

Information for Post-16 Student Parents/Carers

2016/2017



Bents Green School at Sheaf Training
Norwood Drive
Sheffield
S5 7BH

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Headteacher: Amanda Costello
Deputy Headteacher Pastoral: Sally Haslingden
Deputy Headteacher Curriculum: Heather Partington
Assistant Headteacher Post 16: Frank Hunter

Useful Information

Bents Green School	Reception	0114 2363545
Bents Green at Sheaf Training	P16 Office	0114 4031048
School Primary Contact	To report student absence general messages	0114 3030177
West MAST Nursing Team	Marie Delaney-Moore – School Nurse	0114 2506865 (West MAST - Base)
Ryegate Children’s Centre	Jacqueline Gilmore – Nurse Specialist – Autism	0114 3053138
School Doctor	Caroline Bleakley (Ryegate Children’s Centre)	0114 2717165
CAHMS Team - Beighton		0114 2716540
Friends of Bents Green (FOBG)	Kate Bradshaw (Parent Group)	07900365091
Sheffield Autistic Society	Phil Cooney	0114 2304839
SNIPS	First Response Team	0114 2734017
Sheffield Futures	Sue Williams-Bradshaw	0114 2012800
Central Transport	Steve Reynolds	0114 2037576
School Governors: Chair Safeguarding Governor	Laura Gillespie Donna Buckingham	0114 2363545 (School)

School Day

The school day starts at 9.00am and finishes at 3.00pm.

Morning Breaks and Lesson Times		Afternoon Break and Lesson Times	
Registration	9.00am – 9.10am	Registration	1.00 pm – 1.10pm
Lesson 1	9.10am – 9.50am	Afternoon session	1.10pm - 3.00pm
Lesson 2	9.50am – 10.35am	Home Time	3.00pm
Break	10.35am – 10.50am		
Lesson 3	10.50am – 11.30am		
Lesson 4	11.30am – 12.15pm		
Lunch	12.15pm - 1.00pm		

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 notify Bents Green at Sheaf by 9.30am on the morning of the first day of absence preferably by ringing Sheaf direct or by sending a text or voicemail via Primary Contact **stating the nature of the illness/absence and the expected length of absence.**

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 or by sending a text or voicemail using the 'Primary Contact' messaging service.

Agora Cashless System

From September 2016 we are transferring to a cashless payment system to enable parents/carers to pay for 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.

Communication between School and Home

'Primary Contact' enables school to send short messages/reminders quickly and easily as many of you have also used the system to inform us of absences, medical appointments and for messages to tutors. This system does not replace the home/school diary system and parents should check for messages from teaching staff and teaching assistants (TA's) on a daily basis.

We are continuing to use 'Primary Contact' so please ensure that you check your mobile phones, voicemails/answer phones and emails for messages sent from school.

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

Primary Contact' – (our messaging system)

Bents Green/Sheaf 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 etc.

Contact Sheaf by Telephone: 0114 4031048

You can speak to Jo Burke, P16 Year Team Support who is based in the P16 office at Sheaf Training. She 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 tutor team if they are not teaching, or you can leave a message and someone will call you back.

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

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.

Email Contacts

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.

Free School Meals

It is important that if you are eligible for free school meals, even if your child prefers a packed lunch that you apply for them as soon as possible by contacting **Free School Meals Administration Tel: 0114 2735705** as this attracts additional funding for the school.

Homework

All students in Bents Green Post-16 will have the opportunity at the end of each day to catch up on and reinforce learning where needed. With this in mind students will not be regularly given homework unless specifically requested by parents/carers.

Medication

All prescribed and over the counter medicines should be sent to school in the original container via the escort. We are not allowed to accept loose tablets in envelopes etc. A 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 to Administer Medicine' enclosed.

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.**

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.

Request for Term Time Leave

From September 2014 any requests for leave of absence in term time must be received at least 20 days before the planned leave and a leave of absence form will need to be completed. As you will be aware there is a national Government drive to reduce the number of holidays in term time and this is aimed at all school age children.

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.

School Meals

At Sheaf Training there is a canteen which serves hot and cold meals daily. If you wish your child to use this facility, please send money daily with them. An average daily cost is £2.50 to £3.00. Students are welcome to bring packed lunches from home and can eat with the others in the canteen. Students who receive free school meals will be given a voucher to use in the cafeteria as payment for their meals.

School Dress

There is no school uniform at Bents Green at Sheaf Training. However, we do ask parents/carers to make sure that students are sent to school in clothes appropriate for daily school life.

School Nurse

The School Nurse Team is not based in school but can be contacted by parents between 8.30am 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.** (Fully trained first-aiders are available throughout the school day.)

Skills for Life

Students will need to bring sufficient money to buy their lunch and a drink; we recommend £6/7 as they usually go to a café or restaurant. Students will also need their bus pass with them or if they don't have their pass please provide money for bus fares.

Student Data Collection Sheets

Enclosed with this leaflet 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.**

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

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**.

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 can be found in the 'Parent' section in Letters / Sheaf Training.
- '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.