

**Teaching Staff**

The Rosewood

School

Bell Street

Coseley

Bilston

West Midlands

WV14 8XJ

Tel: 01384 816800

Fax: 01384 816801

PARENT HANDBOOK 2021-2022

Mr. D Kirk Head Teacher

Designated Safeguarding Lead

Mr. B Whittall Deputy Head Teacher

Mrs. L Stallard Assistant Head Teacher

Designated Teacher for LAC

Teacher Responsible for Mentoring & Coaching for Teaching

Assistants

Maths

Mrs. S Lovell Assistant Head Teacher

Teacher Responsible for Teaching & Learning

Teacher Responsible for Mentoring & Coaching Teachers

Science Co-ordinator

Mrs. G Hand SENCO

English Teacher

Mr. S Whyle Head of Ks2

Mrs. A Cooper Head of Ks3

ICT Co-ordinator

Social & Vocational Co-ordinator

Mr. L Wilkes Head of Ks4

Maths Co-ordinator

Social & Vocational Co-ordinator

Data Manager

Mrs. K Phipps Access to Learning Manager

Mrs. B Guider External Liaison

Designated Safeguarding Lead

Mr. J Dulson Design Technology Co-ordinator

Mrs. J Morris Art Co-ordinator

Ms. H Parkes Humanities Co-ordinator

Mr. J Phillips English Co-ordinator

Mrs. C Postin P.E Co-ordinator

Science

Transport Manager

Mr K. Afsar Science Teacher

Miss. K Harvey English/RE Teacher

Miss N. Montero English Teacher

Mrs. T Baker HLTA

Miss. J Crowther HLTA – Art/PHSE Co-ordinator

Mr J. Floyd HLTA – PE / Maths

Mr E. Maybury Teaching Assistant

Miss T. McIntosh Teaching Assistant

Mr. L Richards HLTA

Miss H. Rudge HLTA – Food Technology & PHSE

Miss C. Sayce HLTA - History

Mr. P Shaw HLTA - Project

Mrs. A Wilkes HLTA – Food Technology

Mrs. S Cope School Business Manager

Miss. K. Dunbar Office Manager

Exams Officer

Exclusion Clerk

Miss. J. Macdonald Admin Assistant

Medication

Mr. D Edwards Site Manager

Mrs. N Hetherington Cleaner

Mrs. D Hingley Cleaner

Mrs T. Hunt Cleaner

Miss D. Jones Cleaner

Mrs. D. Collins Unit Catering Manager

Mrs. L. Elwell Kitchen Assistant

Mrs L. Richards Lunchtime Assistant/Holistic Therapy Assistant

**Strategic Director – Mr Kevin O’Keefe**

**Director of Children’s Services – Mrs Helen Ellis**

**LA– Dudley Metropolitan Borough**

Tel: 01384 818181

Fax: 01384 815226

Email: www.dudley.gov.uk

Governing Body

Mr. D Kirk Head Teacher

Mrs. H Edwards LA Governor - Chair of Governors

Mr. P. Leyshon LA Governor – Vice Chair of Governors

Mr. L Oakley LA Governor

Mrs. L Whittall LA Governor

Mr J Conway LA Governor

Mrs. A Cooper Staff Governor

Outside Contacts

Mrs Melanie Coxon School Nurse

Mr Nathan Hutchinson Connexions Worker

Mrs Jennifer Wedgbury Holistic Therapist

Mr Paul Weston Attendance Officer

The School Day

Teaching Times

8.45am - Pupils arrive in school

8.45 – 9.00am - Breakfast Club

9.00 – 9.05am - Registration

9.05 – 9.50am - First Lesson

9.50 – 10.30am - Second Lesson

10.30 – 10.35am - Tutor Time

10.35 – 10.42am - Break

10.42 – 10.45am - Tutor Time

10.45 – 11.30am - Third Lesson

11.30 – 12.15pm - Fourth Lesson

12.15 – 12.55pm - Lunchtime

12.55 – 1.00pm - Afternoon Registration

1.00 – 1.45pm - Fifth Lesson

1.45 – 2.30pm - Sixth Lesson

2.30 – 3.00pm - Tutor Time / Taxi Calls

## **Lunchtime arrangements**

Pupils may bring sandwiches or purchase a school meal for £2.40. Usual LA arrangements apply for pupils on free school meals.

Rosewood Term Dates

Autumn 2022

Monday 5th September 2022 – Friday 16th December 2022

Half Term: Monday 24th October 2022 to Friday 28th October 2022

Spring 2023

Tuesday 3rd January 2023 to Friday 31st March 2023

Half Term: Monday 20th February 2023- Friday 24th February 2023

Summer 2023

Monday 17th April 2023 to Tuesday 25th July 2023

Half Term: Monday 29th May 2023 – Friday 2rd June 2023

Inset Days – Monday 5th September 2022 & Tuesday 6th September 2022.

Other inset days to be confirmed.

THE ROSEWOOD SCHOOL

The Rosewood School is a special school for secondary aged pupils with a Statement of Special Educational Needs in terms of their social, emotional, and mental health difficulties. Many have associated learning difficulties.

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| MISSION STATEMENT To provide a stable, caring environment in which each individual student is given the dignity of access to a quality, balanced education through a curriculum which promotes their academic and social development, leading to greater personal autonomy. |

###### ETHOS

###### WORKING TOGETHER TO ACHIEVE MORE

Rosewood School endeavours to create a safe environment that is purposeful, warm, caring and structured where everyone is treated with respect and dignity.

We value everyone’s contribution to school life and celebrate achievement and success.

The purpose of the education we offer is to provide a broad and balanced, challenging curriculum which is relevant to students’ needs and enables them to make progress. We promote opportunities for students to discover and develop their potential through and beyond the curriculum, enabling them to function independently in the community.

### For the most effective learning to take please we believe that students:-

* Should have access to a broad and balanced, well planned and stimulating curriculum that meets their needs.
* Are given access to a safe and secure learning environment that respects the contribution of all individuals.
* Will have access to a range of challenging academic and social experiences that reflects their needs.
* Will be educated in a learning environment that promotes consistently high (and clear) expectations for all, with clear structure and routine.
* Are taught by a professional team who seek to review policy and practice to ensure that continuous improvement takes please and that resources are appropriately targeted.

**Cultural, Moral and Spiritual Education**

Rosewood School has an important role in the spiritual, moral, social and cultural development of students. In the search for an individual identity in a confusing world students will be exposed to some conflicting values and beliefs. Through it all Rosewood School will be consistent in upholding some basic values. Underpinning our Mission Statement are the following shared values.

* Work hard
* Take personal responsibility for our own actions.
* Respect the rights and property of others.
* Act considerately.
* Learn self-control.
* Tell the truth and keep promises.
* Help those less fortunate.

These ideas are reinforced through the curriculum, personal relationships, group work and collective assemblies. We have a daily act of collective reflection at lunch time. Any parent wishing to remove their child from this has the right to do so and alternative provision can be made.

In working towards our Mission Statement we hope that:-

* Students have a relevant and challenging curriculum that enables them to experience success and have the confidence to access opportunities within the school and wider community.
* Students reintegrating to mainstream are given a clear pathway with support that ensures a smooth transition.
* Self-esteem and worth are enhanced by celebrating progress and achievement.
* Collaborative and supportive links with parents and guardians are developed.
* The provision of a stable and supportive learning environment where students feel safe and their contribution to all aspects of school life is valued.
* We show respect for one another.

**ADMISSIONS**

The arrangements for the admission of pupils to Rosewood are determined by the Local Education Authority. These arrangements are reviewed annually in consultation with the Governing Body. The arrangements will not be changed without consultation.

Open enrolment arrangements which apply to mainstream schools do not apply to Rosewood.

Students will only be admitted to Rosewood School where such an admission is compatible with our Statement of Purpose and following an assessment of their Special Educational Needs. Students admitted to the school will have a Statement of Special Educational Needs in terms of their emotional, social and behavioural difficulties. Only in exceptional circumstances will a child be admitted without a Statement.

Admissions Procedure

Once a placement has been agreed the following procedure will take please before an admission date is agreed:-

1. Parent/Carers and pupils are invited for a look around the school.
2. A meeting will be held with parents or other carers as appropriate in order to confirm the purpose of the placement, the strategies to be employed by the school to meet the student’s needs and arrangements including any medical information and emergency contact details for liaison and review. At this meeting the parent/carer, child and representative of the school will sign a contract. This contract is intended as a promise from each intended party – a copy of this will be found in the appendix. Birth certificate and NHS number will also need to be provided.
3. All student records, including National Curriculum records, should be received from their least school.

**EDUCATION HEALTH & CARE PLAN (EHCP) ANNUAL REVIEWS**

Students’ placements at Rosewood are reviewed on an annual basis. You will be informed of the date and time of the Annual Review two weeks in advance. You will be asked if you would like to make any written comments to be included in the review, along with completing an update sheet of any outside agencies that maybe involved with your child.

You will always be invited to attend the meeting. After the meeting a summary will be sent to you from Dudley SEN or named authority outlining the recommendations of the review.

**HEALTH CARE**

All students admitted to Rosewood will have had a full medical as part of the statementing procedure. Subsequent to that all students will be offered a medical in school annually.

Hearing and dental checks can take please in school by referral.

Our school nurse is always available for consultation and is in regular contact with the school, she will be holding a regular drop in sessions where pupils can discuss smoking cessation and sexual health amongst other topics.

If you have any concerns about your child’s health please contact school.

**EDUCATIONAL PSYCHOLOGIST**

The school has an independent mentor who sees students on an individual basis. Staff may refer a student to the Educational Psychologist after discussion with the Head Teacher or students may request appointments.

Sessions are confidential unless they involve issues which fall within the Child Protection framework.

Rosewood offers other interventions such as Therapycation and Music Moves. We offer an enhanced therapeutic package of therapies to meet the social, emotional and mental health needs of each child.

**MEDICATION**

Rosewood follows the LA policy on medication in school.

The LA would normally expect any student who is ill to remain at home. However, if your child needs to take medication for short term or long term conditions in school time it is vital that permission is sought on the appropriate form which stipulates time and dosage of treatment. Only prescribed medication in a bottle/container marked with the child’s name will be administered.

If you child is an asthma sufferer and needs periodic access to an inhaler this must be handed in to Miss J Macdonald who is responsible for medication. It will be kept in a locked cabinet and will be available when needed.

MEDICATION MUST BE BROUGHT TO SCHOOL BY PARENT/CARER – NEVER CHILDREN.

SCHOOL UNIFORM

Rosewood is a school and as such we expect our students to follow our code of conduct as well as wear appropriate dress, as would any child in any school. We feel that the wearing of Rosewood School uniform gives our students a sense of identity and collective well-being. We also think it is a lot easier on parents/carers to organise rather than having an endless choice of clothes.

The school uniform is as follows:-

* School sweatshirt
* White shirt or school T-shirt (black or white)
* Black or grey school trousers
* Black school shoes or predominantly black “trainers.”
* P E Kit – shorts or track bottoms, t-shirt and training shoes.

Black sweatshirts can be purchased for £10 each and black T-shirts are £8 each. Both come with the school logo.

## **JEWELLERY**

Jewellery must not be worn in school. This is in line with guidelines on Health and Safety from the Department for Education.

Please help us in this by ensuring that your child does not wear jewellery to school. If they do and we have to ask them to remove it there is always the danger that it will be lost and school is not responsible for this.

## **BANNED ITEMS**

Any dangerous item is banned from school, e.g. all knives, including penknives, will be confiscated if found and kept until they are collected by parents/carers. Mobile phones, personal stereos and electronic games must not be used and will be removed for safe keeping to be returned at the end of the school day. If a pupil fails to hand in a mobile phone this will be confiscated and must be collected by parent/carers. **The school will not be responsible for any loss of or damage to these items while they are on school premises.**

**SMOKING IS NOT ALLOWED IN SCHOOL**

All cigarettes including electronic cigarettes and lighters found, will be confiscated.

Please help us by ensuring that your child does not bring any of these things to school. The school is keen to assist families in re-educating their children about the dangers of smoking.

**PIERCINGS**

No facial or body piercing of any kind will be allowed in school.

EQUIPMENT

Although all equipment can be provided we feel that it is part of any child’s education to become responsible for bringing in one’s own pen and pencil. We would remind parents/carers that ink pens are banned.

CURRICULUM

Details of our curriculum including subject policies and matrixes can be found on our website.

Any questions regarding this can be directed to subject leaders, names of which can be found at the front of this booklet.

## **Religious Education**

## Parents/carers have the right to withdraw their child from RE lessons and alternative provision can be made.

**PSHE**

We believe that sex education is part of the educational entitlement of all pupils. All young people, whatever their ability, develop physically and emotionally and need to be helped to understand their bodies and their feelings. Sex education helps pupils’ overall development, confidence and self-esteem.

Sex education begins at the youngest level with personal body awareness and curiosity amongst younger pupils. They are encouraged to use acceptable terminology and discuss issues sensitively.

The Dudley LA guidelines will be adhered to, which notes that the law says a compulsory programme of sex education, including the teaching about HIV and AIDS and other sexually transmitted diseases must be provided for all pupils of secondary age. It also gives parents the right to withdraw their children from sex education at any age, except those parts which are in the National Curriculum science syllabus.

## **SPECIAL Arrangements for Students with Specific Needs**

Students at Rosewood will have an EHCP detailing their special educational needs. This is a document issued by the LA and it is reviewed annually. Although the priority need for our students will involve social, emotional, and mental health difficulties, many students have a range of associated Learning difficulties. Teaching Assistants give additional support to individual students and there is a focus on improving literacy skills.

Students are encouraged to access the curriculum through the use of multi-media, information technology, including video, audio and information processing. Support staff, help students to produce quality work by offering secretarial and editing assistance. Staff also help students to promote their work through display and building portfolios.

**ACCESS ARRANGEMENTS FOR EXAMINATIONS**

At the end of year 9, pupils will be assessed as to whether they need the aid of a reader and/or scribe for their GCSE examinations. If they qualify, then this will be the usual arrangements in lessons and all examinations. Parents and pupils permission is required for this to be undertaken.

## **Equal Opportunities and Diversity**

Rosewood School is committed to providing all staff and students an environment that values the contribution of all its’ individuals. We encourage each student to fulfil their potential and we support their access to a broad and balanced curriculum.

**Contact with Parents**

Parents are welcome to visit Rosewood. “Appointments’’ to meet staff can be made by contacting the school office during normal school hours. Staff may also make home visits. Parents evening is held annually at the end of the school year, where each child will receive a school report.

We look forward to parents/carers keeping us informed of developments outside school that may affect their child’s education, by telephone, in the first instance.

**Behaviour Management**

For many of our students one of the main obstacles to learning is their own behaviour. Behaviour management at Rosewood is based on the premise that a student’s behaviour can improve by creating an environment where student success is celebrated. Underpinning this environment is a structure that support student learning and provides very clear systems of rewards and sanctions. All staff are responsible for maintaining high expectations and responding to breaches in discipline. We will encourage the students to contribute to agreed expectations intended for all individuals in the school. These are presented clearly in classrooms and around the school.

* Treat staff and students with respect
* Speak politely to staff and each other
* Treat school equipment properly.
* Stay on task.

While breeches of our school expectations are challenged by staff, behaviour management at Rosewood centres on positive behaviour management strategies. Staff will acknowledge students immediately for making the right choices regarding their behaviour and celebrate success. There are many opportunities to share these successes and remind students of our expectations, these include assembly time, PHSE lessons and group discussion.

**THE REWARD SYSTEM**

In addition to the credit book system a three step incentive system has been introduced using the metaphor of “Climb the Leader of Success.” The three steps, Attendance, Behaviour and Progress encapsulate the fabric of Rosewood School’s ethos and ensure for each child a positive outcome is achieved.

These points can then be used for prizes that have been agreed by SMT.

We are also running an attendance incentive for the last 2 weeks of each half term where a £50 shopping voucher can be won.

Half termly tutor group attendance reward, where the form group with the best attendance wins the prize, this includes fishing trips, cinema visits and extra points.

**OPERATION OF THE SYSTEM**

1. Student and Year Tutor jointly complete box “My target for this week is…” The single negotiated target should be specific to that pupil. The target should be something tangible and achievable as well as being measurable and should relate at the behavioural targets on the IEP summary. Always use positive language.
2. Weekly targets are recorded electronically.
3. Students can earn up to ten credits for appropriate behaviour and remaining on task and engagement per lesson.
4. It is important to be rigorous in the awarding of credits as over generosity will devalue the whole system. To maintain consistency all staff must use the criteria in 4 and 5 above.
5. Students can earn up to 5 credits for being properly equipped for school with pen, pencil and ruler, etc., and for wearing full school uniform. These are given by the Year Tutor during registration.
6. Students can earn 10 credits for appropriate behaviour at lunchtime. These credits are given at the discretion of the Year Tutor.
7. Students can earn 15 credits for general conduct during unstructured time and lesson transition.
8. At the end of each day Year Tutors shall total and record daily totals in the booklet and electronically.
9. A minimum daily target must be set for each pupil. Failure to reach this target will result in automatic break time detention the following day. The target figure must be relative to our expectation of every pupil and must be achievable but at the same time appropriately challenging.
10. Staff must respect that credits are owned by pupils and can never be deducted once given.
11. Lost/destroyed booklets should be replaced without penalty to the child, but credits for previous day(s) should not be given. Strike through boxes which are not applicable.
12. Curriculum merits should be given for good performance in a subject. This is noted and initialled in the appropriate box in the credit book

**Sanctions**

Students are given opportunities within the school day to make up for work missed or if they have not met the school’s expectations. A range of interventions are available and staff take a proactive approach to resolving difficulties. We try to involve parents/carers at an early stage. At times students may be asked to work away from peers or catch up at the end of the day at an after school detention. For more serious offences the school will consider fixed term exclusion and in exceptional circumstances permanent exclusion. We value the support from parents and carers in helping us to help our students manage their behaviour. Letters outlining any sanctions will be sent to parents/carers.

**Physical Interventions**

Rosewood School upholds the right of all staff and pupils to work and be education in an environment safe and secure from both violence and aggression and the threat of violence and aggression.

It is recognised that in all schools there may be occasions when physical intervention by staff will be required. Students with emotional, behavioural and social difficulties often lack self-control and can be aggressive to their peers and others. The responsibilities of ensuring the safety and well being of pupils, staff and others may require that physical intervention take place.

A pupil may be “held” if they are:

* Injuring themselves or other
* Committing a criminal offence
* Causing damage to property
* Disrupting the good order of the school

Rosewood School has a policy on Physical Intervention which includes risk assessment, techniques, reporting, monitoring, reviewing incidents and complaints procedure. All staff are highly trained by external accreditors. Any one wishing more information on the school’s Physical Intervention Policy should contact the school.

**CHILD PROTECTION ISSUES**

Rosewood has a clear commitment to the care and welfare of our students and Child Protection is given a high priority. There is a legal mandate for this. The protection of students from abuse is the responsibility of all staff within school and this issue takes precedence over all other considerations.

There is a legal requirement for us to liaise with other agencies especially Social Services, in matters related to Child Protection concerns.

The school’s first priority, over and above all other responsibilities, is the welfare of the pupils. If staff are concerned about the welfare of any pupils, parents are usually the first to be contacted. If the concerns are sufficient to suggest that there is a possibility of abuse, then staff are legally obliged to contact the appropriate Child Protection agency, usually Social Services. Failure to do this could result in the school being held responsible for contributing to the problem.

The school is aware that this occasionally causes problems in relationships with parents, but if the school is concerned about a child there are set procedures which must be followed.

All matters of concern regarding the welfare of the children are recorded in the school files, and these are available to be seen by parents. In accordance with the Data Protection Act this information is completely confidential and cannot be shared with other professionals or agencies unless concerns have become sufficient to initiate a child protection referral under Section 47 of the Children Act 1989.

Our nominated Designated Safeguarding Lead is Mr D Kirk; our Child Protection Governor is Mr P. Leyshon.

Rosewood School now has an Early Help Social Worker, she works across all of the special schools in Dudley. The aim of her role is to undertake Early Help Assessments, identifying the needs of a family. She also delivers Group Triple P, which is an evidence based parenting programme.

Her role also involves working with school staff to identify risk and stepping up to Statutory services if appropriate, referring to partner agencies,  and co-ordinating the delivery of services using a Team around the family model.

**COMPLAINTS**

We hope that you will be happy with the education and care offered to your child while he is at Rosewood. The regular contact we maintain with parents will hopefully ensure that any difficulties or misunderstandings can be quickly dealt with.

Any complaints should initially be raised with the Head Teacher and will be dealt with seriously and be fully investigated. If, however, you have a problem or difficulty that you feel has not or cannot be resolved, whether to do with the school’s curriculum or any other matter, please put your complaint in writing and address it to the Chair of Governors and it will be dealt with formally.

**TRANSPORT TO SCHOOL**

All students are provided with transport to and from school. This is usually on a taxi or minibus. School transport is arranged by the LA and is not the responsibility of the school.

When a student is admitted to Rosewood parents will be informed which taxi company will be transporting their child and approximate pick-up times.

School transport should only pick up or drop students at their home address. A parent/guardian or responsible adult must be present to receive the pupil. If there is no one present, then the taxi driver must deliver the pupil to a place of safety i.e. a local police station.

Any request for an alteration in these arrangements should be made by contacting the school and transport department as soon as possible.

If you experience any difficulties or problems with transport please inform school and also contact the LA, as below:-

Lynette Marks, Special Needs, Dudley Education Services

Telephone no. 01384 814301

Mrs Jill Sanderson, Pupil Services Manager, Wolverhampton Transport Services,

Telephone no. 01902 554 154

Older students are encouraged to travel to school by public transport. This is always by agreement with parents/carers and a bus pass is provided, by local authority transport department. Continued use of a bus pass is subject to responsible behaviour while travelling to and from school, good attendance and punctuality.

If a bus pass is lost responsibility for replacement rests with the parents **not** the school.

If student wish to travel by bicycle this is only possible with prior arrangement with parents/carers. There are cycle racks at the front of the school but a lock must be provided. School is not responsible for any loss or damage which may occur to bicycles while on the premises. It is the responsibility of the parent/carers to ensure that the bicycle is road worthy.

**CURRICULUM VISITS**

Visits out of school are regular part of our curriculum in many subject areas. Most of these take please during school hours and do not involve hazardous activities. All staff have the necessary insurance to cover this. Pupils may be transported in staff car, where relevant insurance is in place.

For any visits that will necessitate a late return to school, especially those that may involve a hazardous activity, e.g., rock climbing, you will be asked to sign a separate consent form.

**All students must have an updated CAT1A form in order to take part in any school visit.**

**RESIDENTIALS**

All students will usually be offered the opportunity to take part in a residential during the summer term of each school year, subject to a risk assessment on health and safety grounds.

We consider these trips to be a very valuable part of school life, giving students the opportunity to learn to co-operate with each other for the common good in very practical circumstances.

**ATTENDANCE**

School target for whole school attendance is 96%.

Pupils are expected to attend school every day. Medical evidence needs to be shown for any absence due to illness or medical appointments, this can then be classified as an authorised absence. If evidence is not available, then it will be unauthorised.

If a pupil absconds from site the school will telephone to contact the parent or carer. The school will advise the parent or carer to contact the police.

**LEAVE OF ABSENCE IN TERM TIME**

It is a rule of this school that a leave of absence shall not be granted in term time unless there are exceptional reasons, irrespective of the child’s overall attendance. Only the head teacher (not the local authority) or his/her designate may authorise such a request and all applications for a leave of absence must be made in writing/on a form provided by the school. Where a parent takes a leave of absence to which the application was refused or takes a leave of absence where no application was made to the school, the issue of a penalty fine (upon return from such leave) by the local authority may be requested. When requesting a penalty fine the school may calculate the period of days taken within a 12 month period.

**CHARGING POLICY**

The school does not charge for the following:-

1. Items made in practical sessions
2. Curriculum visits

Instead we ask parents/carers for a voluntary contribution towards the cost of materials, entrance fees, fuel, etc.

**CONNEXIONS**

A member of staff from Connexions attend once a fortnight to discuss pupils options for when they leave school.

They can also help with college applications and arrange interviews.

**This is Rosewood School’s Publication Scheme**

**on information available under the Freedom of Information Act 2000**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

* *The classes of information which we publish or intend to publish;*
* *The manner in which the information will be published; and*
* *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

**Information Sharing**

The school will also share information with other professionals such as Doctors, Social Workers, Education Welfare Officers, Youth Offending Service, Police and other stakeholders. This sharing of information will be in compliance with the Local Authority Policies and Practice and in most circumstances will be with the permission of the Pupil, Parents or Carers.

If you require the full policy or a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below, or visit our website at www.rosewood.dudley.gov.uk.

Email: **dkirk@rosewood.dudley.sch.uk**

Tel: **01384 816800**

Fax: **01384 816801**

**THE ROSEWOOD SCHOOL**

**APPENDIX**

1. The Rosewood School Partnership Contract
2. General consent form
3. Photograph form

**The Rosewood School Partnership Contract**

The most effective education takes place when all parties involved – staff, parents and students share understanding of the student’s needs and a commitment to do all in their power to meet those needs.

This home/school partnership contract defines this commitment.

**The School’s commitment:-**

***I promise on behalf of the staff that we will do our best to provide:-***

1. *suitable programmes of study*
2. *regular reporting of progress*
3. *a safe, secure and disciplined but stimulating environment*
4. *effective communication between home and school*
5. *an open invitation to visit the school, by appointment, at any time*

***Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**The Student’s commitment:-**

***I promise to:***

1. *come to school regularly*
2. *work as hard as I can*
3. *respect the school’s code of conduct*
4. *always share any problems with a member of staff*

***Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**The Parents commitment:-**

***I promise to:***

1. *ensure that my child attends school regularly*
2. *contact school immediately in case of illness or other necessary absence*
3. *encourage my child to work in the best of his ability*
4. *maintain contact with school*
5. *share information necessary to help staff understand my child*
6. *support the school code of conduct*
7. *ensure my child completes homework where necessary*

***Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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| ANNUAL PARENTAL CONSENT (CAT1A Form)  **(Category 1 – Low risk activities)** |  |  |

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| **This form MUST be completed annually by parents/carers for every child whose parents/carers wish to give consent for their child to take part in low risk activities that will involve leaving the school premises. If the activity is low risk but further afield out of the Dudley borough, explicit details will be provided to parents/carers. Schools/Centres are expected to make a judgement on the nature of the risk involved and the level of consent/information required.** |
| |  | | --- | | Name of child: .......................………............…………………………………………….........(Male/Female)  D.O.B: ………………………………………………… Age………………….................................................  Home Address: …….…………………........………………………………………………………...................  ………………………………………………………….Postcode: ……………………………………………….. | |

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| I agree that my child (name) ……………………………………………………………………...be allowed to take part in low risk activities without further consent from myself. I understand that there will be some activities e.g. sporting events, nature visits, local library visits which will take my child off the school/centre premises. They may walk or go in a minibus or coach (public or private) transport. If the activity is low risk but involves travel further afield out of the Dudley borough e.g. theatre trips, theme parks etc, explicit details will be provided. I understand that there may be occasions when my child may be taken by a member of staff in his/her car to hospital or home, or sporting fixtures and other activities. Children will normally be dismissed from the school/centre for events taking place at the end of or extending beyond the school day. Parents/carers will be informed where different arrangements are made. ***PLEASE NOTE***  ***For activities involving an overnight stay or participation in outdoor adventurous activities, full details of that activity will be given and parent/carers consent/medical details sought on an individual basis.*** |

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| Name of parent/carer (please print):  …………………………………………………………….....  Signature of parent/carer:  ……………………………………………...........................  Date: ………………………………………………………... | Address (if different from child):  ……………………………………………………………....  ………………………………………………………………  Postcode: …………………………………………………. |
| Tel No. for use in emergency:  Name: ……………………………………………………...  Relationship: ………………………………………………  a) Home: ……………………………………….................  b) Mobile: ………………………………………………….  c) Alternative: ………………………………….................  *(Indicate times of day if relevant)* | Alternative Tel No. for use in emergency:  Name: ……………………………………………………...  Relationship: ………………………………………………  a) Home: ……………………………………….................  b) Mobile: ………………………………………………….  c) Alternative: ………………………………….................  *(Indicate times of day if relevant)* |
| The information you provide on this form will be used to administer the event and assist in maintaining the health and safety of your child whilst under the supervision of the Directorate of Children’s Services/School/Centre. Personal, and sensitive personal information, will only be disclosed to others if the need arises, for example: to a medical professional or a service provider to the school inline with their safeguarding policy e.g. level 2 school games. It will not be used for any other purpose and will not be retained by the Directorate/Centre beyond the events in question. | |

