

# Welcome to The Lady Byron School

## Information Pack

Dear Parents, Carers and young people.

### Welcome to The Lady Byron School!

We're so pleased to welcome you to our school.

Everyone who joins us has their own story. Some of you may not have been in school for a while. Some of you might have found school really hard. Some of you may never have had the chance to go to the right school for you. Whatever your journey has been, you can be sure that here at Lady Byron we start fresh—with *you*. We'll take the time to get to know you and what you need.

At our school, learning is made just for you. We'll help you find the subjects and activities that fit best, and if we don't already have something you need, we'll work hard to find it. Most importantly, we want you to feel safe, supported, and confident here. We know that trust takes time, and that's absolutely fine—we'll go step by step together.

You can also find more details on our website: [www.ladybyrionschool.co.uk](http://www.ladybyrionschool.co.uk)

You will also have a few forms to fill in, but they really do help us understand how best to support you.

If you have any questions, big or small, please get in touch with us through the school office or email us at **reception@ladybyrionschool.co.uk**.

We're excited to begin this journey with you.

With kindness,

**The Lady Byron School**

## School Information

Our school has two sites.

Fleckney is where our primary and some Key Stage 3 students go. Market Harborough is for some of our Key Stage 3 students and all of our Key Stage 4 students.

One site is in a small village called Fleckney, in Leicestershire.

They have their own website if you want to have a look: <https://fleckney.online/>

The address is:

The Cedars  
11 High Street  
Fleckney  
Leicestershire  
LE8 8AJ



Our other site is in Market Harborough, in Leicestershire.

They have their own website if you want to have a look:

<https://marketharborough.com/>

The address is:

53 Northampton Road  
Market Harborough  
Leicestershire  
LE16 9HB



For both sites: Email: [reception@ladybyronschool.co.uk](mailto:reception@ladybyronschool.co.uk) Telephone: 0116 467 0811

## 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 believe strong communication between home and school is key to supporting every young person. That's why we'll keep in touch regularly about your child's progress, celebrating achievements as well as discussing any areas where extra support may be helpful. These conversations may be planned into the school calendar, but we also welcome ad-hoc chats whenever the need arises, including around important topics such as emotional wellbeing.
- 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.
- Every week we send a short email home to parents and carers, giving a snapshot of your young person's week at Lady Byron. It's a lovely way to see what they've been up to and how they are getting on.
- You can also keep up with school life on our social media pages:
  - Facebook: @theladybyrionschool
  - Instagram: @theladybyrionschool
  - X (Twitter): @ladybyrionschool

## The School Day

### Start and Finish

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

9.00-9.15	Arrival and settle
9.15-10.00	Session 1
10.00-10.10	Break
10.10-10.50	Session 2
10.50 –11.00	Break
11.00 –11.55	Session 3
12.00-1.00	Lunchtime
1.00-2.00	Session 4
2.00- 2.10	Break
2.10 – 3.00	Session 5

### Daily Timetable

Every student at Lady Byron has their own timetable.

This shows:

- the session you'll be in
- which staff member is leading it
- the room you'll be in
- any individual therapy sessions

Sometimes timetables may change. This could be because:

- you need to travel during your break for a session outside school
- there's a special event
- we're going on a trip

If there are any changes, we'll update your timetable and talk them through with you, so you know what to expect.

## School Uniform and Equipment

### School Uniform

At Lady Byron, we do have a school uniform, but we also understand that sometimes certain clothes may not feel right for you. If you find part of the uniform difficult, please talk to us. We're happy to agree on suitable alternatives, as long as they are close to our school colours (royal blue or navy).

Uniform can be bought from any shop. To make it easy, we have a school badge that can be sewn or ironed on to your chosen clothes.

We don't have a set PE uniform. If you'd like, you can bring a spare t-shirt to change into for exercise, but this is not compulsory.

Our uniform includes:

- Blue or white polo shirt
- Blue jumper, sweatshirt, cardigan, or zipped hoodie
- Blue jogging bottoms or leggings (leggings should be thick so they are not see-through)
- Blue shorts (summer/warm weather)
- Dark shoes or dark, smart trainers
- A suitable coat for outdoors



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.
- 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. These can be handed in on arrival and locked securely away.
- 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.

### School Lunches

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

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.

Some ideas for healthy packed lunches are here: <https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

Please bring a drinks bottle into school - 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.

### We are a nut-free school.

**To keep all children safe, please do not send in nuts or products containing nuts in lunchboxes, snacks, or treats. Even small traces can cause a life-threatening reaction. Thank you for helping us protect our pupils.**

## 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**

<https://www.ladybyronschool.co.uk/term-dates/>

### **Transport of Young people**

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](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 **Operation Encompass**, a safeguarding initiative that supports young people and families affected by domestic abuse. The scheme allows police to share information with schools when a pupil has been in a household where an incident has occurred, so that our Designated Safeguarding Lead can provide timely and appropriate support. This information is treated with the strictest confidentiality and shared only on a need-to-know basis, such as with a class teacher. Research shows that domestic abuse can impact children even if they do not witness it directly, and this early reporting helps schools to respond with care and understanding.

If you need confidential support, you can contact the **United Against Violence and Abuse (UAVA) helpline** on 0800 80 200 28 (open 8am–8pm, Monday to Saturday) or visit [www.uava.org.uk](http://www.uava.org.uk).