

Parent Information Booklet



2023

Contents

- Welcome to Maple Ridge School
- Welcome Packs & Forms
- Pen Portraits
- Transition Information
- Classes
- A typical School day
- Parents Evenings & Annual Reviews
- Payments & Parent Mail
- Communication (Home-School books/phone calls/Class Newsletters)
- Medical Protocol
- School Uniform
- Behaviour Policy & School Rules
- FMR & Task Force
- Play at Maple



Welcome to Maple Ridge

On behalf of the whole school team I would like to welcome your child, and your family to Maple Ridge School. I am very proud to be the Headteacher here, where we work together to secure the most relevant education for all of our children, and always believe that anything is possible!

Maple Ridge School is a Primary Special School for children with Moderate Learning Difficulties, a high percentage of our children also have a diagnosis of Autism Spectrum Disorder. All of our children have an Education Health & Care Plan. We work very closely with numerous professionals to ensure that we provide the appropriate level of support for each child.

We are a very friendly bunch, and are always happy to talk with you about what's going on in school and any concerns you might have.

Vicki Clovis
Headteacher

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Welcome Packs

You will have received a welcome pack from us including lots of paper-work which we need you to fill in and return to us as soon as possible.

The following forms are included in your pack:

- **Contact Details Form**
- **Health Questionnaire**
- **Prescribed/Non Prescribed Medications form**
- **Photograph Permissions**
- **Offsite Activities Permissions**
- **Free School Meal Application**



It is important that we have all of the forms completed and returned to us before September, to ensure that we have all relevant information before your child is due to attend school.

Also in your welcome packs you will find some additional information about Healthy Snacks, School Dinners, Milk Scheme & a booklet that you can share with your child with some photos & visuals of the school.





Pen Portraits



As a school we have developed a document which we complete for every child who attends Maple Ridge. This includes lots of information about the child's needs, as well as their likes/dislikes, & important people in their lives.

This really helps us to get to know your child, especially in the beginning. We update the portrait as your child moves through the school, so that we always have useful information in one location.

We will send home a portrait like the one opposite for you to fill in and return to us. We will then use the information you give us, and information from your child's current setting & their EHCP to complete a more thorough portrait.

Once we have finalised the Pen Portrait we will share this with you, so that you can make any amendments or ask questions before we share this with our staff. Your child's pen portrait will be shared with staff at Maple Ridge and we ask that you give us permission to share it with other people who may work with your child, such as escorts on school transport. Pen Portraits are updated regularly and we'll check the content is accurate with you at least once a year.

My portrait		
My name is:	<div>Photo of child</div>	I live with:
My date of birth is:		
I can communicate by:	Other people important to me are:	food drink activities
To help me communicate you need to:		
The things I like best are:		
If I could choose something as a reward it would be:		
The things I don't like are:	I am scared of:	
I might get cross if:	If I get cross you can help me by:	
My general health is:	It is important for you to know that:	
Date portrait completed:	Thank you very much for your help	



Transition

Reception

If your child is joining us in Year R, a teacher will call and speak with the pre-school/nursery to gather information and will also call parents for a discussion about your child.

During this call, transition will be discussed and a plan will be put in place for a gradual start to school.

Your child will usually be invited to attend a visit or a group 'Stay and Play' session in school, where you will stay with your child.

Usually children will attend one 2 hour session 1:1 with the teacher in the first week. This allows us to really get to know your child and complete the Reception Baseline Assessment.

In week two, your child will usually attend every day for 2 hours in the morning or the afternoon. From week three your child will attend school full time.

We try to be as flexible as possible, all transition plans differ from child to child based on their needs and requirements. Some children may settle quickly, and others may need more time to adjust to life in school. Whatever your child needs we will work with you to create the best plan.

All other Year Groups

A teacher will call and speak with your child's current school to gather information and will also call parents for a discussion about your child.

Your and your child will be invited to come in for a visit where we can have a chance to



show you around and start to think about transition visits.

Children will then usually be given a start date for a full time start, if starting at Maple Ridge at the beginning of the academic year, in September, this will be the first day of term. If your child starts later in the academic year, we will arrange with each individual the appropriate time needed to help your child integrate successfully into their new setting.

We will liaise with you closely regarding your child's transition to Maple Ridge, it is of the highest importance that the transition is successful and manageable for your child.

We pride ourselves on creating supportive and appropriate transition plans for all new children who join Maple Ridge – we can't wait to get to know your child!



Classes & Staffing

There are 10 classes in Maple Ridge School, they are named after trees.

We separate the school into 'Teams' based on year groups. Our events, including Christmas performances are usually held in Teams, as well as groupings for parents evenings and school trips.

The 'Teams' and their breakdowns are as follows:

Team 1 (Years R, 1 & 2)

- Holly
- Maple
- Beech
- Willow

Team 2 (Year 3 & 4)

- Birch
- Oak
- Pine

Team 3 (Year 5 & 6)

- Ash
- Elder
- Chestnut

Each class generally has 10 children, supported by 1 class teacher and usually 2 or 3 Learning Support Assistants.

Class ratios can differ dependent on the children's needs and the level of support that they require.

You will usually have confirmation of your child's class and teacher before

your child starts.

We will provide visuals for you to share with your child, and to keep for your information. This will include photographs of the adults who will be working in your child's class, and the other children in the class too.



A Typical School Day

9am- Doors Open to Children

Walkers enter through the front door at reception, Team 1 parents can park in the front car park and wait, Team 2, 3 and all Transport Vehicles join a loop and drop the children to staff at the side gates.

Table Time & Registration

Children arrive in class, pick their school dinners using a visual on the whiteboard & take part in table top activities.

Literacy

Choose Time (Team 1 & 2)

Snack & Break Time

Time to eat a Healthy Snack from home/provided by school & play outside

Numeracy

Choose Time (Team 1 & 2)

Lunch/Play Time

Time to eat packed lunches/school dinners & play outside or at one of our lunchtime clubs.

Topic/PSD/PE

Club Choose (Team 3)

3pm- School Finishes

Walkers to be let out through reception area at 3pm. Transport vehicles collect children from team gates.

Children earn 'Choose Time' throughout the day, they pick an activity of their choice for this time and they work towards it throughout the school day.

The frequency of 'Choose Time' reduces as the children go up through the school.



Parents Evenings and Annual Reviews

Annual Reviews

As all of our children at Maple Ridge have EHCP's we carry out Reviews on an annual basis to ensure that all children's EHCP's are reviewed as they should be.

Annual Reviews are usually held on Wednesdays. Class teacher's usually talk through your child's progress and a member of the admin team will attend to take note of the meeting.

Please rest assured that the meetings are very informal, teachers enjoy talking about the successes of the children and parents report that the meetings are always very positive and informative.

Your child will have one annual review a year, we group the reviews by year group.

You will receive an invitation by letter roughly one month prior to the meeting.

Parents Evenings

We hold 3 parents evenings a year (1 per term). You will be invited to attend 2 of these parents evenings per academic year.

You will not attend parents evening in the term where your child's annual review takes place.

Appointments are with class teachers, and are between 10-15 minutes long.

A letter will be sent home to you to give a preference of time for an appointment. Once times have been scheduled by the class teacher you will receive Confirmation through the home school book.



Payments & Parentmail

SCO Pay

We use a payment system called SCO Pay, and ask that if possible all payments are made online.

In September when your child has been added to the system, you will receive a registration letter that includes a 'Link Code' that you will need to create a SCO Pay account.

We can accept payment by cheques made out to Hampshire County Council, and cash payments can be made but are not advised.

Please send in any payments in these formats in a sealed envelope, with : Child's Name, what the payment is for, and 'Admin Office'.

School dinners are free up until the end of year 2. If you think you might be eligible for Free School Meals based on your financial situation, please complete the form included in your Welcome Pack.

School dinner payments are to be paid for in advance. The weekly price of school dinners is £13. Some parents pay weekly, or you can make larger payments (termly/half termly) if you desire.

www.scopay.com



Parentmail

As a school we use Parentmail to send out most communications via email or text. It is important that we have up to date email & mobile contact details for you so we can be sure you are receiving all information we are sending out.

In September you will receive a registration email & text message so that you can link up to this system.

We do occasionally send out paper letters, but this is rare. You may receive some paper letters from your child's class teacher, however whole school communications are sent using the Parentmail system.

www.parentmail.co.uk



Communication

There are a few other ways in which we will communicate with you as a school.

Home-School Books

When your child has started school, you will receive a Home-School book for you to write information in for your child's class team.

Where some children's communication skills are still developing, and they may not be able to tell you what they have done in school, this is a really valuable way that you can give/receive some information.

You can write in the book as little/ often as you choose, the class teams will endeavour to write to you as much as possible but this may not always be achievable every day.

What may seem like a small bit of information could really help us during the day. If your child has felt worried about something in the morning, didn't eat breakfast or didn't sleep well, please write in the book and tell us so that we can help your child should anything come to light during school.

Phone- calls

If you call the school during the day, you will likely speak to Elisha, Catherine or Denise in the School Office. Sometimes, they will be able to help you with your query, other times they will pass your call onto a different member of staff.

It is unlikely that your child's class teacher will be available to talk to you during the school day as they will be in class teaching. If you leave a message with the office, or write in the home-school

book that you would like a phone-call, they will do their best to call you back as soon as they can.

Email

Parents can email the school, or an appropriate member of staff, for non-urgent issues, if these cannot be communicated through the home/ school book..

We aim to acknowledge all emails within 3 working days and respond in full (or arrange a meeting or phone call) within 5 working days. If a query or concern is urgent, and parents need a response sooner, they should call the school.

School/ Class Newsletters

Your child's class teacher will send home a paper class Newsletter once a week to show you what they have done. We issue a Whole School Newsletter with lots of other information & dates once per half-term, this is sent using Parentmail.

School Website

The school website is kept up to date with lots of information for parents, including Newsletters, information links, calendar dates & photographs.

Please check the website regularly to keep up to date with what's going on in school.



Medical Protocol

As part of your pack of forms to complete prior to your child starting school with us, you will find 2 medical forms which must be completed before your child's first day of school.

Health Questionnaire

This is a short form that will help us to identify if your child requires an Individual Health Care Plan due to a medical condition. This would be appropriate for the following diagnosed medical conditions:

Asthma, Epilepsy, Anaphylaxis etc..

Once this has been identified, you will be sent additional forms that will help us to create an IHCP for use in the event of emergency.

Our Deputy Head, Julia Parks, oversees all children with additional medical conditions.

Prescribed & Non- Prescribed Medication

On this form you can detail any pre-scribed medications that your child takes regularly. If your child has emergency medication this can also be put on here.

If your child requires medication during the school day, we can only administer medication that we receive in the box, with a prescription label attached that details the dosage and name of your child.

If you do not provide this, we cannot give your child the medication.

In school we do have a supply of Calpol (Infants & 6 Plus) and an Antihistamine which we can give to your child with your permission.

In an instance where your child is feeling unwell, we will always call you and discuss whether you would like us to administer these medicines. We will call you even if you have given written permission on the Medications form.



First Aid

In school many of our support staff complete First Aid training periodically, and are equipped to help your child with small cuts, scrapes or bumps. We will complete a letter to send home with your child if they have had a minor 'bump' during the day.

We will always call you if your child has an accident and we feel that they need more medical assistance than we can provide.



Uniform

Our school uniform is available to purchase from Skoolkit (Online & in the Basingstoke branch) & MyClothing (Online only).

We wear a royal blue jumper/ cardigan/ fleece with the school logo on, white polo shirt, grey or black trousers/ shorts/ skirt/ dress and black shoes.

www.skoolkit.co.uk

<https://myclothing.com/>

Whilst we do have a school uniform, we are very flexible in our approach to children wearing it. A lot of children can struggle with school uniform, the material can feel uncomfortable on their skin or they simply find it difficult to wear school jumpers/ trousers/ different clothes or shoes.

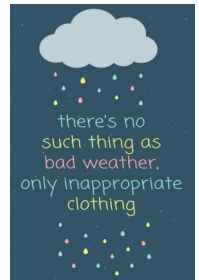
In instances where your child may become distressed about wearing their uniform, please do not worry about making them wear it. If allowing them to wear something else helps them to feel calm and happy about coming in to school then we are happy to see them feeling that way about school.

Many of our children substitute school trousers for shorts or jogging bottoms as this material is more comfortable on their skin. Similarly some school shoes can be uncomfortable, so plain trainers can be worn in these circumstances.

Your child will need a PE kit (shorts/ jogging bottoms, plain t-shirt & plimsolls/ trainers). This can be kept in school and sent home periodically for you to wash.

Once a year your child will need a swimming kit (swimming costume, towel & suitable swim nappy and cover if not yet confidently toilet trained). We take the children to Basingstoke Sports Centre for swimming for a few weeks each year.

We include a range of outdoor learning in our school curriculum weekly, including use of our forest school and sensory garden (which can both get muddy). Please provide your child with, waterproof trousers and coat, along with wellies (or sun hat, sun cream when hot) so your child can enjoy outdoor learning, whatever the weather.

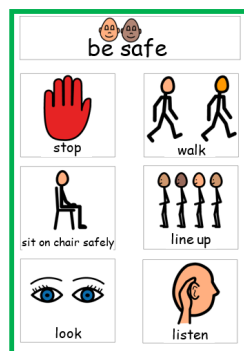
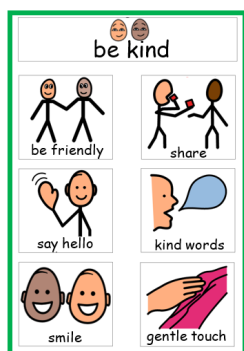


PLEASE LABEL EVERYTHING!



Behaviour Policy & School Rules

We have very simple rules at Maple Ridge:



Say hello to



They will help you remember the school rules ☺

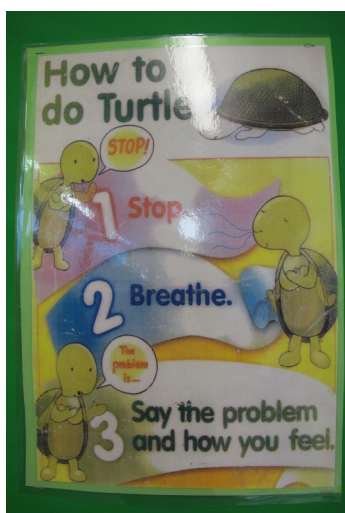
In class the children can earn Smiley Faces on a chart, children in each Team collect a different number, once children have filled up a Smiley Face chart, they can get a tick and a 'Dip in the Tin' - they can choose something from a selection of items. Once the children have collected a number of ticks (depending on what Team they are in), they receive a Gold Award certificate in assembly.

A Special Assembly is held once a week where children may receive a certificate for a Gold Award or a 'school rules' award for being safe, kind or helpful. In addition a child might receive a Headteacher Award, for something they have achieved in school that week, they are given a sticker and put their leaf up on the Maple Ridge tree display in the hall.

Some children might need some more help to follow the school rules, or to help them regulate their emotions. To help with this we use Turtle Time in every classroom and have safe spaces children can go to around the school.

Some children may have an Individual Behaviour Management Plan (IBMP) to further support the development of skills. These we share with parents and are regularly reviewed.

The majority of our staff are Team Teach trained to enable us to provide positive support for behaviour management, de-escalation techniques are used and if necessary to keep a child or others safe. On occasions, physical intervention techniques to hold a child safely may be used if needed for a child who needs that support.



Friends of Maple Ridge

(FMR)

Friends of Maple Ridge is run by a group of parents with children who attend the school and supported by the school business manager. They run events to raise money for the school, including school fayres, discos, cake sales and special events. They help the school so much, and have contributed to lots of projects in school. FMR have raised money to help us pay for:

- Outdoor Play Equipment
- School Minibus
- Occupational Therapy Equipment
- Sensory Garden
- School trips, such as residential and day visits like a local farm

If you would be interested in helping the school by being part of FMR, please let us know and we can give you more information. They hold regular meetings, where they make plans for future events and how to raise money for Maple Ridge!

Task Force

Task Force meet every Thursday morning in our community room (Cedar Room). They are parents of children at Maple Ridge, who help create resources for the classes. It is a great opportunity to meet other parents of children with additional needs, share stories and experiences in a safe place.

The work they do for us is essential, and we would not manage without their help! There is always tea and biscuits on hand, as well as our Home/ School Coordinator who helps to facilitate the morning.

Please come along and help if you would like to!



Play at Maple



Play At Maple offer out of school play sessions run by Maple Ridge School staff who are enthusiastic, active and love to play! We use our knowledge, training and experience of working with children with different needs to enhance the play of every child who attends.

We provide a safe, secure environment where children can access different and interesting play opportunities. We encourage and support children to interact in new social situations and take part in fun physical activities.

We offer Saturday and Holiday play schemes that are funded by Short Breaks Hampshire and parent/carer contributions.

For further information please contact:

Natalie Birkin – email: n.birkin@mapleridge.hants.sch.uk

or

on the Play At Maple mobile – 07464 778720
(Messages can be left at the school office)



Please see the school website for more information and details:

www.mapleridge.hants.sch.uk

We are always happy to help, if you can't find the information you need or have further questions please get in contact with us.

