



# Welcome to The Lady Byron School

Parent and Young Person Information Pack

August 2024

Page 1 of 20

Independent / Kind / Confident / Prepared / Positive / Safe / Respect / Happy

## Contents

|  |    |
|--|----|
| <b>Welcome to The Lady Byron School!</b> ..... | 4  |
| <b>School Information</b> .....                | 5  |
| <b>The School Building</b> .....               | 6  |
| Ground Floor      First Floor .....            | 6  |
| .....  | 6  |
| <b>Home-School Communication</b> .....         | 7  |
| <b>Young person Voice</b> .....                | 8  |
| <b>Parent / Carer Voice</b> .....              | 8  |
| <b>The School Day</b> .....                    | 9  |
| <b>Start and Finish</b> .....                  | 9  |
| <b>Daily Timetable</b> .....                   | 9  |
| <b>School Uniform and Equipment</b> .....      | 11 |
| <b>School Equipment</b> .....                  | 13 |
| <b>What you cannot have in school</b> .....    | 13 |
| <b>Food and Drink</b> .....                    | 14 |
| <b>Breakfast</b> .....                         | 14 |
| <b>School Lunches</b> .....                    | 14 |
| <b>Nut Allergies</b> .....                     | 15 |
| <b>Absences</b> .....                          | 16 |
| <b>Expectations of Parents</b> .....           | 16 |
| <b>Expectations of School</b> .....            | 16 |

|   |    |
|---|----|
| <b>Expectations of Young people</b> ..... | 17 |
| <b>Attendance Benchmarks</b> .....        | 17 |
| <b>Term Time Holidays</b> .....           | 17 |
| <b>Term Dates</b> .....                   | 18 |
| <b>2024-2025</b> .....                    | 18 |
| <b>Transport of Young people</b> .....    | 19 |
| <b>Operation Encompass</b> .....          | 20 |

Dear Parents, Carers and young people.

## **Welcome to The Lady Byron School!**

We are really pleased to be able to welcome you to our school.

Some of you will not have been to school for a while, some of you will not have been able to access education at all, some of you are going to school but really struggling. Whatever the reason for coming to us you can be sure that we will start afresh by getting to know you and what you need from us.

We are lucky in that we can make sure that the work you do here will be individual to you and your needs. We have lots on offer, and if we do not have what you need, we will try and find it.

It is important to us that we work together and that you feel safe, secure and confident. We understand that this may take some time and that is OK.

You will see, later in this booklet, that we do have expectations of you, because we want you to succeed. Please have a read through the information, if you need support with this let us know.

More information can be found on our school website: [www.ladybyronschool.co.uk](http://www.ladybyronschool.co.uk)

The back of this booklet contains several forms, and it is important that you send these back to us as soon as possible please. We know that these forms are quite lengthy, but please understand that the information provided is extremely important to the school.

If there is anything else that you would like to know, please do not hesitate to contact us via the school office or by email [reception@ladybyronschool.co.uk](mailto:reception@ladybyronschool.co.uk)

Kind Regards,

The Lady Byron School

August 2024

Page 4 of 20

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## School Information

Our school is in a small village called Fleckney, in Leicestershire. We are lucky that Fleckney has lots of amenities that we can visit, they have their own website if you want to have a look:

<https://fleckney.online/>

We are in the centre of the village, but our school is in its own grounds, meaning that the only people you see there will be part of the school.

Our address is:

The Lady Byron School

The Cedars

11 High Street

Fleckney

Leicestershire

LE8 8AJ

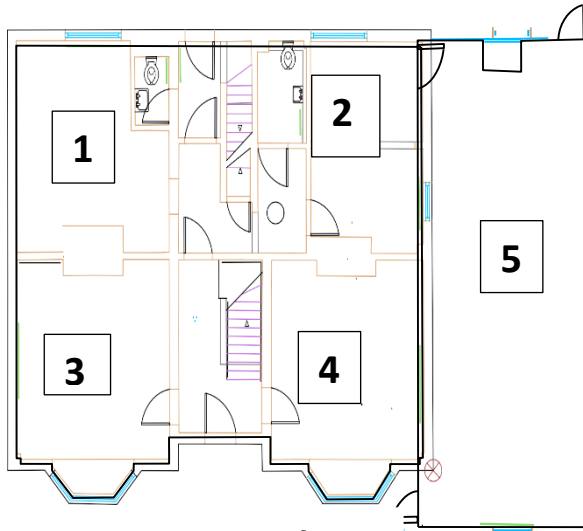
Email: [reception@ladybyronschool.co.uk](mailto:reception@ladybyronschool.co.uk)



## The School Building

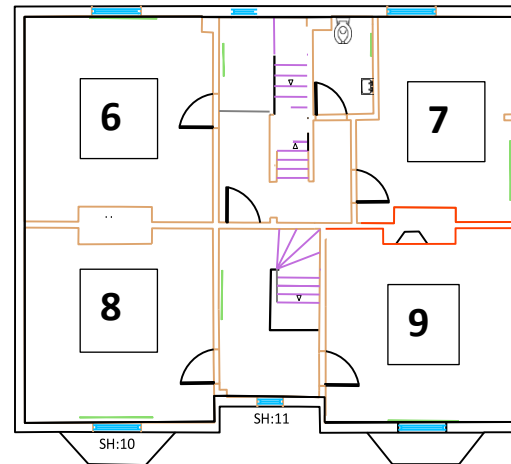
Ground Floor

Car Park

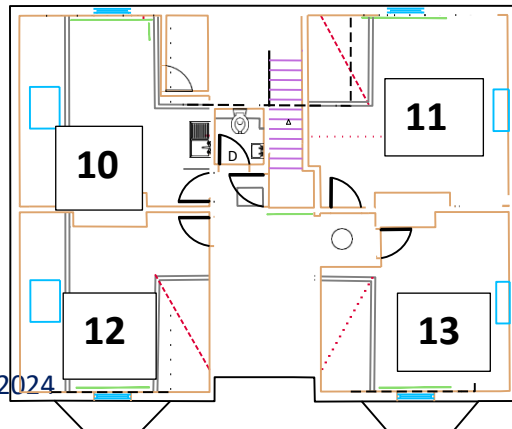


Garden

First Floor



Second Floor



August 2024

- |                                 |                             |
|---------------------------------|-----------------------------|
| 1. Reception                    | 2. Kitchen                  |
| 3. LZ2/KS3 Breakout room        | 4. Learning Zone 1          |
| 5. Learning Zone 5              | 6. KS4 Common Room/ Library |
| 7. Medical / Meeting Room       | 8. Learning Zone 4          |
| 9. Learning Zone 3              | 10. Staff Room              |
| 11. Staff Office                | 12. Staff Office            |
| 13. Chill Out Zone/Sensory Room |                             |

## Home-School Communication

### How do we do this?

- Parents / Carers have a dedicated email address to contact the school (please do not give this out to any outside agencies). This email will be used by the school to send information home and can be used by parents / carers to let us know anything you feel is important for us to know about the young person. We try our very best to respond as soon as possible.

The email address is: [lbsparents@ladybyronschool.co.uk](mailto:lbsparents@ladybyronschool.co.uk)

- We have an emergency mobile phone number that you are able to call or text if you need to contact us quickly. We try our very best to return the call / text as soon as possible. Please do not share this number with anyone else.

The mobile number is: 07871 614 338

- Young people will also have a planner, which they may be asked to write important messages in such as needing to remember certain clothing / equipment for the next day, or particular events. Young people will also be given a copy of their timetable to stick in. It is important that young people bring their planner into school every day to encourage independence in their learning.
- Young people are also offered a notebook in which, if they choose, they can write in their worries / concerns / questions about school for when they are at home. They can choose whether to share it with school staff or not (sometimes just writing it down can help). We do encourage to communicate any worries or concerns they have and can offer alternative ways if needed.

## **Young person Voice**

We like to give our young people as much opportunity to communicate, in several ways, as possible.

Young people have regular 1-1 time with a consistent member of staff, young people are offered 'talk time' when needed. Young people work with us to devise their own traffic light system which uses photographs of their choice to communicate how they are feeling. Each photograph has strategies that young people devise, with staff, to support them. The photo cards are put on a key ring for young people to take with them during the day.

We also have a young person friendly complaints and feedback policy, and a box where young people can post their complaints / feedback (anonymously or not). We also have an 'ask it basket' where young people can ask any questions / make comments, again anonymously or not.

Young people are offered a notebook at home to use to write or draw about their worries, concerns or comments. Young people can choose whether to share this with staff or not. Sometimes just writing the worry down can make it feel better. It is also useful as a reference point to look at positive strategies to support their worries.

## **Parent / Carer Voice**

We feedback to parents in several ways. As well as using our social media channels of Facebook, Instagram, our website and direct emails for general information we communicate regarding individual students by weekly emails, offer of fortnightly 'drop ins', termly parent / carer review meetings as well as statutory Annual Review meetings. Parents / Carers have a dedicated school email and mobile number to contact at any time of the school day.



# The School Day

## Start and Finish

- We start at 09:00
- We finish at 15:00

## Daily Timetable

Each student receives an individual timetable with details of the session, staff member, room and any individual therapy.

Sometimes timetables can change, it might be that you have to travel during your break to get to a session outside of school, it might be that there is a special event or a trip out. If there are changes, we will make it clear on your timetable and discuss it with you.

Example of a Whole School Spring Timetables (this is for all the students; individual student timetables only reflect the individual students sessions)

### Key Stage 3 Example:

|       | 9.00-9.15 | 9.15-10.00  | 10.00-10.10 | 10.10-10.50           | 10.50-11.00 | 11.00-12.00              | 12.00-13.00 | 13.00-14.00       | 14.00-14.10 | 14.10-14.55           | 14.55-15.00 |
|-------|-----------|-------------|-------------|-----------------------|-------------|--------------------------|-------------|-------------------|-------------|-----------------------|-------------|
| Mon   |           | RE<br>DP    |             | English<br>AL         | Reading     | English<br>DP            | Lunch       | PE<br>RC          |             | Maths<br>GH           |             |
| Tues  |           | Maths<br>AL |             | Pathways<br>LC        | Reading     | Music<br>RC              | Lunch       | English<br>GH     |             | Science<br>AL         |             |
| Weds  |           | Art<br>DP   |             | Science<br>AL         | Reading     | English/ Reading<br>BKSB | Lunch       | Active Cits<br>AL |             | Privilege             |             |
| Thurs |           | ICT<br>JB   |             | Active Citizens<br>AL | Reading     | Science<br>KL            | Lunch       | History<br>AL     |             | Active Citizens<br>AL |             |
| Fri   |           | Maths<br>AL |             | Maths<br>BKSB         | Reading     | Life skills<br>LC        | Lunch       | Geography<br>AL   |             | Science<br>AL         |             |

### Key Stage 4 example:

|           | 9.00-9.15 | 9.15-10.00             | 10.00-10.10 | 10.10-10.50   | 10.50-11.00 | 11.00-12.00        | 12.00-13.00 | 13.00-14.00              | 14.00-14.10 | 14.10-14.55        | 14.55-15.00 |
|-----------|-----------|------------------------|-------------|---------------|-------------|--------------------|-------------|--------------------------|-------------|--------------------|-------------|
| 10<br>Mon |           | Science/ Maths<br>BKSB |             | Maths<br>GH   | Reading     | Science<br>MK      | Lunch       | English<br>KL            |             | Option 1<br>JB/MFL |             |
| Tues      |           | Science<br>MK          |             | Science<br>MK | Reading     | Option 1<br>JB/MFL | Lunch       | Option 1<br>JB/MFL       |             | English<br>KL      |             |
| Weds      |           | English<br>AL          |             | History<br>KL | Reading     | Pathways<br>LC     | Lunch       | Active Cits<br>AL        |             | Privilege          |             |
| Thurs     |           | Maths<br>GH            |             | Maths<br>GH   | Reading     | Option 3<br>JB/LC  | Lunch       | Life skills<br>LC        |             | Active cits<br>AL  |             |
| Fri       |           | Maths<br>BKSB          |             | History<br>KL | Reading     | History<br>KL      | Lunch       | English/ Reading<br>BKSB |             | Option 3<br>JB/ DP |             |

## School Uniform and Equipment

There are certain things that we ask you to do when you come to school. One of them is to wear uniform and bring the right equipment. Some things we ask you not to bring into school.

### School Uniform

The Lady Byron School has a school uniform, and this is detailed below.

We understand that certain aspects of the school uniform may cause you difficulties, so we are happy for you to wear suitable alternatives, where required. All we ask is that you discuss this with us first and that alternative options are kept to school uniform colours where possible.

School uniform can be purchased from any shop, our colours are royal / navy blue. We have a school badge which can be sewn / ironed on to the clothing that you choose.

We do not have a PE uniform, but we know that students can get quite hot, so if they want to bring a spare t shirt to put on, they can but it is not compulsory.

- Blue or white polo T-shirt
- Blue jumper/ sweatshirt, cardigan or zipped hoody
- Blue jogging bottoms or leggings (please ensure leggings are of thick material so they cannot be seen through)
- Blue shorts can be worn in the summer / warm weather.
- Dark shoes or dark, smart trainers
- Suitable coat for outside



There will also be times when we ask for additional, suitable clothing such as wellies / walking boots, waterproofs etc. You will be informed by a member of staff when these will be needed.



## School Equipment

You will need to bring the following items to school:

- A school bag.
- Your school planner
- A reading book (or you can borrow one from school)
- A water bottle (named)
- A pencil case containing pens, pencils, a rubber and a ruler (no scissors).
- A packed lunch (please be aware we encourage healthy eating, and we are a **nut free** school)
- Any sensory resources that help you while at school e.g., ear defenders, sensory fiddle toys, pencil grips.
- A sun hat and sunscreen will be needed in hot weather.

## What you cannot have in school

- Please do not bring in any sharp equipment such as scissors or a mathematical compass. For safety reasons, we will provide these when required.
- Mobile phones and portable technology (such as games consoles and tablets) are not allowed in school, and we appreciate your support with this. These can be handed in on arrival and locked securely away.
- Smart Watches are not permitted
- If you need to have portable technology for the journey to school (for example, to help on a long taxi ride), please speak to a member of staff and we will arrange for the item to be handed in when you arrive at school and stored securely until home time.

## Food and Drink

### Breakfast

Please ensure your young person has breakfast prior to attending school. If a student arrives hungry, they are not ready to learn.

### School Lunches

We understand that eating at school can be tricky, and we know young people have different preferences about what they would like to eat. We are happy to work with you as we realise the importance of eating and drinking throughout the day.

We ask that you bring your own packed lunch, we do not make lunch for students at school as it impacts on the time available for staff to support teaching sessions.

We promote healthy eating and are a **nut free** school.

As an independent school we do not offer free school meals.

Some ideas for healthy packed lunches are here:

<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

Please bring a drinks bottle into school - we do not allow fizzy drinks at school.

We would also be grateful if you could limit the number of sugary sweets / chocolates / cakes due to the impact on young person presentation.

## **Nut Allergies : WE ARE A NUT FREE SCHOOL**

People who suffer from nut allergies can develop a severe, potentially life-threatening allergic reaction.

If someone has a nut allergy it is not just eating nuts that can cause a severe reaction, just being touched on the skin or smelling the breath of someone who has had nuts or a product containing nuts can trigger anaphylactic shock (which can cause breathing and swallowing difficulties). First aid staff in the school are trained to use the Epi-pens (an injection of adrenalin) which is required immediately if this happens.

We **cannot** have nuts in school in any form. So please can we ask that you have no nut products in the lunch boxes or brought into the school as treats.

For example:

- Peanut butter sandwiches
- Chocolate spreads
- Cereal bars
- Some granola bars.
- Cakes that contain nuts
- Biscuits / Cookies that contain nuts.
- Peanut butter cakes
- Some Asian food, including satay Sauces that contain nuts.

This list is not exhaustive, so please check the packaging of products closely.

We appreciate that this is an additional thing to check, and we know that you recognise the importance of it. We do have to insist we are a nut free school. I know if this were your young person you would expect that we all help, especially as it is a life-threatening condition. If you have any questions, please do not hesitate to speak to a member of staff.

## Absences

We manage young person attendance through our young person Attendance Policy to:

- ensure the safety and wellbeing of all young people.
- promote outstanding progress towards young people' individual outcomes.
- support young people to have the best attendance possible (based on individual needs and circumstance)
- support families in making sure their young person has the best attendance possible.

### Expectations of Parents

- To support their young person to come to school daily and on time.
- To inform the school as soon as possible if their young person will not be attending.
- To discuss any medical needs that their young person has with the school.
- To engage with the school attendance procedures
- To not take holidays during term time unless there are exceptional circumstances (see below)

### Expectations of School

- To provide a broad and balanced or personalised curriculum that engages young people.
- To carry out first day monitoring for young people who are absent from school and to ask parents/carers to provide a reason for the absence.
- Where medical needs impact on attendance, support for young people and families will be provided.
- To work with young people and their families to improve attendance by using various methods i.e., meetings, attendance targets, parenting groups.



## **Expectations of Young people**

- To achieve the highest levels of attendance possible
- To engage in learning at a level appropriate to their needs
- To work alongside school staff, where appropriate, to improve attendance.

## **Attendance Benchmarks**

- Young people where possible should aim to achieve 95% attendance or above - which is no more than 9 days missed from school across the year.
- Young people whose attendance falls below 90% will be considered a high-level concern unless absence is linked to their identified areas of need, as persistent absence will have a significant impact on their progress and achieving positive outcomes.
- Work will be completed with parents and young people and further action may be taken if attendance does not improve which may include referrals to the safeguarding team or reporting a young person as a 'young person missing education' if they have missed 15 school days.

## **Term Time Holidays**

Government policy means that as a school we can no longer authorise an absence unless there are very exceptional circumstances, and these will be decided by the Headteacher. Your young person's previous attendance will be taken into consideration when any requests are made.

Any request for a young person to be absent from school should be requested in writing at least 3 weeks ahead of the dates being requested. If your request is refused and your son/daughter does not attend school those dates will be recorded and reported as an unauthorised absence which may trigger involvement from other agencies for example, social care.

## Term Dates

### 2024-2025

| <b>Autumn Term</b>  |      |  |
|---|------|--|
| School Opens  |      | Thursday 29 <sup>th</sup> August       |
| School Closes for Half term Break   |      | Friday 18 <sup>th</sup> October        |
| School Opens  |      | Monday 4 <sup>th</sup> November        |
| School Closed for Christmas   |      | Friday 20 <sup>th</sup> December 12.00 |
| <b>Spring Term</b>  |      |  |
| School Opens  |      | Tuesday 7 <sup>th</sup> January        |
| School Closes for Half Term Break   |      | Friday 14 <sup>th</sup> February       |
| School Opens  |      | Tuesday 25 <sup>th</sup> February      |
| School Closes for Easter  |      | Friday 11 <sup>th</sup> April          |
| <b>Summer Term</b>  |      |  |
| School Opens  |      | Monday 28 <sup>th</sup> April          |
| School Closes for Half Term Break   |      | Friday 23 <sup>rd</sup> May            |
| School Opens  |      | Monday 2 <sup>nd</sup> June            |
| School Closes for summer  |      | Friday 4 <sup>th</sup> July            |
| <b>INSET / Staff Training / Bank Holidays (school will be closed to young people)</b> |      |  |
| Bank Holidays   | 2024 | 26.8, 25.12, 26.12                     |
|   | 2025 | 1.1, 18.4, 21.4, 5.5, 26.5             |
| Staff Training Days   | 2024 | 27.8, 28.8                             |
|   | 2025 | 6.1, 24.2, 7.7, 8.7                    |

## Transport of Young people

As you are aware, young people attending The Lady Byron School will need to be transported to and from school.

Young people with Educational Health Care Plans (EHCP) have the option of applying for transport (e.g., taxi service) or for a personal budget (payments towards the cost of transport by parents / carers) through Special Educational Needs Assessment and Commissioning Service (SENA).

Please see the website for more details:

Leicestershire [https://www.leicestershire.gov.uk/education-and-young personren/school-transport/special-educational-needs-and-disabilities-send-school-transport/5-to-16-year-olds](https://www.leicestershire.gov.uk/education-and-young-personren/school-transport/special-educational-needs-and-disabilities-send-school-transport/5-to-16-year-olds)

Leicester City: <https://www.leicester.gov.uk/transport-and-streets/special-needs-and-community-transport/>

Northamptonshire [https://www.northamptonshire.gov.uk/councilservices/young personren-families-education/schools-and-education/school-transport/Pages/special-educational-needs-travel-assistance.aspx](https://www.northamptonshire.gov.uk/councilservices/young-personren-families-education/schools-and-education/school-transport/Pages/special-educational-needs-travel-assistance.aspx)

Warwickshire <https://www.warwickshire.gov.uk/sendtransport>

## Operation Encompass

All Leicestershire Schools are now part of a safeguarding initiative, which aims to improve outcomes for the young person and families affected by domestic violence and abuse.

This scheme has been designed to provide early reporting to schools of any domestic abuse incidents that might have an impact on a young person that attends their school. The approach, known as Operation Encompass, is being rolled out across the UK. In Leicestershire, the scheme is run in partnership between Leicestershire County Council and Leicestershire Police.

All public agencies currently share information where there are safeguarding concerns or risk of harm to the young person and the Police currently share information on all incidents of domestic abuse in Leicestershire with Leicestershire County Council.

To further support the welfare of the young person this information sharing is being extended. During the school term our Designated Safeguarding Lead will now be informed when any domestic abuse incident has been reported to the police and one of our pupils was in the household.

This has been introduced because domestic abuse in a household can have a significant impact on the young person, even if they do not see what is happening.

This information will be used to ensure the school is able to provide appropriate support to our pupils. The information will remain confidential and only shared on a strictly need-to-know basis, for example with the class teacher. It will not be shared with any pupils.

If you would like to speak to someone in confidence about domestic abuse or sexual violence, call the United Against Violence and Abuse (UAVA) helpline on 0800 80 200 28. The helpline is open 8am to 8am Monday to Saturday. The UAVA website is [www.uava.org.uk](http://www.uava.org.uk)

We look to offer the best support possible for our pupils and believe that this scheme is going to be beneficial and supportive for all those involved. In other areas of the country where it is in place it has been found to be a very effective way of supporting the young person at a most difficult time.