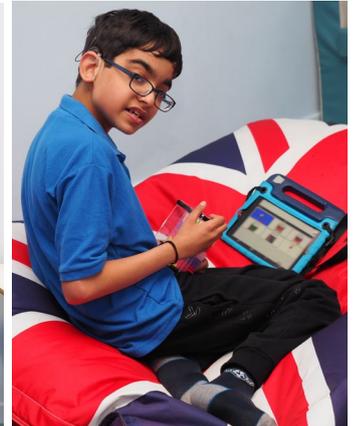


'Improving the quality of family life'

Parent/Carer Handbook 2021-22



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Snowflake School

‘Improving the quality of family life’

Snowflake School is dedicated to providing a specialist education for pupils, aged 5 – 16 years, with a diagnosis of autism. Snowflake School addresses each pupil’s special educational need through the scientific application of Applied Behaviour Analysis (ABA), Verbal Behaviour (VB) methodology and access to a highly differentiated and individualised curriculum.

SNOWFLAKE SCHOOL VISION

- **Improve the quality of life for our pupils and their families**
- **To be a centre of ABA/VB excellence**
- **To provide high quality, individual and group teaching and learning experiences for all our pupils using evidence-based practices**
- **To ensure all our pupils reach their full potential**
- **To provide a safe, secure, motivating and fun teaching and learning environment for all our pupils**
- **To share our practice with others (families, other schools etc.)**

WE ACHIEVE THIS BY

- Motivating all pupils to learn through relevant, reinforcing and exciting activities in a safe and caring environment
- Building on our pupils’ self-esteem, empowering all pupils to become valued citizens, respected for their contribution to society
- Ensuring equality of opportunity within an inclusive setting
- Working in close partnership with parents, carers and siblings to ensure consistency of practice within school and at home
- Partnership with other schools, professional agencies and the community
- Disseminating knowledge of ABA VB through high quality practice and continued research
(Snowflake School respects BCABA and BCBA and provides training for all staff)

ADMISSIONS

Pupils are admitted to our school on agreement that we can meet their Educational Health Care Plan Needs and/or after detailed assessment of needs.

In line with its Equal Opportunities Policy, Snowflake School admits pupils irrespective of gender, disability, race or belief. Visits to the school are encouraged and can be organised by contacting the Head teacher to arrange a suitable date and time.

Once a pupil is offered a place school staff will ensure that a transition programme is organised to ensure a smooth transition.

TRANSFER FROM OTHER SCHOOLS

Sometimes a pupil may be transferring to Snowflake from another school. All pupils have the opportunity of participating in transition visits before admission. The transition will be structured in consultation with parents and carers tailored to the specific needs of the individual pupil. As part of the transition programme we may ask staff working with the pupil to assist in the transition to assist the pupil to settle; this would be discussed with the parents and staff as part of the transition plan. Our aim would be to fade this as soon as necessary to enable the pupil to build relationships with our staff as soon as possible.

Liaison will take place between the feeder school/programme and Snowflake to ensure that all relevant information has been received.

ADMISSION ARRANGEMENTS

Prior to a place being offered at Snowflake School, it is essential that parents/carers and pupil visit the school and are shown around. This is carried out by a member of the Leadership Team. Families will be given relevant information and have an opportunity to ask questions.

When a pupil has been offered a place the parents/carers will be invited to make a further visit when they will be able to meet staff and discuss admission arrangements, as well as completing the school's admission questionnaire.

The school's full Admissions Policy can be requested from the school office or found on our website.

PUPIL WELFARE

Snowflake School ensures that we safeguard our pupils at all times. Our site is CCTV monitored at all times and people can only access the site when invited via controls in the office and entrance. All visitors are required to show ID and sign in and out via the computerised system.

All staff and volunteers are DBS checked and the school follows the national Safer Recruitment guidelines.

Our named Child Protection Officer is our Head Teacher: Kerry Sternstein. All Child protection concerns are passed onto her in the first instance.

The school has fully qualified First Aiders and all staff are trained in basic first aid. Parent/carers will be informed of any first aid needs/accidents via a phone call or through the Home/School diary.

Our site is Risk Assessed on a regular basis to ensure the health and safety of all. We also complete risk assessments for trips and activities which require them.

Our Child Protection Policy, Health and Safety Policy are available to read on our website.

PROVISION OF FOOD

Snowflake School is not currently able to provide meals for lunch time.

Parents are asked to provide their son/daughter with a packed lunch each day. We do have a kitchen on site and facilities to heat food.

Snack time is an important part of the school day and parents/carers are asked to send in appropriate healthy snacks (such as fruit or other favourites).

The most useful way to increase cooperation is by using the learner's motivation. If food is a motivator for your son/daughter we would ask you to send the item/s into school.

We respect that every pupil is an individual and may have specific dietary requirements. Staff will talk with you in depth about your son/daughter's individual needs and especially if there are certain foods they are allergic to and we will work hard to ensure that their dietary needs are met.

PHOTOGRAPHS

Video footage is a useful means in which to record assessment and progress made as well as a useful tool for future training. We video all pupils as part of their on-going assessment, this footage is only used within school and available to the pupil's parents/carers. If you are happy for your son/daughter assessment videos to be shared with others i.e. in an out of school training session we would ask that you sign a consent form and return it to school.

We also use photos to help support our curriculum and take photos of the pupils to use in our newsletters to help pupils and families gain a better understanding of the school day. As a registered charity, the school relies on donations to expand the school and its resources and sends regular newsletters and information to its supporters to update them with the progress the pupils and school has made. Pictures of the school and pupils are the easiest way to show everyone what is happening at the school. However, if a parent/carer does not wish for us to use photos of their son/daughter in our brochures, newsletters etc. we would respect their wishes and not do so.

PARENT PERMISSION FORMS

Permission forms are provided at the end of this document.

If your son/daughter is starting at Snowflake School please return them to the Head Teacher as soon as possible.

HEALTH AND ADMINISTRATION OF MEDICINES

If your son/daughters ill, please telephone the school as early as possible. It is also essential that the Head Teacher be notified of any infections, illness or disease.

Please, provide the school with all medical information regarding your son/daughter e.g. asthma or allergies and what procedure has to be taken. We have a format for this information to be collected and shared with all staff.

If your son/daughter is required to take medicine at school, please ensure that it is in the original container from the chemist and that it is clearly named with the following:

- The pupil's name
- Name of medicine
- The dose
- When to be given
- Any other instructions
- Phone number of parents or adult contact

Parents/carers should complete a medicine form (available from the office) listing these points.

COMMUNICATION

HOME/SCHOOL DIARY

Communication is of the utmost importance between home and school and is implemented in the following ways:

- We use an online platform, Earwig, to communicate with families. Each day a record, including a photo of your child and an outline of their successes for the day will be uploaded for families to view. Parents can also comment and post their own pictures, if desired. If there's information that parents require (toileting, etc) this can be requested to be incorporated into the daily Earwig record.
- Half term planners and letters from the Head Teacher.
- A Termly School Report specific to each pupil identifying progress and targets.
- An Annual review report and meeting
- It is vital that parents make sure that the School has up to date addresses and phone numbers at all times.

REPORTING TO PARENTS

During the first six weeks we carry out assessment to enable us to get a true picture of your son/daughter's needs. This will enable us to draw up an individualised program of work that meets their specific needs. At the end of the assessment period you will be invited into school so that we can discuss our findings and explain your son/daughter's individual educational plan (IEP) and provide information as to how we will teach the identified targets.

Part of the assessment will include getting to know your son/daughter and finding out what motivates him/her as motivation is the key to successful learning. Initially it would be helpful to us if you could identify or send in (if possible) some items and activities that your son/daughter enjoys. This could include any or all of the following as applicable to them e.g. favourite DVD's; music CD's; preferred books or toys and a variety of edible reinforcers. We hope that this will help them settle into school life as quickly as possible.

THE ROLE OF PARENTS AND CARERS

Snowflake School recognises that parents and carers play a vital role in the promotion of acceptable behaviour in school and the importance of positive home /school liaison, encouraging opportunities to discuss pupils' individual needs with carers. The school expects parents and carers to:

- Inform the school of behavioural problems they may be experiencing at home.
- Inform the school of any health issues or medication that may affect a student's behaviour. This includes any changes in or withdrawal of medication.
- Inform the school of any change of routine which may affect a student's performance or behaviour.
- Inform the school if they seek external advice or support for behavioural difficulties.
- Inform the school of any absence, including holidays

Parents and carers can visit the school only by prior arrangement with the headteacher.

OVERVIEW OF THE SCHOOL DAY

Our school day starts at **9.00**.

Breaks for snack are usually in the mornings between 10.15 – 10.45 (15 mins snack and 15 mins play).

Lunch: **12.00 – 13.00** (30mins for lunch and 30 mins for play/social time)

The end of the school day is **15.00**.

Please inform the school office if your son/daughter is going to be late or you are planning to pick them up earlier.

NOTE: All pupils should bring in a piece of fruit or a healthy snack for play time snack.

We ask all parents/escorts to stay with their son/daughter **outside the front door** until they are collected by their tutor at 9am. At that time they will be taken to the classroom and helped to hang up their coat and bag. If you could also wait **outside the front door** at 3pm, this will avoid congestion and enable us to teach your son/daughter to follow the home time routine (collect his/her belongings, put on his/her coats) more successfully.

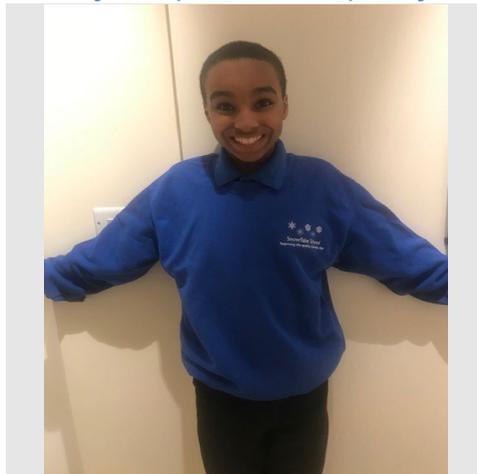
Uniform

Pupils are expected to wear the school uniform (Polo Shirt and Sweatshirt) with dark colour trousers/jogging bottoms or skirt.

School Uniforms - Primary Site (Earls Court) (Light Blue)



Secondary Site (Crown Street) - Royal Blue



The uniform can be purchased from
Craig Lancaster
Trent Casual
Craig@trentcasuals.co.uk

Naming all items

Please make sure all your son/daughter belongings are clearly marked. Although we are a small school it is still sometimes difficult to know what clothes belong to each pupil (especially items of uniform).

Please ensure that your son/daughter has spare clothes in school in case of accidents.

Snowflake School - Term Dates 2021/2022

AUTUMN SCHOOL TERM 2021	
Term Starts	1 st September 2021
Pupils Start	Monday 6 th September 2021
Last Day of Half Term	Friday 22 nd October 2021
Half Term	Monday 25 th October 2021 – Friday 29 th October 2021
Term Resumes	Monday 1 st November 2021
Last Day of Term	Friday 17 th December 2021

SPRING SCHOOL TERM 2022	
Term Starts	Tuesday 4 th January 2022
Pupils Start	Wednesday 5 th January 2022
Last Day of Half Term	11 th February 2022
Half Term	Monday 14 th February 2022 – Friday 18 th February 2022
Term Resumes	Monday 21 st February 2022
Last Day of Term	Friday 1 st April 2022
Half Term	Monday 4 th April 2022 – Monday 18 th April 2022

SUMMER SCHOOL TERM 2022	
Term Starts	Tuesday 19 th April 2022
Pupils Start	Wednesday 20 th April 2022
Early May Bank Holiday	Monday 2 nd May 2022
Last Day of Half Term	Friday 27 th May 2022
Half Term	Monday 30 th May 2022 – Monday 6 th June 2022
Term Resumes	Tuesday 7 th June 2022
Last Day of Term	Friday 22 nd July 2022

STAFF TRAINING DAYS – SCHOOL NOT OPEN TO PUPILS	
Wednesday 1 st , Thursday 2 nd & Friday 3 rd September 2021	
Tuesday 4 th January 2022	
Tuesday 19 th April	

STAFF

- All staff have Enhanced DBS checks
- All teachers have Qualified Teacher status and additional SEN qualifications.

A list of staff qualifications is available upon request.

- Many of our staff have degrees in psychology and Masters in ABA.
- Our Primary Assistant Head is a BCBA.
- Our Secondary Assistant Head is a qualified teacher
- Our Senior Supervisor is a BCaBA
- Our Speech Therapist and Occupational Therapist are board certified

OFF-SITE VISITS

School visits are based on individual needs.

Majority of visits are routine, but there will be some occasional special visits also.

The school will provide a form and request for permission before each special trip.

KEY POLICIES

SAFEGUARDING CHILDREN

The school has a duty of care to ensure the welfare and safety of its pupils. In cases where staff have cause for concern that a pupil may be subject to ill-treatment, neglect or other forms of abuse, they are required to follow the school's Pupil Protection Procedures.

UNDERSTANDING BULLYING

Although the school accepts that there may be rare occasions when bullying can occur, a whole school policy has been adopted which demonstrates the school's commitment to taking any reports of bullying seriously and dealing with them effectively in order to ensure that Snowflake remains a caring, welcoming and safe environment for all members of its community, encouraging mutual respect for each other's race, gender, age, belief and background.

SPECIAL EDUCATIONAL NEEDS POLICY

The school has a comprehensive Special Needs' Policy following Government guidelines. A copy is available in school which outlines the school's aim, type of provision, facilities, allocation of resources, curriculum access, links with support services and in-service training arrangements for staff. Reference is also made to the role of parents/carers and links with other schools and organisations which work on behalf of pupils with special educational needs.

POSITIVE BEHAVIOUR

Snowflake School uses an individually centred approach to learning with the aim of increasing communication and independence through scientific analysis to enable all within its care to flourish.

This policy is designed to be read in conjunction with other Snowflake Policies, specifically:

- Mission statement
- Health and Safety Policy
- Equal Opportunities Policy
- Positive Handling Policy

It is designed to help all members of the community to make sound judgements and take appropriate actions which are consistent with relevant legislation and the aims and values of the school.

Through the use of Applied Behaviour Analysis (ABA) Snowflake School actively encourages socially significant acceptable behaviours and reduces and replaces socially significant unacceptable behaviours. This is largely done through positive reinforcement. While this policy encompasses all at the school, every student has their own individual behaviour plan and risk assessment to enable their time at the school to be as positive and successful as possible. We share these with parents/carers. All our policies are available on our website

HEALTH AND SAFETY

The school recognises its responsibility for the safety and well-being of all under its care. To achieve this, the school environment will be constantly assessed and any risks reported and recorded. Where any persons are involved in an activity that could result in personal injury or high levels of stress the school will evaluate the situation and minimise the risk.

Snowflake School will endeavour to ensure that all in their care (staff, pupils etc.) are not exposed to unreasonable risks, and recognises that responses to physical danger and psychological stress will differ in individuals, and the support available will reflect these needs.

- The school will ensure that pupils' achievements are positively recognised.
- The school will inform parents of any concerns they may have about a pupil's behaviour with a view to working with them to promote positive change.
- The school will support staff in the maintenance of good classroom management.
- The school will adopt a programme of positive behaviour management in which pupils are given a clear expectation of appropriate behaviour. This will be supported by attention to the effects of the physical environment and teaching strategies.
- The school will record incidents of physical restraint. (Refer to the Positive Handling Policy.)
- The school will offer training in attitudes and approaches to behaviour management.

COMPLAINTS PROCEDURE

At Snowflake School for pupils with autism, we undertake to provide a friendly and safe environment in which pupils will be supported to achieve their potential, both academically and socially.

We believe that a close partnership between the school, parents and pupils is essential to ensure excellent pupil progress and well-being. In support of this, parents are invited to enter into a Home-School Agreement. This agreement sets out the school's aims and values, as well as the responsibilities of the school and parents, and our expectations for the pupils.

We recognise that, on occasions, concerns or difficulties may arise. In this event parents are encouraged to contact the school to have these difficulties or concerns resolved at the earliest possible stage.

Parents are reminded that the school will do its utmost to guarantee the confidentiality of any complainant and the substance of their complaints. The school will respect the views of a person who indicates that he/she would have difficulty discussing a matter with a particular member of staff. Similarly, if a member of staff directly involved feels compromised then the matter may be referred to another member of staff to deal with.

Concerns should be raised with the school as soon as possible to allow for a proper investigation. Generally, if concerns are more than 6 months old, the school or the Trustees may consider this too late to take any action.

POLICIES

The school also has a variety of policies covering every area of school life. These are available on the website.

- Mrs Faryaneh Akhavan (Chair of Trustees)
18, Fitzgeorge Avenue
London W14 0SN
020 7371 2555
07795 181 580
faryaneh@snowflakeschool.org.uk
- Mr Shahrokh Bagherzadeh
- Mr Ardavan Farmanfarmaian
- Mrs Mahnaz Kamel
- Mr Simon Cheetham

Charity Number: 1110687

DfE: 207/6408

Dear Parent,

In order to show your son /daughter is progressing at school, we keep their progress videos and would appreciate your support in this respect.

At times, we may also wish to use your son /daughter video for training purposes.

If you are willing for your son /daughter's video to be used for **internal** training purposes, please sign the slip below and return to the school as soon as possible.

We appreciate your support to the school.

Yours sincerely,

Kerry Sternstein
Head Teacher

I give permission for you to record my son /daughter's Progress on video.

I give permission for my son /daughter to be videoed for the purpose of training within school.

Signed _____ Parent/Guardian



Dear Parents,

Occasionally we may take photographs and videos of the children at Snowflake. We use these images as part of our school displays and sometimes in other printed publications like the school newspaper. We will also use some on our school website.

To comply with data protection laws we need parents' permission before we can photograph or make any recording of their children.

Please answer the questions below, then sign and date the form where shown and return the completed form to the school.

please complete again even if you have previously completed

I give permission for my child's photograph to be used within school for display purposes
Yes/No

I give permission for my child's photograph to be used in the School Prospectus
Yes / No

I give permission for my child's image to be used on our website
Yes / No

I give permission for my child's image to appear on social media
Yes / No

I give permission for my child's image to appear in the school newsletter
Yes / No

Pupil Name _____

Parent/Carer signature _____

Date _____



Consent for Primary school offsite activities.

Please sign and date this form if you are happy for your child, _____ (insert name) to:

- a) Take part in school trips to Nevern Square Garden and visit the local shops
- b) Take part in swimming sessions; and
- c) Be given first aid or urgent medical treatment during any school trip or activity.

You can, if you wish, tell the school that you **do not want** your child to take part in any particular school trip or activity. If this is the case, please call the school or email primaryoffice@snowflakeschool.org.uk to let us know.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

Condition:

Medication:

Name

Signed.....

Date.....



Consent for Secondary school offsite activities.

Please sign and date this form if you are happy for your child, _____ (insert name) to:

- a) Take part in school trips to Mill Hill Gardens and visit the local shops
- b) Take part in swimming sessions; and
- c) Be given first aid or urgent medical treatment during any school trip or activity.

You can, if you wish, tell the school that you **do not want** your child to take part in any particular school trip or activity. If this is the case, please call the school or email secondaryoffice@snowflakeschool.org.uk to let us know.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

Condition:

Medication:

Name

Signed.....

Date.....

Snowflake School Health Care / Medical Plan

Name of Pupil	
Year Group	
Date of Birth	
Home Address	

Medical condition / diagnosis

Date		

Medical needs and symptoms

--

Daily care requirements (what, when, etc.)

--

What constitutes an emergency, and action to take

--

Follow up care

--

Who is responsible in an emergency (is this the same for off-site?)

--

Health Care / Medical Plan – Page 2 of 2

Name of Pupil	
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Family contact information

Name		
Phone numbers:	Work Home Mobile	

Name		
Phone numbers:	Work Home Mobile	

Name		
Phone numbers:	Work Home Mobile	

Clinic / Hospital Contact

Name		
Phone number:		

G.P.

Name		
Phone number:		

Form completed by

--

Form copied to

--