

Parent Handbook

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1. Welcome, Our Vision and Values

WELCOME TO GREEN PARK SCHOOL

I am proud to be the Headteacher of a school where the team strive to ensure they do everything possible to enable the pupils to be happy, safe and to achieve their full potential.

All of our pupils have a range of special educational needs, but every child is treated as an individual and they astound us with the things that they achieve.



Our vision statement is 'Learning for Life'. At Green Park we meet the needs of pupils aged 3-19 years with complex and profound learning difficulties and provide a range of teaching groups offering different learning styles. We work hard to ensure pupils are successful and we celebrate and recognise achievement and effort in all areas of the curriculum. We have developed an exciting curriculum in line with the National Curriculum and it reflects the needs and interests of our pupils. At all times we aim to inspire, motivate and challenge our pupils to make progress in small steps.

We work closely with parents as this partnership is crucial in helping pupils make their best progress. We are always willing to hear what you think we can do better. Visits to the school are always welcome and can be arranged through the school office.

Lorraine Dawney, Headteacher



2. Contact Information

**Address:**

Green Park Avenue
Stowlawn
West Midlands
WV14 6EH

**Telephone:**

01902 556429

**Email:**

greenparkschool@wolverhampton.gov.uk

Home/School Diaries

Each academic year, every pupil is given a home/school diary which is used to communicate between home and class groups. Here class staff will share information regarding your child's day, such as regarding their wellbeing, if they have eaten well and key learning that has taken place. There is also space for parents/carers to write messages or ask any questions directly to the class team. Diaries are sent home each day.

EfL App

At Green Park, we also use the EfL App to send home work that your child has done in school. These include photos and videos of wow moments in their learning. You are also able to use the app to send your own videos and photos directly to school. Please click here ([add link](#)) to follow the link to a step-by-step guide on how to download the app, comment on work and upload your own photos.

School Facebook Page

Our school has its own Facebook Page ([add link](#)), where you can get up to date information and see some of the amazing learning our pupils have been doing over the year! If you have any queries regarding Facebook permissions and consent for your child, please get in touch with the school office on 01902 556429.

3. School Dates

*School closed for pupils

Summer Term 2024

Term Time: Monday 8 April 2024 to Friday 24 May 2024

Half term: Monday 27 May 2024 to Friday 31 May 2024

Term Time: Monday 3 June 2024 to Monday 22 July 2024

INSET Days: Thursday 23rd May, Friday 24th May, Monday 22nd July

Bank Holidays: Monday 6th May

Summer Holidays: Tuesday 23rd July 2024 – Friday 30th August 2024

Autumn Term 2024

Term Time: Monday 2 September 2024 to Friday 25 October 2024

Half term: Monday 28 October 2024 to Friday 1 November 2024

Term Time: Monday 4 November 2024 to Friday 20 December 2024

INSET Days: TBC

Winter Holidays: Monday 23rd December 2024 – Friday 3rd January 2025

Spring Term 2025

Term Time: Monday 6 January 2025 to Friday 14 February 2025

Half term: Monday 17 February 2025 to Friday 21 February 2025

Term Time: Monday 24 February 2025 to Friday 11 April 2025

INSET Days: TBC

Spring Holidays: Monday 14th April – Friday 25th April 2025

Summer Term 2025

Term Time: Monday 28 April 2025 to Friday 23 May 2025

Half term: Monday 26 May 2025 to Friday 30 May 2025

Term Time: Monday 2 June 2025 to Monday 21 July 2025

INSET Days: TBC

Bank Holidays: Monday 5th May 2025

Summer Holidays: Tuesday 22nd July 2025 – Friday 29th August 2025

4. Timings of the School Day

Pupils start school at 8:50am and finish at 3:15pm.

A school week is 32.5 hours, and a typical school day looks like this:

Time	Activity	Description
8:50am	School transport and parents on site for drop off	Pupils to be dropped off at school via transport or parent drop-off/pickup
9:00am – 9:20am	Registration and Welcome	Pupils arrive in their classes and prepare for the school day
9:20am – 10:30am	Teaching Time	
10:30am – 10:40am	Break Time	Pupils have a snack and a break
10:40am – 12:00pm	Teaching Time	
12:00pm – 12:40pm	Lunch time	Time for a break and to eat lunch including personal care and lunch targets
12:40pm – 1:25pm	Lunch play session	Including personal care
1:25pm	Afternoon welcome & registration	
1:30pm – 3:00pm	Teaching time	
3:00pm – 3:15pm	Preparation for home time	Including functional skills and reflection
3:15pm	Home Time	Pupils collected by pupil transport or parents

5. Who to contact when...

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

- Phone: 01902 556429
- Email: greenparkschool@wolverhampton.gov.uk
- Put the subject and the name of the relevant member of staff (from the list below) in the subject line
- We'll forward your email or pass on your message to the relevant member of staff

Remember: to also check our website first, much of the information you need is posted there.

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Class activities/lessons/homework	Your child's class teacher
Payments	Rachel Kiffin – School Business Manager
School trips	Sharon Banger – School Admin Assistant & Receptionist
School Transport	
Uniform/lost and found	Your child's class teacher
Attendance and absence requests	If you need to report your child's absence, call: 01902 556429 If you want to request approval for term-time absence, contact 01902 556429
Bullying and behavior	Simon Spragg – Assistant Educational Psychologist
School events/the school calendar	Sharon Banger – School Admin Assistant & Receptionist
ECHP Enquiries	Michele Keay - Pupil Welfare Officer
Hiring the school premises	Rachel Kiffin – School Business Manager
The governing board	
Catering/meals	

6. School Uniform

Standard Uniform

All pupils are required to wear a school uniform which consists of:

- A royal blue sweatshirt, jumper or cardigan - optional during summer months
- A red or white polo shirt or blouse
- Grey or dark trousers/skirt
- A blue checked dress if desired

Sweatshirts, jumpers & cardigans are available with the school logo and can be purchased from My Clothing. Click the link directly here: <https://myclothing.com/collections/green-park-school-school-uniform-28470>

However, these can also be purchased without the logo from any school uniform retailer.

PE Kit

Pupils also need a PE kit which consists of:

- A plain red t-shirt
- Black shorts
- PE pumps/trainers

Swimming

For swimming sessions pupils require:

- Trunks/costume
- A towel

For reasons of hygiene and health and safety, families of those pupils with incontinence needs can order from school 'freestyle' swimming pants for use under costumes or order these directly online from <http://www.incywincy.net>

For both PE and swimming programmes pupils need to provide a toiletry bag containing soap/shower gel and shampoo for use in showering programmes that follow physical activities (when appropriate).

Pupils who swim off site are able to access the cafeteria at the leisure centre and so they may be asked to bring a donation for purchasing a hot drink.

For more information, please see our [School Uniform Policy](#).

7. School Meals Information

Our school meals are provided by City Of Wolverhampton Council's catering team. The popular lunchtime menus are designed in line with the government's [statutory standards for school meals](#).

FREE SCHOOL MEALS

Children in years 3 and above may be able to claim free school meals.

Click here [Apply online](#) for an instant decision or contact your child's school.

[Further details](#) are also provided regarding free school meals.

Menus and allergy information

These lunch menus are provided at many schools and academies in Wolverhampton. Some schools may request changes or provide an additional choice. Your child's school will be able to confirm the menu on offer.

Some of our menu items contain allergens, including cereals containing Gluten, Milk, Eggs, Fish, Shellfish, Soya, Celery, Mustard, Sulphites, Sesame and Lupin.

Peanuts and Nuts are also classed as allergens, but these are not used on our menu.

City of Wolverhampton Council is happy to cater for special diets by prior arrangement.

You must inform us of any food allergy or intolerance and/or other medical conditions.

Please ask your child's dietician to contact us in the first instance.

Packed Lunches

If preferred, you more than welcome to send your child into school with a packed lunch from home. If pupils have specific dietary/feeding needs which require staff to re-heat pre-cooked food, then please make individual arrangements with class teams.

8. Parent/Carer Meetings & Key Dates

Parents Evenings

Two parent's evenings are held each year where pupils' learning and progress is celebrated, and you have a chance to meet with class teacher. The next parents evening will be held on Wednesday 10th July 2024.

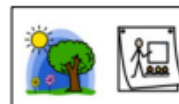
Annual Review Meetings

All pupils at Green Park have an Education, Health and Care Plan (EHCP). At the End of every Key Stage, their plans are reviewed and updated and a formal annual review takes place with all professionals who are involved in caring for your child. This includes our pupil welfare manager, class teacher and health professionals. This is a chance for you to raise any concerns or suggest changes to their plan.





Please see key dates for your dairy below:



Family Partnership Calendar of Events



Summer Term

	 April	 May	 June	 July
Individual Plans, Progress and Target Setting		Learning Passport review	Positive Behaviour Support Plan and Individual Handling Plans Annual School Reports	Transition Afternoon
Let's Celebrate			Father's Day	Prize Giving Assemblies Prom 17 th July End of term picnic Activity Week
Parent Workshops/Information		New Parent Tour 2 nd May INSET Days 23 rd 24 th May	New Parent Tour 3 rd June New Parent Tour 27 th June	New Parent Event 4 th July New Parent Workshop 11 th July
Parent Invite Events			Red Cluster Performance/Event	Parents Evening Deals on Wheels Carboot Sale Purple Cluster Production
Preparation for Adulthood	Duke of Edinburgh Fundraising for Acorns	Duke of Edinburgh Expedition	Duke of Edinburgh Residential	
Healthy Lifestyles				

9. Frequently Asked Questions (FAQs)

- ***What are the times of the school day?***

School starts at 8:50am and finishes at 3:15pm. Please find more information regarding times of the school day [here](#).

- ***How do I report a child absence or illness?***

Please ring our school on 01902 556429 and follow instructions to report your child's absence.

- ***What do I do if my child is late to school?***

Bring your child to the main reception and speak to our school Administration Assistant Mrs Sharon Banger, who will sign them in and ring class staff to come and collect your child.

***Add information here about being late for school transport? Would this mean parent would need to bring child into school? Or contact transport?**

- ***How do I send a message or contact school?***

Each pupil will have a home/school diary which should be sent into school each day to communicate between families and classes. Here your pupils' class staff team will write information about how your child's day has been. You can also write any messages, questions or information you would like the class team to know about your child on a daily basis.

At school we also use the EFL app to send home wow moments of pupils' learning and progress. You are also able to send your own photos, videos or messages to the class team via the app.

If you would like to speak to someone, please ring our school on **01902 556429** and follow the instructions. Reception is available between 8:30am and 4.00pm. If you contact us by phone, you will either be able to leave a message or speak to one of our Administration Team. Mrs Sharon Banger is our school Administration Assistant and she will be able to help you with any enquires. If you do leave a message the reception team will pick up these messages as soon as possible. If you wish to contact a class team the reception staff will pass on your message in-between lesson times unless it is an emergency.

- ***When is the next parents evening?***

Our next parents evening is held on Wednesday 10th July 2024.

- ***When is half term?***

School will be closed for INSET DAYS Thursday 23rd May & Friday 24th May.

May half term is week commencing Monday 27th May.

Pupils will return to school on Monday 3rd June 2024.

- ***When does school break up for the Summer Holidays?***

The last day of school for pupils is Friday 19th July 2024.
School will be closed for INSET DAY on Monday 22nd July.

- ***When do pupils return to school after the Summer Holidays?***

Pupils return to school on Monday 2nd September 2024.

- ***How is my child prepared for life after Green Park?***

From Y9 onwards pupils are allocated a Connections officer who will begin to support them on their journey up until they leave in Y14. The class staff and wider school team around the pupil work hard to support pupils next steps and transition. At school we have a range of events to support this process such as Post 16 Providers Tour, Talks and workshops, Person Centred Plan meetings and personal guidance sessions for Y11 and post 16 students.

- ***What assessment and accreditation will my child complete?***

At Green Park pupils follow ASDAN assessments. All students in Y10 begin a two year 'Transition Challenge' programme. Depending on their Learning Style, they will complete a 'Sensory' or 'Induction' module.

In Y12, those who followed the Induction programme move on to 'Personal Progress Units' (PPU's).

Sensory learners follow 'Towards Independence' modules. These accreditation courses are continued until students leave Green Park in Y14.

Follow the link to find out more information <https://www.asdan.org.uk/>.

- ***Will my child attend off-site visits?***

Throughout their time at Green Park, Pupils can access a range of off-site visits and trips to further extended their learning beyond the classroom. All school trips are thoroughly planned and risk assessed. You will be sent out letters regarding specific trips which are available to your child. Previous school trips have included visiting local shops, Chasewater, Breathing Space, Bilston College and off-site swimming.