



Welcome to Step by Step School

Parent Handbook

Step by Step welcomes all parents, old and new to the school. We look forward to another year of working with you to support your children to achieve their full potential and promote their wellbeing. We ask all parents to complete and return the consent forms found in the Appendices of the handbook.

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An introduction to our School

Step by Step school was established in 2004 with the aim of providing high quality, specialised teaching for children with Autistic Spectrum Condition (ASC). Through the delivery of 1:1 teaching (based on the principles of Applied Behaviour Analysis) pupils receive highly individualised, autism-specific input devised to meet each of his or her personal needs.

Our school has Primary, Secondary and Sixth Form classes of mixed ages and abilities. Each class is overseen by a Class Leader, who is deputised by a Lead Tutor. Each pupil is allocated a 'key worker', who is responsible for the day-to-day organisation of his or her programme.

In addition to receiving 1:1 teaching/support, pupils receive daily, small group teaching, delivered by one of our teachers, Speech and Language Therapists or Occupational Therapist. All pupils also receive direct 1:1 Speech and Language Therapy and Occupational Therapy

Governance

Step by Step has a team of governors, who also function as Trustees of the Charity. The Governing Body includes 5 independent governor positions, 2 parent governor positions and 1 staff governor as well as the Headteacher. The parent governors are selected by a vote amongst current parents, and independent governors are selected by recommendation and interview. Governors are appointed at the AGM of the charity for a four year term, before having to stand for re-election.

Governors work as a team and are responsible for making sure the school provides a good quality education and has policies in place to deliver the personal development, wellbeing and safety of all pupils and staff.

Our school governors provide strategic leadership, provide support and hold school leaders to account. They promote effective ways of teaching and learning when setting the school's vision and values, and approving policies. They do this together with the Headteacher, who is responsible for the day-to-day leadership and management of the school.

Governors have three key strategic roles:-

- Ensuring clarity of vision, ethos, and strategic direction
- Holding School Leaders to account for
 - The educational performance of the pupils
 - The performance management of staff
- Overseeing financial performance and making sure its money is well spent

Profiles of our current governors are on our website and the job description

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and our governor code of conduct are available on request.

Staff and Classes

Each pupil is observed prior to joining the school and placed in the appropriate class. Once the placement begins, the pupil is assessed to establish a baseline of skills/development.

Each class has a Class Leader (supported by a Lead Tutor) whose responsibility it is to oversee the day-to-day delivery of each pupil's programme. Class Leaders also ensure that all paperwork regarding these programmes are kept up-to-date. They consult regularly with the Senior Behaviour Analysts and the Teacher in Charge regarding progress and areas of difficulty, thus ensuring individual needs are thoroughly met.

At least two staff members in each class work on a rota basis with each pupil to ensure generalisation of skills and familiarity with each pupil.

Staff members receive intensive theory and practical training. As part of this training, they will 'shadow' more senior staff members. This process of 'overlapping' allows them to familiarise themselves with pupils and their programmes and to put into practice what they have learnt. This phase occurs under close supervision from the Class Leaders, Senior Behaviour Analysts and our Teacher in Charge and continues until we feel each staff member is ready to work independently. All staff members continue to receive on-going evaluations, reviews, and training.

Every pupil at the school has their own Individual Education Plan (primary and secondary), Personal Learning Plan (Post 16), and Behaviour Plan and, where appropriate an Intimate Care Plan. All plans are drawn up with input from the Teacher in Charge, Senior Behaviour Analysts and Class Leader. These are discussed and agreed with parents.

All staff members are trained in Team Teach methods of positive handling, safeguarding (including intimate care guidance) and Health and Safety.

Please note that staff members are not permitted to work for families outside of school hours. It is a condition of their employment that they do not provide voluntary or paid assistance to parents/carers of Step by Step pupils or visit their homes to provide such services, including work over the school holidays.

The School Day

(We ask that parents do not enter the playground or waiting area before 9.25 am or 3.25 pm, when dropping off and collecting)

Arrival at 9.30 am

The school places a strong emphasis on helping pupils to gain independent living skills. Programmes are in place to teach the pupils to remove their

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coats, hang them on coat hooks, and to place their lunch boxes and school bags in the appropriate places. The additional demands on the pupil at this time can make arrival challenging and it is essential that pupils arrive promptly. Every minute of every day is dedicated to learning. Fifteen minutes or half an hour missed in the morning means that important experiences are missed.

If you know your child will be late, please call the school office to let us know by 8.45am. Should a pupil arrive after 9.30am, you or the transport escort may be asked to wait by the door so that interruptions are kept to a minimum. A register of the pupils is taken every morning and every afternoon, including late arrivals and these form part of the annual attendance data. Taking a morning and afternoon register is a legal requirement. During periods of national restriction we are also required to submit daily attendance data to The Department for Education.

Throughout the school day, pupils receive 1:1 input at their individual workstations, at different locations around the school (where appropriate) and within a group setting. This input works towards the targets set out on their Individual Education Plans and incorporates targets set by the Speech & Language and Occupational Therapists.

Group Time

As a class group, the primary pupils often begin and end their day with Circle Time. Circle Time is a clear signal to the pupils that their school day has begun or finished. It provides a wonderful opportunity for peer interaction, turn taking, sharing and communication. The older pupils in Secondary or Sixth Form classes either come together as groups or work on their daily routines during these times to promote their independence.

Pupils also participate daily group time, planned and delivered by a member of our teaching team. These activities are focussed on our curriculum and have either literacy or numeracy or a foundation subject focus and follow a termly topic.

Parents will be informed of the termly topic and given suggestions as to how learning can be supported at home, as well as be invited to contribute towards pupils' learning.

In addition to the curriculum groups, all pupils access weekly Speech and Language groups which focus on building communication and social skills. Weekly Occupational Therapy groups also support pupils to build motor and planning skills.

Break Time

The pupils have a break every morning which includes snack time followed by 15 minutes in the playground, weather permitting. Break time allows us to help the pupils acquire many social skills. Playground activities are "down" time for the pupils and whilst we do not tolerate unacceptable or inappropriate behaviours during this time, equally we do not place too many demands on them.

When the weather is poor, the pupils have their break time indoors with access to play equipment, videos, games, puzzles, iPads, etc.

In addition to break time and according to individual need, pupils have access to the outside areas throughout the day.

Lunch

Step by Step School has no facilities for providing meals on site and therefore each pupil brings snacks and a packed lunch to school. We are not able to heat foods and request that your child's lunch and snack can either be served cold or sent in insulated containers. Large-mouthed flasks work very well for this purpose especially if your child is on a gluten free diet and does not eat sandwiches. Parents must inform us if a child has special dietary requirements or has an allergy. Due to certain allergies, the school operates a **no nut policy**. Please ensure you don't send your child to school with any nuts or products containing any traces of nuts.

The school adopts a healthy eating plan for all pupils and parents are asked not to include fizzy drinks, high fat/high calorie foods and too many sweet foods in their child's lunch box. During lunch break (and snack breaks) all pupils are encouraged to work on appropriate functional skills at the mealtimes such as use of cutlery, using a napkin, and tidying up lunch boxes and dirty dishes.

We use lunch time for social skills and independence skills and pupils often prepare their food.

The school has a tuck shop, run by pupils throughout the week, where pupils can purchase snacks as part of their learning, as well as serving the staff. A list of what is available is sent home to parents each term. We encourage healthy snacks as much as possible.

End of School at 3.30pm

The school's responsibility for your child ends when we hand over your child to whoever has come to collect him or her. Please note, we will not hand your child over to an unknown person without prior notification.

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If you know you are going to be late, please call the school office to let us know. We appreciate that occasionally we will all be late; however, staff members are given 15 minutes to tidy up and organise the classroom before training or meetings begin. We are not able to let pupils play unattended in the playground.

Communication with Parents

Parent Meetings

Unless it is outlined otherwise in your child's Education, Health and Care Plan (EHCP), you will be invited to attend two formal parent meetings in an academic year, during which your child's programme and progress will be discussed, along with any specific issues that you or we would like to raise. Please advise us if you would like to invite other professionals, external consultants, translators or family members. Please note that if you invite private consultants, they may charge you for their attendance. If you feel you require an additional parent meeting in the year, this can be arranged by contacting your child's Class Leader. If face to face meetings are not possible, the school will seek to hold these virtually.

One of these meetings will be an Annual Review of your child's EHCP, to which you will be invited along with a representative from your Local Authority, school staff and any other professionals involved.

If it feels necessary, staff can come and visit your child at home. Such visits allow greater opportunity for us to assist you with areas you would like to target at home and gives us the opportunity to observe your child in his or her home environment. If you feel a home visit would help, then please contact your child's class leader to discuss this further.

We recommend that an agenda be set for such visits to make maximum use of the time. We schedule between one to two hours.

On occasion, when we feel it is appropriate and beneficial, we recommend or allow parents or external consultants to observe a pupil working on his or her programme. We limit such observations to half an hour to minimise disruption to the other pupils and members of staff and for the same reason, you may be asked to watch video footage, rather than observing.

If you have been working with any professionals outside of the school (e.g., Speech and Language Therapists, Occupational Therapists, Educational Psychologists, Respite Carers, etc.) and you wish for the school to liaise with them, we must have your prior permission.

Sharing essential information

During your child's time at Step by Step School, we will be sharing information within the school, and also with those outside agencies who we are required to keep informed as part of his/her educational placement, for example Local Authority, Social Services or respite providers where involved. We will also be sharing information with your child's GP and consultant where applicable. By accepting the offer of a placement at Step by Step School, you are confirming that you accept the school sharing information about your child with these essential outside agencies.

Other requests for information

It may sometimes happen that other people ask us for information about your child. For example, requests may come from a private, NHS or Local Authority therapist, psychologist, or dietitian wishing to assess your child, or perhaps from a potential future placement that you are applying to. We will be pleased to share information in order to help your child receive the best possible care. However, for your child's Data Privacy we can share information with these agencies only where you give us your (and your child's, if over 16 years and able to) consent to do so. **Please see the consent form as part of your new parent welcome pack.**

You may also be asked to come into school from time to time to discuss your child's Behaviour Plan or Individual Education Plan so that consistency between school and home can be achieved.

You can telephone the school at any time to arrange an appointment if you have any queries or concerns about your child.

Written records/Reports

Data is taken throughout the day to monitor progress within each specific area of your child's programme being worked on. This information is kept at school and shared amongst appropriate staff.

Progress Reports are prepared once a term and copies are sent home. These provide you with details of your child's targets and progress within these. They also include ideas about areas that can be worked on at home to support your child.

Individual Education or Learning Plans are drawn up within six weeks of a pupil commencing school and identify 'medium-term' targets within all areas of

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development. These are reviewed as part of an ongoing process and IEP cycles are set in February and July.

Once a year the Verbal Behaviour Milestones Assessment Placement Programme (VBMAPP) and/or the Assessment of Functional Living Skills are conducted to monitor the progress of each pupil.

The school has a recording and reporting platform, called Earwig, which allows us to record and monitor targets, linked to IEPs. Earwig is an electronic platform that allows parents to view their child's progress in school. Each child's Earwig is reviewed at least fortnightly and parents are also able to upload photos and videos to demonstrate progress and learning that occurs outside of school.

Annual Review Reports are written at the time of the Education Health and Care Plan Review.

Communication

Each pupil has a communication book which is taken home each day. These books are very important as they allow for two-way communication between home and school.

You will find details of the kinds of information we like to share in the front of the book and we appreciate your comments. Even if you do not have a comment to make, it is important that you sign your child's communication book each day to show that you have read it. Any messages you have for the school should be written in the communication book.

Guidelines for the communication book can be found in Appendix 1

If you need to raise anything with a member of staff, please write a note in the daily communication book and the matter will be dealt with accordingly. We recommend that you communicate with us about day-to-day issues relating to your child's programme in this book as it is not always possible to meet when other pupils are arriving or leaving. Issues such as sleepless nights, lunches, illness, etc. can be noted in the daily communication book. The Class Leader will be informed of all communication.

Alternatively, if you would like to meet with a member of staff, please call us to make an appointment for a suitable date. For urgent matters, please ask to see the Headteacher.

Email

In an effort to work towards a paperless workplace, we prefer to communicate general school matters via e-mail and we would ask that parents check their emails regularly. Please let us know if you cannot access communication this way so we can ensure you receive hard copies of emails.

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To meet data protection requirements, email communication will be sent via the secure Egress System. Please contact the school if you experience any difficulties with this or if you would like some help and guidance to set this up or its ongoing use.

Please remember that if you correspond via email, please keep in mind that our staff members are incredibly busy and may not have adequate time to read lengthy emails or respond in great detail on a regular basis. Staff are not expected to respond to e-mails sent out of working hours.

Emergency Contacts

Please ensure that Emergency Contact numbers are of someone who is willing to act on your behalf or if necessary collect your child from school, should we be unable to contact you. Please also make sure these numbers are current by informing us of any changes to your contact details. We will check contact details during each parent meeting to ensure the contacts are updated regularly.

Outlined below is the course of action that will be taken if the school is unable to reach you or your emergency contact on the numbers you have provided us with:

- If your child is unwell and needs collecting from school, the school office will leave a message on the numbers provided and will try to call again an hour later. If we have not spoken to you or the emergency contact within an hour, the school will be required to contact the Children with Disabilities Team in your county.
- If there is a major incident at the school (e.g. a fire) and the school office is unable to reach you or the emergency contact, we will contact the Children with Disabilities Team in your county.
- If your child is seriously ill or has had an accident requiring hospital treatment and the school office is unable to reach anyone on the numbers provided, messages will be left and the school will continue to seek medical attention at hospital. The Children with Disabilities Team in your county will be informed immediately.

Arrangements for Communication during Adverse Weather

In the event that a decision is made to close the school, we will send text messages to all parents as early as possible but by 7.30am at the latest. You should then inform your transport provider.

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As you know, our decision to close is informed by the ability of our staff to get safely to school. A number of our staff have journeys of over an hour and if they cannot get to us, we cannot open. Likewise, if Grinstead Lane is impassable, then we will also close.

Given the distance that many of our pupils travel and different weather conditions in various counties, you are also encouraged to consider conditions local to where you live and decide accordingly about sending your child even if the school is open. If we are open but you are going to keep your child home because local weather conditions are concerning, please ring the school by 8.30am to let us know.

School Office

The school office is open Monday to Thursday from 8.15am to 5.00pm, and 8.15am to 4.30pm on a Friday. The telephone number is: 01342 811852. There is an answerphone for messages outside of these times.

Absences, Illness and Health Matters:

COVID-19

The school remained open during the national periods of restrictions lockdown to offer provision for all of our pupils.

The school follows all guidance published by the Department for Education and Public Health to minimise the risks of the virus impacting on the school community. The school has a detailed risk assessment, which is updated to reflect any changes in guidance and can be found on our Covid website page, <http://www.stepbystepschool.org.uk/wp/coronavirus/> alongside other information that is useful for parents, such as a flowchart of what to do if your child is presenting any symptoms.

Please do not send your child in if they are displaying any Covid symptoms, we also request that parents take their child's temperature prior to leaving for school.

Holiday Dates and Authorised Absences

Term dates are issued to all parents at the beginning of the school year and can also be seen on our website <http://www.stepbystepschool.org.uk/wp/term-dates> Any changes to dates will be notified by letter or email to parents.

We understand that it may be necessary to attend essential appointments during term time. However we request that where possible, appointments are scheduled outside of school hours.

Please notify us in advance of any appointments your child may be required to attend. This can be done via email on acharman@stepbystepschool.org.uk,

Please remember to copy in your child's Class Leader.

Permission for any other absence such as holidays or family events should be submitted in writing, using the pupil absence request form and will be granted at the discretion of the Headteacher.

Unauthorised Absences

Any absence from school that has not been previously authorised or explained will be recorded on the school register as 'unauthorised'. It is the school's responsibility to investigate any unauthorised absence and the Headteacher will contact parents accordingly.

All absences from school are recorded, monitored and reported to the Local Authority in line with their policies and procedures.

Illness

Please ring the school office by 8.30am if your child is ill and unable to attend school. Staff members spend from 8.45am to 9.20 am preparing for the pupils and this time can be put to a different use if it is known that a pupil will be absent. Please call the school on 01342 811852 and select option 2 to report a pupil absence.

Please do not send your child to school if she or he is ill. We work in an extremely close environment and illness spreads quickly. Viral illness can have a significant impact in school. It is very hard for the school to maintain one to one teaching for all pupils when staff members are off work because of illness.

If your child has been ill with sickness or diarrhoea, an upper respiratory infection (such as bronchitis or flu), rash or has had a temperature, please ensure that she or he is fully recovered before returning to school. Government guidelines state that a pupil must stay at home until his or her temperature has been normal or that he or she has not been sick (vomiting) or had an episode of diarrhoea for at least 24 hours. (Norovirus – 48 hours).

The school has 4 paediatric First Aid trained staff members, and over 40 staff are trained in basic First Aid in the workplace by Dr ABC. In addition, all staff complete online training in First Aid through Educare on starting their employment and this is updated annually.

It is Step by Step policy not to administer medication or nutritional supplements unless they have been prescribed by a Consultant/GP and are clearly labelled with the pupil's name, age and date of commencement of course of treatment, together with the required dosage instructions and within the original packaging.

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Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated, all medication to be administered in school will be kept in a locked medicine cabinet.

Should you require us to administer Consultant/GP prescribed medicine to your child at school, you will be asked to complete and sign a consent form.

If your child falls ill whilst at school or should suffer a head injury or an accident which requires medical attention, you/your emergency contact will be asked to collect your child from school as soon as possible.

Accidents/Incidents

If your child has an accident or experiences any kind of incident during school-time, a form will be completed outlining what occurred and what action was taken. These details will be kept on School Pod which is an internal reporting system. If the accident has resulted in a minor injury to your child, it will be communicated with you via the home/school book. If a more serious injury has occurred, the school will phone you to inform you at the time and send home an accident/incident form. You or a nominated person will be asked to countersign a copy of the form and send it back to the school.

In the event of a serious accident, we will phone 999 and the parents/carers. You will be asked to sign a Hospital Treatment Consent form as part of our welcome pack to use in the case of such an event.

If your child experiences an accident where they hit their head whilst at school, they will be monitored closely. If the head hit was minor and there are no signs of further discomfort, the school will send you a text message to alert you so you are aware and can monitor him or her when they arrive home.

Following an incident during which a pupil injures another pupil or a member of staff and the injury requires medical attention, the parents/carers of the pupil who caused the injury will be informed and provided with details of the injury, how it occurred and the subsequent interventions that were implemented.

On occasion, to ensure pupil and staff safety, it may be necessary to use Team Teach 'safe handling' intervention that is not identified on a pupil's Individual Behaviour Plan. Should this be the case, parents will be informed of the details of the incident and the intervention used

Head Lice

Your child may get the occasional unwanted visitor! You should check your child regularly and treat if necessary. Notify the school immediately if you detect a case on your child. Please do not send your child to school until they have been treated.

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You will be informed by letter if there is a case of head lice at the school.

Charity Membership

All parents automatically become members of the Step by Step Charity. The Charity holds an Annual General Meeting in the Spring Term to which you will be invited. We encourage our parents to be as involved as possible with the school.

Parent Group

Step by Step school parents are invited to regular workshops, with published themes across the year. Our parents often get involved with fundraising activities. Parents are encouraged to get involved in supporting certain school events such as the annual family picnic and in fundraising. The group also kindly donates towards certain staff events, such as the Christmas meal. The school office keeps a register of parents who are happy for their details to be shared with the parents' group. You will be asked to sign a consent form and provide details if you are happy to do this as part of your welcome pack.

Other Matters

Nut Free School

We have a number of members of the school community who would potentially suffer from anaphylaxis if they were exposed to or ingested nuts or nut products. We therefore operate a Nut Free policy.

We request that pupils and staff do not bring to school any item containing any peanut or tree nut product including peanut and nut butters, oils, extracts and flours; this includes any product which states on the label "May contain traces of peanut/nuts". This policy also extends to the nut residue that may be left on hands if nuts are eaten before coming to school. If you are not sure if your child has washed his or her hands with soap and water after handling or eating nuts, please let us know and we will ensure that it is done before entering the classroom.

Transport to School

Step by Step has no contractual relationship with the taxi firms that transport pupils to and from school, although we do ask for identification for all drivers and passenger assists on their first visit to the school. This ensures additional measures to safeguard our pupils. Should any member of the transport team not have identification, the school will liaise with transport teams for additional checks. We advise parents/carers to:

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- Ensure the Local Authority transport department provides the name of the taxi firm and the names of the regular driver and passenger assist.
- Ask the driver and escort for proof of identification.
- Advise the school of a change to transport arrangements.

Any issues relating to transport should be directed to the Local Authority transport department. The school has no contractual arrangements with transport departments but will engage with them over any concerns that arise and escalate these as appropriate. .

Mobile Devices

Every pupil at Step by Step has access to a mobile device for various uses. Unfortunately, it is not possible for these to be taken home. However, should you wish your child to do so, he/she is permitted to bring a personal device into school. We will be happy to keep software up to date and in line with what is being used at school. Please be advised we do not accept responsibility for loss of or damage to personal devices while they are being used on school premises.

We ask parents, and pupils where they are able, to read and sign the acceptable use agreement (Appendix 2b).

Food Reinforcers

We are all aware that reinforcement is a key principle underpinning our teaching at Step by Step. We would like to remind you to send in regularly food items (no nuts!) required for this purpose. We can store a weekly amount in fridges or cupboards if this is helpful. We are happy to discuss this with you and let you know items your child is particularly enjoying or those on which we are running low.

Gifts for staff

We appreciate that from time to time you may wish to show your appreciation of our staff by giving gifts. We kindly request that you keep the costs of such gifts to a minimum and that a gift is given to a class team, rather than an individual member of staff.

Photos/videos

We frequently use photos to support the pupils' learning. For Safeguarding reasons, we ask that you sign the relevant form, giving permission for us to take and use photos/videos of your child. We celebrate lots of our pupils learning and activities in the school via Earwig, our website and newsletters and we also seek permission to use these images of your child to celebrate and promote learning at the school.

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The school requests the consent of parents for the use of images and videos of your child for a variety of different purposes in order to comply with our data protection obligations, further details of which can be found in the school's data protection policy.

Without your consent, the school will not use images and videos of your child for the reasons outlined on the consent form in your welcome pack. The consent provided by you can be varied or withdrawn at any time and providing consent is entirely voluntary.

Outings

School outings are intended to develop the pupils' community participation and to give them an opportunity to practice skills learnt at school within a practical context.

Pupils will be fully prepared for the trips during lessons, and full risk assessments are conducted for each location visited and all Health and Safety Procedures are adhered to.

Regular trips include outings to:

- Trampolining
- Starbucks Café at Sainsbury's East Grinstead
- Shopping at Sainsbury's, East Grinstead
- Walks to Blackland Farm
- Hindleap Warren activity mornings
- The allotment
- Venue on the green (local community hub)

In addition to these regular trips, other outings may include visits to:

- Places of worship
- A local dental practise
- Bowling in Crawley
- Local trips by public bus
- Local town
- Cafes and restaurants

On occasion, we may consider that certain visits are not appropriate for some pupils. If this is the case, pupils will remain at school and work with their tutor on other related activities.

Offsite visits enhance your child's learning opportunities and offer a range of beneficial experiences. Please sign the consent box in your welcome pack, giving permission for us to take your child off-site for such regular visits.

You will be informed of trips prior to them occurring in order to provide appropriate clothing, equipment or clarify any information with the trip leader.

Secondary and Sixth Form Curriculum

The Secondary Curriculum has an increased focus on the development of functional skills, there are a number of practical/life-skills based activities in which our pupils participate on a regular basis.

All such activities will have had thorough risk assessments conducted prior to being carried out and the staff will have been made aware of any potential risk or danger. In addition, pupils will be made aware of any potential dangers and how to act safely.

All activities will be supervised at all times and could include using a kettle, cooking appliances, road crossings, using hair dryers and shaving equipment. All electrical equipment has been PAT (Portable Appliance Test) inspected by our electrician.

We see these as vital parts of our curriculum but please be aware of the potential increased interest your child may have in them at home.

Relationships and Sex Education

The school is committed to ensuring that the whole school community have a shared understanding of this important area of the curriculum. As well as this area of the curriculum being statutory, we value the personal development of all our children and young people. The Relationships and Sex Education Policy is available to view on the school website.

In line with our policy, parents should request a meeting with the Headteacher if they have any concerns regarding this area of the curriculum.

Uniform and Clothing (see order form for fleeces and sweatshirts)

For uniform orders, please contact Debbie Kittow by calling the office or via email: accounts@stepbystepschool.org.uk

Primary

- Navy Blue School Sweatshirt (ordered through school office)
- Red Fleece (ordered through school office)
- Red Polo T shirt
- Black or grey trousers/shorts
- Black/grey pinafore/skirt/red gingham summer dress

Secondary

- Red School Sweatshirt (ordered through school office)
- Red fleece (ordered through school office)
- White polo t shirt

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- Navy blue trousers or skirt
- Black shoes
- Navy blue tights
- Navy blue or white socks

Sixth Form

- Burgundy Polo Shirt (ordered through school office)
- Black Fleece (ordered through school office)
- Black Trousers or skirt
- Black jumper (optional, supplied by home, no logo required)

Scouts (available online at scouts.org.uk)

- Tie
- Woggle
- Polo shirt

PE kit: consists of navy blue/black shorts, white t shirt and black plimsolls/trainers.

Please provide the school with at least one complete change of clothes for your child (including underwear).

In hot weather, we ask that you provide sun cream for your child and send him/her to school with a hat. Pupils are permitted to wear sandals if they fasten around the back of the foot.

We also ask that you provide a pair of wellington boots for outside activities.

All clothing and shoes should be marked with your child's name.

Policies & Procedures

The school has various written policies and procedures on a wide range of subjects and copies of these documents are available on the school website www.stepbystepschool.org.uk or from the school office.

The following policies are of particular relevance for parents: Safeguarding (as detailed below), Intimate Care, Behaviour and Physical Intervention, First Aid/Medical, Health & Safety, Curriculum, Planning & Assessment and GDPR, Complaints, Equalities and an Accessibility Plan..

The school publishes an annual provision overview, also available on the website or by requesting a paper copy.

Safeguarding (policy available on the school's website <http://www.stepbystepschool.org.uk/wp/policies/>)

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Step by Step school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

At Step by Step we aim to provide a safe, secure and supportive environment for all members of our school community but most especially our pupils. Our pupils may not always possess the communication skills that enable them to discuss or disclose incidents that upset or frighten them. It is of the utmost importance therefore that we create a sensitive, proactive environment in which pupils' parents and staff members are secure and confident in the agreed procedures that put pupils' safety first.

The school has a Safeguarding Team which is responsible for recording, monitoring and reviewing all matters relating to child protection.

Designated Safeguarding Lead (DSL)	Faye Palmer
Deputy Designated Safeguarding Lead (DDSL)	Olivia Kurzeja
Designated Safeguarding Persons (DSP)	Bekah Bulmer
Designated Safeguarding Governor (DSG)	Bronwyn Gan

Parents are always most welcome to discuss any safeguarding matters with the Headteacher or the Teacher in Charge.

Intimate Care

Your child may need intimate care provided as part of their daily routines. We ask that you give permission to the school to provide appropriate intimate care to support your child e.g. changing soiled clothing, washing, feeding and toileting, etc. according to his/her IEP and the strategies that have been discussed with you (behaviour intervention and prompting) on our parental consent form.

You must advise the Teacher in Charge/Class Leader of any medical complaint or other issue which affects matters of intimate care.

It is school policy for one familiar adult to be present during intimate care routines. However, there may be times when the school or I feel it would be appropriate for two adults to be present. At such times, this matter will be discussed with you.

Complaints Policy (available on the school's website)

Step by Step School has a full complaints policy and procedure which is available on the school website, paper copy available on request. . It is our aim to deal with all complaints at the lowest appropriate level and whenever possible directly between the complainant and the subject of the complaint. However, it is recognised that this is not possible in all circumstances and there is a more formal process for making a complaint. We conduct an annual parent feedback survey but always welcome feedback to enable us to continually improve our provision.

We record the number of any formal complaints on our website in line with statutory guidance.

Parental Consent forms (see Appendix 2 for full list)

We require parents/carers to complete sign and return the permissions/consent form (found in Appendix 2) when a pupil commences at Step by Step and may update these throughout their time at the school, particularly if guidance changes. Parents are able to withdraw their consent for different activities at any time by notifying this in writing to ACharman@stepbystepschool.org.uk

Uniform Request form (see Appendix 3a, 3b, 3c for different age ranges)

Debbie Kittow, our Finance Officer deals with requests for pupil uniform. Please use this to place an order for your child's uniform or contact Debbie on accounts@stepbystepschool.org.uk .

Policy	Parent Handbook
Statutory requirement	No
Approved	September 2021
Responsible Officer	GA/SKe
Responsible Governor/s	SK
Date of previous version	September 2020
Frequency of Review	Yearly

Appendix 1 Home/School Communication Book

Guidelines for entries from Parents/Carers and Staff

Parents/Carers

It is useful for us to receive information from you on a daily basis. However, please do not feel obliged to make an entry if there is nothing to report. Please provide us with relevant, day-to-day information about your child; for example:

- **How they have slept**
- **How they have been eating**
- **Toileting**
- **Behavioural issues**
- **A new activity they are enjoying**

In addition, please let us know about other useful information; for example:

- **If your child has achieved something that we have been working on**
- **If your child has demonstrated an emerging skill**
- **If you have any concerns you wish to discuss**
- **If your child needs to attend an appointment**

School Staff

The Class Leader will read and initial entries in each child's book on a daily basis. However, entries may be made by any member of staff in the class. We would be grateful if Parents/Carers could initial staff entries, as an indication that you have read them.

We will provide you with information relating to your child, such as:

- **A positive/particular event that occurred during the day**
- **A target being met**
- **A challenging situation that occurred during the day**
- **A new strategy introduced to deal with a target behaviour**
- **Something that could be worked on at home**
- **A new area to be addressed**

In addition, we will inform you of:

- **Scheduled meetings**
- **Professionals visiting to observe your child**
- **Resources/items we would like you to provide for your child**

**Appendix 2a
Permissions/Consent Form**

Name of Child: _____

Date of Birth: _____

I provide consent to:	Yes/No
<p>I give my consent for the school to liaise with external professionals outside of the school (e.g., Speech and Language Therapists, Occupational Therapists, Educational Psychologists, Respite Carers etc.</p>	
<p>I agree to sharing information within the school, and also with those outside agencies who the school is required to keep informed as part of his/her educational placement, e.g., Local Authority, Social Services or respite providers where involved.</p> <p>The school will also be sharing information with your child's GP and consultant where applicable. Requests may come from a private, NHS or Local Authority therapist, psychologist, or dietitian wishing to assess your child. Requests may also come from a potential future placement that you are applying to.</p>	
<p>I agree the school can administer Consultant/GP prescribed medicine to my child at school.</p>	
<p>I agree to the school using images/videos of my child on the school website, social media platforms and in marketing materials, either hard copy or online, for training purposes for staff and governors.</p>	
<p>I agree to my child's image being used in group/class photos for use on Earwig:</p> <p>I understand that I should not share any of these images on social media platforms.</p>	
<p>You can also join the WhatsApp parents' group if you wish to be involved or help.</p> <p>Please can you let us know if you are happy for your email address and/or mobile to be used in this way and for it to be shared with the other Step by Step parents?</p>	
<p>I agree to my child attending offsite visits to enhance their learning opportunities.</p> <p>All such visits are carried out in accordance with our Health & Safety Policy.</p>	

STEP BY STEP SCHOOL

<p>I give permission to the school to provide appropriate intimate care support to my child e.g., changing soiled clothing, washing, feeding and toileting, etc. according to his/her IEP and the strategies that have been discussed with me (behaviour intervention and prompting).</p>	
<p>I understand that I must advise the Teacher in Charge/Class Leader of any medical complaint or other issue which affects matters of intimate care.</p> <p>It is school policy for one familiar adult to be present during intimate care routines. However, there may be times when the school feels it would be appropriate for two adults to be present. At such times, this matter will be discussed.</p>	
<p>If your child is unwell or there is a major incident at the school and your child needs collecting; we will try and contact you or leave a message. If we have not spoken to you or the emergency contact within an hour, the school will be required to contact the Children with Disabilities Team in your county</p>	
<p>I agree for the school to seek hospital treatment and for hospital staff to treat my child in my absence and without my permission if my emergency contact cannot be contacted.</p>	

Signed parent/carer: _____

Date: _____

Relationship to child: _____

Appendix 2b

Acceptable use of the school's ICT systems and internet agreement

Acceptable use of the school's ICT systems and internet: agreement for pupils and parents/carers

Name of pupil:

When using the school's ICT systems and accessing the internet in school, I will not:

- Use them for a non-educational purpose
- Use them without a teacher being present, or without a teacher's permission
- Access any inappropriate websites
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)
- Use chat rooms
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Share my password with others or log in to the school's network using someone else's details
- Give my personal information (including my name, address or telephone number) to anyone without the permission of my teacher or parent/carer
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into school:

- I will only use it for communication (e.g. Proloquo2Go) or for learning
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

I agree that the school will monitor the websites I visit.

I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.

I will always use the school's ICT systems and internet responsibly.

STEP BY STEP SCHOOL

Signed parent/carer:	Date:
Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.	
Signed pupil: (Where appropriate)	Date: