



Parent/Carer Handbook

2023—2024





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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.

Contact Numbers	
Five Acre Wood School	01622 743925
Five Acre Wood @ Snodland	01634 566890
Five Acre Wood @ Oxford Road	01622 392205
Website address	http://www.fiveacrewood.co.uk
Email address	office@five-acre.kent.sch.uk
TEAM	01622 743925 'please ask for TEAM'

Message from the Principal

Welcome to Five Acre Wood. We cater for children and young people from Maidstone and the surrounding area.

It is a privilege for us to work with your child. We understand the huge trust that you place in us to ensure that your child is safe and given the very best education. We will **ALWAYS** do the very best we can.

We believe that partnership with parents and carers is very important. We have a team of school nurses on site, our own multi-disciplinary team and TEAM, who work with parents to support learning.

We have visiting professionals to support our pupils, such as Visual Impairment specialists, working with us.

We do welcome and appreciate the many positive comments that you make and we 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 advice or information that you can always approach us.

Please contact your child's class teacher if you need to discuss anything, they can be contacted readily. It is very important that you all know if you want to meet and discuss anything with me or any of the Senior Leadership Team, that you will be very welcome. The job of a Principal is no different from any other in the school, it is about ensuring that the pupils have the very best education and care.

If you have any further questions please do not hesitate to either phone the school on 01622 743925 or contact us via email at office@five-acre.kent.sch.uk

I look forward to meeting you all in the future.

Peggy Murphy

Our Trademark Behaviours

Our Purpose

To achieve new possibles
whilst preparing pupils for
their life journey

'Together Stronger'

We all play a small but vital role in both the Five Acre Wood and the wider community. When we work together we are at our best.

#TogetherStronger



'Pupils First'

Pupil's remain at the heart of our decision making, to ensure that they have the best possible outcomes.

#PupilsFirst



'Every Moment Matters'

Our pupil's time in full-time education is limited and we are duty bound not to waste it.

#EveryMomentMatters



School Vision

Five Acre Wood School and all its personnel are committed to the safeguarding of our children and young people.



We are a day special school that caters for pupils and students with profound, severe and complex needs, from Early Years to Sixth Form.

Five Acre Wood School is a stimulating and safe learning community in which we all work together to nurture and maximise the potential of each and every individual and celebrate their achievements. Firm foundations and strong partnerships provide the platform for dynamic, challenging and personalised learning pathways, preparing our students for their life journey

Vision into Action

- To be a learning community.
- To provide a safe environment where confidence, self-esteem and emotional well-being is nurtured.
- To create a fun, stimulating, individualised and creative curricula incorporating PCR and IEP goals.
- To care for and respect each other.
- To enable, recognise and celebrate achievement.
- To give pupils the opportunity and support to reach their full potential within a 'have a go' culture.
- To establish firm foundations and strong partnership with the child and all involved in their life.
- To give pupils opportunities to widen their life experiences in order to prepare them for their life journey.
- For each pupil to have their individual needs and interests recognised.
- To encourage staff to develop their skills in order to meet the needs of the school community.



Aims

The School aims to:

- Create and maintain a stimulating, ordered, comfortable environment in which each pupil/student is respected and nurtured as a unique individual and a valuable member of the school community.
- Provide a happy secure environment in which to support well directed learning.
- Accurately assess each pupil's/student's needs in order to ascertain a personal knowledge of the individual from which to plan and implement individual programmes; this will include incorporating the expertise of other agencies as necessary (e.g. speech therapy, physiotherapy, occupational therapy etc).
- Develop each pupil's/student's potential in intellectual, physical, creative, moral and social terms and to allow each to achieve the level of independence that is appropriate to their individual needs and abilities.
- Offer inclusion opportunities for all pupils/students at levels appropriate to their individual needs.
- Provide a broad and balanced curriculum developing a wide variety of experiences and differentiated programmes of work.





Five Acre Wood School

Five Acre Wood is an outstanding all age, nursery - 19 day provision district Special School for children and young people with Profound, Severe and Complex Learning Difficulties, including Autistic Spectrum Disorder.

Five Acre Wood School is situated in Maidstone, the County town of Kent and is just a few minutes from the town centre. We share a campus with an Academy secondary school, a Primary Free School, a private nursery, a local church and a gym.

The Functional Learning Approach is based at two sites, our Snodland site and our Oxford Rd site. The Formal Learning Approach secondary classes are based at our Snodland satellites. Each site has bespoke facilities for our pupils. We have a satellite provision at Palace Wood Primary School, with pupils in a KS1 and a KS2 class.

We have over 800 pupils who represent a wide range of additional educational needs within the profound and multiple learning difficulties, severe learning difficulties, complex needs, challenging behaviour, sensory impairments and autistic spectrum. The school is organised in Learning Approaches - Early Years, Practical, Sensory, Formal (primary and secondary), Structured and Functional. All of our pupils have an Education, Health and Care Plan.

Parents/ carers and families are very important partners in our school and we have daily contact plus a range of events and meetings throughout the year.

We are a lively school with a friendly and supportive staff and we are constantly seeking to continue to develop the school for the benefit of our pupils.

The school gained a successful retained our 'outstanding' judgement from Ofsted in March 2019.

The School has gained a number of prestigious awards overtime:

- IQM Flagship School
- IQM National Inclusion Champions Award 23-24
- Healthy Schools
- Investors in People (Gold)
- Leading Parent Partnership Award
- Rights Respecting School Award – Silver
- Wellbeing Award for Schools

Our passion as a school is to provide the highest quality of education for all our pupils.

We have an extensive range of policies which you are welcome to see or request.

Policies include:

- Charging and Remissions Policy
- Complaints Procedure
- Curriculum Policy
- Social Networking Policy
- Behaviour Physical Intervention Policy
- SEN and Disability Policy
- Equal Opportunities
- Child Protection
- Online Safety

Website: <http://www.fiveacrewood.co.uk>





Who's who at Five Acre Wood?



Sarah Costain
Strategic Lead Early Years
and Structured Learning
Approach



Sam Hazle
Assistant Head
Structured Learning
Approach



Kirstie Oudot-Smith
Assistant Head Early Years
and Structured Learning
Approach



Janine Hercock
Strategic Lead Formal and
Functional Learning
Approach



Jaime Cronk
Assistant Head Functional
Learning Approach



Karen Robinson-Jones
Assistant Head Formal
Learning Approach



Matt Jones
Strategic Lead Grow 19



Emma Athwal
Strategic Lead Sensory and
Practical Learning
Approach



Emma Russell
Assistant Head
Sensory Learning
Approach



Matt Smith
Assistant Head
Practical Learning
Approach



Kirsty Hemingway
Headteacher Satellite
Provision



Tim Williams
Headteacher Loose
Site



Peggy Murphy
Principal



Sally Moor
Strategic Business Lead



Teaching Staff

Five Acre Wood School is committed to a team approach in meeting all our learners' needs. Our specialist and experienced staff comprise of teachers, higher level teaching assistants, senior teaching assistants, teaching assistants, family support team and therapy team.

TEAM (Together, Every Achievement Matters)

We have established a 'TEAM' initiative – this focuses on building upon the learning achievements made at school and extending them into the home environment.

TEAM is made up of staff members who work with parents/carers to support learning.

Aims:

- To build upon the learning achievements made at school and extend them into the home environment.
- To enable and empower parents and carers to support their child's learning.
- To ensure consistency of approach between home and school.
- To work in partnership with parents/carers in their homes, on personalised and specific targets.



Specialist Staff

We are supported by the NHS school nursing team and have our own multi-disciplinary team which includes a Speech and Language Therapist and two Occupational Therapists, a Clinical Psychologist and a Social Worker.

We also work with consultant paediatricians, teachers from the sensory service, educational psychologists, specialist community nurses, disability children's team and respite services.

Designated Person - Child Protection and Children In Care

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.

The Designated Safeguarding Lead at Five Acre Wood is Sarah Costain. She has the overall responsibility for the day to day oversight of the safeguarding and child protection systems in the school. The school has also appointed Deputy DSL's – Peggy Murphy, Tim Williams, Kirstie Hemingway, Janine Hercock, Emma Athwal, Emma Russell, Sam Hazle, Kirsty Oudot-Smith and Matthew Jones.



School Website



Our school website allows us to communicate with the outside world, providing information for existing pupils and parents and prospective ones.

Please use our website to find out key information about the school such as term dates and times; see examples of pupil's work – in words, pictures or movie clips and see where you can get support through parent groups.

We can provide written copies of information on the website on request.

ADMISSIONS POLICY, ACCESS TO SCHOOL AND TRANSPORT/SCHOOL CLOSURE POLICY



Admissions Policy

The admission of children with Statements of SEN or EHC Plans to schools is a matter for the LA who has statutory responsibility for arranging their provision. There are admissions criteria for each special school that are applied in order to determine if a particular special school would be a suitable placement.

The admissions criteria for Kent special schools can be found here;

<http://www.kelsi.org.uk/special-education-needs/special-educational-needs/sen-admission-criteria>

All admissions are managed through the Special Needs Section at the West Kent Area Education Office. This is based at:

Worrall House
30 Kings Hill Avenue
Kings Hill
West Malling
Kent ME19 4AE

All parents of prospective Five Acre Wood pupils are most welcome to visit the school, to view the premises, talk to the leadership team and staff, and to see the pupils at work in the classroom. Arrangements for such a visit should be made by telephoning the school on 01622 743925.

Access by car

The access by car is from Boughton Lane. Follow the directions from the main road (A229 – Loose Road) turn right into Boughton Lane and continue along the road for approximately quarter of a mile. The School is on the right. Please follow the signs marked Five Acre Wood School and drive through the large green gates. Please park in available spaces which include those marked as visitors. Please do not park in the reserved spaces. Some spaces are coned off in a morning/afternoon to support the flow of traffic on the school site.



Please go to the Reception of Five Acre Wood School. The reception is located at the door at the end of the canopy.

Parent/Carers Transporting their child to school



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

Pupils access school via the main entrance.

The school day starts at 9.15am and ends at 3.30pm. ALL Parent/Carer's collecting their child/ren at the end of the day are asked to join the queue system. We do get requests to leave early or park without waiting/queuing - this MUST be agreed with the Head Teacher and will only be granted in a very small number of circumstances. This is due to the safety of children as we want to restrict the movement of vehicles.

Parent/Carers must 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. This includes a Parent/Carer if they are not known to us.** If a Parent/Carer fails to collect a child at the appointed time the school will supervise the child whilst emergency numbers are tried.

We ask that you follow the directions of the Transport Team (staff in yellow coats) when entering or

leaving the school car park at busy times. They are there to ensure that the traffic management system is adhered to and that it runs safely and smoothly for all.

Sarah Eiffert is the member of staff who can help you with transport arrangements at Five Acre Wood.



Moving House

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

Pedestrian access

Pedestrian access to Five Acre Wood School is through the main entrance on Boughton Lane.



Speed Limit

Please note there is a 5 mph speed limit which should be adhered to for the safety of all pupils and others.

Transport

The majority of our pupils travel to school and home on transport organised by the Local Education Authority. This ranges from taxis and minibuses to small coaches or ambulances. School transport is arranged by Passenger Services and any issues or concerns can be emailed directly to them at the following email address;

homeschooltransport@kent.gov.uk



Visiting Five Acre Wood School



The school receptionist will welcome you and ask you to sign in using the electronic system in the foyer. They will either ask you to wait in the foyer for a member of staff to collect you, or they will take you to the Family room (details are included later). Visitor badges must be visible and worn at all times. For safety reasons, please ensure that you sign out when leaving the school building.

Pupils not collected

If a pupil is not collected at the end of the school day or after an 'after school' club, emergency contact numbers will be tried. In the event of not being able to contact someone then Social Services would be contacted to enable the pupil and family to be supported.

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



Additional Support – The Local Offer



As part of the Government's reforms around special educational needs (SEN) and disability, local authorities are required to publish a local offer showing the support available to disabled children and young people and those with SEN and their families/carers.

Information about Kent's local offer can be found here;

<http://www.kent.gov.uk/education-and-children/special-educational-needs>

Severe Weather Warning Information

The school will communicate closure to parents and staff through the Kent Closures website which allows a school representative to change the 'status' of the school to 'open', 'closed' or 'partially closed'. The information will then be displayed on the website for parents and staff and shared with Kent radio stations (KMFM, BBC Radio Kent and Heart FM) and via Arbor and class Teams pages.



<http://www.kentclosures.co.uk/>

Parents can sign up for the SMS or email alerts on www.kentclosures.co.uk - Please be aware there is a charge for SMS alerts (not for emails).

School closures will also be posted on the school website.

If the school is **NOT** listed School 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 AND PROTOCOLS

Contacting School by telephone



All pupils will be given Home-School Contact Books in which teachers can communicate (details are included later).

If you do need to contact school, please phone and your call will be answered by the reception staff. Five Acre Wood has a maximum number of lines. If the number is engaged please keep trying as the lines may all be being used. 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 the best teaching in the classroom. However, we really do understand that there may be occasions when it is extremely 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 Leadership Team.

If the lines are engaged you will be given the option to leave a message or call back.

The school has an answerphone from 4pm at night until 8am in the morning

Pupil illness/absence

Children should be in school whenever possible. Parents/Carers should keep their children at home if they are unfit to attend. This is not only in the individual child's best interest, but also protects our more vulnerable children from suffering from additional ill-health.

Each Parent/Carer should have completed a form giving home and work (if applicable) phone numbers of both Parents/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.

If the child has an accident in school or becomes unwell, a member of the Senior Leadership Team will make a decision, and if necessary, seek medical assistance. Great efforts are made to inform Parents/ Carers at all stages.

PLEASE ENSURE THAT SCHOOL IS INFORMED IF A CHILD HAS CONTRACTED AN INFECTIOUS DISEASE OR THERE IS A CHANGE IN MEDICAL CIRCUMSTANCES INCLUDING THE ADMINISTRATION OF MEDICATION AND ANY PENDING INVESTIGATION REGARDING YOUR CHILD'S HEALTH.

The school is equipped to deal with minor injuries via a number of appropriately trained first-aiders. Nurses are employed by the NHS and are based in the school and school staff are trained in paediatric first aid. Their role in caring for named pupils is clearly defined by the Authority.

When pupils are fit and well 100% attendance is expected. **IF PUPILS ARE ABSENT THROUGH SICKNESS OR ANY OTHER IMPORTANT REASON SCHOOL SHOULD BE INFORMED VIA A TELEPHONE CALL TO THE SCHOOL ADMIN TEAM AT THE BEGINNING OF THE SCHOOL DAY.**

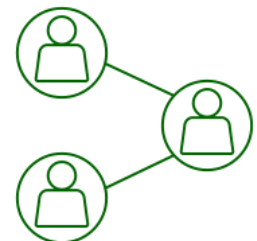
There is strict legal guidance about holidays in term time which **must** be adhered to. Taking holidays in term time is not encouraged. When a family holiday is requested during term time and taken out of school for this reason, permission needs to be sought from the Principal in writing before the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

Parent/Carer Meetings and Reports

Liaison between parents/carers and the staff at Five Acre Wood takes place in a number of different ways, formally and informally.

Formal communication takes place through:

- Annual reports
- EHC Plan meetings
- Parents evenings
- Meetings with class teacher or other staff member - by appointment
- Parent Consultation meetings
- Meetings with support professionals such as therapists, school doctor and nurse



Informal communication takes place through:

- Home-school diaries
- Fayres, coffee mornings, sports days, etc
- Home visits - by request from parents
- Parent Forums
- Assemblies
- Voluntary help within the school
- Telephone calls
- Emails

Each year you will be invited to an 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.

Please note that the EHCP review process is not intended to be the only time when a young person's needs can be discussed.

The first EHCP review following a student's 14th birthday is known as the Transitional Review. Its

purpose is to plan ahead for the transition period leading to adulthood.

Parents are invited to attend a Parent Consultation meeting. This is an opportunity for parents, teachers and the pupil where appropriate, to discuss targets for the following terms.

The meetings enable professionals to meet with parents to discuss targets relating to all areas of a child's development that are delivered through the school day.

We do value and welcome contact with parents and families and seek to be as accessible as possible.

This is extended also to parents of preschool children as it is important that they become acquainted with the special provision available in the area.



EHCP Annual Review

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.

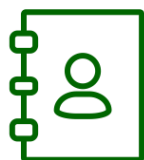
Homework

Homework is individual to each pupil's EHCP and Provision Plan which we agree collaboratively with Parents/Carers at review meetings.

To support parents with all aspects of home learning we have established "TEAM" led by Julie Baldock. TEAM are made up of staff who are able to work with parents/carers, this ensures that there is a strong, consistent link and further point of contact. If you would like support with home learning please speak to the class teacher or a member of TEAM who will be happy to support.



Home/School Books



All pupils will be given Home-School Contact Books in which teachers and parents can communicate.

The purpose of the Home-School Contact Book 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.

Parents are encouraged to use the Home-School Contact Book for non urgent information.

The Home-School Contact Book may not be looked at first thing in the morning so any urgent messages should be delivered directly to a member of staff.

Contact with the Principal

The Principal will write routinely to Parent/Carers via the school newsletter or letter:

- at the end of each term providing organisational and relevant information
- at any other time when there are issues affecting the school.

The Principal is contactable at school as necessary. Please call the school office on 01622 743925 and the Principal's PA is an option.



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 numerous policies including the Child Protection Policy and Behaviour Physical Intervention Policy which are available on the school website.

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.

Social Media / Facebook

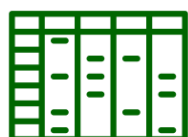
Staff are encouraged NOT to accept friend requests from parents of children in school. However, please view the school Facebook page on:

[Five Acre Wood School | Facebook](#)



SCHOOL DAY AND DESCRIPTIONS OF SCHOOL FACILITIES

The School Day



9.15 a.m.

School opens for pupils. All pupils should be in school by 9.15 a.m.

AM: Register closes at 9:45.

3.30 p.m.

School closes for pupils.

PM: Register closes at 1:30

There is a formal 15 minute morning break, i.e. playtime taken between 10.30am and 11.00am for all Primary School children, whereas the Secondary School pupils have an informal mid-morning break when a drink is made. This break forms part of the teaching programme.

At the Boughton Lane site, lunch is taken between 12 noon and 1pm. A hot meal is available to purchase or pupils can bring in a cold packed lunch from home. Five Acre Wood @ Snodland pupils have their lunch at 1pm. Pupils can purchase their lunch from the canteen or bring in a cold packed lunch from home. If pupils have specific dietary/feeding needs which require staff to re-heat pre-cooked food, then parents will need to make individual arrangements with class teachers, and sign a disclaimer.

Primary pupils then have leisure/playtime until 1pm when afternoon school starts; Secondary pupils have leisure until 1.30pm.

Facilities

We have a number of specialist facilities at Five Acre Wood. These enhance the curriculum and learning experiences of our pupils.

Our hydrotherapy pool enables those pupils with physical disabilities to experience movement in water, within a warm and safe environment.

The two soft play rooms are invaluable resources for the younger pupils. When using this facility, the pupils can explore and experiment with movement in a safe setting whilst having fun. We also have a Sensory Integration Room, for pupils with ASD and similar sensory needs.



A Sensory room, provides pupils with access to cause and effect sensory activities to support their learning.

We have two pupil kitchens. For some of the older pupils, this is the time they are able to cook their own meals. A Yard and horticulture facilities support a bespoke curriculum offer for our pupils.

Our multi-purpose school hall is used for P.E, assemblies and lunchtimes, as well as for lessons where more space is required. A gym provides the pupils with an alternative way to stay fit and healthy.

Early Years and some primary classes have their own outside learning spaces attached to their classrooms.

Play areas include a MUGA, field and outside spaces, soft crumb and tarmac. A bespoke climbing area is available for the pupils to use, along with a sunken trampoline.

Our SMILE Centre, and the Specialist Teaching and Learning Service (STLS), offers outreach for schools within the Maidstone area. Training courses are also held in our two conference rooms.

School Meals

The cost of the meals from 1st September 2022 are as follows:

£2.40 for Loose site and Oxford Road

£2.70 for Palace Wood site

£3.28 for Snodland site

(Please note, if your child attends the Palace Wood site, dinners are priced locally and they have their own payment systems. Payment for Palace Wood should not be sent to Loose site).



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

Please note:

Dinner money can be paid via the Arbor app, by cheque, cash or bank transfer. Bank transfers should be sent to the following account:-

Natwest

Sort code: 60 – 60 – 08

Account number: 83298320

Account name: Five Acre Wood School

Payment reference should be your child's name/dinners

Cash and cheque payments should be sent in an envelope marked with your child's name and class, cheques should be made payable to Five Acre Wood School.

Meals can only be ordered by 9.40 a.m. daily. If your child will be arriving late to school please advise the class teacher before 9.40 a.m. who will arrange for a lunch to be ordered. No meals can be ordered after this deadline.

Free School Meals

Reception, Years 1 and 2



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

Parents are required to apply on the KCC website using the following link;

<https://www.cloudforedu.org.uk/ofsm/kent/>.

Once your child leaves Year 2, normal Free School Meal procedures will apply and parents/carers can apply directly to the benefits service and the school will receive their regular list of entitled children.

Unpaid Meals



If any meals taken are unpaid the School cannot be responsible for the debt. Parent/Carers will be asked to clear the debt. Until payment is made, Parent/Carers will be asked to provide the child with a midday meal either a sandwich or collect their child for a meal off site. 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

If pupils have specific dietary/feeding needs which require staff to re-heat pre-cooked food, then parents will need to make individual arrangements with class teachers, they may be asked to sign a disclaimer.



Healthy Eating/Snacks



Break-time snacks provided are as follows:

- Water, milk or juice (diluted as appropriate).
- 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 Parent/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 termly basis for your child.

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.

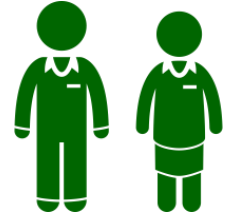
SCHOOL UNIFORM

School Uniform

The school uniform has been developed in partnership with leading uniform supplier 'Recognition Express' and follows an extensive period of consultation with parents.

To view and order uniform from the online shop, please visit

<http://www.fiveacrewood.re-schooluniform.co.uk>



The school has a uniform policy which has been put in place in consultation with parents. Further information can be found on the school website at www.fiveacrewood.co.uk

Appropriate clothing for Physical Education is required i.e. shorts, t-shirt, plimsolls/trainers and a tracksuit. The majority of pupils have the opportunity to swim or have hydrotherapy once a week and will be required to bring a costume and towel.

Personal belongings, jewellery and accessories



Pupils are not allowed to bring toys or any valuable items into school - unless specifically requested by the class teacher. For safety reasons, care has to be taken with regard to pupils wearing jewellery. Watches and stud earrings are acceptable, however, rings chains and other earrings are discouraged. We hope parents support this view.

Appropriate clothing for Physical Education is required i.e. shorts, t-shirts, plimsolls/trainers and a tracksuit.

Pupils may have the opportunity to swim or have hydrotherapy once a week and will be required to bring a costume and towel.

Family Room

The Family Room is located in the main reception. The room is used for appointments and meetings. Tea and coffee making facilities available with staff.



MEDICATION

Medication

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



Any medication such as antibiotics should be given wherever possible at home. Parent/ Carers should ask for 2 or 3 times a day dosage wherever possible so it can be given at home not in school.

Medication sent in, to be given at school **MUST** be prescribed by a Doctor, have pupils name on and how it is to be administered.

- Medication labelled 'given as directed' it's highly unlikely to be given in school. Please ensure that pharmacist is aware of
- Permission is rarely given for Paracetamol/pain killers to be administered in school. Specific permission **MUST** be gained by the Principal and a strict procedure agreed. This must be agreed in advance.
- Any non-prescribed drugs such as hay fever medication again should be given at home wherever

possible. We appreciate that some eyes/nose or oral medication has timed doses. This again **MUST** be agreed in advance. Please speak to your child's teacher. There is strict guidance regarding medication prescribed 'give as necessary' which Parent/Carers must agree to for it to be given.

- Medication **MUST** have a permission form fully completed. It is with great regret that without fully completed forms this medication will not be given.
- Forms can be requested from School admin team.

INSURANCE AND PHOTOGRAPHS

Kent County 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.

- Kent County 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.
- 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, leisure facilities in the community. We will ask for Parent/Carers' signed permission to take pupils off the school campus.
- Valuable personal items should not be brought to school and we cannot accept responsibility for their loss or damage.



Photographs

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 annually for the use of photographs and videos. The agreement will be valid throughout the year your child attends Five Acre Wood. If you wish to withdraw consent at any point, please contact your child's Class Teacher.

COMPLIMENTS, COMMENTS AND COMPLAINTS

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 appreciated.

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

Email: office@five-acre.kent.sch.uk

Tel: 01622 743925



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 and if this does not resolve a concern or a query then please contact the Principal.

In the event of a serious complaint Parents/Carers are advised to contact the Principal but may also contact the Chair of Governing Body if they wish.

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 or contact can be made direct to Ofsted on: Helpline 08456 40445.

STAFF TRAINING AND PROFESSIONALS IN SCHOOL

Staff Training/Qualifications

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

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)
- SCERTS
- Sensory Integration (Hearing and Visually Impaired)
- Approaches for pupils with autism including PECS, SCERTS, TEACCH, ABA, and Social Stories etc.



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

Five Acre Wood School have a range of in-house trainers qualified to deliver courses

Professionals working within the school

Five Acre Wood have NHS specialist school nurses on site, our own therapy team and TEAM, who work with parents to support learning.

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

We have visiting professionals to support our pupils, such as Visual Impairment specialists, CYPMHS, Disabled Children's Social Workers, Physiotherapists, and the Specialist Teaching Service, working with us.



Parent/Carer Courses/Training

There are a wide range of Parent/Carer Courses and training held throughout the year.

Parent/Carers' views are sought regularly to guide what is provided through a variety of means including questionnaires, email and meetings.

Please ask if there is any specific training you feel could be beneficial by contacting Julie Baldock



CURRICULUM

The Curriculum

The curriculum reflects the educational opportunities provided by all schools.

Sex and Relationship Education



Sex and Relationship Education (SRE) 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 Parent/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 gender 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 Parent/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 Principal, who will be happy to discuss any concerns. Specific consultation took place with Parent/Carers to agree this policy.

Educational Visits

The school (Principal and Governing Body) is responsible for approving the educational visits and activities, including residential and adventurous activities. The school will follow the 'Kent Framework for Safe Practice on Educational Visits' to support and guide schools in the planning and managing educational visits.



The school will have access to the EVOLVE online visits management approval and monitoring tool which links directly to the Outdoor Education Unit's policies, procedures and visit approvals process. The Outdoor Education Unit will provide advice, guidance and support in managing the educational visits and activities.

GENERAL INFORMATION

Pupils After School Clubs

Five Acre Wood offers a variety of After School Clubs. Information is sent to Parents/Carers via Arbor and shared on our school website;

[After School Clubs | Five Acre Wood School](#)



Smoking



All Kent County Council buildings including schools are non-smoking. Smoking is therefore not permitted anywhere on the Five Acre Wood complex or outreach schools. This includes electronic cigarettes.

Sun Cream and Hats

As in previous summers we request that the children bring in their own sun cream (Factor 30+) for use in school when the children are outside to protect from sunburn.



Application of the cream 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 lotion for the children ourselves for safety reasons e.g. allergies to specific types of sun cream products.

Suntan lotion will be kept in School and returned home at end of summer period.

Children who do not have sun cream 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.

We will provide water regularly to all children.

Parent and Carer Partnership Policy

The school has a Parent/Carer Partnership policy which is available on request.



Charging and Remissions Policy



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

Parent/Carers Support Forums

Five Acre Wood has a number of parents support forums that are aimed at supporting parents whose children have specific needs. Each of these groups meets once every two terms, or three times a year - autumn, spring and summer.

Details of the group can be found on the school website in the Parents' section. Alternatively, you can contact the school for information.



Parent/Carer Volunteers

We welcome Parent/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

The 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. We request that Parents/Carers do not use video apps on the school grounds and buildings.



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 Child Protection Policy and it is there to ensure the safety all children.