



Parent & Carer Handbook

Learning for Life – Personalised for All

Updated Summer 2025

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Welcome to Bettridge School

We are a specialist provision commissioned to educate and support children and young people from the age of 4 to 19 with Special Educational Needs within the areas of Communication and Interaction, Cognition and Learning and Sensory and/or Physical needs. The young people are at the centre of every decision we make and we take great pride in celebrating their achievements and encouraging the families to take an active role in their child's education and future life goals. We provide a supportive, positive and educational environment in order to enable learners to achieve and make progress against the outcomes in their Education, Health and Care Plans.

The school provides access to a good quality and balanced curriculum which is individualised through 'pathways' to meet the needs of the learner. In addition to providing education, the aim and purpose of the work we do at Bettridge is to support pupils to address any emotional, behavioural and physical difficulties which affect their development and to help them develop resilience.

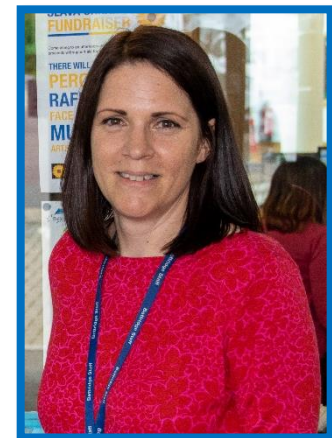
You can find out much more about what our school community has to offer by looking at our website. We are proud of our fantastic school and are happy to answer any questions you may have. I hope that this handbook will provide you with some useful information for the year ahead, but if you do have more questions or suggestions, please do let us know.

I very much look forward to working with you as parents and carers.

Jo Bleasdale

Headteacher

head@bettridge.gloucs.sch.uk



Admissions

Pupils are admitted to the school following a referral from the Local Authority.

This referral is made by a panel from the Local Authority who consider the reports and information submitted by a range of professionals including Educational Psychologists, Advisory Skills Teachers, Health Professionals and Professionals from Social Services. Some pupils will already have a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) before a referral is made to Bettridge. Others will be assessed for an EHCP once they are at Bettridge.

Once a request has been made to admit a pupil to the school a member of staff will contact parents or carers and make arrangements for them to visit if they have not already done so.

Following this visit the practical details will be arranged between the family and the school so that the pupil can have a successful and positive introduction to Bettridge in a way which suits them and their family.

The Headteacher is always happy to meet with parents of children for whom Bettridge School may provide a suitable placement before any request is made. Any parent who would like the opportunity to gain information in this way should contact the school and ask to make join one of our open evenings.

Our Admissions policy can be found on our website www.bettridgeschool.co.uk



SEN Information

How does our school know/identify that children have Special Educational Needs (SEN)?

Children are placed at Bettridge School following agreement by the Local Authority and the Headteacher. All children have an Education, Health and Care Plan which describes their individual areas of special needs and informs his/her Individual Education Plan.

What are the first steps our school will take if Special Educational Needs are identified?

Each request for a place at Bettridge School will be dependent upon the individual child's needs and all referrals are decided in conjunction with the Local Authority. A multi-agency approach is required with the views sought from other professionals including Education Psychologists in order to create an Education, Health and Care Plan (EHCP). This plan will recommend an educational setting and highlight any additional support/resources required.

How will our school include parents and students in planning and support?

As part of the statutory review processes, each child has a yearly meeting to discuss their progress and review their EHCP. This is supplemented with numerous opportunities throughout the school year for parents to meet school staff, including a meeting at the beginning of the academic year to discuss the "curriculum pathway" for their child's upcoming year.

How does our school ensure that the information about a child's SEN or EHCP is shared and understood by teachers and all relevant staff who come into contact with that child?

At Bettridge School there are various meetings that allow information about children to be shared. These include yearly Annual Review/EHCP review meetings, pupil meetings, class team meetings and department/whole school meetings. This is supplemented by written documentation that is available to staff which includes: Pupil Profile, Communication Passports and Positive Support Plans.

What expertise does our school and our staff have in relation to SEN?

All staff, both teachers and support receive comprehensive and ongoing training in meeting the needs of children with complex learning difficulties. A detailed induction programme is followed by a six month appraisal. In addition to more specialist curriculum training depending upon area of interest/expertise all staff receive Safeguarding, Manual Handling, Team Teach and Total Communication training.

Where appropriate staff are also trained in MIDAS Minibus Driving, Wade and Rescue and medical training appropriate to the children in their care. Specific staff areas of expertise include: Manual Handling Training, Team Teach Instructors, Total Communication, Outreach Services, Duke of Edinburgh Instructors, Rebound Therapy.

What intervention programmes does our school run and how are they delivered?

Children follow personal pathways that allow them to access a curriculum suitable to their needs. Various interventions are available to learners who are struggling to access the curriculum in a class environment. This includes the use of a “Hub,” a quiet room where children can work on their own or as part of a small group.

What support does our school put in place for children and young people who find it difficult to conform to school behavioural expectations and how do we support children and young people to avoid exclusion?

Bettridge staff are skilled in working with children who can exhibit challenging behaviours. All staff are trained in Team Teach. Positive Support Plans are written in conjunction with parents/carers for any child who requires support managing their own behaviour. This will list antecedents and possible triggers to behaviours and strategies for managing these behaviours.

What access do pupils/students have to facilities and extra-curricular activities?

As a fully inclusive school, all children participate in whole school, curriculum and off-site activities. The extent to which each child participates and the levels of support received will vary between children and across time. We differentiate the activities and expectations to enable all children to take part. Parents are asked to give generic permission for their child to participate in activities in support of the curriculum i.e. a visit to a local church, shop etc. All children will be risk assessed for each school trip planned. Visits which last for a whole day or are further afield, involve more complex risk assessments and information is both sought and shared.

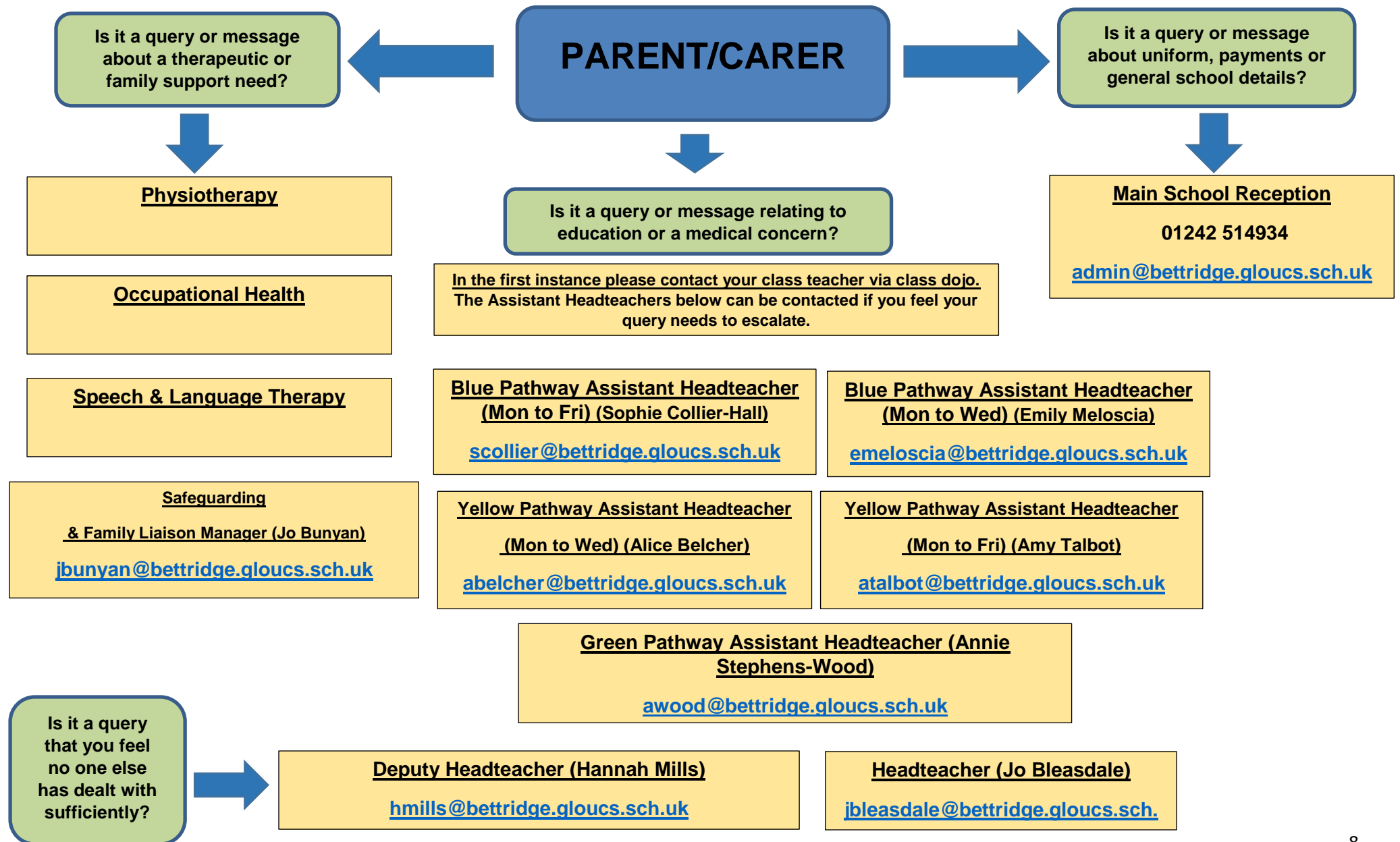
Class names and allocation

Our classes are set out in three main learning pathways (which are explained in our separate Learning Pathways booklet). Unlike large mainstream schools, we do not have classes of children that are all the same age as we have fewer children, and therefore mix some age groups. Because of this mix of ages, a child will sometimes be in the same class for more than one year, but this all depends on what's right for them. Each year we carefully plan each class group to ensure it is right both educationally and socially for our students. We communicate this to parents during term 6, even if the class is staying the same.

Blue Pathway	Yellow Pathway	Green Pathway
Sharks – Reception/Early Years/Primary	Giraffes – Primary Aged (Mixed)	Geckos – Primary Aged (Mixed)
Starfish – Primary Aged (Mixed)	Leopards – Primary Aged (Mixed)	G2 – Primary & Secondary Aged (Year 6 – 9)
Jellyfish – Primary Aged (Mixed)	Y3 – Secondary Aged (Year 7 – 9)	G3 – Secondary Aged (Year 10 – 11)
Whales – Primary Aged (Mixed)	Y4 – Secondary Aged (Year 7 – 10)	G4 – Secondary Aged (Year 12 – 14)
B5 – Secondary Aged (Year 7 – 10)	Y5 – Secondary Aged (Year 10 – 11)	G5 – Secondary Aged (Year 11 – 14)
B6 – Secondary Aged (Year 10 – 14)	Y6 – Secondary Aged (Year 10 – 13)	
B7 – Secondary Aged (Year 9 – 14)		
B8 – Secondary Aged (Year 7 – 13)		



Contacting Us



Contacting You

What we communicate

Day to day updates about student e.g. how they are getting on at school

An urgent message e.g. pupil is unwell and may need to go home

A general whole school message to parents and carers e.g. a special event such as sports day

An urgent whole school message e.g. school closure due to bad weather

A message to a group of students e.g. a letter from a class teacher about a trip

A formal message about a school meeting or appointment e.g. EHCP or appointment with a consultant

A formal information sharing and administrative message e.g. school reports or progress data

How the school communicates

The school prefers to use Class Dojo, our school communication system. Please speak to the class teacher if you are not set up.

A call will be made using the contact phone numbers provided by parent/carer.

This will usually be sent via dojo, our school communication system.

We will use our text service for urgent whole school messages. We will also send out a message via the School Story on Class Dojo.

This will usually be sent via an individual letter.

This would usually be sent out as a letter, but may be followed up with a ClassDojo Message or email.

These will be sent out as hard copies in the post, or sent home in school bags.

Where this will be stored

ClassDojo messages are naturally stored and can be accessed at a later date.

Details of phone calls are logged at school

Our admin team keep an electronic archive of whole school letters.

Text messages to all parents are not stored.

A hard copy of the letter will be filed and kept with reception for reference. An electronic copy should be stored securely by the individual staff member.

As above.

As above.

Staff making phone calls who reach an answer machine, will leave a clear message giving their name and a brief message before trying alternative contact numbers.

ClassDojo

We currently use a commercial App service called ClassDojo. This is extremely successful and it is an option from your class teacher for home school communication. With ClassDojo you can see all of your child's feedback from teachers, hear important announcements and updates, and see photos and videos from class! This is just like the traditional Home School Diaries but much quicker.

Any device, any language

Parents can use any iOS device, Android device, Kindle Fire or computer to connect. You can also read all Class Story posts in your preferred language instantly.

Safe for all

All of your child's information is kept safe on ClassDojo. Only they, their teachers and you, as their parents, can see their information.

ClassDojo is GDPR compliant. If you would like to review or remove your child's information, please email the ClassDojo Parent Support Team at parents@classdojo.com

It is your decision if you wish to use ClassDojo and it is your responsibility to read and agree the Terms and Conditions and Privacy Policy.

How to connect with your child's class

Your child's teachers will need to invite you to join their class. They can either invite you by text, email or send home a parent code. The ClassDojo app is free to download or you can use ClassDojo from a computer at www.classdojo.com

Guidelines and Expectations for Social Media @BettridgeSchool

What is social media at for Bettridge School?

Social media is used primarily as a method of communication called a 'Tweet', 'Posts' or 'News Feeds'. These tend to reference people, places, and/or activities taking place. Schools across the country are beginning to harness Social Media as another tool in their wide communication repertoires.

Twitter / Instagram users are able to 'follow' or 'be followed'. To follow somebody/thing ensures that all of their activity and comments appear in the follower's news feed. The obvious benefit of having followers is that the information you broadcast is instantly distributed into their news feed! Twitter / Instagram users can also private message each other when they do not want conversations to appear. @BettridgeSchool will not enter into private discussions with others.

What is the primary purpose of @BettridgeSchool?

@BettridgeSchool will be used principally to be followed by staff, parents and other professionals in order to compliment the repertoire of communication amongst all parties which already takes place at the School. (Latest news on the website, half-termly newsletters, curriculum newsletters, ClassDojo, e-mails etc). It will aim to keep parents in touch with life at the school, as well as informing them of key events and experiences within the school. The excellent work by staff, children, parents and governors will also be celebrated through this feed, as it is in the many other forms of communication already taking place. It may, on occasion, reference to other trusted external sources, for example, Ofsted and the Department for Education. The aim of this resource is to further reach out to parents and the community in ensuring exceptional levels of communication by running alongside more traditional methods like sending home letters and our website. It does not aim to replace these other forms of communication.

Who controls content for @BettridgeSchool?

The uploading of content for @BettridgeSchool will, be controlled by the IT Manager, Senior Leadership and allocated individuals. They alone will be responsible for password protection and uploading of content.

Who can follow @BettridgeSchool?

@BettridgeSchool has a twitter & instagram feed. This is available to view by any user of the internet as with any other school or company website. A user does not have to 'follow' or be a member of Twitter / Instagram to view these posts. The advantages of

'following' through Twitter / Instagram have been explained above. When @BettridgeSchool receives followers, informed decisions on a case-by-case basis as to the given person's suitability will be examined as appropriate within the contexts of safeguarding. These decisions will be based upon a number of factors. Were the suitability of any user to come into question, we reserve the right to block the given user.

Publicity of photos within our social media feeds will be completed within the same process as the School's website. Where photos are of children, their names will not be displayed or used. Only children whose parents have given permission for their use in publicity will be used.

Who will @BettridgeSchool follow?

In order to protect itself from inappropriate content being distributed into its news feed, @BettridgeSchool will not actively seek to follow other users. However, exceptions may be made where following an @ handle has obvious benefits to the school. Any 'follows' will be made by the IT Manager, Senior Leadership and allocated individuals, and will only be of professional, educational companies and/or agencies. @BettridgeSchool is being utilised as a distributor of information to those who follow it and not as a receiver of information.

What is inappropriate content and referencing and how will it be dealt with?

Bettridge School deems any of the following as inappropriate:

- Offensive language or remarks aimed at the School, its staff, parents, governors or others affiliated with the School;
- Comments that aim to damage the School's reputation, its staff, parents, governors or others affiliated with the School.
- Unsuitable images or content in feed images or text that infringe upon copyright.

Any inappropriate content will be deleted and its users will be removed, blocked, and, depending on the nature of the comment, reported to Twitter / Instagram. Furthermore, incidents of a more serious nature may be reported to the appropriate authority.

For further details, please see the school's Social Media Policy on our website.

Transport

At Bettridge School, we are committed to ensuring the safety of all our pupils.

Parents or carers are very welcome to bring their children to school themselves if this is practically possible. If this is possible, parents or carers are able to park off site and walk in using the pedestrian gate and zebra crossing to access the school.

Local Authority Transport

Most pupils travel to and from school in the taxis and minibuses provided by the Local Authority. Transport arrangements are supervised centrally by staff at Shire Hall who are responsible for placing the contracts with transport companies. It is very important that safe arrangements are made to cater for the needs of each child. Very young children or those with medical conditions who require special supervision are provided with an escort in the vehicle. This may also be necessary if a pupil exhibits behaviour that is likely to distract a driver travelling alone. Some pupils may also need special seating arrangements or to travel in their wheelchair and all should be safely seated in appropriate restraints. Every effort is made by school staff to ensure that transport arrangements work efficiently and that pupils are escorted to and from the vehicles. Any parent having a concern about the transport arrangements for their child should discuss this directly with the Travel Enablement Team at Shire Hall. SEN Travel Enablement Team

Email: sentransportteam@gloucestershire.gov.uk Web: <https://www.gloucestershire.gov.uk/transport/school-transport/transport-assistance-for-sen-pupils/>

Transport arrangements are complex and parents are asked to ensure that their child is ready for collection at the appropriate time in the morning and that there is someone at home to meet them on their return from school. It is not usually possible for the vehicles to collect or deliver children to addresses other than those that are the norm. Parents are asked to notify transport staff directly if their child will not be attending on any particular day or if they have made an alternative arrangement. Please also notify school of any changes to arrangements. Children will not normally be handed over to anyone other than their parent/carer or the usual transport staff without prior notice. Parents should be confident to ask for identification from transport staff and, if in doubt, should ask them to wait while they telephone the company concerned to verify an individual's identity.

Parking

When making arrangements for school meetings during the school day please be aware that parking spaces are limited. Please ensure you park in a marked visitor bay and allow time should you need to park off site. Parents and Carers must then register their presence at school by signing in and out at Reception in the main school building.



If you have the What3Words App, then our location is `//finest.bound.taps`

QR code Google Maps location of Bettridge School is....

Safe arrival and departure of students



- All students remain the responsibility of parents/carers or transport staff until they are handed over to a member of school staff in a high visibility jacket.
- Staff cannot receive pupils before 9.00am.
- There is a 5 mile an hour speed limit on site and any reversing should be kept to an absolute minimum.
- Please stay in your vehicles in the queuing system.
- Please do not overtake other vehicles.
- Please observe the one-way system around the carpark at all times.
- Do not double park, block the routes around the roundabouts, or go round them the wrong way.
- No students to be dropped at the far side of the first roundabout and walked across.

If parents wish to they can park off site and escort their children into school. Please do not park in the Bournside sports centre car park. Parents who walk with their children should wait in reception, using the seating provided.



Health & Therapy Teams

Senior Leaders, teachers and support staff are highly skilled in meeting the individual learning, behavioural and social needs of children with complex learning difficulties.

The school accesses a range of specialist services including Clinical Psychology, Social Care and Health Service Professionals and the Advisory Teaching Service.

Speech and Language Therapists (SALT), Occupational Therapists (OT) and Physiotherapy Colleagues and a School Nursing Team work within the school and either outline individual programmes for the Education Team to deliver or work specifically 1:1 with a child. This allocation of Therapy Support falls under criteria set down by the NHS and is very much needs led.

In addition to school based Health and Therapy Support, the school benefits from clinics within and during school time so that the children's education is not unduly compromised and that parents can feel more part of the multi-disciplinary approach to their child's overall needs. Such clinics include:

- Orthotic Clinics
- Feeding Clinics
- Wheelchair Clinics
- Orthopaedic Community Paediatric Consultant Clinics
- Medical appointments and Annual Review Medicals carried out by some visiting medical professionals

How we work with our parents & carers

At Bettridge School parents and carers are encouraged to participate in school life. We also work hard to support families where they need it. You can find more information about this in our Family Support and Liaison leaflet.

Annual Reviews and Reports

The EHCP (Education, Health and Care Plan) Administrator will contact Parents/Carers with a date for the Annual Review Meeting. Please understand that, due to the high number of Annual Reviews held during the academic year, it is very difficult to change the date or time proposed for the meeting. Invitations are also sent to the representative of the funding Local Authority and other professionals involved with the student. Contributions from the student and his/her Parents/Carers are sought and the most recent school report is included in the Annual Review paperwork. attached to the Annual Review Report. We would like to encourage all parents to take this opportunity to provide us with feedback.

Newsletters

A school newsletter is sent to Parents/Carers every half term. A variety of staff contribute to these newsletters so that parents can be included in the latest events and news. Teachers also produce termly curriculum newsletters for each family. This details topics covered in class, planned trips and events and suggestions of how to help reinforce concepts at home. Classes also send home a curriculum newsletter each big term letting parents know what learning and planned experience and school trips may be coming up in the weeks ahead.

Support Plans

Some students may have individual Support Plans and input from the student and his/her Parents/Carers is sought before creating this document. Support Plans are kept updated as targets are achieved or need reviewing, or when there are significant changes. Annual Reviews and Multi disciplinary meetings with Parents/Carers provide an opportunity for parents to discuss Education Health and Care Plans (EHCP) with the staff team. Alternatively, parents can request and arrange a meeting at a different time.

Parent/Carer Voice

On a regular basis, usually yearly, Parents/Carers will be sent an on-line survey which will cover all aspects of the provision at Bettridge School. Specific themed surveys will be issued to Parents/Carers to help us gain views on a specific service or new development. There are active parent governors who represent parental views within the Governing Body. We also have an active 'Friends@Bettridge' parent group which helps raise funds for additional resources and activities for our students. Six times a year, we invite parents and carers for a coffee morning in school too.

New Students Parents/Carers Meetings/Review of Contract

For those students with a September start date we hold a New Student/Parent/Carers meeting within the first six weeks of the student joining the school. Parents/Carers will be contacted to arrange a mutually convenient date and time to meet with their child's Multi-Disciplinary Team to review how the student is settling into school, discuss targets and to review the provision within the placement. In instances where parents are unable to attend this meeting we will still ask to hold a telephone call beforehand to ensure these views are taken. We also hold a parents evening within the first two terms so that families can meet teachers and discuss progress

Parent & Carer Texting service

We use a texting service system to communicate with our Parents and Carers for urgent situations. It is used to communicate quickly about events that affect all students or certain student groups, for example in the event of an emergency. There is no facility for reply. It is vital that you help us to keep your emergency contact details up to date.

Parents/Carers Taking Photographs at School Events

Photographs and videos for school and family use are a source of innocent pleasure and pride, which can enhance the self-esteem of children and young people and their families. However, we do ask all parents to keep to the following basic guidelines:

- Parents/Carers and others attend school events at the invitation of School.
- The Senior Leadership Team will decide if photography and videoing of any school events is permitted.
- The Senior Leadership Team will decide the conditions that will apply so that children are kept safe and that the event is not disrupted in any way.
- Parents and Carers can use photographs and videos for their own personal use only. Such photos and videos must not be sold or put on the internet, including social networking sites e.g. Facebook, if they contain images of any student other than their own son or daughter.
- Recording or/photographing other than for your own personal use requires written consent from all the other parents whose children may be included in the images.
- Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
- Remember that for images taken on mobile phones the same rules apply as for other photography, you should recognise that any images taken are for personal use.

Photographs being sent home

Members of staff may send photos home to parents as a record and celebration of student engagement, achievement and progress. This is often a really meaningful way of sharing the work and activities of a student's school life, and we know that they are appreciated by parents. On receiving these photographs, parents must be aware that if the image includes other students (although this is rare) they must not upload these to the internet including any social media.

Complaints

Bettridge School aims to offer an excellent service to all its students, all of the time. However, we are aware that, on occasion, Parents/Carers or students may be unhappy about aspects of life within education. When this happens, we are very keen to hear what the problem is, as soon as it arises, so that we can investigate and put things right where necessary.

Most issues can be dealt with informally by the person delivering the service, be they within the School, Therapies or Health. For those complaints that cannot be resolved easily, we will instigate an investigation. Please do not hold all of your concerns until an annual review or a meeting; please let us know of any problems as soon as they arise. A copy of our Complaints Policy is on our website.

Policies & Procedures that Parents/Carers may need to refer to

At Bettridge we aim to ensure that everyone has an enjoyable, safe and healthy environment to learn, live and work where they can reach their full potential. Learner activities, staff procedures, guidance policies and resources are continually reviewed to ensure there are the greatest opportunities for success.

Policies are available on the Bettridge School website <https://www.bettridgeschool.co.uk/policies/>

Safeguarding

We take the welfare of our students very seriously. Our Safeguarding Team ensures that all staff are trained and able to respond to any concerns; these concerns may be related to a student's home life, treatment by other students or the care provided by a member of staff. Our comprehensive policies and guidance explain how people should respond whenever a child needs safeguarding.

We have a strict policy of openness and zero tolerance over abuse and neglect, so when problems arise, we may need to report concerns to Gloucestershire County Council. We will always speak to Parents/Carers about the concerns whenever possible.

Jo Bleasdale is our Designated Safeguarding Lead (DSL) and is supported by Deputy Designated Safeguarding Leads (DDSL's) as set out below. The Governor responsible for Safeguarding, who has received appropriate training, is Wendy Yeates.



Jo Bleasdale
Headteacher
DSL



Hannah Mills
Deputy
Headteacher
DDSL



Jo Bunyan
Safeguarding
& Family
Liaison
Manager
DDSL



**Annie
Stephens-
Wood**
Assistant
Headteacher
DDSL



**Emily
Meloscia**
Assistant
Headteacher
DDSL



**Sophie
Collier-Hall**
Assistant
Headteacher
DDSL



Alice Belcher
Assistant
Headteacher
DDSL



Amy Talbot
Assistant
Headteacher
DDSL



**Wendy
Yeates**
Safeguarding
Governor

Absence and Illness

Illness and Emergency Contacts

Children should not be sent to school if they are unwell. We appreciate that it is sometimes difficult to make a judgement first thing in the morning but would ask parents to be in reach of a telephone if they send their child to school but are unsure about their fitness to attend. To help you work out whether to send a child in to school, please refer to the NHS and UKHSA information on our website under the 'Families' tab; [Absence & Illness - Bettridge School](#)

Please note the NHS advice specifically with regard to children with diarrhoea or vomiting - they should stay away from school until they have not been sick or had diarrhoea for at least 2 days (48 hours).

On admission, parents are asked to provide at least two contact numbers in case we need to reach them during the day. It is helpful if any changes to these are notified promptly.

If a child should have an accident during the school day, we notify parents as soon as possible and advise of the child's condition. Where a hospital check is felt necessary, parents are asked either to come and take their child or to meet school staff at the hospital, depending upon the nature of any injury.

The Class Teacher will usually advise the Headteacher about a child's fitness to attend school and is most likely to make contact with parents over these issues.

Absence from School

A child who is a full time pupil should attend school on a regular basis. It is the responsibility of parents to ensure that this happens. If a child is unwell, parents should inform the school directly by telephoning the school office. If they are unable to do so on the day of absence, then they should do so immediately on the child's return to school. If a child has a medical appointment, parents should inform the school directly, in writing if possible, through the Class Dojo.

Parents who wish their child to accompany them on a family activity or holiday during term time need to complete a 'Request of Absence for Holidays' form. Please ask the Class Teacher via the diary system to send one home for completion. This needs to be completed beforehand and will be signed as authorised or unauthorised by the Headteacher and returned to yourself. Absences are recorded as unauthorised if this is not done or clear information is not provided to the school.

We understand that financially it is advantageous to take holiday during school term dates, however, please bear in mind that this has a detrimental effect on your child's education and we do not encourage it except under rare circumstances.

Medication in School

Many pupils at Bettridge School have medicine during the school day and the school has full responsibility for all aspects of administering and storing medication. We are supported by the School Nursing service who train and provide ongoing advice.

The following systems are in place:

- Parents are asked to complete Medical Consent and Medical Information forms when their child commences at Bettridge.
- Medicines can only be given in school if this is authorised. These forms are sent out annually to ensure information is correct and up-to-date, however, should anything change during the year, please ensure you request a new form.
- All medication should have been prescribed for a particular pupil by their General Practitioner or Paediatric Consultant/dietitian.
- All medication should be in the container in which it was originally dispensed, clearly labelled with the name of the child, name and dose of medication and the date dispensed.
- It is the responsibility of the Class Teacher and parents/carers to ensure medication is in date and there is sufficient medication in school.
- The only non-prescribed medication that we are able to administer in school, with parental consent is paracetamol, such as Calpol, and topical creams such as Metanium and Sudocrem.
- Paracetamol is kept in school for pupils who made need it as a one-off. Class staff may administer paracetamol (Calpol). Written consent from parent/carer must be obtained. We will not administer Calpol regularly unless stated on the pupil's individual protocol/medication letter.
- Similarly with topical creams we will follow the instructions on the packaging and will not exceed the duration of use. At this point it would be the class teacher's responsibility to advise parents/carers to consult a GP if the cream is still needed.
- Antibiotics that have been prescribed to be given 3 times a day can be issued at school in discussion with parents and having correct label on box or bottle.
- There are individual occasions where prescribed medicine bottles may have to be opened at home and then come into school to be issued. These occasions need to be discussed with The Assistant Headteacher of the Learning Pathway prior to medication being administered. Any further queries should be discussed with the Headteacher.

School Meals

We have a kitchen in the school from which hot lunches can be purchased. The kitchen caters for the medical and religious dietary needs of all of the pupils. Menus will be sent termly via ClassDojo and can be viewed on our website.

We operate a 'cashless' system and ask all parents to only use ParentPay. If you wish your child to have school lunches, please contact the School Office, who will inform you the cost of a meal and send you information on how to access ParentPay. The School Office will be more than happy to answer any queries you may have, however, ParentPay also have helpdesk details on their site for any technical queries.



Meals need to be paid for in advance. Your support in using ParentPay will help the school enormously. Non-payment amounts owed for school meals may result in your child no longer being able to have catered school dinners.

Free school meals are available for those pupils who qualify; this is not just if you are unemployed as there are other benefits that entitle you to apply. If you are unsure, please discuss with someone in the School Office. Registering for Free School Meals is confidential.

If preferred, parents can send in a packed lunch for their child. The school is also able to manage tube feeding where this is prescribed.

School Uniform

At Bettridge School, we are mindful of the cost to family of school uniforms, therefore, we take the following steps as part of our uniform policy, providing parents and carers with options to suit them.

- Affordable priced: Price & Buckland Ltd stock affordably priced Bettridge School uniform with the school logo if families wish to choose this option – see the link below for the online shop
- Non-branded is OK: Items of uniform branded with the school logo are not essential and families can choose to buy similar unbranded items from other shops rather than from Prince and Buckland Ltd. We keep our branded items to a minimum (sweatshirt, Polo-shirt, PE shirt).
- Second hand Uniform: The school is also happy to receive outgrown or unwanted school uniform and will let parents know about the availability of any uniform available via Class Dojo. Some parents also make use of the 'Friends of Bettridge' Facebook page to advertise second hand school uniform there.

Bettridge School has a school uniform for all school age pupils which they are expected to wear each day. The uniform consists of:

- navy blue sweatshirt with (or without) Bettridge logo
- sky blue polo shirt with (or without) Bettridge logo
- black or grey trousers or skirt (or leggings/joggers if more comfortable)
- girls may prefer blue/white check dress in the summer.

We also have a PE kit, especially for the out-of-school events that our pupils take part in but it is also used in school. This is a sky blue t-shirt with (or without) blue Bettridge logo and navy shorts or navy tracksuit bottoms and sport shoes.

Parents can order school uniform online from Price & Buckland Ltd at [Bettridge School Uniform Shop \(pbuniform-online.co.uk\)](http://Bettridge School Uniform Shop (pbuniform-online.co.uk))

It is essential to have items of personal clothing clearly marked with the pupil's name.

Students in FE (Further Education) may decide to wear their own clothing to model a college experience. Footwear should be comfortable as students may have a large part of their curriculum out in the community where they may be walking or catching public transport to a range of settings.

Swimming

If your child has swimming lessons, you will need to provide them with appropriate swimwear and a towel. Parents and carers can order specialist swimwear online at www.respond.co.uk and the customer care team can be contacted on 0800 220300.

If a swimming nappy is required, we recommend that you provide a re-usable swimming nappy with a waterproof layer. These can be purchased online from www.splashabout.com, however there are other companies and brands that you can use.

If you are unsure if your choice will meet our criteria, please discuss this with your class teacher.

