



# Welcome to Lady Byron School

Parent and Young Person Information Pack

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Dear Parents, Carers and young people.

## Welcome to The Lady Byron School!

We are really pleased to be able to welcome you to our school.

Some of you will not have been to school for a while, some of you will not have been able to access education at all, some of you are going to school but really struggling. Whatever the reason for coming to us you can be sure that we will start afresh by getting to know you and what you need from us.

We are lucky in that we can make sure that the work you do here will be individual to you and your needs. We have lots on offer, and if we do not have what you need, we will try and find it.

It is important to us that we work together and that you feel safe, secure and confident. We understand that this may take some time and that is OK.

You will see, later in this booklet, that we do have expectations of you, because we want you to succeed. Please have a read through the information, if you need support with this let us know.

More information can be found on our school website: [www.ladybyrionschool.co.uk](http://www.ladybyrionschool.co.uk)

The back of this booklet contains several forms, and it is important that you send these back to us as soon as possible please. We know that these forms are quite lengthy, but please understand that the information provided is extremely important to the school.

If there is anything else that you would like to know, please do not hesitate to contact us via the school office or by email [reception@ladybyrionschool.co.uk](mailto:reception@ladybyrionschool.co.uk)

Kind Regards,

The Lady Byron School

## School Information

Our school is in a small village called Fleckney, in Leicestershire. We are lucky that Fleckney has lots of amenities that we can visit, they have their own website if you want to have a look:

<https://fleckney.online/>

We are in the centre of the village, but our school is in its own grounds, meaning that the only people you see there will be part of the school.

Our address is:

The Lady Byron School

The Cedars

11 High Street

Fleckney

Leicestershire

LE8 8AJ

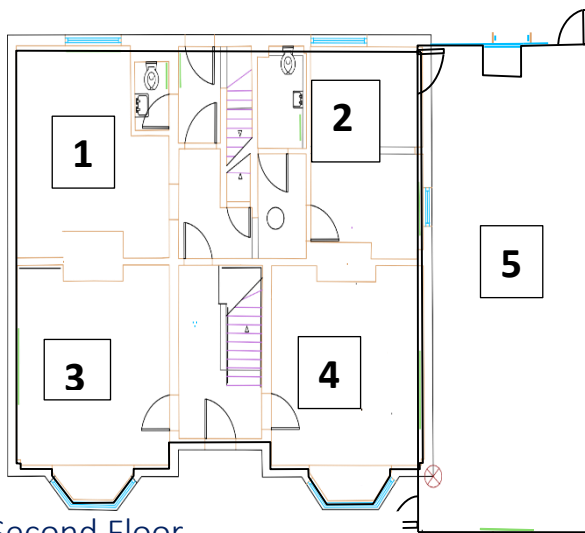
Email: [reception@ladybyronschool.co.uk](mailto:reception@ladybyronschool.co.uk)



## The School Building

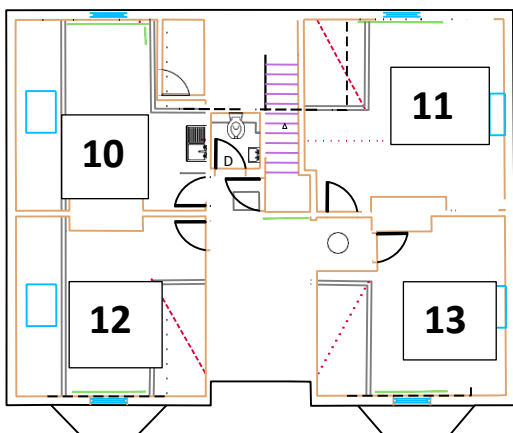
Ground Floor

Car Park

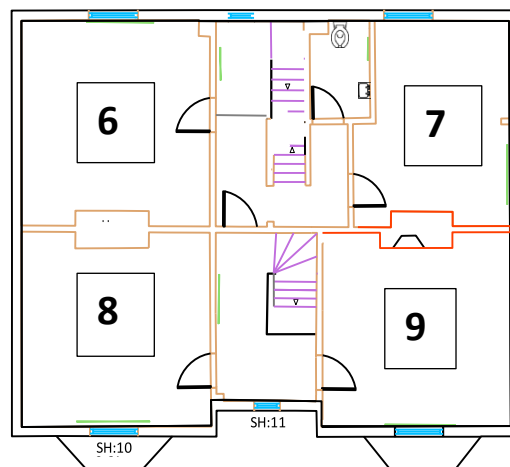


Second Floor

Garden



First Floor



- |                                 |                               |
|---------------------------------|-------------------------------|
| 1. Reception                    | 2. Kitchen                    |
| 3. LZ2/KS3 Breakout room        | 4. Learning Zone 1            |
| 5. Learning Zone 5              | 6. KS4 Common Room/ Library   |
| 7. Medical / Meeting Room       | 8. Learning Zone 4            |
| 9. Learning Zone 3              | 10. Staff Room                |
| 11. Mel / Ally / Sunny Office   | 12. Caroline / Irinder Office |
| 13. Chill Out Zone/Sensory Room |                               |

## Home-School Communication

### How do we do this?

- Parents / Carers have a dedicated email address to contact the school (please do not give this out to any outside agencies). This email will be used by the school to send information home and can be used by parents / carers to let us know anything you feel is important for us to know about the young person. We try our very best to respond as soon as possible.
- We have an emergency mobile phone number that you are able to call or text if you need to contact us quickly. We try our very best to return the call / text as soon as possible. Please do not share this number with anyone else.
- Young people will also have a planner, which they may be asked to write important messages in such as needing to remember certain clothing / equipment for the next day, or particular events. Young people will also be given a copy of their timetable to stick in. It is important that young people bring their planner into school every day to encourage independence in their learning.
- Young people are also offered a notebook in which, if they choose, they can write in their worries / concerns / questions about school for when they are at home. They can choose whether to share it with school staff or not (sometimes just writing it down can help). We do encourage to communicate any worries or concerns they have and can offer alternative ways if needed.

## Young person Voice

We like to give our young people as much opportunity to communicate, in several ways, as possible.

Young people have regular 1-1 time with a consistent member of staff, young people are offered 'talk time' when needed. Young people work with us to devise their own traffic light system which uses photographs of their choice to communicate how they are feeling. Each photograph has strategies that young people devise, with staff, to support them. The photo cards are put on a key ring for young people to take with them during the day.

We also have a young person friendly complaints and feedback policy, and a box in the common room where young people can post their complaints / feedback (anonymously or not). We also have an 'ask it basket' in the common room where young people can ask any questions / make comments, again anonymously or not.

Young people are given a notebook at home to use to write or draw about their worries, concerns or comments. Young people can choose whether to share this with staff or not. Sometimes just writing the worry down can make it feel better. It is also useful as a reference point to look at positive strategies to support their worries.



## The School Day

### Start and Finish.

- We start at 09:00
- We finish at 15:00

### Daily Timetable

Sometimes timetables can change, it might be that you have to travel during your break to get to a session outside of school, it might be that there is a special event or a trip out. If there are changes, we will make it clear on your timetable and discuss it with you.

Example Timetables:

Key Stage 2

KS2	Tutorial	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lunch	Lesson 5	Lesson 6	Tutorial	End of day
MON		CONNECT	Music		MATHS	ENGLISH		Food Tech&Nutrition			
TUE		PSHE	ICT		Science	Outdoor Education					
WED		RE	Geog/Hist		MATHS	ENGLISH		PE			
THUR		Art&Design			MATHS	ENGLISH		D&T			
FRI		PSHE	Geog/Hist		MATHS	ENGLISH		PSHE	REFLECT		

### Key Stage 3

KS3	Tutorial	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lunch	Lesson 5	Lesson 6	Tutorial	End of day
MON		CONNECT	Science		ENGLISH	MATHS		PE			
TUE		Art&Design			ENGLISH	MATHS		D&T			
WED		ICT	PSHE		Science	Outdoor Education					
THUR		RE	Humanities		ENGLISH	MATHS		Food Tech&Nutrition			
FRI		PSHE	Science		ENGLISH	MATHS		Music	REFLECT		

### Key Stage 4

KS4	Tutorial	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lunch	Lesson 5	Lesson 6	Tutorial	End of day
MON		CONNECT	Science		MATHS	ENGLISH		OPTION 1			
TUE		Pathways	Science		MATHS	ENGLISH		ICT	PSHE		
WED		Life Skills	Science		MATHS	ENGLISH		OPTION 2			
THUR		Active Citizens									
FRI		OPTION 2	Science		MATHS	ENGLISH		OPTION 2	REFLECT		

## School Uniform and Equipment

There are certain things that we ask you to do when you come to school. One of them is to wear uniform and bring the right equipment. Some things we ask you not to bring into school.

### School Uniform

The Lady Byron School has a school uniform, and this is detailed below.

We understand that certain aspects of the school uniform may cause you difficulties, so we are happy for you to wear suitable alternatives, where required. All we ask is that you discuss this with us first and that alternative options are kept to school uniform colours where possible.

School uniform can be purchased from any shop, our colours are royal / navy blue. We have a school badge which can be sewn / ironed on to the clothing that you choose.

We do not have a PE uniform, but we know that students can get quite hot, so if they want to bring a spare t shirt to put on, they can but it is not compulsory.

- Royal / navy blue or white polo T-shirt
- Royal / navy blue jumper/ sweatshirt, cardigan or zipped hoody
- Royal / navy blue jogging bottoms or leggings (please ensure leggings are of thick material so they cannot be seen through)
- Royal / navy blue shorts can be worn in the summer / warm weather.
- Dark shoes or dark, smart trainers
- Suitable coat for outside



There will also be times when we ask for additional, suitable clothing such as wellies / walking boots, waterproofs etc. You will be informed by a member of staff when these will be needed.



## School Equipment

You will need to bring the following items to school:

- A school bag.
- Your school planner
- A reading book (or you can borrow one from school)
- A water bottle (named)
- A pencil case containing pens, pencils, a rubber and a ruler (no scissors).

- A packed lunch (please be aware we encourage healthy eating, and we are a **nut free** school)
- Any sensory resources that help you while at school e.g., ear defenders, sensory fiddle toys, pencil grips.
- A sun hat and sunscreen will be needed in hot weather.

### **What you cannot have in school**

- Please do not bring in any sharp equipment such as scissors or a mathematical compass. For safety reasons, we will provide these when required.
- Mobile phones and portable technology (such as games consoles and tablets) are not allowed in school, and we appreciate your support with this.
- Smart Watches are not permitted
- If you need to have portable technology for the journey to school (for example, to help on a long taxi ride), please speak to a member of staff and we will arrange for the item to be handed in when you arrive at school and stored securely until home time.

## Food and Drink

### Breakfast

Please ensure your young person has breakfast prior to attending school. If a student arrives hungry, they are not ready to learn. Having, then to make breakfast at school means missing out on important teaching time.

### School Lunches

We understand that eating at school can be tricky, and we know young people have different preferences about what they would like to eat. We are happy to work with you as we realise the importance of eating and drinking throughout the day.

We ask that you bring your own packed lunch, we do not make lunch for students at school as it impacts on the time available for staff to support teaching sessions.

We promote healthy eating and are a **nut free** school.

As an independent school we do not offer free school meals.

Some ideas for healthy packed lunches are here:

<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

We do not allow fizzy drinks at school.

We would also be grateful if you could limit the number of sugary sweets / chocolates / cakes due to the impact on young person presentation.

## Nut Allergies

People who suffer from nut allergies can develop a severe, potentially life-threatening allergic reaction.

If someone has a nut allergy it is not just eating nuts that can cause a severe reaction, just being touched on the skin or smelling the breath of someone who has had nuts or a product containing nuts can trigger anaphylactic shock (which can cause breathing and swallowing difficulties). First aid staff in the school are trained to use the Epi-pens (an injection of adrenalin) which is required immediately if this happens.

We cannot have nuts in school in any form. So please can we ask that you have no nut products in the lunch boxes or brought into the school as treats.

For example:

- Peanut butter sandwiches
- Chocolate spreads
- Cereal bars
- Some granola bars.
- Cakes that contain nuts
- Biscuits / Cookies that contain nuts.
- Peanut butter cakes
- Some Asian food, including satay Sauces that contain nuts.

This list is not exhaustive, so please check the packaging of products closely.

We appreciate that this is an additional thing to check, and we know that you recognise the importance of it. We do have to insist we are a nut free school. I know if this were your young person you would expect that we all help, especially as it is a life-threatening condition. If you have any questions, please do not hesitate to speak to a member of staff.

## **Absences**

We manage young person attendance through our young person Attendance Policy to:

- ensure the safety and wellbeing of all young people.
- promote outstanding progress towards young people' individual outcomes.
- support young people to have the best attendance possible (based on individual needs and circumstance)
- support families in making sure their young person has the best attendance possible.

### **Expectations of Parents**

- To support their young person to come to school daily and on time.
- To inform the school as soon as possible if their young person will not be attending.
- To discuss any medical needs that their young person has with the school.
- To engage with the school attendance procedures
- To not take holidays during term time unless there are exceptional circumstances (see below)

### **Expectations of School**

- To provide a broad and balanced or personalised curriculum that engages young people.
- To carry out first day monitoring for young people who are absent from school and to ask parents/carers to provide a reason for the absence.
- Where medical needs impact on attendance, support for young people and families will be provided.
- To work with young people and their families to improve attendance by using various methods i.e., meetings, attendance targets, parenting groups.



## **Expectations of Young people**

- To achieve the highest levels of attendance possible
- To engage in learning at a level appropriate to their needs
- To work alongside school staff, where appropriate, to improve attendance.

## **Attendance Benchmarks**

- Young people where possible should aim to achieve 95% attendance or above - which is no more than 9 days missed from school across the year.
- Young people whose attendance falls below 90% will be considered a high-level concern unless absence is linked to their identified areas of need, as persistent absence will have a significant impact on their progress and achieving positive outcomes.
- Work will be completed with parents and young people and further action may be taken if attendance does not improve which may include referrals to the safeguarding team or reporting a young person as a 'young person missing education' if they have missed 15 school days.

## **Term Time Holidays**

Government policy means that as a school we can no longer authorise an absence unless there are very exceptional circumstances, and these will be decided by the Headteacher. Your young person's previous attendance will be taken into consideration when any requests are made.

Any request for a young person to be absent from school should be requested in writing at least 3 weeks ahead of the dates being requested. If your request is refused and your son/daughter does not attend school those dates will be recorded and reported as an unauthorised absence which may trigger involvement from other agencies for example, social care.

## Term Dates

### 2023-2024

Autumn Term	
School Opens	31 <sup>st</sup> August 2023
School Closes for Half term Break	13 <sup>th</sup> October 2023
School Opens	30 <sup>th</sup> October 2023
School Closed for Christmas	22 <sup>nd</sup> December 2023
Spring Term	
School Opens	8 <sup>th</sup> January 2024
School Closes for Half Term Break	16 <sup>th</sup> February 2024
School Opens	27 <sup>th</sup> February 2024
School Closes for Easter	22 <sup>nd</sup> March 2024
Summer Term	
School Opens	9 <sup>th</sup> April 2024
School Closes for Half Term Break	24 <sup>th</sup> May 2024
School Opens	3 <sup>rd</sup> June 2024
School Closes for summer	5 <sup>th</sup> July 2024
INSET / Staff Training / Bank Holidays (school will be closed to young people)	
Bank Holiday	28 <sup>th</sup> August 2023, 1 <sup>st</sup> January 2024, 6 <sup>th</sup> May 2024
Staff Training Days	29 <sup>th</sup> & 30 <sup>th</sup> August 2023, 26 <sup>th</sup> February 2024, 8 <sup>th</sup> April 2024, 8 <sup>th</sup> & 9 <sup>th</sup> July 2024

## Transport of Young people

As you are aware, young people attending The Lady Byron School will need to be transported to and from school.

Young people with Educational Health Care Plans (EHCP) have the option of applying for transport (e.g., taxi service) or for a personal budget (payments towards the cost of transport by parents / carers) through Special Educational Needs Assessment and Commissioning Service (SENA).

Please see the website for more details:

Leicestershire [https://www.leicestershire.gov.uk/education-and-young personren/school-transport/special-educational-needs-and-disabilities-send-school-transport/5-to-16-year-olds](https://www.leicestershire.gov.uk/education-and-young-personren/school-transport/special-educational-needs-and-disabilities-send-school-transport/5-to-16-year-olds)

Leicester City: <https://www.leicester.gov.uk/transport-and-streets/special-needs-and-community-transport/>

Northamptonshire <https://www.northamptonshire.gov.uk/councilservices/young personren-families-education/schools-and-education/school-transport/Pages/special-educational-needs-travel-assistance.aspx>

Warwickshire <https://www.warwickshire.gov.uk/sendtransport>

## Operation Encompass

All Leicestershire Schools are now part of a safeguarding initiative, which aims to improve outcomes for the young person and families affected by domestic violence and abuse.

This scheme has been designed to provide early reporting to schools of any domestic abuse incidents that might have an impact on a young person that attends their school. The approach, known as Operation Encompass, is being rolled out across the UK. In Leicestershire, the scheme is run in partnership between Leicestershire County Council and Leicestershire Police.

All public agencies currently share information where there are safeguarding concerns or risk of harm to the young person and the Police currently share information on all incidents of domestic abuse in Leicestershire with Leicestershire County Council.

To further support the welfare of the young person this information sharing is being extended. During the school term our Designated Safeguarding Lead will now be informed when any domestic abuse incident has been reported to the police and one of our pupils was in the household.

This has been introduced because domestic abuse in a household can have a significant impact on the young person, even if they do not see what is happening.

This information will be used to ensure the school is able to provide appropriate support to our pupils. The information will remain confidential and only shared on a strictly need-to-know basis, for example with the class teacher. It will not be shared with any pupils.

If you would like to speak to someone in confidence about domestic abuse or sexual violence, call the United Against Violence and Abuse (UAVA) helpline on 0800 80 200 28. The helpline is open 8am to 8am Monday to Saturday. The UAVA website is [www.uava.org.uk](http://www.uava.org.uk)

We look to offer the best support possible for our pupils and believe that this scheme is going to be beneficial and supportive for all those involved. In other areas of the country where it is in place it has been found to be a very effective way of supporting the young person at a most difficult time.

## **New starter forms**

Please complete the following forms, sign the permission slips and return them to us as soon as possible, you will not be able to start school without returning this information.

If you require any help, please contact us and we will be happy to help you.

### **Our email address is:**

[reception@ladybyronschool.co.uk](mailto:reception@ladybyronschool.co.uk)

### **Our postal address is:**

The Lady Byron School

The Cedars

11 High Street

Fleckney

Leicestershire LE8 8AJ



### A) Young person Admission Form 2023/24

This is essential school information to comply with legal requirements and will be kept in accordance with GDPR regulations and in line with The Lady Byron School Privacy Notice. Information on this form will be shared with the LA where necessary.

<b>SCHOOL USE ONLY</b>	<b>UPN NO:</b>	<b>LBS ADMISSION NO:</b>
<b>YR GROUP:</b>	<b>ADMISSION DATE:</b>	<b>TUTOR GROUP:</b>

<b>Surname</b>		<b>First name (s)</b>	
<b>Gender</b>		<b>Date of Birth</b>	
<b>Address</b>		<b>Family details</b>	'who do you live with? Parents / step parents / grandparent / pets / siblings...')
<b>Previous School</b>		<b>Date and reason for leaving</b>	
<b>Other Agencies Involved (e.g., CAMHS / Social Care etc)</b> Please continue on the back if needed.			
<b>Name of Agency</b>	<b>Contact Name</b>		<b>Contact details (number / email)</b>

## B) Emergency Contact Details

Please complete this form fully to assist us should your young person become unwell or has an accident whilst at our provision. It is **especially important** that all sections of the form are filled in, so we know how and where to contact you, should we need to. Please let us know **as soon as possible**, if any of this information changes.

**Young person Name:**

1st Contact	2nd Contact	3rd Contact
<b>Name:</b>  <b>Address:</b>	<b>Name:</b>  <b>Address:</b>	<b>Name:</b>  <b>Address:</b>
<b>Telephone:</b> Home:  Mobile:  Work:	<b>Telephone:</b> Home:  Mobile:  Work:	<b>Telephone:</b> Home:  Mobile:  Work:
<b>Email:</b>	<b>Email:</b>	<b>Email:</b>
<b>Relationship to young person:</b> Mother / Father / Other (please specify)	<b>Relationship to young person:</b> Mother / Father / Other (please specify)	<b>Relationship to young person:</b> Mother / Father / Other (please specify)
<b>Parental Responsibility? Y/N</b>	<b>Parental Responsibility? Y/N</b>	<b>Parental Responsibility?</b>

### C) Medical Information

<b>Young person Name</b>	
<b>Doctor Name</b>	
<b>Doctor Address</b>	
<b>Doctor Telephone</b>	
<b>Brief Medical History</b>	

<b>Young person has a diagnosis of: (please add date)</b>					
<b>ASC</b>		<b>ADHD</b>		<b>Sensory Processing Disorder</b>	
<b>Other Mental Health Difficulties</b>					
<b>Any other diagnosis</b>					



### Medical Information Continued p2/3.

Please list all known allergies (e.g., food additives / medication / plasters) or any other information our First Aiders need to know.

Young person Name: \_\_\_\_\_

Substance	Reaction	How is this Managed	EpiPen
			Y/N
			Y/N
			Y/N
			Y/N

Please list any medication taken

Medication	Dose	Time	Details

### Medical Information Continued p3/3.

Young person Name \_\_\_\_\_

Please add any further medical information you feel we need to be aware of

Do you allow the young person to self-administer their medication?

YES / NO

Do you allow the young person to carry their medication on themselves?

YES / NO

I agree to inform the school about any changes in routine, use, or dosage, of medication and maintain an in-date supply of the medicine.

I understand that the school cannot monitor self-administered medication, or medicines carried by the young person, and that the school is not responsible for loss or damage to medicines or equipment.

I understand that if I do not allow my young person to carry the medication it will be stored and administered by staff. (Emergency medication will be always kept near the young person).

I understand that staff may be acting voluntarily in administering medicines to my young person.

Signed:

Print Name:

Date:

## D) Eating and Drinking

Young person Name	
-------------------	--

Please detail any life threatening / significant dietary requirements
Please detail any dietary requirements
Are there any other issues around eating and drinking that you would like us to know?

Signed	
Print Name	
Date	

## E) Data Collection

Young person Name	
-------------------	--

### Ethnic Background of Young person

<b>White</b>		<b>Mixed</b>	
British		White & Black Caribbean	
Irish		White & Black African	
Any other White background		White & Black Asian	
<b>Asian or Asian British</b>		Any other Mixed background	
Indian		<b>Black or Black British</b>	
Pakistani		Caribbean	
Bangladeshi		African	
Any other Asian background		Any other Black background	
Chinese		Romany Gypsy	
Any other Ethnic group		Irish traveller	
I do not wish any ethnic background to be recorded			

### Home Language of Young Person

English	French	Italian	Spanish	Portuguese	Gujarati	Urdu	Bengali
Arabic	Romanian	Mandarin	Urdu	Arabic	Any Other (Please specify)		

### Religion of Young Person

Christian	Sikh	Hindu	Muslim	Jewish
Orthodox	Atheist	None	Other (Please state)	

## F) Permission Slip

Young person's Name	
D.O. B	
Parent / Carer Name	
Contact Telephone Number(s)	
Email (s)	

**I give the following permission for my son/daughter**

Please ✓ if you agree.

To be photographed, filmed and / or recorded for use by The Lady Byron School (delete as appropriate)	
To be photographed, filmed and / or recorded for use for training purposes (delete as appropriate)	
To be photographed, filmed and / or recorded for use for public relations purposes (delete as appropriate)	
To be photographed and used in local newspapers.	
To have the young person's name mentioned in a newspaper article.	
Copies of Reports to be sent to professionals involved with the young person.	
I agree to give permission for the young person to travel in LBS staff transport as and when necessary.	
Signed:	
Print Name:	
Date:	

## **G) Parent / Carer Agreement**

The Lady Byron School (LBS) provides support to mainstream able school aged young people with a diagnosis of autism and are in receipt of an Educational Health Care Plan (EHCP).

LBS works closely with other services, including the Psychology Service, CAMHS, Social Care amongst others, in identifying priorities and opportunities for joint work with young people and their families.

LBS provide a wide range of educational experience for the young people. To facilitate the wide variety of activities that motivate the young people we may consult a framework of Alternative Providers (APs) who deliver a variety of services from 1:1 support, group sessions, academic tutoring sessions to therapeutic sessions. APs are commissioned directly by LBS, and we work closely together to provide positive outcomes for young people. Initially we try and engage the young person with a subject of interest, whilst working with them in a therapeutic way, with a view to eventually transition into LBS full time.

### **Stages of our involvement**

At LBS we have 5 stages that we work through with the young people and their families. These 5 stages are not set-in stone, nor do they have a timeline. They are here to remind us of our starting and end point and the process we use to get from one to another.

#### **1. Stabilising / Crisis Management**

Often the young people that transfer onto the roll of LBS are, initially, in a crisis stage either behaviourally or from an anxiety or engagement perspective. We understand that each of the young people's presentation is different, but the roll of LBS is to build a relationship with the individual to build trust and move on to the next stage.

#### **2. Social, Emotional and Mental health (SEMH) Input**

At Lady Byron School we see supporting the SEMH needs of the young person as a clear priority.

Through several assessments, we aim to identify the specific areas that the young person has difficulty with to provide a bespoke program addressing these needs.

### **3. Educational Input**

This often sits alongside stage 2, but once the relationship and trust has been built up, then delivering quality educational input is crucial. This phase adds to the rebuilding of self-esteem, self-confidence, self-worth and academic achievement to assist them to move on to stage 4.

### **4. Maintaining LBS placement**

By this stage we expect that a young person accesses a full-time timetable with LBS, engaging in sessions with the appropriate support.

### **5. Transition to next placement**

This stage is when the young person is ready to reintegrate or transition to a placement / service that is appropriate to their needs. This could be a mainstream school, college, university or work. Whilst our goal is to support the young person into an appropriate placement, we recognise that this needs to be very much centred around the needs of the young person and any transition must be carefully planned.

## **Your responsibility as a Parent / Carer**

### **1. Working together**

Our work to support young people back into an appropriate placement / service is most successful when all agencies and parents work together to have a holistic approach. Please continue with any support from other agencies such as CAMHS, social care, health etc. so we can all successfully support your young person. It would be particularly useful for us to share information with any agencies with which you are currently working.

### **2. Attendance**

For those young people coming into school on taxi transport, it is the parents / carers responsibility to ensure the young person is ready to be collected at the agreed time. Once in a routine, we would expect your young person to be independently ready for when the transport arrives. The transport will wait 10 minutes and then leave unless there are extenuating circumstances.

In situations where you are picking up or dropping off a young person at school, please ensure that you are there by the time stated on the young person's weekly timetable. If you experience a delay, before your journey or whilst in transit, then please contact us on the school mobile phone. We aim to follow our policies and procedures when a young person is late or deemed missing, which might involve contacting Social Care in certain situations where there is a potential safeguarding concern.

It is your responsibility to let us know that your young person cannot attend a session.

Ideally, holidays should NOT be taken during term time. If your young person is to miss school, then authorisation would be needed. Please inform us of any absences outside of term time as soon as possible.

Young people should be wearing appropriate clothing and have a packed lunch.

### **3. Additional responsibilities**

- To attend regular meetings with LBS
- To be contactable. We may need to call you, or an emergency may arise. Please keep us updated with correct contact details.
- Transport – It is your responsibility to ensure the young person can travel to and from school. You may be eligible to apply for taxi transport with the Special Educational Needs Transport department.
- Occasionally we may suggest strategies and approaches where teamwork between parents / carers and school is required to promote a uniformed, consistent approach.
- It is your duty to inform us of any illnesses, allergies or risks to the young person.

Signed:	
Print Name:	
Date:	



## **H) Parent Code of Conduct**

### **1. Rationale:**

At The Lady Byron School, we believe staff, parents and students are entitled to a safe and protective environment in which to learn and work. Behaviour that will cause harassment, alarm or distress to all using our school's premises is contrary to the aims of the school.

### **2. Aims:**

That all members of the school community (staff students and parents / carers) treat each other with respect

That adults always set a good example for our students, demonstrating how to get along with all members of the school and the wider community

That no members of staff, parents or students are the victims of negative language abusive behaviour or open to threats, both overtly and covertly, from other adults on the school premises.

Those physical attacks and/or threatening behaviour, abusive or insulting language (both verbal or in writing), to staff, parents and carers, students, stakeholders and others on school premises will not be tolerated and will result in withdrawal of permission to be on school premises.

Please note that incidents of rudeness and/or threatening behaviour will be logged with the local authority.

### **3. Persons Causing Nuisance/Disturbance on School Premises**

School premises are private property and parents are granted permission to be on school premises by the school. However, in case of abuse or threats towards staff, students and/or other parents, the school reserves the right to ban parents from entering school. The police may be called to assist in removing the person concerned. The school is not responsible for organising arrangements for students in such

circumstances. Parents will need to provide alternative arrangements for bringing students into school and likewise, for having them picked up.

#### **4. Guidelines:**

Types of behaviour that are considered serious and unacceptable and will not be tolerated towards any member of the school community (list is not exhaustive):

- Shouting, either in person or over the telephone
- Disrupting lessons and school routines
- Not collecting students on time
- Inappropriate posting on Social Networking sites which could bring the school into disrepute and/or may be deemed as bullying
- Speaking in an aggressive/threatening tone
- Physically intimidating staff and/or students or any other person on school premises
- The use of aggressive hand gestures/exaggerated movements
- Physical threats
- Shaking or holding a fist towards another person
- Swearing and/or using abusive language
- Pushing
- Hitting e.g., slapping, punching or kicking
- Spitting

- Racist or sexist comments
- False allegations against school and staff without a discussion with senior management
- Parents oversharing information with students and encouraging negative attitudes towards staff rather than working together.

## **5. Inappropriate use of Social Networking and Communication Sites:**

Social media websites are being increasingly used to fuel campaigns and complaints against schools, headteacher, teachers and school staff, and in some cases other parents/students.

The Lady Byron School considers the use of social media websites being used in this way as unacceptable, as this cannot be seen as being in the best interest of the students or the whole school community.

Any concerns parents may have must be made through the appropriate channels by making an appointment to speak to the senior management team, so they can be dealt with fairly, appropriately, and effectively for all concerned.

If any student or parent/responsible for a student being educated at The Lady Byron School is found to be posting slanderous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate action will be taken. All social network and communication sites (e.g., Facebook, WhatsApp etc) have clear rules about the content which can be posted, and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carers or student removes such comments immediately.

In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more important, is the issue of cyber bullying and the use by a student or a parent/carers to publicly humiliate another or a member of staff by inappropriate social network or messaging comment. We will take and deal with this as a serious incident of school bullying. This also includes emails and the parent phone, which has been implemented for better communication between the school, teacher and parents. If any parent is found abusing this mode of communication, this will result in immediate removal from the application and all communication will be done through via letters.

## **6. Unacceptable behaviour may result in the Police being informed**

The school reserves the right to take any necessary action to ensure that members of the school community are not subjected to abuse.

Parents have the right of appeal by writing to the School Management within ten days of their permission to enter the school premises being withdrawn.

## **7. Responsibilities:**

It is the responsibility of the School Management to monitor and annually review this Parent Code of Conduct Policy

## **8. Procedure to address inappropriate behaviour by adults on the school site**

At The Lady Byron School, we operate a 'zero tolerance' of the use of inappropriate behaviour anywhere on the school site. *\*\*Inappropriate behaviour means disrespectful conduct towards people or property within the school site.* All staff agree that any adult found to be using inappropriate behaviour towards other adults or students should be dealt with using the following steps:

An adult approaches another student	The adult will be spoken to immediately and the issue investigated by a school leader. This will be reported to the Headteacher and recorded. The adult will receive a warning letter.
A parent approaches another parent	The parent should report this to a member of staff or a school leader. The offending parent/s will be spoken to as soon as possible after the incident and are reminded of the zero tolerance for inappropriate behaviour. A warning letter stating that if the incident recurs, the parent may be banned from school premises, is issued.
A parent approaches a member of staff	This should be reported immediately to a member of the Senior Leadership Team. The case will be investigated as soon as possible, and the member of staff will be informed of the action taken. The parent/adult will be spoken to and given a warning letter. This warns a parent/s that if it recurs, they could be banned from the school site.
Not collecting students on time  Please provide an emergency contact person and phone number	If a parent/s have any emergency and cannot collect their student/s on time, the school needs to be immediately notified and alternative arrangements need to be made in the best interest of the student.
Recurring inappropriate behaviour	If a parent/s continues to demonstrate inappropriate behaviour, they will be referred to the Parent Code of Conduct Policy. This indicates how antisocial behaviour, when not corrected, can lead to a ban from the school premises. Ultimately, parents may be asked to register their student/ren in another school based on the severity of the recurring incidents.

Parents (past or present students) are slanderous	Action will be taken against parents. LBS rather parents came and spoke with the Senior Leadership teams about concerns rather than discuss it elsewhere. In the event of this situation a warning will be given and if continues the students will be asked to leave.
Victimisation of school staff in or out of school, or personal attacks	Any issues or concerns around members of staff should be reported <b>in writing</b> to Irinder or Caroline formally so we can investigate. Any parent found to be victimising staff and not following the correct procedures with be warned/asked to leave and the local authority will be informed.

Signed:	
Print Name:	
Date:	

## **I) Young person Respect Contract**

### **What is respect?**

- Respect is thinking and acting in a positive way about yourself or others.
- Respect is thinking and acting in a way that shows others you care about their feelings and their well-being.

### **Why do we respect others?**

- Everyone has the right to be treated with respect.
- Being disrespectful to others is an aggressive response that is not acceptable in society.
- Being disrespectful does not solve a problem or make it go away.
- Being disrespectful can hurt the feelings of others and will mean they become less supportive of you.

- Being disrespectful may mean you are stopping yourself and others from taking part in activities, not trying to take part in activities will mean I miss out on a valuable opportunity to learn.

### **How do I show I am respectful to myself and others?**

- I will listen carefully to others without interrupting, even if I do not agree with what they are saying.
- I will communicate with others in a respectful way. e.g., not raising my voice or making rude gestures.
- I will try my best to complete everything asked of me and to the best of my ability.
- I will be ready to be picked up on time and/or attend my sessions on time.
- I will not use any verbal or physical aggression towards anyone else. e.g., name calling / pushing etc.
- I will discuss any worries / concerns with an adult.
- I will agree to follow the LBS dress code and be appropriately addressed for the activities I do.



- I will agree to follow the LBS mobile phone policy.

**What happens if I am not respectful to myself and others?**

- I may be asked to stop doing or leave the activity either temporarily or permanently.
- Staff may contact my parents / carers and the senior management team.
- If I continue to disrespect others the LBS may remove all or some of my activities.

Signed (student)	
Print Name:	
Date:	

Signed (parent / carer)	
Print Name:	
Date:	

**Thank you for looking through and completing all the information.**

**We are really looking forward to working with you.**

**If you have any suggestions as to how this booklet can be improved, please detail them below and send them back to us.**