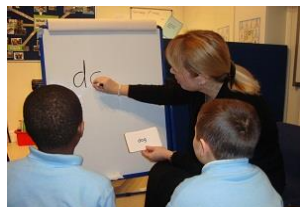




Snowflake School

'Improving the quality of family life'

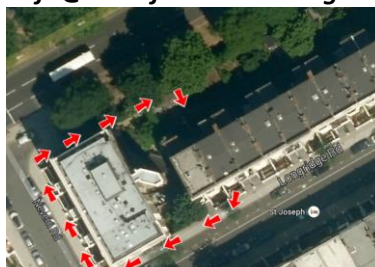
PARENT HANDBOOK 2015



**Snowflake School
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London SW59SJ**

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Main Entrance is on Cromwell Road – Follow the Red Arrows!

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'Improving the quality of family life'

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



Snowflake School Vision

- **Improve the quality of life for our children 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 to learn through relevant, reinforcing and exciting activities in a safe and caring environment
- Building on our self-esteem, empowering all to become valued citizens, respected for our 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 after we agree that we can meet the child's Statement of Special Educational Need or Education Health and Care Plan and/or we assess the child and agreed that we can meet their 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 an inclusion 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 child. As part of the transition programme we may ask staff working with the child to assist in the transition to assist the child 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 child 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 usually done by a member of the Leadership Team. They will be given a School Prospectus 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 in our Policy File in the school entrance.

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.

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

Our named child protection officer is our Head Teacher: David Haswell. All child protection concerns are passed onto him.

The school has three fully qualified First Aiders and all staff are trained in basic first aid. Parents 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 in our school entrance.

PROVISION OF FOOD

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

Parents are asked to provide their child 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 are asked to send in appropriate healthy snacks (such as fruit or other favourites) for your child.

The most useful way to increase cooperation is by using the learner's motivation.

If food is a motivator for your child we would ask you to send the item/s into school.

We respect that every child is an individual and may have specific dietary requirements. Staff will talk with you in depth about your child's individual needs and especially if there are certain foods they are allergic too and we will work hard to ensure that the child's 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 child's parents. If you are happy for your child's 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. There are two forms, one is for school use only and the other we would ask you to sign if you agree to our Consultant from the Carbone Clinic using video footage of your child during training sessions.

We also use photos to help support our curriculum and take photos of the children to use in our newsletters to help pupils and parents gain a better understanding of activities.

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 does not wish for us to use photos of their child in our brochures, newsletters etc. we would respect their wishes and not use them.

PARENT PERMISSION FORMS

Permission forms are provided at the end of this document.

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

HEALTH AND ADMINISTRATION OF MEDICINES

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

Parents 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:

- Home/School Diary to share daily news between parents and staff. This will be filled in at the end of each day to provide you with some information on what your child has been doing at school. Please feel free to add any comments about your child's evening activities or any information that you think may be relevant to us. If you have any questions and wish to speak to a member of staff, please contact the school to make an appointment
- Monthly Newsletters from the Head teacher,
- A Termly School Report specific to each pupil identifying progress.
- 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 four weeks we will be carrying out an assessment to enable us to get a true picture of your child's needs. This will enable us to draw up an individualised program of work that meets your child's 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 child'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 child 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 child enjoys. This could include any or all of the following as applicable to your child e.g. favourite DVD's; music CD's; preferred books or toys and a variety of edible reinforcers. We hope that this will help your child settle into school life as quickly as possible.

THE ROLE OF PARENTS AND CARERS

Snowflake School recognises that parents play a vital role in the promotion of acceptable behaviour in school and the importance of positive home /school liaison, encouraging opportunities to discuss students' 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.

All parents are invited to attend our Parents Group (held every half term). The Parents Group meets to discuss a variety of topics, offer support to each other and develop skills and knowledge through ongoing training sessions.

Parents are very welcome to visit the school at any time. We ask parents to phone ahead to ensure staff are available.

Snowflake School - Term Dates 2014/2015

Autumn School Term 2014

Term Starts Thursday 4th September 2014

Last day of half term Friday 24th October 2014

Half Term: Monday 27th October 2014 – Friday 31st October 2014 (inclusive)

Term Resumes Monday 3rd November 2014

Last Day of Term Friday 19th December 2014

Spring School Term 2015

Term Starts Wednesday 7th January 2015

Last day of half term Friday 13th February 2015

Half term: Monday 16th February 2015 – Friday 20th February 2015

Term Resumes Monday 23rd February 2015

Last Day of Term: Thursday 2nd April 2015

Summer School Term 2015

Term Starts Tuesday 21st April 2015

Last day of half term Friday 22nd May 2015 (NB - Bank holiday Monday 4th May 2015)

Half term: Monday 25th May 2015 - Friday 29th May 2015

Term Resumes Monday 1st June 2015

Last Day of Term: Friday 17th July 2015

Staff Training days – School not open to pupils

Tuesday 2nd September 2014 – Wednesday 3rd September 2014

Monday 5th January 2015 and Tuesday 6th January 2015

Monday 20th April 2015

Overview of Snowflake School

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 child 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 child (in the seated entrance area) until your child is collected by their tutor at 9am. At that time your child will be taken to the cloakroom and helped to hang up their coat and bag. If you could also wait in the entrance area at 3pm, this will avoid congestion in the cloakroom and enable us to teach your child 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 (T Shirt and Sweatshirt) with dark colour trousers/jogging bottoms or skirt (**a school fleece jacket can also be ordered on request**).

School Uniforms



The uniform can be purchased from the office. Please fill in the uniform form ASAP to order.

Naming all items

Please make sure all your child's 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**).

Staff and their qualifications

All staff has Enhanced DBS checks

All teachers have Qualified Teacher status and additional SEN qualifications.

Supervisors are all graduates and either have or are working towards ABA/VB qualifications.

Carole Roxburgh, our Consultant from the Carbone Clinic has a first and second degree and is a Board Certificate Behaviour Analyst.

Details of off-site visits and activities

School visits are based on individual needs. Majority of visits are routine, but there will be some occasional visits too.

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 child may be subject to ill-treatment, neglect or other forms of abuse, they are required to follow the school's Child 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 AND DISABILITY POLICY

The school has a comprehensive Special Needs' Policy following Government guidelines. A copy is available in on our website 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.

Our full policy is available from the school office & entrance hall Policy File.

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 students' achievements are positively recognised.
 - The school will inform parents of any concerns they may have about a student'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 skills.
 - The school will adopt a programme of positive behaviour management in which students 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 and/or time out for students. (Refer to the Positive Handling Policy.)
 - The school will offer training in attitudes and approaches to behaviour management.
- Our full H & S Policy is available from the school office and entrance hall Policy File.

COMPLAINTS PROCEDURE and OTHER POLICIES

The school also has a variety of policies covering every area of school life. These are available upon request and by accessing the website.

Trustees

- 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

'Improving the quality of family life'

Dear Parent,

In order to show your child is progressing at school, we keep their progress on video tape in their day to day environment and would appreciate your support in this respect.

At times, we may also wish to use your child's video for training purposes.

If you are willing for your child'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,

David Haswell
Head Teacher

I give permission for you to record my child's _____
Progress on video camera

I give permission for my child _____ to be videoed for the purpose of training within school.

Signed _____ Parent/Guardian

We provide a range of activities to support our curriculum. Please tell us if there are any special arrangements we would need to make in order for them to participate in the following:

- * Swimming/pool activities
.....
- * Educational visits and outings
- * To have photos/video taken for school use.....
- * To have photos taken occasionally for press use.....
- * Occupational and Speech and Language Therapy.....

I understand all the above are an important part of the school curriculum and am happy for my child to participate in all of the above.

Signed:

Snowflake School Health Care / Medical Plan

Name of Child	
Year Group	
Date of Birth	
Home Address	

Medical condition / diagnosis

--

Date	
------	--

Review 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 Child	
---------------	--

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

--