

# Information for Parents/Carers

## 2016/2017



Westfield Discovery Hub  
Westfield School  
Eckington Road  
Sheffield  
S20 1HQ  
Tel: 0114 248 5221  
Fax: 0114 2470779

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  
Lead Teacher: Diana Porteous

## Useful Information

<b>Westfield Discovery Hub</b>	Direct line to Hub	07435965571
<b>Diana Porteous</b>	Email: <a href="mailto:dporteous@bentsgreen.sheffield.sch.uk">dporteous@bentsgreen.sheffield.sch.uk</a>	
<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>CAHMS 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>School Governors: Chair Safeguarding Governor</b>	Laura Gillespie Donna Buckingham	0114 2363545 (School)

## **School Day**

The school day starts at 8.30am and finishes at 3.00pm.

<b>Morning Break and Lesson Times</b>		<b>Afternoon Break and Lesson Times</b>	
<b>Registration</b>	<b>8.30am</b>	Lesson 4	12.00pm – 12.45pm
Lesson 1	8.30am – 9.30am	<b>Lunch</b>	<b>12.45pm – 1.45pm</b>
Lesson 2	9.30am – 10.30am	Lesson 5	1.45pm – 2.45pm
Tutor Time	10.30am – 10.45am	Review & Reflect	2.45pm – 3.00pm
<b>Break</b>	<b>10.45am – 10.45am</b>	<b>Home Time</b>	<b>3.00pm</b>
Lesson 3	11.00am – 12.00pm		

## **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 the school **before 9.30am** on the morning of the first day of absence by phoning: **07435965571**

**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 email.

## **Parent Pay**

Westfield School operate a cashless payment system to enable parents to pay for school dinners, snacks and off site activities. You will be given a logon for this.

You can either put money onto your child's account online or send money into school for students to put on their own account. You can also monitor how much your child is spending online.

## **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.*

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

**Bents Green Text: 0114 3030177**

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

**Hub mobile: 07435965571**

Please ring or text this number if your child will not be attending school for any reason.

**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.

## **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.

### **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/lunch times. Please do not send high energy drinks to school.

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

Students are allowed to bring electronic devices into school but these remain their responsibility and must be left in bags during lesson times.

### **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 also include this information to the **Data Collection Sheet** in the '**Medical Condition**' section **i.e. asthma / haler**. (New parents will receive this document 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 Westfield Discovery Hub, 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.

### **Pupil Premium / Free School Meals**

Identifying who is eligible for Pupil 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 Pupil Premium money if they have been registered for free school meals within the last six years. We have included a Pupil Premium registration form 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.**

### **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.

### **School Dress**

Students should wear the Westfield School uniform as closely as possible. The uniform can be purchased through either Tesco online or School Trends. The link to this is on the Westfield School website: <http://www.westfieldschoolsheffield.org.uk/parents-carers/> . School ties are £5.00 and should be purchased from Westfield School reception.

### **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 parents to the school will receive this document on the first week back in September.)*

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

### **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**

Parents will be asked to make a voluntary contribution to assist with costs when students are participating in Food Technology.

#### • **School Visits and Enrichment 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

- '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.

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

- **Parent/Carer Permission Forms**
- **Primary Contact reply slip:** please complete and return for changes only.
- **Student Data Collection Sheet for existing parents:** 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.
- **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**

**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.***



# BENTS GREEN SPECIALIST SECONDARY SCHOOL AT WESTFIELD

## Important Calendar Dates 2016/2017

### Autumn Half Term 1

**Staff Training Days – school closed to students: Thursday 1<sup>st</sup> and Friday 2<sup>nd</sup> September 2016**

**Students Return: Monday 5<sup>th</sup> September 2016 – all year groups**  
**Term starts Monday 5<sup>th</sup> September 2016 until Friday 21<sup>st</sup> October 2016**

**Parents' Evening: Thursday 17<sup>th</sup> November 2016**

**October Half Term holiday: Monday 24<sup>th</sup> October 2016 to Friday 28<sup>th</sup> October 2016**

### Autumn Half Term 2

**Term starts Monday 31<sup>st</sup> October 2016 until Friday 16<sup>th</sup> December 2016**

**Staff Training Days – school closed to students: Friday 18 November 2016**

**Christmas Holiday: Monday 19<sup>th</sup> December 2015 to Monday 2<sup>nd</sup> January 2017**

### Spring Half Term 1

**Staff Training Day – school closed to students: Tuesday 3<sup>rd</sup> January 2017**

**Term starts Wednesday 4<sup>th</sup> January 2017 until Friday 17<sup>th</sup> February 2017**

**February Half Term holiday: Monday 20<sup>th</sup> February 2017 to Friday 24<sup>th</sup> February 2017**

### Spring Half Term 2

**Term starts Monday 27<sup>th</sup> February 2017 until Thursday 6<sup>th</sup> April 2017**

**Easter Holiday: Monday 10<sup>th</sup> April 2017 to Friday 21<sup>st</sup> April 2017**

### Summer Half Term 1

**Term starts Monday 24<sup>th</sup> April 2017 until Friday 26<sup>th</sup> May 2017**

**May Day Holiday: Monday 1<sup>st</sup> May 2017 – school closed to students and staff**

**Spring Bank Holiday: Monday 29<sup>th</sup> May 2017 to Friday 2<sup>nd</sup> June 2017**

### Summer Half Term 2

**Term starts Monday 5<sup>th</sup> June 2017 until Friday 21<sup>st</sup> July 2017**

**Parents' Evening: Thursday 15<sup>th</sup> June 2017**

**Staff Training Day – school closed to students: Monday 19 June 2017**

**Annual Review – to complete for your record when you receive information about the date of your child's Annual Review**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_