



FIVE ACRE WOOD SCHOOL

PARENT/CARER HANDBOOK

A Guide for Parents and Families



MESSAGE FROM THE PRINCIPAL

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

We are all committed to safeguarding our children and young people.

It is a privilege to work with your child. We understand the trust you place in us to keep your child safe and provide the very best education and care. We will always do the very best we can.

Working in partnership with parents and carers is very important to us. We have specialist nurses on site, our own multi-disciplinary team and TEAM, which works with families to support learning at home. Visiting professionals also support our pupils.

We appreciate your positive feedback and share it with staff. It is equally important that you tell us about any concerns and ask us whenever you need advice or information.

Your child's class teacher should usually be your first point of contact. You are also very welcome to arrange a meeting with me or another member of the Senior Leadership Team. Every role in school, including the Principal's is focused on providing pupils with excellent education and care.

If you have any questions, please call 01622 743925 or email office@five-acre.kent.sch.uk.

I look forward to meeting you
Peggy Murphy
Principal

Our Purpose

To achieve new possibilities whilst preparing pupils for their life journey

The Five Acre Wood Way

'Together Stronger'

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

#TogetherStronger



TogetherStronger

'Pupils First'

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

#PupilsFirst



PupilsFirst

'Every Moment Matters'

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

#EveryMomentMatters



EveryMomentMatters



SCHOOL VISION AND AIMS

School Vision

Five Acre Wood is a safe and stimulating learning community in which we all work together to nurture and maximise the potential of each and every individual and celebrate achievements. Firm foundations and strong partnerships provide the platform for dynamic

Vision Into Action



be a learning community



nurture confidence, self esteem and emotional wellbeing



create a fun, stimulating, individualised and creative curricula



care and respect each other



enable, recognise and celebrate achievement



create a 'have a go' culture



pupils at the heart of decision making



broaden life experiences



recognise individual needs and interests



staff skill development to meet the needs of the community

Aims



respect and nurture uniqueness



provide a happy, secure environment



develop individual programmes based on each pupil's needs



develop each pupil's holistic potential



offer inclusion opportunities



provide a curriculum with a variety of experiences

GENERAL INFORMATION

Five Acre Wood is an outstanding all-age district special school. We provide day education for children and young people from nursery to age 19 who have profound, severe and complex learning difficulties, including autism.

We operate across three sites in and around Maidstone. Each site has facilities designed around pupils' needs.

More than 870 pupils attend the school. Their needs include profound and multiple learning difficulties, severe learning difficulties, complex needs, behaviours that challenge, sensory impairments and autism. Every pupil has an Education, Health and Care Plan (EHCP).

Parents, carers and families are important partners. We communicate daily and provide events and meetings throughout the year.

We are a lively and welcoming school with a friendly, supportive team. We continually develop our provision for the benefit of pupils.

Ofsted judged the school outstanding in March 2015, March 2019 and JULY 2024.

Awards

- Inclusion Quality Mark (IQM) Flagship School
- IQM National Inclusion Champions Award 2023–24
- Healthy Schools
- Investors in People Gold
- Leading Parent Partnership Award
- Rights Respecting School Award – Silver
- Wellbeing Award for Schools



Our passion is to provide the highest-quality education for every pupil.

School Policies

You are welcome to view or request any school policy. Policies include:

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



Visit www.fiveacrewood.co.uk for further information.

WHO'S WHO AT FIVE ACRE WOOD



Sarah Costain
Strategic Lead N.E.S.T., V.I.E.W.
and E.N.G.A.G.E. learning
approaches



Jo 'OConnor
Assistant Head
V.I.E.W. Learning
Approach



Demi Lockett
Assistant Head
N.E.S.T. Learning
Approach



Leanne Bowden
Assistant Head
E.N.G.A.G.E. Learning
Approach



Jaime Cronk
Strategic Lead
R.E.A.D.Y.
Learning Approach



Rowan Osborn
Assistant Head
R.E.A.D.Y. Learning
Approach



Matt Jones
Strategic Lead
F.O.C.U.S.
Learning Approach



Karen Robinson-Jones
Assistant Head
F.O.C.U.S. Learning
Approach



Emma Athwal
Strategic Lead
S.E.N.S.E. and A.P.P.L.Y.
Learning Approaches



Emma Russell
Assistant Head
S.E.N.S.E. Learning
Approach



Laura Watts
Assistant Head
A.P.P.L.Y. Learning
Approach



Janine Hercock
Strategic Lead
Quality of Education



Kirstie Hemingway
Headteacher
Satellite Sites



Tim Williams
Headteacher
Loose Site



Peggy Murphy
Principal



Sally Moor
Strategic
Business Lead

Staff

We use a team approach to meet every pupil's needs. Our experienced specialist staff include teachers, higher level teaching assistants, senior teaching assistants, teaching assistants, Family Support and Therapy Team.



TEAM – Together, Every Achievement Matters

TEAM helps families build on learning achieved at school and continue it at home. TEAM staff work directly with parents and carers.

TEAM aims to:

- Extend learning achieved at school into the home.
- Enable and empower parents and carers to support their child's learning.
- Ensure a consistent approach at home and school.
- Work with families in their homes on personalised, specific targets.



Specialist Staff

We are supported by the NHS specialist nursing team and our own multidisciplinary team. This includes speech and language therapists, occupational therapists, assistants, a Strategic Pupil Intervention Lead, a social worker and assistants and a counsellor and play therapist. We also work with consultant paediatricians, sensory service teachers, educational psychologists, specialist community nurses, the Disabled Children's Team and respite services.



Designated Safeguarding Lead

Every school must have a Designated Safeguarding Lead (DSL). The DSL supports staff with their safeguarding duties, oversees the school's safeguarding and child protection systems and works closely with services such as children's social care.

The DSL at Five Acre Wood is Sarah Costain. Deputy DSLs are Peggy Murphy, Tim Williams, Kirsty Hemingway, Janine Hercock, Emma Athwal, Emma Russell, Demi Lockett, Leanne Bowden, Francesca Newman, Karen Robinson-Jones and Matthew Jones.



School Website

Our website provides information for current and prospective families. It includes term dates and times, examples of pupils' work in words, pictures and videos, and information about support and parent groups. We can provide printed copies of website information on request.



ADMISSIONS POLICY



The local authority (LA) is legally responsible for arranging school provision for children with EHCPs. Each special school has admissions criteria, which the LA uses to decide whether the school is a suitable placement.

The admissions criteria for Kent special schools are available online by searching for 'Kent SEN admission criteria'.

All admissions are managed by the Special Needs Section at the West Kent Area Education Office:

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

ACCESS TO SCHOOL AND TRANSPORT

Visiting Five Acre Wood School

Reception staff will welcome you and ask you to sign in using the electronic system in the foyer. You may be asked to wait for a staff member or shown to the Family Room. Wear your visitor badge where it can be seen at all times and remember to sign out before leaving



Access by Car

Vehicle access is from Boughton Lane. From the A229 Loose Road, turn into Boughton Lane and continue for about a quarter of a mile. The school is on the right. Follow the Five Acre Wood signs and drive through the large green gates.



Use an available parking space, including spaces marked for visitors, and do not use reserved spaces. Some spaces are coned off at the beginning and end of the day to help traffic move safely. Reception is at the door at the end of the canopy.

Speed Limit

The speed limit on site is 5mph. Please keep to this limit to protect pupils, staff and visitors.



Pedestrian Access

Pedestrians can enter through the main Boughton Lane entrance, the side entrance off Boughton Lane or the entrance at the end of Mangravet Way through the park.



Transporting Your Child to School

We will explain the arrival and collection systems to families so that everyone can follow them safely.

The school day begins at 9.15am and ends at 3.30pm. At collection time, please join the queue or park in the designated area. Any request to leave early or avoid the queue must be agreed with the Headteacher and will be approved only in a very small number of circumstances. Limiting vehicle movement helps keep children safe.



If another adult collects your child, you must give written permission. In an emergency, telephone the school. **The collecting adult must bring identification, even if they are a parent or carer is known to us.**

If your child is not collected on time, school staff will supervise them while we call the emergency contacts.

At busy times, follow the directions of the Transport Team, who wear yellow coats. They help the traffic system operate safely and smoothly.

Sarah Camp can help with transport arrangements at Five Acre Wood.

Home/School Transport

Most pupils travel to and from school using transport arranged by the local education authority. This may be a taxi, minibus, small coach or ambulance. Passenger Services arranges school transport. Email concerns to **homeschooltransport@kent.gov.uk**.



Pupils Not Collected

If a pupil is not collected after school or an after-school club, we will call the emergency contacts. If we cannot contact anyone, we will contact Social Services so that the pupil and family can be supported.

If arranged transport does not collect a pupil, we will make every effort to rearrange it. If a pupil cannot travel because of illness, behaviour, a wheelchair problem or another issue, their parent or carer remains responsible for collecting them. We understand that this can be disruptive.



Moving House

Tell the local authority that provides your child's transport as soon as possible if you move home.



The Local Offer

Local authorities must publish a Local Offer explaining the support available to children and young people with special educational needs and disabilities, and to their families. Kent's Local Offer is available on the Kent County Council website.



Severe Weather Warning Information

If severe weather affects the school, we will update our status on the Kent Closures website as open, closed or partially closed. This information is also shared with KMFM, BBC Radio Kent and Heart FM, and through Arbor and class Teams pages.



Visit www.kentclosures.co.uk. You can register for email alerts free of charge or SMS alerts for a fee. Closures will also be shown on the school website. If the school is **not** listed, it is open.

If the weather changes during the school day, please remain contactable and available in case we need to close early.

CONTACTING SCHOOL AND PROTOCOLS

Contacting the School



If you telephone, reception staff will answer your call. We have a limited number of telephone lines, so please try again if they are busy. If you ask for the class teacher, reception may take a message or arrange a call after the teaching session. This allows teachers to focus on pupils' learning.

We understand that some matters are urgent. In these circumstances, reception will try to put you through immediately. If the teacher is unavailable and you wish to speak to someone, your call will be passed to a member of the Senior Leadership Team. If all lines are busy, you can leave a message or call back.

Home-School Contact Books

Every pupil receives a Home-School Contact Book for communication between school and home. Use it to share important information such as appointments, new achievements, concerns or sleep patterns. Teachers will provide brief information about your child's day. More detailed information about learning is shared in reports and newsletters.

Please use the book for non-urgent information. Staff may not read it first thing in the morning, so give urgent messages directly to a member of staff.



Homework



Homework is personalised and linked to each pupil's EHCP and Provision Plan. We agree this with parents and carers at review meetings. TEAM, led by Francesca Newman, can support all aspects of learning at home and provides families with an additional point of contact. Speak to your child's class teacher or a TEAM member if you would like help.

Contact with the Principal

The Principal communicates with parents and carers through letters and the school newsletter at the end of each term, and whenever an issue affects the school. To contact the Principal, call 01622 743925 and ask for the Principal's PA.



Pupil Illness and Absence



Children should attend school whenever they are well enough. Keep your child at home if they are unfit to attend. This supports their recovery and protects pupils who may be particularly vulnerable to illness.

Please give school current home and work telephone numbers for parents and carers. You must also provide the name, address and telephone number of a responsible adult whom we can contact if parents or carers are unavailable during the day.

If your child has an accident or becomes unwell at school, a member of the Senior Leadership Team will decide what action is needed and seek medical help if necessary. We will make every effort to keep you informed.

You must tell school if your child has an infectious disease or if their medical circumstances change. This includes changes to medication and any planned investigations into their health.

Trained first aiders can deal with minor injuries. NHS nurses are based at school and staff receive paediatric first-aid training. The local authority clearly defines the nurses' role in caring for named pupils.

We expect 100% attendance when pupils are fit and well. If your child is absent because of illness or for another important reason, telephone the school administration team at the start of the school day.

Strict legal rules apply to holidays during term time, and we do not encourage them. If you wish to request a term-time family holiday, write to the Headteacher before booking. The request may be refused.

Discipline and Child Protection

Personal and social development is central to every pupil's education. Every child and young person has the right to feel positive about themselves. Our Child Protection Policy and Behaviour and Physical Intervention Policy are available on the school website.

We aim to provide a safe and secure environment in which small steps of progress are celebrated and every individual is valued and treated with dignity and respect.



Social Media and Facebook



Staff are encouraged not to accept friend requests from parents or carers of pupils. The school has one official Facebook page:
Five Acre Wood School | Facebook.

EHCP Annual Reviews

Annual review dates are set in advance. Because of strict legal timescales, it is very unlikely that an agreed date can be postponed.



Parent/Carer Meetings and Reports

Families and staff communicate in both formal and informal ways.

Formal Communication

- Annual reports
- EHCP meetings
- Parents' evenings
- Appointments with the class teacher or another staff member
- Parent Consultation meetings
- Meetings with professionals such as therapists, the school doctor and nurses
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Informal Communication

- Home-School Contact Books
- Fayres, coffee mornings and sports days
- Home visits requested by parents or carers
- Parent forums
- Assemblies
- Volunteering in school
- Telephone calls
- Emails
-



You will be invited to an annual EHCP review to discuss your child's progress and how learning can be supported at home and school. You will receive a detailed report before the meeting. You can discuss your child's needs at any time; you do not need to wait for the annual review.

The first EHCP review after a pupil's 14th birthday is called the Transitional Review. It plans for the pupil's transition towards adulthood.

Parents and carers are also invited to Parent Consultation meetings. These give families, teachers, pupils where appropriate, and other professionals an opportunity to discuss development and agree targets for the following terms. These meetings take place after school.

We value contact with families and aim to be as accessible as possible.

SCHOOL DAY

Time	Activity
9.15 a.m.	School opens and pupils should be in school
9.45 a.m.	Morning register closes
1.30 p.m.	Afternoon register closes
3.30 p.m.	School closes for pupils

The School Day



Primary pupils have a formal 15-minute morning playtime between 10.30am and 11.00am. Secondary pupils have an informal mid-morning break when they make a drink; this is part of their teaching programme.

At Boughton Lane, lunch is between 12 noon and 1.00pm. Pupils can buy a hot meal or bring a cold packed lunch. Snodland pupils have lunch at 1.00pm and may buy lunch from the canteen or bring a packed lunch. Oxford Road pupils can order a hot meal from Boughton Lane.

If your child has dietary or feeding needs that require staff to reheat precooked food, arrange this with the class teacher. You will need to sign a disclaimer.

Primary pupils have leisure or playtime until 1.00pm. Secondary pupils have leisure time until 1.30pm.

School Meals

Meal prices from 1 September 2026 are:

- £2.65 at the Loose site and Oxford Road
- £3.55 at the Snodland site
- £2.64 at St Katherine's satellite site

These prices are a guide and may change during the year.

Pay through the Arbor app, by cheque, cash or bank transfer.

Bank details:

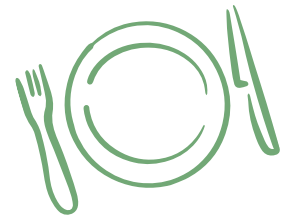
NatWest

sort code: 60-60-08

account number: 83298320

account name: Five Acre Wood School.

Use your child's name followed by 'dinners' as the payment reference.



Place cash or cheques in an envelope labelled with your child's name and class. Make cheques payable to Five Acre Wood School.

Meals must be ordered by 9.40am each day. If your child will arrive late, tell the class teacher before 9.40am so that lunch can be ordered. Meals cannot be ordered after this time.

Free School Meals

All pupils of Reception, Year 1 and Year 2 age are entitled to a free meal through Universal Infant Free School Meals (UIFSM). Parents and carers must apply through the Kent County Council free school meals service at www.cloudforedu.org.uk/ofsm/kent.

After Year 2, the usual free school meal process applies. Parents and carers can apply directly to the benefits service, which provides the school with a regular list of eligible children.



Unpaid Meals

The school cannot take responsibility for unpaid meal debt. Parents and carers will be asked to clear any outstanding amount. Until payment is made, you will need to provide a packed lunch or collect your child for lunch off site. Unsettled debt will be passed to the local authority for recovery and may lead to County Court action.



Reheating/Warming Food



If your child's dietary or feeding needs require staff to reheat precooked food, agree arrangements with the class teacher. You may be asked to sign a disclaimer.

Snacks

School does not provide snacks. If you would like your child to have a morning or afternoon snack, send one in a labelled container.



Nuts and Nut-containing products



Pupils must not eat nuts or food containing nuts in school. We would consider this only in exceptional circumstances.

SCHOOL FACILITIES AND INNOVATIONS

Five Acre Wood has specialist and innovative facilities that enrich pupils' learning across all sites. All pupils can access these facilities.

Our warm hydrotherapy pool allows pupils with physical disabilities to experience movement in water safely. We also hire a temporary pool for one term each year so that Key Stage 2 pupils can swim on site.



Soft-play rooms and the soft-play bus allow younger pupils to explore and experiment with movement safely and enjoyably. Our Sensory Integration Room supports pupils with autism and similar sensory needs, while a sensory room provides cause-and-effect activities that support learning.



Pupil kitchens are available at three sites. At Loose, FAWLife Lodge is a static three-bedroom caravan for learning home skills; Oxford Road has a home suite. Older pupils can learn to cook their own meals.



Multipurpose halls are used for PE, assemblies, lunchtimes and lessons requiring more space. A gym gives pupils another way to stay fit and healthy.



Our library, housed in an aeroplane fuselage, offers a distinctive space for pupils to read and enjoy books.

Early Years and some primary classrooms have their own outdoor learning spaces. Other areas include a MUGA, field, soft-crumb and tarmac play areas, a purpose-built climbing area and sunken trampolines.

The Fawtilus, located in a free-fall lifeboat, provides a dedicated counselling space.



The Fawever Choir release two singles each year through FAW Records.



Older pupils can collaborate with mainstream peers and the community through our radio station, Maidstone Radio FAW All.

Our Outdoor Learning Environment includes two FAWrest Schools, a small-animal facility, practical construction areas and FAWever Green Nursery. Pupils grow plants and vegetables for the Preparation for Adulthood Hub. These real-life experiences develop practical skills, independence, confidence, knowledge of the natural world and skills for future work and adult life.



PREPARING FAW ADULTHOOD HUB



Our Preparation for Adulthood Hub helps older pupils move towards the world of work and gives younger pupils opportunities to practise independence and social skills.

FAWrient Express is our hospitality training academy. It is open to the public and was developed with generous support from Costa. Older pupils gain real experience in a working café, developing hospitality, customer-service and employability skills. Younger pupils can visit the café to build confidence, independence and social skills in a familiar, safe setting.





Made FAW You is our commercial catering training kitchen, created with generous support from local businesses and charities. Pupils gain hands-on experience in a professional environment by preparing sandwiches, cakes and other products for sale through FAWrient Express. This builds practical skills, confidence, independence and preparation for careers in catering and hospitality.

Platform FAW is our school coffee roastery. Pupils take part in the full production process, from roasting beans to preparing and packaging caffeinated and decaffeinated coffee for filter machines and cafetières. This provides practical, work-related learning in a real setting.



Peggy's FAWtique is a small, safe and supportive shop open to the public. Pupils develop retail skills including customer service, stock rotation, display-making and using a till. These experiences build confidence, independence and employability.

Pupils explore arts and crafts, develop creativity and practical skills, and work towards recognised accreditation. Items made by pupils may be sold in Peggy's FAWtique.



SCHOOL UNIFORM



Our uniform was developed with Pages Schoolwear following detailed consultation with parents. View and order uniform at www.pages-schoolwear.co.uk.

The uniform policy was also developed in consultation with parents and is available at www.fiveacrewood.co.uk.

For PE, pupils need suitable clothing such as shorts, a T-shirt, plimsolls or trainers, and a tracksuit. Many pupils can swim or take part in hydrotherapy each week and will need a swimming costume and towel.

Personal Belongings, Jewellery and Accessories

Pupils should not bring toys or valuable items to school unless the class teacher has asked for them. For safety, watches and stud earrings are acceptable, but rings, chains and other earrings are discouraged. We ask families to support this approach.



Family Room



The Family Room is beside main reception and is used for appointments and meetings. Tea and coffee are available with support from staff.

MEDICATION

Government rules about medication in schools are strict. Please follow this guidance:

- Whenever possible, give medicines such as antibiotics at home. Ask the prescriber whether a two- or three-times-a-day dose can be used so that school administration is not needed.
- Any medicine given at school must be prescribed by a doctor, labelled with the pupil's name and agreed with school.
- A medication permission form must be completed in full. We cannot administer medication without it. Request forms from the school administration team.
- Medication labelled only 'give as directed' is very unlikely to be administered in school. Please make the pharmacist aware.
- School rarely gives permission to administer paracetamol or other pain relief. The Principal must give specific permission and agree a strict procedure in advance.
- Whenever possible, give non-prescription medicines, including hay-fever treatment, at home. We understand that some eye, nose or oral medication must be given at set times. Agree this in advance with your child's teacher.
- Strict guidance applies to medicine prescribed 'give as necessary'. Parents and carers must agree the required arrangements before school can administer it.



INSURANCE AND PHOTOGRAPHS

Insurance

Kent County Council provides insurance if a child suffers injury, damage or loss because of negligence by staff or others carrying out Council business. The Council does not provide personal accident insurance where nobody is at fault, and it does not insure personal belongings. Families may wish to arrange their own cover.



Many activities, particularly for older pupils, take place in the local community. These include swimming, shopping, library visits and leisure activities. We will ask for signed permission before taking your child off the school site.

Photographs

Photographs of individual pupils and groups form part of teaching and learning. We may occasionally use photographs in school newsletters or local press releases.

Each year, we will ask for your consent to use photographs and videos. Consent will remain valid for that school year. Contact your child's class teacher at any time if you wish to withdraw it.



COMPLIMENTS, COMMENTS AND COMPLAINTS

Compliments and Comments



We welcome positive feedback from families about any part of our work. You can write in your child's Home-School Contact Book, email, telephone or send a letter. Sharing success helps us celebrate and reinforce pupils' achievements.

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

Complaints Procedure

We aim to resolve concerns quickly and effectively, while continuing to support each pupil in the best possible way. Please contact us whenever something concerns you.

Speak to the class teacher first. If the issue is not resolved, contact the Principal. For a serious complaint, contact the Principal directly; you may also contact the Chair of the Governing Body.



TRAINING AND PROFESSIONALS IN SCHOOL

Staff Training and Qualifications

Teachers, higher level teaching assistants, senior teaching assistants and teaching assistants hold the qualifications required for their roles. Other classroom assistants receive an induction programme and, where possible, opportunities to achieve Level 2 and Level 3 qualifications.

Staff receive ongoing training to support pupils' education, including:

- Communication and speech and language therapy
- Dysphagia and aspiration
- ICT
- Intensive Interaction
- Makaton
- Manual and moving and handling
- Musical Interaction
- Physical disabilities and physiotherapy
- SCERTS
- Sensory integration, including hearing and visual impairment
- Approaches for pupils with autism, including PECS, SCERTS, TEACCH and Social Stories



This is not a complete list. Please ask if you would like more information. Five Acre Wood has qualified in-house trainers who deliver a range of courses

Professionals Working in School



NHS specialist school nurses are based on site. We also have our own Therapy Team and TEAM, which supports families with learning at home. Classroom, lunchtime and administration staff are employed directly by the school.

Visiting professionals include visual impairment specialists, Children and Young People's Mental Health Services (CYPMHS), Disabled Children's Social Workers, physiotherapists and the Specialist Teaching Service.

Parent/Carer Courses and Training

We offer a wide range of courses and training throughout the year. We regularly ask for parents' and carers' views through questionnaires, emails and meetings so that provision reflects families' needs. If there is training you would find helpful, please contact Demi Lockett.



CURRICULUM

Our curriculum reflects the educational opportunities provided by all schools and is adapted to meet pupils' individual needs.

Sex and Relationship Education



Sex and Relationship Education (SRE) is part of the learning process and is taught within the context of caring relationships. It is integrated into Science, Health Education and Personal and Social Education, and reinforced through daily school life.

We work with parents and carers to provide a programme that reflects pupils' knowledge, understanding and individual needs.

Class teachers usually lead teaching. Outside agencies may sometimes contribute in close partnership with the teacher. Teaching is generally in mixed groups, although pupils may sometimes learn in separate gender groups.

Sensitive subjects are taught objectively, without personal bias, and at a level suited to pupils' age and ability.

Families can view teaching materials and resources at school. If you wish to withdraw your child from parts of sex education that are not required by the National Curriculum Science programme, arrange a meeting with the Principal.

Educational Visits

The Principal and Governing Body approve educational visits and activities, including residential and adventurous activities. The school follows the Kent Framework for Safe Practice on Educational Visits when planning and managing visits.

We use EVOLVE, an online system for managing, approving and monitoring visits. It links directly to the Outdoor Education Unit's policies, procedures and approval process. The Unit provides advice, guidance and support.



GENERAL INFORMATION

After-School Clubs



Five Acre Wood offers a range of after-school clubs. We send details through Arbor and publish them on the school website under 'After School Clubs'.

Smoking

Smoking is not allowed anywhere on the Five Acre Wood site because all Kent County Council buildings, including schools, are smoke-free. This includes electronic cigarettes.



Suncream and Hats

During warmer weather, please send your child to school with their own Factor 30+ sun cream. Staff will apply it if your child cannot do so independently, offering support where needed.

For safety, including the risk of allergies, school cannot supply sun cream. We will keep your child's cream at school and return it at the end of the summer period. If your child does not have sun cream, they may be unable to go outside when there is a risk of sunburn.

Please also provide a sun hat. We will offer water regularly to all pupils.

Parent/Carer Partnership Policy

The Parent and Carer Partnership Policy is available on request.



Charging and Remissions Policy



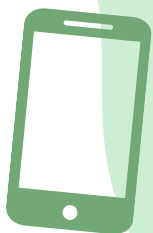
Request a copy from reception or view it on the school website.

Parent and Carer Volunteers

We welcome parents and carers as volunteers. To maintain appropriate boundaries, volunteers are not placed in their own child's class or phase. Contact reception if you would like to help.



Using Mobile Phones in School



When attending a school event or visiting a classroom, keep your phone on silent. Please do not use video apps anywhere in the school buildings or grounds. Because this is a school and our pupils have a range of educational needs, it is essential that everyone follows this protocol. Staff follow a separate mobile-phone policy within the Child Protection Policy to help keep all children safe.