

# Ravenswood Family Handbook

2024-25



Pound Lane  
Nailsea  
BS48 2NN  
Tel 01275 854134  
[www.ravenswoodschool.org.uk](http://www.ravenswoodschool.org.uk)  
[info@ravenswoodonline.org.uk](mailto:info@ravenswoodonline.org.uk)

## Contents

<b>Welcome .....</b>	<b>3</b>
<b>Safeguarding .....</b>	<b>4</b>
<b>People you can talk to in school.....</b>	<b>4</b>
<b>If you have any concerns.....</b>	<b>4</b>
<b>The School Day and Transport .....</b>	<b>4</b>
<b>Absence .....</b>	<b>5</b>
<b>Holidays in term-time .....</b>	<b>5</b>
<b>School Meals and Packed Lunches.....</b>	<b>5</b>
<b>Free School Meals .....</b>	<b>6</b>
<b>Food and Drink in School .....</b>	<b>7</b>
<b>Illness and emergency contact .....</b>	<b>7</b>
<b>School closures .....</b>	<b>7</b>
<b>Home and Emergency details .....</b>	<b>7</b>
<b>Medication and Personal Care .....</b>	<b>7</b>
<b>Uniform Matters .....</b>	<b>8</b>
<b>Mobile Phones etc .....</b>	<b>10</b>
<b>A Guide to Parents Feedback/ Evenings .....</b>	<b>10</b>
<b>What is charging?.....</b>	<b>10</b>
<b>How we communicate .....</b>	<b>11</b>
<b>Swimming Lessons .....</b>	<b>12</b>
<b>Outdoor Education Lessons .....</b>	<b>12</b>
<b>Professional people who visit School.....</b>	<b>12</b>
<b>Governors.....</b>	<b>12</b>
<b>Parents and Friends Association (PFA).....</b>	<b>12</b>
<b>2024-25 term dates .....</b>	<b>12</b>
<b>SEN Information Report .....</b>	<b>13</b>
<b>Privacy Notice (How we use pupil information).....</b>	<b>16</b>
<b>Contact.....</b>	<b>19</b>

## Welcome

Dear Parents and Carers,

Welcome to Ravenswood School. Our school curriculum aims to provide pupils with the means in which to achieve our school vision: to **Dream, Achieve and Believe (DAB)**.

### Dream:

We aim to personalise learning to provide all pupils with a wide breadth of knowledge, skills and understanding through a range of different learning experiences to enable them to develop their own dreams or wishes for their future life.

### Achieve

Our curriculum is designed to support pupils to achieve their own goals through personalised learning strategies as cited in their EHCP. We provide a pathway at the end of KS4 and Post-16; preparing them for further learning and life as an adult.

### Believe

Our ethos promotes independence, resilience and confidence which ensures our pupils feel safe and happy within school. We encourage pupils to believe in themselves and raise their aspirations.

This booklet has been designed to give you the help and guidance needed for your child's success at Ravenswood.

You will find a variety of information along with how to contact school if you have a question. Further information can be found on our school website. [www.ravenswoodschool.org.uk](http://www.ravenswoodschool.org.uk)

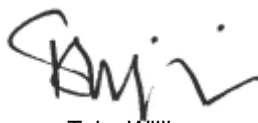
Please contact the school if you have no internet access and require a paper copy of any of our policies.

We are happy to help.



Mark Senior

Head Teacher



Toby Willis

Chair of Governors

## **Safeguarding**

At Ravenswood we take all matters concerning safeguarding very seriously. Ravenswood School and the Governing Body fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm. We have a Safeguarding Policy that applies to all staff, governors, visitors and volunteers working in the school.

We recognise the huge benefits of having access to the Internet and other technology, for all members of the school community. We also recognise that the internet can be dangerous for children and everybody needs to use the technology in an appropriate and responsible way in order to keep safe and secure. The school takes the online safety, or e-safety, of its pupils very seriously.

To use computers and mobile devices in school all pupils must agree to the school rules on the use of technology by signing our official ICT Acceptable Usage Agreement. Information on keeping children safe online can be found on our website. We encourage all parents to ensure their child keeps to the rules at home, monitors their child's home use of ICT and makes every effort to attend e-safety awareness and update sessions which the school occasionally promotes.

### **Ravenswood Safeguarding Team;**

Mark Senior Headteacher and Deputy Designated Safeguarding Lead.

Polli Bravery - Designated Safeguarding Lead.

Family Support Advisor- Deputy Designated Safeguarding Lead.

## **People you can talk to in school**

### **Deputy Head- Katie Barnes**

If you wish to discuss the curriculum, outreach or teacher training.

### **Assistant Head - Polli Bravery**

If you wish to discuss bullying, behaviour or any safeguarding concerns.

### **Assistant Head - Cheri Frost**

If you wish to discuss the curriculum/teaching strategies in the school, individual programmes (for example, speech and language therapy or occupational therapy), EHCPs or annual reviews.

### **Assistant Head- Becky Mitchell**

If you wish to talk about Quality of Education, Learning and achievements, or visits and trips.

### **Family Support Advisors – Carla Dymond and Georgia McNulty**

For any general or safeguarding concerns.

## **If you have any concerns**

If you have any concerns, please contact:

Mark Senior, Head Teacher or Polli Bravery, Assistant Head or Carla Dymond / Georgia McNulty, Family Support Advisors in the first instance.

Most parental concerns and worries can be resolved through discussion. Please refer to our complaints policy for further guidance.

## **The School Day and Transport**

Pupils are expected to arrive in school by 8.50am and pupils are supervised at the front of the school for collection or to go home on transport.

School finishes at 3.10pm. All pupils are generally on their way home by 3.20pm.

Most pupils arrive on home/school transport each day. If there are any issues with travel arrangements, please contact the Transport Office for your area:

North Somerset 01934 634716, Bristol 0117 903 7672, Somerset 0300 123 2224

If you bring your child to school, please do not arrive before 8.45am and wait with them at the front of the school until the 8.50am bell is sounded and they are collected from their class team. Pupils are met by teachers and support staff when they get off the buses and are escorted to the bus at the end of the school day.

Please note that home/school transport needs 20 working days' notice of moving house to accommodate your child. Please contact them as soon as you know. Parents and Carers have a responsibility to get their child to school and failure to do this will result in unauthorised absence.

### **Absence**

If your child is ill, please notify the office on the first morning of illness by 9.30am, stating the reason for the absence. We request that you keep us informed on a daily basis if your child is going to be absent for more than one day.

If your child experiences sickness and/or diarrhoea please keep them away from school for 48 hours from the last episode of sickness and/or diarrhoea. If your child has had a high temperature, please keep them off from school for 24 hours, without the need of any medication to lower the high temperature.

We understand that sometimes your child will need to attend medical appointments. Please notify the school in advance by telephone, or a note in your child's home/school diary, stating the reason for the absence. We request that, wherever possible, appointments are made out of school hours as missing school has an adverse effect on their learning.

Parents and Carers need to seek Headteachers approval annually for educational activities during school time.

### **Holidays in term-time**

All holidays during term time need to be authorised by the Head teacher.

Please request a 'Pupil Absence Request for Exceptional Circumstances' form from the school office before booking your holiday. An accompanying letter to fully explain your request must be included with the holiday form.

The Department for Education (DFE) expects Headteachers will only be allowed to authorise leave in exceptional circumstances.

Please refer to our attendance policy which can be found on the school website.

### **School Meals and Packed Lunches**

School Meals are currently £2.53 per day.

Aspens are our catering provider who we work in partnership with to ensure our children have healthy balanced meals.

Menus are available and children with specialist diets can be catered for. Please ask Liz Mullane, our Health Care Assistant for a Special Diet referral form.

Please include healthy options in your child's lunch box. We are now a nut free school, so we please ask for you to not pack any nuts or nut products in your child's lunch.

The following meals are a sample of food available on a three-week rota. You can find more information on the school website.

Vegetable Supreme Pizza  
(v)  
Quorn Meatballs and Spaghetti (v)

*On the side*  
Garlic Slice  
Sweetcorn

*For dessert*  
Italian Sticky Orange Cake  
.....

Roast Chicken & Stuffing  
Lentil Veggie Loaf (v)

*On the side*  
Roast potatoes, Fresh vegetables and gravy

*For dessert*  
Carrot and Pineapple muffin  
.....

Butter Chicken Curry  
Butternut & Chickpea Pasanda (v)

*On the side*  
Coconut Green Beans  
Wholegrain Rice

*For dessert*  
Indian Kulfi Ice cream

### **Free School Meals**

Are you eligible for Free School Meals?

=-

By registering, you benefit by saving up to £2.53 per day (over £500 per year) and the school can fund more provision for your child.

Your child may be able to get free school meals if you get any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit with an annual net earned income of no more than £7,400.

If your child is starting primary school in September, you should apply during the summer holidays as we cannot deal with your application earlier. Applying too early could result in your application being removed.

Children who get any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

As from September 2014 the Government have decided to offer children in Reception, Year 1 and Year 2, free school meals. There are no criteria for this eligibility.

However, if you are eligible for Free School Meals (based on the list above) please do apply as your child will be entitled to additional provisions in school.

Registering is easy through the North Somerset Council website or contact the school office who will help you.

### **Food and Drink in School**

All pupils will have access to drinking water and will be encouraged to drink at regular intervals during the day. If you would like to provide your child with their own water bottle, please send one in to school with their name clearly visible.

We would be grateful if you could support us by sending a healthy snack for mid-morning break e.g. fruit (fresh or dried) or vegetables. No fizzy drinks, sweets or chewing gum are to be brought into school. We are now a nut free school, so we please ask for you to not pack any nuts or nut products in your child's lunch.

Pupils aged 4 – 6 receive fruit and vegetables funded by the government.

Pupils also receive free school milk until their 5<sup>th</sup> birthday.

Please notify your class teacher in advance if you wish to send in a class treat e.g. a birthday cake.

Any food that is provided by school outside lunchtime meets the new standards. This means we are only allowed to provide pupils with drinks and snacks from a small range e.g. High Juice fruit drinks, raisins, yogurts, or whole grain cereals.

### **Illness and emergency contact**

Children should not be sent to school if they are unwell. We appreciate that it is sometimes difficult to make a judgment first thing in the morning but would ask parents to be in reach of a telephone if they send their child to school but are unsure about their fitness to attend.

On admission, parents are asked to provide at least **three** contact numbers in case we need to reach them during the day. Please notify us immediately if any of these numbers change as an incorrect number may mean a delay in contacting you in an emergency.

If a child should have an accident during the school day, we notify parents as soon as possible and advise of the child's condition. Where a hospital check is felt necessary, parents are asked either to come and take their child or to meet school staff at the hospital, depending on the nature of any injury.

### **School closures**

Updated information can always be found on the school website, through ParentPay and school Facebook page e.g. snow days, inset days, strikes etc

### **Home and Emergency details**

Please notify us of any change of address, email or telephone numbers (landline or mobiles). We may need to contact you in an emergency. This also applies to any change of address or significant change of family circumstances. Please contact the school office with the change to ensure we have the correct details. We require **3** contact numbers in case of emergency.

### **Medication and Personal Care**

Our school Healthcare Assistant, Liz Mullane is responsible for meeting the medical needs of the children in school with the support of the Primary Care Trust.

They can administer any medication your child needs throughout the school day after a care plan has been drawn up by a parent/carer.

Consent forms to administer medication are available to download from the website.

- Permission for regular medication should be renewed at the start of terms 1,3 and 5 on the consent to administer medication forms.
- Any medication brought into school must be signed over to a member of staff by a parent/carer or via the transport escort and must NOT be brought into school in your child's bag.
- Medication should be in the original box and if prescribed medication it should be in the box with the pharmacy label on and a letter obtained from your child's doctor to outline frequency and dosage.
- Should your child require support with nappy changes or intimate care, please supply nappies, wet wipes and any sundries to school clearly labeled with your child's name. The class team will inform you when supplies are low.

### **Uniform Matters**

The uniform is an important outward sign of pride and gives a sense of belonging to our school. We ask all parents/carers to support the uniform policy, and send children to school appropriately dressed in school colours.

We expect pupils to wear:-

- Polo shirts (white or burgundy) logo optional
- Burgundy Sweatshirts or Fleecees (not hoodies)
- Sweatshirts are available from school or plain logos are available from school to iron on
- Trousers or skirts (dark grey or black) from any suppliers
- Black shoes of a safe and suitable type (no high heel or open toes for safety reasons or steel toe boots – unless Pedro boots/ shoes needed for medical reasons)

Please ensure that all clothes, shoes and trainers are labelled with permanent markers or specialist name labels.

Although we will always try our best, we cannot guarantee the safe return of unlabelled clothing.

Summer wear options:-

- Knee length grey or black shorts or skirt
- Polo shirts (white or burgundy)
- Dark red gingham school summer dresses

PE/ Outdoor Education Lessons: -

- White or burgundy T Shirt (with logo or plain)
- Black Shorts or tracksuit trousers
- Pumps or trainers

Optional Items

- Reversible shower proof fleece jacket (Burgundy) with logo
- Cardigan (Burgundy) with logo
- Polo shirts with logo
- Book bags and backpacks

Post 16 students have the privilege of not having to wear school uniform

Although no uniform is required, appropriate clothing is expected with no plunging necklines, bare midriffs, skimpy shorts or skirts.

Makeup and jewellery, if worn, should be discreet.

### **Jewellery and Makeup**

In the interests of personal safety, we **do not** allow pupils to wear jewellery to school with the exception of an inexpensive watch and small ear studs for those with pierced ears, or those worn for



religious reasons (written permission is required for this). No facial or body piercing is allowed. Makeup is only allowed when pupils enter Post 16.

### **Non-Uniform Days**

Sometimes we have non-uniform days at Ravenswood. Although this may be a fun event we respectfully ask that pupils do not wear extreme styles or footwear. This is for health and safety reasons and also ensuring pupils remain good role models.

### **Lost Property**

Healthcare holds the lost property and where possible it will be returned to the child.

Every year we have numerous items that are unnamed. Pupils and their families are given the opportunity to claim any lost items by calling school to report items missing. Items will also be on display at Parents Evenings. Any items that are then left are donated to a charity identified by the School Council.

### **Where do I buy uniform?**

School Trends will supply our uniform using an online system for ordering, which can be accessed via the link on our school website under 'Parents'.

Delivery and Packing is £2.99 per order or free on orders over £75.

The company offer a "no quibble" replacement guarantee.

There will be a full refund on items *without* logo and a credit for items *with* embroidered logo. To ensure that correct sizes are ordered, we will hold a "try on pack", which will be available on request.

Uniform is available via the link on our school website under 'Parents' or directly through the supplier's website: [www.schooltrends.co.uk](http://www.schooltrends.co.uk)

Payment can be Online or by Post

Complete the form, print off (cheque payable to School Trends) and send to; School Trends, 9 Holbrook Enterprise Park, Enterprise Way, Sheffield, S20 3GL

Alternatively, request an order form from school, complete and send in the correct money. School will then place the order on your behalf. It will be sent to your home address.

### **Pre-worn items**

Please contact Carla Dymond or Georgia McNulty, Family Support Advisors, if you have difficulty in purchasing uniform. We often have pre-worn uniform available for a small donation. They will also be available to view at parents' evenings and school fayres.

### **Additional information from September 2024**

In September 2020 our logo was updated on are school uniform. Uniform with either logo is acceptable.

The Governors have agreed that all families who are eligible for Free School Meals will benefit from the school offering to pay half the price (50%) of school sweatshirts and/or cardigans when ordering new items. This is an additional benefit to families who sign up. Pupils eligible are currently offered half price school trips as well as lunchtime meals.

Our pre-worn box will still be available for a small donation and items 'in stock' can be requested at any time.

**Please contact the school finance office before ordering to ensure that you are eligible.**

On submitting a copy of the invoice to school, 50% of the cost of the item (school sweatshirts or cardigans) will be refunded (not including the postage).

### **Mobile Phones etc**

Mobile phones must not be used in school and it is best they are kept at home. If technology is a calming device for journeys, pupils should hand device into their class teacher at the start of the day and collect it at home time.

Pupils should not exchange address and contact details with each other without written consent from parents/carers.

Some pupils are independent travellers on college days. We understand that they may wish to have their phones with them on these days. The phones must stay in their bags during the college day. If pupils come into school in the morning the phones must be handed in to the teacher and collected before they leave for college.

Due to safeguarding all of our pupils, parents, carers and visitors are not able to use their mobile phones on school site. Please keep your phones in your bags or pockets at all times when on school site.

### **Valuables**

A valuable can be considered anything that the child or parent would be upset at the loss of or damage to. On past experiences this includes:

- Jewellery
- Electrical Equipment
- Cameras
- Computer Games
- MP3 Players
- Treasured toys
- Tablets
- Mobile phone
- Smart watches

Where it is agreed a pupil may bring in a specific item for an activity, this should be handed in to the class teacher at the beginning of the day for safe keeping.

### **A Guide to Parents Feedback/ Evenings**

During the school year we have two formal parent feedback sessions to report on your child's progress, one in October and one in July.

Twice yearly we will hold Coffee/tea afternoons where you will have the opportunity to come into school to see your child's work and chat with staff and other parents.

Various agencies also attend these events with information about their activities and courses.

### **What is charging?**

Charging is the making of a request from parents to contribute financially towards a school visit or activity.

We do not make any charge for activities that take place as part of our normal school day.

However, it is sometimes necessary to ask parents/carers for a voluntary contribution towards the cost of a particular trip out or visit. This can help to pay for fuel for the school minibus, or perhaps help towards the cost of admission.

Please note, however, that if activities take place during the normal school day, then no pupils will be excluded from taking part if parents are unable to make a voluntary contribution.

We do expect parents to meet the full cost of:

- Individual music tuition.
- Activities outside of school hours that are not part of the National Curriculum.
- Replacement of lost books or equipment.

#### **Deliberate Damage**

- Parents/Carers will be expected to pay 25% of the cost of replacement or repair incurred as a result of deliberate damage to the school buildings, property or furniture.

We do ask parents/carers for a termly voluntary contribution towards the following:

**Time to Talk** - Food & drink items are typically strong motivators so classes have time before break as 'Time to Talk' where we aim to improve their communication skills. During this pupils are offered a drink and snack. Parents/ carers are asked for a voluntary contribution of £5 per term towards meeting the costs of drinks and snacks provided.

**Creative Learning** - To support with the cost of creative learning activities the school asks parents/carers for a contribution of £5.00 per term. This will be used towards any activity that your child makes, consumes or brings home in cooking lessons or as part of enterprise/DT lessons.

#### ***Why do we make charges?***

The Governing Body recognises the valuable contribution that the wide range of additional activities, including school trips, theatre visits and visiting curriculum expertise, can make to the children's education and in particular to their personal and social development. Communication is at the core of our curriculum and it is during such visits and activities that our pupils are able to put their skills into practice, developing this important life skill. It is the aim of the Governing Body to promote such activities as part of a broad, balanced and relevant curriculum for every pupil.

#### ***How do we charge?***

If visits incur costs we will seek to recover as much as possible of the total cost by informing parents of the total cost and asking for a voluntary contribution.

Non-payment of a contribution will not prevent any child from taking part in the activity (unless a parent wishes their child to be excluded). However, if voluntary contributions do not meet the majority of the total costs, consideration will be given to the cancellation of the activity.

In line with the National Curriculum, our extended National Curriculum, the 14-19 Curriculum and our PSHE Curriculum our pupils are involved in the development of independent living skills. This involves pupils being engaged in practical activities such as food technology, pottery, technology and basic self-help skills.

As far as possible the school arranges for required items to be available for use by pupils. Where it is the intention that such products will be taken home for consumption or use a voluntary contribution towards the cost may be requested.

As many of these activities take place on an on-going basis to reinforce and practice independent living skills parents may be asked for a voluntary contribution towards the costs of the term's activities.

No pupil will be excluded from a visit or activity if a voluntary contribution is not received.

For some activities there may be a reduction for pupils who qualify for free school meals.

#### **How we communicate**

Communication between home and school is very important.

Our main form of communication is via the 'Seesaw' app. If you have any concerns, news or updates about your child, please message us on Seesaw to inform the class team.

We will send home updates via Seesaw to let you know what has happened during the day and to inform you of any date, news or events happening in school.

If you cannot access the Seesaw app, please let us know and we will use a phone call, email or letter home instead.

We are also using ParentPay in school; we can send messages by email and/or text to phone /computer. Messages can be sent quickly and easily and you will only get messages that are relevant to you.

Any important or urgent information will be delivered to you by letter or through phone calls.

We circulate weekly newsletters via ParentPay for current news and information. Please look out for it every Friday. All newsletters can be found on the school website.

### **Swimming Lessons**

Each week pupils in Primary take part in swimming lessons at one of our local swimming pools.

Please send your child with:

Swimming costume and Towel

Swim Nappy (if appropriate)

Brush/comb

Nappies and wet wipes if required.

A labelled bag is needed to put everything into.

Please make sure that all swimming kit is labelled with your child's name on it.

### **Outdoor Education Lessons**

#### **Professional people who visit School**

During your child's time at Ravenswood, he/she could be seen by many professionals, but you will always be informed in advance and permission will be gained from you before they are seen.

These are some of the people who come into school;

Speech and Language Therapists

Peripatetic Music Teacher

Dentists

School Nursing Team

Paediatrician

Occupational Therapist

Advisory Teachers

Multi Agency Teams

Clinical Psychologist

Orthoptists

Social Workers

Physiotherapist

### **Governors**

We have a hardworking team of Governors at Ravenswood. The school currently has one Parent Governor on the governing body. We appreciate the work, time and effort they give to the school. If you feel that you would like to contribute, please contact Mark Senior, Head Teacher in the first instance.

### **Parents and Friends Association (PFA)**

We welcome all new and current parents/carers to the PFA. We meet throughout the year for fundraising and social events and have regular coffee mornings.

There are a range of events that take place during the year, Including: Bingo evenings, Summer and Christmas Fayres, Discos and Grand Days Out.

The committee meets termly, usually on a Monday. Times vary so that all parents, carers and friends of Ravenswood are welcome to attend if they want to.

If you would like to help please let us know, you are most welcome. Contact Carla Dymond or Georgia McNulty, Family Support Advisors.

### **2024-25 term dates**

The school year is 195 days and includes in-service days used for staff training.

Term 1 – Monday 2<sup>nd</sup> September to Friday 25<sup>th</sup> October 2024

Term 2 – Monday 4<sup>th</sup> November to Friday 20<sup>th</sup> December 2024

Term 3 – Tuesday 6<sup>th</sup> January to Friday 14<sup>th</sup> February 2025

Term 4 – Monday 24<sup>th</sup> February to Thursday 4<sup>th</sup> April 2025

Term 5 – Monday 22<sup>nd</sup> April to Friday 23<sup>rd</sup> May 2025

Term 6 – Monday 2<sup>nd</sup> June to Friday 22<sup>nd</sup> July 2025

Inservice-days

- Monday 2<sup>nd</sup> September 2024
- Tuesday 3<sup>rd</sup> September 2024
- Monday 4<sup>th</sup> November 2024
- Monday 6<sup>th</sup> January 2025
- Monday 24<sup>th</sup> February 2025
- Friday 4<sup>th</sup> April 2025

Other dates to be confirmed in weekly newsletters.

### **SEN Information Report**

Ravenswood School is an all-age special school for children with complex special needs and moderate/severe learning difficulties. Over 40% of the school's population has autistic spectrum disorders and 45% with Speech and Language difficulties.

Meeting the diverse needs of these amazing pupils is our challenge and joy!

Through the very high standards that adults' model around the school, we expect all pupils to:

- Value each individual's voice
- Build self-esteem and confidence
- Understand right and wrong
- Show respect and understanding for others
- Value the community and world in which we live
- Be proud members of the school community

The School aims to:

- provide pupils a safe environment and the best possible education and support to promote their pathway to independence in learning and life skills;
- provide pupils with positive guidance to manage their behaviour through clear expectations, rewards and sanctions;
- achieve high standards of teaching for all pupils throughout the school day; providing an exciting curriculum in a positive and attractive environment;
- provide a pathway throughout their school life and at the end of KS4 / post-16 for every young person; preparing them for further learning and life as an adult;
- keep staff informed about school matters; consulting with them about significant changes in school organisation, curriculum and policies;
- keep parents and carers informed of their child's progress and well-being at school;
- use robust evidence and work closely with governors and staff, evaluating the school's performance and planning our strategic direction.

### **1. How does the school assess the progress of pupils and what would they do if my child was falling behind?**

Pupil progress is regularly assessed by teachers through observing and talking with children in lessons, as well as marking their work. They note any misconceptions children have and adapt their teaching to ensure all children understand what they are learning and how to improve their work. Teachers use all this information to assess children's progress at the end of the Autumn, Spring and Summer terms. They meet with Senior Leaders to talk through the progress of every child. These conversations are used to check if any child is at risk of not making the progress the school expects and to plan strategies for that child to catch up.

## **2. How accessible is the school environment?**

All of the school and grounds is accessible for someone with a disability. In a few areas the ground is rough (e.g. conservation area) and a few admin corridors are narrow. Ramps and wide doorways have been installed to provide access to all areas. The car park has a space designated for disabled badge holders and one school minibus has a tail-lift, the others a ramp.

We have a range of teaching resources to ensure that every child can fully access the curriculum. Parents and carers are welcome to visit the school to see these.

The school's Equality and Diversity Policy & Accessibility Plan can be found on our [School Policies](#) page.

Within the school buildings we have an ASD friendly learning environment, meaning it is clutter-free, well organised and painted in calming colours. We do this to help pupils be calm, alert and ready for learning.

## **3. What is the school's approach to teaching pupils with differing special education needs?**

We have high expectations of all our pupils, believing that with high quality teaching we can maximise their progress. We use a wide range of well-researched teaching strategies including:

- Ensuring pupils know what they are learning and what they need to do to improve
- Questions to check pupils' understanding; their responses shape and reshape teaching
- Phonics (sounds for word building)
- Guided Reading
- Spelling, Punctuation and Grammar strategies
- Calculations Procedures
- Attention Autism
- Intensive Interaction
- Songs of reference
- SCERTS
- Intensive interaction approach

Pupils learning to communicate and work independently will also experience:

- Makaton signs
- Picture Exchange Communication systems
- TEACCH approach
- Visual timetables and schedules

Further information on teaching strategies we use for pupils with different types of SEN can be found [here](#).

## **4. Who is responsible for ensuring all children have their SEN identified and met?**

Cheri Frost (Assistant Headteacher) is the SENCo. She ensures that guidance from other professionals supporting a child is incorporated into daily/weekly teaching and class routines. You can contact her at the school and arrange to meet/talk through the programmes for your child.

Katie Barnes (Deputy Headteacher) and Becky Mitchell (Assistant Headteacher) have lead responsibility for ensuring that all pupils make the progress expected of them. They monitor the quality of teaching and provides guidance on how to secure consistently good and outstanding teaching.

Cheri Frost (Assistant Headteacher) is responsible for ensuring all children's statements of SEN or Education Health Care Plans are up-to-date, and does this by working closely with pupils and their parents and carers.

## **5. What additional activities are available for pupils in addition to the curriculum?**

We organise a range of lunchtime clubs for pupils, these are free of charge and pupils sign up each week. Each term we offer a minimum of two after school clubs per week which are organised and supported by Ravenswood staff. The clubs vary over time and are planned around the interests of pupils. Details of the clubs are in our weekly newsletter and Carla Dymond / Georgia McNulty (Family Support Advisors) can provide you with further information. We are grateful to the Parents and Friends Association for supporting the costs of these clubs. We can also signpost families to clubs and activities in their local community.

#### **6. What support is available for improving the emotional and social development of pupils?**

Our ethos is to build the self-esteem and social skills of all pupils. We do this throughout the school day, from meeting and greeting pupils, in lessons, assemblies, guidance at break times and lunchtimes and at the end of the school day.

When appropriate, pupils have specific teaching to improve their social development through small group work on:

- Self-esteem
- Peer relationships
- Relationships with school/adults
- Social communication

Guidance in managing behaviour across settings is provided by Weston Area Health Trust CAMHS team.

#### **7. How are parents and carers involved in decisions about the education of their child?**

We have a good track record of listening to parents and carers and responding to their concerns and suggestions. Parents and carers are welcome to visit the school and meet teachers. Formal opportunities for this are arranged at Parents' Evenings in October and July, and an Annual Review meeting to review your child's Education Health Care Plan. We also arrange many informal opportunities e.g. coffee mornings with classes each twice a year, school shows, and sports day. Parents and carers are always welcome to contact Carla Dymond or Georgia McNulty (Family Support Advisors), the class teacher, the behaviour support team or senior leaders. We are here to listen and help.

#### **8. How are pupils involved in decisions about themselves?**

Pupil voice is very important to us. We seek their views in a number of ways:

- On what they want to learn at the start of each topic.
- Pupils' responses in lessons shape the teaching.
- They all contribute to their Annual Review and End of Year Report at a level appropriate for the individual.
- Each class elects a pupil to represent them on the School Council, who meet and talk about their learning, how to make the school safe and free from bullying. They make decisions about clubs, playtimes and request changes to the lunchtime menus.
- Person Centred Planning is used to help students think about their aspirations for the future and to move forward.
- The school has a number of pupils who have been elected as School Ambassadors, they meet monthly with the head teacher to discuss pupils concerns and are a point of contact for pupils who are worried or concerned about anything.

#### **9. How are parents and carers supported to share their views and concerns and work alongside the school?**

We are always pleased to hear from parents and ready to listen to any concerns they may have. We do this in many ways:

- Through the See Saw app.
- A conversation or meeting with Carla Dymond or Georgia McNulty (Family Support Advisors)
- Informal meetings/telephone calls with teachers at the start or end of the day
- Arranging a meeting to talk through any concerns with a member of the Senior Leadership team.

Governors want to ensure that all parents have a mechanism to raise their concerns with confidence they will be heard. Further information can be found in the Complaints Policy on the School Policies page.

#### **10. Do other professionals work with the school to help children with SEN?**

In seeking to maximise the progress for each child it is important we work closely with any other professionals who support the child. We will only work with other professionals with agreement from parents and carers, unless there is an urgency to liaise with other professionals around keeping a child safe.

Professionals who regularly visit the school include:

Advisory Teachers – for VI or HI	Educational Psychologist	Social workers
Speech and Language Therapist	Physiotherapist	Occupational Therapist
Business/community partners	CAMHs workers Psychiatrists or specialist nurses	Paediatric services Doctors Specialist nurse Optician
Virtual School for Children who are Looked After	Music Therapy	Dance Therapy

#### **11. Who will give independent support to parents and carers in understanding school, local authority and government procedures?**

Parents and carers are always welcome to contact other agencies for support if they feel school staff are not able to help. The following services may be helpful in these circumstances:

SEND Team, Town Hall, Walliscote Road, Weston-super-Mare Tel: 01275 888083

Supportive Parents, 3rd Floor, Royal Oak House, Royal Oak Avenue, Bristol, BS1 4GB Tel: 0117 9897725

#### **12. What support is available for pupils transferring into school and in preparing them for adult life.**

We plan the move in to Ravenswood carefully, involving parents and carers and the current school. We want this move to be successful and to help pupils settle swiftly. Prior to admission the pupil and their parents visit school, we gain all the information we need to write a Care Plan. We plan what support each child will need, this may include a part-time placement initially, social stories, additional support in the class.

In the first few days we liaise closely with parents and carers to ensure they build confidence in the school. We check at the end of the first term that the child and their family are happy with the school and use this information to adapt our support if needed. Parents tell us that their children settle swiftly, feel safe and love coming to school.

Pupils can stay at Ravenswood until they are in Y11 and then they can choose whether to stay here for p-16 or to move onto college. At whatever age they decide to leave Ravenswood, we work closely with them and their families to plan their next steps. We use a Person-Centred Planning approach, making sure we gain the student's views about their hopes and dreams for the future, then working with them to plan what they need to do and move towards their ambitions.

#### **13. Where can I find out about what other schools and organisations offer?**

North Somerset Council publishes a [local offer](#) detailing what other establishments can provide for children with SEN.

#### **Privacy Notice** (How we use pupil information)

The categories of pupil information that we process include:

Personal identifiers and contacts (such as name, gender, unique pupil number, contact details, parents and carers, who to contact in an emergency).

Characteristics (such as ethnicity, language, religion and free school meal eligibility)

Safeguarding information (such as court orders and professional involvement)



Special Educational Needs (such as SEN categories, Education Health Care Plans, Care Plans/Provision Maps, Learning Targets)  
 Medical conditions (such as doctors' information, medication and treatments).  
 Dietary requirements, Free School Meals.  
 Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)  
 Assessment, progress and attainment (such as key stage SATs, phonics results and accredited courses).  
 Behavioural information (such as behaviour incidents, Consistent Handling Programmes and exclusions)  
 Withdrawal from RE lessons  
 Withdrawal from Collective Worship  
 This list is not exhaustive.

We collect and use pupil information, for the following purposes:	The lawful bases we rely on for processing pupil information are:
To support pupil learning and plan appropriate curriculum.	Public task; collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function.  GDPR – Article 9 for special category data
To track, monitor and report on progress, attainment and qualifications of individual and cohorts of pupils.	
To track, monitor and report on attendance of individual and cohorts of pupils.	
To provide appropriate health and welfare care	
To track, monitor and report on behaviour of individual and cohorts of pupils.	
To track, monitor and report on attendance of individual and cohorts of pupils.	
To plan well-matched teaching and interventions to accelerate the progress of pupils	
To collect monies for activities e.g. school dinners, trips, music tuition.	
To assess the quality of our services	
To keep children safe (medical conditions, allergies, medications, emergency contact details, risk assessments in class and on trips).	Vital interests; the processing is necessary to protect someone's life.  GDPR – Article 9 for special category data
To meet the statutory duties placed upon us for DfE data collections	Legal obligation; the processing is necessary for us to comply with the law. Section 537a of the Education Act 1996 The Education Act 1996 s29(3) The Education (School Performance Information) (England) Regulations 2007 Regulations 5 and 8 School Information (England) Regulations 2008 The Education (Pupil Registration) (England) (Amendment) Regulations 2013 GDPR – Article 9 for special category data
To seek your wishes around: Displaying or publishing photographs and videos Joining Parents and Friends Association Joining Friends of Ravenswood list, so you can be contacted after you/your child no longer attend(s) the school. Referring your child for additional support from other agencies e.g. speech and language therapy, social care.	Consent; you give us clear consent for us to process your personal data for a specific purpose.

We collect pupil information via:

EHC plans and supporting documents, sent by the Local Authority SEN team  
Registration forms when pupils start school and at the start of each academic year.  
Reports from professionals working with you/your child  
In addition, when a child joins us from another school we are sent:  
a secure electronic file containing relevant information.  
hard copies of previous educational settings; Early Years or school records  
hard copies of any records of safeguarding concerns.

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

We hold pupil data securely for the set amount of time shown in our data retention policy, which can be found on the school website.

We routinely share pupil information with:	Why we share information:
Schools/colleges that the pupils attend after leaving us.	To support the transition arrangements for the child.
Local Authorities who place children at the school	To support local authorities in fulfilling their statutory duties; including planning for and meeting the needs of pupils with SEN. To inform school funding.
Youth Support Services (pupils aged 13+)	To enable them to provide youth support services careers advice post-16 education and training providers under Section 507B of the Education Act 1996
DfE	To enable them to: plan school funding inform education policy monitoring and school accountability research and monitor educational policy. Under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
Work Experience Placements (p-16 students)	To enable them to plan safe placements for individual students.
Multi agency professionals working with your child e.g. Speech and Language therapy	To inform their planning and monitoring of their treatments. To meet the educational, health and care needs of you/your child
Professionals contracted to work with the school e.g. swimming instructor, supply teacher.	To inform their planning and monitoring of their support to you/your child.

All data is transferred securely.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold.

To make a request for your personal information, or be given access to your child's educational record, contact Mark Senior, Headteacher.

You also have the right to:

object to processing of personal data that is likely to cause, or is causing, damage or distress.

Prevent processing for the purpose of direct marketing

Object to decisions being taken by automated means

In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed: and

A right to seek redress, either through the Information Commissioner's Office (ICO), or through the courts.

If you have a concern or a complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the ICO at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact Mark Senior, Headteacher.