



Parents Handbook

For Weekly Boarding Pupils



Last Updated: February 2021

Abby Baker, Head of Care

Contents

- 1. Residential Boarding Provision Mission Statement**
- 2. Admissions**
- 3. Parent Contact Agreement**
- 4. Child Illness/Accidents**
- 5. Medication and Health Needs**
- 6. Staffing**
- 7. Meals**
- 8. Clothing**
- 9. Personal Items**
- 10. Pocket Money**

Address: Russell House (Weekly Boarding Unit)
Wyre Forest School
Moule Close
Kidderminster
Worcestershire
DY11 6AL
Telephone: 01562 512721
Email: ab860@wfs.worcs.sch.uk

School: Wyre Forest School
Habberley Learning Campus
Habberley Road
Kidderminster
Worcestershire
DY11 6FA
Telephone: 01562 827785

1. Residential Boarding Provision Mission Statement

- We will provide a homely and caring environment.
- We will use approaches that are empathetic and sympathetic to the learning needs of each individual to promote each child/young person's personal development.
- We will provide choices and challenges that will maximise potential and build upon interests and strengths.
- We will work in partnership with the Whole School Community, parents, families, carers and other professionals to ensure that all views are valued.
- We will work to promote skills that will enable children/young people to become more confident and independent and prepare them for adulthood.
- We will celebrate individuals' success and promote self-worth.

2. Admissions

Please refer to the Admissions Policy for further information. This can be found on the school website (www.wfs.worcs.sch.uk).

Review Cycle

Review meetings will then continue following the cycle of Annual EHCP reviews and Child in Need/LAC reviews as appropriate. At each of these meetings, any amendments to the care plan documents are discussed and agreed following a review of care and education progress.

3. Parent Contact Agreement *(Please see our WBU Parent Agreement Policy)*

Prior to admission, it is important that the level of contact and arrangements for contact are agreed by families/guardians and Russell House staff. A parent contact agreement form is therefore completed and signed by families/guardians and the Head or Deputy Head of Care. This form also contains the details of any friends and close relatives that may want to contact Russell House to discuss a child or receive a half-termly letter/email update. We politely ask that telephone contact is limited with a wide range of family/friends for practical support reasons.

Telephone Calls

It is important to note that whilst care staff are talking with parents/families on the telephone, they are potentially taken away from working directly with the children/young people. There is also likely to be a demand for the single telephone line to Russell House when the house is full to capacity. For these reasons, an agreed level of contact is encouraged wherever possible. It is important to note that some activities may prevent calls being answered or made so amendments to the contact agreement need to be on-going and agreed by all parties. Students are allowed to bring mobile phones in; however, they are not to be used in bedrooms and are kept in the office for safe keeping.

Written and Email Contact

In addition to telephone calls, weekly key-worker letters are shared with parents/carers. Relevant documents, such as IBPs, RRP's etc. will also be sent home for review/parental comment.

Contact from Unidentified Persons

Only family members and friends that are referenced in the contact agreement form will be given any information about the child/young person. Calls from anyone else will be politely refused and they will be redirected back to parents/guardians for clarification of the contact agreement arrangements.

Privacy During Contact

Children/young people will be encouraged to take/make calls from/to home in the office. A staff member will be present and may support with communication needs where required.

Visits to Russell House from Parents/Families

Mid-week visits to Russell House by parents/families should be planned in advance and agreement sought with the staff on duty with as much notice as possible. This is to maintain the routines and wellbeing of pupils.

4. Child Illness/Accidents

The system for students who are taken ill in the weekly boarding unit is exactly the same as it is during the school day.

- If your child is ill you will be contacted.
- If it is considered to be a serious illness a doctor would be called or the student would be taken to casualty.
- If it is considered to be a minor illness the student may be treated within school or Russell House but in some instances, may need to be collected by parents and taken home.
- It is of vital importance that the residential and school staff have at least two current emergency contact numbers and that parents inform the school of emergency arrangements for their child should they be away from home.
- In the event of all members of the Russell House staff team becoming unavailable to work due to sickness or unforeseen circumstances, members of the Senior Leadership Team within school will ensure Russell House is adequately covered by school staff until parents can collect students and take them home.
- Russell House would then be closed until further notice.

There will always be a qualified first-aider accessible at Russell House.

5. Medication and Health Needs

- Staff are able to administer medication in tablet or liquid form with written confirmation from your doctor. The doctor must confirm any changes in dosage.
- Over the counter medication can be administered by staff with written permission from the students' main carers/parents.
- There is a recording system used between the school and the weekly boarding unit to ensure your child receives the correct medication.
- Staff are unable to administer medication without written consent from parents and the doctor who prescribed the medication.
- Home remedies must be brought in original packaging with advice leaflet included.
- All medication must arrive in original box/bottle with prescription label clearly stating name and dosage. The advice leaflet must also be included.

6. Staffing

Headteacher
Rebecca Garratt

Head of Care
Abby Baker

Deputy Head of Care,
Carla Mole

Care Officers
Sarah Kirk, Jemma Mole, Abby Davies

Night Care Officers
Aimee Hennessy, Nicola Hickman, Helen Davis

Morning Care Assistants
Lotte Tvede, Freja Jones

Evening Care Assistants
Steve Bingham, Dene Claridge, Lesley Evans

Relief Care Assistants
Kiah Smith

Staff levels will vary slightly within Russell House dependent on individual pupil need and for different activities. Either the Head of Care or Deputy Head of Care will be on duty. In addition, a combination of Care Officers and Care Assistants will be working closely with boarding pupils when they are not in school.

During the night, Waking Night Care Officers will oversee pupils and can call on sleep-in staff for further support should the need arise. The monitoring of the pupils until they are asleep will be done by Waking Night Care Officers who are based in their own designated room near the bedrooms. Once pupils are asleep, night staff then attend to other duties on the ground floor. Should a child come out of their bedroom during the night, an alarm is activated which alerts the Waking Night Care Officers' pager to alert them to check. In addition, the Waking Night Care Officer will make hourly checks on each of the pupils (unless specified differently for medical reasons).

7. Meals

Pupils are encouraged to have a main meal within school and a lighter meal in the evening. Wyre Forest School follows "healthy eating" guidelines and pupils are encouraged to make healthy choices. Boarding pupils are encouraged to participate in choosing, preparing, cooking and serving meals where appropriate to their needs. Care staff promote good manners using praise and encourage children/young people to be as independent as possible taking into consideration their individual needs.

Breakfast will consist of healthy cereals, toast and light healthy snacks after school and during the evening can also be provided as required.

Specific diets can be catered for as required and where pupils have a limited preference or diet, this can be catered for. We encourage pupils to try new foods where diets are limited with the agreement of parents.

8. Clothing

Clothing should be provided on a Monday with sufficient clothing to last up to and including Friday. Generally, clothing that is worn throughout the week will be sent home on Friday for washing. Where clothes are heavily soiled or more than one set of clothes has been worn on one day, clothes will be washed within Russell House. Clean clothes can be left at Russell House for the following week unless parents request that all clothes go home each Friday.

All clothes must be clearly labelled with a name tag or permanent marker.

Clothing List (guide)

BOYS

School wear:

Jumpers/sweatshirts
T-shirts/polo shirts
School trousers
Pants/socks
1 pair school shoes
School coat

Leisurewear:

jumpers
pairs jeans/trousers
t-shirts
Coat
Swimming Kit
Trainers/Shoes/Wellies

Nightwear
 2 pairs pyjamas
 Dressing gown
 Slippers

Winter wear
 Gloves, Hat, Scarf
 Waterproof coat

Summer wear
 Sunglasses
 Sunhat
 Sun cream

GIRLS

School wear
 jumpers/sweatshirts/cardigans
 t-shirts/polo shirts
 pair's school trousers/skirts
 pairs socks/tights
 bras
 pairs of pants
 1 pair school shoes
 School coat

Leisurewear
 jumpers
 pairs jeans/trousers
 tops/t-shirts
 Coat
 Swimming kit
 Trainers/Shoes/Wellies

Nightwear
 2 pairs pyjamas
 Dressing gown
 Slippers

Winter wear
 Gloves, Hat, Scarf
 Waterproof coat

Summer wear
 Sunglasses
 Sunhat
 Sun cream

We welcome parents to provide personalised bedding or familiar bedding where appropriate to create a home from home feel for our pupils. We do have spares for emergencies.

9. Personal Items

Personal items should be provided at the start of each term and will be retained in pupils' bedrooms/en-suites as appropriate. Parents will be advised when supplies are getting low and/or items need replacing.

BOYS	GIRLS
Toothbrush	Toothbrush
Toothpaste	Toothpaste
Deodorant	Deodorant
Shower gel/soap	Shower gel/soap
Bath foam*	Bath foam*
Shampoo & conditioner	Shampoo & conditioner
Hairbrush/comb	Hairbrush/comb
Electric shaver*	Sanitary towels*
Nappies*	Nappies*

(* where applicable)

Students are encouraged to bring in personal items from home to personalise their bedrooms and create a home from home environment. Items such as family photos, pictures, posters, favourite toys and books and any comforter they have will help them to settle in. All items need to be named. There are two boards in each bedroom for posters/pictures. Please give staff details of any items, such as comforters/teddies, or toys, etc. which need to go home weekly.



Students can bring in a radio/CD player and/or a television and DVD if parents feel it is appropriate and pupils are able to tolerate only accessing these during choice/free time. Lockable cabinets for these are not provided and any personal damage to these items is at parents own risk (*every reasonable* effort will be made to ensure that these items are kept safe).

All students will be issued with a iPad at Russell House which they can safely use in choice time. iPads are firewall protected for safety and all students must sign a contract of rules before use.

Parents are asked to bear in mind the suitability of content of any DVD's, music and/or games. Russell House does not allow fighting games and any DVD's or games rated over the age of the individual. In addition, any content of a game or DVD that may affect a child's mood or behaviour needs to be discussed with the Head of Care and may not be allowed within Russell House.

10. Pocket Money

There may be some opportunities during visits to shops or other venues for students to spend their own pocket money. We believe that an understanding of the value of money is another aspect of a young person's education. A suggested weekly amount is £5.00 to £10.00 pocket money. Please place the money in an envelope clearly labelled 'pocket money' and marked with the students' name.

Pocket money will be stored in a secure cabinet and accessed by the Head of Care and Deputy Head of Care. Parents will be informed of what their child has spent and records kept within Russell House. This money is not banked and therefore needs to be provided as cash, not a cheque.

In addition, parents are welcome to send in further money to help students choose and purchase their own toiletries and clothes. Staff are happy to support this and Russell House is close to Kidderminster Town Centre where there is a considerable range of shops. If parents have a preferred brand, they need to inform care staff of this to ensure that the appropriate item is purchased.