

# SCHOOL INFORMATION

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🏠 The school is based on West Lane, Killingworth, NE12 7BH  
☎ 0191 2161811

## **School times**

9.00am- 3.30pm (pupils accepted from 8.45am)

## **Transport Information**

Student transport is generally provided by the Local Education Authority. The staff at Percy Hedley make every effort to ensure that liaison with the taxi companies is good and that any difficulties are resolved. However the Local Education Authority ultimately holds the responsibility for monitoring the performance of the firms contracted to do this work.

## **Absence**

If a pupil is unable to attend school, the office should be informed. Please contact the school office. On the pupil's return to school a note should be sent with a reason for the absence. This is a legal requirement. It is possible for planned absence to be authorised by the Associate Director and the forms are available from the school office. Parents are encouraged not to take their children out of school during term time yet may request this for exceptional circumstances.

## **School Meals**

Lunchtimes are an important part of the school day. School meals are provided at no cost to parents. All students' individual needs are catered for. Pupils are welcome to bring in a snack for break times.

## **School Uniform**

School uniform is encouraged but not compulsory. All pupils should be dressed in comfortable, loose fitting clothing. There is a range of clothing available with the school logo, which can be purchased through the school office. Uniform consists of a white polo shirt with a purple or black jumper.

## **Home learning**

Additional work to be carried out at home is part of our support to enable pupils to reach their full potential. However, homework is not appropriate for some of our pupils and parents will be informed by the class teams of how to support learning at home appropriately.

Activities may include: reading, spelling, life skills tasks and activities associated with pupil's EHC outcomes. There is an expectation that pupils undertaking accreditation will receive some home based learning tasks.

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## **Religious Education (RE) and Collective Worship**

We follow a differentiated RE curriculum within the context of advice from the Department for Education. Planned work undertaken during our daily collective worship has a religious basis but takes account of pupils' cultures, experiences and achievements. Parents retain the right to withdraw their child from religious education and collective worship.

## **School policy on charging for school activities**

We can legally request voluntary contributions in support of any school activity taking place during or after school. However there is no obligation to contribute and pupils will not be discriminated against if parents are unwilling or unable to contribute.

## **Communication**

In September you will receive a communication contract for your child's team. We also have a text to parents service where parents may receive text message updates and all classes have a blog which is available on the school website. This is a closed part of the website and as such parents will need to log in. Your password details will be included in this pack. Please look at the class blog for regular class updates and also the whole school blog. Any letters sent home will be available on the whole school blog. Children have home school diaries which we encourage you to use. If you have any concerns please feel free to ring, email or visit in school.

## **Annual review process/parent visits**

Once a year you will receive an in depth report detailing your child's progress in school, this will coincide with your child annual review of statement/ EHC plan. You will receive a report from school prior to the meeting, and will be invited into school for parent appointments with teaching staff and therapists. Here you will have an opportunity to talk about your child's progress and discuss targets for the coming year.

## **Coffee mornings**

Each half term, departments hold coffee mornings for parents, here you will get a chance to come into school to see the work your child has completed. This is a general invite to share progress as a group, rather than specific meetings focusing on each individual child. Parents are also invited into school for other events such as special assemblies or shows.