



Morecambe Road School
Enabling Achievement

Parent Handbook



Welcome to Morecambe Road School

Enabling Achievement

This handbook is intended to support you and your child in joining Morecambe Road School and provide much of the information you will need. It is not exhaustive and should be read with reference to the School Policies and information held on the school website:

<https://www.morecambe.lancsngfl.ac.uk>

School Vision

Our vision at Morecambe Road School is to enable achievement for our pupils through learning opportunities which meet their individual educational needs and potential.

School Aims

The school aims to enable achievement for all by:

- Providing learning, life skill and enrichment opportunities in accordance with individual pupil's abilities and needs
- Supporting all school stakeholders, whatever their role
- Ensuring fairness and equality for all pupils and adults
- Empowering pupils, parents and staff to create a positive culture of tolerance, respect and understanding. This includes the five British Values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those of different faiths and beliefs.

Staff

Headteacher: Paul Edmondson

We have a multidisciplinary team of staff comprising of teachers, teaching assistants and business support staff such as Office, Premise, ICT and Catering services. All staff are happy to assist and provide you with information on school life.

Time for School

School opens at 8.55am and closes at 3.10pm.

We have lunchtime and midday break from 11.45am until 1.10pm dependent on Phase.

Lunches at School

We have our own school cook and meals are freshly prepared on the premises. They are of high quality and ensure a balanced diet. Individual menus and diets are always taken into account.

Some pupils may be entitled to free school meals. Enquiries regarding this should be made to the Local Education Office. Contact the school office for details.

Pupils bringing a packed lunch should bring food in a clearly labelled sandwich box, preferably with a drink. Please do not use glass drink containers for safety reasons. Fizzy drinks and energy drinks are banned and will be taken away from pupils and disposed.

School lunches are organised on a two-sitting basis between Primary and Secondary pupils.



School Uniform

School expects pupils to wear school uniform. The uniform has options to provide some flexibility whilst at the same time allowing all pupils to appear equally well-dressed in school. The supplier for our uniform is Uniform & Leisurewear Co Ltd. Parents are to make direct orders to the supplier. The Morecambe shop has a full stock of our uniform.

Uniform & Leisurewear Co. Ltd.
60 Euston Road, Morecambe, LA4 5LD

Tel: 01524 388355

Email: morecambe@ualonline.co.uk

Opening Times: Mon – Sat, 9.30am til 4.30pm (CLOSED Wednesday)

Uniform & Leisurewear Co. Ltd.
66 Church Street, Garstang, PR3 1YA

Tel: 01995 605010

Email: garstang@ualonline.co.uk

Opening Times: Mon - Sat, 9am til 5pm

Uniform & Leisurewear Co. Ltd.
15 Common Garden Street, Lancaster, LA1 1XD

Tel: 01524 848494

Email: lancaster@ualonline.co.uk

Opening Times: Mon - Sat, 9am til 5pm

Email: sales@ualonline.co.uk

Website: www.ualonline.com



A simple uniform is helpful in establishing good standards of appearance in school and by wearing it children quickly feel part of the school community.

Our uniform consists of white polo shirts, blouses or shirts and grey or black trousers or skirt. These items can be purchased from any supplier.

Students can wear a choice of clothes with the school logo on them, including a sweatshirt, polo shirt and cardigans.

Attendance

We place great importance on regular and punctual attendance. We work in partnership with parents, carers and pupils to ensure good attendance is maintained by our pupils. Our attendance policy sets out in detail what we have agreed with our parents and stakeholders. We ask that you let us know as soon as possible if your child will not be able to attend school.

Holidays

In line with Educational policy, we do not permit any leave of absence during term time unless there are exceptional circumstances. Penalty notices may be issued by the Local Authority in certain circumstances. Where term-time holidays are unavoidable, please complete the school leave of absence form available from the school website.

Arriving & Leaving School

Where parents bring their child to school, we ask that you arrive at the main reception area. The office staff will then inform class that your child has arrived and a member of the class team will come to meet you and take the child to class.

During the day, report to main reception and inform the office staff of the pupil you are collecting.

At the end of the school day, we ask that parents wait at the designated pick up area in the Secondary playground. Your child will be escorted to this pick up point by a member of school staff.





Activities

Each of our pupils receives access to the National Curriculum and aspects of the wider curriculum based on their individual needs. The wider curriculum at Morecambe Road School includes:

- local college and Secondary School link courses
- swimming pool sessions
- rebound sessions
- inclusion links with primary, SEN and secondary schools
- work and volunteering experience within the local community
- life skills within school and the community
- a diverse and various schedule of trips
- in school visits from performing art companies, musicians and shows
- Duke of Edinburgh Awards
- Residential/outward bound group trips



Home School Agreement

We believe that a strong partnership between home and school is essential if our pupils are to reach their full potential. We ask our parents to agree to the Home School Agreement which outlines our commitment to working together and how the partnership will work.

Monitoring Our Pupil's Progress

We are committed to meeting the special educational needs of our pupils and enabling achievement to their full potential. We review all of our children's EHC plans annually with parents and other professionals. We carry out a review every six months for children aged less than five years old. We develop individual education plans for each child, track and review progress termly.

Keeping Pupils Safe

The school is a very secure environment with access only via padlocked gates and door control systems.

Health & Well Being

Staff are trained to administer medication both on and off site. We work closely with therapists and medical staff to ensure we all provide a consistent approach.

We have Mental Health Champions in school and there is further information on the school website - www.morecambe.lancsngfl.ac.uk





Policies

Policies help to develop and define a set of consistent rules, regulations, procedures and protocols. Policies are useful to parents. For example, a prospective parent may wish to view a school's child protection policy, equality policy or data protection policy.

At Morecambe Road School we believe policies are vitally important and help us to create standards of quality and learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can contact the school and ask for a printed copy or go online - <https://www.morecambe.lancsngfl.ac.uk/school-information/policies/>

Some key policies are Admissions Policy, Attendance Policy, Child Protection Policy, Complaints Policy, Data Protection Policy, Behaviour Policy, Teaching and Learning Policy, Home School Agreement, School Charging Policy and Single Equalities Policy.

DATA Protection

Morecambe Road School follows the General Data Protection Regulation and guidance issued by the ICO. For more information, including Policy and Privacy Notices, please see our website or contact the school office for printed copies.

The School Data Protection Officer is Fiona Gill who can be contacted via the School Office on 01524 414384.

Complaints Procedure

The school's complaints procedures apply whenever a parent/carer feels a suitable agreement or solution cannot be established through other means of communication.

Charging Policy

We provide a wide range of activities for our students which enrich their personal and social education. On occasion we ask parents to make voluntary contributions to certain activities. We will not treat any pupils of parents who do not contribute to the costs any differently. However, where we have received insufficient contributions the activity will be cancelled. If you have any concerns over making payments, then do contact us.

School Contact

If you have concerns about your child, please speak to their class teacher as soon as possible. We always welcome parents and carers into school but we ask that you make an appointment if you would like a meeting.

In an emergency, or where the message is urgent, parents can call school and leave a message with the office staff. They will bring this to the attention of the appropriate member of staff in school. Phone calls will not be put through during lesson times as this will disturb the learning.

We welcome feedback from all stakeholders via questionnaires sent from school or the OFSTED Parent View website - <https://parentview.ofsted.gov.uk/>

Parent Contacts

We will contact you via Home/School diary, letter, email, phone call or text message. There will be formal updates on your child's progress through parent's evenings and review meetings. We ask that you provide us with an emergency contact number where we will be able to reach you during the day. Please remember to let us know if this number changes.

We value parent and community involvement. Parents can take an active part in school life by:

- Attending special assemblies, awards, sporting activities and pupil performances
- Helping and attending at School Fairs and functions
- Joining the PTFA
- Attending review and pupil progress meetings





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Telephone: 01524 414384 Email: head@morecamberoad.lancs.sch.uk Web: www.morecambe.lancsngfl.ac.uk