



Aspris Children's
Services

Sedgemoor Manor School

Information for Parents/Carers
2024-25

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.co.uk



Contents

1. Welcome to the school	3
2. Contact details	4
4. Staff list	5
5. School dates	7
6. Who to contact when.....	10
7. Timing of the school day	11
8. School Meals	12
9. Uniform list	12
10. Illness and absence	15
11. Policies	15
12. Around the School.....	16
13. Social media policy and internet acceptable use agreement	17

3. Welcome to the school

Dear Parents and Carers,

I am delighted to welcome you to Sedgemoor Manor School. We look forward to getting to know both you and your young person as they begin their journey through our school.

We pride ourselves on our ability to model compassion, understand and respond to needs and inspire everyone for the journey that lies ahead. We like to work in partnership with you and the professionals working with you and your family to ensure that by the end of our work together your young person is prepared for wherever their adult life will take them.

We use a personalised approaches and provide a healthy, safe and enjoyable environment. We use staff skills and expertise to instill a sense of belonging in every young person along with developing their knowledge and skills that are relevant to their life. We remove barriers to learning by creating positive relationships and having unconditional positive regard for all in our community.

Our visions and values

Our vision is that children and young people who attend Sedgemoor Manor School will learn the skills needed for them to be happy, healthy and successful in their adult life.

Our aims are to ensure that each student is equipped with:

- Academic knowledge and skills to achieve the qualifications needed for progression on their chosen path.
- Personal, social communication and emotional skills that foster resilience and allow for meaningful participation in society,

Our mission is for everyone within school to

- Model compassion
- Understand and respond to needs
- Inspire everyone for the journey that lies ahead
- Work in partnership.

Our vision will be achieved by:

- Using personalised approaches
- Providing a healthy, safe and enjoyable environment
- Using staff skills and expertise to instill a sense of belonging
- Developing young people's knowledge and skills that are relevant to their life
- Challenging ourselves to further improve
- Removing barriers to learning
- Having unconditional positive regard for all in our community.

I hope the information in this booklet answers most of your questions, but feel free to contact your child's tutor, the main office or myself for any other queries that you have.

Kind regards



2. Contact details

School address: Sedgemoor Manor School
Blackford Road Mark
Somerset
TA9 4NP

Telephone: 01278 641632

Email address: Sedgemoormanorschool@AsprisCS.co.uk

Website: www.AsprisCS.co.uk/find-a-location/Sedgemoor-Manor-School-Somerset/

3. Staff list

Senior leadership Team			
Emily Bott	Headteacher	Matt Vincent	Deputy Headteacher
Rebecca Sheppard	Assistant Headteacher	Sarah Ralph	Pastoral Lead
Admin Team			
Jane Hand	Senior Admin	Kirsty Atwell	Admin Assistant
Claire Bendall	Admin Assistant	Lauren Owen	Admin Assistant
Family Liaison Team			
Nicole Wall	Transitions and Family Liaison Officer	Sarah Hunter-Varadi	Mental Health and Outreach
Alex Paxton-Piscina	Safeguarding Co-ordinator		
Therapy/Intervention Team			
Rachel Dillon	Speech & Language Therapist	Julia Edmonds	Speech & Language Therapist
Charlotte Bailey	Senior Occupational Therapist	Carli Henderson	Occupational Therapist
Russell Webb	Mindfulness & Music Instructor	Lizzy Foster	Nurture
Sarah Bendall	Thrive Lead	Phillippa Shere	Art Therapist
Sarah Morris	Therapy Assistant	Amanda Street	Interventions Lead
Josh Mousley	ELSA/ Learning Support Assistant		
Teaching and Learning Team			
Abigail Smerdon	Learning Support Assistant	Leanne Gower	Learning Support Assistant
Amber Keirle	Learning Support Assistant	Lee Palmer	Teacher, Tutor
Amy Broadley	Learning Support Assistant	Liz Smith	Learning Support Assistant
Amanda Street	Learning Support Assistant	Louise Prewett	Learning Support Assistant
Casey Lewis	Learning Support Assistant	Lucy Lee	Teacher, English
Charlotte Cockle	Learning Support Assistant	Michelle Wiltshire	Learning Support Assistant
Charmaine Ward	Learning Support Assistant	Mike Bendall	Teacher, Chemistry
Claire Clement	Learning Support Assistant	Millie Pope	Learning Support Assistant
Claire Seales	Teacher, Tutor	Milly Bailey	Teacher, PHSE, Tutor
Clare Constance	Learning Support Assistant	Natalie Tett	Teacher, Maths, Psychology, Tutor
Debbie James	Teacher, Tutor	Natalie Carson	Learning Support Assistant
Emily Fairchild	Learning Support Assistant	Nichole Shaw	Learning Support Assistant
Emma Johnson	Teacher, Art	Nick Creaser	Teacher, tutor
Francesca Booth	Learning Support Assistant	Nicky Maunders	Teacher, Animal Care
Gabi Underhill	Learning Support Assistant	Nicky Munro	Teacher, Tutor
George Redman	Learning Support Assistant	Nicola Baldegger	Teacher, Tutor

Hannah Coombes	Learning Support Assistant	Robyn Boyd	Learning Support Assistant
Hannah Jackson	Learning Support Assistant	Sally Robinson	Learning Support Assistant
Hannah Robertson	Teacher, Tutor	Samuel Morris	Learning Support Assistant
Harley Wilkinson	Learning Support Assistant	Sara Bailey	Learning Support Assistant
Heather Osman	Teacher, Maths	Sarah Duckett	Learning Support Assistant
Helen Bliss	Teacher, Outdoor Learning	Sarah Fielder	Learning Support Assistant
Imogen Brewster-Malykh	Teacher, Tutor	Sarah Gal-Jones	Teacher, Tutor
Jacqui Williams	Learning Support Assistant	Shannon Edwards	Learning Support Assistant
Jane Harris	Learning Support Assistant	Sherry Cannon-Jones	Learning Support Assistant
Jo Milner	Teacher, Tutor	Stacey Herbert	Learning Support Assistant
Katia Burnett	Teacher, Sixth Form	Steve Davies	Teacher, Tutor
Kate Turner	Learning Support Assistant	Su Foxwell	Teacher, P.E & Biology
Kerri Parsons	Learning Support Assistant	Sue Ulllyott	Teacher, Physics
Kim Davies	Teacher, Tutor	Summer Monkton-Rickett	Learning Support Assistant
Lauren Lang	Learning Support Assistant	Theresa Avery	Teacher, Tutor
Lauren Woodrow	Learning Support Assistant	Tracy Manley	Learning Support Assistant
Leah Abdy	Learning Support Assistant	Trish Rex	Learning Support Assistant
		Zoe Sargent	Learning Support Assistant
Site Team & Housekeeping			
Marc Ball	Gardener	Barry Atwell	Maintenance
Mel Bale	Head of Housekeeping	Thistle Atwell	Maintenance
Amy Puddy	Housekeeping	Tim Horley	Maintenance
Sharon Puddy	Housekeeping	Yvonne Fisher	Housekeeping
Fumi Hashimoto	Housekeeping		
Nancy Boobyer	Catering Assistant	Lou Kybert	Catering Manager
Viktorija Bertasiene	Catering Assistant	Mariana Choin	Catering Assistant
Somerset & Devon regional Staff			
Rebecca McArthur	Regional Director Somerset and Devon Cluster	Graham Good	Business Manager Somerset and Devon Cluster
Rebecca Thirkell	Regional SEND Lead	Judith Blackwell	Referrals Co-ordinator

5. School dates

FROME CLUSTER 2024-25 Sedgemoor Manor School

Sep-24							Oct-24							Nov-24						
M		2	9	16	23	30	M		7	14	21	28	M		4	11	18	25		
T		3	10	17	24		T	1	8	15	22	29	T		5	12	19	26		
W		4	11	18	25		W	2	9	16	23	30	W		6	13	20	27		
T		5	12	19	26		T	3	10	17	24	31	T		7	14	21	28		
F		6	13	20	27		F	4	11	18	25		F	1	8	15	22	29		
S		7	14	21	28		S	5	12	19	26		S	2	9	16	23	30		
S	1	8	15	22	29		S	6	13	20	27		S	3	10	17	24			
Dec-24							Jan-25							Feb-25						
M		2	9	16	23	30	M		6	13	20	27	M		3	10	17	24		
T		3	10	17	24	31	T		7	14	21	28	T		4	11	18	25		
W		4	11	18	25		W	1	8	15	22	29	W		5	12	19	26		
T		5	12	19	26		T	2	9	16	23	30	T		6	13	20	27		
F		6	13	20	27		F	3	10	17	24	31	F		7	14	21	28		
S		7	14	21	28		S	4	11	18	25		S	1	8	15	22			
S	1	8	15	22	29		S	5	12	19	26		S	2	9	16	23			
Mar-25							Apr-25							May-25						
M		3	10	17	24	31	M		7	14	21	28	M	5	12	19	26			
T		4	11	18	25		T	1	8	15	22	29	T		6	13	20	27		
W		5	12	19	26		W	2	9	16	23	30	W		7	14	21	28		
T		6	13	20	27		T	3	10	17	24		T	1	8	15	22	29		
F		7	14	21	28		F	4	11	18	25		F	2	9	16	23	30		
S	1	8	15	22	29		S	5	12	19	26		S	3	10	17	24	31		
S	2	9	16	23	30		S	6	13	20	27		S	4	11	18	25			
Jun-25							Jul-25							Aug-25						
M		2	9	16	23	30	M		7	14	21	28	M		4	11	18	25		
T		3	10	17	24		T	1	8	15	22	29	T		5	12	19	26		
W		4	11	18	25		W	2	9	16	23	30	W		6	13	20	27		
T		5	12	19	26		T	3	10	17	24	31	T		7	14	21	28		
F		6	13	20	27		F	4	11	18	25		F	1	8	15	22	29		
S		7	14	21	28		S	5	12	19	26		S	2	9	16	23	30		
S	1	8	15	22	29		S	6	13	20	27		S	3	10	17	24	31		

 School Holiday	 Training Day	 Weekends
 Bank Holiday	 Term time	 Remote learning days

Bank and Public Holidays 2024/25			
Christmas Day Bank Holiday	25th December 2024	Easter Monday	21st April 2025
Boxing Day Bank Holiday	26th December 2024	May bank holiday	5th May 2025
New Years Day Holiday	1st January 2025	Spring Bank Holiday	26th May 2025
Good Friday	18th April 2025	Summer Bank Holiday	25th August 2025

Term 1	
Start Date	2nd September 2024
INSET	2nd September 2024
Last Day of Term	25th October 2024 3.15 finish
Term 2	
Start Date	4th November 2024
INSET	2nd December 2024
Last Day of Term	20th December 2024 1.20pm finish
Term 3	
Start Date	6th January 2025
INSET	6th January 2025
Last Day of Term	14th February 2025 3.15 finish
Term 4	
Start Date	24th February 2025
Last Day of Term	4th April 2025 3.15 finish
National Holidays	18th April 2025
National Holidays	21st April 2025
Term 5	
Start Date	22nd April 2025
National Holidays	5th May 2025
National Holidays	26th May 2025
Last Day of Term	23rd May 2025 3.15pm finish
Term 6	
Start Date	2nd June 2025
INSET	21st July 2025
INSET	22nd July 2025
Last Day of Term	18th July 2025 1.20pm finish

Parents' evenings	
Settling-in parents' evening:	Monday 16th September
Term 3 parents' evening:	Wednesday 22nd January – in person
	Thursday 23rd January – virtual
Term 5 parents' evening:	Wednesday 30th April – in person
	Thursday 1st May – virtual
New class parents' evening:	Tuesday 8th July

The parent forum is held termly. This is virtual and all parents are welcome to attend and contribute their views on the topics discussed.

Dates for 2024-25:

Wednesday 25th September

Wednesday 27th November

Wednesday 29th January

Wednesday 19th March

Wednesday 14th May

Wednesday 25th June

6. Who to contact when

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email: SedgemoorManorSchool@AsprisCS.co.uk
- Put the subject and the name of the relevant member of staff (from the list below) in the subject line
- We'll forward your email to the relevant member of staff

Remember: Check Class Dojo first, much of the information you need is posted there.

We try to respond to all emails within 24 hours

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Class activities/lessons/homework	Your child's class team
School trips	Your child's class team
Uniform/lost and found	Your child's class team, school office
Attendance and absence requests	<p>If you need to report your child's absence:</p> <ul style="list-style-type: none"> • Call 01278 641632 – Option 2 • Email SedgemoorManorSchool@AsprisCS.co.uk • Or message Sedgemoor Manor Attendance on Class Dojo <p>If you want to request approval for term-time absence, contact your child's class teacher</p>
Bullying and behavior	Your child's class teacher, school office, Family liaison , Emily Bott, Matthew Vincent
School events/the school calendar	Your child's class team, school office
Catering/meals	Your child's class team, school office

7. Timing of the school day

8.30am	Arrive at school, no earlier than 8.30am	
8.40am	Registration	
8.50am – 9.40am	Lesson 1	
9.40am – 10.30am	Lesson 2	
10.30am – 10.50am	Break	
10.50am – 11.40am	Lesson 3	
11.40am – 12.30pm	Lesson 4	
12.30pm – 1.10pm	Lunch	
1.10pm – 1.20pm	Registration	
1.20pm – 2.10pm	Lesson 5	Friday only – Enrichment
2.10pm – 3.00pm	Lesson 6	Friday only - Enrichment
3.00pm – 3.15pm	Tutor Time	Friday only - Enrichment

8. School Meals

Sedgemoor Manor School provides meals throughout the day. All meals are served in the dining hall by the catering staff. Students can eat where they feel comfortable.

There is a 2-week plan consisting of a varied balanced diet which changes with the seasons.

There is always a vegetarian option and fruit/other snacks available at break times. We also always have Chicken Goujons or Sausages available as an alternative if they are ordered.

We can also cater for any dietary needs you may have, such as allergies, religious beliefs or medical needs. Allergy information is available upon request. Please note we are a nut free site.

We always try to accommodate our children's sensible and doable requests. We regularly cook additional/different food from the menu as add-ons for the children to try. Where possible we try to run theme days: on these days the menu you may change, but students will be informed in good time and will have a choice of other food if they do not wish to eat the theme day food.

Monday	Tuesday	Wednesday	Thursday	Friday
Pasta Bar Tuna & Sweetcorn or Cheese and Tomato Wheat, Milk	Ham Burger Served with Wedges & Sweetcorn Wheat, Soybean, Sulphur Dioxide, (buns - may contain sesame)	Sausage Served with Mash, Beans or Peas (Gravy) Wheat, Barley, Milk	Chicken Wraps Served with Sunshine Rice Wheat	Fish and Chips Served with Peas or Beans Fish, Wheat
Pasta Bar Cheese and Tomato Wheat, Milk	Veggie Burger Served with Wedges & Sweetcorn Wheat, Milk	Veggie Sausages Served with Mash, Beans or Peas (Gravy) Wheat, Barley, Milk	Meat-free Chicken Wraps Strips Served with Sunshine Rice Wheat	Fishless Fish/Fish-Fingers or Veggie Sausages and Chips Served with Peas or Beans Wheat
Jacket Potato with a choice of Beans, Cheese and Tuna Mayo	Jacket Potato with a choice of Beans, Cheese and Tuna Mayo	Jacket Potato with a choice of Beans, Cheese and Tuna Mayo	Jacket Potato with a choice of Beans, Cheese and Tuna Mayo	Jacket Potato with a choice of Beans, Cheese and Tuna Mayo
Baguette with a choice of Ham, Cheese and Tuna Mayo	Baguette with a choice of Ham, Cheese and Tuna Mayo	Baguette with a choice of Ham, Cheese and Tuna Mayo	Baguette with a choice of Ham, Cheese and Tuna Mayo	Baguette with a choice of Ham, Cheese and Tuna Mayo
Salad Bar	Salad Bar	Salad Bar	Salad Bar	Salad Bar
Icecream or Lolly Yogurt, Jelly or Fresh Fruit Milk	Cheese Cake Yogurt, Jelly or Fresh Fruit Milk, Gluten	Chocolate Cookie Yogurt, Jelly or Fresh Fruit Milk, Gluten	Iced Sponge Cake Yogurt, Jelly or Fresh Fruit Wheat, Milk	Jelly with Fruit Yogurt, Jelly or Fresh Fruit Milk

WEEK ONE

Monday	Tuesday	Wednesday	Thursday	Friday
Chicken Goujons Served with ½ Jacket, Beans or Salad Wheat	Pizza Served with Wedges & Salad Wheat, Milk	Roast Dinner Served with Roasties or New Potatoes, Yorkie, Seasonal Veg & Gravy Milk, Eggs, Wheat, Barley	Spaghetti Bolognese Served with Garlic Bread Wheat, Milk	Fish and Chips Served with Peas or Beans Wheat, Fish
Chickenless Goujons Served with ½ Jacket, Beans or Salad Wheat	Pizza Served with Wedges & Salad Wheat, Milk	Roast Dinner Quorn Fillet or Veggie Sausages Served with Roasties or New Potatoes, Yorkie, Seasonal Veg & Gravy Milk, Eggs, Wheat, Barley	Meatless Spaghetti Bolognese Served with Garlic Bread Wheat, Milk	Fishless Fish/Fish-Fingers or Veggie Sausages and Chips Served with Peas or Beans Wheat
Jacket Potato with a choice of Beans, Cheese and Tuna Mayo	Jacket Potato with a choice of Beans, Cheese and Tuna Mayo	Jacket Potato with a choice of Beans, Cheese and Tuna Mayo	Jacket Potato with a choice of Beans, Cheese and Tuna Mayo	Jacket Potato with a choice of Beans, Cheese and Tuna Mayo
Baguette with a choice of Ham, Cheese and Tuna Mayo	Baguette with a choice of Ham, Cheese and Tuna Mayo	Baguette with a choice of Ham, Cheese and Tuna Mayo	Baguette with a choice of Ham, Cheese and Tuna Mayo	Baguette with a choice of Ham, Cheese and Tuna Mayo
Salad Bar	Salad Bar	Salad Bar	Salad Bar	Salad Bar
Icecream or Lolly Yogurt, Jelly or Fresh Fruit Milk	Cheese Cake Yogurt, Jelly or Fresh Fruit Milk, Gluten	Chocolate Cookie Yogurt, Jelly or Fresh Fruit Milk, Gluten	Iced Sponge Cake Yogurt, Jelly or Fresh Fruit Wheat, Milk	Jelly with Fruit Yogurt, Jelly or Fresh Fruit Wheat, Milk

WEEK TWO

Colour Key		Snack Menu	
	Main Meal	Monday	Biscuits
	Vegetarian Option	Tuesday	Shortbread
	Alternatives	Wednesday	Biscuits
	Always Available	Thursday	Pain au Chocolate
	Desserts	Friday	Flap Jack
		We also have fruit and or veg sticks for snacks too that are always available	

9. Uniform

Uniform can be purchased from the following web address, choosing from a range of clothing and colours:

<https://www.dqprinting.co.uk/sedgemoor-manor-uniform>

If students have particular sensory needs and following the guidelines is not possible, then please contact a member of SLT. We can be flexible in allowing alternatives and will work alongside our students, parents and therapy team to find solutions, so clothing does not become a barrier.

Sports activities	
PE	Young people can wear their own kit (trainers, shorts, t-shirt, top) or the school option (black shorts and t-shirt)
Accessories	You will be advised by PE staff if specific equipment is required.
Swimming	Swimming trunks (not baggy), full swimming costume, goggles (not essential), swimming hat (not essential)
Casual wear for trips, enrichment	
Clothing	Age appropriate and appropriate for activities – if unsure please contact tutor
Forest School	
Bottoms	Jeans, tracksuit bottoms
T-shirt/jumper	Casual
Appropriate shoes	Wellingtons/sturdy boots
Coat	Wet weather gear
Animal Care	
Coat	Waterproof coat
Bottoms	Waterproof trousers (optional)
Appropriate shoes	Change of footwear – wellies, walking boots, trainers, steel toe caps (optional)
Miscellaneous	
Long hair must be tied up for specialist lessons, such as DT and Science	
Shoes should be appropriate for school and feet should be covered	
Medical products – please refer to the medication forms	
Piercings – only in ears and only one hole in ear with studs	
Jewellery – only watches and medical alerts	
Belts, if worn, should not have studs or any other adornment	
Hats are not permitted in class	
Hoodies are allowed, but hoods are to be down indoors, where possible	
Sixth form students are allowed to wear casual clothes to school. Students need to wear appropriate clothing for a school setting with younger students. This includes no offensive slogans or logos.	

10. Illness and absence

If your child will be absent from school, please inform us straight away using either of the following:

- * Call the student absence line (01278 641632 – Option 2)
- * Class Dojo messaging service – Sedgemoor Manor Attendance
- * Email your child's teacher
- * Email Sedgemoormanorschool@Aspriscs.co.uk

Please inform us on each day of your child's absence.

11. Policies

All our policies, including complaints, SEND, bullying, and health and safety, can be found on our website:

www.aspriscs.co.uk/about/policy-documents/

12. Around the School



13. Online Safety

The online world is posing an ever-increasing risk to children, and it is important that schools, parents and carers work together to take an active role in teaching children about online dangers. Learning how to act safely when using the internet is an incredibly important part of safeguarding our children.

We are therefore delighted to announce that Sedgemoor Manor School have shown our commitment to protecting our pupils online by working with National Online Safety - providing resources for all parents and carers.

The resources include Parents & Carers courses (presented by Myleene Klass), online video resources and weekly guides covering a huge range of topics, including:

- Online Relationships
- Fake Profiles & Social Bots
- Online Bullying
- Online Grooming
- Child Sexual Exploitation
- Sexual Harassment & Violence
- Sexting
- Live Streaming
- Online Identity
- Screen Addiction
- Online Challenges
- Overspending
- Social Media Platforms
- Online Gambling
- Radicalisation, Terrorism & Extremism
- Age Inappropriate Content
- Copyright & Ownership
- Hacking
- Fake News
- Online Fraud
- Online Reputation
- Personal Data
- Pornography
- Targeted Adverts & Pop-Ups
- The Dark Web
- Games & Trends

To create your account, please follow <https://nationalcollege.com/enrol/sedgemoor-manor-school> and complete your details. When you're set up, you'll be able to set 'Parent/Carer' as your user type.

You can access National Online Safety online via any device- including via the brand-new smartphone app. To download the app, please go to:

<https://apps.apple.com/gb/app/national-online-safety/id1530342372>
<https://play.google.com/store/apps/details?id=uk.co.nationaleducationgroup.nos>

Alternatively, search for 'National Online Safety' in the App Store/Google Play Store.

Answers to frequently asked questions and customer service can be accessed at <https://helpdesk.thenationalcollege.co.uk/helpcentre>.

14. Social media policy and internet acceptable use agreement

Please read, sign and return to the school as soon as possible:

Student IT Agreement

We have amended the IT agreement that students and their parents/ carers are required to sign. This covers using Aspris PCs. Please read the enclosed agreement with your child and both sign and return to the school office. If you would prefer to sign the form, scan it and return it electronically, please email to sedgemoormanorschool@aspriscs.co.uk.

Service User Network Acceptable Use Agreement

- ✚ I will only log on to my computer and other programs with the username and password that is given to me.
- ✚ I will ensure that I log out and close my computer down when I have finished using it.
- ✚ I will not tell other people my passwords and will change them regularly.
- ✚ I will treat my computer respectfully to ensure that it is not broken or damaged. Where I have been issued with a laptop, I will not leave it unattended and store it securely when not in use.
- ✚ I will make sure that all communications with other students and staff is responsible, polite and sensible. This includes when I use email, chat rooms and social networking sites.
- ✚ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will tell a member of staff immediately.
- ✚ I will not download or install software on to a school computer.
- ✚ I will not insert a USB stick, CD or attach any device to my school computer without approval being obtained from a member of staff.
- ✚ I will not give out my own details, such as my name, phone number or home address or those of other people.
- ✚ I will not take photographs and/or video of other students and/or staff at my site.

- ✚ The laptop that is issued to me will not be taken from site and is made available for me to use whilst in school.

- ✚ Sixth form students may take a laptop to college and home but it remains property of Sedgemoor Manor school

- ✚ I will support the school's approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of my site.

- ✚ I will inform a member of staff where I see another student not using the computers in the manner that is expected of us.

- ✚ I know that my use of computer can be checked if a member of staff is concerned about my safety.

- ✚ I understand that these rules are designed to keep me safe and that if they are not followed then I may not be allowed to use my computer.

I have read and agree to follow the rules above and to support the safe use of the Service User Network within Aspris Children's Services.

Student signature Date.....

Print Name

Parent/Carer signature.....

Print Name

Photography Consent Form – for parents

Dear Parents and Carers

At Sedgemoor Manor School we use information about your child in a number of different ways, and we'd like your consent for some of the ways we use this personal data.

If you're not happy for us to use information in the ways we list below, that's no problem – we will accommodate your preferences.

Similarly, if you change your mind at any time, you can let us know by emailing sedgemoormanorschool@aspriscs.co.uk, calling the school on 01278 461632 or just popping into the school office.

If you have any other questions, please get in touch.

- > We sometimes take photographs of pupils. We use these photos to help us to give people an idea of what life at our school is like, for example in the newsletter and on the school website.
- > Please tick the relevant box(es) below, sign and return this form to school.

Internally – Internal displays and noticeboards

School Community – Class Dojo, Evidence for Learning, newsletter

Externally – School brochure, school website, local newspapers

> **Child's name:**

	INTERNALLY	SCHOOL COMMUNITY	EXTERNALLY
Use of Photos			
Use of Videos			

Signature: Name..... Date:.....

General Consent form – Community

Consent form for off-site activities within the local community

Please sign and date the form below if you are happy for your child:

- a) To take part in school activities that take place off school premises; i.e. within the local community, school minibus maybe used on occasions.

- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The activities covered by this consent include;
 - Staff accompanied visits into the local community, within the school day, i.e.
 - Mark Church
 - Mark Post Office
 - Mark Park
 - Local walk (may require school minibus)
 - Local beach (school minibus required)
 - Local shops (may require school minibus)
 - Local swimming pool

- You can, if you wish, tell the school that you do not want your child to take part in any particular off-site activity.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

.....

Young Person's name.....

Parents name.....**Signed**.....

Date.....

Home/School Agreement

Aims of Sedgemoor Manor School:

- To provide a balanced and broadly based education which promotes the intellectual, spiritual, moral and physical development of its pupils, preparing them for the opportunities and experiences of adult life.
- To circumvent the barriers to learning which are a consequence of the specific learning difficulties of its pupils thus making its primary aim possible.

Community Charter:

1. Respect yourself
2. Respect others
3. Respect the environment

As a school, we will:

- Encourage each pupil to reach their potential
- Communicate with parents and carers about their child's work and development
- Respond appropriately and quickly to any issues or concerns raised
- Provide a safe environment for our pupils
- Provide a broad and balanced education
- Develop self-confidence and self-belief

As a parent, I will:

- Communicate any problems or concerns that might affect my child's work, behaviour, happiness or emotional wellbeing
- Ensure my child attends regularly
- Support my child at all times, particularly when preparing for exams and coursework
- Attend parents meetings and other meetings that may be called to discuss my child's progress
- Support Sedgemoor Manor School's policies, standards and ethos
- Ensure that my expectations for my child are realistic and do not cause undue pressure or anxiety
- Work with Sedgemoor Manor School to encourage my child to develop independence and self-motivation

PUPIL'S NAME:

SIGNED 

Emily Bott on behalf of Sedgemoor Manor School

SIGNED (Parent/Carer.....) **Date**

Thrive consent form

Dear Parent/Carer,

At our setting we have been using Thrive-Online to screen children in their class or work group. The results help us to plan our social and emotional curriculum. We adapt what we teach to best meet the needs that are indicated.

We also use Thrive-Online to assess and develop action plans for individual children. This ensures that the adults working with them understand their individual needs and are able to meet these most effectively. We would like to assess and develop an individual action plan for your child. In order to do so we require your consent. Your child will not be aware that this is being done.

Please read the statement below and sign to signify your agreement.

I have read the information above and had the individual assessment process explained to me. By signing this form, I agree that:

- a THRIVE assessment may be carried out for my child. A Thrive Assessment involves setting staff assessing the positive display of important social and emotional skills from a child or group/s of children and then determining the frequency and confidence of the skills being exhibited. The assessment process occurs as part of the normal daily observation of setting staff and therefore does not involve children directly responding to questions or having to experience being assessed.
- personal data will be gathered relating to my child in order to carry out the THRIVE assessment and action plan, this may include contact details, date of birth and information relating to my child's learning and behaviour at the setting
- my child's personal data will be assessed by individuals from the setting and an automated process will assist with the action plan
- where there are other professionals and services involved, or required, for the best support of the child and/or family, it may be of benefit to share the Thrive action plan and profile. The setting will always inform me, and consent will always be sought prior to information being shared. Typically, this could include Speech and Language therapy, CAMHs provision, Social Care, Educational Psychology or other provision from the appropriate Local Authority, although this is not an exhaustive list.

I understand that information gathered in the THRIVE assessment will be stored in secure computer systems and anonymous statistical information will be created. The data will be deleted in accordance with the setting's data retention policy.

The setting will only use any personal data collected for the purposes detailed in this consent form and in accordance with its privacy policy. The on-line tool is provided by Thrive who will process data on behalf of the setting. If I agree in the future, personal data may also be shared with other organisations who may provide support to my child.

I understand participation is voluntary and I can withdraw my child at any time.

I am the parent/carer [please delete] of Child Name.....

My Name.....

Signed.....Date.....

Therapy at Sedgemoor Manor School

Sedgemoor Manor School has a therapy team consisting of Speech and Language Therapy and Occupational Therapy. All the therapists are based on-site which means we are fully involved with all aspects of our students' school life, working very closely with the young people, teaching staff and parents.

Our Speech and Language Therapists work with young people to develop their attention and listening skills, receptive and expressive language, phonological processing, auditory processing, non-verbal communication and social communication skills.

Our Occupational Therapists work with students to develop their functional skills in the following areas: gross and fine motor skills; motor planning and praxis; visual perception; sensory processing and sensory modulation; and activities of daily living.

We ask for signed consent from parents/guardians as young people enter the school and once received, students are offered speech and language and occupational therapy assessments. These assessments help to identify areas of difficulty that may be a barrier to learning and which can limit all the social, educational and employment opportunities available to them. Following assessment students may be offered timetabled, direct, 1:1 intervention, or indirect support. Indirect therapy is provided through classroom observations, in-class support and whole school interventions. For those students who join Sedgemoor Manor School with therapy provision specified in an Education, Health and Care Plan (EHCP), therapy will begin as soon as it is possible to timetable. Individual Art Therapy is offered at the school to suit the needs of the students. Art Therapy in small, closed groups is also offered, usually in groups of up to three students. The referral process is usually made within the school if it is not already stated on the student's EHCP.

Targets for all therapies are set and reviewed each term and added to the student's Access to Learning Plan. Therapists also provide written reports as required, and where possible, attend annual reviews. All therapists are qualified professionals who are required by law to maintain membership of their relevant professional body, together with professional registration through the Health and Care Professions Council.

Terms and Conditions of Therapy Provision at Sedgemoor Manor School

1. All new pupils are offered assessment and support subject to school receiving signed consent from parents/guardians (please sign and return the attached Consent form).
2. For those pupils who join Sedgemoor Manor School with the provision of therapies identified in an Educational and Health Care Plan (EHCP) therapy will begin as soon as parental/guardian consent has been received. Support will be provided by a member of the Therapy department as appropriate to the student's needs.
3. The annual school fees cover the provision of a package of therapy support tailored to each student's needs. Sessions may include assessment, direct therapy, classroom observation and support, group work, report writing, attendance at Annual Reviews and liaison with parents/guardians, teachers and external agencies. Student therapy needs set out in Local Authority Education, Health and Care Plans (EHCPs) will be met. Provision made as a requirement of an EHCP can only be terminated by the agreement of all relevant parties and by amendment to the EHCP.
4. If a student frequently misses their therapy sessions, there will be a period of reflection, and then discussions will be held with the student, parents and teachers to identify possible reasons. While everything will be done to achieve a positive solution, it may result in therapy being provided through indirect support.
5. Therapists may request that the wording in a student's EHCP is amended at Annual Review to fit in with therapy provision at Sedgemoor Manor School. For example, to ensure that the length of session specified fits in with the school day, and thereby ensures that therapy provision causes minimum disruption to the student's routine.
6. Confidentiality will be upheld but therapists will need to discuss the student's areas of difficulty, assessment results and targets with staff in order to inform teaching across the school and to enable appropriate cross-curricular support.
7. All therapists are qualified professionals who are required by law to maintain membership of their relevant professional body, together with professional registration through the Health and Care Professions Council.

Therapy Consent form

Student name: _____ **Date of Birth:** _____

Address: _____

I consent to the assessment and provision of therapy intervention as detailed.

I have read and understand the terms and conditions of this provision.

Signed: _____ **Dated:** _____

Print Name: _____

Relationship to student: _____