

# Fort Royal

Community Primary School

## SCHOOL INFORMATION HANDBOOK

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# Fort Royal

Community Primary School

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Web: [www.fortroyal.co.uk](http://www.fortroyal.co.uk)

Headteacher: Mr E. Francis

Dear Parents/Carers

Welcome to Fort Royal Community Primary School.

Fort Royal is a generic primary special school and nursery which opened in September 2007.

We believe that every child is an individual, and it is our job to ensure that each of our pupils flourishes, whatever their age or ability. We have an important job in supporting our children to begin to acquire knowledge and understanding and to discover a love of learning, so that they will continue to develop and gain skills and confidence as they move on to secondary schools and beyond.

We recognise and celebrate the children's achievements, and provide exciting and diverse learning experiences, as well as giving opportunities to develop independence. We encourage the children to work and play alongside each other happily and harmoniously.

We feel that it is very important for school staff, other professionals who work in school and families to work together to support our children, and hope that we will build a strong and happy relationship while your child is with us. I look forward to welcoming you and your child into our school.

With best wishes



Mr E. Francis  
Head teacher

## CONTENTS

Our Commitment to Excellence .....	
Introduction.....	
Contact Information.....	
School Session Times.....	
School Information.....	

- Contacting the School
- If your child is absent from school
- Records
- The curriculum
- Curriculum aims
- Collective worship
- Parental involvement
- Parent workshops
- Friends of Fort Royal School
- No smoking policy
- Complaints
- Safeguarding children
- Medical matters
- First aid
- School uniform
- Transport
- State allowances and benefits
- Charging for school activities
- School dinners
- Healthy eating
- Packed lunches
- Refreshments/milk
- Fruit
- Multi- Disciplinary team
- Children leaving the Nursery
- Children leaving the Main School



## **Our Commitment to Excellence**

At Fort Royal Community Primary School we strive to achieve:

- A safe, positive and caring environment where everyone is valued and individuality and difference are respected and celebrated.
- A personalised curriculum which allows every child to develop to their full potential.
- A creative approach to learning which builds on children's strengths and encourages them to become independent.
- A mutually supportive relationship between home and school.
- A happy and healthy school community.
- A forward-looking school which listens to children and actively involves them in their own learning and celebrates their achievements.
- A holistic approach involving a wide range of professionals.

## Introduction

Fort Royal School is a generic community primary school and nursery for 150 children with a range of special educational needs, including moderate or severe learning difficulties, some of whom may, in addition, have sensory impairment, physical disabilities or behavioural difficulties, or an autistic spectrum disorder.

The catchment area for the school is a 15-mile radius of Worcester city.

The school is purpose-built and provides a range of educational and community facilities, including sports hall, hydrotherapy pool, outdoor teaching areas and multi-disciplinary treatment rooms.

### **The school has two departments:**

**The Nursery:** For children aged **2-4 years** on a part-time basis (mornings or afternoons) with a wide range of special educational needs. Each nursery class has a specialist teacher and teaching assistant support.

**Main School:** For children aged **4-11 years** with a range of learning disabilities. Each class has a teacher and at least two teaching assistants.

Wherever possible, children are placed in classes according to age, depending on the number and needs of the children in each year group. We have a flexible staffing policy to provide additional support for children who have more complex needs. We differentiate within classes in many ways for example by grouping across classes according to ability, and booster classes for some additional activities. Class sizes usually range between 6 and 12 pupils.

Our address is:

FORT ROYAL COMMUNITY PRIMARY SCHOOL  
WYLDS LANE  
WORCESTER  
WR5 1DR  
TEL: 01905 355525/357630  
FAX: 01905 358867  
E MAIL: office@fortroyal.worcs.sch.uk

**Head teacher**  
**Chair of Governors**

Mr Ed Francis  
Dr Sean Bracken

**Worcestershire County Council**  
**Director of Children, Families and:**  
**Communities:**

Catherine Driscoll  
PO Box 73,  
Worcester WR5 2YA

**Senior Staff: Deputy Head**  
**School Business Manager**  
**Site Staff**

Mrs Judith Gudgeon  
Miss Lydia Hood  
Mr Steven Monk  
Mr Colin Hicks

## **School Times:**

**Nursery:** 9.15 am – 11.45 am or 12.30 pm – 3.00 pm  
(Nursery children attend either morning or afternoon sessions)

**KS1 and KS2:** 9.00 am – 3.00 pm

**Please note that the school opens for pupils at 9.00 am**

## **School Meal Times:**

**KS1 Lunch:** 11.45 pm

**KS2 Lunch:** 12.30 pm

## **The Curriculum**

In Early Years (Nursery and Reception Year) pupils follow the Early Years Foundation Stage Curriculum. In years 1 to 6 pupils are supported in their academic and personal development through modified and differentiated delivery of the National Curriculum. We work together with a wide range of professionals, advisers and therapists in the implementation of the curriculum and assessment of pupil progress.

As pupils at our school have a wide range of special educational needs, we have developed a wide a range of teaching strategies to support learning and pupil progress. Specialist teaching and learning resources are essential to the delivery of our specialist curriculum. Our children learn best when their individual needs have been fully taken into account and they are offered a wide range of practical experiences which are relevant, exciting and enjoyable.

Parents of children who are being assessed in the Nursery are fully involved in the process through direct discussion with all those involved with their child.

Statements of Special Educational Need or an Education, Health and Care plan are reviewed annually and parents are fully involved in this process.

You will receive an Annual Report on your child's progress at the end of the summer term and invitations to attend parents' evenings and workshops throughout the year.

We offer children and families a supportive, realistic and rich learning opportunity within a warm and welcoming environment. We recognise that good foundations for the future are vital. We work to develop positive attitudes to learning, acceptable codes of behavior, compassion and respect for others, as well as motivation, confidence and personal independence.

## Collective Worship

Collective worship is a part of the school's activities to promote the spiritual, moral, social and cultural development of every pupil. It is the time when we seek to develop these key aims of the school:

- To understand the need to respect other people's feelings, values and beliefs.
- To participate co-operatively in the school community.

As a learning experience for all members of the school community, our assemblies are in harmony with other educational activities through providing:

- opportunities to celebrate achievements and special occasions
- opportunities to share and experience differences, fostering a sense of group identity
- a time to expose and reflect upon common values, including moral values
- a break from the busy times of life
- opportunities for learning how to behave in a large social gathering
- opportunities for learning how to perform in front of an audience, and how to respond appropriately to such a performance
- opportunities to understand the school's patterns of leadership and responsibility
- a context within which school members can be joined by members of the wider community

As an intentional curricular activity, we seek to develop these opportunities in a broad and balanced way. The main aim of collective worship at our school is for it to be meaningful and relevant for all pupils and staff, for those with a faith background and those with none.

Parents do have the right to remove their child. The Head teacher is not responsible for providing alternative worship, but does ensure that these pupils have adequate supervision and are involved in an appropriate activity.

## **Parent Involvement**

We see our role as working with you to promote your child's development and progress. This includes:-

### **In the Nursery:**

- Formal Initial Planning meetings for all children after their first half-term to look at priorities in their child's Individual Education Plan.
- Review with parents and the multi-disciplinary team to plan for school placement.
- Education, Health and Care Plan meetings – usually organised when children are undergoing an Integrated Needs Assessment.
- Home visits by support staff, therapists and teachers as appropriate or when requested.

### **In the Main School:**

- Regular meetings.
- Annual Review of Statement of Special Educational Needs or Education, Health and Care Plan.

### **And in general:**

- Home/school diary (on a daily basis).
- Telephone home/school.
- School appointments with teaching staff and support staff (as appropriate or when requested).
- Medical appointments and clinics with Consultants, staff and therapists (as appropriate or when requested).
- Parents' evenings and workshops.
- Informal coffee mornings and social events.
- School assemblies and performances.

***You are always welcome in school, but if you need a lengthy discussion with staff, please book a mutually convenient date and time.***

## **Parent Workshops**

Workshops for parents are held at the school. These may have a focus upon communication skills and/or behavior or other areas of child development which will be of interest to parents. There are also opportunities for parents to get together during the school day for coffee and an informal chat with other parents. For more information please contact the school.

## **Friends of Fort Royal School**

The school has a Friends' Association which organises social events and raises money for specific school projects. The Association is supported by parents, ex-parents, staff and other members of the community, and the emphasis is on family fun and fundraising. If you would like to come along to a meeting, please contact the school for details.

## **School Uniform**

The school does have a school uniform and items are listed in the home/school diary.

We ask that you support us by encouraging your child to wear the appropriate clothing. School polo shirts, sweatshirts, PE t-shirts and other items bearing the school logo can be purchased through the school. Please contact the school office for details and an order form.

Please ensure that your child's clothes are labelled with her/his name. We cannot take responsibility for any clothing which is not named.

Please ensure that your child does not wear jewellery to school, other than simple jewellery such as ear studs. The school cannot take responsibility for the loss of items of jewellery, or any injury caused by wearing it.

We do ask that children wear shoes which are comfortable and practical.

If your child needs a change of dry/clean clothing during school hours, he/she may come home in school clothing. We would be grateful if this is returned to school, clean, as soon as possible, as we only have a limited supply available.

If your child uses incontinence pads or nappies, please liaise with the class teacher to ensure that the school has adequate supplies.

## **School Dinners**

We are extremely lucky in having the facilities to cook school meals on the premises, and an experienced team of staff who provide meals according to the government's statutory food guidelines, but who are also able to cater for a range of dietary needs. A sample three-weekly menu is available from the school for ordering.

For those children who have difficulty eating, arrangements can be made to provide suitable food and to liquidise meals.

Dinner money is currently £2.30 per day, £11.50 per week. Parents may pay for dinners weekly, half-termly or termly. Cheques should be made payable to Class Catering and payment must be made by Wednesdays in advance. You can also pay on-line – please contact the school office for details. If your child is absent from school, credit will be given for dinners not taken.

All children in KS1 are entitled to a free hot meal every day. If you are claiming Income Support, Job Seeker's Allowance or Working Tax Credit and your income is below a specific limit your child may be eligible for free school meals and the Pupil Premium Grant. Please contact the school office if you would like a claim form.

## **Healthy Eating**

We follow the government's statutory guidelines on nutrition. Wherever possible we ensure that children are given opportunities to try a variety of nutritionally balanced meals within the guidelines, but recognise that in some exceptional circumstances, it may be necessary to be more flexible in order to ensure that children are eating a nourishing meal.

## **Packed Lunches**

If your child prefers to bring a packed lunch to school, please ensure that the lunchbox is clearly named, and contains healthy and well-balanced food.

## **Milk/Refreshments**

All children receive a drink at morning break (afternoon break for nursery children who attend afternoons only). One third of a pint of whole milk is available to all children under 5 free of charge, and of semi-skimmed milk to children aged 5 and over at a subsidised rate. If your child has free school meals, milk can be provided free of charge if you wish.

Our school milk scheme is managed by Cool Milk and you will need to register your child and pay the company direct. Please ask at the school office for registration details.

Fruit juice, water and a snack are also available at break time.

Under a government-funded scheme, all children in the nursery and Key Stage 1 are provided with a piece of fruit each day. In collaboration with a local greengrocery supplier, we are also able to offer fresh fruit to children in Key Stage 2 (years 3 to 6) each day.

## **Medical Matters**

If your child needs to be given medication at school, please inform staff in writing via the Home/School Book. If the medication is long term you will be sent a Medical Consent Form to complete. All medicines have to have a prescription label and drugs cannot be administered unless consent is given. Medication must be given to bus escorts not to pupils.

All medication is kept at school under the supervision of the child's class teacher or school nurse. Please ensure that it is clearly marked with your child's name and dosage instructions.

If your child needs to attend medical or dental appointments during school time, you should notify school beforehand by telephone or letter.

Although we are visited by the school nurses they are not always in school, and we do not have comprehensive facilities for dealing with sick children. Therefore, if your child is unwell, please do not send her/him to school. Children who contract diarrhea and stomach infections should be kept at home for 48 hours after the diarrhea or vomiting has stopped, to help prevent any infection spreading to other pupils and staff.

Head lice can be a problem, as in any school. Please keep a careful check on your child's hair. A leaflet is available from the school office. If you notice anything, please do not be embarrassed to tell us. Staff also check children's hair in the event of contact and notify parents. If you have any concerns please inform the class staff.

Regular medicals are carried out in school by Community Pediatricians. Parents are given an appointment about a week in advance. Children who are patients of Consultant Pediatricians can also be regularly examined at school instead of at the hospital. Clinics are held regularly and specific requests for appointments may be made through the School Nurses.

Routine hearing tests are carried out in the Nursery by the Audiometric Health Visitors, and visual screening is carried out by the Orthoptist. The School Dental Clinic also visits every child in school. Parents who do not agree to such screening should contact the School Nurses.

## **First Aid**

The school is well-provided with trained first aiders. Any injury to a child is reported and treated appropriately, and you will be informed. If your child sustains a bump to the head, you will receive a letter at the end of the day or be contacted sooner if we feel that further treatment is needed.

In the unlikely event that the emergency services are called or a child is taken to hospital, you will be called and arrangements made to meet at the hospital. A qualified member of staff would always accompany a child in such circumstances and remain until a family member arrives.

## **Multidisciplinary Team**

We have wide-ranging and regular input from many agencies. The agencies involved vary from child to child, depending upon need. For example, a child with hearing problems may regularly receive visits from a specialist teacher from Integrated Services Specialist Support.

The involvement of all the agencies listed is available at your request, but many of these may automatically be involved with your child. The involvement could include observations; assessment at school; home visits to discuss and share programmes; visits to observe your child in his/her other school settings; and video, photographic or audio recordings which could be used for teaching purposes. We will always ensure that parental consent has been granted before allowing your child to be photographed.

The following health professionals regularly visit the school:

- Community and Consultant Community Pediatricians
- Schools Medical Officers
- Physiotherapists
- Occupational Therapists (OT)
- Speech and Language Therapists (SALT)
- Audiologists
- Orthoptists

Other support staff who may visit individual pupils:

- Social Workers
- Specialist teachers from Integrated Services Specialist Support
- Educational Psychologists
- Clinical Psychologists
- Community Nurses
- Health Visitors
- Portage Home Teachers (Nursery only)
- Family Support Workers

There is a Social Work Pod in school where two Social Workers from the Children with Disabilities Team are based.

## Transport

Children attending the nursery or main school may be entitled to free home/school transport. Arrangements are made by the Special Needs Co-ordinator, Passenger & Fleet Transport Unit at Worcestershire County Council. All enquiries should be directed to the following address:

Pavilion E1  
County Hall  
Worcester  
WR5 2NP

Tel: 01905 822085

Information about individual transport contractors is sent to parents by the Local Authority. There is at least one escort on each vehicle and all are supplied with appropriate seat belts and booster cushions where necessary.

Detailed information involving times and places of collection will be supplied by the individual contractors. The school recommends that you share contact details with your child's escort.

If your child cannot attend school on a particular day, please contact the escort as soon as possible, to save unnecessary journeys. If your child has a particular medical condition, e.g. epilepsy, asthma, you should inform the escort.

We do ask that you avoid sending verbal messages to school via escorts. Communication with the school should be by telephone or the home/school diary.

Escorts are directed to deliver children to their home and parent/carer.

In an emergency the escort will always telephone the school to confirm before leaving children with anyone else or at another destination.

## **Safeguarding Children**

All staff, governors and volunteers working in school are required to undergo a rigorous Disclosure and Barring Service check, and no one is allowed to work alone with children until this has been completed.

All visitors are signed in and out, are required to wear identification, and are supervised at an appropriate level.

All staff value their relationships with pupils and parents, but are also very aware of their responsibilities for keeping our children safe. If a child reports an incident to a member of staff, the school has a duty to notify the proper authorities, following a strict procedure laid down by the local authority. The school's Designated Senior Member of Staff for Safeguarding is Judith Gudgeon. Any reported incident which fulfills the authority's criteria is reported to the local authority, who decides if further action is taken.

## **School Records**

We are as open as possible about pupil records, guidance documentation from the Department for Education (DFE) and the Local Authority (LA), minutes of Governors' meetings, reports by the Office for Standards in Education (OFSTED) and Her Majesty's Inspector (HMI), Schemes of Work, etc. If you would like more information please contact the Head teacher.

## **No Smoking Policy**

It is illegal for anyone to smoke anywhere in the school building or grounds.

## **Complaints**

If you have a complaint, please raise it with your child's teacher as soon as possible or with the Head teacher, if this is more appropriate and hopefully it can be resolved quickly and successfully. The school has a complaints policy which has been approved by the governing body, and a copy is available from the school office on request.

## **State Allowances and Benefits**

Many children with special needs are eligible to apply for the Disability Living Allowance. This benefit is not means-tested, and does not affect any other state benefits which the family may receive. Contact the Department for Work and Pensions, telephone: 08457 123456 for further details or visit [www.direct.gov.uk](http://www.direct.gov.uk).

## **Charging for School Activities**

The school wishes to provide the best possible educational opportunities available for all pupils within the funds allocated by the Local Authority. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to upholding the legal requirements.

In addition, we sometimes receive donations to our private school funds, which are used to support educational activities such as visits and residential trips, or specific pieces of equipment.

We recognise, however, that some educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents, and so we ask parents to make a voluntary contribution to certain activities.

The law recognises that charges may be made to parents in certain defined circumstances - provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils.

The Governing Body's policy is as follows:

### **Day Visits**

For visits during school time, we will request a voluntary contribution from parents to cover costs. For visits outside school time parents will be charged for all allowable costs.\* Charges may be waived or reduced for children whose parents make application to the Head teacher.

### **Residential visits during School time**

The school will invite voluntary contributions from parents to meet costs other than children's board and lodgings. Parents will be charged for the full cost of children's board and lodgings. No charge for board and lodgings will be made for children whose parents are receiving certain benefits. Charges may be waived or reduced for other children whose parents make application to the Head teacher.

### **Residential visits outside School time**

Parents will be charged for the full cost of the visit, including all allowable costs\* and board and lodgings. Charges may be waived or reduced for children whose parents make application to the Head teacher.

\*Allowable costs include:

- Pupils' travel and subsistence costs
- Non-teaching staff support
- Costs of teaching staff where separately engaged under a contract for services for the visit or activity
- Entrance fees to museums, castles, theatres etc.
- Insurance costs

## **AFTER FORT ROYAL**

### **Children Leaving the Nursery**

All Nursery children transfer to primary school by the term in which their fifth birthday falls, or before. The choice of school depends upon the geographical situation and your child's educational needs. Children who enter their local primary school may be offered a place at the beginning of the academic year in which their fifth birthday falls (Year R). There will be a programme of gradual inclusion to ensure that your child transfers gradually and confidently.

However, your wishes and expectations are also important. You will be given the opportunity to visit other schools, and offered advice from the specialist agencies.

Children who have an Education, Health and Care Plan are placed as a result of recommendations from the formal assessment. While the Nursery is an integrated part of the school, children do not automatically transfer to the main school, as their needs may sometimes be more appropriately met elsewhere.

### **Children Leaving the Main School**

The transition process begins in Year 5, at the Annual Review, when options for your child's secondary education will be discussed with you. You will be given the information regarding the options open to you and your child, and the process continues through Year 6, with visits to appropriate schools and a gradual inclusion programme to prepare your child for the next phase of their education.