

Welcome to the team!



STUDENT ONBOARDING



Welcome to Meadows School

Dear Parents/Carers,

On behalf of the staff, students, and Governors, we would like to extend a warm welcome to Meadows School, Rochdale. We are excited to have you, and your child join our vibrant community. This handbook aims to give you a clearer picture of what Meadows School can offer and how we support our students in their educational journey.

As Headteacher, we feel incredibly privileged to be part of this school. Meadows School has grown and evolved over the years, and we are proud to lead a team dedicated to creating a nurturing and inclusive environment for all our students. We believe in supporting not just the academic development of our students, but their emotional, social, and personal growth as well.

At Meadows School, we are driven by a strong commitment to providing a positive and supportive atmosphere where all students feel valued. Our dedicated team of staff works tirelessly to ensure each student is at the centre of everything we do. We understand that every child is unique, and we celebrate their individual successes, both big and small. Using a trauma-informed, relational approach, we aim to foster engagement, resilience, and a love of learning.

We know that every school day is an opportunity for growth, and we strive to ensure that every student develops strong relationships with our staff and peers. We want all our learners to feel happy, safe, and motivated to succeed. To support this, we offer a broad and exciting curriculum that not only focuses on academic learning but also enriches students' lives with real-world experiences. Through various partnerships, including those with local sports centres and community spaces, our students have access to activities such as sports, creative arts, and



outdoor learning opportunities that help them thrive in both school and beyond. In the afternoons, we offer a range of enrichment activities.

Our school site offers fantastic facilities, including extensive outdoor spaces and learning and dedicated areas for practical learning. We are continuously expanding opportunities for students to engage in activities like mountain biking, horse riding, canoeing, and rock climbing, along with access to indoor sports facilities at nearby community venues.

We believe that the best outcomes for our students are achieved when home and school work together in partnership. We welcome regular communication through home visits and social events to ensure that we are always working together to support your child.

Should you have any questions or need further information, please don't hesitate to get in touch. We are here to support you and your child, and we look forward to a successful and fulfilling partnership.

Once again, welcome to Meadows School. We are confident that your child will flourish here, and we are excited for the journey ahead.

Warm regards,

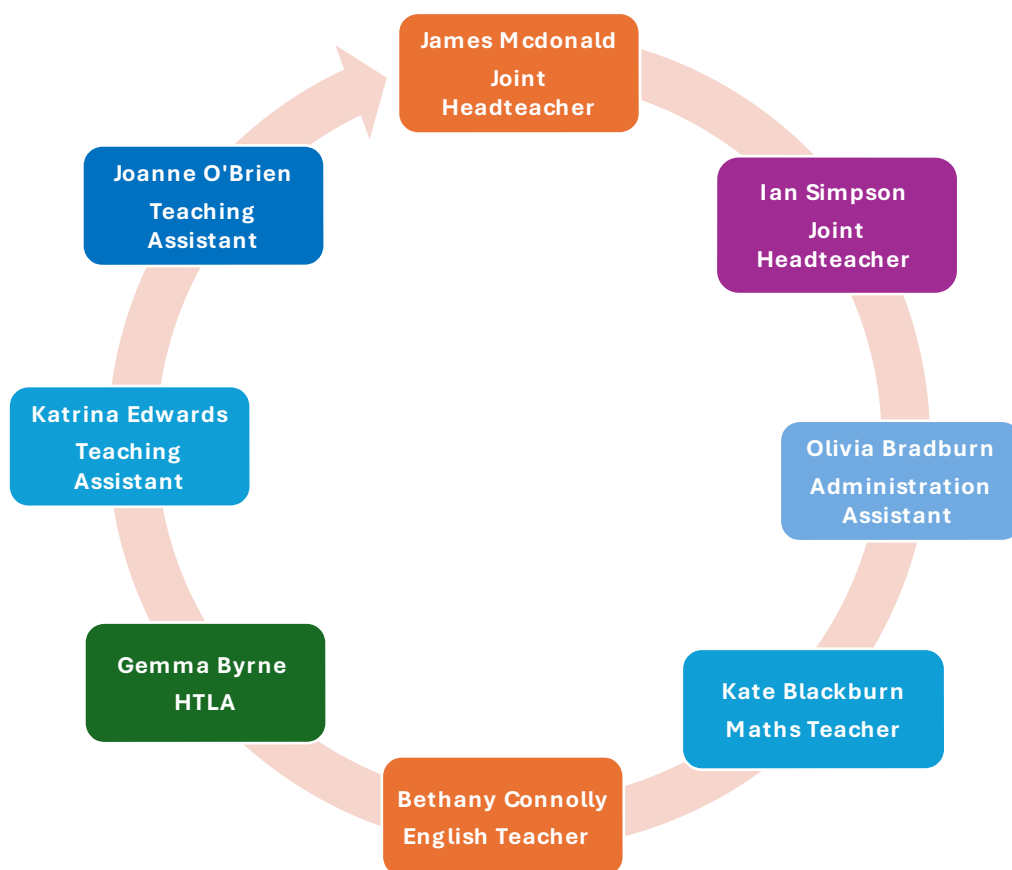
James McDonald & Ian Simpson

Joint Headteachers

Meadows School, Rochdale



Meet the team



<u>Mission</u>	<u>Vision</u>
Meadows Schools' vision is to build a future in education for all of our young people.	Our vision is to build a future in education for all of our young people.

Your Checklist

Please ensure that all tasks are completed, as Meadows school cannot provide a start date without the completion of each task.

Task	What you need to do	Done (tick)
Complete referral form	Complete the Referral Form and Parent Consent Form in full and return to headteacher@meadowscare.co.uk	
Pupil absence procedure	Read, sign and agree to the Pupil absence procedure, return to headteacher@meadowscare.co.uk	
Pupil mobile phone policy agreement	Read, sign and agree to the mobile phone policy agreement and return to headteacher@meadowscare.co.uk	
Consent forms	1. Parental consent for school trips. 2. Medical consent form. 3. Photograph and media consent. 4. Data protection/privacy consent. 5. Internet and technology use consent. 6. Special Educational Needs (SEN) Consent. 7. Consent for after school clubs	

	or activities.	
School website	Familiarise yourself with the school website and save the contact details. Take note of important school events including school holidays and parent evenings.	
Uniform	Visit https://myclothing.com and put in the Meadows schools postcode (OL12 9EN). Your child will require a polo shirt, black pants or skirt, sweatshirt/ fleece and appropriate footwear that covers the toes. In the summer, they can wear appropriate shorts and t-shirt.	
Arrange school lunches	Your child will require a packed lunch and drink to bring to school each day.	
Arrange transport to/from school.	Meadows school does not provide transport for pupils. Please ensure you have transport arranged to and from school.	
Arrange to visit the school.	After the above tasks are complete and returned, please email headtacher@meadowscare.co.uk to arrange a visit to the school.	



Understanding our young people

Meadows School takes great pride in the positive behaviour our students typically demonstrate. However, we believe that maintaining a consistent, fair, and unbiased approach to behaviour is essential, regardless of the situation or individual involved.

All staff members at Meadows School are trained in using therapeutic and nurturing approaches to support students in understanding and adhering to school rules.

We encourage students to take personal responsibility for their actions and develop a strong sense of respect for themselves and others.

Summary of our school rules

School rule	<i>What happens if the rule is broken?</i>	<i>Why this rule matters</i>	<i>How parents/carers can help</i>
Smoking and vaping are not permitted anywhere on the school site.	Pupils who smoke or vape on site will receive a verbal warning. If a pupil refuses to hand over cigarettes or a vaping device when asked, a parent/carer will be asked to attend school to collect the item, or they will be sent home from school.	Smoking and vaping can have serious health implications, particularly for pupils with existing medical conditions. We are committed to providing a safe and healthy environment for everyone.	Please ensure your child does not bring cigarettes or vaping devices into school. Consistent expectations and consequences at home can reinforce the school's message. If your child would like support to stop smoking or vaping, Meadows School can provide guidance and access to appropriate support.
Mobile phones and access to social media are not permitted during the school day.	Pupils are not to use a mobile phone and access social medication during the school hours. Pupils are asked to leave their phones at home or hand these in	Mobile phones can distract pupils from learning and may expose vulnerable young people to safeguarding risks, including inappropriate online contact	We recommend using parental controls and discussing safe online behaviour with your child. Please avoid contacting your child directly on their mobile phone during the school day. If you need to pass on a message, please contact the school administrator – oliviabradburn@meadowscare.co.uk Working together with consistent expectations at home and school

	to the teachers at the start of their day. If a pupil refuses to hand their phone in then a parent/carer will be asked to attend school to collect the device. If not, then the pupil will be sent home.	and social media misuse. Limiting phone use helps create a safe and focused learning environment.	helps pupils understand the importance of following this rules.
Pupils must remain on the school site throughout the school day unless authorised to leave.	Pupils who leave the school site without permission will be followed by a teacher and home will be rang to come and support. A personalised safety plan and/or risk assessment may also be introduced to support the pupil and reduce future risks.	Keeping pupils safe is our highest priority. Remaining on site ensures pupils are supervised, supported, and able to access their education safely.	We encourage parents/carers to work closely with the school to develop and follow an agreed safety plan where needed. A consistent approach between home and school can help pupils feel supported and make safe choices throughout the school day.

A typical School Day

Time	Session focus	Purpose/Strategy
08:30 – 08:50am	Nurture breakfast and emotional weather reports	Assess emotional state using zones of regulation
08:50 – 09:35am	Core Academic: English & Literacy	High focus task scheduled early in the day
09:35 – 09:50am	Scheduled decompression breaks	Sensory integration, movement or quiet time
09:50 – 10:35am	Core Academic: Functional Maths	Gamified or practical problem-solving.
10:35 – 11:00am	Mid-morning break	Peer socialisation with high staff to student ratios
11:00 – 12:00am	Therapeutic intervention	Speech & Language, ELSA and counselling
12:00 – 13:00am	Lunch and choice play	Autonomy in selecting activities to build ownership
13:00 – 13:45am	Project based outdoor learning	Forest school, gardening, bushcraft or Design Technology
13:45 – 14:30am	PSHE & Life Skills	Focuses on citizenship, safety & relationships
14:30 – 14:45am	Daily debrief & mindfulness	Ending the day on a positive, regulated note

Please note that enrichment activities in the afternoon will change regularly. School hours may also differ in winter due to weather conditions.

Key Contacts

Who do I contact if:	Contact:
My child is not well today or has an appointment outside of school.	You MUST call Olivia our school administrator on 07739659154 between 08:30am and 09:00am. If there is no answer, please send a message with the pupil's name, reason for absence and contact number for school to return your call.
I need to discuss my child's homework/ attainment/ school results with somebody.	Send an email to school@meadowscare.co.uk and your child's key teacher will get back to you.
I am unhappy with the behaviour of my child or another pupil at the school.	Email headteacher@meadowscare.co.uk or text 07739659154 between 08:30am and 15:30pm.
I have a serious concern about the actions of an adult towards my child or another child at the school.	Email headteacher@meadowscare.co.uk or call the school on 07739659154. If you think a child is in immediate danger, then contact 999.

I have a query about my child's EHC plan or annual review.	Email headteacher@meadowscare.co.uk and request a call from our SENCO.
All other enquiries.	Email school@meadowscare.co.uk between 08:30am and 15:30pm.
I need to pass a message on to my child.	Email school@meadowscare.co.uk or text 07739659154 between 08:30am and 15:30pm.



Referral Form

Front page contact sheet in case of emergencies. This page may be handed to emergency services if an emergency occurs. For the referral to be considered all boxes must be completed. Record “none” in boxes which don’t apply **FAILURE TO FULLY DISCLOSE ALL INFORMATION AND RISKS COULD DELAY OR TERMINATE THE PLACEMENT.** All referral forms must be sent to Meadows School - headteacher@meadowscare.co.uk

PARTICIPANT'S DETAILS

Name:	DOB:	Year group:	Gender (M/F)	Ethnicity:
Contact address:				
Tel: _____ (home)	Email address:			
Tel: _____ (mobile)				
Emergency contact:		Emergency Tel:		

PREVIOUS SCHOOL/SCHOOL/AGENCY/SCHOOL/AGENCY DETAILS

Name of previous School/school/agency:	
Contact name:	Telephone: Mobile: Email:
School/agency Contact 1 e.g. SW/VST/LAC/YOS:	Telephone: Mobile: Email:
School/agency Contact 2	Telephone: Mobile:

	Email:
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RISK OR CONCERN TABLE

Risk or concern	YES x	No x	In brief - please enter related Detail
EHCP in place			
Any known allergy risk			
Is the participant taking medication			
Diagnosed conditions			
Any known risk to self			
Any known risk to staff			
Any behavioural, attitude and motivation issues			
Any other personal risk or concern e.g. absconding			
Lunch organised between Participant and school/agency/site?			
Consent for marketing materials e.g. photographs/websites/newspapers etc			
Have travel arrangements been agreed between Participant and School/school/agency			
Has a taster/induction taken place			
Positive factors, hobbies, vocational interests			

PARENTAL CONSENT FORMS

This section should be completed by whoever has parental responsibility for the child.

Name of doctor & surgery:	
Contact details of practice/health Centre:	
Does your daughter/son have any medical conditions? Please tick all that apply: ☐ Allergy (please specify) ☐ Asthma ☐ Color Blindness ☐ Dermatitis / Eczema ☐ Diabetes ☐ Epilepsy ☐ Hearing Impairment ☐ Heart Condition ☐ Physical Disability ☐ Poor eyesight ☐ Recent food poisoning ☐ Recent Injury ☐ Rheumatism ☐ ADHD ☐ Other (please detail):	
If ticked, please give details. Please also give details of conditions not listed above which you think the Centre should be aware of:	
I understand that if my son/daughter has a Care Plan for any medical condition then this will be submitted to the school/Centre.	
I confirm that my daughter/son does not have a medical condition which in my opinion could result in any unnecessary risk to his/her health and safety or to the health and safety of any other person. ☐	
Should there be any change to my daughter's/son's medical condition whilst on the program I will notify the school immediately.	
Has she/he had a tetanus injection within the last 5 years? ☐ Yes ☐ No	Date (if known):
Does your child use an inhaler? ☐ Yes ☐ No	If yes inhaler must be provided
If yes type of medication and frequency	Medication: _____ Frequency: _____

Parent/Carer Consent Form for school trips

Please complete and return this form to the school.

Do you give consent for you child to attend school trips? _____

Emergency Contact Number (during the trip): _____

Pupil Details

Pupil Name: _____

Year Group: _____

Date of Birth: _____

Parent/Carer Details

Parent/Carer Name: _____

Relationship to Pupil: _____

Mobile Number: _____

Alternative Contact Number: _____

Email Address: _____

Medical Information

Please provide details of any medical conditions, allergies, dietary requirements, medication, or any additional needs that school staff should be aware of during the trip.

Will your child require medication during the trip?

☐ **No**

☐ **Yes (Please provide details below.)**

Emergency Medical Consent

In the event of an accident or illness during the trip, I give permission for Meadows School staff to administer basic first aid and, where necessary, seek emergency medical, dental or hospital treatment for my child. I understand that every reasonable effort will be made to contact me as soon as possible.

☐ **Yes**

☐ **No**

Photography Consent

I give permission for photographs and/or videos of my child to be taken during the trip for educational purposes and, where appropriate, for use in Meadows School displays, newsletters, website and social media, in accordance with the school's policies.

☐ **Yes**

☐ **No**

Parent/Carer Declaration

I have read the information provided regarding school trips.

I give permission for my child to take part in school trips.

I confirm that the medical and emergency contact information provided on this form is accurate and that I will inform the school of any changes before a trip takes place.



I understand that my child is expected to follow Meadows School's behaviour expectations and the instructions of school staff throughout the trip.

Parent/Carer Signature:

Name (Print): _____

Signature: _____

Date: _____

Medical Consent Form

Dear Parent/Carer,

To ensure the safety and well-being of your child during their time at Meadows School Rochdale, please complete the following medical consent form.

Emergency Medical Information:

Doctor's Name: _____

Doctor's Contact Number: _____

Any current medications or health conditions: _____

In case of an emergency, I give permission for my child to receive the following medical treatment (please specify):

- ☐ First Aid
- ☐ Paracetamol/Ibuprofen (**if necessary**)
- ☐ Emergency medical treatment at the hospital
- ☐ Other: _____

Parental Consent:

I understand that in the event of an emergency, if I cannot be contacted, the school will take the necessary actions to ensure my child receives the appropriate medical care.

Parent/Carer Name: _____

Signature: _____

Date: _____



Photograph and Media Consent

Dear Parent/Carer,

We would like to request your permission to take photographs and videos of your child for use in school-related activities, such as promotional materials, newsletters, and on our website and social media channels.

Please indicate your consent for the following:

1. **Photographs and videos for internal school use (e.g., school displays, newsletters):**

☐ Yes ☐ No

2. **Photographs and videos for external school use (e.g., school website, social media, press releases):**

☐ Yes ☐ No

3. **Use of your child's name with photographs/videos (e.g., in publications):**

☐ Yes ☐ No

Parental Consent:

I grant permission for my child to be photographed and/or filmed in connection with the activities listed above.

Parent/Carer Name: _____

Signature: _____

Date: _____

Data Protection/Privacy Consent

Dear Parent/Carer,



As part of the GDPR (**General Data Protection Regulation**), we need your consent to collect and process your child's personal data. This includes basic information such as your child's name, contact details, and health data for school purposes.

Data Use Consent:

I understand that Meadows School Rochdale will use my child's data for the purposes of education, health, safety, and well-being. I also understand that I have the right to withdraw consent at any time.

☐ Yes, I consent

☐ No, I do not consent

Parental Consent:

I give my consent for the processing of my child's personal data as outlined above.

Parent/Carer Name: _____

Signature: _____

Date: _____

Internet and Technology Use Consent

Dear Parent/Carer,

To support our students' learning, Meadows School Rochdale provides access to the internet and various technologies. We ask for your consent to allow your child to use these resources in a responsible and safe manner.

Consent for Internet Use:

I give permission for my child to use the internet and technology at school for educational purposes, in line with the school's internet safety and usage policy.

☐ Yes ☐ No

Consent for Technology Use:

I give permission for my child to use the school's technological devices (e.g., computers, tablets, smartboards) for school-related activities.

☐ Yes ☐ No

Parental Consent:

I understand that Meadows School Rochdale will take every precaution to ensure my child's safety while using the internet and technology at school.



Parent/Carer Name: _____

Signature: _____

Date: _____

Special Educational Needs (SEN) Consent

Dear Parent/Carer,

If your child has special educational needs, we may need to assess and support their learning. This form seeks your consent to proceed with assessments and interventions as required.

Consent for SEN Assessment:

I consent to Meadows School Rochdale conducting assessments to determine my child's educational needs.

☐ Yes ☐ No

Consent for SEN Support and Intervention:

I consent to Meadows School Rochdale providing the necessary support and intervention for my child's learning and development.

☐ Yes ☐ No

Parental Consent:

I understand that Meadows School Rochdale will work with me to provide the best possible support for my child's educational progress.

Parent/Carer Name: _____

Signature: _____

Date: _____

Consent for after school clubs or activities

Dear Parent/Carer,

We offer a variety of after-school clubs and activities for students at Meadows School Rochdale. Please complete and sign this consent form if you would like your child to participate.

Consent for Participation:

I give permission for my child to attend the after-school activity outlined above.

☐ Yes ☐ No



Emergency Contact Information for After-School Activities:

Name: _____

Contact Number: _____

Parental Consent:

I understand that my child will be supervised during the after-school activity and will be safely returned at the conclusion of the activity.

Parent/Carer Name: _____

Signature: _____

Date: _____