

TRELOAR SCHOOL

Parents/Carers

Handbook

2018-2019

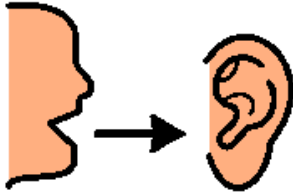
Treloar School and College • Powell Drive • Holybourne • Alton • Hampshire GU34 4GL • T 01420 547 400 •
E info@treloar.org.uk • www.treloar.org.uk Charity number 1092857.

OUR MISSION

To remove barriers and provide opportunities for physically disabled young people to learn, develop independence and realise their potential – through one nationally-recognised centre of expertise, which is the hub of Treloar’s education, support and other services.

Treloar's Charter

We know we have the right to



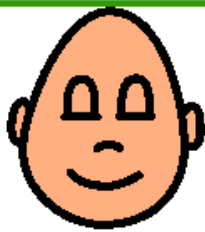
be listened to
and have a way
to communicate



care that meets our
needs and a say in
how people help us



learn in a way
that works for us



be safe, comfortable
and happy and have
equipment that helps us
to be as independent as
possible



have our achievements
identified and celebrated
in a way which we and
our families recognise



make our own choices,
with appropriate
information and
support



Be respected for
who we are



fair treatment and
fair rules that
everyone sticks to



be involved in all aspects
of school and college
life and help make decisions

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WELCOME TO TRELOAR SCHOOL

Academic Year 2018-19

Dear Parents and Carers

Welcome to Treloar School.

Our School is a vibrant and friendly place and we hope that every young person will enjoy their time here and thrive in a supportive and exciting environment. We aim to give everyone the very best opportunities to achieve their potential and to ensure that the needs of each young person are met. To achieve this, our teams of experts adopt a multi-disciplinary approach and integrate therapy and care into our academic curriculum.

While I believe that the work and commitment of the staff and the positive attitude and progress of the students is inspirational, we will be involving you regularly as we continue to improve all aspects of life at Treloar's.

We capture the views of parents and students throughout the year so that we can improve our procedure. Therefore although your handbook is accurate at the time of publication, it may be subject to change.

I hope that this handbook will provide you with some useful information for the year ahead but if you do have more questions – please do ask us!

I very much look forward to working with you.

Mia Dodsworth

Mia Dodsworth

Head of School

EQUALITY, DIVERSITY & INCLUSION STATEMENT

Our commitment to equality of opportunity and the elimination of discrimination extends to all applicants, students, parents, staff, governors, trustees, contractors, volunteers and visitors.

Evidence of our commitment is detailed below.

In 2015 Treloar Trust was awarded Leaders in Diversity by the National Centre for Diversity. In 2016 Treloar was awarded College of the Year at the National Centre for Diversity Awards. Lorna Woodcroft, our EDI coordinator, was recognised as runner-up in the category of EDI Employee of the Year. We also came 5th in the top 100 index of all organisations indexed by the National Centre for Diversity.

In December 2016 Ofsted graded the college as Outstanding: “Managers and staff promote diversity very well. Students benefit from a rich calendar of events to celebrate the wide, diverse world in which we live. As a result, they demonstrate an appreciation for different cultures, relationships and disabilities.”

January 2017 Treloar’s was re accredited as a Leader in Diversity, and firmly remained in 5th place in the top 100 of all organisations indexed by the National Centre for Diversity.

2017 Ofsted School Residential: “The promotion of equality and diversity is exemplary. All specific needs are welcomed and are met to a high standard. Everyone’s identity and background is promoted, valued and enjoyed. The school is a happy, vibrant and inclusive community.”

“Individual identity and beliefs are valued and promoted. Difference is celebrated. Practice within the school regarding the promotion of equality and diversity is seen as an exemplar. External providers attend training delivered by the school’s staff in this area.”

Ofsted School – Treloar School graded as outstanding in the 2018 inspection

CONTACTING US

For extension please dial 01420 547400 and then the extension number given.

Numbers * are direct dial

All telephones have a voice mail facility; please leave a message and the member of staff or Department concerned will get back to you.

Main Switchboard	Mon-Fri 8.30am-5.00 pm	01420 547400
Out of Hours Duty Manager		07736 080220
Jowett Centre Reception	Mon-Fri 8.00am-5.30 pm	01420 547400 X 7800
Principal	Martin Ingram	01420 547482 *
Head of School	Mia Dodsworth	Ext 6728
Deputy Head of School	Helen Dignum	Ext 7841
Contracts & Admissions Manager	Emma Simmonds	Ext 6725
Administrator		01420 547402 *
Administrator		01420 547400 X 6426/ 7820
Transitions Manager	Maria Sherwood	Ext 6414
Head of Healthcare and Nursing	Sally Nissen	01420 547451
Head of Residential Services	Helen Goodenough	01420 547476 *
Head of Safeguarding		01420 547462 * or 07825 262418
Gloucester House		
Residential Manager	Julie Bodnar	01420 547415 *
Deputy Residential Managers	Karen Grove/Libby Laney	01420 547400 Ext 5410
Duty Room		01420 547405 *
Day Provision	Christopher Catterall Vicky Beckwith/Joan Co	01420 547400 Ext 5408

Wessex House		
Residential Manager	Alison Musgrave	01420 547758 *
Deputy Residential Managers	Caroline Potts Lou Offord	01420 547400 Ext 6754
Duty Room		Ext 6755
Gauvain House		
Residential Manager	Paul Skuse	Ext 6441
Deputy Residential Managers	Laura Gibson	Ext 6467
Duty Room		Ext 6471
Health Centre		
Head of Health Care and Nursing	Sally Nissen	01420 547451 *
Deputy Head of Healthcare and Nursing	Claire Roberts	01420 547450
Medical Secretaries		01420 547451
Nurses' Station		01420 547451 *
Nurses' Office		01420 547400 Ext 6763
Dietitians		01420 547400 Ext 6727
Odiham Health Centre Deer Park View Odiham Hook RG29 1LY	Dr Raffi Assadourian Dr Jessica Pizzotti Practice Manager: Sue East	01256 702371
Therapy		
Therapy Heads	Susan Bryan (Physio), Victoria Pitt (OT), Sally Mosley (SLT)	01420 547421
Physiotherapy Office		Ext 6511
OT Office		Ext 6452
SLT Office		Ext 6512
Visual Impairment Adviser	Pretty Jetwani	Ext 6719
Counselling Psychotherapies Team	Elayna Martin, Head of Counselling	Ext 6419
Nursery/BELONG	Mia Dodsworth	Ext 6728

THE OUT OF HOURS DUTY MANAGER CAN BE CONTACTED BY USING THE NUMBER OR VIA THE MAIN TELEPHONE NUMBER BY SELECTING THE APPROPRIATE OPTION ON THE MENU.

For many staff, email contact with Parents/Carers works well; all staff (and students) have a Treloar email address: firstname.surname@treloar.org.uk

Line Management/Contacting Staff:

Area	1	2	3
Education/ Multi-disciplinary Team Upper school	Class Teacher/Tutor	Deputy Head of School	Head of School
Nursery and Primary areas	Class Teacher/Tutor	Assistant Head Nursery & Primary	Head of School
Residential	Team Leader	Residential Manager	Head of Residential
Therapies	Named Therapist	Head of Therapy	Principal
Transition	Progression and Transition Coordinator	Transition Manager	Principal

The School Admin Team:

The - schooloffice@treloar.org.uk is monitored by the School and College Administrators

STUDENT PHONE LINES:

GLOUCESTER HOUSE	01420 547400 (Ext. 7809 or duty room)
WESSEX HOUSE	01420 547757 (Direct)

Students may be contacted by post at

Student name

Name of Residential House

Treloar School

Powell Drive

Holybourne

Alton

Hampshire GU34 4GL

MULTI-DISCIPLINARY TEAM (MDT) WORKING

Each student has his/her own Multi-Disciplinary Team:

- Form Teacher/Tutor
- Lead Student Support Assistant (SSA)
- Residential Team Leader/Primary Care lead
- Key worker
- Occupational Therapist
- Physiotherapist
- Speech & Language Therapist (if applicable)
- Nurse
- Progress and Transition Coordinator (MDT Lead)

The MDT meets weekly; it sets and reviews the student's IEP targets and monitors interventions and progress.

Transition Team

All students are allocated a Progress and Transition Coordinator (PTC) who lead the weekly multidisciplinary team meetings. The PTC will provide advice and guidance on living, activities, further learning and future placement options, supporting the young person, their family and external stakeholders with this process.

The PTC will support students in Annual Reviews and, where relevant, will link with parents and agencies in a student's home area.

Year 9 and above: The PTC will work closely with students, families and external stakeholders, e.g. Social Workers to prepare and support student with planning their transition.

This PTC support will include:

- Supporting students by attending/leading MDT meetings
- Attending all Annual Reviews
- Liaising with students and families to update and maintain Section A of the EHCP
- Setting Transition/Work experience Targets to support a student's aspirations, as appropriate
- Supporting students in planning for transition options
- Supporting students and families by meeting regularly

Where appropriate to age and need, students will also access a programme of work experience and work related learning, coordinated by the PTC.

Progress and Transition Coordinators will work with students and families to support with the transfer to Education and Health Care Plans.

Work Experience

The Transition Team will also support school students in Year 11 and above in completing external/internal work experience where appropriate.

The Transition Workers are based in M21.

Tel: 01420 547400

Ext 6414 (Maria Sherwood)

Other Specialist Staff (who attend MDT meetings as required)

Pretty Jetwani, Visual Impairment Adviser

At Treloar School and College, more than 35% of students have a visual impairment. Visual impairment is unique to each individual, from the nature of the cause through to the resulting effect and how a student copes with their sight loss. Some students find it hard to even talk about their visual impairment and initially may not be ready to learn strategies to manage it. Through the caring and discreet service provided by our experienced Visual Impairment Adviser (a state registered Orthoptist) taking consideration of their personal feelings as well as needs, we are able to ensure that their learning at Treloar School is not hampered by their visual loss. Support is provided in a multi-disciplinary team with specialist staff so that the student's visual function meets the requirements for their education, communication, mobility as well as daily living.

Tel: 01420 547400 Ext 6719 Email: pretty.jetwani@treloar.org.uk

Usual days of work – Tuesday and Wednesday

Ellie Jeffery, Educational Psychologist

Our Educational Psychologist works with students from both School and College in order to help identify any barriers to learning and the strategies which may be helpful in overcoming them. This work would typically involve meeting the student, classroom observations, discussions with staff who work most closely with the student and liaison with other professionals within the multi-disciplinary team. The involvement of the Educational

Psychologist may also involve some direct assessment work together with a discussion with Parents/Carers. Prior to any involvement, the student's Form Tutor liaises with the Parent/Carer and consent is usually agreed by email. Our Educational Psychologist is also involved in delivering training to staff and supporting those who are undertaking higher level qualifications. If you think your child would benefit from involvement with the Educational Psychologist, please discuss it with the Head of School.

Tel: 01420 547400 Email: ellie.jeffery@treloar.org.uk

Usual days of work – Tuesday/Wednesday/Thursday

Dietitians

Many of the students at Treloar's have difficulties with eating and drinking which could affect their nutritional intake. Our Dietitians aim to ensure that all our students receive a diet that will meet their individual nutritional requirements to maintain and promote good health.

The Dietitians are part of the multi-disciplinary team that works together to ensure that the complex needs of our students are met. As part of the Nutrition Support Team, Dietitians review all students regularly to address dietetic issues surrounding food intake. Our Dietitians and catering department produce three week menu cycles for summer and winter, offering a wide variety of dishes.

Special dietary or religious requirements are catered for by our diet chefs. Written confirmation of a medical diagnosis for students with food allergies or intolerances is required.

If you have any queries about the dietetic provision for your child at Treloar's, please contact our dietitians.

Tel: 01420 547400 Ext 6727

Counselling Psychotherapies Team

The Counselling Psychotherapies team is a specialist team, including Play Therapy and Music Therapy. We support students with a range of emotional and psychological issues; from homesickness, exam nerves, and anxiety through to depression, trauma, attachments/relationships, and developmental delays. All students have some provision for counselling support included in their funding to ensure their needs can be met in the event of a family incident such as bereavement or needing support during settling in or transitions, this would normally be short term 6-12 sessions. We also provide longer term psychotherapeutic

support for those students who are identified as likely to benefit from this, and enable them to access education more effectively. Our support is generally confidential and parents may not be automatically informed that a child/young person has decided to access support; sharing of appropriate information with families is decided on a case by case basis depending on mental capacity/cognitive ability/age, and the benefit to the child or young person. Parents are welcome to contact the department directly if they wish to discuss any concerns or refer their child. We liaise with Speech and Language therapy and other departments closely to provide the best support possible.

Elayna Martin, Head of Counselling: elayna.martin@treloar.org.uk

[Tel: 01420 547400 Ext 6419](tel:01420547400)

Student Enrichments

The purpose of the Sport & Enrichment programme at Treloar's is to provide all students with the opportunity to participate in a variety of age appropriate sporting and enrichment activities during the evenings and at weekends (including residential trips).

The Sport & Enrichment Programme offers students freedom beyond the classroom, as means to further explore their interests. Sport & Enrichment can provide students with a sense of fulfilment and enjoyment beyond their academic programme. They will focus on building skills, confidence and independence, and they can also be linked to ILP and IEP targets/goals.

The Sport & Enrichment programme at Treloar's is constantly reviewed to ensure it meets the needs and current interests of each year's group of students.

- Example of House based activities include Cheerleading, Arts and Crafts, Weekly disco
- Example of cross campus activities, include Garage Band, Kayaking, Sensory Stories

Comments

"There were exceptional arrangements in place to manage risks to students' safety and wellbeing. Risk management was focused on overcoming obstacles and reducing restrictions on students' activities. Students' abilities were enhanced, their independence was promoted, and they were supported to participate in activities safely." - Treloar College Inspection report 13 October 2017

A student voice

"I really enjoyed the skiing trip. I enjoyed this particularly because I wouldn't have dreamed of going skiing before I came here as you would only expect able-bodied people to be able to do it. I surpassed this barrier and I have officially stepped out of my comfort zone!"

If a student has a will the Sport and Enrichment team have all the drive to find the way.

THE SCHOOL CAMPUS (ID Badges; Access; Parking; Dropping Off & Collecting)

ID Badges

Students are issued with electronic access ID badges which allow independent access to the areas of the campus which are open to them. Students hand their Access/ID badges in before going home and they are re-issued on their return to school. Parents/Carers are issued with ID badges when their child starts at Treloar School and are able to access the Jowett Centre and the central corridor of the school. Access to the classrooms and Therapy areas is by prior arrangement only and Parents/Carers should be accompanied at **all** times.

Please speak to the Jowett Centre reception who will contact class/ Therapy or arrange an appointment through one of the Administrators.

Parents/Carers should use the doorbell to obtain access to their child's residential House and are asked to respect the privacy of the other students whilst they are there.

Parents/Carers must register their presence on campus by signing in and out – either at the Jowett Centre Reception or at the residential House. ID badges should be worn where they can be seen by staff. A temporary badge can be obtained when signing in. Please contact the School Office if an ID badge is lost so that it can be cancelled and a replacement issued.

In the event of a fire alarm, a member of staff will direct Parents/Carers to the designated assembly point.

PARENTS/CARERS MUST ALWAYS SIGN THEIR SON/DAUGHTER IN AND OUT OF SCHOOL WITH A MEMBER OF STAFF ON DUTY AT THEIR RESIDENTIAL HOUSE OR AT RECEPTION.

PLEASE NOTE – THERE IS A 10MPH SPEED LIMIT ON THE WHOLE OF TRELOAR CAMPUS.

Vehicle Access & Parking

Parents/Carers must register their vehicle/s details to obtain access to the campus via the security barrier. The main visitors' car park is at the rear of the campus. The Jowett Centre Reception is signposted from here. Parents/Carers may also use the visitors' car park – on the left before the security barrier. If the barrier fails to operate, the intercom may be used to speak to a member of staff (8.30-5.30 pm; outside of these hours there is a number to call). Please email schooloffice@treloar.org.uk to register or cancel a vehicle.

Parents/Carers may park adjacent to the residential House (see map page 47).

Local Authority Transport

Parents/Carers should liaise directly with their Local Authority's Transport Department regarding drop off and collection times. If the school needs to close at short notice (e.g. in the

event of bad weather) we will inform all Parents and the Transport that the school is closing but individual arrangements will be the responsibility of Parents/Carers.

THE SCHOOL DAY/WEEK

The School Day	
Monday-Thursday	9.00-5.00 pm
Friday	9.00-3.30 pm
Primary	9.00- 3:30pm

Each student has an individual timetable which he/she carries a copy of (symbolised if necessary).

Day Students

Day students may arrive at School **from 8.45am**. Students are signed in and out by Student Support Workers (SSAs) in Pike Hall (adjacent to the Jowett Centre Reception) and are signed out/collected from Jowett Centre Reception at either 3.30 or 5.00 pm.

Residential Students

Some residential students share transport with day students and for this reason they may also be signed in/out from the Jowett Centre. Otherwise residential students are signed in and out from their Residential House.

ALL students return to school on the **first** day of a new term – Autumn/Spring/Summer (There is no return for Termly or 5-night students the previous evening).

Termly and 5-night residential students may return to school from **5.00 pm** on the Sunday following LEAVE WEEKENDS and HALF-TERM HOLIDAYS. 4-night residential students and day students should return on the Monday ready for a 9.00 am start.

TRELOAR SCHOOL TERM & HOLIDAY DATES 2018-19

Autumn Term 2018	
<i>Monday 3 September to Wednesday 5 September</i>	<i>Professional Development & Preparation Days for all staff (3 days)</i>
Thursday 6 September	Start of half term 1 for Residential & Day students Staggered start dates for NEW students
Saturday/Sunday 29/30 September	Leave Weekend: School closes 3.30 pm on Friday 28 September School re-opens 5.00 pm on Sunday 30 September
Friday 5, Saturday 6 and Sunday 7 October	Respite Weekend
Friday 19 October	End of half term 1 School and Houses close at 3.30 pm
Friday 19 October	Parents Day
Monday 22 – Friday 26 October	Half term holiday for staff and students
Sunday 28 October	Residential students return to houses 5.00 pm onwards
Monday 29 October	Start of half term 2
Friday 16, Saturday 17 and Sunday 18 November	Respite Weekend
Saturday/Sunday 24/25 November	Leave Weekend: School closes 3.30 pm on Friday 23 November School re-opens 5.00 pm on Sunday 25 November
Friday 21 December	End of half term 2 School and Houses close 3.30 pm
Spring Term 2019	
<i>Thursday 3 January to Friday 4 January</i>	<i>Professional development days for all staff (2 days)</i>
Monday 7th January	Start of half term 3 for Residential & Day students
Saturday/Sunday 26/27 January	Leave Weekend: School closes 3.30 pm on Friday 25 January School re-opens 5.00 pm on Sunday 27 January
Friday 1, Saturday 2 and Sunday 3 February	Respite Weekend
Friday 15 February	End of half term 3 School and Houses close at 3.30 pm
Monday 18– Friday 22 February	Half term holiday for staff and students
Sunday 24 February	Residential students return to houses 5.00 pm onwards
Monday 25 February	Start of half term 4
Saturday/Sunday 16/17 March	Leave Weekend: School closes 3.30 pm on Friday 15 March School re-opens 5.00 pm on Sunday 17 March
Friday 22, Saturday 23 and Sunday 24 March	Respite Weekend
Friday 5 April	End of half term 4 School and Houses close at 3.30 pm
Summer Term 2019	
<i>Tuesday 23 April</i>	<i>Professional development day for all staff (1 day)</i>
Wednesday 24 April	Start of half term 5 for Residential & Day students
Saturday/Sunday 4/5 May	Leave Weekend: School closes 3.30 pm on Friday 3 May
Monday 6 May	Bank Holiday
Tuesday 7 May	School & House re-open at 9.00 am
Friday 17, Saturday 18 and Sunday 19 May	Respite Weekend
Friday 24 May	End of half term 5 School and Houses close 3.30 pm
Friday 24 May	Parents Day
Monday 27 – Friday 31 May	Half term holiday for staff and students
Sunday 2 June	Residential students return to houses 5.00 pm onwards
Monday 3 June	Start of half term 6
Saturday/Sunday 29/30 June	Leave weekend: School closes 3.30 pm on Friday 28 June School re-opens 5.00 pm on Sunday 30 June
Friday 5, Saturday 6 and Sunday 7 July	Respite Weekend
Friday 19 July	End of half term 6 School and Houses Close 3.30 pm

ATTENDANCE/ABSENCE

Attendance is logged and part of the annual Census return to the Department of Education. It is also recorded in the paperwork for a student's Annual Review and shared with the funding Local Authority.

If your son/daughter is not well enough to come to school, please telephone one of the Administrators (see page 4) or email school.office@treloar.org.uk

Please leave a message if the telephone line is busy. The information will be shared with the student's Multi-disciplinary Team.

Medical Appointments (Please inform School Administrator)

Wherever possible, please arrange appointments during the school holidays. Parents/Carers are not required to obtain permission for their son/daughter to attend medical appointments in term time. However, we do need to know in advance so that the absence can be logged and the information shared with the Multi-Disciplinary Team.

Authorised Absence for Religious Observation (Please inform School Administrator)

Please notify the school of dates/arrangements in advance.

Other Absence during Term Time

In **exceptional** circumstances, the Head of School is permitted to authorise absence in term time. Please avoid arranging holidays in term time. To request permission for authorised absence in term time from the Head of School, please email Mia Dodsworth.

Arranging Late Collection/Running Late

In the event you are unable to collect your child at the arranged time, please inform the School Office Administrators on 01420 547400, Ext 3402/6765/6426 and the Jowett Centre on Ext 7800, so that arrangements can be made.

Reassessments

We are keen to support a student's return to school following surgery /period of time in hospital/and or period of time unwell as soon as it is possible to do so. As part of this process, we do need to complete an assessment of student need before the student returns to school. This is to ensure the student can return to school safely, with staff fully aware of any change in need – for example, equipment, moving and handling, staffing support – and, importantly, ready to meet need. When surgery or hospital admission is planned in advance where possible

we will try to schedule in this reassessment as part of the forward planning. Of course we do realise that sometimes health issues or the need for surgical intervention arise suddenly and the reassessment and return to school needs to be planned as a team between school, home and other professionals who may have been involved.

Your son/daughter's Progress and Transition Coordinators (PTCs) should be the first point of contact for you to discuss and plan a student's return to school after an absence of more than one week. The PTCs will liaise and coordinate the communication between home and the multi-disciplinary team in school to support and enable the student's return to school.

During the reassessment you may need to remain onsite to discuss the outcome. Any further questions around this can be discussed with the PTCs.

HOW WE WORK WITH OUR PARENTS & CARERS

At Treloar School Parents and Carers are encouraged to participate in school life. Throughout the year we hold a number of events to celebrate students' achievements, including special assemblies, sports events, and music and drama performances. In addition, there are opportunities to get involved in our many fundraising events and participate in the series of exhibitions which are held in the Jowett Centre. Many of our parents are active supporters and helpers for our sports teams as they travel to compete in local, regional and national competitions for athletics, Boccia and swimming.

Annual Reviews & Reports

A full report is issued in advance of the Annual Review of the SSEN or EHCP (Statement of Special Educational Needs or Education, Health and Care Plan).

This academic year, Annual Reviews are usually scheduled to be held on either a Wednesday or a Thursday. The On-Programme Co-ordinator will contact Parents/Carers with a date for the Annual Review meeting. Please understand that, due to the high number of Annual Reviews held during an academic year, it is very difficult to change the date or time proposed for the meeting. Invitations are also sent to the representative of the funding Local Authority and other professionals involved with the student. Contributions from the student and his/her Parents/Carers are sought and attached to the Annual Review Report. We would like to encourage all parents to take this opportunity to provide us with feedback.

Progress and Transition Coordinators will liaise with students and families, pre review to ensure updates for Section A of the EHCP are clear within our paperwork.

Home/School Books

Each student has two Home/School Books – education (green) and residential (orange). Please use these to convey general information between school and home. They will be checked each day by the educational and residential teams. Staff will also use them to share information with you, so please check them regularly at home.

Head of School Half-Termly Letters

The Head of School writes regular letters which are sent to Parents/Carers. If there are personalised items, the letter and attachments will be sent by post or email. Please let a member of the Administrative Team know if you prefer to have all communications sent by post, rather than email.

Weekly Class Newsletters

Form Teachers write a weekly newsletter which will be available to read each week on the Parent Portal. Please let the form tutor know if you are unable to access this communication via the Parent Portal, so an alternative means of getting this information to you is agreed.

Termly Newsletters

There is a termly Treloar Newsletter which gives information and news from both the School and the College; it is emailed to Parent/Carers and these will also be posted on the Parent Portal.

IEPs (Individual Education Plans)

Each student has an IEP (Individual Education Plan) and input from the student and his/her Parents/Carers is sought before setting the targets. Please communicate your ideas and priorities to the form tutor so they can form part of the multi-disciplinary team's discussion. IEPs are kept updated as targets are achieved or need reviewing, and parents can access this information via the Parent Portal. Annual Reviews and MDT meetings with Parents/Carers provide an opportunity for parents to discuss IEP targets with the staff team. Alternatively, parents can request and arrange a meeting at a different time.

Therapy Programmes/Equipment Needs/Liaison with Medical Experts

A student's named therapist will liaise directly with Parents/Carers and external medical professionals as appropriate. We appreciate that it can be difficult to catch therapists by phone at times so please feel free to email or put a note in the home/school book for our attention.

Most of the students at Treloar's are supported by external clinical professionals at various times when they are not at school or college. It is therefore essential that there is an agreed system and process in place to manage and encourage clinical professional relationships, as it is in everyone's best interest that communication between all key partners is robust and effective. Please refer to the Guidelines for Managing External Clinical Professional Relationships Policy on the website

Parent/Carer Voice

On an annual basis, Parents/Carers will be sent an on-line survey which will cover all aspects of the provision at Treloar School. Specific themed surveys will be issued to Parents/Carers to help us gain views on a specific service or a new development. All new families will be sent a survey at the end of September asking for their views on our admissions and induction process.

Home/School Agreement

We require parents and carers to sign up to the Home/School Agreement which sets out how we aim to work together. There is a student element as well to ensure students understand the expectations we have of them. This home/school agreement is sent to all new Parents/Carers and is available within the Parents pages on the Treloar Website.

New Students Parents/Carers Meetings/Review of Contract

We hold a New Student/Parents/Carers meeting within the first six weeks of the student joining the school. Parents/Carers will be contacted to arrange a mutually convenient date and time to meet with their child's Multi-disciplinary Team to review how the student is settling into school, discuss IEP targets and to review the contract of placement. In instances where parents are unable to attend this meeting we will still ask for a written contribution beforehand to ensure these views are included in the meeting. We will send minutes of the meeting to both parents and the LA.

Integrated Classes – Meetings with Parents/Carers

Parents/Carers of students in the integrated classes are invited to a Student Progress Review meeting during the academic year.

Clarion Call

We use the Clarion Call system to communicate with our Parents and Carers via email or text. It is used to communicate quickly about situations that affect all students or certain student groups, for example in the event of an emergency, or to remind parents quickly of up and

coming events. There is no facility for reply. It is vital that you help us to keep your emergency contact details up-to-date. Please do this by emailing any updates to school.office@treloar.org.uk

Contingency Plan

New parents need to be aware that in the event of an emergency, e.g. pandemic outbreak, the School is required to put in place the following contingency plan for the effective removal of students and staff from site as quickly as possible:

You will be contacted by ClarionCall (text) and email and within 3 hours of receiving the message you should notify us by telephone the proposed arrangements and time for your son/daughter's departure from School – which must be within 12 hours of the original notification.

Please note, that due to the vulnerability of our students (and for some, the long distances involved in travelling) it is possible that Treloar's Pandemic measures will be put in place ahead of your local mainstream schools and colleges.

Parent's Association (PTA)

Our supportive Parent's Association meets termly on Parents/Carers Days and runs activities aimed at supporting Parents and Carers. The Head of School meet half-termly with the PTA Committee.

Each autumn we elect a Committee to represent Parents/Carers, for which anyone can stand. This Committee meets regularly to discuss issues and works with senior management in a proactive manner. The outcomes and reports of these meetings are reported in the half-termly Newsletter for Parents 19 October 2018

The PTA welcomes Parents and Carers to coffee mornings every Monday morning following drop off at 9.00 am in the Jowett Centre. This is a chance to meet other parents and share experiences. We also have a lunchtime meeting on Parents/Carers Days (one per term). It is a chance to get together, exchange ideas with other Parents and Carers and find out what the Committee has been doing. At the same time, the PTA regularly invites guest speakers on topics of interest to Parents and Carers. We are usually also present at other school events, so please do take the opportunity to have a chat.

The success of the PTA relies on involvement and we welcome comments, ideas, concerns and proposals from Parents/Carers at any time. The Committee can be contacted via parents@treloar.org.uk or by leaving a message for the Chair of the PTA at the Jowett Centre Reception.

Governance

Our Chair of Governors is Mike Chadwick. A full list of Governors can be found on the Treloar Website.

Our Governors bring a range of skills and expertise to Treloar's and give freely of their time to support us. The School and College Governing Body assist the Principal and the rest of the senior management team to operate and develop the organisation and its services.

Parent Governor

The Parent Governor is a person appointed by the Trustees to the Governing Body from the parents or carers of students at the School and College. That person has to meet the requirements of the Education (Non-Maintained Special Schools England) Regulations 2011 and any successor legislation. In essence this means that the Parent Governor represents the parents of students at the School, although their appointment can continue if the student is at College. Their appointment terminates either when the student leaves School or College, or at a maximum of 12 years, whichever arrives the soonest.

It is usual that the Parent Governor is an elected member of the Treloar Parents Association (TPA) and provides a report both on behalf of the TPA and as the Parent Governor to each Governing Body

Media Permission

We would like to be able to make use of student photographs, for external promotion often used in the public domain ,your permission is required to allow us to do this please see consent information for details

Parents/Carers Taking Photographs at School Events

Photographs and videos for school and family use are a source of innocent pleasure and pride, which can enhance the self-esteem of children and young people and their families. However, we do ask all parents to keep to the following basic guidelines:

1. Parents/carers and others attend school events at the invitation of the Head and Governors.
2. The Head of School will decide if photography and videoing of any school event is permitted.
3. The Head of School will decide the conditions that will apply so that children are kept safe and that the event is not disrupted in any way.
4. Parents and carers can use photographs and videos for their own personal use only. **Such photos and videos must not be sold or put on the internet, including social networking sites e.g. Facebook if they contain images of any student other than their own son or daughter.**
5. Recording or/photographing other than for your own personal use requires written consent from all the other parents whose children may be included in the images.
6. Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
7. Remember that for images taken on mobile phones the same rules apply as for other photography, you should recognise that any images taken are for personal use.

Photographs being sent home

Members of staff may send photos home to parents as a record and celebration of student engagement, achievement and progress. This is often a really meaningful way of sharing the work and activities of a student's school life, and we know that they are appreciated by parents. On receiving these photographs, parents must be aware that if the image includes other students they must not upload these to the internet including any social media.

Computer games

Computers play a huge role in the lives of many of the students at Treloar's. They enable them to do things that would be unimaginable without modern technology. They are also a significant source of recreation, staying in touch through social media, Skyping family and playing games.

Most games are not problematic and can develop skills, but we are aware that some students have access to games that have age certificates that are much older than their actual age. Some of the popular violent computer games have 18 ratings, which are not suitable for children.

The evidence of long term harm is complex and suggests that different games affect children in different ways. It is clearer that violent games can be frightening distressing and cause agitation in the short term. Please bear this in mind when considering what games to allow your children to play. Treloar's does not allow students to play computer games or watch videos that are not age appropriate while at school or college.

Using symbols to support students

At Treloar School symbols are widely used to help students to understand and communicate. We also aim to make important written information as accessible as possible.

Treloar's students can use symbols to:

- Help with communication
- Support the understanding of the choices available to them
- Support learning
- Help express themselves
- Be more independent
- Access information
- Make preferences and choices known

Examples of how students use symbols include:

- Symbolised communication books and devices, if needed by a student to make choices and to express themselves
- Talking mats - This format presents information in small chunks, using symbols to help students to think about issues and to make decisions
- Timetables

- Schedules to encourage independence with daily routines
- Signage - signs for classrooms and to find the way around the Treloar campus
- Posters giving information in accessible ways
- Symbolised questionnaires
- Treloar's charter

COMPLAINTS

Treloar School aims to offer an excellent service to all its students, all of the time. However, we are aware that, on occasion, Parents/Carers or students may be unhappy about aspects of life within education. When this happens, we are very keen to hear what the problem is, as soon as it arises, so that we can investigate and put things right where necessary.

Most concerns or issues can be dealt with informally by the person delivering the service, within the School, the Residential setting, Therapies or Health Centre. For those complaints that cannot be resolved easily, we will instigate a formal investigation. Please do not hold all of your concerns until an annual review or a meeting; please let us know of any problems as soon as they arise.

A guide to Concerns and Complaints procedure is on the Treloar Website.

SAFEGUARDING

We take the welfare of our students very seriously. The Head of Safeguarding ensures that all staff are trained and able to respond to any concerns; these concerns may be related to a student's home life, bullying by other students or the care provided by a member of staff. Our comprehensive policies and guidance explain how people should respond whenever a child needs safeguarding.

We have a strict policy of openness and zero tolerance over abuse and neglect, so when problems arise, we may need to report concerns to Hampshire County Council (our lead Authority) or Ofsted. We will always speak to Parents/Carers about the concerns whenever possible.

BEHAVIOUR

The School's Behaviour and Sanctions Policy is on the Treloar Website. Positive reinforcement of good behaviour is our primary method of managing behaviour. The holistic support we give to students - in terms of their emotional wellbeing, communication and understanding of their

impact on others - promotes positive behaviour. Individual emotional and behaviour support plans are produced for students and staff teams as required and include strategies and appropriate consequences.

MENTAL CAPACITY AND BEST INTEREST DECISIONS

Students Age 16 plus are subject to the Mental Capacity Act 2005. This assumes that these students can make their own decisions and give consent for most things.

Some students, usually because of a learning difficulty cannot make decisions, in these cases we will assess capacity, consulting carers and parents and make a decision in the students best interest e.g. do they have capacity to consent to their care plan, if they lack capacity we can assume that it is in the students best interest to follow the agreed plan.

POLICIES AND PROCEDURES THAT PARENTS/CARERS MAY NEED TO REFER TO:

All of the policies and procedures below are on the Treloar website - www.treloar.org.uk

At Treloar's we aim to ensure that everyone has an enjoyable, safe and healthy environment to learn, live and work where they can reach their full potential. Learner activities, staff procedures, guidance policies and resources are continually reviewed to ensure there are the greatest opportunities for success.

Access Arrangements Policy

Anti-Bribery Policy

Anti-Bullying Policy

Conflict of Interest Policy

Deprivation of Liberty Safeguarding Practice and Protocol Policy

E-Safety Policy

Equality and Diversity Policy

Guide to the Concerns and Complaints Procedure

Guidelines for Managing External Clinical Professional Relationships

Information Security Policy

Media Permission Conditions document

Mental Capacity Act Policy

PE & Sports Premium Policy

Primary Parent Communication Plan

Parent Portal – issuing a password and consent to issue a password policy

Parent engagement and involvement policy

Professional Visitors in School and College Learning Environment Policy and Procedure

Pupil Premium Policy

Referral to Educational Psychologist Policy

Safeguarding Children and Adults with Support Needs Policy

School Attendance Punctuality Policy

School Behaviour & Sanctions Policy

School Pastoral and Religious Care and Education Policy

School and College Student Journey Procedure

Spiritual, Moral, Social and Cultural Development Policy

Student Care and Welfare MDT Protocol

Student's Guide to Complaints

Study Programme Compliance

Student Involvement Policy

Swimming Pool Policy

Treloar Parents Association Terms of Reference

Total Communication Support Policy

Visitors and Guest Speakers Policy

Treloar Nursery Provision

Wednesday, Thursday and Friday mornings 9.00- 1pm

Nursery children are signed in/out in the Nursery building.

Telephone: Direct Line – 01420 547408

Please bring the following to nursery with you:

- Mid-morning snack and a packed lunch
- A bottle of drink and a beaker
- Any medication that may be required throughout the session
- Nappies
- Shoes suitable for standing
- Wet weather clothing
- Spare set of clothes to include top, trousers, underwear and socks
- Blanket for sleeping

Each child will have a named box where belongings can be stored from week to week.

Children attending nursery are not required to wear uniform.

BELONG – Parent & Child group

For pre-school children and their parents/carers

A physical programme with input from Occupational, Physio and Speech and Language Therapists and activities aimed at providing advice and support to parents/carers.

AN INTRODUCTION TO CATERING AT TRELOAR'S

The Treloar's Catering team are here to serve the students and provide the best possible freshly cooked food and mealtime experience we can.

We are a team of 30 trained catering professionals, including 7 chefs who are experienced in cooking special diets. Our menus are created in consultation with students, a team of dieticians and Dysphagia expert.

The nutrition team create bespoke eating and drinking profiles for each student which we follow to the letter. Typically we produce 27 plates of moulded pureed food each lunch time and we also prepare kosher pureed meals, lactose free, halal, high calorie, and healthy options, vegetarian, gluten free as well as blended food via gastro feeds every day. Twice a week we offer a take-away special from the Hub and we serve a roast dinner every Tuesday.

We are regulated and inspected by the Care Quality Commission, Ofsted and Environmental House Officers, all of whom have rated our provision at the highest level.

We are passionate about students' mealtime experience and we aim to accommodate everyone. We work hard to have an inclusive environment where students who may have special dietary requirements don't feel singled out as different.

Our menus are nutritionally assessed; we provide a full range of textures, a hot main meal at lunch time, a lighter meal at supper; and fruit, yoghurts, puddings, salads, omelettes and jacket potatoes to order. We also provide packed lunches for trips including moulded pureed sandwiches if necessary.

Everything your son or daughter requires in terms of food is provided and there is no need for you to bring in food (except perhaps treats for a tuck box – no nuts please!)

We aim to be nut free whilst having consideration for the choices of students who we encourage to be independent, many of whom as a result may carry out personal grocery shopping and cooking. All food prepared by the Catering team is carried out in a nut free environment. We do not allow nuts in the dining rooms or main kitchen, we don't sell nuts in our shop or café and we ask parents to refrain from sending in anything containing nuts. However if a student would like to bake a coffee and walnut cake we would make provisions for this to happen in a safe way.

We adhere to strict regulations (including temperature control, separation of allergens, storage and hygiene), enforced by the EHO, which are designed to prevent cross contamination, unsafe food, allergic reactions & illness.



Pureed take away pizza

To maintain stringent control, we only allow food that has been made in our kitchens to be eaten in our dining rooms. In exceptional circumstances we may consider allowances to this rule, but only after a comprehensive risk assessment.



School Prom

If you feel that there is something we are not providing, that is a requirement for your son or daughter, we would like to meet with you and discuss how we can best accommodate your son or daughters requirements with our nutritional team.



Pureed ham & cheese sandwich, salad side & chocolate slice –packed lunch

We are here to discuss any concerns you have or if you would simply like to meet the team making your son or daughters food, ask who our suppliers are, look at our menus or view our kitchens, you are very welcome.

I can be reached on the contact details below and would be very happy to answer your questions or arrange a meeting.

Chloe Stoneham

Head of Site Services

01420 547 746

Chloe.stoneham@treloar.org.uk

Specific allergens

Due to the severe nature of peanut and nut allergies which can result in anaphylaxis, we as an organisation endeavour to be nut free.

Whilst we cannot guarantee a complete absence of nuts we do not allow them in our kitchens, dining rooms, café or to be sold in the shop.

We ask that parents do not send nuts or chocolate containing nuts in as part of tuck. We also ask that cakes and items made for cake sales and fund raising activities are nut free.

We respect the choices of our students who may wish to do personal shopping and cooking including buying and using nuts; where ever possible we would make provisions for this to happen in a safe way.

To maintain stringent control, we only allow food that has been made in our kitchens to be eaten in our dining rooms. In exceptional circumstances we may consider allowances to this rule, but only after a comprehensive risk assessment.

CURRICULUM (Curriculum Guides 2018-19 will be placed on the Parent Portal in September)

Key Stage	National Curriculum Years	Age
Reception-Key Stage 1	Reception-2	4-7 years
Key Stage 2	3-6	7-11 years
Key Stage 3	7-9	11-14 years
Key Stage 4	10-11	14-16 years
Key Stage 5	12-14	16-19 years

Class	Key Stage/s	Teacher/Tutor
Nursery/BELONG		
Primary	1 and 2	Morag Steel
Transition Group	2 and 3	Beth Arnott
KS1/2 INT	1 and 2	Kristina Guiczoghy
KS2/3 INT	2 and 3	Debbie Hobbs
KS3/4 INT	3 and 4	Agi Kovacs
KS3 3/4 S	3 and 4	Jenny Steele
KS3 SAS	3	Sali Stanistreet
KS3/4C	3 and 4	Phil Cranston
KS3/4 I	3 and 4	Val Ilsley
11P	4	Katherine Paddington
TFE C	5	Lisa Cull
TFE BM	5	Susan Butler-Meme
TFE J	5	Jenny Judge
PFE	5	Liz Williams-Foreman

Key Stage Coordinators

Key Stage 3 Coordinator	Jenny Steele
Key Stage 4 Coordinator	Richard Aason
School Sixth Form Coordinator	Jenny Judge

Subject Co-ordinators/Champions

English	Helen Dignum
Maths	Val Ilsley
Science	Richard Aason
ICT	Chris Butler (Mr)
Design & Technology	Andras Zubor
Music	Jocelyn Watkins
Art	Liz Williams-Foreman
PE and swimming	Laura Coleman
Religious Education	Chris Butler (Mr)
Sex Education/PSHE	Chris Butler (Mr)

National Curriculum

Our curriculum offer is derived from the National Curriculum, and is differentiated to meet the abilities and needs of each individual student. As we work on a primary school model of one class teacher delivering a significant number of the subjects, there is a considerable amount of flexibility for teaching core skills on a cross-curricular project basis.

Integrated Curriculum

Students who are working in the P levels will most usually work as part of an integrated class, along with a group of peers appropriate to their age and abilities. The aim of the integrated curriculum is to provide a holistic programme which would enable these students to reach their full potential by integrating their academic and therapeutic needs in the classroom. Students follow a multi-positional programme in the classroom, including standing frames, prone/supine lying, long sitting, stretches and massage. Students have access to alternative and augmentative forms of communication (AAC), as appropriate to their needs, and learning is supported through the use of Picture Communication Symbols (PCS) and other visual and multi-sensory cues.

Music Therapy

Music Therapy

Music Therapy will be delivered across the school on an individual, paired or group basis. Further information is available on request.

Elayna Martin, Head of Counselling: elayna.martin@treloar.org.uk

Tel: 01420 547400 Ext 6419

The Year 9 Options Process

In Year 9, students and parents are supported in making an effective transition to Key Stage 4, where one of four pathways will be followed:

1. GCSE Pathway: Students who are working at National Curriculum Level 4 and above at the end of Year 9 will usually go on to study GCSEs in Key Stage 4
2. Entry Level Pathway: Students who are working between National Curriculum Levels 1 and 3 at the end of Year 9 will usually go on to study Entry Levels in Key Stage 4
3. Integrated Pathway: Students who are working between P3 and National Curriculum Level 1 at the end of Year 9, will usually go on to follow ASDAN's 'Transition Challenge' at Key Stage 4
4. Bespoke Pathway: Some students will follow a curriculum that combines two of the above pathways

Year 9 students have an Options Afternoon in the Spring Term when they learn more about the courses on offer at Key Stage 4. Written information about these Options will be communicated to parents, and this will be a focus for discussion between teachers and parents during the Spring Term. Students indicate which subjects they would like to follow as their option subjects in Key Stage 4, and this information is used to form the final Option blocks. Unfortunately it is not possible to offer every student their first choice subject but we do our very best to ensure the most popular subjects are on offer.

Accredited courses at Key Stage 4 (Years 10 and 11)

At Key Stage 4 we deliver accredited courses at GCSE and Entry Level in English, Maths, Science and ICT/Computer Science. In addition to these core subjects, we deliver Option subjects. The Option subjects on offer each year are decided through the Year 9 Options process and are based on a combination of student interests and abilities.

From September 2018, the Year 10 Option subjects are Design and Technology (Resistant Materials), Art & Design, Music, Food Technology and PE.

For those Year 11 students continuing with the second year of their accredited courses, the Option subjects are Design and Technology (Resistant Materials), Art , Music and PE.

TRELOAR SCHOOL SIXTH FORM: TRANSITION TO FURTHER EDUCATION (TFE)

The Sixth Form programme at Treloar School offers opportunities for students to further develop the skills they need for moving on to further education at a college and for adult life. The OCR Life and Living Skills suite of Entry Level qualifications are accredited on the Qualifications and Credit Framework (QCF). They are available at Entry Level 1, 2 and 3 and provide learners with high quality, nationally recognised qualifications. They are credit-based qualifications that provide valuable opportunities for individuals to develop skills gain underpinning knowledge and understanding and offer opportunities for learners to progress to higher level units in the suite or to achieve units at the same level, where progression to a higher level is not possible.

These qualifications have been designed for both young people and mature learners, including those with complex learning needs. Over 150 bite-sized units are available across a wide range of engaging skill areas. A combination of units, at any level, can be selected to suit the particular needs and interests of the learner. This provides the opportunity to build a rich and

varied personalised learning programme for the learner. Students also work towards accredited Functional Skills courses in Maths and English between Entry Level 1 and Level 1. Bespoke programmes of study can be created to meet the Individual needs of those students who working towards Level 1 in some areas.

TRELOAR SIXTH FORM: PATHWAY TO FURTHER EDUCATION (PFE)

This Sixth Form programme at Treloar School is for students working at levels at or below Entry Level 1. The curriculum offers opportunities for students to further develop the skills they need for moving on to further education at a college and for adult life. It provides a 'stepping stone' to learning at a further educational provision. The curriculum delivered provides a framework of activities through which personal, social and independence skills can be developed at an appropriate level for those within the PFE group. As with the integrated curriculum, the PFE curriculum integrates therapeutic and academic needs in the classroom.

Students studying at Level 2 (i.e. achieving GCSE Grades A* - C) will be supported in their transition to an appropriate college at the end of Key Stage 4 (Year 11). This may include visits to other education establishments, including Treloar College.

PPD (Personal, Physical Development Lesson 7)

PPD is delivered in lesson 7 Monday, Tuesday and Thursday. On Wednesday, students have a Form Tutor period at this time and school finishes at 3.30 pm on Friday, after a whole school assembly.

PE/Sport and Swimming

All students take part actively in PE within the curriculum and many excel in their chosen sport: Boccia; athletics; swimming; new-age kurling; power chairball; archery etc. Throughout the year, teams and individuals from school and college attend Regional and National Championships in Boccia and athletics, returning with a healthy complement of medals. Students should have their swim kit ready to swim whenever swimming is on their timetable. A letter/note/email from home will be required if your child is unable to swim, with the reason why.

Sex and Relationship Education

Sex and Relationship Education (biological aspects) is a statutory part of the National Curriculum for Science and this learning is reinforced in Personal Social Health Economic (PSHE) lessons. The emotional and social aspects are covered in PSHE, which is non-statutory

and, as such, Parents/Carers have the right to withdraw their child from some, or all, of these lessons. Sex Education is taught as part of the Key Stage 3 rolling PSHE programme. Parents will be sent details of what will be covered in the modules during the term before they are delivered.

Sex Education is taught as part of the KS4 programme during Year 11, in the Spring Term. Details will be sent to Parents/Carers during the Autumn Term, but if you want more information in advance, please contact either the class teacher, or Mr Chris Butler (PSHE Co-ordinator) : chris.butler@treloar.org.uk

Sex Education for the Sixth Form will be covered as part of their PSD programme. Please contact either Mr Chris Butler or the Form Teacher for further details.

If you wish to withdraw your child, please contact the school to discuss.

Individual Music Lessons

The School can arrange for a student to receive music lessons in singing, keyboard/piano, drums and guitar from a peripatetic Music Teacher, the cost of which is met by Parents/Carers. There is a small fund to meet costs in cases of family hardship. If this is the case, please contact the Deputy Head of School, Helen Dignum.

Recognising and Celebrating Achievements

Our students achieve a great deal, often beyond expectations. We ensure that these achievements are recognised and celebrated. We operate a merit system and students work towards achieving their Bronze Award (50 Merits), Silver Award (100 Merits), Gold Award (150 Merits) and Platinum certificates (200 Merits).

Particularly significant achievements are recognised by sending a Good News Postcard home. Any member of staff who works with students is able to award students Merits and Good News Postcards, as we know that students make significant achievements and progress across all areas of school life.

Each term we have an Achievements Assembly to celebrate these achievements as a school community. The information about students recognised at these assemblies will be posted on the Parent Portal for parents to see.

The grand finale to our celebrations of student success is our Founder's Day and Prize giving ceremony held at the end of the academic year. Parents and Carers are warmly invited to attend this event and join us in celebrating the many achievements of our students.

Head Boy/Girl and Sixth Form President/Vice President 2018-2019

Elections are held in the Summer Term for the following academic year. elected representatives are:

Head Boy: Jamie Morris

Head Girl: Ella Bryant Brand

Deputy Head Boy: Daniel Woolford

Deputy Head Girl: Leyla McCauley

Presidents of the School Sixth Form (with exactly the same number of votes!):

Kiera Tucker Brown and Kitty Holmes

Vice President of School Post 16: Charlie Boffin

The elections for these roles for next year will be held on Friday 13th July 2018, and parents will be notified of the results soon after.

School Music Productions

The school puts on a musical production every two years. The 2018 production will be Beauty and the Beast. In 2019 there will be a school talent show.

STUDENTS AND TECHNOLOGY

Students have access to a wide range of technologies at the school and in the Technology Hub. All students will have a technology assessment when they start and will have a dedicated PC set up specifically to their requirements. Individual IT requirements are regularly reviewed and modified as appropriate.

We have Wi-Fi across the whole of the campus, including the residential houses, so students can keep in contact with home and their friends. E-safety is of paramount importance to us and is addressed specifically with the students, as well as being integrated into the curriculum. In addition, internet access is limited to suitable sites by a filter.

All students have an email address (see page 5) and are encouraged to send and receive messages, both internally and externally. There is a Student Acceptable Use IT Policy which students must sign and abide by.

The Tech Hub, where there are many loanable resources (audio books, DVDs, video games), is open weekdays during term-time. Students can come and study, participate in after-school

activities including Technology iPad Club, 3D printing club or just hang out and play on the large screen Wii!

Laptops/Tablets

Bring your own Device is actively encouraged but all such equipment remains the responsibility of the student. The use of 3G dongles is not recommended due to the risks involved with students having access to unfiltered and unmonitored websites and other web-based communication. Similarly, personal devices with active data contracts such as Smartphones or 3G iPads have access to the Internet through their service provider and are therefore out of our control.

Mobile Phones

Mobile phones must be switched off in class and during meals and activities to avoid disturbing others. All mobile phones/chargers should be named.

Please ensure that your child does not have age-restricted games loaded on the personal computer equipment that they bring into school.

PARENTS/CARERS ARE ADVISED THAT THESE, AND OTHER VALUABLE PERSONAL ITEMS, SHOULD BE COVERED BY HOME INSURANCE.

PARENT ACCESS PROGRAM (PAP)

We have a new portal for parents/guardians. This will give you real-time information about your young person's IEP achievements, attendance and timetable. It will also be a way for tutors and others to provide updates on progress and send out newsletters.

If you would like access, please email jane.hayden@treloar.org.uk with the details below:

Your Name

Email address

Password (must be at least 8 characters which include at least 1 numeric and 1 capital letter)

Student Name

Please note that for parents of students 16 years and over, we are required to obtain their permission for you to have access to their records.

We would also welcome your feedback and ideas. In either case, please email our Head of Technology, Jane Hayden: jane.hayden@treloar.org.uk

Accessing the PAP

Use the following link in your Internet Browser

<http://pap.treloar.org.uk>

Username is email address supplied

Password is as provided by Treloars

Once logged on the student Dashboard is displayed which gives you information on attendance, latest achievements and today's timetable.

The screenshot shows the 'PARENT ACCESS' dashboard. On the left is a dark sidebar with navigation links: Dashboard, Messenger, ILP, Targets, and Timetable. The main content area has a header 'DASHBOARD' and a search bar. Below are three sections: 'Attendance' with a table, 'Achievements / Observations (Last 7 days)' with a table, and 'Today's Timetable' with a table.

Date	Evidence Text	Objective

Start	End	Subject	Tutor	Location

Use the links on the left-hand side to navigate to the following sections:

Messenger – this is a noticeboard where staff can post messages along with photos and documents to you.

ILP – View details about your son/daughter’s MDT, their long-term goals and any non-target related learning

Targets – shows the targets and objectives that are currently being worked on, along with any achievements

Timetable – the week’s timetable

THERAPIES – Physiotherapy, Occupational and Speech & Language Therapy

The Therapists work as part of the multi-disciplinary Teams within the school.

Each student has a named Occupational Therapist, Physiotherapist and, if required, a Speech & Language Therapist. This information is sent out to Parents and Carers at the start of each academic year. We try very hard not to make changes to therapist allocations during the year but this is sometimes unavoidable. We will let you know if your child’s Therapist does change.

Details of how to contact the Therapy teams are on pages 5 & 6. We are also very happy to receive emails from Parents and Carers as we recognise that this is often the most convenient way for you to make contact with us.

EQUIPMENT

All students are required to have anti-tip bars on their self-propelled manual wheelchairs.

All students who use wheelchairs are required to wear lap belts, unless they have agreed otherwise with therapists.

All students who use a powered wheelchair must also have a suitable manual wheelchair to be used in case of breakdown and, if required for emergency evacuation.

If anti-tip bars and headrests have been supplied by the home Wheelchair Service, please send them into school. If this is not the case, please contact the home Wheelchair Service to explain the policy at Treloar School. If it is not able to supply these items, your child’s Physiotherapist will be able to advise you.

PLEASE ENSURE THAT ALL VALUABLE EQUIPMENT IS APPROPRIATELY INSURED.

WHEELCHAIR USERS SHOULD HAVE THIRD PARTY INDEMNITY INSURANCE.

ALL EQUIPMENT SHOULD BE CLEARLY NAMED.

The Trust has a requirement to risk assess students to ensure that their wheelchairs are secured safely in Trust vehicles. Each student is assessed in school and the harness restraint points on their wheelchair are marked with stickers.

All wheelchairs must be fitted with either an integral headrest or have the facility to fit a detachable headrest which should be provided by Parents/Carers.

**PLEASE NOTE THAT THE RESIDENTIAL HOUSES DO NOT
HAVE THE FACILITIES TO STORE EXCESS EQUIPMENT.**

Driving Skills & Mobility

All students have an assessment of their safety and driving skills for the school and wider campus area – this is done via the Multi-Disciplinary Team.

Please find below information on some of the equipment that your child may use and may bring to school:

Wheelchairs/Trikes

NHS Wheelchairs:

Adaptations and repairs to NHS wheelchairs need to be carried out by the home Wheelchair Service. These should be arranged by Parents/Carers wherever possible. Emergency repairs for residential students can be referred to our local repairer via the Therapy Department and Basingstoke Wheelchair Services. When the repair is costly, it will need to be referred to the home Wheelchair Service, and this may delay the process.

Privately Purchased Wheelchairs

Adaptations, maintenance and repairs to privately purchased wheelchairs should be in liaison with the dealer that provided them. Emergency repairs for residential students can be coordinated by the Therapy Department with a local dealer. This will incur charges, including call-out, labour and parts. The Therapy Department will contact Parents/Carers to discuss details before work is carried out.

Trikes

Your child may be able to ride a trike at school. Please liaise with your Physiotherapist before bringing one in. We have limited storage and for those using a trike on an occasional basis we may have one at school that they can use. Students using a trike at school need a well-fitted bicycle helmet.

Footwear and Orthotic Equipment

We recommend that, where possible, your child continues with their current Orthotic Service. If your child does not have access to an Orthotist, we have a limited service at school. We will need the student's NHS number in case the school service is used.

Standing Frames and Walkers

If your child has been issued with these, and they are still appropriate, please send them into school.

Night Sleep Systems

Please bring any sleep systems or night positioning equipment into school. If this is difficult, please liaise with your child's Physiotherapist/Occupational Therapist.

Communication Equipment

Please bring any communication equipment that your child uses, including low-tech e.g. Word/Symbol Books and ensure that chargers, instruction manuals and other accessories are brought in too, all clearly labelled with your child's name. Please supply details of any warranties.

The Speech and Language Therapy department is able to provide support with day-to-day trouble-shooting for issues with voice-output communication aids and we will liaise with the suppliers to try to resolve more complex problems. We can organise for equipment to be sent away to the supplier for repair when necessary, however, we would need to clarify who will fund the cost of such repairs. If this is not covered by a current equipment warranty, we would seek funding from one of the following sources: Local Authority, Specialist AAC Hub, private funding by parents/ carers.

Shower Chairs/Toileting Equipment

We can usually provide the equipment that your child will need. If you have any specialised or bespoke equipment, please bring it with you, especially for the first few weeks of a placement. We will do our best to duplicate it.

Switches

If your child uses switches for accessing their wheelchair, computer or communication equipment, please bring them into school.

HEALTH CENTRE

The Health Centre offers nursing and medical support to all students. Our aim is to enable students to access education, by supporting their health needs whilst at Treloar's.

The Health Centre team consists of nurses, a practice educator, health care assistants, a medicines technician and medical secretaries. There is nursing cover around the clock. During the holidays there is always a nurse on duty (day and night) but this is only to support the students who are resident on Gauvain, the nurse is not available to assist with general queries.

Each residential house has one or more named nurse who will be your first point of contact for all health matters. The nurses provide training for classroom and residential staff, and can be contacted by phone or email. A nurse is always allocated to respond to emergencies.

Medicines

Each year Treloar staff administer more than 200,000 medications and we have strict processes to ensure student safety. We are constantly striving to improve our service and in the rare event of a mistake being made our first priority is to ensure that the student is safe. We will always tell you if an error has occurred and this will be thoroughly investigated.

All medications need to be prescribed by a doctor and then written up by our GP onto Treloar's electronic medication system (EMAR) for Treloar staff to administer. Both the GP and a senior nurse check every change carefully. Our medicines management technician liaises with our pharmacy supplier, and we receive daily deliveries. Our G.P's will only write up medication if it is clinically indicated. If medication is recommended by a different GP or specialist, clear formal medical correspondence must be provided.

General practitioner (GP) provision

Treloar's offer a GP service to all registered students (however, non-registered students will always be seen for emergency care). While choice of GP is entirely your decision, registering with our GP offers many benefits, and we believe this is safer and easier for the student and you, **so please do consider this.**

If the student registers with our GP, they will be invited to a new student assessment which you are welcome to attend. If the student attends without you, their age, mental capacity and consent will determine if this is then discussed with you. The GPs are sent all medical

information from specialists and the previous GP. They will provide all the usual care which you would expect.

Medicines required for home should be requested using the online facility at Odiham Health Centre, there is information regarding this on their website; or Requests for medication can be made via email to the medical secretaries' medicalsecretary@treloar.org.uk
If details of a nominated pharmacy are supplied, prescriptions can be sent electronically therefore saving you precious time.

We ask that you do not take medication, for home use, from students rooms as this will deplete the stock required for use at school/college.

For medical appointments in the holidays, you can register as a temporary resident with your home GP.

Staying with your home GP

If you and the student choose not to register, the GPs still require accurate and up to date medical information, so please ask your home GP to provide a 'medical summary printout' each term.

Our GP will write up the student's medicines for our residential and educational staff to give. You provide the medicines, and the residential staff will let you know when stock runs low or is close to reaching the expiry date.

We rely on the student or you to tell us when medicines have changed, but this needs to be supported with clear written confirmation from the prescriber. The right hand side of the repeat prescription at the beginning of term is needed, and other changes will require a letter from your GP or specialist. We need this information in order to provide safe care, and are unable to give any medicine without this.

Key points

Each term ask your GP for a medical summary print out

We need the right hand side of the repeat prescription each term or when medications have changed

All changes to medicines need clear written confirmation from *the prescriber* before we can administer

If opening a new bottle, please write when it was opened

Pharmacy labels must be accurate and in place on all medicines sent in.

Confidentiality of Medical Information

Please remember to read and return the consent forms for sharing of information.

Consent to Treatment

Students over the age of 16 years have a legal right to receive confidential medical treatment, if they are deemed to have mental capacity. They may also refuse the sharing of any information with parents or carers. This would also apply to those students under the age of 16 if the doctor feels they are competent to make such a decision.

Whilst every effort is made to obtain consent, there may be emergency situations where a decision will be made by a doctor in the students 'best interests'.

RESIDENTIAL HOUSES

There are three School residential Houses:

1. Gloucester House

Residential Manager: Julie Bodnar; Deputy Managers: Karen Grove and Libby Laney

2. Wessex House

Residential Manager: Alison Musgrave; Deputy Managers: Caroline Potts and Lou Offord.

3. Gauvain House

Residential Manager: Paul Skuse; Deputy Manager: Laura Gibson.

(Contact details – see page 5/6)

Day Student Provision Gloucester House

Gloucester day students will primarily be based on Malvern Wing

Deputy Manager: Christopher Catterall

Team Leaders: Vicky Beckwith and Joan Co (Contact details – see page 5/6)

Primary Students

The students based in the Primary classes are predominantly day students and are cared for within the main school building. Primary students who are boarders are based on Gloucester House.

Weekends - Termly Boarders

Students who stay for the weekends will be on Gloucester and Wessex houses only, combining for family type meals.

Pocket Money

We recommend that all residential (and respite) students deposit £25 at the beginning of the year into the House Bank to cover trips, takeaway nights, birthday cards, toiletries etc. Staff will inform parents/carers when the funds are running low.

Tuck

Please provide a small box of tuck which your child can eat at school. This should be replenished regularly. Tuck boxes are stored centrally in the Residential Houses and are available at morning and afternoon break times.

All residential and respite students will need to bring the following personal items:

- Shampoo/Conditioner
- Shower Gel
- Flannels (named)
- Toothbrushes/toothpaste
- Hair brush and or comb
- Razor/shaving foam (if required)
- Continence/Menstrual supplies
- Nail Clippers
- Hat
- Sun Cream

Clothing

During the school day, students wear school uniform. At weekends, students may prefer particular items such as tracksuit bottoms and casual tops. Velcro-fastenings may be more user-friendly and appropriate and will increase a student's independence.

This list gives some guidance on clothing which students may need:

- 3-4 casual outfits for the week, including sufficient underwear socks etc.

- 3 changes of nightwear and a warm dressing gown and slippers
 - Swimming costume
 - Changes of footwear, if appropriate
 - Casual clothing for the weekends
 - A warm coat or jacket (a reflective or light-coloured material is recommended)
 - Gloves (if the student drives a powered wheelchair, the gloves must not be so thick or stiff that they prevent normal use of the controls)
 - A suitable waterproof garment
- Plus:
- Any toys that are particularly important to the student e.g. favourite teddy bear – Photos and Pictures
 - Family and friends contact details.

ALL ITEMS MUST:

- Be suitable for washing in an industrial washing machine and tumble dryer.
- Have woven, or iron-on, transfer type nametapes attached securely.

Students who use power wheelchairs must bring in a manual wheelchair to use as a spare and in case of any emergency at night, together with a battery charger.

Although all bedding and towels are provided, a student may wish to bring a personal duvet cover (named).

We would like your son/daughter to feel at home and personalisation of their bedroom usually helps. Posters/pictures (blue tac) are acceptable.

Televisions

Students wishing to bring in their own TV are now entitled to buy an ARC (Accommodation for Residential Care) licence, for a fee of £7.50. Please speak to your child's Team Leader or Residential Manager.

RESPITE CARE

The School is able to offer occasional overnight and weekend respite which needs to be planned in advance with the Residential Managers. Requests in the first instances should be made via email or letter to the Head of Residential Services – Helen Goodenough

Helen.Goodenough@treloar.org.uk:

- For week day bookings 2 weeks' notice is required.

- For weekend bookings 6 weeks' notice is required.

In the case of an emergency and for advice on funding occasional respite, please contact the Head of Residential Services, Helen Goodenough, who will endeavour to accommodate the request. Tel: 01420 547476 (direct dial). Email: helen.goodenough@treloar.org.uk

Packing list for respite students

Please refer to the recommended items for residential students on page 38.

Plus:

- Medication in its original packaging, clearly labelled - see guidance on page 35.
- Medication needs to be handed in to Health Centre at the beginning of the day, (for checking, and for MAR Charts to be written up.)
- Any books, music or soft toys that will help your child to settle at bed-time.
- If relevant, sleep system, sling, chair charger, feed pump and sufficient supplies of feed, syringes tubing etc.

SCHOOL UNIFORM

Parents and carers may order uniform directly from an on-line supplier: Skoolkit. They have on-line and telephone ordering systems and are based in Eastleigh, Hampshire. They aim to despatch within 48 hours (using Royal Mail).

Order on-line via www.skoolkit.co.uk – enter the name Treloar.

Order via telephone on 02380-651278

6th FORM STUDENTS DO NOT WEAR SCHOOL UNIFORM

STUDENT UNIFORM	
Green sweatshirt (V-neck or crew neck) with school logo OR green cardigan with school logo Green or white short sleeved polo shirt with school logo Black skirt or Black trousers/tracksuit bottoms Socks Underwear	Shoes/boots Warm anorak or coat Backpack with school logo PE/Gym bag in green Optional Items: Reversible green coat with school logo Gloves/mittens Knitted green hat with school logo Cap with school logo

We ask that all students present themselves in a smart and respectable manner, avoiding extreme haircuts and colours.

'Stickins' Labels

The TPA has a fundraising agreement with Stickins Labels for clothes, shoes and personal items. www.name-labels.com. These come highly recommended to the TPA and, as well as being useful in naming personal belongings it also provides a small income for the TPA. The Treloar number is 35435. Please consider using them and raising money for our students at the same time.

The Swimming Pool and Specialist Swimwear

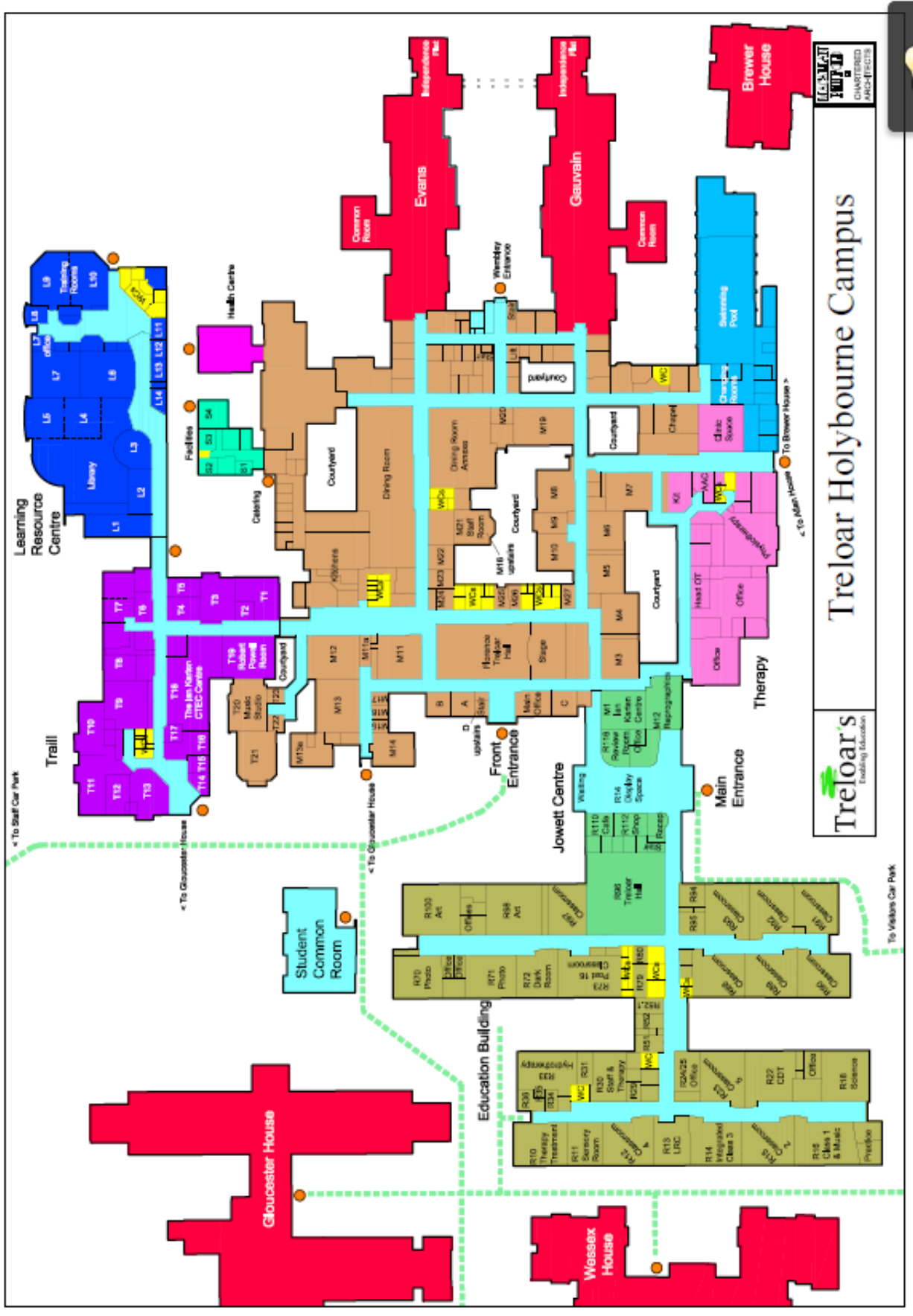
The pool has had to be closed on occasions due to contamination and therefore students with continence issues must have their own incontinence swimwear or swimming underwear. Unfortunately any students with continence issues who do not have the appropriate swimwear will not be able to use the swimming pool or the hydrotherapy pool.

There are several companies that sell these:

- www.incywincy.net
- www.dorset-nursing.co.uk
- www.incontinenceuk.co.uk

Please can we also remind parents that if students use the hoist to access the water, they must bring their own shower slings with them each week.

Treloar Site Plan



Treloar's Enabling Education

Treloar Holybourne Campus

