



Parent Information and Guidance Booklet

Contents

| | |
|--------------------------------------|-----------------|
| Admissions | Page 2 |
| Safeguarding | Page 2 |
| Attendance | Page 3 |
| School Uniform | Page 4 |
| School Dinners | Page 4 |
| School Transport School Carpark | Page 5 |
| North Ridge High School Day | Page 6 |
| After School Club | Page 6 |
| Community Café | Page 7 |
| The Multi Team Disciplinary | Page 7 |
| Staff Information | Page 8 |
| Religious Education Sex Education | Page 8 |
| Complaints | Page 8 |
| | |
| Pupil Information Capture Sheet | Form Included |
| School Transport Request | Form Included |
| OFSTED | Report Included |
| Term Dates | Dates Included |
| Cup and Cake Menu | Menu Included |
| School Dinners | Sample Menu |



Admissions

The Authority's policy for determining admissions to maintained special schools is based upon matching the special educational needs of individual pupils to the particular range of needs provided for in each school. Special schools are broadly classified as providing for a particular type of special educational need. Since many pupils may show a combination of needs, the predominant need identified will normally be the determining factor in school placements.

North Ridge is one of 3 secondary specialist support schools for pupils with severe and complex learning difficulties in Manchester serving the North district of the authority. The Local Education Authority (LEA) does have ultimate control over the pupils admitted to each special school.

Pupil placements follow a formal assessment of the pupils' special educational needs. This process usually results in the issue of a Final Education, Health and Social Care Plan, naming the school which offers the most appropriate provision for the pupil concerned. From time to time pupils are admitted to a school for a short period of assessment. Pupils will have an annual Education and Health Care Plan review.

Safeguarding

The Governing Body, Head Teacher and staff of the school have a duty to ensure the safety of all pupils attending the school. All adults working in the school whether paid or voluntary have been cleared by the Vetting and Baring Bureau. The school retains a central list of all staff, their details qualifications and clearance. The school has a Health and Safety policy and is regularly reviewing this policy as well as risk assessing all areas and aspects of school life.

If we become concerned about your child's safety at school or home then we have a duty to communicate with you and if necessary contact Manchester Social Care team.



Bernice Kostick
Head Teacher
**Designated
Person**



Gill Foord
Deputy Head
**Designated
Person**



Elaine Redpath
Head of 6th Form
**Designated
Person**



Sarah Read
Business Manager
**Health & Safety
Lead**



Attendance

We have to keep records of absences from school. There are two types of absence, authorised and unauthorised.

Authorised absences are those where the school gives permission for a child to be away in advance, or accepts the explanation offered afterwards. These include being absent due to illness, a funeral, a medical appointment or a religious observance.

Unauthorised absences are not approved by the school, and typically include holidays and outings, or absences with no explanation.

Since September 2013 head teachers cannot grant any authorised absence during term-time, unless in exceptional circumstances. Those circumstances are up to the head, but essentially, term-time holidays will no longer be authorised.

Parents and carers should follow this procedure if their child is absent from school;

- For hospital or other appointments, please let school know in writing before the appointment.
- If an absence is due to illness please call on the first day and keep us informed. After an absence for illness, please send in a brief note of explanation.
- Requests for absence for reasons other than illness should be made in writing as far in advance of the planned absence to the head teacher.

Parents will receive a termly report on their child's attendance record so that where there are concerns this can be addressed in partnership.

Thank you for your co-operation.



School Uniform

The pupils at North Ridge wear their uniform with pride. The pupils and parents were involved in choosing the uniform and the pupils designed our school logo. We ask that all pupils aged 11 to 16 years (Years 7- 11) wear the uniform and maintain the highest possible standards. We ask parents not to allow students to bring valuable items into school.

Our uniform is:

- Royal Blue sweat shirt – School Logo
- Black polo shirt – School Logo
- Black trousers or skirt
- We allow track suit bottoms as long as they are plain
- All pupils require a coat for going out at break time and for visits out of school
- Flat comfortable dark plain shoes

For physical education lessons:

- Dark shorts
- White T shirt
- Pumps or trainers that are not worn outside with soles that do not cause black marks on wood floors

We have excellent showering facilities so please provide a towel and toiletries

The following can be purchased from the main school office throughout the year;

| ITEM | SIZE | PRICE |
|------------|------------------------------------|--------------|
| Sweatshirt | Age 9/10 – Age 13 (Adult) Sml - XL | £10 - £12.00 |
| Polo Shirt | Age 9/10 – Age 13/14yrs – XL | £8 - £10.00 |

School Dinners

It is vitally important that you submit an application form to the Local Authority if you think that you may be entitled to Free School Meals Please contact the school main office should you need more information and clarification.

Dining arrangements

- A breakfast service is available from 8.30am – You would need to apply for a place
- At morning break time starting at 10.00am water, fruit and yogurts are available for snack free of charge.
- The dinner time is 11.55am to 12.25pm
- If you are interested in the Menus available please contact the school main office
- If your child has specific dietary needs please notify us by completing the section on the pupil information form
- Students can bring in a packed lunch if preferred



Dining costs

- Dinner money needs to be brought in every Monday for the proceeding week
- The cost is £2.20 per day - £11.00 per week
- Please notify the school office should your child change from dinners to packed lunches to avoid being charged for dinners.

School Transport

The Travel Co-ordination Unit is responsible for travel solutions between home and school for children and young people with special educational or complex medical needs.

If you feel that a child in your care may be eligible for help with travel to school or college. Complete the enclosed document. This needs to be returned to: The Travel Co-ordination Unit, 1st Floor Universal Square, Devonshire Street North, Ardwick, Manchester, M12 6JH.

If you prefer you can contact them by phone on 0161 219 6400, they will be able to talk you through completing the application form and can discuss whether a child in your care may be entitled to help.

They will look at the information you provide and make a decision on what support is needed and may need to visit you if they need more information. If they can provide support, they will discuss and agree the most appropriate travel solution. This may range from a walking bus, to escorted public transport, independent travel training right through to a seat on a minibus or specialist vehicle. In some cases the solution may be a taxi or private hire vehicle; this will depend on individual circumstances. They will find the most appropriate provider and start time along with the best route.

Once you have a place confirmed with transport for any daily enquiries they can be contacted on **0161 219 6426**.

School Carpark

Parking on the school site is limited and the volume of traffic can present safety hazards for pedestrians. To ensure the safety of all our pupils please follow the guidance.

- Use the far over flow car park if your child is fit and able to walk to the main school building (located at the right hand side as you drive up towards school)
- Access to the near car park is restricted for the use of school transport vehicles and the parents and carers with students with mobility or health concerns during.
- Drive at a safe slow speed when dropping off and picking up from school
- Vehicles must be parked in the designated areas only
- Please do not attempt to park in an area with double yellow lines or walk your child through the flow of the buses driving into school
- A member of the leadership team will be present at the start and end of day to assist and guide you with parking and arriving to school they can be easily identified by their high visibility vests



North Ridge High School Day

| | |
|-------------|---|
| 8.30am | Breakfast Club |
| 9.00am | Start of School Day - Registration and tutor time |
| 9.15am | Lesson 1 |
| 10.00am | Break |
| 10.20am | Lesson 2 |
| 11.10am | Lesson 3 |
| 11.55-12.55 | Lunch |
| 12.55pm | Registration and tutor time |
| 1.00pm | Lesson 4 |
| 1.40pm | Lesson 5 |
| 2.20pm | Lesson 6 |
| 3.00pm | Tutor Time |
| 3.15pm | End of School Day |

After school Club

The After School club is a fun, relaxed environment where children are able to socialise and join in a wide variety of activities. Activities are designed to help our children develop personal and social skills. There are lots of activities for our children to enjoy. Children who attend After School Club consult with staff at the beginning of the year and tell staff what they want at their club. It is important for us that the needs of the children are met and that their right to a choice is honoured. The club is **from 3.15pm to 5.00pm on a Tuesday**, the costs and dates will be sent home in a letter please complete the form should you wish your child to access the club.



Community Café

The community Café is expertly run by our sixth form. It is open every Friday morning in the **school hall from 10.30am – 11.30am**. Students work in the café on a rota basis to prepare them for working at our Cup and Cake Café. This gives the students the opportunity to develop customer service skills, food hygiene knowledge and baking skills.

We welcome all family, friends and visitors to visit our school café to sample the students' homemade cakes and freshly prepared fruit salads along with a specialty coffee, tea or hot chocolate.

The parent's group meets fortnightly in the café. This is an opportunity for parents to meet and discuss relevant topics with our family support worker and includes guest speakers.

The Multi Team Disciplinary Team Approach

We are very proud of the fact that we work very well with all the professionals supporting the school. This strong team approach ensures that we make effective use of all disciplines in planning the pupils' time in school. The following professionals work at North Ridge:

Eleanor Stracey- School Nurse Support all students' health needs, liaising with other health professionals, staff and families.

Dr Jane Hardy- Community Paediatrician

Supports students and their families with health needs, Dr Hardy reviews the students medical needs annually.

Anita Ashworth- Physiotherapist

Supports and treats any student's requiring physiotherapy or hydrotherapy, liaising with families and other professionals for equipment and adaptations in school and at home.

Jennie Roche- Speech and Language Therapist

Supports student's requiring speech and language assessment, input and advice both in school and at home.

Breanne Black – Occupational Therapist

Supports student's requiring assessment and advice around sensory integration programmes.

We work closely with other agencies to support the pupils of North Ridge including – Community nurse team, Social Care team, Child psychiatry team, Educational Psychology team and where required YOT.



Religious Education and Collective Worship

At North Ridge we adopt a broadly Christian non-denominational approach to religious education. The programme for religious education has been based upon the Manchester Agreed Syllabus.

Assemblies each week are used to help pupils consider issues at a level appropriate to their needs and abilities, to celebrate achievements and to mark festivals of the religious year.

Parents have the right to withdraw their child from all or any part of the Religious Education programme or acts of Worship. Any parent considering this should contact the head teacher for an initial discussion. The alternative arrangements to be made for pupils who are withdrawn from Religious Education or Collective Worship will be considered as part of these discussions.

As we are co-located with a Catholic High School our Catholic pupils are welcomed by Our Lady's staff and pupils to join in religious festivals and assemblies.

Sex Education

Some parts of the sex education programme are contained in the National Curriculum science programmes of study. More generally, sex education, can be seen as the awareness of self and the care for and of others. Pupils and students are encouraged to be more aware of their changing responsibilities to themselves and others through our general programmes of personal and social development.

When sex education becomes more concerned with sensitive issues, parents are fully consulted before any programme is commenced. When these programmes are taking place there is regular communication between home and school so that parents / carers and staff can work together to support the child and each other.

Again parents have the right to withdraw their children from some parts of the sex education programme. Any parent considering this should contact the head teacher for an initial discussion. The alternative arrangements to be made for pupils who are withdrawn from parts of the sex education programme will be considered as part of these discussions.

Copies of the school policy on sex education can be obtained from the school office on request.

Complaints

Even when communication is good, things can go wrong. If you have a problem relating to school it is best to talk to the head teacher or your child's teacher as soon as possible. Most problems can be sorted out very simply. If the problem cannot be resolved in this way the Governors have a general complaints policy, copies of which are freely available from school.