

<p><i>Who will be my son's/daughter's teacher and support worker(s)?</i></p>	<p>Prior to starting school, you will be told the name of your child's class teacher. A key worker will be identified from within the class staff group.</p> <p>Teachers and support staff may change but we will keep parents/carers informed.</p>
<p><i>What does a keyworker do?</i></p>	<p>A keyworker works with the class teacher to support students to access the curriculum, they can also provide support for personal care if needed.</p> <p>They also evaluate progress, manage resources, record achievements, keep passports and support plans updated.</p> <p>Often the keyworker will be the main point of contact between home and school and works with families to help ensure consistency in approaches and support.</p>
<p><i>What is the best way to contact my son's/daughter's class teacher?</i></p> <p><i>How will staff communicate with me? Do I have a choice?</i></p> <p><i>Am I expected to write in the home/school book?</i></p>	<p>If the matter is urgent you should call the school administrator on <b>0161 610 0115</b>. She will pass a message to the teacher asking him/her to call you. You can also email the teacher or use the home/school book.</p> <p>You can agree with your child's teacher which method of communication suits you best (phone, email or home/school book) and how frequently you would like to receive information.</p> <p>Only if you want to – it can be a useful, quick way to pass information. Staff will always read the book in the morning and will write in it in the afternoon. Some parents/carers prefer to email or telephone if they want to pass important information to school.</p>
<p><i>Who do I call if my son/daughter is ill or is going to be late?</i></p>	<p>Contact the school administrator <b>0161 610 0115</b> between 8.30 and 9am. If you call earlier you will be able to leave an answerphone message.</p>
<p><i>Who do I contact about transport issues?</i></p>	<p>Your local authority's transport provider.</p>
<p><i>In case of bad weather who will contact transport?</i></p>	<p>You should contact your child's transport provider and notify school if your son/daughter is going to be late or will be unable to attend due to bad weather.</p> <p>If the school is to be closed during the day we will inform you and you should then liaise with your transport provider to make arrangements to collect your child early if needed.</p> <p>In some cases of bad weather the school may be contacted by transport to say they are collecting the child early, school will confirm that you have been contacted and are aware of these arrangements.</p>
<p><i>Where can I find out term dates?</i></p>	<p>Ask the school administrator to send you a copy if you have not already received one. The information can also be downloaded from our website <a href="http://www.seashelltrust.org.uk/school">www.seashelltrust.org.uk/school</a></p>

<i>Can I take my son/daughter on holiday during term time?</i>	This is at the discretion of the Head of School who you will need to contact in writing if you are considering this.
<i>How often can I expect to get progress reports?</i>	You will receive progress reports every six months following education reviews in February and July.  In July you will also receive information about assessment levels and the progress made over the year.  At each annual review you will have an overview of progress over the previous 12 months.
<i>Are lockers provided?</i>	No
<i>What sports equipment will my son/daughter need?</i>	They will need shirt, shorts and trainers, swimming costume and towel. From 16 yrs upwards a track suit is also advised as some students will access off-site sporting facilities.
<i>Does my son/daughter need spare clothes?</i>	It is advisable to provide a spare set of clothes and underwear.
<i>Do I need to pay for lunches?</i>	School meals are provided and the cost is covered by your local authority.
<i>Can I send in lunch? Will you heat up food?</i>	Packed lunches can be sent into school but we are unable to reheat any foods.
<i>When are break/lunch times?</i>	Morning break is between 10.30 and 11am each day.  Lunch is at 12-12.30pm for children under 16 yrs and 12.30 – 1pm for post-16 students.
<i>How much pocket money will my son/daughter need and what will it be used for?</i>  <i>How do I pay this money?</i>	£6 each week for day pupils to cover snacks and trips/visits. It is recommended that residential students will require an additional £6 per week.  Payment may be made by cash, cheque or bank transfer on a weekly, monthly, half-termly or termly basis. Contact school administrator for further information (0161 610 0115).
<i>How will my son/daughter be supported to move around school?</i>	Pupils have 1:1 support at all times. We have a trained habilitation worker to support access for visually impaired pupils and a transition worker who supports students with transitions around site.  Most students have access to adapted/specialist bikes and some students will use specialist equipment, including walking frames, as advised by our physiotherapist and occupational therapist. To promote their independence, some students have their own pass to get in and out of the school building.
<i>My son/daughter needs prompting with her/his personal care – will this still happen at school?</i>	Yes, the support staff working with your child in class will assist them with their personal care.

<p><i>Is there a uniform?</i></p>	<p>Yes, the uniform comprises a light blue polo shirt or t-shirt, royal blue sweatshirt, hoodie or cardigan (available at a variety of popular retailers, eg Asda, Next, M&amp;S, Tesco) and grey trousers or skirt.</p> <p>Iron-on badges for the shirts/sweatshirts can be ordered from the school office (£1.50 each).</p> <p>Uniform in the Post-16 department is optional.</p>
<p><i>Is the curriculum geared to individual needs?</i></p>	<p>Yes, the curriculum is based around the needs of each individual child. It builds on assessments that identify skills and strengths and areas for development and student interests.</p>
<p><i>How will my son/daughter be prepared for the future?</i></p>	<p>Our focus is on improving communication to enable young people to have their voices heard.</p> <p>Transition planning is incorporated into the curriculum. Vocational and leisure sessions from 14 yrs upwards (Key Stage 4) establish students' preferences and interests which then inform future work experience placements and leisure opportunities.</p> <p>Transitions to future placements are person-centred and coordinated by the transition coordinator.</p>
<p><i>Will I be able to attend assemblies?</i></p>	<p>Yes, you are very welcome to attend our end-of-term assemblies. Your child's teacher will let you know the dates and times.</p>
<p><i>Where is my son/daughter's medication stored?</i></p>	<p>All medication is held in our medical department in accordance with appropriate storage requirements.</p>
<p><i>Can parents/carers bring children to Seashell Trust during holidays to use the pool and/or other facilities and what are the charges?</i></p> <p><i>How does my child access CADS activities?</i></p>	<p>Parents/carers can support their son/daughter to use the facilities during the holidays. To arrange this, please contact our Sports Department on 0161 610 0104 or email <a href="mailto:sports@seashelltrust.org.uk">sports@seashelltrust.org.uk</a></p> <p>In addition, CADS clubs are fully inclusive sports camps for able and disabled young people aged 5-25 yrs. For information regarding costs or to book a place, please contact the Sports Department on 0161 610 0104 (or email <a href="mailto:sports@seashelltrust.org.uk">sports@seashelltrust.org.uk</a>). A booking form is available online at: <a href="http://www.seashelltrust.org.uk/content/cads-booking-form">www.seashelltrust.org.uk/content/cads-booking-form</a></p>
<p><i>How do I book short breaks (respite)?</i></p>	<p>Short breaks can only be booked following an assessment and are subject to availability. In the first instance, please contact Admissions Administrator on 0161 610 0741</p>