



## **Glebedale School Further Information**

### **Admissions**

Please see the Parent Information menu option on the website or the prospectus for more information.

### **Latest Ofsted report**

Please see the Ofsted Reports menu option on the website for more information.

### **School Governance**

Lauren Wright, 07580 540410, Glebedale School | Grove Road | Heron Cross | Stoke on Trent | ST4 3AY.

The school has an active governance team that holds the head teacher and school accountable. The governance team serves to regulate and monitor all aspects of the school's performance.

- set the strategic direction, vision and ethos of the school;
- monitor and challenge the progress of the school in achieving its priorities;
- ensure the school(s) meet its statutory responsibilities;
- ensure financial probity;
- ensure the premises are well managed.

### **School Council & Pupil Voice**

The School Council meets termly in order for pupils to have an input into school development. Primary, KS3 and KS4 have representatives elected annually by peers.

In addition, pupils are consulted routinely both informally and formally through the use of questionnaires, discussion groups etc

### **School Curriculum**

Please see the Education menu option on the website or the prospectus for further information.

## **Assessment**

Please see the Education menu option on the website for more information on Assessment, External Accreditations/Exam Results.

## **Staff at the School**

Please see this on the About Us menu option on the website.

## **Policies**

Please see each policy on the Policy and Procedures menu option on the website: Health and Safety, Equal Opportunities, Behaviour Management and Recognition, Safeguarding/Child Protection and Complaints Procedure.

## **Charging Policy**

The cost of all public examinations, school trips, school lunches and food technology resources will be met by Acorn Education and Care.

## **The School Day**

### **Primary**

The primary school day starts at 9am and ends at 2:50pm. On Fridays the school closes at 2pm. The school provides freshly prepared hot and cold meals and snacks throughout the day.

### **Secondary**

The secondary school day begins at 9am and finishes at 3:15pm. On Fridays the school closes at 2pm. Pupils have a morning and afternoon break and a forty minute lunch break. There are two tutor sessions; one at the start and the other at the end of the school day. Pupils are not permitted to leave the school site. The school provides freshly prepared hot and cold meals and snacks throughout the day.

## **Illness and School Absence**

If a pupil is too ill to remain on site, a Residential Care Worker will return them to their home. If a day pupil is taken ill, their foster carers or parents will be informed.

## **Medication and Medical Arrangements for Students**

Medication will be administered pending the completion of a medication form and permission given, all medication is stored within the medication cabinet and administered by a trained member of staff in line with school policy.

## **Pupils injured at school**

A pupil who is injured at school will receive appropriate First Aid from trained staff. Parents/Carers will be informed. If necessary the pupil may be taken to hospital or the emergency services called.

## **Fire Drills**

Fire drill instructions are displayed throughout the school. The routine for evacuation is shared during pupil and staff induction. Regular Fire Evacuation drills are completed in line with regulations and school policy.

## **Careers Guidance**

All students have access to careers lessons, advice and guidance. This is provided through timetabled lessons and may involve links with local colleges and further education providers. Pupils in KS4 receive independent advice from the Stoke on Trent Careers Service.

## **Mobile Phones**

Students are not allowed personal mobile phones on the school premises. Students are advised not to come to school with phones or personal electronic equipment. If phones are present, students must hand them into their tutor or a member of SLT, persistent refusal to hand mobile phones in may lead to sanctioning.

## **Personal Belongings**

Students are encouraged not to bring personal belongings to school as the school cannot be held accountable and responsible for any accidents, breakages or theft of the items. Any unsuitable items brought in by students will be confiscated. Outer wear and bags can be stored in lockers before entering the school.

## **Breakage and Damage**

Students may be charged for damages and breakages as a result of their actions and behaviour. A bill to replace or repair items will be issued.

## **Exclusions**

Please go to the Policies and Procedures menu option on the website for the Exclusions Policy.