

The Island Project School

Diddington Hall
Diddington Lane
Meriden
West Midlands
CV7 7HQ



Telephone 01675 442 588

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Serving the needs of children with autism and related communication disorders in Warwickshire & the West Midlands

16th January 2015

Dear Parents and Carers

Closure due to bad weather

With the possibility of bad weather in upcoming weeks, I am just writing with a reminder for the procedure for closure of The Island Project School due to snow.

In the event of bad weather, if either Birmingham City Council **or** Solihull Metropolitan Borough Council make the decision to close schools within their area, the Island Project School will also close.

Text alerts will be sent out in the morning by the School confirming closure. It is therefore vitally important that any changes of telephone number are notified to the School immediately so that we can ensure you receive notification.

Local Authorities and taxi firms will also be notified of closure by the School and details of the closure will also be provided to Capital and Free Radio for publication on their website and radio station. A notification will also be added to the School's Facebook page which will then feed through to the website.

Learning and Disability Nurse

The School has employed a qualified Learning and Disability Nurse, Krystina Bones. Krystina will be in School on a monthly basis and if you have anything you wish to discuss with her, please contact Nicole to arrange an appointment.

Pupil Handover

Before the Summer break, we adopted a new drop off system for pupils, unless alternative planning has been specifically agreed with you. This has worked well, so the system will continue. When dropping off, could you please knock the door for either Lower or Upper (as appropriate) and a member of staff will then collect your child and take them to their relevant Units.

At the end of the day, members of staff will bring pupils to meet with parents or guides. It is not possible or appropriate for staff to engage in discussions at this point, so if you do have any queries or questions, please contact the office who will arrange for the relevant Unit Head or School Manager to contact you.

Timekeeping

The Island Project is a registered charity No: 1119034
Company registration No: 5924196 School Reg. No: 334/6010
Registered Address: Diddington Hall Diddington Lane Meriden CV7 7HQ
Website: www.theislandproject.co.uk



Can I just also remind parents and carers that if they are likely to arrive late for drop off or for collecting pupils at the end of the day (if safe to do so) you should call the School Office as a matter of urgency, and let them know your estimated time of arrival so that they can pass this on to Tutors.

The core School hours are 9.30am - 3.30pm. There are agreed staggered arrival and collection times for some pupils which are put in place to accommodate arousal and tolerance levels, and it can be difficult to manage these arousal levels if parents do not collect their children promptly.

Please note that staff are not available to take pupils prior to 9.25 in the morning due to training/planning needs.

Parents who arrive late should go to the School Office, where they will be asked to sign in (in accordance with our safe guarding procedures) and accompanied to collect their child.

Pupil absence

If your child is absent through illness, can I please ask that you phone the main school number and report to the School Office as they are responsible for compiling details of pupil absence which then has to be reported to the Local Authorities.

Please do not text messages through on staff phones as we cannot guarantee that these will be received due to reception issues at Diddington Hall and changes/swaps to internal phone numbers as mentioned previously. Also, we cannot guarantee that emails will be accessed in a timely manner as Unit Heads and managers often have to attend meetings which mean that they cannot always access emails at the start of the day and/or report back to School.

New legislation around pupil absence came into effect on 1st September 2013 and the parent packs which were previously provided to all parents when their children joined the School did state that:

1. The School should be notified if a child is unable to attend; and
2. That a letter confirming the reason for absence should be sent in the next day

Due to the changes in legislation, and as a matter of good practice regarding safeguarding, when you ring in to report absence, you will be asked the reason for the absence, and this will then be recorded on your child's pupil file. Could you please also ensure that you do send a letter in when your child returns to School confirming the reason for the absence, and the number of days your child was absent for.

Many Local Authorities are now asking for more detailed information on pupil absence and it is therefore vitally important that you inform the School of any absence and the reasons for absence so as to avoid the necessity to report absences as unauthorised

The School Office has instructions that they are to chase parents for any missing details so that we can ensure our records are up to date and compliant with good practice and safeguarding guidelines.

Kind regards

Jacqui Walters-Hutton
School Principal