

# Information for Parents/Carers

## 2016/2017



Bents Green School  
Ringinglow Road  
Sheffield  
S11 7TB

Tel: 0114 236 3545

Fax: 0114 235 6229

E-mail: [enquiries@bentsgreen.sheffield.sch.uk](mailto:enquiries@bentsgreen.sheffield.sch.uk)

Website: [www.bentsgreenschool.co.uk](http://www.bentsgreenschool.co.uk)

Twitter: [@bentsgreensch](https://twitter.com/bentsgreensch)

Headteacher: Amanda Costello  
Deputy Headteacher Pastoral: Sally Haslingden  
Deputy Headteacher Curriculum: Heather Partington  
Assistant Headteacher - Years 7 & 8: Bridie Reidy  
Assistant Headteacher - Years 9, 10 & 11: Andrew Hinchliffe  
Assistant Headteacher Post 16: Frank Hunter

## Useful Information

<b>School Office</b>	School Reception	0114 2363545
<b>School Primary Contact (Text or voicemail)</b>	To report student absence and general messages	0114 3030177
<b>West MAST Nursing Team</b>	Marie Delaney-Moore – School Nurse	0114 2506865 (West MAST - Base)
<b>Ryegate Children's Centre</b>	Jacqueline Gilmore – Nurse Specialist – Autism	0114 3053138
<b>School Doctor</b>	Caroline Bleakley (Ryegate Children's Centre)	0114 2717165
<b>CAMHS Team - Beighton</b>		0114 2716540
<b>Speech Therapists</b>	Heather Worden (Flockton House) Joy Hilton (Assistant)	0114 2262333
<b>Friends of Bents Green (FOBG)</b>	Kate Bradshaw (Parent Group)	07900365091
<b>Sheffield Autistic Society</b>	Phil Cooney	0114 2304839
<b>SNIPS</b>	First Response Team	0114 2734017
<b>Sheffield Futures</b>	Sue Williams-Bradshaw	0114 2012800
<b>Central Transport</b>	Steve Reynolds	0114 2037576
<b><u>School Governors</u> Chair</b>	Laura Gillespie	0114 2363545 (School)
<b>Safeguarding Governor</b>	Donna Buckingham	

## **School Day**

The school day starts at 9.00am and finishes at 3.30pm.

<b>Morning Breaks and Lesson Times</b>		<b>Afternoon Break and Lesson Times</b>	
<b>Registration</b>	<b>9.00am – 9.10am</b>	<b>Registration</b>	<b>1.00pm – 1.05pm</b>
Lesson 1	9.10am – 9.50am	Lesson 5	1.05pm – 1.45pm
Lesson 2	9.50am – 10.30am	Lesson 6	1.45pm – 2.25pm
<b>Break</b>	<b>10.30am – 10.40am</b>	Lesson 7	2.25pm – 3.05pm
Lesson 3	10.40am – 11.20am	Review & Reward	3.05pm – 3.30pm
Lesson 4	11.20am – 12.00pm	Time	
<b>Lunch</b>	<b>12.00pm – 1.00pm</b>	<b>Home Time</b>	<b>3.30pm</b>

## **Absences**

**If your child will not be attending school due to illness:**

- Please notify SEN Transport to cancel your child's bus: **0114 2037576**  
Please also notify the school before 9.30am on the morning of the first day of absence, preferably by sending a text or voicemail via Primary Contact **stating the nature of the illness/absence and the expected length of absence.**
- All absences should be reported by the parent/carer – we cannot accept messages passed on by escorts.

**Medical, dental or any other prearranged appointment which necessitates their absence from school:**

- Please notify school one week in advance by either telephone or by entering the details in the home/school diary and sending a copy of the appointment letter where possible or by sending a text or voicemail using the 'Primary Contact' messaging service.

## **'SIMS' Agora Cashless System**

From September 2016 we are transferring to a cashless payment system to enable parents/carers to pay for school meals, school uniform, school trips, enrichment activities, off-site activities and other school based events. Your log in details are included in the welcome pack. Please follow the guidelines provided to set up your account.

We will still accept payments by cash or cheque (made payable to Bents Green School) until the end of autumn first half term - Friday 21 October. Please ensure that your child brings their cash or cheque in a purse or envelope, with their name on and the day(s) they will be having a school dinner / the name of the activity the money is intended for. This should be handed in to their class tutor team.

## **Authorised Absence Passes**

The school office issues students/parents/carers with an Authorised Absence Slip whenever a student has a reason to leave school during normal school hours. These slips are widely used in other schools throughout Sheffield.

Parents, who take their child out of school for appointments during school hours, should carry this slip with them stating the reason for their child's absence from school. It is quite usual for Police to ask for this proof and the slip will provide the necessary information. If parents notify school that their child has an appointment at the start of the school day, a post-dated Authorisation Absence Pass will be provided.

## **Coats**

We have noticed that some children come to school without a coat. We appreciate that they travel by school minibus, door to door however, there are many occasions when students are outside during the school day. We would like to suggest that your child brings a coat into school each day, especially given that the weather is so unpredictable!

## **Communication between School and Home**

*Please note that in the case of emergencies or significant medical incidents/accidents, we will always endeavour to contact parents/carers personally.*

### **By Telephone: 0114 2363545**

- You can leave a message with reception.
- You can speak to the Year Team Support. They may be able to answer questions relating to: letters (including curriculum visits and payments); school dinner payments; attendance; holiday and leave requests; Annual Reviews and updates to parent/carer contact information.
- You may also be able to speak directly to the Higher Level Teaching Assistant (HLTA) or tutor team if they are not teaching, or you can leave a message and someone will call you back.

**'Primary Contact'** – (our messaging system)

### **Bents Green Text: 0114 3030177**

You can send a text or leave a voicemail. Use this to notify school if your son/daughter is absent.

You will receive text messages from school via this number, for example reminders of meetings, notification of letters home, short messages.

### **Email**

Email is a very effective way of sending letters and longer messages, and it would be very helpful if parents/carers, who actively use their emails, pass their details to us. To improve communication copies of letters and other information will also be emailed. Please use the enclosed **Primary Contact reply slip** and return to the School Office as soon as possible.

**Home / School Diary:** parents can provide information about day to day minor concerns and also communicate any useful information about their child for the tutor group to pick up. Tutor groups will read the diaries daily and will try to write messages at least once a week.

**The Year Team Support** member of staff for your child is Christine Carnall for Years 7 & 8 and Leann Wright for Years 9, 10 & 11. Parents can select to speak to their Year Team Support when they ring in to school; there is an option available on the phone system. They work closely with class teams, HLTA's, and members of Senior Leadership Team as well as other members of the multi-agency team, to ensure that together we provide the highest standards of care and education.

### **Disabled Person's Travel Pass – when does my child need to bring their pass to school?**

The School will obtain travel passes for students during their first term at school in Year 7. Lifeskills Challenge lessons may take place off-site - please ensure your child brings their travel pass with them to school on the days when they are going out with their class, otherwise they will be asked to pay the full fare.

**To renew your child's travel pass call Traveline 01709 515151** two months before the current pass expires.

**Stolen or damaged passes due to 'normal wear and tear'** will be replaced free of charge.

**A lost pass** will incur a £7.00 administration fee.

### **Drinks and Snacks**

Students may bring snacks or drinks for break times; there is also a fresh water machine available for use at break time and jugs of water are provided at lunchtime.

### **MP3's and Handheld Games and Mobile Phones**

If students have electronic devices to use on the journey to school they must leave them at the main reception desk until the end of day.

Each child has their own labelled envelope to ensure their equipment is kept safe and secure. However, school cannot be held responsible for any expensive items brought into school.

### **Medication**

The member of staff responsible for medication in school is Karen Oates.

- All medicines (prescribed and over the counter) should be sent to school in the original container and must be given to the escort. We are not allowed to accept loose tablets in envelopes etc.
- A dated note in the home school book or a dated letter with instructions should also be sent.
- If it is a prescribed on-going course of medication, or medication that requires taking for a specified period of time, please complete the '**Parental Agreement for School Setting to Administer Medicine Form**' which is enclosed with this booklet.

If your child has any health related conditions which school should know about please add this information on the **Data Collection Sheet** enclosed in the **Medical Condition section i.e. asthma / inhaler etc.** (Our new parents will receive a copy of the Data Collection Sheet at the beginning of term in September.)

These procedures ensure the safety of all our students and the correct administration of specific medication. Your co-operation in this matter is essential.

### **Off-Site School Activities**

At Bents Green School, we offer a varied programme of activities. To make sure that each student has high quality educational and 'life' experiences; these activities may be on or off-site. The staff team is very experienced and skilled in managing all of these activities carefully, sensitively and above all safely.

Students may be transported in the school minibuses or cars, which can only be driven by those staff qualified to do so. All staff will have appropriate insurance cover in place.

On occasions, students may be transported in approved staff cars, if this is felt to be more appropriate at the time.

### **PE Kits**

Students will need a change of clothes for their PE lessons and suitable sports shoes for use on the floor in the hall. Students have 3 lessons of PE a week. Students can bring their PE kit in at the start of term and take it home weekly, if they wish to do so, or they can take it home at half term. Staff will ensure that all PE kits are taken home on the last day. A PE kit with our school logo is available from our uniform supplier and order forms were sent out to all parents in July; if you did not receive this please inform your child's tutor team and a copy will be provided to enable you to order items as required.

### **Request for Term Time Leave**

Any requests for leave of absence in term time must be received at least 20 days before the planned leave; a '**Leave of Absence Form**' is available from the School Office and will need to be completed.



The decision on whether to authorise an absence rests with the Headteacher, and leave of absence in term time will only be agreed in exceptional circumstances, for example parents who get married abroad.

### **Student Data Collection Sheets**

Enclosed with this booklet is a printout generated from the school's database of current contact details for your family. Please can you update this if necessary, sign it and return to the school office by **Friday 16 September 2016**. (New Year 7 parents will receive their Data Collection Sheet at the beginning of term in September.)

Please also complete the **Primary Contact Form** if you have any changes to make to this information. Thank you.

### **School Dress**

Students can choose to wear school uniform at Bents Green, however this is entirely optional. We do ask parents/carers to make sure that students are sent to school in clothes appropriate for daily school life.

### **School Meals**

School dinners cost £2.10 per day or £10.50 per week; we will inform you if there are any changes to this. Payment can be made using a new secure online payment service 'SIMS' Agora, which we are launching in September 2016. Details of your user name and log in are included with this pack. A weekly dinner menu can be obtained via the school website / twitter / paper copy provided by the tutor team for your child to take home.

If your child has any dietary needs please indicate this on the **Data Collection Sheet** enclosed in this pack in the **Dietary Needs section i.e. vegetarian / halal / kosher foods only / nut allergy / gluten free / etc.**

## **School Meal Payments 2016/2017**

**Weekly payment: £10.50**

<p><u>First Half Autumn Term:</u>  <b>5 September – 21 October 2016: 33 days = £69.30</b>            (Excludes Training Days – 3 &amp; 4 October)  <b>2 monthly instalments of £34.65 and £34.65</b></p>	<p><u>First Half Spring Term</u>  <b>3 January – 16 February 2017: 34 days = £71.40</b>  <b>2 monthly instalments of £35.70 and £35.70</b></p>
<p><u>Second Half Autumn Term:</u>  <b>31 October – 16 December 2016: 35 days = 73.50</b>  <b>2 monthly instalments of £36.75 and £36.75</b></p>	<p><u>Second Half Spring Term:</u>  <b>27 February – 6 April 2017: 29 days = 71.05</b>  <b>2 monthly instalments of £35.50 and £35.55</b></p>
<p><u>First Half Summer Term:</u>  <b>24 April – 26 May 2017: 24 days = £50.40</b>  <b>2 monthly instalments of £25.20 and £25.20</b></p>	
<p><u>Second Half Summer Term:</u>  <b>5 June – 21 July 2017: 35 days = 73.50</b>  <b>2 monthly instalments of £36.75 and £36.75</b></p>	

### **Student Premium / Free School Meals**

Identifying who is eligible for student premium funding helps us to ensure that the school receives all the money that it is entitled to in order to best support your child. Your child is eligible for student premium money if they have been registered for free school meals within the last six years. We will be sending out student premium registration forms in September and would appreciate your cooperation in completing the paperwork even if

your child does not claim the free meal. The funding received from this process helps us provide personalised activities to support children in school.

If you do need to check your eligibility or have a query about free school meals contact:

**Free School Meals Administration Tel: 0114 2735705.**

### **Skills for Life**

There may be occasions within the week when your child may be taken out for independent or small group travel, so may have the opportunity to purchase drinks or snacks. It would be useful for your child to bring in a small amount of money to cover these costs on their Skills for Life day. Money requested is by voluntary contribution. If you do not wish your child to purchase drinks or snacks in this way please let us know. Your child's bus pass can be left at school or please put the pass in your child's bag.

### **School Nurse**

Fully trained first-aiders are available throughout the school day.

The School Nurse Team is not based in school but can be contacted by parents between 8.30 and 5.00pm Monday to Friday on 0114 250 6865 if any parent/carer requires support or advice. Part of the school nurses role is to advise schools on Care Plans if required and signpost staff to training. The current named **School Nurse is Marie Delaney-Moore.**

### **Sun Protection and Hayfever**

During periods of sunny weather we request that parents/carers take responsibility to apply 'once a day sun cream' before their child leaves home; this is now widely available from chemists and supermarkets. We will let students use school sun cream when needed (Boots once a day sun cream), but if this brand is not suitable please let your child's tutor team know.

If your child suffers from **hayfever** please send their medication to school together with a completed '**Parent Agreement for Medication**' form enclosed.

### **Transport**

If you have any sudden changes to your usual pick up or drop-off arrangements could you please ensure that you notify school and Transport as soon as possible. Transport telephone number: **0114 2037576.**

### **Voluntary Contributions**

- **Food Technology**

We ensure all students have equal access to learning activities. However, Food Technology is a subject that requires a lot of funding for the purchase of items that our students prepare.

To support the school in offering a wide range of experiences we are asking for a small contribution of £0.50 if students are making food to take home with them. During the Christmas period we will ask for £1.00. Parents/carers will receive a letter with further information when your child is due to participate in Food Technology.

- **School Visits and Enrichments opportunities**

We can allocate a limited amount of funding for school trips, but if parents can provide voluntary contributions this will help us to offer a wider range of activities for our students.

## **Bents Green School Website**

Our school website is updated regularly and provides parents with information on:

- Curriculum
- Safeguarding
- Policies
- Staff Lists

The Parent Section contains:

- A school calendar containing all the holiday and training dates, dates of trips and school events and Friends of Bents Green meetings. We also include useful information i.e. deadlines for return of reply slips, who the lead person is for each event etc.
- Copies of letters that are sent home
- Lunch Menus
- 'Friends of Bents Green' (FOBG) – information and newsletters about fundraising events.
- Useful Organisations contains information about support groups, clubs for students and holiday activities in the local area - please check the website for full details.

## **Whole School Photographs**

Jane Stapleton School Photography has been booked to come into school on

**Wednesday 28 September 2016**. There is no obligation for parents to buy photos.

### **Reply slips enclosed with this booklet to complete and return:**

- **Parent/Carer Permission Form**
- **Primary Contact reply slip:** please complete and return for changes only.
- **Student Data Collection Sheet:** please check the details, amend as necessary, sign and return to school. If there are no changes, please sign the sheet to let us know you have checked it and return.
- **Mobile Phone Letter and Permission Slip:** please complete and sign only if your child brings a mobile phone /hand held game to school.
- **Student School Agreement: Use of Mobile Phones/Electronic Devices in School** only if your child brings a mobile phone /hand held game to school.
- **Parental Agreement for School/Setting to Administer Medicine** (complete only if your child is currently taking any medication which requires administering at school or if there is an occasion where it necessitates administering medication at school. This form can be completed and the medication sent in via the child's escort).
- **Home School Agreement**
- **Y10 & 11 Off-site Lunchtime reply slip**

### **For your information:**

- **'Working together to Safeguard Children' booklet**
- **Speech and Language Therapy Service at Bents Green**
- **School Rules**

***Please return reply slips to the school by Friday 16 September 2016 to enable the Business Support Team to update the school database and student records as quickly as possible.***

We hope this booklet answers all the questions that may arise at the start of term. For further information please contact the main school office or the tutor team.