Parent/Carer Pack

Published: July 2019

OUR VISION

Our vision is to provide pupils with the confidence, skills and ambition to achieve a successful and productive life. We aim to ensure they leave the school with a 'new day, new opportunity' ethos and are capable of becoming positive members of their communities. To do this, we have 3 principles that underpin our policies, practices and everything we do:

- Everyone can learn, achieve and has the potential to be successful
- Positive relationships are key to success and are underpinned by mutual trust, respect and caring for one another
- We have high expectations in everything we do

Policy owner	WhiteTrees School	**Last review**	September 2027
Date Created	July 2019	**Next review**	July 2027

Introduction

This pack is intended to inform and support parents in understanding the processes of the school. Staff at WhiteTrees School recognise the importance of having parents and carers involved in their child's school journey and we are privileged to have the opportunity to work with you and your family.

Who We Are, What We Do, & How We Do It

WhiteTrees School is part of the SureCare group, who offer a specialist, therapeutic care home provision for young people with complex needs. White Trees School was established in 2014 to offer an educational provision that was able to meet the needs of the young people SureCare supported as the educational placements available locally were not able to. White Trees School is set up to meet each pupil's individual needs and substantial planning goes into getting the placement right for the pupil and the support they need.

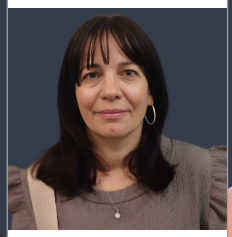
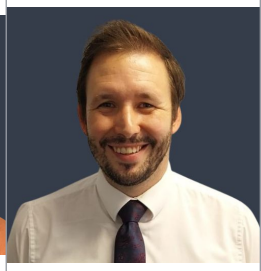
We use a therapeutic approach that focuses on the positives and ensures staff use language and approaches that support our pupils and avoid potential incidents whilst promoting the importance of learning and progress. Every pupil placed at White Trees School joins us having taken a different journey and are inevitably in different places with their education and ability to engage in a school. For some, are able to access teaching in a small class group, led by a teacher and support by tutors within the school; others require one to one tutoring off site. Every pupil has their own pathway and we make every effort to put the right one in place for each pupil to maximise their opportunities when they leave us.

We offer a range of qualifications from functional skills to BTEC and each pupil is pushed to reach their potential and maximise their potential to achieve at the next stage in their journey. Decisions on qualifications are made based on parents/carer and pupil preference as well as input on expectations from teachers. Progress is measured against targets set each term. All targets and progress are shared with parents each term and in the form of reports that are sent home and also discussed with teachers.

Safeguarding

At White Trees School we take safeguarding very seriously and understand that our job as a school is to work with families and professionals to not only identify concerns but to provide the support and guidance to ensure wellbeing is a priority. Our Safeguarding Lead is our Head Teacher Laura Bull.

Please see our safeguarding policy for a more in-depth overview of how we safeguard our pupils at White Trees School or for more information or to report a concern, our key contacts are:

					
Laura Bull Executive Head Teacher DSL	Hannah Bonner Head Teacher DSL	Lukas Bradon Head of operations & Safeguardin	Nicole Balloqui Deputy Head at the Mill	Joanne Gladstone Deputy at The Woodlands	Ben Grey Deputy Head at Purley Farm
01279658518 laura.bull@whitetreesschool.com	01279 658 518 hannah.bonner@whitetrees-school.com	DSL 01279658518 lukas.bradon@whitetreesscho ol.com	01279658518 nicole.balloqui@whitetrees-school.com	01279 723 798 joanne.gladstone@whitetreesschool.com	01376 563 085 ben.gray@whitetrees-school.com

Compliments & Complaints

If you ever want to share a compliment or concern around the school, a staff member or another pupil you can contact the school on the main line (01279 658 518) and request to speak to your child's teacher or a member of the leadership team. There is a clear policy on complaints and how they are handled within the school. We will try to resolve all complaints in a manner that is supportive and reflective, with the aim of providing the best service possible. If we are not able to resolve a concern informally, you can register a complaint either verbally or in writing. We have a clear and robust complaints procedure on our school website and encourage all stakeholders to discuss any concerns so that we can ensure we are the best version of ourselves.

Expectations & Communication

As a part of the WhiteTrees School community, we expect parents/carers to work with us to support their child by:

- Having your child ready for the school day ○ Appropriate dress/school uniform – nothing offensive, is not provocative, sensible for weather and appropriate for being active/PE (depending on the timetable).
    - Waking them up and leaving for school on time
    - Putting in place routines for getting ready and eating a healthy breakfast as appropriate
    - Provide a healthy lunch where required

- Communicate illness/lateness as early in the day as reasonably practicable
- To strive for outstanding attendance and work with the school to achieve it (targets: >95% aspirational, 95%-90% good)
- To acknowledge and review progress reports with a view to work on your child's education at home
- To promote good communication with the school and actively build appropriate relationships with key staff that are underpinned with mutual respect (as a good example to pupils)
- To set an example to pupils on how to behave as a positive member of the community in and out of school
- Support learning at every appropriate opportunity
- To focus on and celebrate positive and achievements of pupils
- Sign on to Class dojo to track your child's progress – class dojo is an excellent communication tool, where you can send direct and secure messages into us.

Attendance

A high attendance percentage is incredibly important in order to make the most out of your child's education. Our aspirational target is 95% and we would be concerned about any pupil that has less than 90% attendance. Every child and family should make every effort to achieve 95% and the school can offer support in order to achieve this. We do acknowledge that children with complex needs often have lower attendance through previous refusal to attendance school as an outcome of their needs, through exclusion or sometimes through movement of home placements. When analysing attendance figures, teachers consider each child and their journey to date. If required, teachers and leaders will put in place bespoke targets and support to help children and families work towards an outstanding attendance percentage.

- The school has an answer phone available to leave a message if nobody is available to take the call

Data Protection

The main reason that the school processes personal data is because it is necessary in order to comply with the school's legal obligations and to enable it to perform tasks carried out in the public interest. More information around the type of data, how it is used and who it is shared with and why is available in our data protection policy.

Use of Images

WhiteTrees School takes the safeguarding and privacy of pupils very seriously when using photographic images or video recordings. Images will always be used responsibly and in a way that protects the safety, dignity and privacy of pupils. Images will not be used alongside identifying personal information and pupils will always be portrayed respectfully and in appropriate contexts.

WhiteTrees recognises emerging risks associated with digital technology, including Artificial Intelligence (AI) and the manipulation of images or video. For this reason, the school carefully considers the type of images taken and shared, limits the publication of identifiable images where possible, and regularly reviews and removes outdated content from school systems.

All photographs and video recordings are stored securely on approved school systems and are not stored on personal devices. Access to images is restricted to authorised staff in line with safeguarding and data protection procedures.

WhiteTrees School may take photographs or videos of pupils for official use, monitoring and for educational purposes. Below are the 3 instances we will use images and the types of consent we require:

- Use of a child's photographs and videos for the website, social media or marketing materials. Permission is always sought specifically for each occasion and in writing.
- Use of photographs and videos for educational purposes is common. Staff use work cameras to evidence trips, work and activities children have engaged in. Pupils may appear in other's learning records when the activity has been a group one. The images are not used on the website and are not available to the public. General consent is given on this form. You can withdraw consent for this at any time.
- Use of photographs and videos for educational displays. We love to celebrate positives, and this includes displaying trips and pieces of work on our walls around the school. General consent is given as part of this form. You can withdraw consent for your child's images to be used

Photographs or videos may also be taken during events open to friends and families which may be used online, in marketing materials or in the media. Parents and visitors will be informed if photography or videoing is taking place. The school will actively discourage the use of personal devices to photograph or video pupils and will take reasonable steps to ensure that pupils whose parents have not given consent are not included in photographs or videos.

Further information about how photographs and video recordings are taken, stored and used can be found in the school's **Use of Photographic Images and Videos Policy**, which is available on the school website or upon request from the school office.

To exercise any of these rights please contact the Head Teacher, Laura Bull. Please sign and return the consent form at the end of this document.

Withdrawal of consent

The lawful basis upon which the school processes personal data is that it is necessary in order to comply with the school's legal obligations and to enable it to perform tasks carried out in the public interest.

Where the school processes personal data solely on the basis that you have consented to the processing, you will have the right to withdraw that consent.

Use of ICT

Use of ICT considers the use of the school's technology and internet. As part of a society that where technology is used regularly, pupils must have the opportunity to learn appropriate and positive ways of using technology. At White Trees School, pupils are expected to be responsible for their own behaviour on computers and the internet, just as they are anywhere else in school. In order for us to allow internet use, pupil and parents must read and agree to the Use of ICT Agreement – please sign the consent forms at the end of this document and return it to us ASAP.

Physical Intervention

Physical intervention is rare at WhiteTrees School. However, staff are trained in deescalation and physical intervention techniques as there can be instances where it is required in order to keep everyone safe. All physical interventions are recorded, and parents/carers are informed on the day it happens. More information is available on our website and policies and if you have any concerns or would like to request more information, please contact a member of the leadership team.

Trips & Risk Assessments

WhiteTrees School engages in a substantial number of off-site trips and activities in order to offer our pupils a wide and enriched curriculum. This includes activities from learning at libraries to visiting theme parks, museums and sporting events. Every pupil has a risk assessment around their behaviour and for each trip, the location, travel and activity are risk assessed. A trip or activity will only take place if the risk is low or moderate and appropriate risk minimisation is in place. We split our activities into three categories:

- Tier 1 – a regular activity that is risk assessed each full term. This may include cooking, PE, use of libraries etc. Permission for these is acknowledged on this form.

- Tier 2 – a one-off trip that is organised but is low/moderate risk. This may include trips to the cinema, for lunch, a museum etc. A risk assessment is created for each trip. Permission for these is acknowledged on this form.
- Tier 3 – a trip that carries a moderate risk and/or additional considerations. This may include swimming, theme parks, paint balling, go-karting. This requires specific permission for each trip or block booking (a clock of swimming lessons for example). Permission will be sought in writing and we will keep a record of this.

First Aid & Supporting Medical Conditions in School

WhiteTrees School has several first aiders who are trained to support pupils who are ill, injured or who have medical conditions. In some instances, pupils with medical conditions and allergies requires a Health Care plan that the school will follow in order to support and overcome the need. Any situation where a pupil has a condition that needs consideration as part of their education or that staff may need to be aware should be noted on this form and leaders will discuss the appropriate next steps.

British Values, PSHCE, Religious, Relationship & Sex Education

Schools have an obligation to teach pupils about many different aspects of life, life in Britain, values, community and about growing up. At White Trees School, we teach these through combinations of explicit PSHCE lessons, topic sessions and informal teaching opportunities during breaks, lunches and trips. We feel that these areas are of great significance to our pupils and use every appropriate opportunity to encourage growth and learning around these areas.

All aspects are taught as informative subjects that allow pupils to have a full understanding of their country, community and peers; no partisan views are allowed in the teaching and diversity, acceptance and tolerance of others widely promoted. If you feel that you would like to explore this further or would benefit from some additional resources to use within the home, please contact a member of the team and we can offer some support.
Furthermore, schools are now required to ensure they teach Relationships and Sex Education – please read the policy for information on what this entails. Please ensure you have returned pages 6-11 to us, signed and dated as required ASAP.

Please do not hesitate to contact us if you have any further questions or queries, we look forward to working with yourselves and welcome your child into our White Trees community.

Please sign the forms at the end of this pack and return to school as soon as possible.

Kind regards,



Laura Bull
Head Teacher

Policy/agreement	**Read**
Who we are, What We Do & How We Do It	
Safeguarding	
Compliments & Concerns	
Expectations & Communications	
Attendance	
Use of Data	
Use of images (website and marketing)	
Use of images (education)	
Use of images (display in school)	
Use of ICT agreement	
Physical Intervention	
Trips & Risk Assessments	
Relationship and Sex Education	
First Aid & Supporting Medical Conditions (add details below)	
British Values, PSHCE, Religious & Sex Education	



Comments from parents/carer/pupil		
Parent/carer		
Name	Date	Sign

Please tick to acknowledge you have read the information and relevant policies. By signing you acknowledge you understand and where relevant, agree to the outlined expectations.

Signed————————Date

The Pupil's Agreement

As a pupil of White Trees School, I will…

- ✔ Come to school regularly.
- ✔ Work to the best of my ability for most of the time.
- ✔ Wear school uniform.
- ✔ Always behave in a way that allows others to get on with what they should be doing.
- ✔ Try and get on with others on transport, in school, in class, in the corridors and at break and lunch times.

At WhiteTrees Independent School, we believe that strong links between home and school are vitally important. We need to work together for the benefit of the child.

Please read the enclosed agreements carefully, understanding that your signature, and ours, indicates a commitment to working in partnership.

- ✔ Look after school equipment.
- ✔ Talk about school with someone at home.
- ✔ Be ready for school each morning having got to bed at a reasonable time, the night before.
- ✔ Use appropriate language
- ✔ Ask for help when I need it.
- ✔ Accept help when I need it.
- ✔ Follow the school Values and Code of Conduct.

Parents' and Carers' Agreement

As a parent or carer of a pupil of

I/ White Trees School we will

: Support my child's learning.

Encourage my child to complete any homework set. Encourage my child to read and hear them read if appropriate.

- Help the school in
- maintaining high standards of behaviour by supporting the
- school's Behaviour Policy.
- Ensure regular
- attendance and to
- contact the school as soon as possible about absences.
- Contact the school if there are any problems at
- Home which might affect my
- child's performance at school.
- Ensure my child has what he
- needs to take part in all
  - activities including PE,
- visits, etc.
  - Ensure mobile phones and other technology are left at home where possible
  - Ensure emergency contact is available if the
  - school is unable to contact me at any time.
  - Make every effort to attend meetings and to respond
- to telephone calls or letters
- from the school. Make sure
- that the pupil's commitments in the Home/
- School Agreement are followed.

The school will:

- Provide a safe, well ordered and caring environment .
- Have clear behaviour and educational plans for all pupils.
- Value each pupil as an individual.
- Contact you by telephone, email, Class dojo or letter regularly to share good news.
- Inform you at an early stage of any concerns we may have so that you can discuss them and become involved in any matter relating to your child.
- Send you reports on work and behaviour and invite you to discuss your child's progress with their teachers.
- Be available, by appointment to discuss

CONSENT FORM For photography and images of children

Dear Parent or Carer,

During your child's time at White Trees Independent School we may wish to take photographs of activities that involve your child. The photographs or videos may be used for displays, publications and on a website by us, school social media websites, by Local Authorities (LA) or by local newspapers.

We may take photographs or videos for a number of reasons whilst your child is with us, including:

- Documenting and recording education activities
- Recording their learning and development progress ● Recording special events and achievements

Taking, keeping and publishing photographs and video footage Taking, storing and publishing photographs or video recordings of pupils involves processing personal data. WhiteTrees School ensures that images and videos are used responsibly and in accordance with safeguarding and data protection legislation. Images will only be taken for legitimate educational, safeguarding or promotional purposes and pupils will always be portrayed respectfully and in an appropriate context.

Images will not be used alongside identifying personal information wherever possible, and the school will ensure photographs and videos are stored securely on approved school systems and only accessed by authorised staff. Images will be reviewed regularly and deleted when no longer required. such as taking photographs for media use other than e.g. of School awards ceremonies

WhiteTrees also recognises emerging risks associated with digital technology, including the misuse or manipulation of images online. For this reason, the school carefully considers the type of images taken and shared and takes steps to protect the safety and privacy of pupils.

Photography or videos will only take place with the permission of the Head teacher, and under appropriate supervision. When filming or photography is carried out by the news media, children may be named but home addresses will never be given out.

Before taking any photographs or videos of your child, we need your permission. Please answer the questions overleaf, sign and date the form and return it to White Trees School. You can ask to see images of your child held by the establishment. You may withdraw your consent at any time you may do so by letter or email to the Head Teacher at: laura.bull@whitetrees-school.com

There may be other circumstances, falling outside the normal day to day activities of the School, in which pictures of children are requested. The establishment recognises that in such circumstances specific consent from parent or guardian will be required before photography or filming of children can be permitted.

Please note photographs may be taken at public events/performances by third parties beyond our control. If you wish to attend establishment functions and take photographs of your and other people's children please take appropriate images, be sensitive to other people and try not to interrupt or disrupt concerts, performances and events.

Please complete form and return to School as soon as possible

Name of child (block capitals)		
Name of person responsible for the child:		
I understand that: • “the media” may take Photographs or video recordings of activities that show the establishment and children in a positive light e.g. performances, sports and prize giving; • photographers acting on behalf of the School or the local authority may take Photographs or video recordings for use in displays, in publications or on a website; • embarrassing or distressing Photographs or video recordings will not be used; • the images will not be associated with distressing or sensitive issues; and the		
1	establishment will regularly review and delete May we use your child's image or video on the **school website, official school social media accounts (e.g. Facebook, Instagram, Twitter/X), or other digital**	unwanted material. Yes/ No
2	May we use your child’s photograph or videos in our prospectus and other printed publications that we produce for educational and promotional purposes	Yes/No
3	Are you happy for your child to appear in the media e.g. if a newspaper photographer or television crew attend an event	Yes/No
By signing this form you confirm that you have parental responsibility for the child and that you are authorised to provide this consent on behalf of all individuals with parental responsibility. Signature of person responsible for the child:		
Relationship to the child:		
Date (date/month/year):		

PUPIL COMPUTER & INTERNET USER AGREEMENT

THIS MUST BE SIGNED BY BOTH PUPIL AND PARENT/CARER BEFORE INTERNET ACCESS IS ALLOWED

Use of ICT considers the use of the school's technology and internet. As part of a society that where technology is used regularly, pupils must have the opportunity to learn appropriate and positive ways of using technology. At White Trees School, pupils are expected to be responsible for their own behaviour on computers and the internet, just as they are anywhere else in school. In order for us to allow internet use, pupil and parents must read and agree to the Use of ICT Agreement.

Use of ICT Agreement:

- I will only access the system through the proper log-in and will keep my password secret from others
- I will not access other people's files
- I will only use the computers for school work and homework
- I will not bring CDs or other storage devices from outside school unless I have been given permission by a teacher
- I will not use rude language in my work
- I will ask permission from a member of staff before using the internet
- I will not download any files from the internet
- I will not try to access social media sites or instant messaging services
- I will not email people unless teachers approve it
- I will never give out my personal details online
- If I see anything rude, or anything that worries or upsets me, I will tell a teacher immediately
- I understand the school may check my computer files and internet usage
- I will only use approved websites and all communications will be supervised and appropriate
- I know that if I break these rules, I may lose access to the computers and internet in school

If parents have any concerns about their child and their use of ICT in or out of school, or would like to request support in ensuring their home is secure and has the appropriate parental controls in place, please contact a member of staff and we will make every effort to support you.

Name: …… (Parent) …… (Pupil) Date:……

Date Si

Signed: ……(Parent) ……(Pupil)

Published on	
By	
Chair of Gov Sig/Date	
Head Teacher Sig/Date	



