



Aspris Children's
Services

Sedgemoor Manor School

Information for Parents/Carers 2022-
23

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1. Welcome to the school

Dear Parents and Carers,

I am delighted to welcome you to Sedgemoor Manor School. We look forward to getting to know both you and your young person as they begin their journey through our school.

We pride ourselves on our ability to model compassion, understand and respond to needs and inspire everyone for the journey that lies ahead. We like to work in partnership with you and the professionals working with you and your family to ensure that by the end of our work together your young person is prepared for wherever their adult life will take them.

We use personalised approaches and provide a healthy, safe and enjoyable environment. We use staff skills and expertise to instill a sense of belonging in every young person along with developing their knowledge and skills that are relevant to their life. We remove barriers to learning by creating positive relationships and having unconditional positive regard for all in our community.

I hope that the information in this booklet answers most of your questions but please feel free to contact your child's tutor, the main office or myself for any other queries that you have.

Kind regards

Emily

2. Contact details

School address: Sedgemoor Manor School
Blackford Road Mark
Somerset
TA9 4NP

Telephone: 01278 641632

Email address: Sedgemoormanorschool@AsprisCS.co.uk

Website: www.AsprisCS.co.uk/find-a-location/Sedgemoor-Manor-School-Somerset/

Media: Twitter @SedgemoorManor

3. Our visions and values

Our vision is that children and young people who attend Sedgemoor Manor School will learn the skills needed for them to be happy, healthy and successful in their adult life.

Our aims are to ensure that each student is equipped with:

- Academic knowledge and skills to achieve the qualifications needed for progression on their chosen path.
- Personal, social communication and emotional skills that foster resilience and allow for meaningful participation in society,

Our mission is for everyone within school to

- Model compassion
- Understand and respond to needs
- Inspire everyone for the journey that lies ahead
- Work in partnership.

Our vision will be achieved by:

- Using personalised approaches
- Providing a healthy, safe and enjoyable environment
- Using staff skills and expertise to instill a sense of belonging
- Developing young people's knowledge and skills that are relevant to their life
- Challenging ourselves to further improve
- Removing barriers to learning
- Having unconditional positive regard for all in our community.

4. Staff list

| | | | |
|--------------------------------------|---|---|------------------|
| Headteacher | Emily Bott | Deputy headteacher | Andrew Southwell |
| Admin Team | Sarah Ralph – Office Lead/PA to Head Teacher/HR/Payroll | | |
| | Claire Bendall – Finance | Debra Smith -SEND – Annual Reviews | |
| | Kirsty Atwell – Admin Apprentice | Lauren Owen- Receptionist (Mat leave) | |
| | Victoria Tucker- Receptionist | | |
| Family Liaison Team | Alex Paxton-Piscina - Safeguarding Co-ordinator, Nicole Wall- Transitions and Family Liaison Officer | | |
| Therapy and Intervention Team | Carole Dyer – Senior Occupational Therapist | Rachel Dillon–Senior Speech&Language | |
| | Harry Johnson – Therapy Assistant & ELSA | Sarah Morris – Therapy Assistant | |
| | Josh Mousley – ELSA | Cheryl Martin - ELSA | |
| | Sarah Gal Jones – Intervention Lead | Russell Webb – Mindfulness | |
| | Sarah Bendall – Thrive | Lizzie Foster- Nurture | |
| Teaching and Learning Team | Charlotte Harris - Learning Mentor | Charmaine Ward – Learning Mentor | |
| | Cheryl Martin- Learning Mentor | Claire Clement - Learning Mentor | |
| | Clare Constance -Learning Mentor | Debbie James - Class Teacher | |
| | David Thomas – Teacher, Science – Biology | Emma Johnson –Teacher,Art, Enrichment | |
| | Emily Fairchild - Learning Mentor | Emily Morgan - Learning Mentor | |
| | Gabrielle Underhill - Learning Mentor | Heather Osman - Teacher/Geography | |
| | Helen Bliss - Outdoor Learning Lead | Jacqui Williams - Learning Mentor | |
| | Jacqui Kay - English Lead | Josh Mousley - Learning Mentor | |
| | Jo Milner - Class Teacher, Primary | Katia Burnett – 6 th Form Lead | |
| | Lauren Woodrow - Learning Mentor | Leanne Gower - Learning Mentor | |
| | Lise Hvalkof - Learning Mentor | Liz Smith - Learning Mentor | |
| | Mike Bendall- Science Teacher, Chemistry | Milly Bailey -Class Teacher | |
| | Nicola Maunders - Animal Care Lead | Nicola Shaw - Learning Mentor | |
| | Natalie Tett – Class Teacher, Maths | Nick Creaser – Class Teacher, PE & ICT | |
| | Nicky Munro- Class Teacher, English&Drama | Neil Hutton - Learning Mentor | |
| | Peony Guy - Learning Mentor | Peter Strong - Learning Mentor | |
| | Sarah Fielder - Learning Mentor | Sally Robinson - Learning Mentor | |
| | Shannon Edwards -Learning Mentor | Sherry Cannon-Jones Learning Mentor | |

Su Foxwell - PE & Science Teacher Biology Sue Ulllyott - Science Teacher – Physics
Tracy Manley - Learning Mentor Vicky Puddy - Learning Mentor
Will Thatcher – Class Teacher Zoe Sargent - Learning Mentor

**Site Team &
Housekeeping**

Farron Vowles – Maintenance Carl Cox – Maintenance Assistant
Marc Ball – Gardener Melanie Bale – Housekeeping Lead
Sharon Puddy - Cleaner Judy Bristow- Cleaner
Amy Puddy - Cleaner Fumi Hashimoto - Cleaner

Somerset Cluster

Nancy O'Regan - Operations Director Somerset Cluster
Kate Cocoran- Business Manager Somerset Cluster
Phil Van Gorph - Health and Safety/Maintenance Somerset Cluster
Judith Blackwell - Referrals Co-ordinator

5. School dates

FROME CLUSTER 2022-23 Sedgemoor Manor School

SEPTEMBER 2022

| | | | | | |
|---|---|----|----|----|----|
| M | | 5 | 12 | 19 | 26 |
| T | | 6 | 13 | 20 | 27 |
| W | | 7 | 14 | 21 | 28 |
| T | 1 | 8 | 15 | 22 | 29 |
| F | 2 | 9 | 16 | 23 | 30 |
| S | 3 | 10 | 17 | 24 | |
| S | 4 | 11 | 18 | 25 | |

OCTOBER 2022

| | | | | | | |
|---|---|---|----|----|----|----|
| M | | 3 | 10 | 17 | 24 | 31 |
| T | | 4 | 11 | 18 | 25 | |
| W | | 5 | 12 | 19 | 26 | |
| T | | 6 | 13 | 20 | 27 | |
| F | | 7 | 14 | 21 | 28 | |
| S | 1 | 8 | 15 | 22 | 29 | |
| S | 2 | 9 | 16 | 23 | 30 | |

NOVEMBER 2022

| | | | | | | |
|---|---|----|----|----|----|----|
| M | | | 7 | 14 | 21 | 28 |
| T | | 1 | 8 | 15 | 22 | 29 |
| W | | 2 | 9 | 16 | 23 | 30 |
| T | | 3 | 10 | 17 | 24 | |
| F | | 4 | 11 | 18 | 25 | |
| S | 5 | 12 | 19 | 26 | | |
| S | 6 | 13 | 20 | 27 | | |

DECEMBER 2022

| | | | | | |
|---|---|----|----|----|----|
| M | | 5 | 12 | 19 | 26 |
| T | | 6 | 13 | 20 | 27 |
| W | | 7 | 14 | 21 | 28 |
| T | 1 | 8 | 15 | 22 | 29 |
| F | 2 | 9 | 16 | 23 | 30 |
| S | 3 | 10 | 17 | 24 | 31 |
| S | 4 | 11 | 18 | 25 | |

JANUARY 2023

| | | | | | |
|---|---|----|----|----|----|
| M | 2 | 9 | 16 | 23 | 30 |
| T | 3 | 10 | 17 | 24 | 31 |
| W | | 4 | 11 | 18 | 25 |
| T | | 5 | 12 | 19 | 26 |
| F | | 6 | 13 | 20 | 27 |
| S | | 7 | 14 | 21 | 28 |
| S | 1 | 8 | 15 | 22 | 29 |

FEBRUARY 2023

| | | | | | | |
|---|---|----|----|----|----|----|
| M | | | 6 | 13 | 20 | 27 |
| T | | | 7 | 14 | 21 | 28 |
| W | | 1 | 8 | 15 | 22 | |
| T | | 2 | 9 | 16 | 23 | |
| F | | 3 | 10 | 17 | 24 | |
| S | 4 | 11 | 18 | 25 | | |
| S | 5 | 12 | 19 | 26 | | |

MARCH 2023

| | | | | | |
|---|---|----|----|----|----|
| M | | 6 | 13 | 20 | 27 |
| T | | 7 | 14 | 21 | 28 |
| W | 1 | 8 | 15 | 22 | 29 |
| T | 2 | 9 | 16 | 23 | 30 |
| F | 3 | 10 | 17 | 24 | 31 |
| S | 4 | 11 | 18 | 25 | |
| S | 5 | 12 | 19 | 26 | |

APRIL 2023

| | | | | | |
|---|---|---|----|----|----|
| M | | 3 | 10 | 17 | 24 |
| T | | 4 | 11 | 18 | 25 |
| W | | 5 | 12 | 19 | 26 |
| T | | 6 | 13 | 20 | 27 |
| F | | 7 | 14 | 21 | 28 |
| S | 1 | 8 | 15 | 22 | 29 |
| S | 2 | 9 | 16 | 23 | 30 |

MAY 2023

| | | | | | |
|---|---|----|----|----|----|
| M | 1 | 8 | 15 | 22 | 29 |
| T | 2 | 9 | 16 | 23 | 30 |
| W | 3 | 10 | 17 | 24 | 31 |
| T | 4 | 11 | 18 | 25 | |
| F | 5 | 12 | 19 | 26 | |
| S | 6 | 13 | 20 | 27 | |
| S | 7 | 14 | 21 | 28 | |

JUNE 2023

| | | | | | |
|---|---|----|----|----|----|
| M | | 5 | 12 | 19 | 26 |
| T | | 6 | 13 | 20 | 27 |
| W | | 7 | 14 | 21 | 28 |
| T | 1 | 8 | 15 | 22 | 29 |
| F | 2 | 9 | 16 | 23 | 30 |
| S | 3 | 10 | 17 | 24 | |
| S | 4 | 11 | 18 | 25 | |

JULY 2023

| | | | | | | |
|---|---|---|----|----|----|----|
| M | | 3 | 10 | 17 | 24 | 31 |
| T | | 4 | 11 | 18 | 25 | |
| W | | 5 | 12 | 19 | 26 | |
| T | | 6 | 13 | 20 | 27 | |
| F | | 7 | 14 | 21 | 28 | |
| S | 1 | 8 | 15 | 22 | 29 | |
| S | 2 | 9 | 16 | 23 | 30 | |

AUGUST 2023

| | | | | | | |
|---|---|----|----|----|----|----|
| M | | | 7 | 14 | 21 | 28 |
| T | | 1 | 8 | 15 | 22 | 29 |
| W | | 2 | 9 | 16 | 23 | 30 |
| T | | 3 | 10 | 17 | 24 | 31 |
| F | | 4 | 11 | 18 | 25 | |
| S | 5 | 12 | 19 | 26 | | |
| S | 6 | 13 | 20 | 27 | | |

| | | |
|--|--|--|
| School Holiday | Training Day | Weekends |
| Bank Holiday | Term time | |

| Bank and Public Holidays 2022/23 | | | |
|----------------------------------|--------------------|-----------------------|------------------|
| Christmas Day Bank Holiday | 26th December 2022 | Easter Monday Holiday | 10th April 2023 |
| Boxing Day Bank Holiday | 27th December 2022 | Spring Bank Holiday | 1st May 2023 |
| New Years Day Holiday | 2nd January 2023 | Summer Bank Holiday | 29th May 2023 |
| Good Friday | 7th April 2023 | | 28th August 2023 |

Term Dates

| Term 1 | |
|------------------|---|
| Start Date | Monday 5th September 2022 |
| INSET | Thursday 1st September 2022 |
| INSET | Friday 2nd September 2022 |
| Last Day of Term | Friday 14th October 2022 - 3.15 finish |

| Term 2 | |
|------------------|--|
| Start Date | Monday 31st October 2022 |
| INSET | Monday 28th November 2022 |
| Last Day of Term | Friday 16th December 2022 - 1.20pm finish |

| Term 3 | |
|------------------|--|
| Start Date | Wednesday 4th January 2023 |
| INSET | Tuesday 3rd January 2023 |
| Last Day of Term | Friday 10th February 2023 - 3.15 finish |

| Term 4 | |
|------------------|---|
| Start Date | Monday 20th February 2023 |
| Last Day of Term | Friday 31st March 2023 - 3.15 finish |

| Term 5 | |
|-------------------|------------------------|
| Start Date | Monday 17th April 2023 |
| National Holidays | Monday 1st May 2023 |
| National Holidays | Monday 29th May 2023 |
| Last Day of Term | Friday 26th May 2023 |

| Term 6 | |
|------------------|---|
| Start Date | Monday 5th June 2023 |
| INSET | Monday 3rd July 2023 |
| Last Day of Term | Friday 21st July 2023- 1.20pm finish |

6. Who to contact when

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- › Email: SedgemoorManorSchool@AsprisCS.co.uk
- › Put the subject and the name of the relevant member of staff (from the list below) in the subject line
- › We'll forward your email to the relevant member of staff

Remember: check our website first, much of the information you need is posted there.

We try to respond to all emails within 24 hours

| I HAVE A QUESTION ABOUT... | WHO YOU NEED TO TALK TO |
|-----------------------------------|--|
| Class activities/lessons/homework | Your child's class team email or Class Dojo |
| School trips | Your child's class teacher/School Office |
| Uniform/lost and found | Your child's class teacher/School Office |
| Attendance and absence requests | If you need to report your child's absence, call: 01278 641632, email or Class Dojo If you want to request approval for term-time absence, contact your child's class teacher |
| Bullying and behavior | Your child's class teacher/School Office/Nicole Wall, Emily Bott, Andrew Southwell |
| School events/the school calendar | Your child's class teacher/School Office |
| Catering/meals | School Office |

7. Timing of the school day

| | | |
|-------------------|--|--------------------------|
| 8.30am | Arrive at school, no earlier than 8.30am | |
| 8.40am | Registration / Tutor time | |
| 8.50am – 9.40am | Lesson 1 | |
| 9.40am – 10.30am | Lesson 2 | |
| 10.30am | Break | |
| 10.50am – 11.40am | Lesson 3 | |
| 11.40am – 12.30pm | Lesson 4 | |
| 12.30pm | Lunch | |
| 1.20pm – 2.10pm | Lesson 5 | Friday only – Enrichment |
| 2.10pm – 3.00pm | Lesson 6 | Friday only - Enrichment |
| 3.00pm – 3.15pm | Tutor Time | Friday only - Enrichment |

8. School Meals

Sedgemoor Manor School provides meals throughout the day. All meals are served in the dining hall by the catering staff. Students can eat where they feel comfortable.

There is a 4-week plan consisting of a varied balanced diet which changes with the seasons.

There is always a vegetarian option and fruit/other snacks available at break times.

We can also cater for any dietary needs you may have, such as allergies, religious beliefs or medical needs.

Please note we are a nut free site.

Sedgemoor Manor Menu

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| Hot Sausage Rolls or Vegetarian Sausage Rolls | Tuna Pasta | Chicken Burger or Veggie Burger | Sausage & Mash Vegetarian sausage available | Fish & Chips served with peas |
| Jacket Potatoes with a choice from 2 fillings Beans on Toast | Jacket Potatoes with a choice from 2 fillings Beans on Toast | Jacket Potatoes with a choice from 2 fillings Beans on Toast | Jacket Potatoes with a choice from 2 fillings Beans on Toast | Jacket Potatoes with a choice from 2 fillings Beans on Toast |
| Ploughman's Cheddar(v), Ham served with bread roll | Ploughman's Cheddar(v), Ham served with bread roll | Ploughman's Cheddar(v), Ham served with bread roll | Ploughman's Cheddar(v), Ham served with bread roll | Ploughman's Cheddar(v), Ham served with bread roll |
| Salad Bar | Salad Bar | Salad Bar | Salad Bar | Salad Bar |
| Yoghurt, Desserts, or Jelly & Fresh Fruit | Yoghurt, Desserts, or Jelly & Fresh Fruit | Yoghurt, Desserts, or Jelly & Fresh Fruit | Yoghurt, Desserts, or Jelly & Fresh Fruit | Yoghurt, Desserts, or Jelly & Fresh Fruit |

Week 1

Sedgemoor Manor Menu

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| Pizza & Salad | Pasta & Meatballs with Tomato Sauce Garlic Bread | Fish Fingers & Potato Waffles | Cottage Pie Vegetarian option available | Fish & Chips served with peas |
| Jacket Potatoes with a choice from 2 fillings Beans on Toast | Jacket Potatoes with a choice from 2 fillings Beans on Toast | Jacket Potatoes with a choice from 2 fillings Beans on Toast | Jacket Potatoes with a choice from 2 fillings Beans on Toast | Jacket Potatoes with a choice from 2 fillings Beans on Toast |
| Ploughman's Cheddar(v), Ham served with bread roll | Ploughman's Cheddar(v), Ham served with bread roll | Ploughman's Cheddar(v), Ham served with bread roll | Ploughman's Cheddar(v), Ham served with bread roll | Ploughman's Cheddar(v), Ham served with bread roll |
| Salad Bar | Salad Bar | Salad Bar | Salad Bar | Salad Bar |
| Yoghurt, Desserts, or Jelly & Fresh Fruit | Yoghurt, Desserts, or Jelly & Fresh Fruit | Yoghurt, Desserts, or Jelly & Fresh Fruit | Yoghurt, Desserts, or Jelly & Fresh Fruit | Yoghurt, Desserts, or Jelly & Fresh Fruit |

Week 2

Sedgemoor Manor Menu

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| Hot Dog or Vegetarian Hot Dogs | Pasta Bolognaise with Garlic Bread | Beef Burgers & Coleslaw | Sausage & Mash Vegetarian sausage available | Fish & Chips served with peas |
| Jacket Potatoes with a choice from 2 fillings Beans on Toast | Jacket Potatoes with a choice from 2 fillings Beans on Toast | Jacket Potatoes with a choice from 2 fillings Beans on Toast | Jacket Potatoes with a choice from 2 fillings Beans on Toast | Jacket Potatoes with a choice from 2 fillings Beans on Toast |
| Ploughman's Cheddar(v), Ham served with bread roll | Ploughman's Cheddar(v), Ham served with bread roll | Ploughman's Cheddar(v), Ham served with bread roll | Ploughman's Cheddar(v), Ham served with bread roll | Ploughman's Cheddar(v), Ham served with bread roll |
| Salad Bar | Salad Bar | Salad Bar | Salad Bar | Salad Bar |
| Yoghurt, Desserts, or Jelly & Fresh Fruit | Yoghurt, Desserts, or Jelly & Fresh Fruit | Yoghurt, Desserts, or Jelly & Fresh Fruit | Yoghurt, Desserts, or Jelly & Fresh Fruit | Yoghurt, Desserts, or Jelly & Fresh Fruit |

Week 3

Sedgemoor Manor Menu

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| Pizza & Salad | Fish Fingers & Mash | Chicken Burger or Veggie Burger | Sticky Chicken Rice & Noodles | Fish & Chips served with peas |
| Jacket Potatoes with a choice from 2 fillings Beans on Toast | Jacket Potatoes with a choice from 2 fillings Beans on Toast | Jacket Potatoes with a choice from 2 fillings Beans on Toast | Jacket Potatoes with a choice from 2 fillings Beans on Toast | Jacket Potatoes with a choice from 2 fillings Beans on Toast |
| Ploughman's Cheddar(v), Ham served with bread roll | Ploughman's Cheddar(v), Ham served with bread roll | Ploughman's Cheddar(v), Ham served with bread roll | Ploughman's Cheddar(v), Ham served with bread roll | Ploughman's Cheddar(v), Ham served with bread roll |
| Salad Bar | Salad Bar | Salad Bar | Salad Bar | Salad Bar |
| Yoghurt, Desserts, or Jelly & Fresh Fruit | Yoghurt, Desserts, or Jelly & Fresh Fruit | Yoghurt, Desserts, or Jelly & Fresh Fruit | Yoghurt, Desserts, or Jelly & Fresh Fruit | Yoghurt, Desserts, or Jelly & Fresh Fruit |

Week 4

9. Uniform

Uniform can be purchased from the following web address choosing from a range of clothing and colours

<https://www.dqprinting.co.uk/sedgemoor-manor-uniform>

If students have particular sensory needs and the guidelines are not possible then please contact a member of SLT. We can be flexible in allowing alternatives for these students and will work alongside our students, parents and Therapy Team to find solutions, so clothing does not become a barrier.

| Sports activities | |
|---|---|
| PE | Own kit can be worn, trainer, shorts, t-shirt, top or school option (black shorts and t-shirt). |
| Accessories | You will be advised by PE staff if specific equipment is required. |
| Casual wear for trips, enrichment | |
| Clothing | Age appropriate and appropriate for activities |
| Swimming costume/shorts | Swimming trunks (not baggy), full swimming costume, goggles (not essential), swimming hat (not essential) |
| Forest School | |
| Bottoms | Jeans, tracksuit bottoms |
| T-shirt/jumper | Casual |
| Appropriate shoes | Wellingtons/sturdy boots |
| Coat | Wet weather gear |
| Animal Care | |
| | Waterproof coat |
| | Waterproof trousers (optional) |
| | Change of footwear – wellies, walking boots, trainers |
| | Steel toe cap footwear (optional) |
| Enrichment Curriculum | |
| | Appropriate clothing for activity – if unsure please contact tutor. |
| Miscellaneous | |
| Long hair must be tied up for specialist lessons, such as DT and Science | |
| Any medical products please refer to the medication forms | |
| Piercings – only permitted in ears and only one hole in ear with studs | |
| Belts – if worn should not have studs or any other adornment | |
| Hats are not permitted in class | |
| Jewellery – watches and medical alerts are the only jewellery allowed | |
| Hoodies are allowed, but hoods are to be down indoors, where possible | |
| Sixth form students are allowed to wear casual clothes to school. Students need to wear appropriate clothing for a school setting with younger students. This includes no offensive slogans or logos. | |

10. Illness and absence

If your child will be absent from school, please inform us straight away using either of the following.

- * Call the school office on 01278 641632
- * Class Dojo messaging service – Sedgemoor Manor Attendance
- * Child's Teacher

We will need to be informed each day of your child's absence.

11. Policies

All our policies including complaints, SEN, bullying, Health and Safety can be found on our website

www.aspriscs.co.uk/about/policy-documents/

12. Around the School



13. Social media policy and internet acceptable use agreement

Please can you read, sign and return to the school as soon as possible

Emergency Contact

| | | | | | |
|----------------------------|---|---------------------|---|---------------------|---|
| Student Full Name: | | Date of Birth: | | | |
| | | | | | |
| Parents Names: | | | | | |
| Home Address: | | | | | |
| Postcode: | | | | | |
| | | | | | |
| Emergency Contact 1 | | Emergency Contact 2 | | Emergency Contact 3 | |
| Name and address: | | Name and address: | | Name and address: | |
| Relationship: | | Relationship: | | Relationship: | |
| Tel. Nos. | Priority Order (please state 1,2 or 3) | Tel. Nos. | Priority Order (please state 1,2 or 3) | Tel. Nos. | Priority Order (please state 1,2 or 3) |
| Home: | | Home: | | Home: | |
| Work: | | Work: | | Work: | |
| Mobile: | | Mobile: | | Mobile: | |
| Email: | | Email: | | Email: | |
| | | | | | |
| General Practitioner (GP): | | | Address: | | |
| Tel. No: | | | | | |

Student IT Agreement

We have amended the IT agreement that students and their parents/ carers are required to sign. This covers using Aspris PC's. Please read the enclosed agreement with your child and both sign and return to us. If you would prefer to sign the form, scan it and return it electronically, please email to sedgemoormanorschool@aspriscs.co.uk.

Service User Network

Acceptable Use Agreement

- ✚ I will only log on to my computer and other programs with the username and password that is given to me.
- ✚ I will ensure that I log out and close my computer down when I have finished using it.
- ✚ I will not tell other people my passwords and will change them regularly.
- ✚ I will treat my computer respectfully to ensure that it is not broken or damaged. Where I have been issued with a laptop, I will not leave it unattended and store it securely when not in use.
- ✚ I will make sure that all communications with other students and staff is responsible, polite and sensible. This includes when I use email, chat rooms and social networking sites.
- ✚ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will tell a member of staff immediately.
- ✚ I will not download or install software on to a school computer.
- ✚ I will not insert a USB stick, CD or attach any device to my school computer without approval being obtained from a member of staff.
- ✚ I will not give out my own details, such as my name, phone number or home address or those of other people.
- ✚ I will not take photographs and/or video of other students and/or staff at my site.
- ✚ I will support the school's approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of my site.
- ✚ I will inform a member of staff where I see another student not using the computers in the manner that is expected of us.

- ✚ I know that my use of computer can be checked if a member of staff is concerned about my safety.
- ✚ I understand that these rules are designed to keep me safe and that if they are not followed then I may not be allowed to use my computer.

I have read and agree to follow the rules above and to support the safe use of the Service User Network within Aspris Children's Services.

Student signature Date.....

Print Name

Parent/Carer signature.....

Print Name

Photography Consent Form – for parents

Dear Parents and Carers

At Sedgemoor Manor School we use information about your child in a number of different ways, and we'd like your consent for some of the ways we use this personal data.

If you're not happy for us to use information in the ways we list below, that's no problem – we will accommodate your preferences.

Similarly, if you change your mind at any time, you can let us know by emailing sedgemoormanorschool@aspriscs.co.uk, calling the school on 01278 461632 or just popping into the school office.

If you have any other questions, please get in touch.

- We sometimes take photographs of pupils. We use these photos to help us to give people an idea of what life at our school is like, for example in the newsletter and on the school website.
- Please tick the relevant box(es) below, sign and return this form to school.

Internally – Internal displays and noticeboards

School Community – Dojo, Evidence for learning, newsletter

Externally – School brochure, school website, local newspapers, twitter

➤ **Child's name:**

| | INTERNALLY | SCHOOL COMMUNITY | EXTERNALLY |
|---------------|------------|------------------|------------|
| Use of Photos | | | |
| Use of Videos | | | |

Signature: Name..... Date:.....

General Consent form – Community

Consent form for off-site activity within the local community.

Please sign and date the form below if you are happy for your child:

- a) To take part in school activities that take place off school premises; i.e. within the local community, school minibus maybe used on occasions.

- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The activities covered by this consent include;
 - Staff accompanied visits into the local community, within the school day, ie
Mark Church
Mark Post Office
Mark Park
Local walk (may require school minibus)
Local beach (school minibus required)
Local shops (may require school minibus)

- You can, if you wish, tell the school that you do not want your child to take part in any particular off-site activity.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

.....

Young Person's name.....

Parents name.....Signed.....

Date.....

Home/School Agreement

Aims of Sedgemoor Manor School:

- To provide a balanced and broadly based education which promotes the intellectual, spiritual, moral and physical development of its pupils, preparing them for the opportunities and experiences of adult life.
- To circumvent the barriers to learning which are a consequence of the specific learning difficulties of its pupils thus making its primary aim possible.

Community Charter:

1. Respect yourself
2. Respect others
3. Respect the environment

As a school, we will:

- Encourage each pupil to reach their potential
- Communicate with parents and carers about their child's work and development
- Respond appropriately and quickly to any issues or concerns raised
- Provide a safe environment for our pupils
- Provide a broad and balanced education
- Develop self-confidence and self-belief

As a parent, I will:

- Communicate any problems or concerns that might affect my child's work, behaviour, happiness or emotional wellbeing
- Ensure my child attends regularly
- Support my child at all times, particularly when preparing for exams and coursework
- Attend parents meetings and other meetings that may be called to discuss my child's progress
- Support Sedgemoor Manor School's policies, standards and ethos
- Ensure that my expectations for my child are realistic and do not cause undue pressure or anxiety
- Work with Sedgemoor Manor School to encourage my child to develop independence and self-motivation

PUPIL'S NAME:

SIGNED 

Emily Bott on behalf of Sedgemoor Manor School

SIGNED (Parent/Carer.....) **Date**

Medical Questionnaire

TO BE COMPLETED AND RETURNED PRIOR TO YOUR CHILD STARTING AT SEDGEMOOR MANOR SCHOOL AND ANNUALLY THEREAFTER.

Student Name (in full).....

Address.....

.....

Parent Home Tel.No.....Parent Mobile.No.....

Student Date of Birth.....Town and Country of Birth.....

Ethnicity

Full Name, Address & Tel. No. of present Doctor NHS Number

.....

Please answer the following questions:

| | Yes | No |
|--|-----|----|
| My child to be given first aid by a trained member of staff during any on-site or off-site activity | | |
| My child to receive urgent dental, medical or surgical treatment, including anaesthetics, as may be considered necessary by the medical authorities present, during any on-site or off-site activity | | |
| A member of school staff to sign on my behalf any medical consent forms, if my child should require emergency treatment and I cannot be contacted | | |
| Plasters to be applied to my child | | |
| My child to use anti-bacterial hand gel | | |
| My child to be assisted in applying sunscreen if necessary | | |
| Does he/she have any dietary requirements (Inc. Intolerances/allergies etc)? If Yes, please give full details overleaf | | |
| Is your son/daughter using any medication at present? If Yes, please give full details overleaf (inc. Inhalers/creams etc) | | |
| Does your son/daughter self-administer any medications? Do you consent for your son/daughter to continue to self-administering medications whilst at school (over 16's only). Medication to be stored centrally at school | | |
| Please outline any medical conditions/allergies of your child: | | |

Medical Questionnaire cont.

| Do you give consent for your child to have the below if required? | Yes | No |
|---|-----|----|
| Paracetamol | | |

Any Further details from overleaf:

All medication that is brought to the school for your son/daughter, **must** be accompanied by

- Clear medical guidance
- Reasons for the prescription
- Be supplied in clearly labelled packaging

I (Parent/Carer's name) consent to my son/daughter to

receive First Aid, by trained staff, or by Casualty Department at hospital, if necessary.

Parent/Carer's Signature: Date:

Thrive consent form

Dear Parent/Carer,

At our setting we have been using Thrive-Online to screen children in their class or work group. The results help us to plan our social and emotional curriculum. We adapt what we teach to best meet the needs that are indicated.

We also use Thrive-Online to assess and develop action plans for individual children. This ensures that the adults working with them understand their individual needs and are able to meet these most effectively. We would like to assess and develop an individual action plan for your child. In order to do so we require your consent. Your child will not be aware that this is being done.

Please read the statement below and sign to signify your agreement.

I have read the information above and had the individual assessment process explained to me. By signing this form, I agree that:

- a THRIVE assessment may be carried out for my child. A Thrive Assessment involves setting staff assessing the positive display of important social and emotional skills from a child or group/s of children and then determining the frequency and confidence of the skills being exhibited. The assessment process occurs as part of the normal daily observation of setting staff and therefore does not involve children directly responding to questions or having to experience being assessed.
- personal data will be gathered relating to my child in order to carry out the THRIVE assessment and action plan, this may include contact details, date of birth and information relating to my child's learning and behaviour at the setting
- my child's personal data will be assessed by individuals from the setting and an automated process will assist with the action plan
- where there are other professionals and services involved, or required, for the best support of the child and/or family, it may be of benefit to share the Thrive action plan and profile. The setting will always inform me, and consent will always be sought prior to information being shared. Typically, this could include Speech and Language therapy, CAMHs provision, Social Care, Educational

Psychology or other provision from the appropriate Local Authority, although this is not an exhaustive list.

I understand that information gathered in the THRIVE assessment will be stored in secure computer systems and anonymous statistical information will be created. The data will be deleted in accordance with the setting's data retention policy.

The setting will only use any personal data collected for the purposes detailed in this consent form and in accordance with its privacy policy. The on-line tool is provided by Thrive who will process data on behalf of the setting. If I agree in the future, personal data may also be shared with other organisations who may provide support to my child.

I understand participation is voluntary and I can withdraw my child at any time.

I am the parent/carer [please delete] of Child Name.....

My Name.....

Signed.....Date.....

Therapy at Sedgemoor Manor School

Sedgemoor Manor School has a therapy team consisting of Speech and Language Therapy and Occupational Therapy. All the therapists are based on-site which means we are fully involved with all aspects of our students' school life, working very closely with the young people, teaching staff and parents.

Our Speech and Language Therapists work with young people to develop their attention and listening skills, receptive and expressive language, phonological processing, auditory processing, non-verbal communication and social communication skills.

Our Occupational Therapists work with students to develop their functional skills in the following areas: gross and fine motor skills; motor planning and praxis; visual perception; sensory processing and sensory modulation; and activities of daily living.

We ask for signed consent from parents/guardians as young people enter the school and once received, students are offered speech and language and occupational therapy assessments. These assessments help to identify areas of difficulty that may be a barrier to learning and which can limit all the social, educational and employment opportunities available to them. Following assessment students may be offered timetabled, direct, 1:1 intervention, or indirect support. Indirect therapy is provided through classroom observations, in-class support and whole school interventions. For those students who join Sedgemoor Manor School with therapy provision specified in an Education, Health and Care Plan (EHCP), therapy will begin as soon as it is possible to timetable. Individual Art Therapy is offered at the school to suit the needs of the students. Art Therapy in small, closed groups is also offered, usually in groups of up to three students. The referral process is usually made within the school if it is not already stated on the student's EHCP.

Targets for all therapies are set and reviewed each term and added to the student's Access to Learning Plan. Therapists also provide written reports as required, and where possible, attend annual reviews. All therapists are qualified professionals who are required by law to maintain membership of their relevant professional body, together with professional registration through the Health and Care Professions Council.

Terms and Conditions of Therapy Provision at Sedgemoor Manor School

1. All new pupils are offered assessment and support subject to school receiving signed consent from parents/guardians (please sign and return the attached Consent form).
2. For those pupils who join Sedgemoor Manor School with the provision of therapies identified in an Educational and Health Care Plan (EHCP) therapy will begin as soon as parental/guardian consent has been received. Support will be provided by a member of the Therapy department as appropriate to the student's needs.
3. The annual school fees cover the provision of a package of therapy support tailored to each student's needs. Sessions may include assessment, direct therapy, classroom observation and support, group work, report writing, attendance at Annual Reviews and liaison with parents/guardians, teachers and external agencies. Student therapy needs set out in Local Authority Education, Health and Care Plans (EHCPs) will be met. Provision made as a requirement of an EHCP can only be terminated by the agreement of all relevant parties and by amendment to the EHCP.
4. If a student frequently misses their therapy sessions, there will be a period of reflection, and then discussions will be held with the student, parents and teachers to identify possible reasons. While everything will be done to achieve a positive solution, it may result in therapy being provided through indirect support.
5. Therapists may request that the wording in a student's EHCP is amended at Annual Review to fit in with therapy provision at Sedgemoor Manor School. For example, to ensure that the length of session specified fits in with the school day, and thereby ensures that therapy provision causes minimum disruption to the student's routine.
6. Confidentiality will be upheld but therapists will need to discuss the student's areas of difficulty, assessment results and targets with staff in order to inform teaching across the school and to enable appropriate cross-curricular support.
7. All therapists are qualified professionals who are required by law to maintain membership of their relevant professional body, together with professional registration through the Health and Care Professions Council.

Therapy Consent form

Student name: _____ **Date of Birth:** _____

Address: _____

I consent to the assessment and provision of therapy intervention as detailed.

I have read and understand the terms and conditions of this provision.

Signed: _____ **Dated:** _____

Print Name: _____

Relationship to student: _____

Text Anywhere form

Text Anywhere is a messaging service which enables us to advise parents of any circumstance that affects the opening of the school, ie adverse weather conditions.

Please sign below to confirm that you give your authority for your mobile number to be held within the Text Burst system.

Name:

Parent/Carer of:

Mobile telephone number (which we will use when messaging)

Signature:

Date: