take place on 20th September at 9.30am. For further information about these groups, please see the attached Parent Support Group information sheet.



Class coffee mornings will be organised soon and parents/carers will be invited into class. This is a good opportunity to meet your child's class team and also meet other parents and carers. We hope to see you there!

Finally, there have been lots of developments with the new build over the last few months. The latest photos are now on the school website and a time line for the new build is being updated once a week. Keep up-to-date by visiting our website, www.fiveacrewood.co.uk.

I hope that you all have an enjoyable first term and I look forward to seeing you soon.

Kind regards,

A handwritten signature in cursive script that reads "Peggy".

Peggy Murphy
Principal

NOTE TO PARENTS/CARERS REGARDING MEDICATION

To ensure that your child is given the most current prescribed medication of the correct dose and at the right time, please read these guidelines:

1. Please ensure that all medicines sent into school are in the ORIGINAL pharmacy containers/packaging clearly labelled with:

- Your child's name
- Name of prescribed medication
- The dosage and frequency of administration
- How medicine should be given, e.g. by mouth, via feeding tube
- Date medicine was dispensed
- Expiry Date

2. If a newly opened bottle is sent in please write the date of opening on said bottle.

3. Don't send in cut up blister strips.

4. Please inform the school nurse of any change to your child's regular medication, including alterations to dose, frequency or medication being stopped as advised by a doctor. These alterations need to be confirmed in writing by the prescriber. **We cannot accept verbal alterations and will be unable to give an amended dose unless we have the medication in its original contained with the correct information printed on the label or receive the changes in writing from the prescriber.**

5. If your child is prescribed emergency medication (Diazepam/Midazolam for epilepsy or Anapen/Epipen for allergy) please inform the school nurse immediately. Further information from your child's doctor will be needed regarding when the emergency medication should be given and this will be kept in school so all staff are aware of what care your child needs in an emergency.

6. Please ensure there is a sufficient supply of all the medicines your child needs whilst in school. We will contact you to advise when we are running low.

7. All medication will be sent home termly, to be returned on the first day of each new term.

Any school staff will have the right to refuse the administration of medication to your child if this information is not clearly shown on the label. This information must be on all medication including emergency medication.

Many thanks for your help in this matter.



BEHAVIOUR AND SAFETY

TARGETS

- To support an active school council
- To ensure the site remains safe and secure throughout the building works
- To work within an increasingly efficient and effective system of meeting pupil behaviour
- To build awareness of mental health and mindfulness

PUPIL OUTCOMES

- Pupils' engagement levels are high so learning is progressed and evidenced
- Pupils feel safe and secure during the school day and outside school
- Pupils feel valued



ACHIEVEMENT



TARGETS

- To maintain/increase the number of pupils making UQ(+) progress to above 70% in English and maths
- To continue to develop and embed a quantitative 'basket of indicators' approach to demonstrate progress in all areas
- To enhance secondary accreditation opportunities
- To have effective comparative data tools to measure progress

PUPIL OUTCOMES

- Raised attainment and breadth of recognised achievement



FIVE ACRE WOOD SCHOOL

Growing and Learning Together

STRATEGIC DEVELOPMENT PLAN

2016 - 2017





OVERVIEW

To further develop Five Acre Wood School, the Strategic Development Plan has been developed for the coming year

The aim of this plan is to remain 'Outstanding' whilst building upon our current excellent practice

In order to achieve this, there will be four key areas:

- 1) Quality of Teaching
- 2) Leadership and Management
- 3) Behaviour and Safety
- 4) Achievement

This document is an overview of the plan for the academic year 2016-2017



QUALITY OF TEACHING

TARGET

- 100% of lessons will be judged as 'good' or better with 40% judged as 'outstanding' through embedding coaching and mentoring and making staff more self-evaluative

PUPIL OUTCOME

- Attainment raised through high quality learning experiences, facilitated by good/outstanding practitioners



LEADERSHIP AND MANAGEMENT



TARGETS

- To strengthen partnerships
- To continue to develop leadership capacity and capability
- To improve and ensure appropriate facilities are in place to optimise learning
- To build on parent relationships with the school
- To establish even better links with other establishments in order to provide additional learning opportunities

PUPIL OUTCOMES

- Increased pupil outcomes through holistic working practice
- Specifically developed provision to meet pupil need
- Increased independence for learning



PARENT SUPPORT GROUPS 2016 - 2017



Five Acre Wood offers three parent support groups each academic year that are aimed at meeting the needs of parents and carers whose children have specific needs. The emphasis is on parents supporting each other.

The meetings are held at the beginning or end of the school day. In each of the group sessions, parents are encouraged to meet and chat over a coffee; this is followed by a presentation on a specific subject.

Please see below for a list of dates and subjects. Any changes to this will be listed on the school parent bulletin and sent via parentmail.

Dates	Time	Subject	Led by
Tuesday 4th October 2016	9.30am	Communication	Dennis Mlambo and Rosie Payne (Speech and Language Therapists)
Friday 3rd February 2017	1.30pm	Behaviour	Michael Garcia (Assistant Head—Wellbeing)
Friday 5th May 2017	9.30am	To be confirmed	To be confirmed

FURTHER INFORMATION

- All group meetings will start with refreshments and an informal chat, so as to give parents and carers scope for networking and supporting each other.
- During a session, if there are other issues that you want advice about, please feel free to raise them—we will do our best to address them at the time.
- **We require you to inform us of your attendance 1 week in advance of a Support Group and if there are less than 5 attendees for any one session then unfortunately it will not go ahead. Please confirm your attendance by emailing office@five-acre.kent.sch.uk or phoning us on 01622 743925.**
- If a session has to be cancelled due to unforeseen circumstances, or insufficient take up (less than 5 attendees) then we will endeavour to provide parents/carers with as much notice as possible.
- Similarly, if you have indicated that you are coming to a session but things change and you are unable to do so, please could you let us know by telephoning the school office on 01622 743925.



PARENT SUPPORT GROUPS 2016 - 2017

Home School Partnership Group meetings



We also have a Home School Partnership Group, which provides an independent parent voice that helps guide our school provision to best meet the needs of our pupils through family/school partnership. We are mindful that our catchment area is very wide and equally the needs of pupils and their families are very varied.

Our school has also grown in size making it more important to liaise with the wider community of parents and carers. This group will look at supporting other parents, especially those who are newer to school, advising on better support and communication, supporting the school in specific projects and liaising with the Senior Leadership Team regarding the school provision in general. It is planned that this core of parents will lead the development of the Home School Partnership Group with support from a member of the Senior Leadership Team.

We are looking for more parents/carers to join the Home School Partnership Group. If you are interested in joining, please contact Janine Hercock on 01622 743925 or by email at jhercock@five-acre.kent.sch.uk

The first Home School Partnership Group meeting for the next academic year has been scheduled to take place on:

Tuesday 20th September 2016 at 9.30am

This will be an informal meeting with tea, coffee and cakes and is open to any parents/carers who are interested in joining the Home School Partnership Group. We hope to see you there!

1:1 behaviour meetings

Any parent/carer can make an individual appointment with Michael Garcia (Assistant Head of wellbeing) to look at behavioural issues their child might be presenting.

To book an appointment, please email Michael at mgarcia@five-acre.kent.sch.uk or by phone on 01622 743925.