



# New Pupil Handbook







Dear Families

At Woodlands Meed we believe you will find an incredibly positive and supportive environment, within both the school and college. These are happy and friendly places to learn, work and build the best possible future.

Each student is offered individualised care and learning, while belonging to an inclusive, understanding and rewarding community. Our dedicated teaching staff all possess skills across a wide range of expertise. We also benefit from a strong multi-disciplinary team of medical therapists, providing excellent care for all: speech and language therapy, occupational therapy, special school nurses and physiotherapy. Working together with the knowledgeable and experienced educational staff, they provide a highly personalised and creative curriculum, encouraging all students to achieve their full potential.

This booklet is intended to answer the many questions that the families of new pupils may have. There is also a wealth of information available on our website, which is updated continuously. Please take some time to explore the Parents section.

Adam Rowland  
Headteacher

## **CONTENTS**

Page	
5	Admissions
6	Annual Reviews
7	Anti-Bullying
8	Attendance, Absence & Late Arrivals
9	Clubs & Out Of School Activities
11	Collective Worship And Religious Education
12	Communication
14	Complaints
15	Computers and Online Safety
16	Educational Visits
17	Friends Of Woodlands Meed
18	Governing Body
19	Health
20	Medical and Therapies
21	Insurance
22	Links With Other Schools
23	Lunchtime
24	The Meeds SEND Alliance
25	Next Steps
26	Online Payments
27	Parents Evening
28	Policies
29	Relationship and Sex Education
31	Safeguarding
32	Sunscreen
33	The School Day
34	Transport
35	Uniform
36	Valuables
37	Vision And Values
38	Volunteers
39	Wellbeing Team

## ADMISSIONS

West Sussex County Council's Special Educational Needs Assessment Team (SENAT) makes decisions on placing pupils at Woodlands Meed. All pupils must have an Education Health and Care Plan (EHCP) in order to be offered a place. Once a placement has been agreed by WSCC and the family, pupils may join the school at any age and at any time of year, contingent on availability of places, although more commonly we arrange transfers to coincide with the start of the school year. Wherever possible, we try to set up appropriate preliminary visits or an induction programme. Woodlands Meed's agreed planned place number is currently 259, across two sites.

### Types of class groups

At Woodlands Meed we aim to group our pupils in a way that best meets their needs. This includes careful consideration about approaches and teaching methods to which they respond best, as well as class size, structure of the school day, and pupils' age and developmental ability. Generic classes have pupils with a wide range of needs and disabilities. Typically these include learning difficulties; speech, language and social communication difficulties, sensory processing difficulties and physical disabilities. Specialist ASC classes are highly structured to support pupils with social communication difficulties and diagnoses of Autism Spectrum Condition. Our High Dependency and complex needs classes provide a more therapeutic and communication-based curriculum, focusing on sensory needs, developing communication, and developing independence skills. Our PMLD classes support pupils with Profound and Multiple Learning Difficulties, with a curriculum focused on engagement, sensory learning, communication and therapeutic intervention to support physical needs. We also make provision for pupils with complex medical needs, alongside their learning needs.

We constantly review class placements to ensure pupils are progressing as expected. Sometimes, because a pupil has increased resilience, or because we feel a different setting will suit them better, we consult families about a change of class group during a school year. Changes are only explored where we feel it is in the best interests of the pupil. As children progress through the school there is an increasing tendency to stream by ability in core subjects in order that they can fulfil their potential.

## **ANNUAL REVIEWS**

Once a year, families are invited to attend their child's Annual Review. This is a meeting to consider progress over the last twelve months towards the outcomes of the child's Education & Health Care Plan and last Annual Review. This meeting is normally chaired by a member of the Senior Management Team and will be attended by the class teacher and other relevant professionals. Families and pupils are invited to record their views on the documentation circulated in advance. After the meeting, a full report is distributed noting any action that is necessary and this is sent to West Sussex County Council and other relevant professionals. Suggested times for your child's review will be sent to you some weeks before. Please let us know if you have difficulties in attending at the suggested time, and we will do our best to accommodate a change. However, it is not always easy to change the dates and times where other professionals need to be present.

## **ANTI-BULLYING**

*"Everyone should feel safe at School."*

Bullying is not tolerated in any form. All members of staff are aware of our anti-bullying policy and will react immediately if they see a pupil being intimidated or if an incident is reported to them. Every incident is followed up and dealt with in accordance with the procedures laid down in our anti-bullying policy, which also applies to adults in the school community.

## **ATTENDANCE, ABSENCE & LATE ARRIVALS**

There is a legal responsibility for you to send your child to school every day. Regular attendance at school is important to ensure that every child gains the maximum from their education. It sets an important precedent for later life when individuals are responsible for their own ability to attend college, clubs or work.

If your child needs encouragement to attend school regularly, please contact us and together we may be able to help solve the problem. The Pastoral Teams at the School and College sites are also available to help.

If your child is unwell or unable to attend school, please contact us as soon as possible, by telephoning 01444 244133.

Justified reasons for absence may be a medical appointment, illness, bereavement of a close family member or extreme weather conditions. Every half-day absence has to be classified by the Headteacher, as authorised or unauthorised and so information as to the reason for the absence is always required. Unauthorised absence could be referred to the Education Welfare Service. Non-compliance with the law could result in court action.

Wherever possible, families are discouraged from taking their children on holiday in term time as children miss important work and often find it difficult to catch up. There can be some exceptional reasons why a family needs to ask for holiday in term time and where an application is made, the Headteacher will take a pragmatic view, bearing in mind the young person's needs and circumstances.

## **CLUBS & OUT OF SCHOOL ACTIVITIES**

From the start of Woodlands Meed, we have run a small number of clubs out of school hours. Each year the clubs and activities offered will change, and depend on both staff and pupils' interests. We also offer lunchtime clubs such as Art Club or Music and Drama Club. Not all clubs and activities will be appropriate for every age range or need and we are happy to advise on this as necessary.

You and your child will be told about these opportunities in school as and when they are appropriate, and we make sure that families are aware of other suitable activities and clubs in the community whenever we can through newsletters and other targeted publicity. Community options can include special needs sports clubs, respite groups and support sessions for siblings for example. Please see list below of some of the community clubs accessed by our pupils.

### **Breakfast Clubs:**

Breakfast Clubs are run by experienced Woodlands Meed staff at both sites. Prices are below and include breakfast for those starting at 8am.

School:	8.30am - £3.50	8.45am - £1.00	
College:	8.00am - £7	8.15am - £3.50	8.30am - £2.00

### **Community Run After School Clubs:**

Kangaroos: [www.kangaroos.org.uk](http://www.kangaroos.org.uk)

Kangaroos is based in Mid Sussex, and now has a centre in Hassocks, Kangaroos hold sessions at the school site for children and young people who attend either the school or college and also for other members of Kangaroos. Their current session is Allsports and takes place each Monday. Kangaroos Allsports also hold Sports Camps during the Summer and Easter holidays and young people aged 6 - 25.

Sussex Cricket:

Woodlands Meed supports one of a number of SEN cricket hubs in the area that was set up last year. The Super 1s Cricket Club is run as an after school club by Aroop and Matt from Sussex Cricket and is aimed at young people aged between 12- 25 . It runs every Wednesday from 4-5.30 on the school site. There are currently a number of pupils from both the school and college who attend and they are joined by others from the local community. As well as providing the participants with

regular physical activity, the purpose of the hub is to allow them to develop new friendships, provide access to new competitive sporting opportunities and build independent life skills. For more information please email [Aroop.tanner@sussexcricket.co.uk](mailto:Aroop.tanner@sussexcricket.co.uk)

Floaters Swimming School: [www.floaters.co.uk](http://www.floaters.co.uk)  
Floaters use the School Site after school . Please book any activities directly with them.

Springboard and Buddy Scheme: [www.springboardproject.com](http://www.springboardproject.com)  
Springboard is based in Horsham. They run a variety of clubs, but also offers a Buddy Scheme in Mid Sussex.

Brighton & Hove Albion Seagulls Specials: [www.seagulls-specials.org.uk](http://www.seagulls-specials.org.uk)  
Football in the community, players meet fortnightly at The Burgess Hill Academy.

ParaStars:  
ParaStars is run by Mid Sussex Active at The Burgess Hill Academy and attended by several Woodlands Mead pupils. It takes place from 4.15 to 5.45 on a Tuesday. For information contact Lorraine Everard who is based at St Pauls Catholic College by email [leverard@wsgfl.org.uk](mailto:leverard@wsgfl.org.uk)

## **COLLECTIVE WORSHIP AND RELIGIOUS EDUCATION**

Collective worship will be part of our school and class assembly programme. Our approach will be broad, balanced and respectful of all religions and cultures.

Our aims for Religious Education are:

1. To enable pupils to understand the nature of religion and its various beliefs and practices, with particular reference to Christianity.
2. To help pupils to understand other people and to develop caring and considerate attitudes to both individuals and groups.

The school will make alternative provision for children of families who wish them to withdraw from collective worship (the worship part of shared assemblies) and Religious Education lessons. Families have the opportunity to let us know of their decisions to withdraw their child from these aspects of school life in the Admission booklet.

## COMMUNICATION

### Contacting the school:

Open Door Policy: We aim to offer easy access to senior and class staff where families wish to see them to discuss any issues, large or small. Because we cannot always be available at all times though, we ask that you contact us ahead of visiting to make an appointment. We will do our best to accommodate you as soon as possible and on the same day if we can.

Email: Email can be a very good way of contacting staff who are often busy in classrooms or away from their desks between lessons. Staff will endeavour to reply within 24 to 48 hours.

Telephone Calls: Class based staff are not usually able to take phone calls during the day, and we would request that you contact them via email as much as possible. If you do need to call the school our reception team will take a message that will be emailed to the class, so that they can access at an appropriate time.

### Contacting families:

Contact Details: it is very important we always have your most up to date contact details, in order to be able to reach you in an emergency or if we need to phone you about your child.

Scopay Communications: this is a programme that allows us to send emails and text messages to families, although in the case of text messages these are kept very short as there is a character limit. In an emergency such as an unexpected school closure, a message will be sent to alert you. Further details will then be placed on the website, and we will also continue to alert the local radio stations where there are emergency closures.

Letters: Letters to families are emailed via Scopay Communications, in order to reduce paper waste.

Seesaw: Many classes at Woodlands Meed use Seesaw (<http://seesaw.me>), a secure online journal, accessible to families through an app. Students and teachers can document and reflect on what pupils are learning, then share this with their families. Your child will be able to add the things we work on (including photos, videos,

worksheets, drawings and voice recordings) to their Seesaw journal and we can share them privately with you and other family members to view and comment on throughout the school year. We ask that these posts are not re-shared.

**Weekly Bulletins:** A bulletin is emailed each Friday, containing dinner menus, copies of letters, reminders and important dates. It can also be found on our website homepage.

**Newsletters:** Each class contributes to a half-termly newsletter, sharing photos and information about what our pupils have been learning that half term. This is emailed as a link and put on our website on the last day of each half term.

**Reports:** A report is sent to families at the end of each academic year detailing their child's progress in national curriculum subjects as well as their personal and social development.

## **COMPLAINTS**

Woodlands Meed uses a model Complaints Policy recommended by the Local Authority. Copies are available from our website and from the school office.

A concern or complaint can be made in person, in writing or by telephone. They may also be made by a third party acting on behalf of a complainant, as long as they have appropriate consent to do so.

Concerns should be raised with either the class teacher, a member of staff or the headteacher. If the issue remains unresolved, the next step is to make a formal complaint.

Complainants should not approach individual governors to raise concerns or complaints. They have no power to act on an individual basis and it may also prevent them from considering complaints that have been escalated.

Complaints against school staff (except the headteacher) should be made in the first instance, to the headteacher via the school office. Please mark them as Private and Confidential.

Complaints that involve or are about the headteacher should be addressed to the Chair of Governors, via the school office. Please mark them as Private and Confidential.

Complaints about the Chair of Governors, any individual governor or the whole governing body should be addressed to the Clerk to the Governing Body via the school office. Please mark them as Private and Confidential.

A template complaint form that you may use if you wish is available on our website. If you require help in completing the form, please contact the school office. You can also ask third party organisations like the Citizens Advice to help you.

In accordance with equality law, we will consider making reasonable adjustments if required, to enable complainants to access and complete this complaints procedure. For instance, providing information in alternative formats, assisting complainants in raising a formal complaint or holding meetings in accessible locations.

## **COMPUTERS AND ONLINE SAFETY**

There is a network of computers in school plus a set of iPads and laptops for pupil use. The school aims to use ICT as a tool for learning wherever this is helpful to pupils. Pupils and families will need to support us in keeping everyone safe on the internet. We ask that you do monitor your child's use of the internet and keep up to date with guidance and legislation about Facebook, Snapchat, Instagram and other social networking sites, the school staff will support you with this and there are links on our website.

<https://www.woodlandsmeed.co.uk/page/?title=Online+Safety&pid=46>

## **EDUCATIONAL VISITS**

The teaching staff organise outings to compliment the work being undertaken in class and these are designed to be appropriate for the pupils concerned. Wherever possible, as long as there is no health or other overriding concern, all pupils are invited to take part.

Parents are always informed if their child will be taken offsite during the school day and parental consent will be obtained in advance in any of the following circumstances:

- Your child is of nursery age
- If there is a cost involved for the activity
- If the activity is adventurous or hazardous
- If it is a residential trip
- The trip is outside the usual school day timings

As part of our curriculum we undertake educational visits to places of local interest. We also take pupils regularly to participate in Horse Riding, Sports, Forest School and work based activities as well as attending other educational establishments. Classes may also go on longer day trips or occasional residential trips.

If there is a cost involved families are advised and asked to make a voluntary contribution. Families are not obliged to pay for activities that are a National Curriculum entitlement, but we rely on the goodwill of families to make a contribution where possible, otherwise we would have difficulty in funding these outings. Support is available for families who receive benefits and details are available from the school office.

Pupils will be escorted by the appropriate number of staff and will either be on foot, in staff cars or in minibuses with the requisite insurance cover in place and relevant risk assessments carried out beforehand.

Please see the Charging and Remissions Policy on our website for further information.

## **FRIENDS OF WOODLANDS MEED**

The Friends of Woodlands Meed is our Parent Teacher Association. It is parent led, but staff and community supported, and organises a range of events. The Friends is a registered charity.

We are always interested in feedback to help us develop our Friends group and new volunteers are always welcomed. Please email [friendsofwoodlandsmeed@gmail.com](mailto:friendsofwoodlandsmeed@gmail.com)



## **GOVERNING BODY**

Governors are drawn from staff, families and the community, and are people who wish to make a positive contribution to the school and the education of its children. They contribute to the effective day-to-day running of the school and have significant input towards the educational achievements of its pupils. The Governing Body's overriding responsibility is to work in partnership with the Headteacher and staff to promote continuous improvement in the performance of the school and the welfare of pupils, families and staff. Guidelines are formulated to maintain standards and the Governing Body is therefore a "critical friend" who supports and challenges the performance of the Headteacher and the school.

<https://www.woodlandsmeed.co.uk/page/?title=Governors&pid=124>

## **HEALTH**

If a child becomes unwell during the day and is in pain, sick or has a temperature, families are contacted as soon as possible and usually the child goes home. If a child has been sick or has diarrhoea, they should remain at home for 48 hours after the last episode to ensure that they are not contagious, in accordance with WSCC guidelines.

If a child has a minor injury, such as a bump in the playground, a member of staff trained in First Aid will attend to them. If the injury is more serious, families will be contacted immediately and where necessary an ambulance will be called.

Pupils with a medical condition are supported at school and if they require medication this can be administered with the appropriate consent forms signed. It is important the school is kept informed about your child's health and any allergies.

## **MEDICAL AND THERAPIES**

Our special school nurses are based onsite to monitor health issues of pupils. There is also a community paediatrician who operates a regular clinic at the school and who may write a report for the Annual Review. The school nurses and doctor may make appointments for pupils and they are also happy to meet with families to discuss any issues or concerns.

We also have a team of other health professionals based in the school part time, including speech and language therapists, physiotherapists, and occupational therapists to attend to individual pupils needs.

Parents and carers can refer their son or daughter to the Speech and Language Therapy team, by completing and returning the referral form on our website.

<https://www.woodlandsmeed.co.uk/page/?title=Therapy+Provision&pid=245>

## **INSURANCE**

Woodlands Meed is insured for public liability and accidents to pupils, staff and visitors for injuries caused by building defects and accidents which occur as a result of negligence by a member of staff. Children are not insured against other personal injuries or accidents whilst on the school premises. Appropriate insurance cover is arranged when pupils are taken out on educational visits.

## **LINKS WITH OTHER SCHOOLS AND COLLEGES**

Woodlands Meed maintains close links with Birchwood Grove Primary School, London Meed Primary School and The Burgess Hill Academy. We also value our links with other special schools in West Sussex.

We are active in the Burgess Hill family of schools having connections with St Paul's Catholic College as part of the Maths Hub, and outreach links with many local primary schools in Burgess Hill and beyond. Burgess Hill School for Girls also has supportive links with the school.

We have link courses with several of the local colleges, including Crawley, Plumpton and Brinsbury.

## **LUNCHTIME**

Woodlands Meed aims to make lunchtime a positive and supportive experience for all. Teachers and support staff eat with the children where appropriate. For some pupils we will need to make very individual and specific arrangements. However, most pupils are encouraged to have the school meal cooked onsite.

Although we promote a school dinner where possible, we recognise that for some a packed lunch is preferable, especially while a wider range of foods is being introduced.

The price of a school meal is £2.85 per day. The menu for each week is included in our weekly bulletin.

School dinners are booked and paid for online using the Scopy system. If your son or daughter requires a school meal this must be ordered and paid for in advance using this system. We are not able to take any lunch orders at school and ask that parents do not send their child to school with cash.

As the ordering facility closes at 9am each day, please ensure that if you have not ordered a hot meal your son / daughter brings a packed lunch with them.

If your son / daughter receives Free School Meals you will still need to book their meal online but will not need to make any payment. Pupils in Reception, year 1 and year 2 are automatically entitled to a Free School Meal as part of the Government's Universal Infant Free School Meal scheme.

If your son / daughter is ever absent from school due to illness, you are able to cancel the meal online up until 9am.

The school catering service will make every effort to meet special dietary needs. Please complete the WSCC Special Diet form included in your admission pack and include a copy of the relevant medical evidence.

## **THE MEEDS SEND ALLIANCE**

The Meeds SEND Alliance is co-ordinated by Woodlands Meed; it aims to provide schools within Burgess Hill and Hassocks with training, support and guidance for all issues relating to special educational needs and disability (SEND). Further to this we aim to provide support to parents, carers and families through running coffee mornings and training and signposting families to local and national organisations where they can find further support for their children with specific difficulties relating to SEND.



## **NEXT STEPS**

Ensuring that all the learners at Woodlands Meed make the maximum personal progress and develop independence, social, and communication skills is very important to the future aspirations and life skills for our learners.

The Annual review target is written to identify the progress that is planned to be made in each of the four areas of the EHCP:

- Cognition and Learning
- Communication and Independence
- Sensory and/or Physical
- Social Emotional and Mental Health

The next steps are a sequence of targets that break the Annual Review Target into achievable steps, which ensure the progression towards achieving the AR target.

At Woodlands Meed, every member of the class team observes the next steps targets daily ensuring that individual progress is being made. If the team feel that a next step target is not going to be achieved, the target will be modified to ensure that small steps of progress can be identified. When they have achieved one step they will move forward onto the next target all the time working towards the Annual Review target.

We send home the next steps targets every term, so that families are aware of the targets that are being worked on for your child. During Parents' Evenings that are held each term, it will allow you the opportunity to ensure that you are fully aware of a young person's progress.

## **ONLINE PAYMENTS**

Woodlands Meed uses an online system, Scopay, for parents and carers to order school meals, give consent for trips, book parents evening spaces, and make payments for meals, trips, breakfast club and other events online.

You will receive a letter with a unique access code that you will need to use to create yourself an account.

Should you need any help using the system there are guides and documents containing other useful information available on our website within the 'Info for Families' pages.

Please also feel free to contact the school office and we will be able to provide any assistance needed.

Scopay is accessible via the internet [www.scopay.com](http://www.scopay.com) or by downloading an app for phones.

## **PARENTS EVENING**

We will inform you of the dates and times each term, along with instructions for how to book an appointment via Scopay.

Appointments can either be conducted online via Microsoft Teams, face to face or by telephone.

The summer term parents evening will be with your son or daughters teacher for the coming year, to allow families to begin to establish links with the new class team.

## **POLICIES**

The school has a number of policies, which have been agreed with Staff and Governors. We have adopted all national or WSCC statutory and recommended policies to ensure we have a firm foundation. Policies which relate to solely internal matters, such as our curriculum, have been developed internally. Copies of our policies are available to read in school and some are available on our website.

## **RELATIONSHIPS AND SEX EDUCATION**

Relationships education is compulsory in primary schools and Relationships and Sex Education is compulsory in secondary schools. At Woodlands Meed we believe that effective Relationships Education and Relationships and Sex Education (RSE) is essential to enable children and young people to make informed decisions about their lives. The Relationships Education and Relationships and Sex Education programmes are integrated into the PSHE curriculum within the school and college.

Relationships Education and RSE is the lifelong learning about physical, moral and emotional development.

A comprehensive programme of Relationships Education and RSE provides accurate information about the body, reproduction, sex, and sexual health. It also gives children and young people essential skills for building positive, enjoyable, respectful and non-exploitative relationships and staying safe both on and offline (21st Century Guidance 2014).

### **Parents/carers**

The school is well aware that the primary role in children's relationship education and relationship and sex education lies with parents and carers. We wish to build a positive and supporting relationship with the parents and carers of the students, through mutual understanding, trust and co-operation. In promoting this objective we:

- Inform parents about the school's RSE policy and practice through opportunities to discuss
- Answer any questions that parents may have about the RSE of their child
- Support parents who are finding it difficult to accept their children's developing sexuality
- Take seriously any issue that parents raise with teachers or governors about this policy or the arrangements for sex education in the school
- Inform parents about the best practice known with regard to Relationships Education and RSE, so that the teaching in school supports the key messages that parents and carers give to children at home. We believe that, through this mutual exchange of knowledge

and information, children will benefit from being given consistent messages.

Parents are able to withdraw their child from any or all aspects of Sex Education, other than those which are part of the science curriculum, up to and until three terms before the age of 16. After that point, the guidance states that 'If the child wishes to receive sex education rather than be withdrawn, the school should make arrangements to provide the child with sex education during one of those terms.'

If a parent of a secondary student wishes their child to be withdrawn from sex education lessons, they should discuss this with the Deputy Heads on the site that their child is in, and make it clear which aspects of the programme they do not wish their child to participate in. We acknowledge that parents have the right to withdraw their child from the non-statutory aspects of RSE. Although a small aspect is non-statutory, the school is obliged to teach it and feels it is important that these aspects are dealt with sympathetically.

Parents of a primary student will not be able to withdraw their children from any aspect of Relationships Education or Health Education (which includes learning about the changing adolescent body and puberty). However, there may be exceptional circumstances where a student's specific needs arising from their SEND needs to be taken into consideration when making this decision/and in these circumstances.

The Relationships and Sex Education policy can be found here:

<https://www.woodlandsmeed.co.uk/page/?title=Policies&pid=126>

Further information about the relationship and sex curriculum can be found here:

<https://www.woodlandsmeed.co.uk/page/?title=Relationship+Education&pid=224>

## **SAFEGUARDING**

Woodlands Meed and the Governing Body take their responsibility to safeguard and promote the welfare of pupils very seriously and are committed to safeguarding and promoting the welfare of children. We recognise that all adults, including temporary staff, volunteers and Governors, have a full and active part to play in protecting our pupils from harm, and that child welfare is our paramount concern.

Our staff team believe that our school should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual pupil.

When necessary, we follow the procedures of the Local Safeguarding Board and work together with other agencies, to ensure adequate arrangements within our school to identify, assess, and support those children who may be suffering from or at risk of harm.

When recruiting staff all appointments are subject to references, an enhanced DBS clearance and verification of medical fitness.

The school is vigilant about the security of the pupils and premises. All visitors have to report to the school office, sign the visitors' book, wear a visitors badge and sign out when they leave. Fire practices are carried out at least once a term. All staff are appointed using safer recruitment guidelines and are fully checked through the Disclosure and Barring Service. We also promote safe use of the internet for all our pupils.

<https://www.woodlandsmeed.co.uk/page/?title=Safeguarding&pid=15>

## **SUNSCREEN**

Children are encouraged to wear sunscreen and sunhats on sunny days. Families are asked to apply an appropriate factor before school.

Families should also send in sunscreen labelled with their child's name in hot weather. Staff will help the children reapply sunscreen during the day where necessary provided that written consent has been obtained. Families will receive further information about this, usually early in the summer term.

Primary aged pupils and some KS3 pupils can be loaned sunhats by the school as needed, and on school trips to prevent sunstroke and aid identification.

## **THE SCHOOL DAY**

Each site has different opening hours to accommodate planning regulations and to enable school transport to work efficiently. The earliest arrival we can allow on either site is 15 minutes before the start of the school day to ensure safe supervision. Before this time, unless pupils are attending the before school club, we cannot supervise them and they will need to wait in their school transport or with their families until classrooms are staffed.

The college day is from 8.45am to 3.30pm (1.50pm finish on Fridays).

The school day is from 8.55 am to 3.40 pm (2.00pm finish on Fridays).

Lesson lengths vary with the age and needs of pupils.

Primary classes theme their afternoons so that appropriate opportunities for children to mix are maximised and tailored to their abilities and interests, e.g. sports, humanities, music and drama. We often have Burgess Hill Academy Year 11 students joining us at this stage in the day, acting as Enrichment Mentors. In KS3 there will also be Enrichment sessions where pupils have the opportunity to practice learning, develop new interests and social skills in different groupings.

## **TRANSPORT**

Most children come to school by taxi or minibus with an escort. If your child is unwell, coming into school late or going home early, kindly advise their transport provider as well as the school. Please contact WSCC Transport Team on 01243 777094 if you have any queries regarding transport. All families should assist the Transport Department to set up a Transport Care Plan. These will be reviewed as part of the Annual Review.

## UNIFORM

Pupils are encouraged to take pride in their appearance and to come to school ready for learning and taking part in the school day. All items of clothing and shoes should be clearly named.

Pupils who are in KS5 can choose to wear their own clothes each day although we will encourage the choices to be suitable for college.

Woodlands Meed does not keep any uniform on the premises to purchase. Uniform is available to purchase online from Monkhouse Uniforms.

<https://www.monkhouse.com/school/woodlands-meed-urn-136114>

Families have the option either to purchase uniform with the school logo or to purchase plain unbranded clothes in the agreed colours. Any items without a logo can be purchased from wherever you choose although they are available to purchase from Monkhouse Uniform. We prefer clothing to be plain and free from any markings other than the school logo.

	Non Logo	Logo	Nursery to Year 6	Yr 7 to Yr9	Yr 10 to Yr 11
Sweatshirt (v neck)	Yes	Yes	Red	Red / Navy Blue	Navy Blue
Cardigan	Yes	Yes	Red	Red / Navy Blue	Navy Blue
Collared shirt	Yes			White	
Polo shirt	Yes	Yes		White	
Trousers	Yes			Grey	
Shorts	Yes			Grey	
Skirt	Yes			Grey	
Pinafore	Yes			Grey	
Summer dress	Yes			Gingham checked red & white	
Socks / tights	Yes			Grey or black	
Shoes	Yes			Black	
PE shorts	Yes			Navy	
PE t-shirt	Yes	Yes		White	
PE shoes	Yes			Trainers or plimsolls	
PE bag	Yes	Yes		Named bag	

## **VALUABLES**

### Jewellery:

Jewellery is restricted to watches and small stud or sleeper earrings. For safety reasons jewellery cannot be worn for PE and may need to be covered or removed in Science or Food and Design Technology lessons. The school cannot be held responsible for lost items.

### MP3 players, Portable Games Consoles or similar items:

Some pupils bring these to school because it helps them enjoy their journey on school transport more. These items must be handed into the office on arrival and collected at the end to ensure that they are safe during the school day. Pupils at the college site have lockers and can take responsibility for valuable items if appropriate.

### Mobile Phones

At the school site, pupils whose families wish them to have a mobile phone must leave it in the school office. Older learners at the college site will need to keep their phones responsibly in their college locker, if they have one, during school hours. Failure to comply with rules may mean that pupils are requested not to bring mobile phones into school.

### Lost Property

Personal items should be clearly marked or name-taped. Lost property is normally taken to the school office. Children are encouraged not to bring personal money or toys as the school cannot be responsible for their safekeeping.

## **VISION AND VALUES**

Building Unique Futures Together.

For the pupil, this means:

- I know there is a team of people who care about me
- I know there is a team of people who understand me
- I know there is a team of people enabling me to learn and succeed
- I know there are people who will listen to me
- I know I am valued, respected and understood

For staff, this means:

- Providing a safe, secure environment
- Recognising the individual needs and strengths of each child
- Planning and facilitating unique, enjoyable opportunities to maximise learning and potential
- Working with families/carers and outside agencies to achieve the best for each child
- Ensuring opportunities from the wider community are utilised

For parents/carers, this means:

- Working with the school and outside agencies to achieve the best for my child
- Knowing I can contact the school with fears and anxieties and that I will be supported
- Feeling confident that my child is safe, valued, understood and respected
- Knowing my child is being challenged to achieve to the best of their ability

Please visit our [website](#) to read more about our Vision and Values.

## **VOLUNTEERS**

Various individuals help out in school on a regular basis, usually with reading and other projects. We also support local colleges and universities by offering work experience placements to graduate teachers and other students. They are all checked through the Disclosure and Barring Service. If you are interested in volunteering please email [office@woodlandsmeed.co.uk](mailto:office@woodlandsmeed.co.uk)

## **WELLBEING TEAM**

Woodlands Meed has a Wellbeing Team, made up of pastoral leaders based at each site. They offer pastoral support and may be a point of contact if your child needs extra support with any issues.