

# Halesbury School

## School Prospectus



Halesbury School  
Feldon Lane  
Halesowen  
West Midlands  
B62 9DR

Head Teacher  
Mr J. Kulyk

Chair of Governors  
Mrs P. Stevenson

Telephone: 01384 818630  
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# Welcome to Halesbury School

On behalf of everyone at Halesbury can I welcome you to our school.

We are an all age special school where 'individuals are valued for themselves and expected to give their best'.

Our mission is 'Achieve Believe & Challenge'

We have places for 117 pupils and cater for a range of additional needs, including moderate learning difficulties, autistic spectrum disorders, speech and language communication and attention deficit hyperactivity disorder.

Our highly skilled and enthusiastic staff work with parents/carers and children to meet their individual needs and to promote independence, communication and social skills. We also work closely with stakeholders in encouraging our pupils to be lifelong learners and valued members of their community.

This handbook seeks to outline the various aspects of the life of the school. It hopes to give you any necessary information regarding such things as uniform, events, important dates and general information about the routine of the school.

No handbook replaces personal contact. Please visit the school, and feel free to contact myself or a member of senior staff if there are any concerns or questions that you want answered.

We are all working together for the good of the children in our care.

J. Kulyk  
Head Teacher

Our Aims:

Our mission statement of:  
**Achieve, believe and challenge**

Provides us with our aims for all pupils and staff

**Achieve:**

- A Confident attitude towards life
- To Feel proud of accomplishments
- Reaching goals

• **Believe:**

- Proud to be who we are
- The best that we can be
- To Aim high and shine

• **Challenge:**

- The sky is the limit
- Overcoming barriers
- No target out of reach

## Halesbury School Governors

| <u>Name</u>         | <u>Role</u>                               |
|---------------------|---|
| Mrs P Stevenson     | Chair of Governors - Foundation           |
| Ms J Wright         | Vice Chair of Governors – Parent Governor |
| Mr J Kulyk          | Head Teacher                              |
| Cllr H Bills        | LA Governor                               |
| Mrs C Cartwright    | Governor – Co-opted                       |
| Mr J Smart          | Teaching Governor                         |
| Ms S Rust           | Non-Teaching Staff – Co-opted             |
| Vacancy             | Parent Governor                           |
| Mrs N Whitmore      | Associate -Safeguarding                   |
| Mrs A Appleby Payne | Associate – Deputy Head                   |
| Mrs K L Doody       | Associate – Assistant Head                |
| Mrs C Riman         | Clerk                                     |

## Staff List

**Head Teacher:** John Kulyk

**Deputy Head Teacher:** Amanda Appleby Payne

**Assistant Head Teacher:** Kelly-Leigh Doody

### Teaching Support Staff

Jo Adams  
Claire Betts  
Jane Brockway  
Sarah Butcher  
Amanda Charles  
Sarah Cheshire  
Carolyn Cox  
Claire Dutton  
Natasha Meese  
Michelle Griffin  
Lynda Guest  
Joanne Hardwick  
Natasha Harris  
Karen Hopcroft  
Olivia Kibuka  
Corinne Ludlow  
Deborah Palmer  
Samantha Masih  
Carole Ralphs  
Mandeep Randhawa  
Samantha Reeves  
Sandra Rust  
Kelly Shaw  
Markie Smart  
Mark Watton  
Louise Walters  
Louise Westwood

### Teaching Staff

Mark Allsop  
Martin Campbell  
Charlotte Carroll  
(maternity leave)  
Alex Chamberlain  
Abbie Harper  
Lorna Hemming  
Lesley Jones  
James Smart  
Amanda Snow  
Mary Tough  
Gemma Tovey  
Toby Wood

### Office Staff:

Chris Riman – Administration Manager  
Beth Bennett - Administration Assistant  
Rebecca Hewitt - Administration Assistant  
Adam Martin - ICT Technician

### Family Outreach Co-Ordinator:

Joanne Green

### Lunchtime Assistants:

Katina Wells (Cook)  
Anna Green (Cook)  
Jolene Ben Slimane  
Barbara Dearlove  
Joanne Ellis  
Sabrina Kinsella (Maternity leave)  
Melissa McElhone  
Rachel Spencer (maternity leave)  
Kerry Woolls

### Site Staff:

Kerry Woolls – Site Manager  
Jackie Ashmore – Cleaner  
Sue McElhone – Cleaner  
Michelle Griffin - Cleaner

## **Admissions Procedure**

The school takes pupils between the ages of 4 and 16 years. All pupils entering the school have a statement of Special Educational needs. The school is classified as a Foundation School catering for pupils with moderate learning difficulties and some more complex learning difficulties.

The school has a maximum capacity of 117 and this limit cannot be exceeded unless by prior agreement between the Local Education Authority and the school's Governing Body. The school's Admissions Policy is based on the Admissions Policy laid down by Dudley Local Authority.

Parents/carers are welcome to visit the school prior to their child's admission. They may wish to be accompanied by their child, and/or staff from support agencies. All parents can access this information that has been updated on a regular basis. They will also be given Parent/carer Information forms to complete along with necessary statutory permission forms needed and a Home-School Agreement.

## **Absence from School**

Please let us know as soon as possible if your child is absent from school or is going to be late arriving. A telephone call is acceptable although if the absence is likely to be prolonged, i.e. three or four days or more then a note should be provided on their return. (Please refer to the attendance policy regarding authorised absence).

Prolonged or frequent absences from school, without clear reasons, will result in the matter being referred to the Local Authority Education Investigation Service.

## **Halesbury School Day**

Secondary Pupil School Sessions are:

|            |                    |
|------------|--------------------|
| Mornings   | 8.50 am to 12.00pm |
| Afternoons | 12.35 pm to 3.00pm |

Primary Pupil School Sessions are:

|          |                    |
|----------|--------------------|
| Mornings | 8.50 am to 12.00pm |
|          | 1.00 pm to 3.00 pm |

## **Transport to and from School**

Many of our pupils are brought to school by taxi, minibus or coach. School staff, in consultation with Transport staff discuss which Senior pupils may be suitable for independent travel training.

All transport arrangements are made by the transport section of the Special Needs Department in Dudley. Parents are notified by them of all travel arrangements.

## **Visiting School**

Halesbury sees parents/carers as an important part of the school and you are always welcome especially to come and talk over any concerns you have regarding your child. Unfortunately school cannot guarantee access to class teachers or the Head Teacher without a prior appointment, so please telephone or write first. Every effort will be made to see parents as soon as possible in an emergency.



## **School Organisation**

Halesbury School has 5 Key Stages. The hall is multi-purpose – it is used for assemblies, P.E. and as a dining room. The primary years have their own class teacher for the majority of their lessons. The secondary pupils have a form teacher, but are taught by specialist teachers for English/Maths/Science and PE lessons.

## **Curriculum**

All pupils in school have an EHCP/statement of Special Educational Needs. It is important that school address these needs as well as providing full access to National Curriculum.

Halesbury provides a curriculum that:

- Develops the full potential of individual pupils
- Seeks to address any barriers to learning of individual pupils
- Gives access to all aspects of the National Curriculum where possible
- Provides continuity in all subject areas
- Improves the pupils' independent learning strategies
- Takes account of National Progression Guidance when setting targets.

## **Sex Education Policy**

Our Sex Education Policy is an integral part of the combined school Health and Sex Education policy.

We believe Sex Education starts with respect for oneself, one's body and an understanding of life's processes. Children are given an increasing understanding of these issues through the National Curriculum, which carefully introduces aspects of personal development.

The pupils are prepared for puberty and their questions and issues are dealt with sympathetically and factually often with the support of own school nurse. The teaching offered by our

school recognises the role of parents/carers and is complimentary and supportive of parents and their views.

We aim to prepare each child for their next stage of emotional and physical development within our caring ethos and the acknowledgement of other people as individuals.

A copy of the school sex education policy is available from school.

### **Religious Education and Collective Worship**

Religious Education is part of the National Curriculum and is taught at all Key Stages. Daily collective worship is mainly through assemblies and is a statutory requirement. The themes include a variety of stories from different countries and cultures that reflect moral values suitable for our pupils.

There are pupils at Halesbury representing a range of religious and cultural backgrounds, and we strive to ensure that their beliefs are respected and valued in all elements of school life.

A copy of the school's Religious Education Policy is available at the school.

### **Safeguarding and Child Protection**

Halesbury School recognises its legal duty under s.175/157 Education Act 2002 to work with other agencies in safeguarding and promoting the welfare of children and young people and protecting them from "significant harm". We also conform to the Keeping Children Safe in Education 2016.

Halesbury has adopted the 2016/2017 Safeguarding Policy. Halesbury School is committed to safeguarding and promoting the welfare of all children and young people both within the school environment and outside. Our day-to-day contact with children and young people enables educational staff to be particularly well placed to observe outward signs of abuse, changes in children's behaviour or their failure to develop. We need, therefore 'to be alert' to the possibility of abuse occurring, aware of the procedures to be followed and have the confidence to follow those procedures if we have suspicions. The schools designated lead is Mr J Kulyk with Mrs Appleby Payne/Mrs K Doody as Deputy Lead.

## Range of subjects studied

Our Early Years pupils follow the EYFS programme

| Key Stage 1                  | Key Stage 2                  | Year 7 and 8                 | Key Stage 4 (year 9,10,11)                |
|------------------------------|------------------------------|------------------------------|---|
| English                      | English                      | English                      | English – GCSE/Entry level                |
| Maths                        | Maths                        | Maths                        | Maths GCSE/Entry level                    |
| Thematic foundation subjects | Thematic foundation subjects | Thematic foundation subjects | BTech/PSD (Personal , Social Development) |
| ICT                          | ICT                          | ICT                          | BTec (options) College                    |
| PE                           | PE                           | PE                           | Leisure                                   |

## Meetings

Review meetings take place at different times during the year. Parents are informed well before the meeting and are sent a copies of relevant report. Reports will include the targets for next year and these will be discussed at the review meeting. It is important that parents attend these meetings.

## Behaviour

Halesbury has a behaviour policy that encourages all pupils to become responsible for managing their own behaviour. Good behaviour is an essential part of the effective running of the school. Disruptive behaviour, bullying, and other forms of undesirable behaviour are completely unacceptable within an educational environment. Not only does it distract teachers from their professional duties, it also has a detrimental effect on the performance of the other pupils.

Many children have problems with behaviour as they grow up, and often these problems are both at home and in the school. We believe that it is most important for parents/carers and teachers to work as a team when behaviour is a problem, and our first step is usually to contact parents/carers to see if they are having problems too. Many problems can be resolved when children realise that home and school are working together.

Please refer to the Behaviour and Positive Handling Policy available from school and on the Web site.

## **Bullying**

Bullying is one of the most serious of offences that can be committed by a pupil in school. Pupils are encouraged by all staff to report any incidents of bullying, and if this occurs the matter is always treated as a priority and investigated immediately.

We would ask for your support by immediately reporting any concerns that you might hear of, and encouraging your child to report any incidents to staff as they happen. Persistent bullying is an excludable offence.

## **Exclusions**

Exclusion is the most severe sanction available to the school and is used very rarely. Only persistent, significant behaviour problems would result in exclusion. Pupils who put other children and adults at risk, persistently damage property, bully, or consistently disrupt the education of other children would be considered for exclusion. It is the policy of the school not to exclude pupils until every other possible strategy to improve behaviour has been tried.

There are strict Department for Education and Skills (DfES) and Local Authority (LA) guidelines concerning exclusions, and the Governors and Head teacher would follow the Behaviour and Positive Handling policy is available at the school and on the Web Site.

# Halesbury School Uniform

## Primary through to year 6 inclusive

| <b>Boys</b>  | <b>Girls</b>   |
|--|--|
| <ul style="list-style-type: none"><li>• Black trousers</li><li>• White polo shirt</li><li>• Navy blue school sweat shirt</li><li>• Shoes – black</li></ul> | <ul style="list-style-type: none"><li>• Grey skirt or trousers</li><li>• White polo shirt</li><li>• Navy blue school sweat shirt</li><li>• Shoes – black</li></ul> |

## Year 7 onwards

| <b>Boys</b>   | <b>Girls</b>   |
|---|--|
| <ul style="list-style-type: none"><li>• Black trousers</li><li>• White shirt</li><li>• School Blazer</li><li>• School tie</li><li>• Shoes – black</li></ul> | <ul style="list-style-type: none"><li>• Black skirt or trousers</li><li>• White shirt</li><li>• School Blazer</li><li>• School tie</li><li>• Shoes – black</li></ul> |
| <b>P.E</b>  | <b>P.E</b>   |
| <ul style="list-style-type: none"><li>• Shorts</li><li>• T shirt</li><li>• Pumps /trainers</li><li>• Swimming Kit</li></ul>                                 | <ul style="list-style-type: none"><li>• Shorts</li><li>• T shirt</li><li>• Pumps /trainers</li><li>• Swimming Kit</li></ul>  |

## Swimming:

A swimming costume and towel are needed on swimming days.

**N.B** if you wish your child to be excused from swimming or P.E we need a doctor's note.

## **Jewellery**

This is **NOT** allowed in school. In the interests of safety we ask that all jewellery is left at home. If ears are to be pierced then please do this during the summer holidays to allow for healing, after this time only studs are allowed in school.

## **First Aid and Medication**

**All medication should be handed to taxi escorts for signing in on arrival at school and not given to pupils to hand in.**

The school has a number of staff who are qualified First Aiders. In the event of a minor accident or illness, pupils may be treated by one of these staff. In the event of a serious accident or suspected illness, pupils are always taken to the hospital and their parents informed as soon as possible. In the event of your child receiving first aid treatment a note will be sent home at the end of the day.

If your child requires medication either long-term or for short periods of time, it may be administered by one of the First Aiders. It is essential however to fill in the appropriate form stating the pupils name, exact dosage and time to be taken – forms available from the school office.

**N.B** Asthmatic pupils must keep an inhaler in school at all times with their name on.

## **Care Plans**

Pupils with medical needs have care plans which are reviewed regularly.

## **Charging for activities**

### **The Rationale:**

The school believes that all education should be free at the point of access and tries very hard, within its limited resources, to support this philosophy. There are certain subjects however, that requires charges to be made. These subjects include Food Technology and Design Technology. Where pupils are required to make or cook products that they then wish to take home, the school will have to make a minimal charge for the materials used. No pupil will be prevented from taking part in the lessons because of lack of money: if these circumstances arise the end product will remain the property of the school and be sold to recover the costs.

### **Trips and Visits:**

All trips and visits are part of the school curriculum unless parents are specifically informed otherwise. As such all pupils will go on the trips as they are an integral part of the class work of the time. Some trips and visits are financed through school fund. Voluntary donations may be requested from parents to defray some of the costs. No pupil would be excluded from a trip because they had been unable to make a donation.

In some circumstances a teacher may wish to take a group or class on a trip which cannot be afforded by school; in these circumstances voluntary donations will be asked for as usual, but if sufficient donations are not forthcoming the trip may have to be postponed or cancelled. In this situation all monies would be refunded to the parents who made donations, and the teacher would either select another, less expensive venue or wait until school fund could provide the necessary support. If residential trips are planned, contributions may be required to support the costs of board and lodgings.

***No pupil would be refused access to a trip or visit because of lack of funds.***

## **School Security**

School is fully secure with electronic gates and perimeter fencing.

## **DDA Compliance**

In order to comply with the Disability and Discrimination Act of 1995, Halesbury School staff and governors complete and audit that identify what the school needs to do comply with the regulations. The outcome of the audit results in an action plan and includes accessibility to the physical environment, access to the curriculum and access to information.

## **Continuing Professional Development**

The Governors believe that the pupils should have access to the best qualified and trained staff and Continuing Professional Development is one of the most important aspects of the school. This means that all staff within the school is given the opportunity to develop their personal skills to the highest possible level.