



Parent Handbook:

taking you step-by-step
through starting school



For children and young people who have a range of Special Educational Needs



Welcome

John Anderson,
Headteacher, says...

"We are delighted that your child will be starting with us. We look forward to working in close partnership with you, to ensure that your child has the best possible start to school life at Torfield School!"

Forms to complete

To help us with this, could you please follow the steps in this Parent Handbook, and hand in your completed forms to the School Office.

Answering your questions

You will find key information on pages 11- 14. If you have any questions that are not answered here, please contact the School Office on 01424 428228 and we will be happy to help!

Term Dates

Our term dates can be found on page 15.

Torfield and Saxon Mount Academy Trust

The Torfield and Saxon Mount Academy Trust was established in October 2014 and is the accountable body for both Torfield School and Saxon Mount School. Both schools cater for children and young people with special educational needs and disabilities, including autism, language and communication difficulties and complex learning difficulties. Jointly the federation caters for around 200 pupils aged 4-17. The schools also support local mainstream schools and colleges in their work to meet the needs of children and young people with Special Educational Needs and Disabilities. We have offered Outreach support and training to mainstream school staff, transition programmes for Year 12 students at local colleges and as a Trust, we aim to continue to build our reputation as a centre of excellence in our field.

Although Torfield and Saxon Mount work closely together in a number of areas by sharing resources, expertise and strategies, they remain separate schools with their own distinctive ethos and values.

STEP 1: Data Collection Form Torfield School

Step 1

The information you give on this form will help your child's school to give him/her the best possible support. It is important therefore that you fill in this form as accurately as possible. The personal information you give will be held on computer systems at the school/college and by the Children's Services Department and is covered by data protection legislation. Some of the data you give is required by the Department for Education.

School name: _____ Date of admission: _____

Pupil details

Legal surname: _____ Preferred surname: _____
(if different)

First name: _____ Preferred first name: _____

Middle name(s): _____

Home address: _____

Boy	<input type="checkbox"/>	Girl	<input type="checkbox"/>
Date of birth		Day	Month Year
		<input type="text"/>	<input type="text"/>

Town: _____ Is this address permanent or temporary? _____

Post code: _____ Home telephone no: _____

Email: _____

Country of birth: _____ Nationality: _____

Ethnicity: Please complete the attached form to record your child's ethnic background.

Religion: _____ Pupils first language: _____

Can the pupil: Read in this language Yes No Write in this language Yes No

Language spoken at home: _____

Lunch arrangements (please tick the relevant box) School dinners Packed lunch

Is your child entitled to free school meals Yes No

Travel arrangements (please tick the relevant box) Walk Cycle Public transport Car/car share

Previous School(s) _____ County transport

Name of the last school attended: _____

Address: _____ Dates attended; _____

_____ from _____

_____ to _____

Post code: _____ Tel number: _____ Reason for leaving: _____

Number of other schools attended in the UK

Please tear here

Nursery/Pre-school details

Name of nursery/pre school attended: _____

Tel number: _____ Was attendance full or part time: _____

Dates attended; from _____ to _____

Do you have contact with any outside agencies such as Speech Therapy, CAMHS, Social Services, Education Welfare Service, Education Psychology Service

Please state _____

Medical details

We need to know about any medical conditions your child may have. Please tick **all** relevant boxes

Asthma	<input type="checkbox"/>	ADHD	<input type="checkbox"/>	Colour blindness	<input type="checkbox"/>
Eczema	<input type="checkbox"/>	ASD	<input type="checkbox"/>	Eyesight problems	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	Dyslexia	<input type="checkbox"/>	Hearing problems	<input type="checkbox"/>
Hay fever	<input type="checkbox"/>	Dyspraxia	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>

Other (please specify) _____

Does your child wear corrective glasses? Yes No

Does your child have any allergies or dietary needs that we should be aware of? Yes No

If Yes, please specify _____

Ethnic background monitoring

We want to make sure that everyone who uses our services is treated fairly. Finding out more about who uses our services helps us to know if we are doing a good job for all people. Our ethnic background describes how we think of ourselves. This may be based on many things including, for example, our language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth. Please study the groups listed below and tick one box only to indicate the ethnic background of the pupil named above. There are no right or wrong answers, just mark the box that you think best describes your child.

White		Black or Black British	
British	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>	African	<input type="checkbox"/>
Gypsy/Roma	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>
Traveller of Irish heritage	<input type="checkbox"/>	Asian or Asian British	
Any other white background	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Mixed		Pakistani	<input type="checkbox"/>
White and Black Caribbean	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>		
Any other Mixed background	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Other group (please specify)		Prefer not to say	<input type="checkbox"/>

Step 2

Step 3

Emergency treatment

I/we consent to my child receiving emergency hospital treatment should it be considered necessary and to a member of school staff signing the consent form if I am/ we are unable to be contacted.

1) Signed _____ Date _____

Relationship to child _____

2) Signed _____ Date _____

Relationship to child _____

Doctor's details

Doctor's name: _____ Practice name: _____

Practice address: _____

_____ Tel number: _____

Community nursing

I agree to my child having Community School Nursing team health checks Yes No

If neither box is ticked, we will assume that you require Community School Nurse input

Additional information regarding the Community School Nursing Service is available in a separate leaflet

Family details

Parent/carer details

Parent/carer 1

Title _____
Surname _____
First name _____
Address _____

Post code _____
Home tel _____
Work tel _____
Mobile no. _____
Email address _____

Relationship to pupil _____

Parental responsibility Yes No

First language _____

Should correspondence be addressed to this person Yes No

Should correspondence be addressed jointly Yes No

Are you Asylum Seekers Yes No

Are you Travellers Yes No

Parent/carer 2

Title _____
Surname _____
First name _____
Address _____

Post code _____
Home tel _____
Work tel _____
Mobile no. _____
Email address _____

Relationship to pupil _____

Parental responsibility Yes No

First language _____

Should correspondence be addressed to this person Yes No

Should correspondence be addressed jointly Yes No

Date of entry to country _____
(if applicable)

Is a translator required Parent/carer 1 Yes No
Parent/carer 2 Yes No

Please tear here

Please tear here



Family details (continued)

Does your child have any brothers or sisters attending this school or Saxon Mount School

If yes, please give details Yes No

Full name	Date of birth

Emergency contact details in priority order (Please list at least 2 emergency contacts)

Priority	Full name	Landline Tel	Mobile number	Relationship to pupil
1		(H)		
		(W)		
2		(H)		
		(W)		
3		(H)		
		(W)		
4		(H)		
		(W)		

Parental declaration

The details supplied on this form are correct to the best of my knowledge. I understand that the Headteacher must be informed of any changes which might affect my child's education.

Signed: _____ Parent/carer (1) Date: _____

Signed: _____ Parent/carer (2) Date: _____

Step 4

Step 5

Application for free school meals

Please complete this form in **BLOCK CAPITALS**. It can be returned to your child(ren) school or sent to Free School Meals, Children's Services Department, PO Box 4, County Hall, St Anne's Crescent, Lewes, East Sussex, BN7 1UE.

Details of claimant

National Insurance No. Date of birth

Surname:(Mr/Mrs/Miss/Ms)

First name:

Relationship to child(ren):.....

Address:

.....

.....Postcode:.....

Telephone no:

email address:

Details of all children under your parental responsibility whom you wish to claim free school meals for:

Legal surname	First name	Date of birth	School name

I certify that the information I have given is correct and **I consent** to the collection and use of my personal data to process my claim for free school meals. **I consent** to sharing my personal data with third parties as allowed by law to verify my entitlement. **I understand** that the results of any free school meal eligibility check may also be used to assess any entitlement to school transport.

You have the right to withdraw this consent at any time. If your personal details change, please help us to keep your information up-to-date by notifying us.

Signed: Date:

“ We think all the staff at Torfield are brilliant and communicate well with us. They give us daily feedback about Luca and send us photos of him doing activities. It is helpful for us to see what he is doing at school, so we can help him at home. I have never known a school before, where the staff are so caring towards the parents. ”

Aaron and Aria live in St Leonard's on Sea with their son, Luca, aged 7.



Please tear here

Please tear here

Use of Personal Data

Personal information that you have provided will be stored on computer systems at the school/college and in the Children's Services Department at East Sussex County Council. Your details will be held until your child leaves compulsory education or school sixth form, whichever comes first.

You have the right to ask for a copy of the information we hold about you. If you wish to see a copy of the information we hold then please contact The Data Protection officer, East Sussex County Council, County Hall, St Anne's Crescent, Lewes, East Sussex BN7 1UE. Further information about your rights in connection with your personal data can be found at www.eastsussex.gov.uk/dataprotection

Checking eligibility

We will run your details (surname, date of birth and national insurance number) through our electronic checking service. If we are unable to verify entitlement you can provide us with proof you receive one of the qualifying benefits listed below. For further information please visit our website at www.eastsussex.gov.uk/schoolmeals

- **Universal Credit** (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- **Income Support**
- **Income-Based Jobseeker's Allowance**
- **Income-Related Employment and Support Allowance**
- **Support under Part VI of the Immigration and Asylum Act 1999**
- **The Guarantee element of Pension Credit**
- **Child Tax Credit** (provided you're not entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- **Working Tax Credit run-on** – paid for four weeks after you stop qualifying Working Tax Credit

Step 5

Please tear here

Step 6

Please tear here

Name of the child:

School: **Torfield School**

As you may be aware, the General Data Protection Regulation came into force in May 2018. This has placed additional obligations on organisations which affects how they handle data.

We take cyber security and data protection very seriously and we have put steps in place within our organisation to ensure we maintain secure and compliant systems. As part of this obligation we have reviewed our consents to using photographic images.

As a school, we regularly use photographs to show how our pupils and the school as a whole develop. Images can also help us illustrate and communicate with parents and carers about upcoming events and can help to provide information about the school to prospective parents / carers and pupils and reassure them about pupil experiences in a special school.

As part of implementing the national curriculum, the school does from time to time take and use photos as part of your child's learning and development. For example, putting pupil photos in displays, on school work boards, within work books and when preparing learning resources. They can also be used to help demonstrate progress, achievement and development and to motivate pupils to do well at school and so we will not require consent from you in those circumstances.

We also know that parents / carers and pupils really enjoy being able to see their images, particularly celebrating their achievements and participation in internal and external activities, and we would like to give all of our pupils this opportunity to be included in this.

There are a number of other instances when the school may take and use photos of your child, specifically: -

- We publish photos on the school's website to promote the school to current and prospective parents as well as when providing updates on news, current events etc.;
- We do not currently publish photos or videos on social media, but we may consider this in the future to provide updates on events and news within the school. The school will ensure that its privacy settings are such to limit viewing of photos to followers of the school accounts (as approved by the school);
- Within our newsletters, we may provide photos of recent events or achievements from our pupils;
- In order to provide information the school, we send out prospectuses, flyers, leaflets and brochures which contain images to show life at our school. These are sent to prospective parents / carers and our local schools;

I agree to consent to images of my child being used on the school's:

Website Agree Disagree

Educational Apps, e.g. Class Dojo and Education City. Agree Disagree

Newsletters – Newsletters are published on the school website so consent includes this use. Agree Disagree

School prospectuses, flyers, leaflets and brochures Agree Disagree

Other promotional material (such as banners, signs and displays) Agree Disagree

Advertising in newspapers and other media Agree Disagree

In promotional materials to show the history of the school Agree Disagree

I consent to my child's images being used by the school in the media formats as set out above

- We may also use other promotional materials such as banners, signs and videos which may contain images of our pupils for prospective parents to view;
- We may be visited by the media who will take photographs or film footage of events. Pupils will sometimes appear in these images, which may then be published in local or national newspapers, in televised news programmes and on social media sites;
- We publish photos in and around the school building to illustrate to current pupils and parents / carers life around the school including educational materials and images of recent trips and events. These can be seen from time to time by other parents or visitors within the school;

We follow guidance as set by data protection legislation (mainly the General Data Protection Regulation) as well as guidance set by the Information Commissioner's Office on taking photos in schools and obtaining consent.

The data protection laws give children rights over their own data where they are considered to have the required capacity to understand their data rights. Most children will reach this level of understanding from the age of 12 and so it may be necessary for the school to obtain this consent from the child directly. If this is not appropriate (we anticipate this will be the case for most of our children), the school will consider preferences set out below: Usually pupils will not be named in the photographs unless specific consent is gained in the first instance.

Consent to using your child's images will last throughout your child's time at the school and will continue to apply for a period of time after they leave, with a maximum period of 3 years (except for images published for historical purposes which may be kept for an extended period of time to show the history of the school). We would like to seek your consent to the use of your child's images and will respect your decisions when publishing photos moving forward.

You can withdraw your consent at any time and can do so by writing to the Headteacher asking them to stop using your child's images. At that point they will not be used in future publications but we cannot prevent them from continuing to appear in publications already in circulation, either in print or online.

Parent's or guardian's signature:

Date:

Name (in block capitals):

Torfield School will communicate directly with parents daily using Class Dojo. This is a free downloadable app, available for all smart phones. Only direct members of the family (i.e. parents / carers) will be given permission to log in to the app via login details provided by Torfield School.

Please ensure you have read and signed the agreement below. A signed copy will need to be returned to the school office.

- All absences must continue to be reported via the telephone absence line.
- To inform the school of advanced medical appointments or for any advanced absence queries parents may use the Dojo Torfield office messages to communicate.
- Under no circumstances can photographs shared by the school be used to share beyond Class Dojo (e.g. Instagram and Facebook).
- Parents can expect to receive a short message or a photo on your child's portfolio or class story every day.
- Teachers will be online to check messages between 8.00 and 8.45am and from 3.30 to 5.00pm (term time only). Teachers will have access to Class Dojo during these times, but may not always be available to answer messages immediately.
- It is not expected that parents will respond to all correspondence but to communicate as and when is appropriate e.g. to let us know of any difficulties taken place during the morning.
- Sharing of photos from class will not be daily.
- Any matters of urgency should continue to be called through to the school office.
- Teachers will continue to make phonecalls home where there are matters to be discussed in further detail.
- Parents are encouraged to share wow moments from home using the app.
- Class Dojo is a communication platform for information only. Any further matters to be discussed should be done through a phonecall or a scheduled meeting.

I have read the agreement for the use of Class Dojo as a communication platform between ourselves and Torfield School.

*delete as appropriate

*I do / do not agree to my child's photo appearing on the whole school story (all parents of children within Torfield School will see this).

*I do / do not agree to my child's photo appearing on the class story (only parents of children within your child's class will see this).

Parent's or guardian's signature:

Date:

Name (in block capitals):

Child's name (in block capitals):

Class:

Step 7

Key Information

What are our school times?

School day

- School starts: 9am
- School ends: 3.15pm

Pupils may arrive from 8.45am

Play time

Pupils in EYFS and KS1 have a 15 minute playtime mid-morning and mid-afternoon. Lunch is between 12:00 and 1:00 and includes a 30 minute playtime.

Arrivals and departures

Pupils are admitted into the building from 8.45am and from Monday to Friday. Teachers and senior leaders welcome the children each morning. Class staff escort pupils to their taxi or parents/carers at the end of the day.

Transport

The Local Authority may provide transport between your home and school and the Transport Department will make the necessary arrangements. To ensure the safety of our pupils, escorts will travel on all minibuses and in some single taxis. It is the responsibility of parent and carers to ensure that their child travels safely and behaves appropriately on the transport.

Healthy school

The school operates a no smoking policy on the property and within the school grounds. This includes the use of e-cigarettes and other electronic smoking devices. Please help us to keep our air as clear as possible and promote a healthy lifestyle to our children. Please note that dogs are not allowed on the school premises.

Communication via Class Dojo

At Torfield School, we use an online platform to communicate with our parents about their child on a daily basis. All parents of children who join Torfield school are invited to join (via their email address) and will need to download an app (ClassDojo) onto their smartphone, which enables two-way communication between parents and teachers. The app provides parents with notifications of upcoming events and the opportunity to see photographs of their child engaged in learning in school. Parents can also share photographs from home for the Teacher to see too. A two-way messaging system through the communication platform lets both the parent and teacher stay well informed about how the child is getting on in all areas of their development.

Uniform

We believe a school uniform is helpful in establishing good standards of appearance in school and by wearing it children quickly feel part of the school community. All children are expected to wear the uniform. Uniform items can be purchased from SuperStitch 86, who can be contacted on 01424 852225 or email: sales@superstitch86.co.uk. The company will deliver to your

home free of charge for orders over £100. You can also order uniform items via a link on the school website.

Uniform choices

- Grey/black trousers.
- Green jogging bottoms.
- Grey/black skirts.
- Green checked summer dress.
- Green sweatshirts.
- White polo shirts.
- Green fleeces.
- Black school shoes/black unmarked trainers.

P.E. Kit

Please provide plimsols, shorts and white t-shirt for P.E. and swim suit and towel for swimming lessons. Please provide a swimming nappy if your child wears nappies.

Jewellery

With the exception of very small, stud type earrings, children should not wear jewellery to school. Necklaces, bracelets and rings are not appropriate in school.

Food in school

School meals

Children at Torfield School can enjoy a school dinner, provided by Harrison Catering, at a cost of £2.20 per day or £11.00. per week. We are committed to ensuring that children eat healthily and a varied menu is provided, with vegetarian options and salads also available each day. Sample menus are available on the school website. When paying for school meals, parents/carers can pay electronically via ParentPay (if you wish to do this, please contact the school office to ask for details), send a cheque payable to 'Harrison Catering' or send cash in daily/weekly. If preferred, children are also welcome to bring in a healthy packed lunch.

Free school meals

All children in Reception, Year 1 and Year 2 are currently eligible for a free school meal. From Year 3 onwards some children whose families meet the criteria may be entitled to continue to receive a free school meal. If you think your child may be eligible, please ask at the office for details on how to apply or complete the enclosed form.

Healthy snacks and drinks

Under the Fruit in School scheme children in Early Years, Year 1 and Year 2 are entitled to a piece of fruit each day free of charge. This is given as a playtime snack. Children are encouraged to have a water bottle and to drink water during the day. Water is available on the tables during the lunch break. A snack is available mid-morning for a subsidised rate of £3.50 per term.

Please note that sweets, chocolate, chewing gum, fizzy drinks and energy drinks are not permitted in school and should not form any part of your child's packed lunch or playtime snacks.



Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help.

Special Educational Needs

Torfield School is a special day school for pupils aged between 4 and 11 and every pupil has a Statement of Special Educational Needs or EHCP. Although the LEA has the final responsibility for placing a pupil at the school, parent preference and recommendations made at the Annual Review play an important part in forming the decision.

Small groups

Class groups are small with high staff/pupil ratios to ensure that programmes designed to meet individual needs can be delivered. The curriculum at Key Stages 1 and 2 is taught through the National Curriculum. Younger children follow the Early Years Foundation Stage Curriculum. Most of our pupils leave us at the end of Year 6 and transfer to our federated partner school, Saxon Mount.

Appropriate support

We assess pupils on entry to school. Appropriate speech and language provision is then offered to all pupils who would benefit from it. This may be in-class support, small group work or intensive individual programmes delivered in blocks of time. We also have a weekly communication session which includes social use of language. Pupils who require Physiotherapy or Occupational Therapy as part of their statement or EHCP may receive this on site from NHS staff or trained school staff.

Access

The Early Years site is on one level. The Croft Road site is on 3 levels. There is not a lift at Croft Road. Pupils are supported to access all facilities.

Absence

Attendance for pupils aged 5-11 is a statutory requirement, and all absences must be authorised by the Executive Headteacher. Parents and carers are strongly discouraged from taking their son or daughter out of school unless this is absolutely necessary. Letters are sent to parents/carers three times per year to provide feedback on attendance. Should attendance become a concern to us, parents/carers will be expected to attend a joint meeting with school staff and the Education Welfare staff.

Holidays

Absence other than sickness absence is classed as unauthorised absence. In line with East Sussex County Council Education Department advice, term time leave for holidays will be unauthorised unless there are exceptional circumstances.

Illness

When children have been off school with sickness or diarrhoea parents are requested to keep them at home for 24 hours following the last attack.

Medicine in school

Medicine and drugs can be administered by named school staff, but only if we are provided with details on a school medical form. Medication should be clearly labelled by the pharmacist with the pupil's name, in the original packaging and clear information regarding dosage. The Executive Headteacher has the right to refuse to allow the school to administer medication.

First aid

We ask that parents/carers provide consent for their child to receive first aid if necessary. The school maintains policies on first aid, administration of medicine and Health and Safety, which are available on request.

Curriculum

Learning at Torfield is delivered in carefully planned and differentiated activities and all pupils follow the National Curriculum which is adapted to meet their needs.

Excellent facilities

We have good facilities to support learning, including a range of indoor learning environments. Outdoor areas are also well resourced, including a multi-use games area, a sensory garden, an indoor swimming pool and a number of small playgrounds that are used for learning and play activities.

Best possible progress

Although children join us with low levels of prior attainment, we expect all pupils to engage and behave well, so that they are able to make the best possible progress in their learning. Some children require additional support and so assessments are frequent and thorough in order to inform staff, who may then adjust learning programmes to meet the needs of individuals. Pupils are encouraged to participate in the large number of curriculum trips and after school clubs that can support independence, learning and also provide social and personal development opportunities. This includes opportunities for older children to participate in residential trips.

Clubs and activities

The school runs a number of After School Clubs ranging from 3.15pm until 4.30pm. Letters are sent home with details of these. The clubs on offer include swimming, being active, creative, computers, cookery and Lego. Typically, these clubs cost around £2 per session (this is discounted for pupils who are eligible for support through Pupil Premium), which goes towards the cost of running the clubs. Our School Council would like to hear from pupils about what sorts of after school clubs they would like to see on offer. We encourage parents to talk to their children about their hobbies and interests and let the school know if you have any inspiring ideas or suggestions for new clubs.

Off-site visits

To enrich the curriculum, we take children on a wide range of educational, academic and cultural visits linked to their current topics. The pupils at Torfield gain a huge amount from these high-quality visits. These have included visits to London theatres, Historical buildings and places of cultural significance, Drusillas Zoo, Herstmonceaux Science Centre, Museums and Art Galleries, Fire stations, police stations and other places where public services are provided to the community, and many more.

Residential Experience

Children in Year 6 take part in a residential visit at Hindleap Warren Activities Centre.

Collective worship

Religious Education is part of the school's spiritual, moral, social and cultural education. At Torfield School there are weekly whole school assemblies and pupils reflect on a range of issues in order to develop a sense of community within the school and the wider environment. The contents of assemblies have regard to the pupils' social, racial, cultural and religious backgrounds as well as their ages. There is always a lovely atmosphere at our Friday Celebration Assembly. It is always an important time, as the children work hard for their smiley faces and enjoy collecting their prizes and seeing their friends doing well and getting their rewards.

Parents and carers may withdraw their child from all or part of Religious Education and collective worship. This should be discussed with the Executive Headteacher or Headteacher so that an alternative, appropriate lesson may be offered.

Home learning

Home learning is considered to be an integral part of teaching/learning activities at school and extends opportunities for pupils to practice their newly learned skills and competencies. Class teachers will share our approach at meet-the-teacher sessions and during Family Workshops. Further information in our approach to learning can be found on our website.

Parent workshops

We do our best to help you to help your child at home too and provide regular parent workshops and programmes. These include guidance in using the home learning packages Purple Mash, Ed City, Reading Eggs, Espresso and Clicker. Other workshops include E-Safety, Makaton, Managing Behaviour and Thinking Skills. These sessions are a great opportunity to share experiences with other parents. Please always ask if you need help with home learning. Staff are available to provide on-going individual support to ensure your child is safe on the internet.

Charging policy

To cover the cost of certain activities, including our own transport and vehicle maintenance costs, it is necessary to ask for a contribution from parents and carers. This contribution is entirely voluntary and pupils will not be excluded from the activity if parents and carers are unable or unwilling to pay. However, if insufficient funds are received the trips may not be able to go ahead as planned.

Emergency arrangements

Please ensure that the school office has your most up to date contact details, including mobile phone number and email address. If there is adverse weather, please check the East Sussex County Council website for the latest information on school closures and listen to local radio stations such as Heart. We will also text all parents and carers and put any closure information on www.torfield-saxonmount.com as early as possible.

Moving on

By the time our children leave Torfield school, we aim to have prepared them well for their next stage in education.

Saxon Mount School

Often this is a transition to a secondary age SEN school, and many of our pupils go on to Saxon Mount School (which is our Federated partner school). Sometimes children require a different kind of support and may move to a different special school. Some of our pupils are also able to make a successful transition into mainstream primary or secondary schools following a period of support from Torfield. In each case transition is well planned and supported in order to give children the best possible opportunities in their new school.



Working with parents

Parental involvement

We believe that good communication between home and school is very important for all pupils. Parents and carers are welcome to contact the school with any queries or worries. Each child may have a school/home book where messages can be exchanged on a regular basis.

Keeping in touch

Parents and carers can also keep in touch with what's going on in school by reading our termly newsletter and visiting the school's website.

Parents Evenings

Each year there are 3 timetable occasions for contact between home and school. In the Autumn and Spring, we have a parents' evening where parents and carers meet with their child's class teacher. This is also a time to discuss Individual Education Plans.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. Parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all parties. A copy of which is returned home to the parents.

Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that parents and carers provide the school with their work and home contact details as well as an email address. You will appreciate the need to keep this information up to date, so please notify the school as soon as possible if your contact details change.

Parent Information Contact

Our Parent Information Contact is Alison Love and she is able to provide a wide range of information to parents and carers. Educational queries come through to the school but other issues such as holiday playschemes; benefits and training opportunities for parents and carers are available on a display board at the school entrance, which provides more information on this role.

Policies

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

High standards

At Torfield School we believe that policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office or visit the school website: www.torfield-saxonmount.com and click on 'Key documentation' and then click on 'Policies'.

Key policies

Some of our key policies are:

- SEN policy
- Accessibility
- Administration of medicines
- Behaviour
- Complaints
- Charging



Step 1

Step 2

Step 3

Term dates 2021-22

We currently follow the East Sussex schedule



	SEPTEMBER 2021	OCTOBER 2021	NOVEMBER 2021	DECEMBER 2021
Monday	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Tuesday	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
Wednesday	8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
Thursday	9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Friday	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Saturday	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
Sunday	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
	JANUARY 2022	FEBRUARY 2022	MARCH 2022	APRIL 2022
Monday	3 10 17 24 31	7 14 21 28	7 14 21 28	4 11 18 25
Tuesday	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26
Wednesday	5 12 19 26	2 9 16 23	2 9 16 23 30	6 13 20 27
Thursday	6 13 20 27	3 10 17 24	3 10 17 24 31	7 14 21 28
Friday	7 14 21 28	4 11 18 25	4 11 18 25	1 8 15 22 29
Saturday	1 8 15 22 29	5 12 19 26	5 12 19 26	2 9 16 23 30
Sunday	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24
	MAY 2022	JUNE 2022	JULY 2022	AUGUST 2022
Monday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Tuesday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
Wednesday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31
Thursday	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
Friday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
Saturday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
Sunday	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28

Bank and Public Holidays 2021 - 2022

Christmas Day*	Monday 27 December 2021	Early May Bank Holiday	Monday 2 May 2022
Boxing Day Holiday*	Tuesday 28 December 2021	Spring Bank Holiday	Thursday 2 June 2022
New Year's Day*	Monday 3 January 2022	Platinum Jubilee Bank Holiday	Friday 3 June 2022
Good Friday	Friday 15 April 2022		
Easter Monday	Monday 18 April 2022	Summer Bank Holiday	Monday 29 August 2022

*Replacement Bank Holiday day when the bank holiday falls on a weekend

Key

Staff Training Day (INSET DAY) Start of term for pupils End of Term Public Holidays School Holidays

Term Length (Days)

Term 1	1 September 2021	-	22 October 2021	38
<i>Autumn term break</i>	25 October 2021	-	29 October 2021	
Term 2	1 November 2021	-	17 December 2021	35
<i>Christmas break</i>	20 December 2021	-	3 January 2022	
Term 3	4 January 2022	-	11 February 2022	29
<i>February break</i>	14 February 2022	-	18 February 2022	
Term 4	21 February 2022	-	1 April 2022	30
<i>April break</i>	4 April 2022	-	18 April 2022	
Term 5	19 April 2022	-	27 May 2022	28
<i>May break</i>	30 May 2022	-	3 June 2022	
Term 6	6 June 2022	-	21 July 2022	34
Total				194



Vision

We value the unique qualities of all children and believe it is the right of every child to be well supported in their development.

Aims and Objectives

Enable our pupils to make reasonable choices, communicate with others and develop independence:

Promote independence and preparation for life after school

Promote inclusion and equality of opportunity

Provide accessible, meaningful and challenging activities to promote learning and personal development

Promote and develop communication and social skills

Provide opportunities to learn about and practise empathy, respect, kindness, trust and collaborative working

Provide opportunities to develop self-esteem and self-worth

Develop moral, spiritual and cultural awareness

Provide a caring, supportive, safe and stable learning environment

Work effectively as a staff team, constantly striving for improvement

Celebrate achievements in all aspects of development

Provide pupils with opportunities to fulfil their potential

Promote enjoyment and pride in learning and achieving

Clearly share our values with parents, carers and other stakeholders

Manage our resources effectively



Torfield School
Croft Road
Hastings
East Sussex
TN34 3JT



Tel: 01424 428228

Email: torfieldoffice@tasmat.org.uk
www.torfield-saxonmount.com

© Copyright Torfield and Saxon Mount Academy Trust 2016

Torfield School is part of the Torfield and Saxon Mount Academy Trust which is an exempt charity and a company limited by guarantee. Registered in England and Wales with Company number 09172115.