



Additional Information for Parents Booklet

Stitch-mi-Lane, Bolton BL2 4HU Telephone: 01204 333044

Head of School – Mrs Dawn Evans
Executive Head Teacher: Mrs Debbie Coburn



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Welcome

Welcome to Firwood High School.

We are a specialist secondary school situated in Bolton providing an aspirational education for our students with severe, profound and complex learning difficulties. Firwood High School is extremely well appointed with a newly completed extension to ensure our students have access to high a quality specialist provision and facilities. Our mission statement for all who attend Firwood staff and students is **“Learning Without Limits.”**

We are very proud of our school community and the achievements of our students. We have a committed team of staff who work to ensure our students achieve the very best possible outcomes and are well prepared for their next stage in their learning and in preparation for adulthood.

Our curriculum has an emphasis on developing each of our students as an individual, enabling our students to communicate in their preferred method of communication, develop independence, promote British values and enabling our students to be a confident and empowered citizens when they leave our school.



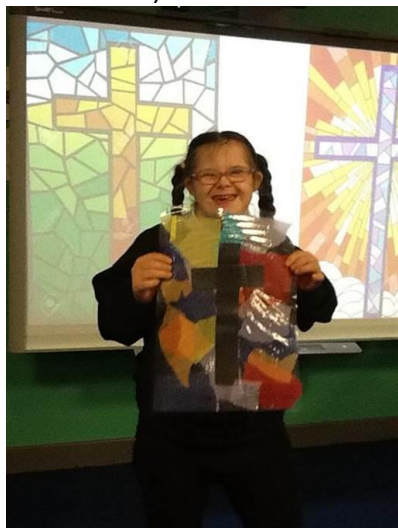
You are most welcome to come and visit us and see Firwood yourself. You will see excellent facilities, but more importantly, you will see a happy and productive learning environment with students learning alongside with staff who are skilled and experienced .

Firwood High is part of the Woodbridge Academy Trust along with Ladywood School, Ladywood Outreach Service and our partner college, Woodbridge College.

Our Trust mission statement is **“Inspiring Successful Futures for All”**. We have many opportunities to work together in collaboration and are committed to providing outstanding SEND provision for children and young people up to the age of 25 years old in Bolton.

Who are we?

Many of our students transfer to us at Year 7 and come to us from several feeder primary schools within Bolton and the surrounding areas, including Greenfold, Ladywood and Bolton mainstream primary schools. We facilitate a



personalised transition process to ensure students settle quickly and continue their learning journey in a timely manner. We aim to build our Individual Learning Plans (ILPs) based on the high quality information we receive from their KS2 teachers.

When a student arrives, mid-year or mid-key stage, the transition process seeks to secure the same information as we would in Year 7 again for the smoothest transition possible for each young person.

Firwood High School benefits from a range of specialised rooms and resources including:

- ✓ A Sensory Theatre
- ✓ A Hydrotherapy pool with additional sensory lighting and music
- ✓ A PE Hall
- ✓ Gym Area
- ✓ Rebound Room
- ✓ Food Technology Room
- ✓ Vocational / Careers room
- ✓ Library
- ✓ Sensory Garden
- ✓ Outdoor Learning Room
- ✓ Learning Hubs for quieter learning spaces
- ✓ Larger dining room with side rooms for a quieter dining experience
- ✓ A student-run "Bistro" cafe
- ✓ A Flat to learn and develop independent living skills
- ✓ Larger classrooms
- ✓ Dedicated Speech Therapy and Occupational / Physio Therapy Rooms
- ✓ Medical Rooms
- ✓ Nurse's Room
- ✓ Hygiene Suites



Current Leadership Team and Administration

Senior Leadership Team (All Safeguarding Level 3 Qualified)

Head of School:	Dawn Evans
Executive Headteacher:	Debbie Coburn
Assistant Headteachers:	Jenny O'Neill, Lyndon Haworth, David Hartley Alex Fairhurst; Designated Safeguarding Lead

Middle Leadership Team: (All Safeguarding Level 3 Qualified)

Head of Year 7	Alice Whitehead
Head of Year 8	Collette Greenhalgh
Head of Year 9	Lauren Gregory
Head of Year 10/11	Taylor Smith
Head of Year 12 /13	Julie McAllister
Head of Year 14	Sarah Duviau

Administration

Business Manager – Hazel Sherrett
Finance Assistant – Andrea Horrocks
PA to the Head of School – Tracey Hough
Receptionist/Business Administrator – Fakhara Sheikh
Business Administrator - Helen Penketh
Safeguarding Officer – Rachel Podmore

Other professionals working at Firwood

This is not an exhaustive list and is the contact details for other professional held in school.

School Health Staff

Anna Pimblett (Paediatric Nurse)
Shelley Higham (Paediatric Nurse)
Lucy Leach (Healthcare Assistant) 01204 333044 Ext: 3608

Visiting Allied Health Professionals

Clinical Psychologist

Jim Harrison- CAMHS 01204 483222

Consultant Paediatrician

Dr Daniel Hindley 01204 463511

Consultant Paediatrician

Dr Val Coupes 01204 463511

Dietician

Louise Calland 01204 463182

Educational Psychologist

Sue Cornwell 01204 338060

Occupational Therapist

Kim Tipping (OT)/Helen Dove (Technical Instructor) 01204 462670

Orthoptic Clinic

Head of Orthoptics - Royal Bolton Hospital

01204 390390 Ext 144544

Paediatric Learning Disability Team

Amy France 01204 463660

Physiotherapist

Emma Spurling/Amy Gregory Specialist Paediatric Physiotherapist/Bethan Benfield Paediatric Therapy Assistant 01204 333044 ext 3606

Orthotist

Rachel Summers 01204 333044 ext 3606 (Wednesday)

Specialist Paediatric Dietitian

Louise Calland- Team Leader 01204 462670

Speech & Language Therapists

Lyndsey Gibson/ Katy Marr/Sophie Guest 01204 4626

Health Care Assistant & Medication

The Health Care Assistant and other designated members of staff check and administer all medication that is signed into school by the Paediatric Nurses or Senior Leadership.

All medication is checked ensuring it is prescribed for the student to which we administer and it is in date. A text is sent to parents/carers to request more medication due to expiry or to replenish it.

Consultants/Dietitians have regular clinics at Firwood High School which enables your child to be seen in a familiar environment. Prior to these visits the weight and blood pressure are taken, if required or requested.

In addition to administering medication, the Firwood Team are able to facilitate feeds via gastrostomy have an awareness of tracheostomies and are very approachable if parents / carers need to discuss individual needs.

School Health Staff

We have two qualified Paediatric nurses at Firwood School who are available at designated times throughout the school week. They work to support school staff to ensure all your child's health needs are met. This includes completing Health Assessments and then formulating Care Plans and training packages for school staff as required to care for your child's safely in school. The team can be contacted at school.

Speech and Language Therapy

We currently have three Speech and Language Therapists and one Speech Therapy Assistant who support our students and are employed by Bolton NHS Foundation Trust. The Speech Therapy Team work with individuals who have identified speech, language and communication needs and/or feeding difficulties. They may work with whole classes, small groups or individual students depending on their needs. Assessment will be ongoing throughout a student's time at School. A large part of the Speech and Language Therapy Team's role is to work alongside the classroom staff in order to support the students to communicate in their preferred choice so they can communicate more effectively.

Our Speech and Language Therapists are happy to talk with you if you would like more information or support for your child. All students must be referred to Speech and Language Therapy in order to access their services at School. Please contact School for more information if you would like a referral to be made.

Specialist Paediatric Dietician

On referral from a relevant Health Professional, the specialist dietician can meet families of children who require dietetic intervention. Most commonly this is for:

- Selective eating
- Limited diet and/or requiring modified textures
- Faltering growth
- Tube feeding

Physiotherapist

We have support from a, NHS funded Physiotherapist each week. This helps our students in a variety of ways and includes working with students in groups or as individuals, devising programmes to aid strength and mobility, advising on some types of specialist equipment and advising staff on the physiotherapy programmes that are carried out in school and working on Hydrotherapy programmes. Again, you can contact the Physiotherapy Staff through school if you would like further information.

Occupational Therapist

Our NHS funded occupational therapy staff currently spend half a day in the school each week. They may be in school more depending on assessments and input required.

The majority of their work is to assess and maintain the specialist indoor seating and slings. They also advise on aids or adaptations that help the students with daily living activities (e.g. cutlery, writing equipment, toileting aids and supports). Along with school staff and/or physiotherapist, specific advice is given for moving and handling. If you need assistance in the home with the above issues, you can contact the team to discuss.

Orthoptists

Orthoptists are the experts in diagnosing and treating defects in eye movement and problems with how the eyes work together. Orthoptists are also experts in the assessment of vision. Combining both these roles Orthoptists assess and treat visual problems in students with special educational needs.

If you have any concerns about your child's eyes then you can speak to your school nurse or can contact Orthoptics on 01204 390390 Ext 144544.

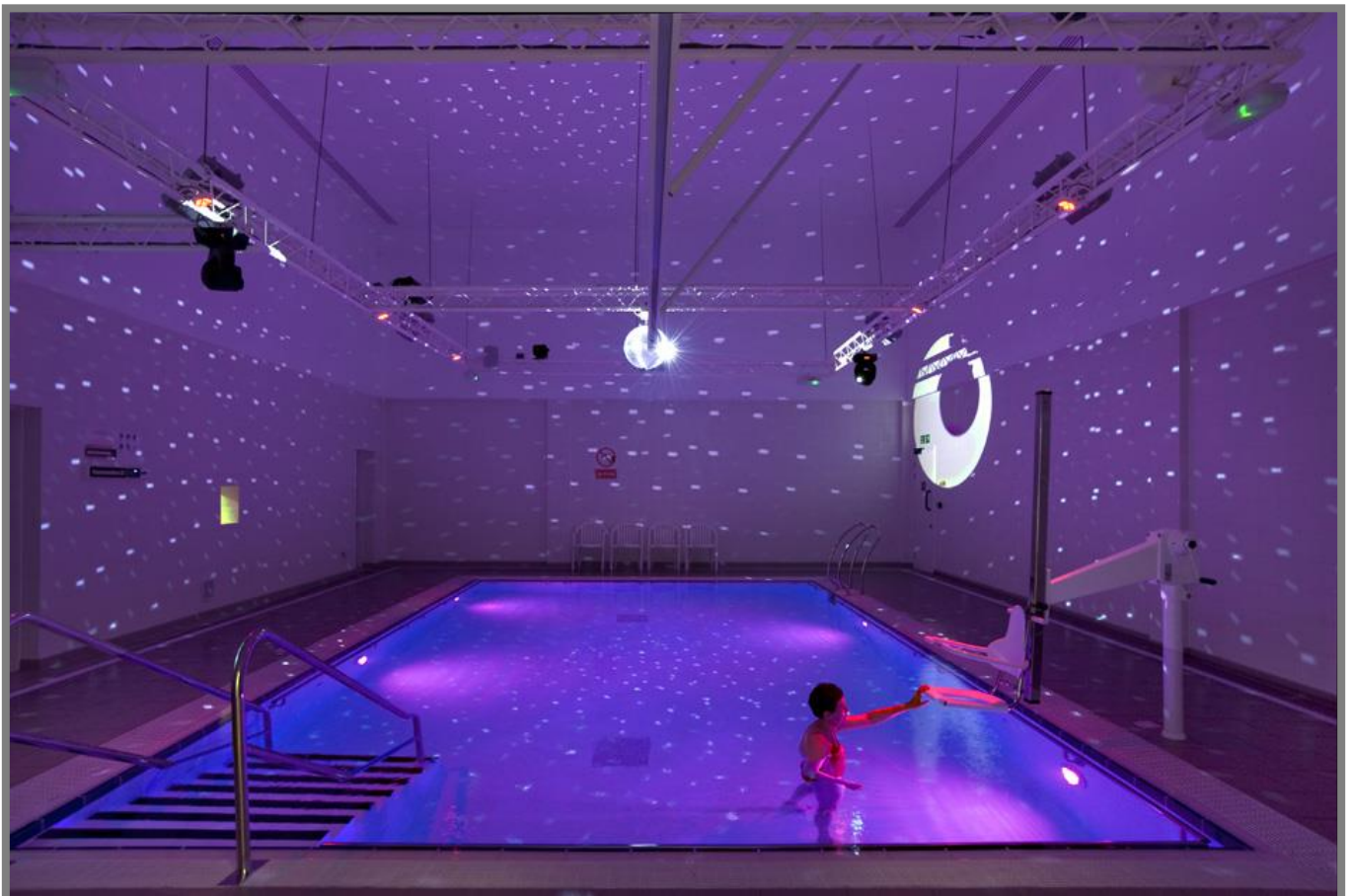
Social Workers

We have a close working relationship with staff from Children and Adult Social Care and we talk regularly with parents and social workers to help our students. Social workers are invited to attend Education, Health and Care Plan Transfer Reviews.

Visiting Doctors

Dr Val Coupes (Paediatric Consultant) and Dr Hindley (Paediatric Consultant). They can be contacted through Brightmet Health Centre 01204 463511

HYDROTHERAPY POOL



Our aim is to offer all students whose EHCp state they require Hydrotherapy, scheduled time in our Hydrotherapy pool. All staff supporting in the pool are specifically trained and work in liaison with other professionals to deliver specialised programmes to support every student

Parental Involvement at Firwood High School

We consider our partnership between parents, carers and school staff as an integral aspect of your son or daughter's education and subsequent learning. We offer many opportunities for parents and carers to have an input into their child's learning as we also do with our students as their voice is crucial. Indeed both home and school will have information and ideas to share. Having a joint approach can only help your child to progress and achieve their learning outcomes.

We aim to keep in touch with you in a range of ways, including telephone calls or messages through ClassDojo. However, if you have an important issue to discuss, please speak personally to either a member of the class team, Head of Year or a member of the Senior Leadership Team.

Communication

We welcome regular contact with parents/carers through ClassDojo, a school communication platform where teachers, students, and families can access every day sharing what is being learnt in the classroom and home through photos, videos, and messages. Staff are encouraged to send messages and photos of a student's learning and achievements, and you will be able to contact the school staff via ClassDojo, should you need to pass on any information about your child.

We also welcome all parents/carers to follow us on social media.

Twitter: @FirwoodSchool

Instagram: firwoodhigh

School Newsletters

A Newsletter is available termly to keep you up to date with recent school events. It will also provide information about our Parents' Group meetings and other useful information for you and your child. All letters and Newsletters are added to ClassDojo and will be shared with you electronically.

Parents' Group

The Parents' Group currently holds informal meetings every month. The group decides which topics are discussed and we can arrange visiting speakers on particular topics. You are very welcome and encouraged to attend. Please contact Alice Whitehead for further information. Events are advertised on ClassDojo.

Parents' Evenings

We hold two Parents' Evenings a year, which provide an opportunity to discuss your son or daughter's general progress as well as meeting the staff who support them. You will also be able to see some of the learning completed during the year.

A Parents' Evening is typically held in the Autumn Term and the Summer Term. If you would like to discuss your child's progress at other times in the year, please contact the class teacher through contacting the main school office, Class Dojo/or diary to organise a time to come into school.

The School Curriculum

During the school day, we provide a curriculum that enables your child to learn through a wide range of learning activities. This may involve learning whole class, smaller groups and individually. Our curriculum is constructed to enable all students' access learning and we cover a broad and balanced range of subject areas which endeavour to engage, challenge and inspire our students. Further details and comprehensive plans of our curriculum offer and pathways are available on the school website or through discussion with your child's class teacher.



Individual Learning Plans

As a specialist setting, we strive to ensure that every student's individual learning needs are being met. To enable us do this effectively, we set specific targets for students to achieve. Each student will receive a target for specific strands of their learning in their Key Stage. The targets are reviewed termly, and together make up your son/daughter's Individual Learning Plan (ILP). You will be sent a copy of this ILP when targets are set and when they are reviewed. If you would like to discuss this further, please contact the class teacher at school.

Education, Health & Care Plan Review

As you may be aware, all of our students have an Education, Health and Care Plan (EHCP). This will be reviewed annually in a review meeting and you will be invited to attend the meeting. This will be chaired by a member of the school leadership team and attended by the class teacher and other professionals as appropriate. Students will contribute towards, or attend, these meetings again as appropriate and their thoughts and feeling captured in a meaningful manner and share. The meeting provides an opportunity to discuss your son or daughter's progress, as well as ensuring that their EHCP targets remain suitable if appropriate changed to reflect their progress having achieved any targets ahead of time. Targets for the forthcoming year are also discussed. It is an expectation that all parents will attend this important meeting and will be flexible to make sure this can happen at a time to suit you in terms of timings and can be offered remotely.



Relationship, Sex Education (RSE)

Firwood has a comprehensive RSE policy that is available on our website and can be shared with any parent or carer in a hard copy. All stakeholders were consulted with in the creation of the RSE policy and the elements that are appropriate for our students are woven throughout the curriculum offer.

The content takes into consideration the physical, intellectual and emotional development of the student in addition to the social and cultural aspects. Areas such as reproduction, contraception, specific sexual matters and HIV/Aids are not discussed without prior consultation with parents. The RSE policy and curriculum maps are available on our school website.

Religious Education and Collective Worship

Religious Education is provided for all students. We also hold Key Stage assemblies weekly where we celebrate our students' achievements. The content of these assemblies reflects the multi-denominational make up of our school with a mainly Christian emphasis, all other major religious festivals are celebrated.

Parents can withdraw their son or daughter from all or part of Religious Education lessons or collective worship that we provide. Should you wish to do this, we will discuss appropriate alternative provision with you.



Careers Education, Guidance and Work Experience

As students' progress through Firwood, they are taught about the world of work through vocational learning both in school and within the community.

We have a careers policy that outlines how work experience and opportunities will be facilitated from Year 7 and throughout their time with us at Firwood.

There are a number of internal and external opportunities for students to engage in the experience of work and have opportunities to meet with independent careers professionals and take part in mock interviews as appropriate

Students in Year 10, 11 and the Sixth Form take part in work experience each year. The placements range from in-school work tasks, supported out-of-school placements to unsupported work placements.

We are lucky to have access to our own flat, bistro and vocational /careers room, which have been created for student use. The students run the bistro learning important skills for the service industry, they enhance their IT skills in our vocational room by being the role of an admin assistant and learn important practical skills for life in our school flat.

As students' approach their time to leave Firwood High School, a post-Firwood placement sampling session is arranged to help students experience a range of settings. We have a dedicated middle leader with responsibility for transition beyond Firwood. In Year 14, students and parents researching their transition options and we aim to ensure that students and their families are fully aware of the options available. We work closely with '**Connexions**' to give every student and their family as much information so they can make an informed choice.

Celebrating Achievement

We feel that positively celebrating students' efforts and achievements, it is an important element of school life and every student must experience what it feels like to achieve. A student is chosen weekly from every key stage to celebrate their individual successes in assembly. Many other reward systems are in place in individual classes and students as appropriate.

Accreditation

At Key Stage 4 and in the Sixth Form all students complete accredited courses using the ASDAN Personal Progress qualifications and AQA.

New accreditations are introduced periodically to reflect the change in individualised needs or changes in the curriculum offer. We constantly review our accreditations and aim to expand our accreditation offer to KS3 in the near future. All accreditation information will be shared with parents, dependant on the options your child is studying.

Extended School Activities

We have a sign posting system of the range of activities that are occurring in our local communities and this information is shared with parents and carers as we receive it. It will always be shared on our social media platforms too.

Duke of Edinburgh

We are currently offer the Duke of Edinburgh Award Scheme as part of the Outdoor Learning Pathway in KS5.

Destinations of School Leavers

There are a range of post-19 provision available to students leaving Firwood High School. The choice of post-19 provision for your son or daughter will depend on many factors, including their interests and abilities, your wishes, their wishes and the appropriateness of the offer. Post-19 provision will be discussed with you during your son or daughter's time in our Sixth Form particularly at the EHCP Reviews. Visits to post-19 provision in the last year of Firwood can be arranged. In some situations, these visits may be on a regular basis. There will be an extensive transition processes once Post19 provision has been agreed. Currently our Head of Year 14 – with key responsibility for Transition out of Firwood will be available to discuss any element of this with you.

Woodbridge College

Woodbridge College is a new provision for young people aged 19-25. Currently Woodbridge College offers three days education provision and two days optional enrichment activities. The College is a partner of Woodbridge Trust and we work closely alongside them to ensure we offer detailed transitions for any students wishing to carry on their education with Woodbridge College.

Admissions

If you are considering a place at Firwood High School, please do come and visit us. You should also let the SEND Assessment (01204 332097) at the Local Authority know, as they are responsible for allocating places to special schools for students in Bolton. Students admitted to Firwood High School must have an Education, Health and Care Plan. As with other secondary schools, we hold an Open Event where you can meet staff and see the type of work we do here.

Before a student starts at Firwood High School, we would like to know as much as possible about them, so that they can transition into school as smoothly and efficiently as possible. A structured transition programme is put in place that may consist of the student having a series of visits to school or class staff visiting the feeder school. A 'New Parents' meeting is held in the Summer Term for parents whose child is coming to us, alternatively if your child is due to join us mid-year we will offer a meeting and visit to school prior to your child joining.

Of course, we are always grateful to receive any other information that you might like to provide us with.

Transport to and from School

Bolton local authority currently provides free Home/School transport for students within a specified area. Occasionally parents may wish to bring their son or daughter to school, or make alternative arrangements. If this is the case, please let us know. Transport must be applied for and all students will need to apply in plenty of time to ensure they are able to access the transport service. Firwood High School is not responsible for any aspect of the school transport system.

All vehicles have a Passenger Assistant (PA) on them to support the students whilst on the vehicle. PAs are asked to remain on the transport at all times to ensure the safety of the students. We ask that parents / carers do not ask the PA to leave the bus, as this may compromise the safety of students remaining on the transport.

If there are any changes to your child's usual transport arrangements, please let the transport department know as soon as possible (e.g. changes to the usual respite care arrangements, illness, etc.). They can be contacted on 01204 332047.

School Uniform(Please refer to the policy on the website)

At Firwood High School, we have a school uniform, which we encourage students to wear with pride. We feel there are many benefits to this, including encouraging a sense of belonging and promoting a positive image of our students and school in the community. Clearly we are happy to discuss any situation where cultural issues make the uniform below inappropriate (see "School Uniform and Cultural Awareness" section). Details of the uniform are:

Key Stages 3 & 4 (11-16 year olds)

- White or Navy Polo shirt (logo)
- Navy Sweatshirt (logo)
- Black/grey trousers for boys and black/grey skirt or trousers for girls (elasticated waist trousers can be worn if this is easier for the student). If these do not meet a student's particular needs, black jogging bottoms would be acceptable
- Black headscarf as required
- Black shoes
- Black socks for boys / black or white knee length socks or black tights for girls

Whole School Sports Kit

- Plain white sports shirt or T-shirt
- Black shorts
- Black plimsolls and/or trainers for outdoor activities

This may be sent in with your child, to support them in PE. However, is appropriate some of our students do PE in their uniform.

Whole School Swimming Kit

Towel, blue or black trunks or swimming costume. A bag is needed for swimming kit.

Jewellery should not be worn during sports activities or should be covered with tape plaster to prevent injury. Stud earrings are allowed to be worn on health and safety grounds.

Girls are also allowed to wear gymnastic type leggings with their swimming costumes.

Sixth Form – (16-19 year olds)

6th Form Students do not have to wear school uniform, but they are expected to come in reasonably smart clothes. Making appropriate clothing choices is considered an important independence skill and will also be discussed as part of the work experience curriculum. We do not allow tee shirts with offensive slogans on or anything that may cause offence to others.

School Uniform and Cultural Awareness:

Students can wear items specific to cultural or religious requirements providing they do not create a health and safety risk to themselves or others. Students who wear items such as turbans and headscarves, etc. are requested to wear black or grey in accordance with the rest of the school uniform.

Please ensure that ALL items of clothing and sports equipment are clearly marked with the student's name.

Absence Procedure

Should your child be unable to attend school, parents are asked to contact the school office staff with the reason for the absence on 01204 333044. If you know that your child will be absent, for a medical appointment for example, you can contact the class team via ClassDojo beforehand to inform us.

Clearly, we are concerned if students do not attend school and we do not know the reason for this. If this is the case, we will contact you in line with our Attendance Policy.

As part of our safeguarding procedures, we monitor student attendance carefully. Should we have any concerns about your child's absence, we will contact you to discuss this. We also liaise with Bolton's Early Intervention Team to support attendance issues.

Holidays in Term Time

In line with guidance from the DofE, we ask you not to take any holidays in term time. Parents and carers are asked to organise family holidays, including visits to a country of family origin, during school holiday periods. If there is a very specific and exceptional family reason why it necessary to go in term time, parents must put a request in writing to seek authorisation of requested leave beforehand. Each request is considered with regard to the reasons for leave, length of leave and date of return. Please make sure you do this.

Medical Needs

If your son or daughter takes medication or if they become unwell we want to make sure we do our best to help. Please follow our guidelines below to help us. If your child becomes ill during the school day we will contact you to come and take them home.

PLEASE ENSURE WE HAVE A CURRENT NUMBER OR NUMBERS ON WHICH WE CAN CONTACT YOU.

Medicines

The Paediatric Nurses based in Firwood oversee the management of medications. There are also a number of staff at Firwood who are trained through a rigorous training process to administer medications. There are three levels of training. All staff who administer medication must complete levels 1 and 2, with level 3 training being completed where medications are more complex, i.e. insulin administration, administration of medications through a gastrostomy tube, etc. In addition to this, the Paediatric Nurse also monitors staff regularly to ensure that their skills are as up to date as possible.

If your child does have medication that needs to be administered at school, you will be required to bring it into school and meet with the Nurse or a designated member of staff who will complete the relevant consent information with you. This procedure gives us the opportunity to discuss the medication your child is taking with you and for us to hear directly from you about any changes or amendments to the medication regime your child is on. With your consent, the Nurse will need to contact your child's Doctor to obtain written confirmation of the dose of medication. The PA/driver on school transport will **NOT** be able to bring your child's medication to school on the bus.

We are only able to administer medication that has been prescribed by a doctor and dispensed by a Pharmacy. All medications must have the original prescription on them and bottled medication must be a full-unopened bottle. Occasionally, students will need medication for acute illnesses, such as antibiotics. This must still be brought into school so that the appropriate paperwork can be completed.

Any medication required for short break care should be taken directly there by parents – please do not send this into school.

Infectious Diseases

In a close community it is important that we keep to the guidance provided by the Health Protection Agency and Public Health England to prevent the spread of any illnesses. If your son or daughter is unlucky enough to get an infectious disease (e.g. chicken pox, etc.) details of the time they should spend absent from school are available from the Paediatric Nurse.

If your son or daughter has sickness or diarrhoea, please note that they should stay off school until they have been **free from symptoms for 48 hours**. Please contact the Paediatric Nurse for further advice if you have this problem.

Please do keep to this guidance. It is there to protect students (and staff) from becoming ill. If you are unsure please contact the school nurse before sending your child into school.

Behaviour

We aim to provide a strong co-operative framework in which all members of the school community develop respect for each other. We positively encourage British Values such as honesty, fairness and respect for others, so all students are encouraged to behave well both in and out of school.

Where students do display or exhibit behaviours that challenge, we will contact you to discuss the situation. We may also arrange a behaviour meeting in school to ensure we clearly identify appropriate strategies to use with your son or daughter. In any such situation, we welcome any input you may be able to give to help us work together to managing any situation in the best way we can.

As with all schools, Firwood High School does have procedures for suspending students. Clearly, we would hope to work with parents and others to prevent this from happening.

Financial Contributions to School Activities (Please see Charging and Remissions policy)

From time to time students may have the opportunity to be involved in extra-curricular activities, such as educational visits, during the school day. Sometimes we need to pay for these (e.g. entrance fees, additional transport costs, etc.). If this is the case we may ask you to make a voluntary contribution towards these costs.

School Lunches

Our catering department are keen to provide for any special dietary requirements that students may have. Please discuss any such requirements with us in order that the appropriate individual arrangements can be made.

Information about schools dinners and their cost via the main school office. Payment for school dinners can now be made securely online using Pay360 by using your credit or debit card.

Pay360 enables parents to keep up-to-date with their child's school dinner balance and alerts them when a new item is available to pay for. Parents will also receive automatic reminders when a school dinner balance needs topping up or an instalment is due to be paid.

For the short term you may send cheques/cash into school. Please place these in a sealed envelope which is clearly marked with your child's name, class and amount enclosed. Cheques are to be made payable to 'Firwood High School'. Please inform your child's class team when you send money in to school.

How to sign up to Pay360

For further information on how to sign up to Pay360 please contact the school on:

Tel: 01204 333044 ext 3612 or Email: finance@firwood.bolton.sch.uk

If you prefer to send a packed lunch in with your child they should also bring their own drink either in a carton or unbreakable flask.

Free school meals are available to those who qualify; Your child may be eligible for free school meals if you are in receipt of one of the following benefits:

- Universal Credit
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)

If you think you may be entitled to a free school meal, application forms may be obtained from the One-Stop Shop at the Town Hall or on-line via this link <https://www.bolton.gov.uk/free-school-meals-clothing-allowance/free-school-meals-help-school-uniform>

Child Protection and Safeguarding

Due to our day-to-day contact with students, schools are particularly well placed to observe any signs that may lead to concerns about a student's welfare. As in every school, parents and carers must be aware that where it appears to a member of staff that a child may have suffered some element of abuse, be it physical, neglectful, emotional, sexual the school is **required** to report their concern to the Social Care Department immediately. In such a situation, it is likely that a social worker or the school will contact the parents.

This requirement forms part of the Keeping Children Safe in Education Guidance and our Child Protection Procedures and Safeguarding Policy (available in school and on our website), which applies to all schools. It is not a matter of discretion for the Headteacher or any member of staff.

Parents and carers along with the school team can work together to ensure that these procedures are used appropriately. As many of our students are not always able to communicate their feelings and thoughts, it is very helpful if parents keep us informed of the problems or injuries that occur out of school. Likewise, we will keep parents informed of any such issues that happen in school.

Complaints

Should you have any worries or concerns about any aspect of life at school, or if you are unhappy about what your son or daughter is being taught, please do contact us. We will be happy to explain our work and approaches and listen carefully to your views and comments. It is hoped that we can resolve any issues through such discussion. However, if we are unable to solve your concerns informally you may take the matter further (please refer to our complaints policy). It is hoped that this will not be necessary and we hope you will be able to resolve any concerns through discussion with staff in school and our Leadership Team

Trustees

Woodbridge Academy Trust provides an overarching strategic direction for Firwood High School as part of Woodbridge Trust. We align wholeheartedly with the clear vision, ethos '***Inspiring Successful Futures for All***'. Our Trustees play a pivotal role in ensuring that every student at Firwood accesses the best possible education ensuring excellent outcomes of our students.

The Academy Trust Membership is

Heather Scott (Chair)	Dr Pip Hoyes (Vice Chair)
Dr Tony Birch	Lindsay Bradbury
Richard Ikin	Anika Keyes
Ashley Mason	Tony Purcell
Gail Scholes	

School Times

Students arrive / registration / breakfast	9.00am-9.25am
Period 1	9.25am-10.25am
Break	10.25am-10.45am
Period 2	10.45am- 11.45 am
<i>Lunchtime Period (45 mins.)</i>	<i>11.45am – 12.30pm</i>
<i>plus lunch time recreation/clubs (45 mins.)</i>	<i>12.30pm – 1.15pm</i>
Period 3	1.15pm-2.05pm
Period 4	2.05pm – 3.00pm
End of Day Class Session	3.00pm – 3.15pm
End of school and boarding transport	3.15pm – 3.30pm

The current School Holiday Lists are available at school and also on the school website.

Firwood High School

