



Heatherwood School Prospectus



2024-2025



Leger Way
Doncaster
DN2 6HQ
Tel: 01302 322044

Email: heatherwood@nexusmat.org

Website: www.heatherwoodschoo.org

Headteacher: Lyndsey Proctor

Chair of Governors: Gary Bullock



WELCOME TO HEATHERWOOD SCHOOL

Heatherwood School is a vibrant learning community and part of Nexus Multi Academy Trust. It is a special day school for pupils aged 3-19 years with severe, profound and/or multiple learning difficulties.

We have an additional post 16 provision for pupils with moderate learning needs; and a small cohort are educated at, The Bridge, our offsite provision.

We live by our mission statement and :

'Seek to develop a better tomorrow for all learners, through a holistic blend of quality first teaching experiences; celebrating pupils' strengths along a highly personalised learning journey'.

We are committed to preparing our pupils for adulthood through the provision of outstanding levels of education and care. We facilitate innovative opportunities and experiences to engage and motivate, all pupils.

Similarly we are dedicated to multi-disciplinary team working, in partnership with parents and carers, to ensure all pupils develop appropriate skills for life and achieve their full potential.

Heatherwood School

Heatherwood School is part of Nexus Multi Academy Trust. The Trust was founded in 2016 and has the highest ambitions possible for everyone. Nexus MAT is a forward thinking and innovative Trust with collaboration, enrichment and improvement enshrined within its day to day practice ensuring that pupils and their families are always at the centre of what they do.

The vision for Nexus is:

'Learning together, to be the best we can be'.

This vision is what we aspire to and is as relatable to every employee and partner of our Trust as it is to our children, young adults and their families.

Heatherwood School serves the needs of the whole of Doncaster City. The school is situated in a pleasant location near Doncaster's racecourse and is approximately 4 miles out of the town centre. It is on the site of a former special school which was extended and in part refurbished to provide the building we have today.

Staff have been selected for their skills and experience in working with our pupils. In addition to the teachers and classroom support staff, we work very closely with medical colleagues and the school nursing service.

Professionals who are in school on a regular basis include: physiotherapists, occupational therapists, orthotists, dieticians etc.



Academy Council

Our Academy Council consists of: parents, school staff and other members of the local community who volunteer as School Governors.

All individuals who become School Governors make a positive contribution by giving their time and bringing their experience to help the school provide the best possible education for each of its pupils.

Academy Council members are always keen to get feedback from the school community and they like to hear ideas from parents and staff about what they would like to see in school.

Parent Governors are representative parents rather than representatives of parents. Similarly, staff are representative staff members rather than representatives of staff.

Academy Council meetings are held on a termly basis with members continuing to visit school between meetings – in the form of focussed visits and ‘getting to know you sessions!’ This proactive approach ensures members remain fully informed about all aspects of school life.



Meet Our Academy Council



Chris



Lisa Suter
**Regional
Director**



Lyndsey
Proctor
Headteacher



Kath Coates
Support Staff



Suzanne
Fulwood
Teacher



Fiona Kirkham
Co-opted



Marc Bratcher
Co-opted

We aim to:

- * Provide a secure, supportive, well organised and happy environment, where children and young people are able to flourish and develop emotionally, socially, physically and intellectually.
- * Work in close partnership with parents, carers and other professionals in order to promote each pupil's well being and to maximise their potential.

We will endeavour to achieve this by:

- * Providing a **CORE** curriculum framework, where **Care**, **Opportunities**, **Real life** experiences provide our pupils' right to an **Education**.
- * The curriculum offer consists of four learning pathways: sensory, active, bridge, intentional.
- * Helping pupils to acquire knowledge, skills, experience and imaginative understanding.
- * Fostering an enquiring mind and the confidence to use it whilst exploring the world in which the pupils are growing.
- * Creating an environment in the school where attitudes of care and respect for others and themselves encourages responsibility and independence in the most appropriate way.
- * Encouraging awareness and respect for the different religious, cultural and spiritual values of others.
- * Preparing the pupils to be effective members of society.



Heatherwood School's Values

Communication:

We deeply value a total communication approach to ensure all voices are heard.

Respect:

We celebrate being part of a diverse community; being mindful of everyone's beliefs and values and the needs of our learners and their families.

Innovative:

We continually strive for improvement and advancement for all.

Passion:

We push the boundaries of inclusive practice and pursue innovation and risk taking.

Collaboration:

We work in partnership for the good of the young people in our care; seeking out opportunities to share ideas and good practice.

Celebration:

We celebrate and share success at every level; celebration is a reward to be enjoyed.

Professionalism:

We promote continuous improvement and quality of service through our professional approach; showing respect and integrity to all stakeholders.

Openness:

We interact with honesty and integrity with: pupils, staff, families, agencies and the wider community. We are open to new ideas.

School Organisation

The school has classes ranging from Early Years to Post 16, including a group of pupils who are educated at our offsite Post 16 provision, The Bridge.

The organisation includes The ARC (Achieve, Respond Communicate) which is our complex needs provision for pupils on the sensory pathway.

Early Years Foundation Stage—all pupils entering school are taught in a mixed ability class by John Trickett.

All other classes are, grouped by level of need, and have an appropriate staff to pupil ratio.

A HTLA, Cover Supervisors, Learning Support Assistants, General Assistants, Child Support Workers, Therapists and Nurses all work alongside the Class Teacher in order to develop the full potential of each individual pupil.

Where necessary close contact is maintained with the Hospital Teaching Services in Doncaster Royal Infirmary, Sheffield Children's Hospital and other hospitals to which pupils may be admitted, in order to provide continuity of their education during periods of absence, due to medical reasons, from school.

Daily Routine

| | |
|------------|--|
| 8.45 a.m. | Arrival, welcome and registration |
| 9.15a.m. | Protected learning time |
| 10.00 a.m. | Snack Time |
| 10.30 a.m. | Playtime |
| 10.45 a.m. | Protected learning time |
| 11.45 a.m. | Lunch and clubs and enrichment opportunities |
| 1.15 p.m. | Registration, candle/reflection time |
| 1.30 p.m. | Protected learning time |
| 2.15 p.m. | Protected learning time |
| 3.00 p.m. | Home time session |
| 3.15 p.m. | End of School |

These times may vary depending on the needs of the pupils in each class.

Celebrating Pupil Achievement

Heatherwood School believes in positive affirmation and the achievements of both pupils and staff, are widely celebrated.

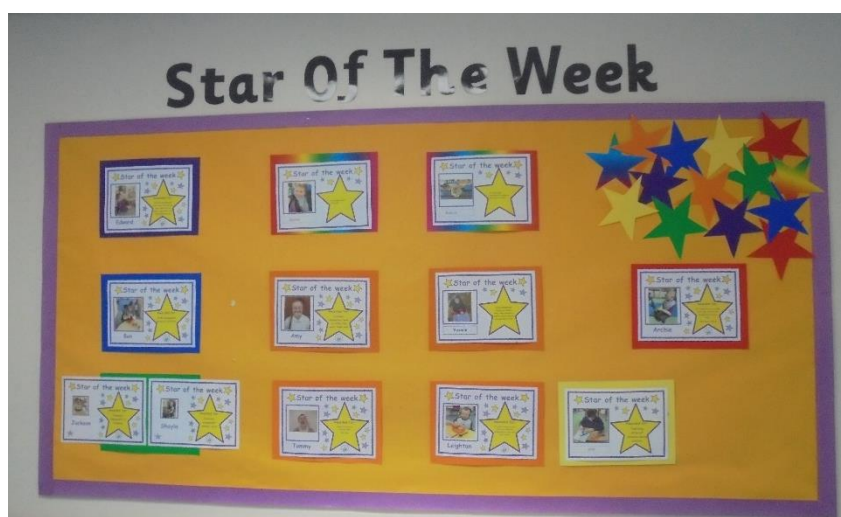
Star of the week awards are shared and celebrated in the Friday assembly. These are then shared with parents via the Heatherwood Weekly Newsletter.

Pupils' achievements are also celebrated as appropriate via school to home and vice versa using the SeeSaw Messaging Service.

Achievements recognised outside of school or awarded by other organisations *e.g.* sports medals and other certificates, are presented in an annual celebration assembly to which parents are invited.

Wherever possible, representatives from the awarding bodies or key staff from the Multi Academy Trust are invited to present these significant awards.

Records of Achievement are compiled for all Year 14 leavers.



Pastoral Care

Heatherwood is a small community and class teachers have the responsibility for the day to day welfare of those in their class.

The pastoral care and work of the school is supported by Heatherwood's Family Engagement Officer.

Kath plays a significant role in coordinating multi agency input to support individual pupils and their families in the most effective way possible.

Kath can be contacted on the school number
01302 322044

Heatherwood School offers networking opportunities to parents through coffee mornings, training sessions, open days and much more.

This work is also enhanced from support provided, as appropriate, by members of the following services:

School Nursing Team
Social Care (Children with Disabilities Team)
Doncaster and Bassetlaw Health Authority
Participation and Transition Service (P.A.T.s)
Education Welfare Service
Visual and Hearing Impaired Services
Speech and Language Therapists
Physiotherapists and Occupational Therapists
Transition Team
Dietician
CAMHS



Post 16

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Since its last Ofsted inspection Heatherwood's 6th Form has undergone significant change. Heatherwood was asked to facilitate a new provision that would meet the needs of pupils presenting with moderate learning difficulties; this would run alongside any existing provision at the school. Thus enter The Key—we receive a small cohort of young people joining school from Year 12.

The Key

This is our provision for pupils in Year 12, 13 and 14 who are on our Bridge or Intentional Pathways.

It is named 'The Key' because we see it as a progressive stepping stone designed to support pupils in unlocking their futures and achieving their full potential.

The learning environment has been designed to create an appropriate and 'college type' learning environment. As before, the offer is highly personalised and seeks to develop personal independence in preparation for the world of work/adulthood. Activities are undertaken both in school and the surrounding local community and are specifically designed to promote essential life and employability skills. Some of these pupils are educated at our offsite provision, 5 minutes from school, at The Bridge.

6th Form

Heatherwood's existing 6th Form provision has remained unchanged, with students accessing a highly personalised offer. However the original provision has been expanded, giving pupils the opportunity to learn in ways best suited to their individual learning style.

Learning is delivered using a variety of enrichment activities and accredited curriculum units; these, where possible, are all linked to real-life and independent living skills.

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Accreditation, Awards and Work Experience

The pupils work towards accredited functional skills qualifications at the appropriate level in both English and Maths with their learning, wherever possible, undertaken in a variety of real-life settings. Pupils are encouraged to take the knowledge, skills and experience that they gain in school and apply it in a wider context.

Pupils' work is accredited using Open Awards with their learning based on units from this recognised body and is assessed at the end of each year.

The Bridge

From September 2021 some students in The Key access a bespoke curriculum offer at The Bridge which is a satellite provision across the Doncaster schools in Nexus MAT.

The curriculum offer consists of English and Maths combined with community based learning, Employability Programmes and Travel Training.

As part of our ongoing careers' programme, all students in The Key run an enterprise tuck shop weekly. This forms part of the work experience package and develop our pupils communication and independence skills.

As appropriate pupils also have the opportunity to take part in the accredited Duke of Edinburgh project which is assessed at the relevant level at the end of the year.



The ARC

Achieve, Respond, Communicate.

The ARC caters for those pupils performing at the earliest stages of learning and who follow the sensory curriculum pathway.

Learning focuses on early responses to stimuli and the development of some consistent responses which helps to establish pupils preferences and dislikes. Learning experiences are multisensory in nature and the curriculum offer includes access to learning activities which incorporate the holistic needs of each pupil.

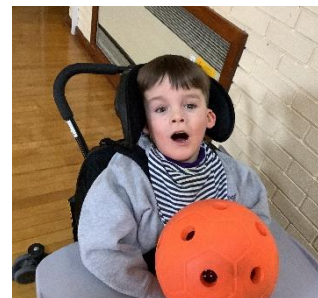
Specialist resources allow practitioners to develop a range of immersive learning environments and to focus on developing early communication often through the use of intensive interaction. Practice is research based and there is a strong commitment to ongoing staff CPD.



Early Years Foundation Stage

In Early Years we have a holistic, cross curricular approach to learning that strongly incorporates continuous provision. Children are encouraged to learn in a fun, play centred multi-sensory way and are given the opportunity to practise the skills they develop in different contexts in order to consolidate their learning. We continually evaluate our curriculum and topics in order to adapt to the needs and the interests of the children. We focus on the 3 Prime Areas of Learning (Communication & Language, PSED, Physical Development) to lay secure foundations for the Specific Areas of Learning (Literacy, Math, Understanding the World and Expressive Arts & Design) as the children develop their knowledge and understanding.

We encourage all children to develop their independence and their ability to experience, explore and engage with a whole range of activities and opportunities, both indoors and outdoors. We endeavour to develop and promote the interaction and communication of every child; as we believe friendships are vital aspects of social development. We therefore support each child's social skills, turn taking, sharing and cooperation with both adults and peers.



Working Together

The school places a high value on parental involvement.

The philosophy is an open school where parents and carers are welcome at any time. Where there is the need to discuss issues regarding your child, then it is a good idea to let school know you will be coming in, simply to check that the appropriate member of staff will be available.

We communicate daily with parents not only in relation to the progress of their child but also about various school functions and events throughout the school year.

Communication is through Seesaw, email and phone calls. We also have a weekly newsletter along with school letters. A termly newsletter gives an overview of key areas of learning and a further spotlight onto pupil achievements and experiences.

It is important that parents bring to our attention any concerns as soon as they are aware of them, so that we can work together in the interests of the children.



Friends of Heatherwood

The Friends of Heatherwood are a collection of staff members, parents, past and present, who all wish to help and support our school.

The Friends committee meet regularly during term time to organise social and fundraising events.

We have successful bingo nights and a very successful Prom each year - which is accessible to all pupils.

We also are grateful for any donations in the form of raffle prizes, tombola etc.

Thank you.



Child Protection and Safeguarding

Heatherwood School takes the safeguarding of its pupils very seriously and always in conjunction with the latest legislation and advice from central government and the local safeguarding children board and Nexus MAT. As such our policies and procedures adhere to the following documents:

- * Working together to safeguard children; A guide to inter-agency working to safeguard and promote the welfare of children – December 2020
- * Keeping Children safe in education; *Statutory guidance for schools and colleges* – September 2024
- * What to do if you're worried a child is being abused; *Advice for practitioners* – March 2015

We believe that safeguarding is everyone's responsibility and fully endorse the mantra that '*It could happen here*'. There are clear guidelines for all staff on recognising the signs and symptoms of abuse alongside effective procedures for managing allegations of abuse against staff. Heatherwood adopts a child-centred approach working with a variety of other agencies to ensure children receive the best possible protection; we fully subscribe to effective early help as a means to identifying children and families who would benefit from multi-agency support or assessment. We are passionate about the effective sharing of information to bring about positive outcomes for all our young people and commit to safeguarding training being an annual feature within our whole school continuous professional development programme.

Heatherwood has a Designated Safeguarding Lead who, alongside the Deputy Designated Safeguarding Lead, advises staff on aspects of policy, procedure and practice.

Heatherwood School and Nexus MAT insist on the highest possible clearance being obtained for all staff members and ensure visitors to the school are fittingly vetted before embarking on any work within the school setting. Safer recruitment procedures ensure that all staff are able to comply with the our legal requirements.

The children and young people within Heatherwood School understand how to keep themselves safe and can recognise, where appropriate, when their safety might be compromised. Heatherwood's curriculum offer covers all aspects of the Equality Act 2010 and provides pupils with a suitable understanding of related issues.

Attendance

Heatherwood has Planned Places for 84 pupils.

Heatherwood's Attendance Data for the academic year 2023-24 was:

Attendances : 79.6%

Authorised absence : 17.1%

Unauthorised absence : 3.3%

When a pupil is absent **it is a legal requirement for the school to be informed of the reason for the absence.**

We ask for parents'/carers' co-operation with the following procedures:

- * **In the case of absence please telephone the school in the morning before 9am giving the reason and likely period of absence.**
- * **Please report the absence directly to school rather than rely on the transport staff as information is not always reliably reported to school.**
- * **Planned absence such as appointments should be communicated to the class teacher by seesaw, email or phone.**

Where a reason is **not** given for an absence, this will be recorded as unauthorised and where these persist, the Education Welfare Officer may become involved.

Term Time Holidays

Some parents and carers have to arrange their holidays during term time. However, in line with the Trust policy, this should only be in extenuating circumstances. In the event of permission for a holiday in term time being sought, parents should contact the school office for a leave of absence form. The forms should be submitted four weeks before the proposed holiday. Each case will be assessed as per their individual circumstances.

School Meals



RELISH - Jenny Clark (Cook)

A midday meal and milk is available for all children attending the school. Charges are set and this should be clarified at the time of admission. Two meal sizes are available to pupils. This is to accommodate all appetites.

Menus are available for parents/carers to view and lunches are ordered in the classroom with the pupils, this is part of the Good Morning Session and encourages choice making. Parents are given the opportunity to order on behalf of their child(ren).

Lunchtime in school is seen as an important time to encourage good manners and promote positive social interaction.

The school promotes healthy eating and provides healthy nutritious cooked meals using mainly locally sourced ingredients. All dietary needs can be catered for, including vegetarian, pureed and enriching/reducing diets.

Heatherwood School is a cashless school and school dinner money is paid via Parentpay (parentpay.com). Further instructions and login details are provided at time of admission .

For details about free school meals or to make an application, please go online at:

<http://www.doncaster.gov.uk>



Additional Information

Transport

The majority of pupils are transported to and from school each day by bus or taxi. Arrangements are made by the Pupil Transport Section of the Local Authority (Tel: **01302 736080**) and parents/carers are informed by letter of the specific details.

School Journeys

Throughout the year, appropriate and valuable curriculum visits are undertaken in the local community by pupils of all ages and abilities.

Charging Policy

Heatherwood School requests a minimum voluntary contribution for all out of school visits. These charges will be conveyed to you by your child's class teacher at the time of the visit.

These charges are voluntary but school reserves the right to cancel if the cost has not been covered by parental contributions.



School Clothes

It is our aim that all pupils should be well presented and care for their appearance. Exaggerated styles and colours, casual wear jeans /denim and extremes of fashion are to be avoided at all times.

The school has a uniform for all pupils except those in the 6th Form. The school has a selection of cardigans, tee shirts and polo shirts carrying the school logo, for sale. Our school uniform is available to purchase online directly from our supplier Designbox.

<https://mgmt-print.co.uk/heatherwood-school/>

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Garments may be ordered and purchased at any time.
School colours are grey and purple.



Jewellery (with the exception of watches) is not part of school dress and for reasons of safety should not be worn. Make up is not considered appropriate for school. Where a pupil has pierced ears, stud type earrings only should be worn and **one only per ear**. Other body piercing is not considered suitable for wear in school. Parents and pupils should be aware that jewellery may be required to be removed for reasons of safety during PE and swimming. At such times, school cannot take responsibility for these items.

Outdoor Clothing

All pupils are encouraged to take outdoor breaks, weather permitting. Parents/carers are asked to make sure their children arrive with warm clothing for outdoors, especially during the winter months.

During summer months the pupils spend time outdoors. At this time parents/carers are asked to consider clothing that offers protection from the sun.

Hats, caps and sun cream should be provided during the high summer months. Further information will be communicated to parents during the



Heatherwood School Uniform

Our school uniform is available to purchase online directly from our supplier Media Mgmt Printing & Embroidery. Please visit their website at:

<https://mgmt-print.co.uk/heatherwood-school/>

Items purchased can be delivered to school free of charge. Media Mgmt Printing & Embroidery can also deliver to other addresses for a delivery charge. Online is the preferred way for ordering your child's school uniform, but please do not hesitate to contact school if this poses any difficulty.

You can contact Media Mgmt Printing & Embroidery by telephone on 01302 364144 if you have any questions, would like to view samples or receive a quote.

Just a reminder about our uniform - it is our aim that all Heatherwood School pupils should feel part of their community. Wearing uniform also helps many pupils anticipate that it is a school day and is part of their routine. The following school wear is our school uniform for children aged 3–16. Any, or a combination of the following is acceptable:

| | |
|-------------------|--|
| Early Years Class | Grey, purple or white polo shirt or Grey, purple or white T shirt |
| Green Class | Grey or purple cardigan or |
| Blue Class | Grey or purple fleece |
| Purple Class | Dark trousers or skirt |
| Yellow Class | Summer ~ Shorts should be loose fitting and to the knee. |
| The ARC | Plain or check print dresses are also acceptable NO DENIM |
| Post 16 pupils ~ | There is no formal uniform for our Post 16 pupils, but we do request that there be: No exaggerated styles and colours No extreme fashion/no minimalist clothing NO DENIM |
| Badges ~ | Embroidered Heatherwood School badges are also available to purchase from school and sew on to your own clothing. <i>(Please follow above guidelines when purchasing your own garments)</i> |
| Swimming Kit ~ | Swimming costume/trunks Swim nappies/pants 2 towels in a clearly named bag to be sent in to school whenever your child has a session in the pool |

Media Mgmt Printing and Embroidery Tel : 01302 364144

Website : <https://mgmt-print.co.uk/heatherwood-school/>

Physical Education

At Heatherwood School Physical Education is constantly promoted, and in addition to the school's PE Curriculum this may also be in the form of: personalised PE sessions, sessions in the school's swimming pool, rebound therapy, exploration in soft play and enhanced by the school's MOVE Programme.

Aquatics

Most of our pupils are participating in aquatics activities. It supports their wellbeing, sensory integration and provides them with opportunities for fun and social interaction.

Those taking part in aquatics should bring two towels and appropriate swimwear. After PE/Swimming/Hydrotherapy sessions, kit should be taken home for laundering.

Rebound Therapy

Rebound therapy is part of our therapeutic offer at Heatherwood and is a safe and fun activity that most of our young people can benefit from as part of their physical development curriculum.

Move

The MOVE program has significant impact on individual children's physical abilities and independence. After an assessment and target setting, MOVE activities are carried out and practiced as part of the pupils' daily routine.



Relationship and Sex Education

Heatherwood's policy takes full account of the school's legal obligations which means that in September 2020, it became compulsory for all schools to teach Relationship Sex, Health Education. These changes reflect the increasingly complex world today's young people are living their lives in, both on and offline. In today's society, young people need to know how to be safe and healthy, and how to manage their academic, personal and social lives in a positive way. RSHE/PSED can take place in a variety of settings and contexts, within groups or on a one to one basis.

We believe that all young people are entitled to good quality RSHE/PSED to help them. We fully involve pupils in all aspects of the provision that is deemed appropriate for their level of maturity, ability and understanding. Their rights as individuals are implicitly respected and they are encouraged to seek greater knowledge and understanding to enable them to make positive decisions about their own views on all aspects of RSHE and PSED.

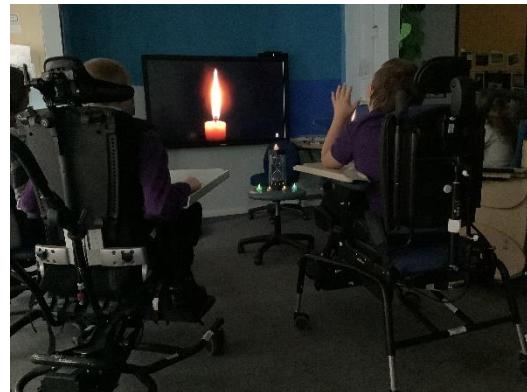
Our PSED/RSHE curriculum aims to enable our pupils to put their knowledge into practice by developing resilience, knowing how and when to ask for help and where to access support. RSHE is lifelong learning about relationships, emotions, health, sex, sexuality and sexual health.

We believe it is important to teach PSED/RSHE to enable children and young people to acquire accurate information, develop skills and positive values which will guide their decision making, judgements, relationships and behaviour throughout their life. It is also important that our pupils have a 'voice' and understand their right to say 'No'. Sensitivity lies at the heart of our approach and therefore parental consent is always sought and parents/carers are invited to read and contribute to our policy; and a private discussion with practitioners can be arranged should further information or clarification be needed.

Religious Affiliations and Collective Worship

Heatherwood School has no religious affiliations. Religious education forms an integral part of the school curriculum. The aim of religious education is to help pupils understand religious beliefs, practices and insights, in order that they may form their own beliefs and judgements, and subsequently their own allegiances and commitments. So far as is practicable every pupil attends a daily act of collective, in class, worship with either a key stage or whole school assembly once a week. As part of the updated curriculum offer, the school also hold six themed days per year where pupils experience and learn about features of other cultures and religions. Examples of these include Diwali, Chinese New Year and Eid.

After lunch each class engages in Candle Time (meditation) this is a few minutes time of quiet and reflection for pupils and staff. It also signifies the end of lunchtime and the start of the afternoon learning sessions.



Special Educational Needs and Disability Policy

The school has a policy that complies with the statutory requirement laid out in the S.E.N.D. Code of Practice 0—25 January 2015. It also meets the requirements of the Statutory Instrument: Special Educational Needs (Information) Regulations (Clause 65)

In summary the policy sets out the aims of the school in meeting the educational, social, emotional and physical needs of all pupils. Emphasis is placed on an interdisciplinary approach and providing individual programmes in order to ensure that each child's full potential is recognised in all areas of development.

A copy of the above policy is available from school or via the school website.



Behaviour

Heatherwood recognises behaviour as a form of communication and ensures a consistent approach to: first identifying what constitutes behaviour and secondly managing this in a consistent and appropriate manner as per individual pupil need.

Pupils are encouraged to engage positively with others within the school community, demonstrating respect not only for each other but also for the school and equipment therein. Pupils are proactively encouraged to develop and build upon positive behaviours so as to ensure they are able to work positively with those not only within the school setting but also with those in the wider community.

When there are behaviours that prevent individuals from accessing the full curriculum and learning environment alongside their peers, class teachers will evaluate and monitor this. Then put into place an appropriate plan, alongside the senior leadership team, in order to best support the individual and ensure that engagement and learning is accessible and positive. Should there be cause for concern the Head of School would contact the parents immediately.

Where necessary, an individual behaviour plan will be created in order to provide the most appropriate support for the individual within the school setting. The plan will outline appropriate interventions alongside rewards and sanctions. This will be shared with parents, carers and the wider school community to ensure a consistent approach in managing any unwanted behaviours.

All behaviour management plans celebrate positive behaviour and focuses on positive outcomes.

The school has a Rewards and Behaviour policy which details the principles for dealing with pupils who display unacceptable behaviours. This is available from school or via the school website.

Administration of Medication

Heatherwood School actively manages the day to day administration of medicines. School staff have received appropriate training to administer a full range of oral and enteral medications. Heatherwood seeks to support and work with parents at every stage in order to gather the necessary information needed for this process to work efficiently and effectively. Storage and administration of medications meets all legal requirements. Parents/carers are asked to notify school of any changes, big or small, to their child's medication regime. This is done through a pre-prepared pro-forma available from your child's class teacher.

Heatherwood School only accepts medication prescribed by a doctor, nurse practitioner, dentist or pharmacist prescriber. Medication MUST be provided in the original packaging, with clear prescriber instructions regarding dosage and administration accompanied with a written consent.

Where circumstances dictate, Heatherwood School will explore all options to ensure that care is delivered when the above cannot be met due to exceptional circumstances. All such circumstances should be reported to the relevant line manager.

Non-prescription or over the counter medication

- Heatherwood School will not administer any non-prescribed medication with the exception of some non-medicinal creams which are used in personal care and are provided by parents, Heatherwood will parents/carers them to sign a consent form.

Heatherwood School will gain signed consent from parent/carer to administer medication; where medication is used long term it is the parent/carer responsibility to ensure any medication sent into school is in date and that school receives sufficient supplies.

Any medication administered in school will be clearly documented on a Medication Administration Record (MAR) to show the date time and dose of administration and should have two staff signatures.

Message from Lyndsey Proctor Headteacher

I hope you have enjoyed reading about Heatherwood School.

Your child and their family is at the centre of everything we do and we constantly strive to provide them with the very best educational experiences and learning opportunities. All of which are personalised to their individual needs.

Similarly, we invest in our staff as we fervently believe them to be our best resource, and we continually champion their well being alongside that of our pupils.

We promote a sustainable future and are therefore committed to reducing our carbon footprint, as we strive to create a better tomorrow.

I am extremely proud of Heatherwood School and feel privileged to work alongside a dedicated and incredibly hardworking staff team; serving the most wonderful pupils and their families.

I look forward to meeting you soon.

Lyndsey



Complaint Procedure

Details of the complaints procedure relating to the curriculum and related matters are available from the school, via the website or from Nexus Multi Academy Trust on request. Appropriate documents available under the Regulations i.e.

1. Department of Education (DFE) orders and circulars about the curriculum
2. Syllabuses, schemes of work and policies in use at the school
3. Reports on the effectiveness of the school from external agencies

If you require any further information please do not hesitate to Contact school or visit our website:

<https://www.heatherwoodschool.org/>

