



Lampard Community School



FAMILY HANDBOOK

2023-2024

Lampard Community School, St John's Lane, Barnstaple, EX32 9DD

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Head Teacher and Chair of Governors' Welcome

Welcome to Lampard Community School!

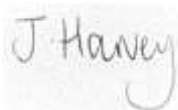
Our staff work closely with parents/carers and agencies to ensure we provide every student with the highest quality of education and care and a positive experience of school during their time with us. Our focus continues to be on building strong relationships and providing an excellent and equitable learning offer to all delivered through our bespoke EMPOWER curriculum.

Lampard staff are experienced in SEND, working hard to provide creative and enjoyable learning experiences which are accessible to all. In our recent Ofsted (January 2023), the school was judged to be good, and we are very proud of our staff and students for achieving this judgement once again.

Inspectors noted that: 'Pupils are happy at The Lampard Community School. There are good relationships between staff and pupils throughout the school. Pupils value the way staff support and care for them. Pupils are kind, polite and thoughtful of one another. Leaders want pupils to grow into successful adults and become independent learners. They are ambitious for all.' (Ofsted, January 2023).

Our EMPOWER curriculum is designed specifically with our students in mind. We value enrichment opportunities and each term students get to experience a fantastic range of trips to enhance their learning. We offer a range of after school clubs. Our choir performs regularly in school, and this year has sung at both Exeter Cathedral and the Devon County Show. We also had a team which successfully completed the Ten Tors Jubilee Challenge. It is a busy and happy place to learn!

We look forward to getting to know your child and helping them to settle into life at Lampard, as well as working in partnership with you to secure positive outcomes for their future.



Jennie Harvey, Head Teacher



Christine Bevan, Chair of Governors

Our Mission Statement

We are a positive learning community built on the relationships we make. Our EMPOWER curriculum seeks to develop **independence, communication and emotional wellbeing**. We are committed to providing our students with the best education based on these to equip them to go on to live an active and fulfilled life as adults in the modern world. We want our students to realise their aspirations and make positive steps towards developing the skills needed for future employment.

Our Key Values

We are kind to each other. We respect each other. We listen to each other. We work together. We have the courage to keep trying our best. We celebrate and build on our own and each other's strengths and differences.

Our School Vision

Our students are independent as they can be. We support our students to become more independent in their learning and in their daily life skills. We work collaboratively with families to ensure they have opportunities to demonstrate their developing independence around the school, at home and in the local community.

Our students are effective and appropriate communicators in their daily lives. Through high quality provision we enable our students to be successful communicators, who are empowered to make choices and to fully contribute to their community.

Our students develop a positive sense of emotional wellbeing. This equips them to function in society and meet the demands of everyday life.

We help each other to overcome challenges. Our learners possess the skills they need to manage challenge, the belief they are capable and also know who can help them should they need support. Working collaboratively with families and multi-agency colleagues help to better identify learning pathways and strategies to improve outcomes.

We use digital technology to engage and empower our students in their learning to enhance and extend opportunities for them beyond the classroom.

Our provision is provided by highly skilled and trained champions of SEND. Our strong workforce provides a positive community of specialised support to enable students with SEND to excel and to realise their potential. Our work is guided by the Ethical Leadership Framework.

General Information

Our school day starts when the doors open at 9:00am. Please note there is no staff supervision outside before 8.45am. School ends at 3:15pm, with a one hour lunch break during which time clubs are available. During the morning there is a 10 minute session of daily physical activity and a 15-minute break.

School transport is arranged for most students through the School Transport Team at Exeter. There is an emergency telephone number if you have any problems concerning school transport or if for any reason your child is late arriving home. The number to ring is 0345 1551019 (General Enquiries). If your child will not be going home via their normal transport at the end of the school day (e.g. you/someone else is collecting your child after school), please contact the school office on 01271 345416.

If students have permission from parents to ride a bike or scooter to school, these should be locked up during the day on the cycle rack. Please bear in mind, it is parents/carers responsibility to ensure bikes are roadworthy and to ensure their child wears a helmet.

Students are not permitted to leave the school premises during the school day unless special permission has been obtained from parents.

Attendance at school is very important. However, if it is necessary to keep your child at home due to illness or for any other reason, we ask you to telephone the school office on each day of absence. The office is open from 8:30am until 4:00pm each day, the telephone number is 01271 345416.

Family holidays should be avoided during term time. However, if there are extra-ordinary circumstances, parents and carers are asked to read the attendance policy and to complete a holiday form well in advance of booking the holiday. Forms are available from the school office. Permission is granted at the Headteacher's discretion and in line with the attendance policy.

Our Care and Safeguarding team work closely with agencies such as the Education Welfare Officer and Integrated Children's Services to support families who may be experiencing difficulties or who have any concerns about their child. If you would like to speak to someone in this team, please contact the school office and they will be pleased to provide you with appropriate contacts and telephone numbers.

Please look at our website for further information: www.lampard.devon.sch.uk

Uniform

Lampard Community School has a uniform which all students are expected to wear, and we appreciate the support of parents/carers with this.

New sweatshirts can be obtained from <https://schoolthreads.org/>

Pre-loved sweatshirts are also available, from the school office.



Lower School [Years 1 to 6 and some Year 7]

Black or dark grey trousers or skirt.

Plain white shirt or polo shirt.

Royal blue sweatshirt or cardigan, preferably with embroidered school logo.

Middle School [some Year 7 and Years 8 & 9]

Black or dark grey trousers or skirt.

Plain white shirt or polo shirt.

Purple sweatshirt or cardigan, preferably with embroidered school logo.

Upper School [Years 10 and 11]

Black or dark grey trousers or skirt.

Plain white or black shirt or polo shirt.

Plain black sweatshirt or cardigan, preferably with embroidered school logo.

Summer uniform

In the summer, blue or purple [school style] summer dresses may be worn.

All students may wear plain [school style] black or dark grey shorts with plain white polo shirts in warm weather.

Outer clothing

Shoes should be plain black and suitable for playing and walking. If a student needs to wear trainers, these should also be plain black.

All students should bring a coat to school in cool or wet weather. It would be helpful if all Lower and Middle School students were able to bring in a pair of wellington boots to be left in school, for outdoor sessions in our Forest School area.

PE/Sport and Leisure

All students take part in sporting activities and need a pale blue or white T shirt or polo shirt, black shorts or track suit trousers, and trainers. A plain black or dark blue tracksuit top or hooded sweatshirt may be worn for outdoor sport. If your child has swimming lessons at some point during the year they will need appropriate swimming kit including a swim hat for students with long hair. **It supports independence if all items of clothing are clearly marked with your child's name.**

Jewellery and Body Piercing

Students are asked not to wear jewellery to school, other than small, plain earrings and watches. They will be asked to remove these before some lessons as they can cause injury during sport and practical lessons, as well as during break times if the student is involved in active games. If earrings cannot be removed, the ear must be taped over so that any accidental knock to that part of the body will not result in too much damage. Other forms of body piercing are not considered appropriate for school.

Make up / Hair/False Nails

Students are asked not to wear make-up to school or to colour their hair an unnatural shade.

Students are also asked not to come to school wearing false nails.

Personal Items

We strongly request that students do not bring expensive items into school which may get lost or damaged. Students are not permitted to have mobile phones, smart watches or personal music devices during the school day. If you wish them to have these items for the journey to and from school they must be handed to the office or their tutor, for safe keeping on arrival.



Home-School Links

Regular newsletters are sent home and it is also possible for you to send messages to school via your child's home/school book. The home/school books are a useful and practical way to share important communication about the day between home and school. This two-way communication allows the parent/carer to learn about the students' school day and for staff to learn about information/news from home.

This information can help us all make sure we have the full picture about what is going on in a child's day and we can support them at home and at school. Staff and parents/carers also speak regularly on the phone. We value your support and involvement and are sure your child will benefit from us working closely together.

The school switchboard closes at 4:00pm and will switch to our out of hours services. This gives you the opportunity to leave a message or if you know the member of staff's extension number you can then go directly to their phone. If your query is urgent, press option 4. This will put your call through to a member of the senior staff team during school working hours. Our school promotes a healthy work-life balance for all, please be assured of a response within a reasonable time-frame.

Medication

If it is necessary for your child to take any type of medication at school, you will need to complete a form, available from the school office. For safety the medication will be kept in the school office. The school will only administer non-prescription medication such as Calpol if parents have written in requesting that it be given to their child. However, on no account should aspirin, or medicines containing ibuprofen, be given to children unless prescribed by a doctor. Prior written parental consent is required before any medication can be administered, and only reasonable quantities of medication will be accepted (no more than one week's supply) unless agreed by the Headteacher.

Each item of medication must be delivered in its original dispensed container and handed directly to a member of staff.



Vomiting and Diarrhoea

If your child has sickness and/or diarrhoea we ask you not to let your child return to school until **48 hours after** the symptoms have ceased.

Support from external specialists

We have a range of professionals who work regularly with our students, as appropriate to their needs:

Educational Psychologist

Speech & Language Therapist

Music Therapist

Physiotherapist

Art Therapist

Occupational Therapist

Education Welfare Officer

CSW Group (Career Development Consultants)

Other specialist professionals can be invited into school to assess, monitor or review individual students according to their needs. This might include, for example, specialists in hearing impairment or visual impairment.

Keeping Students Safe: The school has procedures in place to keep students safe. These include:

- External doors controlled by electronic fobs and individual codes
- An effective staff: student ratio in class and at break/lunchtimes.
- All staff are trained to look after children if there are any child protection issues. The staff with specific responsibility are: Mrs Nikki Klingenberg, Mrs Kat Swales and Mrs Cathy Berridge. If you have any worries you can contact them during school hours on 01271 345416 or email safeguarding@lampard.devon.sch.uk

Please note, if you have concerns about the safety of a child outside of school hours, you can telephone the Multi-Agency Safeguarding Hub (MASH) on 0345 155 1071 or the Police, if the matter is urgent.

- Personal /Intimate Care: If personal care is required on a regular basis, we will create a personal care plan with you, to state what is needed, when and by whom. We will review this with you on a regular basis. Sometimes our staff may need to help students change for PE or to clean themselves. Parents are asked to confirm that they agree to staff helping their child if the need arises. Staff will inform parents of any care they give a student.
- All staff are trained in Team Teach, which is a way of helping students manage their behaviour. We avoid using physical intervention with students as much as possible and always focus on de-escalation, but occasionally it is necessary as a last resort, and we use methods approved by Team Teach and the Institute of Conflict Management. All incidents of physical intervention are recorded in a logbook and parents/carers are informed.

- Online safety— we understand the importance of teaching students how to be safe online. We cover online safety within our EMPOWER curriculum and useful information/links can be found on our website. We also send regular updates to parents/carers to share links and guidance.

Educational Visits and Residentials

At Lampard, educational visits, off-site activities and outdoor learning opportunities take place throughout the year as part of our EMPOWER curriculum. These provide students with new experiences and challenges which promote learning, raise self-esteem and confidence, as well as enabling students to manage risks and practice applying skills they have learned in a real life context. On many occasions these involve using local facilities and a general permission letter is sent home when your child first joins the school, giving permission for these regular off-site activities. Each term parents will receive notice of the proposed visits and a letter with a request for permission for each visit that falls outside the general permission. We offer an annual Residential trip to secondary students and also run a non-residential activity week programme.

Charging Policy

The Governors have adopted the DfE Charging Policy in relation to school activities. Whenever possible we aim to cover the cost of all educational experiences however, it is sometimes necessary to request a voluntary contribution to support a particular activity.

When we undertake such an activity we will ensure that parents are fully informed and children will not be treated differently according to whether or not a parent/carers has made a voluntary contribution. Equity is at the heart of our offer.



THE STRUCTURE OF THE SCHOOL

The school has three distinct phases—Lower, Middle and Upper, each housed within a particular area of the school. This enables us to keep tutor group sizes roughly equal and to cater appropriately for differing needs and abilities. It also gives the students a peer group to identify with and promotes team work amongst both staff and students.

Lower School - For our Primary age students (KS1 and 2) and may also include some of our Year 7 students.

Middle School - For our Secondary age students in KS3, which includes the remaining Year 7s and all of our Year 8s and 9s.

Upper School - For our Secondary students in KS4, all of whom are in Year 10 and 11.

OUR EMPOWER CURRICULUM

E	M	P	O	W	E	R
English, Language and Communication	Mathematical and Scientific Knowledge and Under-	Personal Development and Digital Literacy	Opportunities to Learn About the World	World of Work and Independent Living	Engagement in the Arts	Real Life Experiences

Our curriculum is ambitious - it is coherently planned and sequenced, and carefully designed to meet the holistic needs of all our students. It allows all students to recognise their skills, qualities, aspirations and goals. It supports engagement with the arts and embraces digital technologies to support learning in the modern world. It is broad and balanced and EMPOWERS our students to become increasingly INDEPENDENT; to be more EFFECTIVE COMMUNICATORS; and to have EMOTIONAL WELLBEING – so that they are prepared to meet the world beyond Lampard.

Our curriculum has three main drivers: Communication, Independence and Emotional Wellbeing. These thread through everything we teach.



Lessons in Lower School are taught through engaging topic themes, to enable students to make links across the subjects. Students develop their self-care skills and awareness, alongside carefully planned opportunities to develop appropriate communication and social interaction skills.

Our Middle School curriculum is designed to develop skills and knowledge across all subjects, while focusing on increasing students' independence and communication skills. Through specially chosen KS3 topics, on a 3-year rolling programme, students continue to experience a cohesive, 'joined up' approach to their learning, whilst increasing their ability to manage transitions, including into specialist teaching rooms for subjects such as art, science and music. Students begin their career development plans in Middle School; our Careers Leader works across the phase to expand horizons and plot future aspirations.

In Upper School, students work towards a range of functional skills qualifications in English, Maths and ICT, mainly at Entry Level. In addition to the core subjects students are able to choose from a range of Options subjects, some of which are vocationally based, leading to a range of qualifications. Aspects of some of these courses may be offered in off-site specialist facilities, with specialist teachers but supported by our staff.

Work-related learning is an important part of the Upper School curriculum and all our students participate in work experience in both year 10 and year 11. We have built up good relationships with local community projects and businesses in order to facilitate this. We work closely with CSW and have an in-house careers advisor to ensure that all students receive a high standard of information, advice, guidance and support when making decisions about their future.

In all phases, we offer regular enrichment opportunities through our curriculum-based visits and on-site visitor programmes, including an annual Residential trip.

PSHE

Personal, Social and Health Education (PSHE) is a vital part of the education we offer to all students. It deals with issues such as how to be healthy and safe, how to build positive relationships, how to behave responsibly and how to communicate safely with others. It includes elements of Relationships and Sex Education (RSE) appropriate to the age and needs of the students. A copy of the school's Relationships, Sex and Health Education Policy is available from the school office and on our website.

We also recognise the values and traditions of other religions, and learn about and celebrate their traditions. We have a regular Assembly on Fridays, at which tutor groups take their turn to share an aspect of their work with the rest of the school. Particular achievements are celebrated at this time.

Code of Conduct

All members of our school community are expected to behave with consideration to others and to take care of their environment. Good behaviour is encouraged at all times and students have opportunities to earn merits, certificates and other rewards appropriate to their age to help promote good effort and a positive attitude to school activities. If we have any concerns about your child or their behaviour we will contact you to talk our concerns through. It may be appropriate to make an appointment for a meeting. We also ask that you let us know if you have any worries, we are here to help. Behaviour is a form of communication and we endeavor to understand what your child's behaviour is communicating and we work with you to try and understand.

Please see our Positive Behaviour Support and Code of Conduct policies for more information.



School Visits and Trips

During the course of your child's education at Lampard Community School, they will participate in a wide range of offsite activities in order to support the curriculum and develop life skills.

Many of these activities are regular and local to the school, these include, but are not limited to:

Sporting activities, for instance at the North Devon Leisure Centre or Tarka Tennis.

Visits to local community facilities, for instance Rock Park, Barnstaple Museum or local libraries.

Visits, trips and activities linked to our Future Fridays programme.

Using local shops, for instance Tesco or St John's Garden Centre, or those in Barnstaple town centre.

Visits to local workplaces and Post-16 provision as part of our Careers Education or work-related learning programmes.

Travel to and from any of these venues could be on foot, in a staff car or in a minibus.

In line with the Education Act 2002, we will not require separate consent from parents and carers each time one of these curriculum trips take place.

However, tutors will inform you separately about any educational visits that are further afield, involve an extended day or not covered by the list above

Transport Policy

Many of our students travel to and from school on transport provided by Devon County Council. DCC has a policy on the provision of school transport. It provides, for example, free school transport where a pupil of compulsory school age lives beyond the statutory distance from the school designated by the Local Education Authority who serve the home address. The statutory distance is defined as two miles for children of Primary age and three miles for those of Secondary age. To qualify, the statutory distance is measured by using the shortest available route between the home and the school.

Transport is also provided to students registered at a school nearest to their home when this is not the designated school and if beyond the walking distance and suited to the age, ability and aptitude of the child.

There are exceptions to this policy. Some may be given free transport for special reasons when they live within the statutory distance, for example, on medical grounds.

It is a parental responsibility to arrange for children to travel in safety between the home and picking up and setting down points. They are also responsible for their children while they are waiting for transport and when they leave the transport at the end of the day.

Where the Authority is not obliged to provide transport, it is a parental responsibility to make arrangements for and meet the costs of travel between home and school.

If parents are unhappy about the way in which the policy has been applied, staff at the Divisional Education Office will be willing to discuss any concerns. An appeal procedure exists. Further information and a full policy statement are available from the Divisional Education Office.

Full information and transport application paperwork can be found at www.devon.gov.uk/school_transport

Day-to-day arrangements if travel arrangements have to change

Parent/carers must inform the school and the transport company at the start of the day if there are any changes for the child's start/end of the day normal arrangements, e.g. if they are being collected so as to attend an appointment.



We are very proud of our School Councillors! The School Council is the students' voice for change within Lampard Community School and gives students a say in some of the major decisions we make.

We have a representative from every tutor group across the Lower, Middle and Upper phases in order to give fair representations from the whole school. A school council member is chosen from every class each Autumn, following elections by their fellow students. The School Council meet twice termly to discuss whole school initiatives linked to our School Development Plan. Members of the School Council then feedback any decisions made to the Senior leadership Team and these decisions are incorporated into future plans.

We are also proud to have had student members participating in the 'Champions For Change' initiative. These students work with the Local Authority on developing the Devon Engagement Strategy.

How the School Council has recently helped to shape our School:

They have been involved in the recruitment process of new members of staff by taking part in the interview process.

School Council members have audited our school dinners menus and made some changes.

The School Council have reviewed the School PE Kit and stated their preference of colour.

They have contributed to plans for enhancing our play equipment.

They have led in planning lunchtime clubs and activities based on the student's interests.

They have identified the need for a new friendship bench in the playground which has been purchased and placed.

Chosen names for new classes.



Will you support our PTFA this year?

Our Parent, Teacher and Friends Association, called 'Friends of Lampard', helps support the school by funding requests to enrich the students' school life. We are members of Parentkind, the largest network of PTFA fundraisers in the UK, and have a weekly school lottery, alongside regular social events such as bingo. As a committee we meet to plan events and for voting on proposals.

Alongside this, we also have a parent/carer members only Facebook page 'Lampard Parent Carers Support Group'. This is available for all parents/carers to join and is for supporting each other and for the sharing of information with one another within the school community.



We are always looking for new members, so please do consider joining us this year! You can get in touch via the school office on 01271 345416, via our Facebook 'Friends of Lampard PTFA' page, or by email to: friends@lampard.devon.sch.uk We also have a dedicated page on the school website under the 'Parents & Carers' tab.

Kind regards,

Elaine Penfold

PTFA Chair and parent