



PENDLE COMMUNITY HIGH SCHOOL & COLLEGE

Parents Handbook



"Outstanding in all areas"
- Ofsted 2017

PARENT'S HANDBOOK



**PENDLE COMMUNITY HIGH SCHOOL & COLLEGE
OXFORD ROAD
NELSON
LANCASHIRE
BB9 8LF**

TELEPHONE – 01282 682260

HEADTEACHER: DR C LINGARD (Mrs)

DEPUTY HEADTEACHER: MISS J BAYLISS

CHAIRMAN OF GOVERNORS: MR T ASHTON

SCHOOL DESCRIPTION:

**SECONDARY DAY SPECIAL SCHOOL & COLLEGE
FOR
PUPILS WITH
LEARNING NEEDS & DISABILITIES
(11 - 19 YEARS)**

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SCHOOL UNIFORM

School Uniform

The school uniform for Pendle Community High School is compulsory for all students in years 7 to 11. The uniform consists of:

- Navy blue* sweatshirt with logo which **should only be purchased directly from school**
- White polo shirt
- Black trousers
- Black shoes **not** trainers *or* specialist footwear reflecting the needs of the individual pupil

**Please note pupils in Year 11 wear a black sweatshirt with the school logo.*

P.E. Kit

It is also important that you provide a P.E. kit for your child. The items required are as follows;

- Plain white t-shirt
- Black shorts and/or tracksuit bottoms
- Pair of sports socks or football socks
- Trainers
- Towel & deodorant (roll-on only please)

Please ensure that all items of clothing are clearly marked with your son/daughter's name. For some students a change of clothing may be required, dependant on needs. Please send any spare sets into school in clearly labelled bags. Student's clothes will be returned for washing. If for any reason your son/daughter comes home in school owned clothing we would be grateful if this could be washed and returned to school as soon as possible. Please wash and return P.E. kits for each weekly lesson. We would be grateful if you would regularly check that trainers are large enough for your son/daughter and that kit which becomes too small or is worn, is replaced.

An order form for uniform can be found within this pack. Please send completed order forms into school with full payment. Cheques should be made payable to '**Pendle Community High School**'.

TRANSPORT ARRANGEMENTS

Some pupils, who are eligible for transport, travel to and from Pendle Community High School in buses/taxis/ ambulances arranged by the Local Authority, some are brought in by parents and others, who are independent, use public transport or walk. Students should not arrive in school before 8.45am and no later than 8.55am.

Collection and Dropping Off

Most students enter and leave the school via the back gates to the sensory garden on Hollins Road. If you are dropping off or collecting your child at the normal school times then you should go to the sensory garden gates. If you are dropping off or collecting your child during school hours (following a medical appointment for example) then you should go through the main entrance to reception at the front of the building so we can ensure we have properly signed them in/out for fire regulation purposes.

Application for Lancashire County Council Transport

Local Authority transport is not arranged or managed by the school, but by Lancashire County Council. You should have received a transport application form with your Lancashire County Council letter offering you a place at our school. This should have been completed and returned to Lancashire County Council who will process your application and decide if your child is eligible for transport. You will need to re-apply for transport if your child is entering our college in year 12 and every year after that, as it does not automatically carry on after your child finishes High School.

If you still need to apply for transport you can contact the Special Education Needs and Disability (SEND) office on 01254 220552 and they will assist you.

Parents are responsible for:-

1. Escorting their son/daughter to and from the vehicle. The passenger assistant cannot leave children unattended on the bus at any time.
2. Reporting any absence to the transport office on 01282 831858.
3. Informing the passenger assistant or contacting the transport office on 01282 831858, as soon as you know of any future change to transport arrangements, such as a child attending a medical appointment or going to respite care.
4. Informing the transport office on 01282 831858 of future changes of address or contact details.
5. Informing the passenger assistant of anything in the child's bag that must be passed on to school staff, for example medication and/or school dinner money. Please see guidance below under **Medication** and **School Dinners and Dinner Money**.

THE SCHOOL DAY

School times for students are as follows:

School Day	
8:45 – 9:20	Registration/Breakfast/Target time *
9:20 – 10:10	Period 1
10:10 – 11:00	Period 2
11:00 – 11:15	Break
11:15 – 12:10	Period 3
12:10 – 1:10	Lunch and Break
1:10 – 1.30	Registration/ERIC Time (reading)
1:30 – 2:15	Period 4
2:15 – 3:00	Period 5
3:00 – 3:10	Form Time
3:10	Dismissal

- * A Collective Act will be held on Wednesday's between 9.20–9.30am
 A Celebration Assembly will be held on Friday's between 9.00–9.30am.

RELIGIOUS EDUCATION AND ASSEMBLY/COLLECTIVE WORSHIP

Pendle Community High School is not affiliated to a religious denomination. A number of religious groups and cultural backgrounds are represented within the school and we encourage recognition and appreciation of these religions through our Religious Education Curriculum and the celebration of major religious festivals. We also aim to promote self-respect, respect for each other's beliefs and the ability to work together in a multi-cultural society.

On Wednesday's we have a short 10 minute whole school 'Collective Act of Worship'. All pupils are encouraged to take part in this assembly. On Friday mornings we hold our weekly 'Celebration Assembly' at which pupils and whole class groups are presented with certificates etc. We also hold special assemblies at times such as Harvest Festival, Eid, Christmas etc.

Parents/carers have a right to withdraw their son/daughter from Religious Education and Collective Worship and should inform the school accordingly, in writing.

SCHOOL DINNERS AND DINNER MONEY

School dinners follow the national requirements for healthy school meals. This includes vegetarian options and having a choice of pudding, i.e. the pudding of the day, a yoghurt and/or fruit. If your child has specific dietary requirements, including any allergies, please inform school and we will aim to meet the needs of your child.

Please note: we are a non-halal school.

Cost

The charge for school meals is currently **£2.20 per day - £11.00 per week**. Weekly dinner money should be paid each Monday morning and may be given to the bus escort for them to pass on to school. The correct amount should be sent in a named envelope (available from school) so that no confusion arises. Cheques should be made payable to 'Lancashire County Commercial Group' or LCCG.

Free School Meals

Some students may be eligible for free school meals which can be applied for through the Area Education Office, by calling 01254 220715. Alternatively you can apply online at www.lancashire.gov.uk; go to 'Children, Education & Families' and 'Schools' and you should see a link to Free School Meals.

Even if your child had free school meals at primary school you will still need to re-apply as this does not automatically transfer to high school.

If you are eligible and your child is granted free school meals you do not need to re-apply annually during your child's time at High School, although you must inform the Area Education Office should your circumstances change. Please note however, that you will need to re-apply for free school meals if your child is going into our college in year 12 and every year after that, as it does not automatically carry over once your child leaves High School in year 11.

Packed Lunches

You may choose to provide your child with a packed lunch. As part of the healthy schools' agenda we would kindly ask you to ensure that the content of your child's packed lunch promotes a healthy diet. Please place the lunch in a suitable sealed container preferably with a sandwich-sized freezer pack to ensure that the food is kept as fresh as possible. We are a 'nut-free' school so please do not send in nuts in any format. Please also remember to provide your child with a drink in a plastic bottle. No fizzy drinks please!

School Breakfasts

We are currently able to provide breakfast on a daily basis to every student in school. If you prefer to provide a mid-morning snack yourself for your son/daughter we would ask you not to provide crisps, chocolate or sweets but a piece of fruit or healthy snack bar (no nuts).

ILLNESSES AND INFECTIONS

If your child is unwell please ensure that you keep them off school until they are well enough to return and to ensure that we prevent the spread of infection and protect all of our young people in school. We ask you to notify school by following the procedures found under **Holiday Patterns and Absence Procedures** below and also to notify transport of any absence.

It is important that in cases of diarrhoea and/or vomiting your child is kept off school for a minimum of 48 hours from the last occurrence.

Please note that the Government's Health Protection agency advises that in the case of diarrhoea, children should not swim for 2 weeks from the time of the last episode. Therefore any hydrotherapy sessions will be suspended for this period.

MEDICATION

If your child requires any medication it should be discussed with the school nurse. Before you send any medication in, a consent form will need to be completed and signed. Please call the school on 01282 682260 for more information.

HOLIDAY PATTERNS & ABSENCE PROCEDURES

Holiday Patterns

The holiday list for the next academic year can be found on our website. We endeavour to publish our pattern at least two years in advance.

Every effort should be made to avoid students taking time off during school hours. However, we understand that there are some circumstances in which this is necessary, so you should obtain a student absence form from school in this instance. This will need completing and returning to the headteacher. Please note that the headteacher cannot authorise any leave of absence during term time unless satisfied that there are exceptional circumstances to warrant the granting of leave. **You should be aware that any unauthorised absences in relation to a leave of absence may result in a Fixed Penalty Notice.**

As a school we are required by law to take a register and to monitor any repeated absences. If your son/daughter's attendance drops below an acceptable standard you may be requested to come into school for an attendance panel meeting.

Absence Procedures

If your son/daughter will be absent from school due to illness then please ensure you inform school before 9.30am on 01282 682260. If your child travels to school on Lancashire County Council transport then you should also inform the Transport Team on 01282 831858.

If your child has an appointment that you are aware of in advance, please inform school in advance, by telephoning 01282 682260 or writing a note in your child's home/school diary. You should also indicate what time you expect to be collecting or dropping your child off and let school know if they will be requiring a lunch that day.

Occasionally we may ring you to ask if you will collect your son/daughter because of illness. We do this from the point of view of your son/daughter's comfort and also the risk of infection to other students and staff.

SWIMMING AND HYDROTHERAPY

You will be notified separately about arrangements for swimming or, if appropriate, access to hydrotherapy. If your son/daughter is swimming please can you ensure that they have a towel and swimming costume sent to school on the appropriate day in a bag which is large enough to hold all of their school clothes whilst they are in the water e.g. a sports bag. All items of kit should have your son/daughter's name on. Pupils have a shower after swimming and we would be grateful if you could also send shampoo, soap/shower gel and roll-on deodorant into school with their swimming kit. Kit will be returned for washing weekly.

It is important that you provide a note, sent into school, if you do not wish your son/daughter to attend swimming lessons because of illness.

HEALTH AND SAFETY

For health and safety reasons we kindly ask that pupils are not sent into school wearing jewellery, body piercings, false nails or nail varnish. Students are allowed to wear a watch and one pair of small ear studs only. Multiple ear studs are not permitted. If you wish to have your son's/daughter's ears pierced then we strongly recommend this is done at the beginning of the summer holiday period so as not to interfere with any activities where infection could be likely.

Please note that ear studs must be removed for all P.E., swimming and hydrotherapy sessions.

VALUABLES

Parents are asked that their son/daughter do not bring valuable items into school. This includes all types of jewellery, mobile phones and electrical equipment.

Jewellery and equipment which is sent into school will be returned home in a named envelope/package. Mobile phones are only permitted in school for independent travellers or for those who have been given permission by the headteacher to have a mobile on school transport, but in either case the phones must be switched off and handed in to the form teacher or a designated member of senior staff whilst in school.

SCHOOL SECURITY

All visitors to the school are requested to use the main entrance and report to the reception area marked Pendle Community High School & College. Visitors are asked to sign in on the screen in reception, which in turn will then issue a visitors 'badge'. Mobile phones are **prohibited** in school, please make sure your phone is turned off when in school or handed in at reception, where it will be safely looked after until you depart. You may be asked to surrender your phone for safeguarding purposes. Upon leaving the building please sign out using the same screen.

If you son/daughter is being collected from school for appointments etc. by someone other than parents/carers we ask you to inform us either through the bus escort, via telephone or in writing.

We have security doors throughout Pendle Community High School & College. Students are supervised all day by teachers and teaching assistants. All contractors to the site are supervised by the management company Engie.

COMPLAINTS POLICY/PROCEDURE

As parents/carers are encouraged to come to school to discuss any concerns they may have, it is hoped that formal complaints will be very infrequent. If a situation cannot be satisfactorily resolved through discussion, it may be pursued as a formal complaint and referred to the Governing Body. A complaint should be made in writing to the chair of governors, via the school's address.

The school has a Complaints Policy and a copy of this is available from the school's website or school office.

PARENTS' EVENINGS, REPORTS AND ANNUAL REVIEW MEETINGS

Parents' Evening

Parents' evenings are held in the second half of the autumn and summer terms and take place in the evening after school. Parents/carers and professionals working with students are invited to attend. The evenings are run on an appointments basis and are an opportunity for parents and professionals to discuss a pupil's progress on individual targets. These meetings form the basis from which your child's Individual Education Plan is reviewed and planned. Additional meetings can also be held during the school year if required by making an appointment with your child's form teacher.

Annual Review Meetings

Every twelve months a young person's Education, Health & Care Plan (EHCP) is reviewed at a meeting with parents/carers and key professionals, e.g. form teacher, school nurse, social worker, SENDO etc. The meeting is held at school and parents/carers are notified of the date and time of the review meeting by letter. A copy of the Annual Review document is also sent out to parents and professionals prior to the meeting. It is important you attend this meeting which is to discuss and review the educational, health and care needs of your child.

Annual Report

At the end of the summer term a report is written for each student and sent home to parents/carers. The report describes progress and experience in each curriculum area. Parents/carers can discuss this report with the form teacher at parents' evening during the summer term.

WORKING WITH PARENTS/CARERS

Parents/carers should regularly check our website www.pchs.lancs.sch.uk. The site has a parents/carers section which provides lots of useful information and copies of letters sent home. In addition you can keep up to date with the exciting things going on in school and college by clicking on the News & Updates section of the website.

Homework

Class teachers provide homework programmes or guidance to parents/carers on an individual basis so that work being undertaken in school can be extended at home. For example reading books are sometimes sent home to enable parents to do follow-up work with their children. Other professionals (such as the speech therapist or physiotherapist) may also provide programmes for parents to follow at home, if required.

Child Protection

The school works closely with parents/carers to ensure that our students are well cared for in all circumstances including online safety issues. In our day-to-day contact, schools are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop and thrive. Therefore parents/carers should be aware that where it appears to a member of school staff that a student may have been abused, the school is required to report their concern to the Children's Services Department immediately, in accordance with Lancashire's Child Protection Committee procedures. Pendle Community High School & College will treat any concerns about a child's suspected emotional, physical or sexual abuse in a professional and strictly confidential manner.

The designated safeguarding lead (DSL) is Deputy Headteacher Jennifer Bayliss, supported by the Family Liaison Officer Alison McConville and the Safeguarding Governor Angela Ansley. The DSL's act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Copies of the safeguarding/child protection policy and online safety policy are available on the website.

Sex Education

Sex Education is provided for all students in an appropriate manner to their age and development, usually as part of a wider health education programme which emphasises the importance of family life and personal relationships.

We aim to help students understand their bodies and the physical and emotional changes as they grow throughout childhood. Sex Education is also about developing relationships and learning behaviour appropriate to differing social situations.

Whilst much of the teaching is incorporated into PSHE lessons, individual needs are addressed through the Individual Education Plan. Parents/carers will be informed of any individual Sex Education Programme and may withdraw their son/daughters from all or part of the programme, except from those parts which are included in National Curriculum Science.

Charging and Remissions Policy

It is the policy of the school that all pupils should have equal access to all activities. Where we consider that it is important that pupils take part in enrichment activities parents may be asked for a voluntary contribution, this could be for such things as admission charges, cookery ingredients in school and spending money on outings.

The school has a charging & remissions policy and a copy of this is available from the school website or the school office.

Positive Behaviour and Social, Emotional and Mental Health Policy

Our positive behaviour policy is based upon the following principles:

- A happy, safe, positive, and calm learning environment.
- A strong sense of community – i.e. mutually beneficial relationships and positive attitudes, values and beliefs which facilitate strong self-discipline and responsible citizens, who in turn value and can co-operate with others.
- An emotional literate and solution-focussed organisation which fosters positive and desired behaviours, including how to effectively manage conflict and repair harm.
- A restorative culture i.e. working ‘with’ students to effect change rather than doing ‘to’ them.
- A personalised approach to negative behaviour i.e. support will always be designed around individual needs and a functional analysis of behaviours presented, which is subsequently well-planned, implemented, monitored and analysed at various levels and in different ways across school and college.

The core expectations that underpin our positive behaviour strategy are as follows:

In our school and college community we care for and respect
- ourselves
- other people
- our environment
.....and always try our best!

At Pendle Community High School & College we believe that BEHAVIOUR is a form of COMMUNICATION and as such purposeful behaviour generally meets some kind of need. Such underlying reasons and factors which affect these responses can depend upon the significance and complexity of the individual’s needs, combined with a variety of contextual factors

Whilst retaining a highly restorative approach, Pendle Community High School & College so recognises that a variety of sanctions may be appropriate in order to enhance accountability i.e. reflect on this impact, repair harm and work towards positive outcomes. Where possible, we would advocate that sanctions are as personalised as possible to the individual concerned, the behaviour presented and the context in which this occurred. For example swearing or threatening another student during lunchtime football may result in missing the next game, in addition to an apology etc. Wasting significant amounts of time in a lesson may require catch up time during a break-time or after school etc.

The following strategies may also be considered as suitable options in addition to restorative strategies outlined (although are certainly not designed as an exhaustive or hierarchical list).

- Low level problems
 - Non-verbal cues/ planned ignoring
 - Non-work comments/distraction
 - Reinforce desired behaviour (potentially highlight difference in observed behaviour)
 - Informal circles

- Mid-level problems
 - Restorative circles
 - Change of environment / task

- More serious, higher-level behaviours
 - Restorative conferences
 - More significant change of environment / task/ timetable etc.
 - Make up time after school

Physical intervention would be used only as a last resort, when considered reasonable, appropriate and necessary to prevent harm to the young person, others or property.

Students who exhibit a high frequency of mid-level behaviours or several higher level behaviours within a term would be expected to have a Behaviour Support Plan developed (outlining behaviours exhibited and associated proactive, de-escalation and reactive strategies).

If individuals require care and control/manual handling on a regular basis it would be anticipated that these individuals would require a Positive Handling Plan.

Copies of the policies are available on the school website.

RACE EQUALITY AND EQUAL OPPORTUNITIES

The school has a multi-cultural population of students, reflecting the diversity of the local community. The school is fully committed to providing a multi-cultural approach to education. We recognise our statutory duty to eliminate racial discrimination and promote race equality and good race relations in all that we do. This policy is an integral part of our school life. A copy of our Single Equality Policy may be obtained from the school website.

ADVERSE WEATHER ARRANGEMENTS

Early Morning Arrangements

If school is going to be closed because of adverse weather it will be announced on **BBC Radio Lancashire / 2BR** that morning. Announcements are usually given at quarter to and quarter past the hour. Please listen on the following frequencies:

BBC FM - **95.5, 103.9, 104.5** **Med. Wave - 855**

2BR FM - **99.8**

Our school website will also have news of any closure: www.pchs.lancs.sch.uk

Only if these options are not available to you should you call the school on 01282 682260 where there will be an automated message if school needs to shut for the day.

If school is open, but you are unable to get your child to school because of adverse weather please call our school on 01282 682260 as soon as possible.

In-School Arrangements

If we decide to send students home early because of worsening weather during the day, we will try to get an announcement on Radio Lancashire and 2BR. We will also telephone you before your child leaves school. **It is therefore ESSENTIAL that we have your correct contact number.** You can also help by doing the following:-

If you think it may be difficult for school transport to get your son/daughter back home, you are welcome to collect him / her early from school but you must ring us first to let us know that you are coming, in case we send your son/daughter home early on school transport whilst you are on your way here.

If you are not going to be at home, please give the passenger assistant the phone number where we can reach you (if this is different from the emergency number we already have).

On wintry days, please make sure that your child is wearing suitable footwear and warm clothing in case they have to walk in the snow.

KEEPING SCHOOL UPDATED

Don't forget to update the school office and the transport team regarding any change in contact details.

School office: 01282 682260

Transport Team: 01285 831858