



Welcome Handbook

2021

This booklet has been produced in collaboration with New Bridge School Governors.

It is intended to provide Parents and Carers with some useful information and to ensure that important procedures and documents are shared.

You will also find a wealth of information about the School and its policies and procedures on the School website www.newbridgeschool.net and we encourage you to visit the site on a regular basis.

Contact Details

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Hollinwood

Oldham

OL8 3PH

Telephone: 0161 883 2401

Email: info@newbridgegroup.org

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Group website: www.newbridgegroup.org

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I am delighted, on behalf of the members and trustees, to welcome you to New Bridge Multi Academy Trust – Graham Quinn, CEO

As a Parent or Carer, we sincerely hope that your involvement in being part of our family of Schools will be a positive experience.

New Bridge School is one of a group of schools that form the New Bridge Multi Academy Trust. Each School values the contribution of every individual.

We believe that, by working in partnership, we can achieve more for your child.

We constantly aim to improve standards. We are confident that you can contribute and fully participate in shaping the future direction of the School. We value your feedback at any event, meeting or occasion you may be attending at the School. We also welcome your comments on all our social media sites.

We believe that our children and young people deserve an outstanding and enjoyable school experience. They also need to feel safe, secure and valued in order for them to learn.

Please feel free to contact me directly or any of our team should you have any questions or queries.

I look forward to meeting you and being part of our exciting journey.



As a parent myself, I appreciate how important it is to you to have a School that understands your child, nurtures them and brings out the best in them.

That's why at the heart of our School's mission statement, "**Learning together, learning for all, learning for life,**" is the belief that all pupils, whatever their background or ability, will be successful and valued.

Our outstanding curriculum continuously evolves and develops to ensure it meets the needs of your child and supports all children to develop a core foundation of knowledge and skills that will enable them to attain the highest level of independence and engagement in their community on leaving school. We aim to prepare all our pupils for independent living, further study, training, volunteering and employment, including, where appropriate, access to recognised qualifications. Our dedicated staff team are committed to your child's personal development and delivering the best possible outcomes for each individual. We believe the best way to achieve this is with your support and challenge.

We therefore look forward to meeting you and discussing how we can work together to achieve the very best for your child.

GETTING STARTED

KEY PEOPLE WITHIN NEW BRIDGE SCHOOL



Gavin Lyons
Head of Site

At New Bridge School we understand that moving to a new school can be a very worrying time, not just for the young person but for you too. Many things will be different for your child, from the way lessons are taught to learning how to move around the building. These are big steps for new pupils and we know that you will have very real concerns and may be feeling quite apprehensive.

This booklet aims to give you a flavour of life here at New Bridge School and to allay any fears you may have about how your child will cope with the move to their new school. To make the transition as smooth as possible and to ensure you are confident about the process, we have a dedicated staff team on hand to personally deal with any queries you may have. Our Transition Team will be available to answer any queries and talk you through the transition process.



Deborah Hall
Deputy Head of Site

One of the things that we pride ourselves on at New Bridge School is the child centred approach we take with every young person. Throughout the transition process, we do our utmost to develop positive relationships with your child and learn about their interests, likes and dislikes. We want them to feel happy and secure at school so that they can achieve their full potential, both academically and socially. My role encompasses the curriculum at New Bridge School and I work with all our Subject Leads to ensure that your child enjoys lessons which stimulate, motivate and challenge them in a secure setting.

We are passionate about building strong relationships with families and operate an open door policy where any Parents and Carers can contact us and request a meeting to discuss any concerns. We are continually striving to improve the way in which we communicate and share information with parents. If you have any comments or suggestions, please let us know.

Form Tutors

At New Bridge School we believe that the role of the Form Tutor is instrumental in the development of our pupils throughout their school career. A Form Tutor's role is both caring for pupils and, crucially, monitoring their progress both academically and socially; encouraging success, aspiration, participation and the highest possible standards of work and behaviour. Our Form Tutors are active in the care, guidance and support of the 'whole child'.

The Form Tutor should be the first person to whom a pupil turns for help or advice, although it may sometimes be necessary to refer the matter to the Pastoral Team, Head of School, Deputy Head or, through them, an outside agency.

We encourage families to work alongside our Form Tutors to build up a positive relationship by establishing and maintaining regular contact between home and school and sharing information so that we can work together to support your child's progress and development.

School Engagement Team

The School Engagement Team are a significantly experienced team who are diligent and very approachable! They are a provision the School makes to ensure the physical and emotional welfare of our young people. The School Engagement Team work throughout the School, and with external agencies such as counsellors and educational psychologists, to ensure that the person is safe, happy, involved and able to develop to their potential. They also ensure that they are integrating well with other young people and any problems are spotted and dealt with.



Michael Birch

Pastoral Coordinator - School Engagement

Michael plays a lead role in ensuring all our pupils are fully engaged with their learning in School. He provides highly specialised pastoral leadership, support and advice to pupils, staff, families and external agencies who support our young people. He coordinates the involvement of school staff, families and external partners for the benefit of our young people. Michael promotes multi agency cooperation in order to ensure the specific needs of all young people are met. He leads on designated areas of responsibility such as behaviour, Social Emotional and Mental Health, Lesbian Gay Bisexual and Transsexual Issues. To assist him in his role, he is supported by the Safeguarding, Attendance and Intervention Pastoral Leads.



Jacqueline Soltyk
Pastoral Lead - Safeguarding

Jacqueline works closely with the Senior Leadership Team to ensure safeguarding is at the heart of the school ethos and that all staff are supported in knowing how to recognise and respond to potential concerns. She maintains accurate and secure child protection records, as well as attending the appropriate safeguarding meetings. We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy which can be viewed online or from school.



Lesley Meadows
Pastoral Lead - Attendance and Interventions

Lesley contributes to raising the achievement of our young people by promoting school attendance. Lesley works closely with families and external agencies to understand the reasons for an individual pupil's absence from school and put in place interventions that improve school attendance.

A specific area of focus for Lesley is working with individual pupils to further develop their social interaction skills and enhance their emotional wellbeing and mental health. Where appropriate, Lesley employs a counselling approach that supports a pupil's learning and growth in three main areas: personal development, social adjustment and behaviour.



Job Garside
Pastoral Lead - Safeguarding and Interventions

Job contributes to raising the achievement of our young people by promoting engagement with learning across the school. He works alongside our class-based teams of teachers and teaching assistants to understand the needs of individual pupils and design interventions that positively engage each child both in learning and the school community as a whole. Job works closely with families and may also involve external agencies as required to understand how best to engage an individual pupil with learning.

In addition to his work promoting pupil engagement, Job works alongside Jacqueline to support safeguarding practices across the school.

Admissions, EHCP and Transition Team



Danielle Cotton

Admissions, EHCP and Transition Pastoral
Coordinator

Danielle oversees the Education, Health and Care Plan (EHCP), Admissions and Transition processes. She works as part of the Pastoral Team to ensure our young people and their families receive a robust and thorough transition into New Bridge School and beyond; receive an Annual Review of their EHCP; and are provided with a support network and clear correspondence for each of the above key areas. Part of her role is to ensure families and their child receive a quality and bespoke approach to the transition and Annual Review process, monitoring and evaluating the impact and leading the team to provide exceptional standards. Danielle works closely with external agencies such as the Speech and Language Therapy Service, Visual Impairment Teachers, Hearing Impairment Teachers, Physiotherapists and Occupational Therapists to ensure school staff have access to up to date reports and advice. Danielle also acts on behalf of the Designated Teacher to support with the completion of Personal Education Plan (PEP) documentation and meetings.



Colin O'Neill

Pastoral Lead - Admissions and Transition

Colin focuses on ensuring the New Bridge School Admissions Panel is fully informed of any new or outstanding consultation requests, gathers relevant and additional information; this may include a school observation or a home visit if deemed appropriate and liaising closely with parents/carers, responsible Local Authorities, educational provision and professionals which is then fed back to the Admissions Panel so that an informed decision can be reached.

Colin will then support the young person and their family throughout the transition period, ensuring a smooth and thorough handover process to those staff who will be supporting the child on a daily basis whilst in school. Colin supports the transition process of all pupils new to the school, whether this is in Year 7 or at any point during their secondary education. He also supports pupils moving from one Key Stage to another, whether it is supporting with the options process as pupils move into Key Stage 4 or moving onto a college provision as they enter Key Stage 5.

A tour of the school can be arranged with Colin at any point in the year by parents/carers or external educational colleagues who feel New Bridge School may be a provision they wish to consider for their child or a child they support.



Carly Palmer

Education, Health and Care Plan Lead

Carly liaises closely with form tutors, the administration team and external professionals to ensure the effective co-ordination and facilitation of the annual review of all our pupils' Education, Health and Care Plans. She sets the date for your child's annual review, gathers individual views which contribute toward the annual review meeting and ensures that the Education, Health and Care Plan is in line with your child's current needs and development. During the annual review meeting, Carly discusses an action plan for the next academic year together with individual views including those of your child, yourself and members of staff. Following the meeting, Carly ensures key staff and professionals are made aware of any updates or developments for your child and an Annual Review Summary is devised. The summary reflects any relevant reports, minutes from the meeting and amendments to your child's EHCP if necessary. In addition to her work coordinating the review of EHCPs, Carly works alongside Colin to support the admissions processes.

Administration



Rebekah Soltyk & Joanne Latham

Head of Site Administrators



Rebekah and Joanne provide an administrative role to the Head and Deputy Heads of Site and the Board of Governors. If you need to meet or speak to either the Head or Deputy Head of Site then they will be more than happy to arrange this for you. They are heavily involved in the transition process of your child and work closely alongside the School Engagement Team, Form Tutors and the EHCP Coordinator. Rebekah and Joanne oversee the running of the office at New Bridge School and will ensure, alongside the administration team, that the transition process of your child runs smoothly. If you need any help with the Parent App, filling in forms, information on school meals, holiday clubs, after school clubs, events within school or have any other questions or queries, then please feel free to contact them. If they cannot answer your query personally, they will ensure that your message is passed on to the relevant member of staff.



Isabella O'Reilly & Chloe Schofield
Pupil Administrators



Isabella and Chloe provide administrative roles to the school. If you need any help with the Parent App, filling in forms, information on school meals, ParentPay, holiday clubs, after school clubs, purchasing school uniform, events within school or have any other questions or queries, then please feel free to contact them. They will ensure you receive a warm welcome when visiting the school and will also ensure the database is kept updated with your contact details. If they cannot answer your query personally, they will ensure that your message is passed on to the relevant member of staff.

School Uniform – New Bridge School

New Bridge uniform is available through our online shop:

<https://app.parentpay.com/ParentPayShop/Uniform/Default.aspx?shopid=786>

Item	Buy from
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New Bridge School Uniform (compulsory for all pupils in Years 7 to 11)	
<u>Skirt</u> black or dark grey OR	Anywhere
<u>Trousers</u> black or dark grey	Anywhere
<u>White Shirt</u> (to be worn with tie and blazer)	Anywhere
<u>Tie</u> (to be worn with white shirt and blazer)	School
<u>Blazer</u> (to be worn with white shirt and tie)	Anywhere
<u>Jumper</u> navy blue with logo OR	Anywhere
<u>Sweatshirt</u> navy blue with logo OR	School
<u>Cardigan</u> navy blue with logo	School
<u>Polo Shirt</u> sky blue with logo	School
<u>Shoes</u> sensible style, dark coloured	Anywhere
PE Uniform	
<u>PE T-Shirt</u> plain white t-shirt or white t-shirt with school logo	School
<u>Shorts</u> royal blue shorts	School
<u>Sport Footwear</u> trainers	Anywhere
Swimming Uniform	
Swimming shorts or costume	Anywhere
Towel	Anywhere
Goggles	Anywhere

Your child will need to wear uniform that consists of: a white shirt, tie and blazer or a sky blue polo shirt worn with a jumper or cardigan. All uniform must be clearly labelled with your child's name. Please make sure that clothing bought from other suppliers is plain and does not show brand logos.

Uniform must be worn by all young people attending New Bridge School. There will be no exception to this and those arriving at school without the correct uniform will be sent home.

School Uniform – Key Stage 4 Pathways

Item	Buy from
New Bridge Pathways – Activ8	
Royal blue hooded sweatshirt with Activ8 logo	School
Royal blue polo shirt with Activ8 logo	School
Royal blue t-shirt with Activ8 logo	School
Dark grey jogging bottoms	Anywhere
New Bridge Pathways – Digit4ll	
Royal blue tie with Digit4ll logo	School
Black suit	Anywhere
White shirt	Anywhere
New Bridge Pathways – Lumenus	
Black hooded sweatshirt with Lumenus logo	School
Black t-shirt with Lumenus logo	School
Black trousers	Anywhere

All uniform must be clearly labelled with your child's name. Please make sure that clothing bought from other suppliers is plain and does not show brand logos.

Uniform must be worn by all young people attending New Bridge School. There will be no exception to this and those arriving at school without the correct uniform will be sent home.

PE and Outdoor Education Kit

Your child will need a pair of swimming shorts or a costume and a towel as all pupils have a weekly compulsory swimming lesson. All pupils access Outdoor Education lessons where they are advised to dress in appropriate clothing and footwear according to the weather and season. Waterproofs and wellington boots can be provided if pupils wish.

Jewellery

Jewellery of any kind should not be worn at school. The only exception to this rule is a medic alert bracelet which can be covered by a sweatband.

Lost property

New Bridge School is not insured against the loss of property as cover is too expensive for the Local Authority to provide, therefore, school cannot accept any liability for any loss.

Mobile phones

Mobile phones may **not** be brought into New Bridge School until your child has passed their 'E-Safe Award' and agreed to follow our e-safety rules. They may then use their mobile phone during break and lunch times, not during lesson time, and must keep it in a bag or locker when not using it. Please note that your child is responsible for the phone at all times.

Home-School Transport

If you think your child is entitled to the home-school transport service, you should contact your Local Authority. They will inform you of the steps you need to take and they also make the final decision on whether transport will be provided or not. **New Bridge School does not manage home-school transport**, although we do liaise with local authorities to resolve any issues that may arise. If you are aware of any changes, please inform school and transport. **Further information can be found by visiting the website https://www.oldham.gov.uk/downloads/download/347/home_to_school_transport_policy.** On arrival, all pupils are greeted by a member of staff who will escort them to their form room. Pupils are supported at the end of the school day.

Home-School Transport Contact Details

Oldham – The Transport Team, Level 2, Civic Centre, West Street, Oldham, OL1 1XJ, telephone 0161 770 3209 or itu@oldham.gov.uk

Manchester – Travel Coordination Unit, Manchester City Council, 1st Floor, Universal Square, Devonshire Street, Ardwick, M12 6JH, telephone 0161 219 6700 or hometoschool@manchester.gov.uk

Tameside – Integrated Transport Unit, Tameside Council Transport Services, Tame Street, Stalybridge, SK15 1ST, telephone 0161 342 3205 / 3691 or itu@tameside.gov.uk

Rochdale – SEN Assessment Team, Number 1 Riverside – Floor 4, Smith Street, Rochdale, OL16 1XU, telephone 01706 925981 or sen@rochdale.gov.uk

Independent Travellers

Please inform school if your child is an independent traveller. They will not be allowed to leave the premises if we have not been informed that they are able to travel on their own unsupervised. If you would like your child to become an independent traveller, a referral can be made to Pure Innovations for travel training. Please contact your Form Tutor or Pastoral Lead for further information.

Pupils dropped off by parents/carers

At the start of the school day, please bring your child directly to the entrance at the far end of the building, near the Science garden closest to the pedestrian crossing from the car park. Staff will be waiting at the door to greet your child and we would be grateful if you could hand your child over to their care. If your child arrives after this time, please bring them to the main reception where they will be signed in to school.

At the end of the day, you should collect your child from the entrance at the rear of the school, which you can access through the gate at the side of the building nearest the crossing. Staff will be on hand to direct you at the start of the school year.

A permit can be provided for parents who need to park directly outside the front of school. Please let us know if you will have problems using the main body of the car park and we will do our best to put suitable arrangements in place.

As a safeguarding measure, New Bridge School operates a 'password' system. All families are asked to set a 'password' which is recorded on the school database. This password must then be given to staff by whomever you have authorised to pick up your child before we will permit them to leave the premises. This is an important measure to protect our vulnerable young people and gives both you and school the confidence to know that only people authorised to do so will be able to take responsibility for a child.

Access and Parking at School

We take the safety of the members of both our school and local community very seriously. Due to the location of the school and the volume of traffic at the start and end of the school day, we rely on the cooperation of parents to help us to reduce the risks presented. If you use a car to bring your child to school, please ensure that when you stop to drop-off or park, you do so safely and considerately. Please follow the one way system in place.

Whenever you come to school for an appointment or an event, please enter and leave via the school reception. For safety reasons it is important that we know who is on the premises at all times and we ask that you sign in and out when you visit school.

THE SCHOOL DAY

School Hours

- **School starts at 8:50am** – children arriving after 9:00am will be marked in the register as late
- **Morning break** – starts at 10:40am and ends at 10:55am
- **Lunchtime** – starts at 12:25pm and ends at 1:35pm
- **The School day ends at 3:30pm**

The beginning and end of the day are very important times in our school and all pupils are based in their form rooms with their class tutor and support staff until 9:10am. Registers are marked, pupils choose their lunch, if they are having a school meal, and the morning sessions allow for focused intervention and preparation for the coming day. Any problems, worries or issues can be resolved before they impact on teaching time. Notes and messages from home are also dealt with during this time. Your child will follow their timetable through the school day until returning to the form room where home-school messages, after-school club and transport arrangements are made.

Breakfast Club / before school club

Breakfast Club is available every morning via a referral system managed by form tutors.

School Meals

Lunchtime is from 12:25pm to 1:35pm. There are two sittings which are rotated by year group. Pupils choose their meal from a healthy range of options as they arrive in school each day. A vegetarian and Halal option is available every day. School meals can be paid for securely through ParentPay. The current price for a school meal is £2.55. We will inform parents in advance of any changes to the price. **An example menu is enclosed with this handbook.**



Guidance on home packed lunches

As a school we recommend that a packed lunch should contain:-

- a drink – not fizzy. Water is best but fruit juice and smoothies are acceptable (although these both contain sugars, they are fruit sugars rather than sweeteners or refined sugars)
- a sandwich or starch based item such as a rice or pasta salad
- salad or vegetables, for example a green salad, tomatoes and/or carrot sticks
- a piece of fruit
- a dairy item such as cheese or a yoghurt
- treats, such as cakes, biscuits, chocolate or crisps should be limited to once a week

Free School Meals

Schools receive Pupil Premium funding to raise the attainment of disadvantaged pupils and close the gap with their peers. Pupil Premium funding also supports children and young people who have parents in the regular armed forces. The funding is allocated to schools according to the number of their pupils who are:-

- Registered to receive FREE SCHOOL MEALS (or have done so at any time in the preceding six years)
- 'Looked after children'
- Adopted from care
- Under a special guardianship order, residence order or a child arrangements order having left care
- From families with a parent in the regular armed forces

It is therefore of great importance to the school that families who meet the criteria listed below register for free school meals with the local authority, even if their child(ren) prefers, and will continue to have, packed lunches. Your child may be eligible for free school meals if you get any of the following:-

- Income Support (IS)
- Income-based Jobseekers Allowance (IBJSA)
- Income-related Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on
- Universal Credit

If you think your child may be eligible for free school meals, you will need to complete an application form and submit it to Access Oldham. For further information, please click the link below.

http://www.oldham.gov.uk/info/200231/education_grants_and_allowances/161/school_meals

After School Club

New Bridge School continues to offer a wide range of extra-curricular activities to support our young people and their families. All areas of the school work hard to offer pupils experiences that will extend their learning opportunities. Our After-School Clubs run from Monday to Thursday 3.40pm to 4.45pm. There is a minimal charge of £1.00 per day. There are a range of activities currently on offer at After School Club, forms will be sent to parents during the

summer term to reserve a place for September. Places are allocated on a first come, first served basis. Please be aware that for whatever reason the club may not be suitable for some pupils, however, this would be discussed with families and school staff so that we best meet the needs of every individual.

Career Guidance Service

Career Guidance Services are provided by qualified, impartial Career Advisors. Career Advisors provide these services to Year 9, 10 and 11 and attend your child's Year 11 review as necessary. They are available to provide information and advice on a range of education, employment and training options available as the young person approaches their last year of compulsory education.

During your child's time at New Bridge School, Career Advisors are available to talk to parents as well as pupils and can provide information and advice on issues such as leisure activities and volunteering opportunities, as well as education, employment and training options. They are also available to talk to parents at parents' evenings held at New Bridge School.

IMPORTANT DATES, SCHOOL CLOSURES AND ABSENCES



Attendance

If your child is absent from school, you must notify school via the Parent App by filling in the absence report form.

If you are unable to access the app, parents should ring: **0161 883 2401** and **Press 1** to report your child's absence.

We also request that you inform school each subsequent day that your child is absent from school until their return. If we have not heard from you, we are obliged to investigate your child's absence. Your child's absence is a safeguarding issue until we have confirmation of why they are absent.

Attendance is monitored in school and also by the Local Authority. Satisfactory attendance is classed as 96% over the school year. If your child's attendance falls below this figure, then you may be contacted by an Attendance Welfare Officer.

Absence

What to do if your child is ill or cannot attend school

If your child is going to be absent from school it is essential that you inform school of the reasons why your child is not attending. Please telephone the school office by 9.00am or send a message through Parent App. If your child is ill for a length of time, you may be asked for medical evidence of the illness e.g. a doctor's note.

What to do if your child is refusing to attend school

If your child is refusing to attend school you must contact your child's Form Tutor who will then support you and your family to reengage your child into education.

School Calendar

The school sets all important dates up to a year in advance so you can be fully aware of parents' evenings, shows and our other fantastic events. These are published on the school website.

Term Dates

Our term dates are published on the school website www.newbridgeschool.net and a copy can be found enclosed with this welcome handbook.

Training Days

New Bridge School has a number of planned staff development days when pupils do not attend and staff can train and network. New Bridge School may also hold twilight sessions. Training days are published on the school website and on the holiday pattern for each academic year.

Holidays within Term-Time

Taking your child out of school during term-time could be detrimental to their educational progress. However, you may apply to the school for leave of absence for up to 10 days in the school year. Agreement to each request is at the discretion of the Head of Site.

Taking your child out of school to attend an unauthorised holiday can lead to a fixed penalty notice issued by the Local Authority.

A **leave of absence request form** must be filled out via the Parent App.

Parents' Evenings

We hold two parent consultation evenings, one during the Autumn term and one during the Summer. Dates are posted on the school website and an invitation is sent home.

For those young people in the Autism Base, we hold two parent consultation meetings which take place during the school day. Further information is sent home before these meetings.

We also hold a transition evening for new parents to give them an introduction to New Bridge School led by the Head of Site.

Emergency School Closure Procedure

We endeavour to keep the school open at all times during the school term. However, there are very rare occasions when the school has to close. If such a decision is made by the Chief Executive Officer, the following action is taken to communicate with parents:-

- A message is placed on the school website www.newbridgegroup.net to advise parents of the situation. The website is then updated as and when more information about the situation is available.
- A message is sent via Parent App with updates provided throughout the day.
- The school's answer machine message is updated with pertinent information about the situation.
- A message is shared on our Facebook page and Twitter feed @newbridgegroup with updates provided throughout the day.
- Revolution Radio and Key 103 are kept informed and updated.
- The 'school closure' page on the Oldham Council website is updated by the local authority to show our status as closed and the information is kept updated www.oldham.gov.uk/schoolclosures .

WELFARE, HEALTH AND SAFETY

Safeguarding and Child Protection

All staff within New Bridge School are committed to safeguarding and promoting the welfare of all our children. They have a crucial role in helping to identify welfare concerns and indicators of possible abuse or neglect at an early stage. We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy which can be viewed online or from school.

Sometimes we may need to share information and work in partnership with other agencies, when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare.

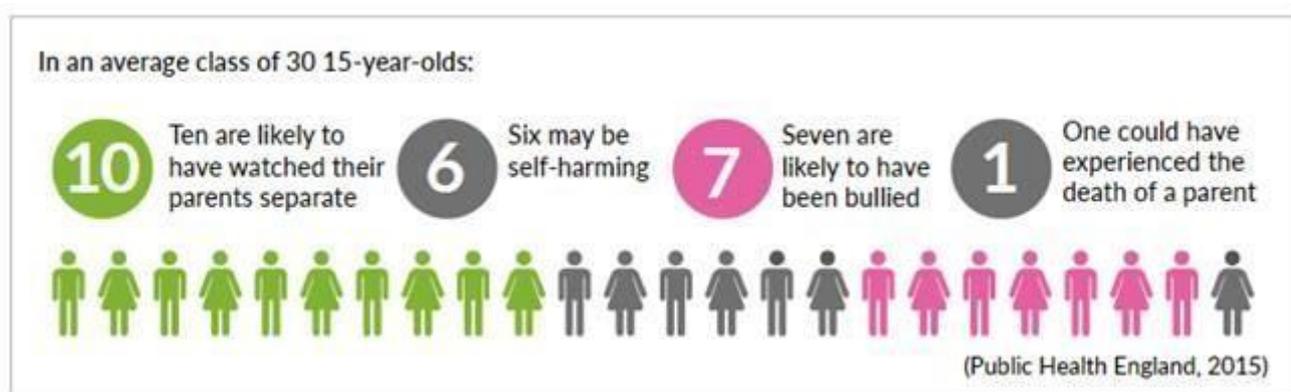
We actively support the Government's Prevent Agenda to counter radicalism and extremism.

Designated Safeguarding Leads at New Bridge School are:-

- **Gavin Lyons, Head of Site**
- **Deborah Hall, Deputy Head of Site**

Mental Health First Aiders

Mental health and emotional issues often develop during adolescence. Half of young adults with mental health issues have symptoms by the age of 15, and nearly 75% by their late teens.



First aid is the help given to an ill or injured person before medical treatment can be obtained. Youth Mental Health First Aid (MHFA) is the help given to a young person experiencing a mental health issue before professional help is obtained. The aims of Youth MHFA are to:-

Preserve life where a young person may be a danger to themselves or others
Intervene to prevent the emotional or mental health issue developing into a more serious state
Provide comfort to a young person experiencing a mental health issue
Empower a young person to access appropriate professional help
Promote the recovery of good mental health
Raise awareness of mental health issues in the community
Reduce stigma and discrimination

We have a team of Mental Health First Aiders at New Bridge School:-

Karen Bingley
Lesley Meadows
Steve Meadows

E-Safety

New Bridge adopts a range of methods when tackling e-safety. All pupils have the opportunity to undertake a course of lessons around the many areas of e-safety, which is known as the 'E-Safe Award'. This is usually covered during Intervention or ICT lessons. The course covers:

Our e-safe Rules

Types of e-safety risks

Malware, SPAM and other viruses

Keeping information private

Reporting a problem

Safe use of technology and social media (chatrooms, emails, texts etc.)

Recognising grooming

Understanding privacy settings

Knowing about copyright

We are very proud of our innovative approach to tackling this important issue. As part of our in-house award, and with the support of parents, we believe that the course is giving our learners the skills in education to help them tackle the issues they face in the wider world.

As well as our E-safe Award, we also have a SHARP (School Help and Report Page) on our website www.newbridgeschool.net/sharp-school-help-and-report-page/

This provides pupils and parents with a range of information around e-safety, as well as understanding how to report a problem. The website also includes links to a range of other useful resources online.

Any violations of our e-safety rules mean that pupils then drop in to small group or 1:1 sessions focusing on specific areas. This follow up work is vital in ensuring our young adults are safe and use technology responsibly.

Furthermore, we ensure that the school takes part in Safer Internet Day each year to help promote positive use of technology and the internet as a whole.

A copy of the school e-safety policy can be found on our website www.newbridgeschool.net

ICT Acceptable Use Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school.

The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps all staff and young people learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times. With this all of our young people are responsible for using the school ICT systems in accordance with the Young Person Acceptable Use Agreement, which will need to be signed and returned to school before your child can be given access to the school ICT systems.

Please complete the ICT Acceptable Use Agreement which can be found on the Parent App.

Photographs and Videos

Whilst many parents and carers really enjoy seeing photos and videos of their children's school life, we are very mindful of our duty of care towards all our pupils. We take the issue of safeguarding very seriously and this includes the use of photographic and video images.

Any photographs or videos taken by parents, carers and relatives at school productions, sports days or other events are for the enjoyment of individual families. They must not be used in any way that could potentially place a child at risk. This would include publishing images in any form of print or on the internet, including social networking sites. This is emphasised before events such as concerts and shows and, where practical, a record of parents and relatives taking photographs or videos is made.

We understand that in exceptional circumstances a parent or carer may not wish their child to be photographed or videoed in this way. If this is the case, please contact the Head of Site to discuss how this can be best achieved

Occasionally, the local press are invited to take photographs of school events and special achievements. We like to use photographs of our children on our website, in school documents, for parent information meetings, newsletters and on our display screens around the school. If you do not wish photographs of your child to be used for these purposes, please contact the Head of Site.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child for promotional purposes. **Please complete the consent form which can be found on the Parent App.**

Behaviour of our young people

New Bridge School does not tolerate any form of bullying, it is totally unacceptable. We want all our young people to feel safe and happy.

In the event of a breakdown in discipline or personal relationships, a number of sanctions can be used which range from having school privileges withdrawn to your child being given time out to reflect, receiving detention or, as a final sanction, an exclusion.

The school's behaviour policy is available on request from school or via the school website.

Behaviour of our parents/carers

New Bridge School aims to make sure that it is a safe place for our children, staff and members of the community. If you are upset or angry about something, please ask to see a senior member of staff. Any parents using persistent abusive behaviour will be asked to leave the premises and the incident will be reported to the police.

Restrictive Physical Interventions

The New Bridge Multi Academy Trust promotes a pro-active approach to the effective support and management of challenging behaviours. The purpose of our policy is to make staff aware that Restrictive Physical Intervention (RPI) is always used a last resort when all other appropriate strategies and interventions have been used. RPI techniques involve at least two staff members, allow for verbal communication and safety remains paramount.

Medication in School

The Director of Care ensures that any child who requires medication during the school day receives the correct dose at the correct time administered by a trained member of staff. **We can only administer medication that has been prescribed by a doctor.**

Medicine needs to be sent into school in the original container which has a pharmacy label clearly visible and we can only follow the instructions on that label. A Medication Health Care Plan must be completed per medication and returned to school before any medication is administered, we do not accept verbal or hand written notes. If medication is sent into school in the incorrect packaging or we have not received consent, we will return the medication to you without administering it. We cannot administer pain medication unless it has been prescribed by a doctor and is in the original packaging with a pharmacy label clearly visible.

If your child has an emergency response medication, for example to treat asthma, we must have their correct inhaler on site at all times - this will be stored and accessible in the event of an emergency. Again, we must have the original prescription labelling with your child's name on. We also have emergency salbutamol inhalers on site which can be used if your child has an asthma attack whilst in school and your child's inhaler is not in use. Parents must complete an Emergency Medication Health Care Plan to give consent for this to be used.

Any bespoke medical health needs which require medication as an intervention must be discussed with the Director of Care, Kelly Lockwood, who will ensure an appropriate Health Care Assessment Plan is implemented, working collaboratively with the School Health Advisors and following a Medication Health Care Plan signed by parents/carers.

Medication Support

Under the direction of the Director of Care, we have trained staff who administer pupils' medication in school. They are responsible for logging any medication in and out, ensuring all medication has a Medication Health Care Plan for school to administer, ensuring all medication comes into school in the correct packaging and is correctly labelled, ensuring requests for repeat medication are made in good time and any out of date medication is returned to you. They ensure that any pupil who requires medication during the day receives the correct medication at the correct time and the correct dose.

Illness Advice

A summary showing recommended times for children to be away from school when suffering with diseases is available at <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>, a copy of which is on display in school.

Food Intolerances/Allergies

Under guidance from the Department of Environmental Health, we are required to keep a Food Allergen Register for Children with an allergy or intolerance. In order to keep this information up to date, **please complete the form via the Parent App** and ensure that the school is made aware of any changes in your child's needs.

Personal Care Assistants

We have a trusted team of Personal Care Assistants who support pupils in following care and hygiene plans where appropriate. They play a vital role for those who require their input and are more than happy to liaise with you if you have any concerns with personal care and/or hygiene. Support is provided at many different levels, from help and guidance to a full service provision in bathroom assistance and comfort. The team also have specialist training in feeding and swallowing to ensure safe and enjoyable lunchtimes, snacks and drinks.

GROUPINGS

Form Groups

Your child has a Form Tutor and this member of staff is responsible for their pastoral care and for all matters concerning the welfare and individual needs of all the young people in their tutor group. When dealing or corresponding with school it is likely that this person will be your main contact, as all general correspondence between home and school is dealt with by them during morning registration to ensure a consistent approach to communication pathways.

Timetable Groups

Your child will work with other staff for certain subject areas within the curriculum such as PE and cooking. These groupings will be dependent upon the individual needs of your child who will work in both small and large groups and also at an individual level, where appropriate.

Units of work within each subject area are carefully planned and over a 5 year period, efforts are made to provide a variety of learning experiences and different teaching and learning styles. In addition, there is an intention to ensure continuity and progression.

New Bridge School has a number of bespoke groups to meet the specific needs of some of our pupils:-

Interactive Base

The Interactive Base (IB) provides an appropriate learning environment for low level and complex learners. The principles of the IB groups are to provide a stimulating, engaging and sensory curriculum.

The IB groups offer a base for their learners which provides routine, encourages communication, consistent staffing and sensory based learning delivered by specialist staff. Within the IB groups pupils receive part of the curriculum offer within their base and part of the curriculum offer within the main body of the school.

Autism Base

New Bridge School's discrete Autism provision is a consistent environment for pupils who find it difficult to adapt to too much change. The curriculum echoes that of the main school and pupils enjoy all subjects and have full access to all the school's facilities. The pupils' communication needs are the main focus in the Autism Base. These are met through our interactive, total communication approach using symbols, signs and solid objects of reference to enhance learning.

Nurture Group

New Bridge School promotes a pro-active and positive approach to effectively supporting young people with a wide range of social and emotional difficulties. The Nurture Group provision supports those pupils who need a safe, secure environment for a range of social, emotional and behavioural reasons, and who would otherwise struggle within the wider body of the school. There is an emphasis on consistency of approach and developing and maintaining strong working relationships where pupils can feel nurtured, supported, encouraged and in turn challenged.

Communication Group

Our Communication groups are designed to support pupils where the development of communication skills is a top priority. The pupils in these groups follow a curriculum that offers opportunities throughout the day to practice their expressive communication skills and develop their receptive understanding. Lessons have a greater degree of structure and routine and are supported by consistent staff team throughout the day to support these pupils to achieve greater independence.

From Key Stage 4, there are a number of dedicated pathways offered in addition to the range of options available in the main body of the school.

Activ8 Pathway

Activ8 is a Sporting Pathway for pupils in Year 10 and above to look at vocational and academic opportunities in sport.

Pupils taking this pathway are engaged in participation, competition and leadership opportunities. They take part in a variety of roles such as officiating and refereeing, as well as looking at the 'academic' side of PE through the GCSE PE course and leadership programme. We also develop pupils' skills through the use of outdoor education in a variety of terrains and experiences.

Digit4ll Pathway

The IT pathway is a route for pupils who are committed to working with technology long-term. The pathway builds on the ethos of IT at New Bridge School and works around 3 clear strands:

Technical Support

Media Production

Enterprise Skills

Pupils study many different topics such as creating viral ads in Video Production, designing games in Programming, recording sound effects in Music Technology, hardware installation in Technical IT and designing a promotional canvas in Photo Design, to name just a few. Pupils also have work shadowing sessions with the school technicians which is a stepping stone for external work experience with local companies.

Lumenus Pathway

For those pupils who become committed to the arts, gain great pleasure and enjoyment from these subjects and wish to take them to a higher level, an Arts option has been designed to meet their needs in the 'Lumenus' programme.

Community Living Pathway

This pathway is designed to provide a bespoke curriculum for pupils whose destination as an adult will be to live and work (potentially with support where appropriate) in their local community. The focus will be on improving practical, functional skills in these subjects which they will need in a work and life setting. This pathway offers pupils the opportunity to undertake a range of different work experience placements in areas such as sport and leisure, hospitality and catering, administration and clerical support. These placements will take place both in school and in the community with trusted employers, such as the Atrium café, who currently support our work placement programmes further up the school. Pupils will learn the knowledge and skills required to undertake these placements through class-based theory sessions that cover transferable skills such as interpersonal communication, teamwork and organisational skills. Staff will work with pupils to develop their self-esteem and confidence, supporting pupils in these roles and judging when they are ready to take on new responsibilities and experiences.

Pre-Internship Pathway

The Pre-Internship pathway is a full-time course that is based at Medtia Square, our site in Oldham town centre. This pathway has been designed as a stepping stone for students interested in moving on to our Bridging the Gap project, our post 19 supported internship course, Future Finders, or into paid employment.

Students participate in termly work placements with numerous employers across Oldham. Over one academic year, students will participate in three long term placements. Students are selected by our pastoral teams and families are contacted individually should we feel that the course is suitable for their child.

Living Skills Pathway

The Bespoke Living Skills Group provides a stimulating and engaging curriculum offer using living skills and independence as a central theme. Activities focus on development of self-esteem through pupil engagement, cooperation and involvement in daily living experiences. The curriculum is based around Living Skills schemes of work and English and Maths targets are covered as an integral element in activities.

All activities are planned with appropriate targets for individual pupils. There are regular opportunities to access the community such as visiting Tesco to enable pupils to practise skills and appropriate behaviours and develop a greater understanding of everyday activities and how to take part. Communication is developed at levels appropriate to individual pupils using signing, symbols, verbal and written words.

Educational Visits & Residential Visits

New Bridge Multi Academy Trust is committed to offering young people out-of-school experiences which enhance the curriculum. Young people's experience, knowledge and understanding of the locality are enhanced by visits to a range of attractions, museums, theatres and leisure facilities.

Parents are informed of any educational visits for their child. All young people in Year 8 and 11 have access to a residential. Further details are sent home to families nearer the time.

Holiday Clubs

Our Holiday Clubs run every half term holiday, at Easter and for the first four weeks of the summer holiday. All our pupils have equal opportunity to access the holiday schemes which are operated by highly experienced staff to ensure the welfare and safety of all the young people taking part. Pupils can request as many or as few days as they wish, and the cost is currently £5.00 per day. Please be aware that places are allocated according to staffing and student needs and that the scheme may not always be suitable for every child. However, we do our best to meet every family's request.

A wide range of activities are available that are tailored to the needs of the pupils including art and craft, sensory and sport. We also bring in outside agencies, for example Ranger Rob and Little Barn Farm etc. to offer your child a varied and exciting experience.

We are not able to provide transport but your child can register with Ring and Ride and request a place on their service if they are in Year 7 and above and live in Oldham. New Bridge School will provide an escort on the bus. Ring and Ride allocate the journeys to the Holiday Club on a first come, first served basis and their service arranges the routes and pick up times.

Letters are sent home approximately six weeks before a holiday period asking families to inform us of any days they wish their child to attend in the next Holiday Club. We work to very strict deadlines in order to ensure all pupils' needs are met, therefore it is very important that forms are returned by the deadline given so that a place can be offered.

COMMUNICATION

Parent App

Our Parent App is free to download and is available for both Apple and Android devices. The app can be found by searching PA Connect. It will provide you with instant access to our term dates, event information, newsletters, social media, website and much more.

Additionally, you will be able to view and submit consent forms easily and receive secure documents. The app will also enable you to invite additional family members, ensuring that the right people have access to important information.

We will use the app to send targeted messages via push notifications so you aren't bombarded with messages that are not relevant.

Lastly, the app is fully secure and GDPR compliant and in order to access it you will need to be invited via email or SMS message.

Please look out for an email or text invitation from school with further instructions on how to download and access the app. If you have any questions, please get in touch.

If you would like further information on the Parent App, please follow the link below.

<https://supporthub.parentapps.co.uk/wp-content/uploads/2020/09/ParentappsParentPresentation2020.pdf>

Review Process

Your child's EHCP statement is reviewed each year through the annual review process. The meetings are chaired by our Education, Health and Care Plan Coordinator who ensures effective coordination of services and fully supports your child in discussing the pupil view document, ensuring all outcomes are met.

Your Contact Details

It is essential that the contact information we hold on record for your child is correct in case we need to contact you in an emergency. **Please inform the school immediately of any changes to your contact details or your child's medical or dietary information.**

School Website

As part of the Trust, your child's school is included on our Multi Academy Trust website www.newbridgegroup.org/our-schools/ You can also visit this site directly from the New Bridge School website by clicking the New Bridge Group logo shown in the footer of every page.

Weekly Blog

Each week you can read the Head of Site's blog to see what exciting things the young people have been learning in and around school. This can be found on the New Bridge School website www.newbridgeschool.net/category/head-of-school/ and links are also posted to the New Bridge Group's Facebook and Twitter pages @newbridgegroup

FINANCE

ParentPay



The school now uses a secure service called ParentPay. All new parents and carers receive an activation letter when their child starts school.

ParentPay is a convenient way to pay for school meals, uniform, residentials, trips etc. The school no longer accepts cash and cheque payments, making the school a cash-free environment.

Making secure payments online using your credit or debit card ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school, or children at another ParentPay school, you can create one single account login for all your children regardless of which school they attend.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

For further information on ParentPay, please see the FAQs overleaf or visit www.parentpay.com.

What does ParentPay do?

enables you to pay for school meals

offers a highly secure payment site

gives you a history of all the payments you have made

allows you to create a single account login across all your children that attend a ParentPay school

shows you all items available for payment relevant to each of your children

emails a receipt of your payment to the email address you register

offers you the ability to set automated email/SMS payment reminders.

How does ParentPay help you?

gives you the freedom to make payments to school whenever and wherever you like
stops you having to write cheques or search for cash to send to school
gives you peace of mind that your payment has been made safely and securely
helps with budgeting; payments are immediate, there is no waiting for cheques to clear
payments for many of the larger trips can be made by instalments up to the due date
you will never need miss a payment, or have insufficient credit, with automated email/SMS alerts.

How does ParentPay help your school?

reduces the administrative time spent on banking procedures
keeps accurate records of payments made to every service for every pupil
payments do not bounce
reduces paper 'waste'
allows for easy and quick refunds to be made back to the payment card
improves communication between the school and parents concerning payments
offers a more efficient payment collection process, reducing the amount of money held on school premises
helps us improve school-home communication with its integrated email/SMS messaging centre.

How do you get started?

We will send you an activation letter containing your activation details to enable you to setup your ParentPay account.

If you have more than one child at a ParentPay school/s you can add them to a single account, providing one login for all children at ParentPay schools.

FURTHER INFORMATION

Concerns

If you have a concern or query about anything relating to your child in school, please see your child's class teacher in the first instance by contacting the school to arrange an appointment. Please do not wait until problems arise to get in touch or to let us know how you are feeling.

Policies

New Bridge School has clear policies and procedures that safeguard everybody connected with the school which can be found on the school website. You can also request a copy from the school office.

Policies available include:-



Child protection
Charging
Behaviour
Compliments & Complaints
Data Protection
Educational Visits
Subject Access
E-Safety and Acceptable use of ICT for both parents and pupils.

Governors

A full list of governors can be found on the school website.

Confidentiality

Visitors to the school are bound by our confidentiality code. Any information about our young people, families or others within the school should be kept confidential and not mentioned outside New Bridge School. This also applies to the use of social networking sites such as Facebook.

Smoking

New Bridge School operates a no smoking policy. When visiting New Bridge School please do not smoke anywhere on the premises.

Privacy Notice

The purpose of a Privacy Notice providing accessible information to individuals about the use of personal information (data) is a key element of General Data Protection Regulation (GDPR) and sets a legal framework with which education settings and local authorities must comply.

All education settings and local authorities are data controllers and data processors in their own right and, as such, they have a duty to inform pupils, staff and parents how they process the data that is within their control.

Data Controller - the organisation who (either alone or in common with other people) determines the purpose for which, and the manner in which data is processed.

Data Processor - a person or organisation who processes data on behalf of and on the orders of a controller.

For the purposes of data protection legislation, the terms 'process', 'processed' or 'processing' apply to any activity involving personal data, such as:-

- collecting
- storing
- sharing
- destroying

Please note that this list is not exhaustive.

The most common way to provide information is through a privacy notice. The privacy notice is a document that is used to set out the data controller's policies on how they process the data that is within their control and would be expected to meet the requirements.

It is recommended that the notice is made available for pupils and parents and must be made available or highlighted as part of any data collection process at the start of each school year, ensuring it is easily accessible at all times.

A copy of our Privacy Notice can be found on our school website.

For more information on privacy notices and the changes required as a result of GDPR, please visit the ICO (Information Commissioners Office) website: <https://ico.org.uk/fororganisations/guide-to-data-protection/privacy-notices-transparency-and-control/>

Thank you

Thank you for taking the time to read through our welcome booklet. If you have any further questions, please do not hesitate to contact the school office.

