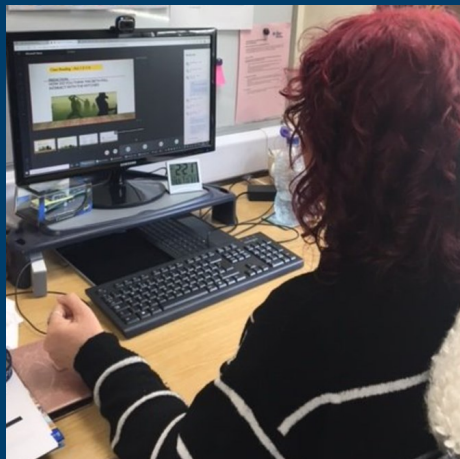




**THE  
HARBOUR  
SCHOOL**



## Reintegration and Tuition Service Induction and Information Pack 2022-2023

Learning Together in  
Pursuit of Happiness





**BUILDING THE CAPACITY, KNOWLEDGE AND SKILLS  
TO LEAD HAPPY AND FULFILLING LIVES.**

The Harbour School

Reintegration and Tuition Service

The Harbour School, Cosham Campus

Sundridge Close, Cosham, PO6 3JL

Tel: 023 9266 5664

**Senior Leadership Staff Team**

**September 2022—2023**

Headteacher: Matthew McLoughlin-Parker

Deputy Headteacher: Lisa Taylor

Head of Campus: Karen Lemieux

Pastoral Area Lead: Anne Ormston

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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](http://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, or you can complete the online questionnaire with a member of staff. 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.

- ♦ New Starter Form: including confirmation signature
- Speaking Space Speech and Language Therapy Consent Form
- At induction, we will work together to prepare your child's Individual Learning Plan

# ATTENDANCE

Good attendance is an expectation of The Harbour School Reintegration & Tuition Service.



If your child is absent, please call the Reintegration & Tuition Service office on the morning of every absence.

**School Office** - 02392 665664

## Absence

If your child is persistently absent from lessons, the Attendance Team (A.T.) will be involved and the reintegration & tuition placement offer may be withdrawn.

## Holidays in term time

Holidays in term time are not authorised.

## Medical appointments in school time

Where possible please try to make medical and dental appointments outside lessons. Evidence is required to authorise any medical absences.

## Studybugs

Download the free app

[Studybugs](#)



# Information on Your Child's Health and Attendance whilst with the Reintegration and Tuition Service

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 reintegration and tuition service *still complete lesson.*
- **High temperature** — give Paracetamol and plenty of fluids, inform reintegration and tuition service and *still complete lesson.*
- **Coughs and colds** — give Paracetamol and plenty of fluids, inform reintegration and tuition service *still complete lesson.*
- **Flu/swine flu** — child can return to reintegration and tuition when recovered, usually about 5 days.
- **Sore throat, tonsillitis or glandular fever** — give Paracetamol and plenty of fluids, inform reintegration and tuition and *still complete lesson.*
- **Diarrhoea and vomiting** — child can continue reintegration and tuition online lessons but mentors will not visit until 48 hours after last episode of diarrhoea or vomiting.
- **Head lice** — *still complete lesson.* Treat all others at home.
- **Threadworm** — *still complete lesson.* Treat all others at home.
- **Warts, verrucae or athletes foot** — *still complete lesson.* Treat all others at home.
- **Conjunctivitis** — *still complete lesson.* Get treatment from pharmacy.
- **Impetigo** — child can continue reintegration and tuition online lessons but mentors will not visit until lesions are crusted over.
- **Measles, chicken pox or German measles** — *child can continue reintegration and tuition online* lessons but mentors will not visit until 5 days after rash starts.
- **Mumps** — *child can continue reintegration and tuition online lessons* but mentors will not visit until 5 days after start of swollen glands.
- **Whooping cough** — *child can continue reintegration and tuition online lessons* but mentors will not visit until days after starting antibiotics.

If your child is ill on waking up but feels better during the morning they child can continue reintegration and tuition online lessons in the afternoon.

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



# Infection Control



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.

- Wash Hands
- Ventilate rooms
- Follow Updated Guidance





# 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>.





# Reintegration and Tuition Service

The Local Authority is responsible for arranging suitable education for children who, because of illness or other reasons, would not otherwise receive suitable education.

The Harbour School is commissioned to provide tuition for pupils who are unable to attend their mainstream school for health reasons.

Pupils are referred to the Reintegration and Tuition Service by their mainstream school through the Local Authority Inclusion Panel. Medical advice/evidence is required as part of the referral.

The Harbour School also provides education for pupils admitted to hospital within the children's wards at Queen Alexandra Hospital.

## Teaching and Learning

**Lessons will be timetabled at any time between 9 am and 3 pm.**

What we will provide:

**Pupils at Key Stages 1 and 2 will be offered:**

Remote online learning in small groups for:

English 4 x 45 mins per week

Maths 4 x 45 mins per week

Cross-curricular learning 4 x 45 mins per week

Emotional Literacy learning support at home, two visits a week for an hour.

**Pupils at Key Stages 3 and 4 will be offered:**

Remote online learning in small groups for

English 4 x 45 mins per week

Maths 4 x 45 mins per week

Science 4 x 45 mins per week

Emotional Literacy learning support at home, two visits a week for an hour.

Pupils preparing to reintegrate back to mainstream or to a special provision will be offered small group learning opportunities.





# Induction, Progression and Reintegration

Your child will have a Reintegration and Tuition Individual Learning Plan which will be reviewed with you, the mainstream school and any other professionals involved every 6 weeks.

Mainstream schools will continue to coordinate and submit EHC needs assessments if needed.

Mainstream schools will coordinate EP assessments and reports.

Mainstream schools will continue to lead Annual Reviews for pupils who have an Education Health and Care Plan.

Mainstream schools will maintain responsibility for end of Key Stage 2 assessments.

## Accessing Remote On Line Learning

Your child will need a laptop with a keyboard to access TEAMS and Office 365 and a steady internet connection. Your mainstream school may be able to provide equipment in exceptional cases.

You, or a named responsible adult, will need to be in the room and be available verbally. Lessons will be timetabled at any time between 9 am and 3 pm.

You, or a named responsible adult, will need to follow our Key Principles for Remote Learning guidance.





# Key Principles for Pupils for Remote Learning

## Key Principles for Pupils for Remote Learning

### As a pupil, please ensure that you:

- listen carefully when your teacher reminds you of the Key Principles for Teaching Remotely (found in the induction pack).
- acknowledge that you are present at the start of the lesson by either answering your name or showing yourself on camera.
- use only your school email address and the online platforms recommended by The Harbour School (Teams). You will not be able to send emails from your school account.
- do not use the recording function on Teams, or record the lesson using any other device.
- understand that a responsible adult will remain present verbally throughout the lesson.
- are respectful of others (both teachers and pupils) throughout the entire lesson.
- follow your teacher's instructions at all times and do not interfere with other online functions (e.g. screen sharing, muting others etc) during the lesson unless you are asked to do so.
- use the chat box appropriately.

### General guidance

- Pupils are encouraged to use a virtual or blurred background or ensure that neutral areas in their homes (i.e. blank walls) are used.
- Pupils should ensure that no personal identifying information can be seen in the background (e.g. personal photographs, domestic address).
- Dress for both pupils and staff should be appropriate i.e. smart casual dress.
- Wherever possible, people not connected to the school should not appear on screen
- All communications should be completed during normal working hours (9am - 5pm) for lessons.
- Teams lessons must be scheduled in advance and recorded as such in an online calendar.



### One-to-one sessions

- Communication with multiple pupils is preferred and teaching staff should seek to encourage group working for live audio or video contact, unless they are delivering lessons to individual pupils in exceptional circumstances.
- Should causes for concern arise, staff should immediately draw the meeting to a close and report their concern to their site DSL. Staff should follow procedure in The Harbour School's Safeguarding Policy.
- For difficult pastoral conversations and disclosures, staff should seek to have a member of SMT/Site DSL present on the video call.

### Situations to avoid online:

- Intimate locations (such as bedrooms, bathrooms)
- Use of nicknames
- Private conversations
- Observational comments about home or family
- Disrespectful comments about others either verbally or using the chat box.



# Key Principles for Parents for Remote Learning

## Key Principles for Parents for Remote Learning

### As a parent or a responsible named adult please:

- encourage your child to listen carefully when their teacher reminds them of the Key Principles for Teaching Remotely (found in the induction pack).
- ensure that your child acknowledges that they are present at the start of the lesson by either answering their name or showing themselves on camera.
- ensure that your child uses their only school email address and the online platforms recommended by The Harbour School (Teams). They will not be able to send emails from their school account.
- ensure that your child does not use the recording function on Teams, and that neither you nor they record the lesson using any other device.
- ensure that you remain present verbally throughout the lesson.
- ensure your child is respectful of others (both teachers and pupils) throughout the entire lesson.
- ensure that your child follows the teacher's instructions at all times and that they do not interfere with other online functions (e.g. screen sharing, muting others etc) during the lesson unless asked to do so.
- monitor appropriate use of the chat box.

### General guidance

- Pupils are encouraged to use a virtual or blurred background or ensure that neutral areas in their homes (i.e. blank walls) are used.
- Pupils should ensure that no personal identifying information can be seen in the background (e.g. personal photographs, domestic address).
- Dress for both pupils and staff should be appropriate i.e. smart casual dress.
- Wherever possible, people not connected to the school should not appear on screen
- All communications should be completed during normal working hours (9am - 5pm) for lessons.
- Teams lessons must be scheduled in advance and recorded as such in an online calendar.



### One-to-one sessions

- Communication with multiple pupils is preferred and teaching staff should seek to encourage group working for live audio or video contact, unless they are delivering lessons to individual pupils in exceptional circumstances.
- Should causes for concern arise, staff should immediately draw the meeting to a close and report their concern to their site DSL. Staff should follow procedure in The Harbour School's Safeguarding Policy.
- For difficult pastoral conversations and disclosures, staff should seek to have a member of SMT/Site DSL present on the video call.

### Situations to avoid online:

- Intimate locations (such as bedrooms, bathrooms)
- Use of nicknames
- Private conversations
- Observational comments about home or family
- Disrespectful comments about others either verbally or using the chat box.



# Key Principles for Staff for Remote Learning

## Key Principles for Staff for Remote Teaching

### As a member of staff, please ensure that you:

- remind pupils and parents of the Key Principles for Teaching Remotely (found in the induction pack) when necessary.
- use only your school email address and the online platforms recommended by The Harbour School (Teams).
- do not use the recording function on Teams. Parents should also be reminded that they are responsible for checking that their child does not record on their device.
- remind parents/carers to confirm they give consent for the lesson to take place and that a responsible adult will remain present verbally throughout the lesson.
- remind parents every lesson that they are responsible for ensuring that no other family members enter the room, and that telephones needed for the sole purpose of video conferencing during the lesson are in the room (except for legitimate emergency use).
- use a professional tone, maintain appropriate boundaries online and ensure communication with pupils has a clear educational purpose.
- report all child protection concerns to a DSL as soon as possible and you follow procedure in The Harbour School's Safeguarding Policy.
- include a designated member of SMT/ Site DSL in your Teams invitation for each lesson.

### General guidance

- Staff are encouraged to use a virtual or blurred background or ensure that neutral areas in their homes (i.e. blank walls) are used.
- Staff and pupils should ensure that no personal identifying information can be seen in the background (e.g. personal photographs, domestic address).
- Dress for both pupils and staff should be appropriate i.e. smart casual dress.
- Wherever possible, people not connected to the school should not appear on screen
- All communications should be completed during normal working hours (9am - 5pm) for lessons.
- Teams lessons must be scheduled in advance and recorded as such in an online calendar.
- If a lesson needs to be cancelled, staff should inform parents and remove it from the calendar. All lessons scheduled as a series that run over school holidays should be cancelled and removed from the calendar.



### One-to-one sessions

- Communication with multiple pupils is preferred and colleagues should seek to encourage group working for live audio or video contact, unless they are delivering lessons to individual pupils in exceptional circumstances.
- Should causes for concern arise, staff should immediately draw the meeting to a close and report their concern to their site DSL. Staff should follow procedure in The Harbour School's Safeguarding Policy.
- For difficult pastoral conversations and disclosures, colleagues should seek to have a member of SMT/Site DSL present on the video call.

### Situations to avoid online:

- Intimate locations (such as bedrooms, bathrooms)
- Use of nicknames
- Private conversations
- Observational comments about home or family
- Staff should be aware that, when sharing a screen, everything that is open on the desktop may be seen by pupils, so all screen content should be checked that it is appropriate for pupil viewing.



# 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](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.





## 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.





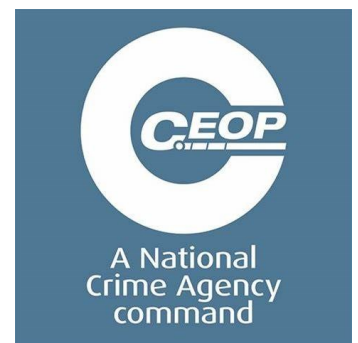
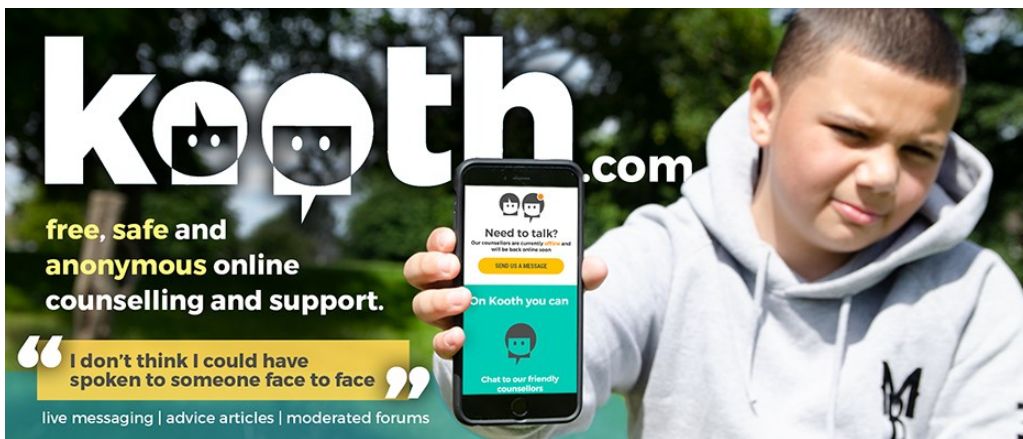
# Keeping Safe



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
- Use the school website to help you find support
- Learn about how to keep safe lessons and in your tutor time programme.
- **Online Safety for 11-18s (CEOP)**, CEOP has created a new website for teenagers called 'The internet, relationships and you' and offers advice on socialising online, online safety, getting support and sexual consent. CEOP is part of the National Crime Agency.
- [https://www.thinkuknow.co.uk/11\\_18](https://www.thinkuknow.co.uk/11_18)
- Look at the details of support on the card we give you.
- Access KOOTH—this is a free on line service for children over 11 years



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/carers, 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.

**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"> <li>• Content grossly offensive, vulgar, outrageous, shameful, shocking, abusive, insulting</li> <li>• That is indecent, degrading, humiliating, improper, especially in relation to sexual matters</li> <li>• That is of a threatening nature and the threat is believed to be real</li> <li>• That is sent using false information that is believed to be false by the sender</li> <li>• Sent to cause the person or anyone else distress or anxiety</li> </ul>	=	

**ADVICE**

- Malicious communication is a criminal offence, which could result in prosecution and a criminal record
- Think before you press SEND – the offence is completed once the communication is sent, and there is no requirement that the intended victim has to actually receive the communication
- STOP and think how the other party might INTERPRET your behaviour
- STOP and consider the potential IMPACT of your communication
- Do NOT communicate further if you have been asked to stop, as this could constitute harassment
- Do NOT encourage others to join in the behaviour
- Seek HELP if you feel you cannot control your behaviour

**FURTHER SUPPORT**  
Samaritans: [www.samaritans.org](http://www.samaritans.org)  
 Get Safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)

## ARE YOU THE VICTIM OF MALICIOUS COMMUNICATION?

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"> <li>• Content grossly offensive, vulgar, outrageous, shameful, shocking, abusive, insulting</li> <li>• That is indecent, degrading, humiliating, improper, especially in relation to sexual matters</li> <li>• That is of a threatening nature and the threat is believed to be real</li> <li>• That is sent using false information that is believed to be false by the sender</li> <li>• Sent to cause the person or anyone else distress or anxiety</li> </ul>	=	

**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](http://www.victimsupport.org)  
 Samaritans: [www.samaritans.org](http://www.samaritans.org)  
 Get Safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)

# Referral to Other Agencies



We may 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.

Our Local Offer on our Website explains our school and the Education Health and Care Plan (EHCP) Process.

## Speaking Space


We work with Speaking Space to provide intervention for social skills, and speech, language and communication development.

 **Speaking Space**

**Speech and Language Therapy**  
A centre of excellence in communication

**Speech and Language Therapy in Schools**  
(Information for Parents)

**Who are we?**  
We are a group of state registered speech and language therapists (SLTs) who all work for Alex Kelly – a speech therapist who is recognised internationally for her work and her publications. We all work part time in schools around Hampshire and part time at Speaking Space.



**Who do we work with?**  
We see children with the following:

- Speech and/or language delay or disorders
- Autism Spectrum Disorders, with associated communication and/or social skills difficulties
- Learning disabilities, with communication and/or social skills
- Social skills difficulties or low self esteem
- Selective mutism

We all have different areas of interest and skill, so we always try to give you the best therapist for your needs.

**What can we provide?**

- An assessment of speech and language
- A social skills assessment
- On-going therapy or advice during school holidays
- Training others to implement an SLT or OT programme

## 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, 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 are legally required to obtain your permission to use your child's image.



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## Participation in Emotional Literacy lessons outside the home

In order for your son/daughter to fully access their personalised learning programme, some areas of the emotional literacy programme will be addressed through activities outside the home, and may include educational visits, sports or college visits.

At the end of an activity all pupils will be expected to return home before they are dismissed. Pupils will NOT be allowed to be dropped anywhere but directly home from an off-site venue.



We plan and risk manage our outdoor learning using Hampshire Outdoors, Evolve. Once your child is registered with The Harbour School, you will receive an email link to a questionnaire to complete which provides consent for activities and medical information.



# 2022 — 2023 School Calendar



195 DAYS

CONFIRMED TERM DATES 2022 - 2023

FINAL

PORTSMOUTH CITY COUNCIL

Programme of school term and holiday dates for LA and controlled schools

for the academic year 2022/2023

The School Year

Autumn Term 2022

	September					October					November					December				
Monday	5	12	19	26		3	10	17	24	31*	7	14	21	28		5	12	19	26	
Tuesday	6	13	20	27		4	11	18	25		1	8	15	22	29	6	13	20	27	
Wednesday	7	14	21	28		5	12	19	26		2	9	16	23	30	7	14	21	28	
Thursday	1*	8	15	22	29	6	13	20	27		3	10	17	24		1	8	15	22	29
Friday	2	9	16	23	30	7	14	21#	28		4	11	18	25		2	9	16 #	23	30
Saturday	3	10	17	24		1	8	15	22	29	5	12	19	26		3	10	17	24	31
Sunday	4	11	18	25		2	9	16	23	30	6	13	20	27		4	11	18	25	

Spring term 2023

	January					February					March					April				
Monday	2	9	16	23	30	6	13	20*	27		6	13	20	27		3	10	17*	24	
Tuesday	3*	10	17	24	31	7	14	21	28		7	14	21	28		4	11	18	25	
Wednesday	4	11	18	25		1	8	15	22		1	8	15	22	29	5	12	19	26	
Thursday	5	12	19	26		2	9	16	23		2	9	16	23	30	6	13	20	27	
Friday	6	13	20	27		3	10#	17	24		3	10	17	24	31#	7	14	21	28	
Saturday	7	14	21	28		4	11	18	25		4	11	18	25		1	8	15	22	29
Sunday	1	8	15	22	29	5	12	19	26		5	12	19	26		2	9	16	23	30

Summer Term 2023

	May					June					July					August				
Monday	1	8	15	22	29	5*	12	19	26		3	10	17	24	31	7	14	21	28	
Tuesday	2	9	16	23	30	6	13	20	27		4	11	18	25		1	8	15	22	29
Wednesday	3	10	17	24	31	7	14	21	28		5	12	19	26		2	9	16	23	30
Thursday	4	11	18	25		1	8	15	22	29	6	13	20	27		3	10	17	24	31
Friday	5	12	19	26#		2	9	16	23	30	7	14	21#	28		4	11	18	25	
Saturday	6	13	20	27		3	10	17	24		1	8	15	22	29	5	12	19	26	
Sunday	7	14	21	28		4	11	18	25		2	9	16	23	30	6	13	20	27	

Bank and public holidays 2022/2023

Christmas Day Holiday	25 December 2022	Easter Monday	10 April 2023
Boxing Day Holiday	26 December 2022	May Day Holiday	01 May 2023
New Year's Day Holiday	02 January 2023	Spring Bank Holiday	29 May 2023
Good Friday	07 April 2023	Summer Bank Holiday	28 August 2023

School Holidays

Bank holidays and national holidays

\* First day after break

# Last day before break

# Speaking Space Referral Form



Speaking Space

Speech and Language Therapy  
A centre of excellence in communication

Therapy services parental consent form: ..... School

Name	DOB:
Address:	Telephone:
	Parent/Carer name:

## Consent for Referral to Therapy

To be completed by the person who holds parental responsibility for the child

Please tick the following boxes if you agree with these statements:

I have read the information sheet (below), and I give consent for my child to be referred to speech and language therapy by the school if they feel this would be of benefit to my child during their time at this school ☐

Sometimes, there may be a student speech and language therapist working alongside a therapist:

I give consent for a student speech and language therapist to work with my child under direct supervision from a speech and language therapist ☐

You are free to withdraw your consent at any time with no detriment. If you wish to withdraw your consent please make your request in writing to:

Speaking Space Ltd,  
Fleming House,  
Alma Road,  
Romsey,  
SO51 8ED

Signed .....

Print name .....

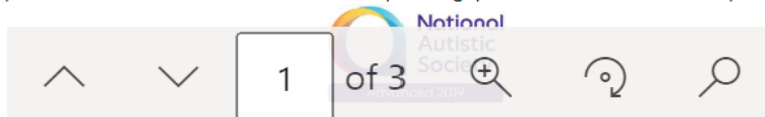
Relationship to child ..... Date .....

<b>Admin only:</b> Date full referral form completed .....
Referral completed by .....

Fleming House, Alma Road  
Romsey, Hampshire, SO51 8ED

www.speakingspace.co.uk  
E: office@speakingspace.co.uk

T: 02380987134  
FB: Speaking Space Ltd





# Medical Permissions



Has your child any of the following?

	Yes	No
Asthma or Bronchitis		
Heart Condition		
Fits, fainting or blackout		
Sever Headaches		
Diabetes		
Allergies to any known medication		
Any other allergies, food, materials plasters		
Travel Sickness		
Regular Medication		

Immunisations Received

	Yes	No
Tetanus		
MMR		
HPV		
Covid 19		
Polio		

Administering Medication in school: if necessary, do you agree to the school administering mild pain relief?

	Yes	No
Paracetamol		
Ibuprofen		





# Consent Form, Understanding and Support

Pupil Name: \_\_\_\_\_

Indicate your consensual agreement to the following:

Agree  
Consent

✓ or ✗

Induction Pack has been explained and shared	
GDPR	
Suspension From School	
Relationships, Sex Education and Health Education (RSHE)	
Safeguarding	
Keeping Safe, CEOP and KOOH	
Responsible Internet Usage and e-Safety	
Referrals to Other Agencies and Speaking Space Information	
School Expectations/School Uniform/Nails/Smoking/Vaping	
Class Dojo App	
Charging for Deliberate Damage	
Consent for Offsite Activities: <b>EVOLVE</b>	
Consent for Taking & Using Images/Photographs	
Permission to Leave School Site/Absconding from School	
School Dinners and Healthy Eating	
Attendance and Studybugs App	
Speaking Space Form	
Medical Permissions	
Administering of Medication	

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_