

# PARENT/CARER INFORMATION FOR NEW PUPILS



School Details :

**The Island Project School**

DofE Registration Number : 334/6010

Company Registration Number : 5924196

Registered Charity Number : 1119034

Telephone Number : 01675 442588/442648

**DETAILS OF STAFF, CONTACT NUMBERS ETC CAN BE FOUND  
AT THE BACK OF THIS DOCUMENT**

## WELCOME

Welcome to the Island Project School. This document contains background information on how the School and College day works procedures and reporting around pupil absence and emergency procedures.

Reference to School includes references to the College site at Birmingham Road

Please read this carefully, and if you have any questions, please do not hesitate to ask a member of staff.

You will also find attached a number of important forms for completion and return to the School Office:

- Emergency Contact Information Form
- Trip Consent Form
- Photograph and Video consent form
- Administering medicines
- Dietary Requirements

## **SAFEGUARDING**

The first priority of the Island Project School (“the School”) is the welfare of our children. We are committed at all times to achieving the highest standards in protecting and safeguarding all of the children entrusted to our care.

In recognition of our statutory responsibilities, we have ensured that appropriate arrangements are in place to safeguard and promote the welfare of the children (Sections 175 and 157 of the Education Act 2002). A copy of our Child Protection Policy and Procedures can be found on our website.

Alternatively, if you would like a copy, please contact the School Office who will be happy to provide this for you.

## **ATTENDANCE AND THE SCHOOL DAY**

The School day begins at 9.30 am with pupils admitted into School from 9.20am. Prior to this, staff are preparing for the day and will not be able to collect pupils.

The School day ends at 3.30 pm. In exceptional circumstances (for example where there are particular sensory issues, or as part of transition) pupils may start or finish at a different time, to be agreed with the School Principal.

The Tutor responsible for the child will ensure that pupils are ready to leave at their designated time. Please collect your child promptly as any delays mean that staff are unable to attend to lesson planning or training which takes place after pupils have left.

Unfortunately, we are unable to provide after-school care and it is important that you arrive on time to collect your child. We do appreciate that sometimes events outside your control mean that you suffer unavoidable delays. In this instance, please contact the School Office (or Head of Further Education for the College Site) as soon as possible and advise them of your estimated time of arrival.

## **ABSENCE AND ILLNESS**

If your child is unwell and will not be attending School, please phone the School Office (or Head of Further Education for the College Site) before 9.00am and advise them of the reason for absence. The School Office will contact parents if information relating to absence is not forthcoming.

If you believe your child will not be well enough to return to School the following day, please advise the School (or Head of Further Education for the College Site) by 4pm.

If you need to take your child out of School for medical appointments, please advise the School Office prior to this and also send in a letter confirming details.

If you need to take your child out of School outside specified school holidays, you must contact the School Principal in writing or by email.

However, the School works to an extended timetable and pupils at the Island Project are in school for an extended period of 43 weeks, which is 5 weeks more than traditional mainstream schools.

The School recognises the importance of holidays and family time. We will therefore consider any reasonable requests for absence from School during the extended holiday breaks, but any request must be made in advance to the School Principal. Granting of absence is not an automatic right and when considering requests, factors such as attendance will be looked at before a decision is made.

Any request for absence must not be for more than 10 days in total.

## ARRIVAL AND DEPARTURE PROCEDURES

### School site at Diddington Hall

Please bring your child to the School Entrance Area unless otherwise advised by the School Manager. You should knock on the door of the relevant Unit entrance and a Tutor will be waiting to collect pupils and take them to Unit and assist with removal of coats, etc. Please do not follow your child into the School building.

**Please understand that it is not always possible for staff to discuss any you may have at this time.** If you would like to talk to a Tutor or other member of staff about any particular issue, please advise them of this and they will contact you as soon as possible during the day.

The Head of School can be contacted to discuss any issues if you so require, and she can be contacted via the main office number or on her school phone.

When you collect your child, they will be brought to you in the School Entrance Area or other designated space.

In the event of late collection, pupils will be taken to the School Office or kept in their area, as appropriate. Parents who arrive late should go to the School Office, where they will be asked give the reasons for the late arrival for our required record keeping.

### College site at Birmingham Road

If you are dropping your child off yourself, please bring your child to the College Entrance Area unless otherwise advised by the Head of Further Education.

Please understand that it is not always possible for staff to discuss any issues you may have at this time. If you would like to talk to a Tutor or other member of staff about any particular issue, please advise them of this and they will contact you as soon as possible during the day.

The Head of Further Education can be contacted to discuss any issues if you so require, and she can be contacted via the main office number.

If collecting your child, they will be brought to you in the College Entrance Area or other designated space.

Parents who arrive late should go to the College Office, where they will be asked give the reasons for the late arrival for our required record keeping.

## TRANSITION

Transition into School will be planned in conjunction with the Head of School to ensure the transition is successful for pupils.

For pupils who are transitioning out of School or College at the end of an academic year, their time at the School will end in July (the Friday following traditional year-end for main stream schools).

This is to allow the school to start transition planning and access for new pupils starting in September.

## **DINING INFORMATION**

The School does not provide school lunches and so all children must bring in food, snacks and drink from home. Details of any special dietary restrictions must be advised to School in Emergency Information Form and Dietary Requirements form.

All Units undertake cooking as part of the curriculum and it is essential that we are advised of any allergies or restrictions on food handling so that we can ensure adequate precautions are taken.

Please provide food in an appropriate named container – warm food must be stored in a suitable flask as food cannot always be heated on School premises.

Please do not provide fizzy drinks – any drinks provided must be sent in named spill proof bottles. Water and squash will be provided by School as and when appropriate.

## **HOME CONTACT**

The School will contact you from time to time regarding general updates and information, such as trips, etc. The School will send out these letters via email to Parents (those holding parental responsibility) and Carers. Paper copies will also be sent out in Home-School Diaries.

Please let us know if you do not want to receive such information by email, or if you would prefer emails to be sent to a different address.

In addition, you will be informed of your child's day on a daily basis by the designated tutor for the day. This will be either via the Home-School diary, or via email if agreed separately. Please advise the School if you wish to be kept up to date by email.

The Home-School Diary can also be used by parents and carers to communicate with School, and we would advise you to let us know of any concerns, behaviours, medication taken etc to ensure that we are fully apprised of your child's welfare during the day.

## **PARENTAL INVOLVEMENT**

If you need to talk to the Head of School, Head of Further Education or a member of the Education Team regarding your child, please contact the School Office and arrangements can be made

## **SCHOOL UNIFORM**

Pupils do not have to wear school uniform as we realise that sensory issues can be problematic. Pupils should however, wear comfortable clothing in plain colours (without hoods). Girls may wear skirts or pinafores with tights if they are able to put them on themselves.

Pupils should bring in PE kit if possible, including a plain polo shirt and shorts or tracksuit bottoms. Pupils should also have a spare set of clothing in School for use in emergencies.

Please ensure that your child's name is clearly written on all of their belongings.

## **EMERGENCY SCHOOL CLOSURE**

In the event of the School having to close in an emergency (for example, inclement weather conditions which includes excessive heat), you will be contacted wherever possible by text and/or email. Please therefore ensure that we have up to date contact numbers to ensure we can contact you.

We follow the Birmingham and Solihull Schools' guidelines on closure and if either of these Boroughs makes a blanket decision to close all schools within their area, The Island Project will

also close. However, we do have children travelling from other boroughs throughout the Midlands area, and dependent on local travel conditions, we may be forced to close the School irrespective of other borough closures.

We will also update the School website for updates on closures.

## FIRST AID

The majority of our staff have received First Aid Training, and we have an ongoing rolling programme to ensure that the training is kept up to date.

All accidents are reported in the Accident Book, together with any action taken. You will be informed of any trivial accidents which have occurred in the Home-School diary or by email if this is your preferred method of contact.

If the event of any minor accidents, or more serious accidents, the School Manager or Unit Head will make contact with parents and carers.

It is therefore **essential** that we are advised of any changes to contact details, telephone numbers or mobile numbers so that we can reach you in the event of an emergency.

## HOT WEATHER

Parents and carers are requested to provide a named sun hat, sun cream and extra drinks in the summer months, especially during hot weather. In the event of weather warnings issued by the Met Office or Department of Health, the School may close to pupils.

## SWIMMING LESSONS

Children are taught water confidence, rather than taught to swim. All sessions are run on a minimum 1:1 pupil to staff ratio at all times with additional support outside the pool. This means that swimming is subject to staffing levels at any time during the School or College sites.

## WELFARE

Our pupils' welfare is of the utmost importance to the School. If there is any additional information you feel we need to know, or any changes in circumstances outside School, please advise us in the Home-School Diary, or alternatively, contact the School direct.

## MEDICINE

The School is happy to administer any medication that is supplied provided that it:

- is in the original packaging
- has the child's name clearly written on it
- an Administering Medication Form has been completed

In cases of emergency (e.g. if an ambulance has to be called) it is essential that School has details of any medication pupils may be taking. Please ensure that we are kept up to date on any changes in medication.

## ASTHMA

The School has emergency inhalers for use. Parents must give consent to use in accordance with policy. In cases of emergency (e.g. if an ambulance has to be called), it is essential that School has details of any medication pupils may be taking. Please ensure we are kept up to date of any changes to medication.

## E-SAFETY

As a member of the Local Safeguarding Forum, representatives of the School regularly attend meetings to discuss current issues and best practice.

We have very high staff ratios at School and have not experienced the problems ourselves, but we do take such information very seriously and find it useful to continually monitor and update our own measures.

As part of our ongoing monitoring of e-safety policy, we provide regular updates to parents and carers as and when we become aware of any issues, changes to internet providers' policy etc. We are very aware of the technical abilities of some of our pupils and therefore like to use a belt and braces approach to safeguarding to limit the risk of exposure to inappropriate material. We therefore make regular adjustments to the settings on all of our school equipment, and these are checked regularly.

## DATA PROTECTION

The School collects and processes personal data and sensitive personal data in relation to pupils.

Further detailed information can be found in the Data Protection and Data Breach Notification Policy (which can be found on the School's website, or is available on request from the School Office).

Privacy Notices for Parents and Pupils are also available on the School website, along with details on making a Subject Access Request.

**Personal data** is information which relates to an identifiable living individual that is processed as data. Examples of personal data would be names of pupils, dates of birth, addresses, national, school marks, medical information, exam results and SEN assessments

**Sensitive personal data** is information that relates to information such as race and ethnicity, religious beliefs, physical or mental health.

**Processing** means collecting, using, disclosing, retaining, or disposing of such information.

The School will

- only collect information that is needed for a specific purpose;
- will process information lawfully, fairly and in a transparent manner;
- keep the information collected secure;
- ensure that information is accurate, relevant and up to date and necessary for the purpose;
- only hold as much as is required and for as long as is necessary; and
- allow parents of a pupil to see the information held on the pupil upon request

As part of the daily routine of the School, general personal information is shared with a number of individuals and bodies, such as social workers, mental health practitioners and local authorities, previous or future schools. This includes routine data, such as confirmation of children on roll, transport requirements, etc.

The School will not share any sensitive personal data (as defined by the Data Protection Act 1988 or General Data Protection Regulations), or any other data it believes is sensitive or personal (such as SEN assessments or medical information) with any third parties without first obtaining permission from parents. The School does, however, have a statutory duty to share information with Local Authorities regarding pupils' statements and annual review documentation and this may be re-shared with the Local Authority.

If you have any queries in relation to this, please do not hesitate to contact the Data Protection Officer.

## **FUNDRAISING**

First and foremost, the Island Project is a charity and as such, we rely heavily on donations, either monetary or resources. If you or a member of your family would like to organise a fundraising event, or if you have any ideas for fundraising, please do let a member of staff know. We have gift aid forms, sponsorship forms and a "my donate" button on the Charity Section of our School website.

In addition, if you shop online, please find us on [www.easyfundraising.org.uk](http://www.easyfundraising.org.uk). By shopping via this website, the School receives a percentage of donations from organisations such as Marks and Spencer, Staples, Sainsbury's, Tesco etc.

The School is also registered with Smile Amazon for those people who shop with Amazon. Further details can be found at [www.smile@amazon.co.uk](mailto:www.smile@amazon.co.uk).

We are also grateful for donations of resources. However, we do have to make sure that any donations (such as playground equipment) do comply with Health and Safety Regulations. If you have any equipment, toys, stationary, office equipment, garden furniture, furniture or IT equipment that you wish to donate, please do let us know.

School Details :

**The Island Project School**

DofE Registration Number : 334/6010  
Company Registration Number : 5924196  
Registered Charity Number : 1119034  
Telephone Number : 01675 442588

Designated  
Safeguarding Lead :

**Sarah Gallagher** – School Principal  
Mobile : 07971 543 832  
Email : [s.gallagher@ipschool.co.uk](mailto:s.gallagher@ipschool.co.uk)

Deputy Designated  
Safeguarding Lead :

**Nicole Sheehan** – SLT (Head of School)  
mobile: 07971 543 755  
email : [n.sheehan@ipschool.co.uk](mailto:n.sheehan@ipschool.co.uk)  
**Melanie Collett** – SLT (Head of Further Education)  
Mobile : 07971 543 753  
Email : [m.collett@ipschool.co.uk](mailto:m.collett@ipschool.co.uk)  
**Nial Al-Zanki** – Head of Post 16  
telephone : 07971 543 428

Designated Trustees  
For Child Protection:

**Jacqui Walters-Hutton**  
Email : [jwaltershutton.trustee@ipschool.co.uk](mailto:jwaltershutton.trustee@ipschool.co.uk)

Senior Leadership Team :

**Sarah Gallagher** – SLT (School Principal)  
**Carol Howe** – SLT (Curriculum Director)  
email : [c.howe@ipschool.co.uk](mailto:c.howe@ipschool.co.uk)  
**Nicole Sheehan** – SLT (Head of School)  
**Melanie Collett** – SLT (Head of Further Education)

Trustees :

**Gordon Booth** : [Gbooth.trustee@ipschool.co.uk](mailto:gbooth.trustee@ipschool.co.uk)  
**Jacqui Walters-Hutton**  
**Claire Bennett** [Cbennett.trustee@ipschool.co.uk](mailto:cbennett.trustee@ipschool.co.uk)