



**THE
HARBOUR
SCHOOL**

**Welcome
To
The Lodge**

The LODGE
Learning
Opportunities
through Discovery,
Guidance and
Enquiry



**Induction Pack
2021 — 2022**



The Harbour School
The Lodge

Tipner Lane
Portsmouth
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Tel: 023 9266 5664 option 2

Senior Leadership Team
September 2021—2022

Head teacher Matthew McLoughlin-Parker
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The Lodge Team

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Introduction

Welcome to The Harbour School

Your child has been referred to us and we have prepared this pack for you to help explain some of our procedures and plans.

You can also look at our Website, www.thsportsmouth.org to view our policies, read our Local Offer and view our Newsletters which celebrate the learning of pupils across our school.

This induction pack has been put together to inform you (parents, carers and pupils) of key information and for us to obtain your consent where needed.

In order to meet statutory obligations and to gain the support in the delivery of education to each pupil, The Harbour School has combined all consensual information into one signatory sheet at the end of this pack. You will then be able to hold onto this booklet should you wish to refer to it at a later date.

Whilst efforts have been made to minimise the amount of paperwork needing to be completed/signed there are a few additional pieces of information that will need to be completed/signed in conjunction with this document. Some of these might include:

- Pupil/Parent Contact Information
- Medical Form
- Permission to Administer Medication
- Lunch Menu
- Individual Learning Plan
- Off Site Form
- Lunch form from Outside caterers

COVID 19



We have all had to change our everyday behaviours and many people have experienced significant life changes and loss.

As a school, we have put the safety and emotional well being of every one at the heart of everything we do. We work closely with our families and pupils to keep in regular contact.

Like other schools, we have had to make changes to our school, from timetables to learning at home.

We may have to adjust our provision throughout the year but will keep you fully informed and up to date.

As a special school, we follow Government and Local Authority Guidance to inform us of everything we need to do to keep everyone as safe as possible.

- **Follow Social Distancing**
 - **Wash Hands**
 - **Ventilate rooms**
 - **Take regular tests**
- **Follow Updated Guidance**
- **Use testing to keep everyone as safe as possible**

GDPR Privacy Notice



Statement of Purpose

Please See Our Website for full details

Privacy Notice (How we use pupil information)

We at The Harbour School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from the previous school and the Learning Records Service. We ensure we are compliant with the GDPR.

Why do we collect and use pupil information?

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils

Personal information will only be collected and used with your consent or where it is needed by the school or the local authority to comply with a legal obligation. For example, the Education Act 1999, requires the collection of pupil data for school census purposes.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- Other local authorities if they have responsibility for a child who has SEN/LAC
- the Department for Education (DfE)
- School Nurses
- Educational Psychologist

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Fixed Period Exclusion



The school's obligation to provide education continues and must be met during a fixed period exclusion.

Parents are not responsible for making educational provision for their excluded child, but are expected to co-operate with schools in this regard. Where a pupil is given a fixed period exclusion of a duration of six school days or longer, the school has a duty to arrange suitable full-time educational provision from and including the sixth school day of the exclusion.

During the initial period of up to five school days, the parents of the excluded pupil must ensure that he or she is not present in a public place during normal school hours without reasonable justification. This requirement applies whether or not the pupil is in the company of the parent. A failure to comply with this requirement is an offence. Parents can be prosecuted, or may be given a fixed penalty notice (see www.dfes.gov.uk/schoolattendance). The pupil may also be removed from the public place by the police and taken to designated premises.

During this exclusion period the school may set work for the pupil to complete and arrange for it to be marked.

Relationships, Sex and Health (RSHE) Education

Today's children and young people are growing up in an increasingly complex world and living their lives seamlessly on and offline. This presents many positive and exciting opportunities, but also challenges and risks. In this environment, children and young people need to know how to be safe and healthy, and how to manage their academic, personal and social lives in a positive way.

This is why we have made Relationships Education compulsory in all primary schools in England and Relationships and Sex Education compulsory in all secondary schools, as well as making Health Education compulsory in all state-funded schools.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/805781/Relationships_Education__Relationships_and_Sex_Education__RSE__and_Health_Education.pdf

The Harbour School will include a range of teaching and learning opportunities to cover these areas throughout the academic year.

Safeguarding



Statement of Purpose

Safeguarding and promoting the welfare of children is everyone's responsibility as a parent or family member, a concerned friend or neighbour, an employer, staff member or volunteer. The Harbour School is committed to ensuring that the health, safety, well-being (including mental health) and development of all children who attend is our paramount concern. Our approach is child-centred, meaning that we consider, at all times, what is in the best interests of the child. The school will therefore:

Establish and maintain an environment where children feel secure, supported, valued, are encouraged to talk, and are listened to and know that their wishes and feelings will be taken into account.

Ensure children know that there are adults in the school whom they can approach if they are worried.

Include opportunities in the school's curriculum for children to develop the skills they need to recognise and stay safe from; abuse, bullying, child sexual exploitation, radicalisation and/or extremist behaviour, child criminal exploitation, teen relationship abuse, the impact of new technologies on sexual behaviour (for example 'sexting' and accessing pornography), peer-on-peer abuse, gender based violence, drug and alcohol misuse and when using the internet and social media (making clear risk assessment and responding consistently to protect pupils while enabling children to take age appropriate and reasonable risks as part of their growth and development).

Develop effective links with relevant agencies providing a coordinated offer of early help when additional needs of children are identified and co-operating as required with child protection matters including attendance at case conferences. Ensuring that the right child has the right support at the right time, to ensure they achieve good outcomes.

Challenge any discriminatory behaviour, derogatory language or radical and extremist views and provide help and support to children about how to treat others with respect.

Maintain a culture of vigilance and an attitude of; 'it could happen here', where safeguarding is concerned and always act in the interests of the child.

Referral to Other Agencies

It may be that we need to refer your child for additional support to other agencies such as the Educational Psychology Service (EPS) or specialist teacher advisers.

We also use the Child and Adolescent Mental Health Service (CAMHs) for regular consultation and this may be noted on your child's health record.

Should we feel it necessary to ask other professionals to work with your son/daughter we will always contact you before a referral is made and keep you informed of progress.

Please also look at our Local Offer on our Website, explaining our school and the Education Health and Care Plan (EHCP) Process.

Keeping Safe



We always aim to make you feel safe and welcome and believe that having good relationships with the staff working with you is the first step to success, but sometimes people get worried.

What can you do if you are feeling worried?

- Talk with a trusted adult at your campus
- Learn about how to keep safe in lessons

Serious incidents do happen sometimes.

If you are ever involved in an incident or feel pressured, we will take it very seriously and may need to involve your parent/carer, Police and/or Social Care to make sure you are kept safe.



Responsible Internet Use



The school computer system provides internet access to pupils and staff.

We will plan learning opportunities in safe internet use and the safe use of social media.

We will respond proactively when there are challenges

Access must only be made via the user's authorised account and password, which must not be given to any other person.

- School computer and internet use must be appropriate to the pupil's education
- Copyright and intellectual property rights must be respected.
- The use of public chat rooms is not allowed.
- Irresponsible use may result in the loss of internet access.
- Individual user's internet access may be monitored, including web and e-mail use.

ARE YOU THE INSTIGATOR OF MALICIOUS COMMUNICATION?

Malicious communication relates to the sending of indecent, offensive or threatening letters, electronic communication or articles with the intent to cause the recipient distress or anxiety.

STOP NOW

This is a criminal offence, which could result in prosecution and a criminal record.

ARE YOU THE VICTIM OF MALICIOUS COMMUNICATION?

Malicious communication relates to the sending of indecent, offensive or threatening letters, electronic communication or articles with the intent to cause the recipient distress or anxiety.

A SELF-HELP GUIDE

If you are a victim of malicious communication there are steps you can take to stop the behaviour of the other person. These are detailed below.

OFFENDING BEHAVIOUR VIA ELECTRONIC & WRITTEN COMMUNICATION

MAY INCLUDE BUT IS NOT LIMITED TO:

COMMUNICATION METHOD	+	THE CONTENT	=	A CRIME
		<ul style="list-style-type: none"> • Content grossly offensive, vulgar, outrageous, shameful, shocking, abusive, insulting • That is indecent, degrading, humiliating, improper, especially in relation to sexual matters • That is of a threatening nature and the threat is believed to be real • That is sent using false information that is believed to be false by the sender • Sent to cause the person or anyone else distress or anxiety 		

ADVICE

- Ask the offender to STOP and then do not communicate any further
- Do NOT delete correspondence - keep copies of conversations by saving emails or taking screenshots
- REPORT any threatening, offensive or indecent content to the host website/platform
- BLOCK or unfriend those making unwanted contact - refer to host website/platform or Get Safe Online link below for assistance
- Do NOT retaliate - arguments will only continue and make it hard to determine who is at fault
- Seek SUPPORT from agencies such as Victim Support or the Samaritans if you need to talk about the impact the situation is having on your life

FURTHER SUPPORT

Victim Support: www.victimsupport.org
 Samaritans: www.samaritans.org
 Get Safe Online: www.getsafeonline.org

The Harbour School



Within The Lodge we will use red and green choices so that the children are able to understand and regulate their behaviours. Green behaviours show that we are being safe, are ready for the activity and are being respectful.

Examples of 'Be Safe' green choices are:

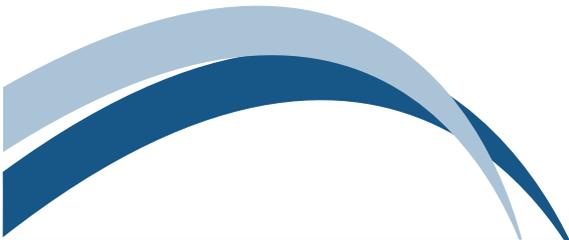
- I can use kind hands and feet.
- I can speak kindly to other people.
- I can keep others safe.

Examples of 'Be Respectful' green choices are:

- I can use the equipment correctly.
- I can listen to my adults.
- I can say please and thank you.

Examples of 'Be Ready' green choices are:

- I can be in the correct clothes when my adult arrives.
- I can get into the car with a smile on my face.
- I can make green choices through the day.



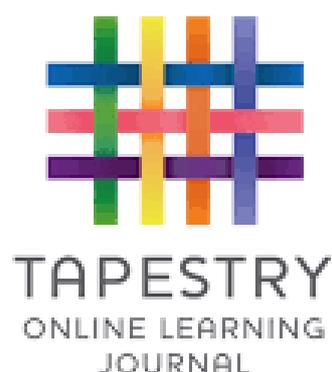
Communication, assessment and monitoring:

We will be using the online platform Tapestry to communicate with parents, upload learning activity outcomes and to assess the progress the children are making.

Tapestry facilitates this, by enabling a personal journal, or diary, to build over time. Photographs, videos and notes of special moments are not only recorded, but can be made available regularly and often immediately to you as parents.

Tapestry is available on iOS or Android apps to receive new entries in your child's journal celebrating their achievements and exciting activities.

For more information please visit: <https://tapestry.info/parents-carers.html>



Expectations cont...

Charging for Deliberate Damage to Property

Deliberate damage of The Harbour School property directly affects the education of our pupils by taking much needed funds to repair the damage caused. To redress this, the school will charge the parents/carers of pupils who deliberately destroy or cause damage to any of the school's, fixtures, fittings, property or vehicles.

Procedures for Charging:

All deliberate damage will be costed and a letter of explanation sent home. You will be offered the opportunity to make a contribution towards the repair or replacement of the damaged property.

In cases where financial issues may be causing the pupil and their family great hardship, reparation and the pupil assisting with refurbishing the school may be negotiated as an alternative to payment.

Mechanism for Collection of Payments:

Once an estimate has been received to repair the deliberate damage, a member of the School's Senior Management Team will contact parents/carers to agree the scheme of payments. Invoices will be generated and receipts issued by the School. Records of payments received will be detailed on a spread sheet which will be updated by the site Administration team, and the monies credited to the repairs budget.

Criminal Damage to School Property:

The School's Senior Leadership Team reserve the right, in circumstances of deliberate and significant damage to school property, to contact the police to report criminal damage by a pupil to school property.

Reparative Actions and Restorative Approaches

Pupils who have caused damage or hurt others will be supported to take part in reparative action and/or restorative approaches. .



Participation in Offsite Activities

In order for your son/daughter to fully access their personalised learning programme some areas of the curriculum will be addressed through off-site activities and may include educational visits, outdoor education, sport or attendance at college.

As part of the outdoor/adventurous activities programme pupils are given the opportunity to participate in a range of activities such as Mountain Biking, Orienteering/Hiking, Climbing, Canoeing, Sailing, Swimming and High/Low Ropes. If you **do not** wish for your child to participate in any of these sports please can you indicate on the consent form at the back of this pack.

At the end of an activity all pupils will be expected to return to the school before they are dismissed for the day. Pupils will **NOT** be allowed to return directly home from an off-site venue without your consent for them to do so.

Consent for Taking and Using Images

From time to time we may take photographs of our pupils or use video cameras to record their work and achievements. Such images may be used in work evidence, WOW books, displays, presentations or within our website and promotional material.

If you do not wish images of your son/daughter to be made please inform the school in writing.

The school assures you that we would not allow images of our pupils to appear in the media without first obtaining your permission.

We legally require your permission to use your child's image.



Permission for Pupils to Leave School Site for Learning Activities

As part of our offer, your child will need to leave the school site for learning on offsite organised activities. Pupils will, where possible, be transported on the School's minibus. However, on occasions it may be necessary to either use public transport (i.e. taxis) or a staff member's car. We may also plan for independent travelling skills.

We would like your consent for your child to:

- Leave school site on organised activities
- Travel in cars belonging to school staff
- Travel on public transport

All pupils will be expected to follow Health and Safety guidelines when being transported.

Absconding From School

We are all responsible for keeping pupils and staff safe in all situations. It is essential that our behaviours do not escalate or trigger unsafe or negative behaviour choices. We have high risk responses in place and will contact you if your child's behaviour is unsafe.

Absconding from School

The Harbour School is not a secure provision and pupils cannot be forcefully kept against their will – this is against the individual's human rights. However, we will follow high risk procedures, contact you and may need to make contact with emergency services and other agencies to ensure safeguarding.



School Meals Information

Each Campus of The Harbour School has their own supplier of school dinners with only Tipner having a kitchen located on site. As such the following has been put together for parents and carers to inform and also highlight some of the restrictions that we are governed by:

- School dinners cost £2.25
- Payment can be made daily, or payment for the week either by cash or cheque payable to **Portsmouth City Council**.
- A copy of the current menu is provided each term and is displayed in school for children to see the daily options
- There is always a hot dinner option available: meat or vegetarian, or jacket potato with a choice of two different fillings (tuna, cheese or beans), or a baguette with a choice of two fillings as described on the weekly menu.
- If a pupil leaves campus after 10.30 am a dinner order cannot be cancelled and no dinner money will be refunded. This is because the kitchen will have already started to prepare the lunches
- Click on the link below for more information about school meals.

[School meals - Portsmouth City Council](#)

Healthy Eating and Packed Lunches

Drink

We provide water and limited amounts of sugar free squash in school

Fizzy drinks, sports drinks, energy drinks are not permitted in school

Food

We provide toast and fruit.

Chocolate and sweets are not permitted in school

Packed Lunches are kept in our school kitchen throughout the day, please provide a balanced packed lunch for your child with no fizzy drinks, large chocolate bars or sweets.



Information on Your Child's Health and Attendance at School

The Health Protection Agency have issued guidelines regarding when pupils need to be kept off school on medical grounds.

A summary is given below:-

- **Headache, earache or stomach ache** — give Paracetamol and plenty of fluids, inform school of medication given and **send child to school**.
- **High temperature** — give Paracetamol and plenty of fluids, inform school of medication given and **send child to school**.
- **Coughs and colds** — give Paracetamol and plenty of fluids, inform school of medication given and **send child to school**.
- **Flu/swine flu** — child can return to school when recovered, usually about 5 days.
- **Sore throat, tonsillitis or glandular fever** — give Paracetamol and plenty of fluids, inform school of medication given and **send child to school**.
- **Diarrhoea and vomiting** — child can return to school 48 hours after last episode of diarrhoea or vomiting.
- **Head lice** — send child to school after first treatment. Treat all others at home.
- **Threadworm** — send child to school after first treatment. Treat all others at home.
- **Warts, verrucae or athletes foot** — **send child to school**. Cover verrucae in swimming pool areas.
- **Conjunctivitis** — send child to school, get treatment from pharmacy.
- **Impetigo** — send child to school when lesions are crusted over.
- **Measles, chicken pox or German measles** — send child to school 5 days after rash starts.
- **Mumps** — send child back to school 5 days after start of swollen glands.
- **Whooping cough** — send child back to school 5 days after starting antibiotics.

Remember each school day is 2 sessions. If your child is ill on waking up but feels better during the morning they should be sent in to school for the afternoon session.

If your child is ill please contact the School Office by 08:30am to inform of their absence and reason for illness.

To assist the school in providing a balanced curriculum please ensure that **all non essential appointments are made after school or during school holidays**.

<https://what0-18.nhs.uk/professionals/school-nurses/should-child-go-schoolnursery-today>



ATTENDANCE



The Harbour School expects good attendance at school.
If your child is absent
Please call the school on the morning of every absence

School Office - 023 9266 5664

Direct attendance line Tipner - 023 9387 0143

Absence

If your child has 10 unauthorised absences, which is 5 school days in a term, you will be invited to attend a school meeting.
School attendance Team (S.A.T) may need to be involved.

Holidays in term time

Holidays in term time are not authorised

Medical appointments in School time

Where possible please try and make medical and dental appointments outside of the school day .Evidence is required to authorise any medical absences.

Studybugs

Download the free app
[Studybugs](#)



2021 — 2022 School Calendar



195 DAYS	CONFIRMED TERM DATES 2021/22				FINAL
PORTSMOUTH CITY COUNCIL Programme of school term and holiday dates for LA and controlled schools for the academic year 2021/2022 The School Year					
Autumn Term 2021					
	September	October	November	December	
Monday	6 13 20 27	4 11 18 25	1* 8 15 22 29	6 13	20 27
Tuesday	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14	21 28
Wednesday	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15	22 29
Thursday	2* 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16	23 30
Friday	3 10 17 24	1 8 15 22# 29	5 12 19 26	3 10 17#	24 31
Saturday	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18	25
Sunday	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19	26
Spring term 2022					
	January	February	March	April	
Monday	3 10 17 24 31	7 14 21 28*	7 14 21 28	4 11 18	25*
Tuesday	4* 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19	26
Wednesday	5 12 19 26	2 9 16 23	2 9 16 23 30	6 13 20	27
Thursday	6 13 20 27	3 10 17 24	3 10 17 24 31	7 14 21	28
Friday	7 14 21 28	4 11 18# 25	4 11 18 25	1 8# 15 22	29
Saturday	1 8 15 22 29	5 12 19 26	5 12 19 26	2 9 16 23	30
Sunday	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17	24
Summer Term 2022					
	May	June	July	August	
Monday	2 9 16 23 30	6* 13 20 27	4 11 18 25	1 8 15 22	29
Tuesday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23	30
Wednesday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	31
Thursday	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	
Friday	6 13 20 27#	3 10 17 24	1 8 15 22# 29	5 12 19 26	
Saturday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	
Sunday	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	
Bank and public holidays 2021/2022					
Christmas Day Holiday 25 December 2021 Boxing Day Holiday 26 December 2021 New Year's Day Holiday 01 January 2022 Good Friday 15 April 2022 Easter Monday 18 April 2022		May Day Holiday 02 May 2022 Additional Bank holiday 03 May 2022 Spring Bank Holiday 02 June 2022 Queen's Platinum Jubilee 03 June 2022 Summer Bank Holiday 29 August 2022			
School Holidays 			Bank holidays and national holidays 		
* First day after break		# Last day before break			

**PORTSMOUTH SCHOOL TERMS AND HOLIDAYS
2021 – 2022**

Programme of school term and holiday dates for LA and controlled schools for the academic year 2021/22

Autumn Term 2021 Starts on Thursday 02 September 2021 and ends on Friday 17 December 2021
(Half term from Monday 25 October to Friday 29 October 2021)

Spring Term 2022 Starts on Tuesday 04 January 2022 and ends on Friday 08 April 2022
(Half term from Monday 21 February to Friday 25 February 2022)

Summer Term 2022 Starts on Monday 25 April 2022 and ends on Friday 22 July 2022
(Half term from Monday 30 May to Friday 03 June 2022)

TERM	START DATE	END DATE
Autumn Term 2021	2 September 2021	17 December 2021
	HALF TERM 25 - 29 October 2021	
Spring Term 2022	4 January 2022	8 April 2022
	HALF TERM 21 - 25 February 2022	
Summer Term 2022	25 April 2022	22 July 2022
	HALF TERM 30 May - 03 June 2022	

The above dates and calendar represent a full school year of 194 days (one day less than the usual 195 days due to the Queen's Jubilee). Schools are required to be open for pupils for at least 378 sessions

Please also note that the first day of the Autumn Term in September 2022 will not be determined until the 2022/23 timetable has been consulted upon and approved in 2021.

Pupil Name: _____



Consent Form, Understanding and Support

Indicate your consensual agreement to the following:

**Agree
Consent**

Induction Pack has been explained and shared

GDPR

Fixed Period Exclusion

Relationships, Sex Education and Health Education (RSHE)

Safeguarding/Referral to Other Agencies

Keeping Safe and KOOH

Responsible Internet Usage and e-Safety

School Expectations/School Uniform/Nails/Smoking

Charging for Deliberate Damage

Consent for Offsite Activities

Consent for Taking & Using Images/Photographs

Permission to Leave School Site/Absconding from School

School Dinners and Healthy Eating

Attendance and Studybugs

Name: _____

Relationship: _____

Signature: _____

Date: _____