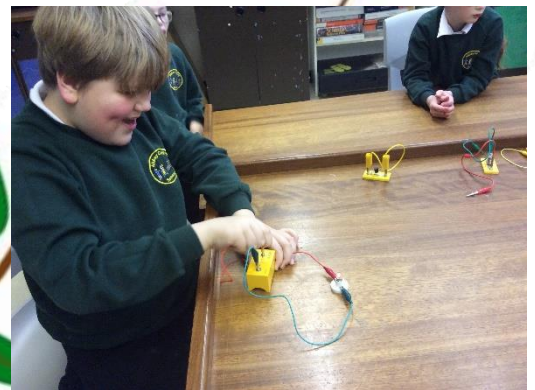


Abbey Court School

Welcome to Key Stage 3

In Key Stage 3, Pupils begin their Secondary School experience and settle into an environment which is planned to give them greater self-confidence and independence.

A greater emphasis is placed on being a responsible citizen, helping others and an ethos of 'having a go' is adopted.



Basic Information

The Key Stage 3 Leader is Claire Richards. If you have any concerns about your child in school, as well as contacting their class teacher, Claire

will be available to respond to any concerns that you may have.

If you have any concerns or worries at any time, or just feel as though you need to tell us some important news, then you are welcome to telephone into the school office. The office staff will then pass on any messages to the class teacher. You may want to write a note into the home school contact book, alternatively, you can send an e-mail via the school office and this will be distributed to the appropriate people within school.

We send home information via the home school contact book and we are committed to write in these three times each week. On occasions we may telephone you so that we can have a brief chat or if you request us to phone via the home school contact book.

Abbey Court School

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Strood

ME2 3DL

Tel: 01634 338220

Email:

office@abbeycourt.medway.sch.uk

Website: www.abbeycourt.medway.sch



Telling us....

If your child is unable to attend school because they are unwell, parents / carers are asked to telephone into the school office and inform them of the reason for their absence. This can be followed up by a note in the contact book. If there is a pre-arranged medical appointment from the hospital, then a copy of the appointment letter should be sent into school beforehand so that this can be recorded for absence monitoring purposes.

For any other absence, parents / carers, must obtain approval in advance. Parents / carers may not authorise any absence – only the Head Teacher may do this.

If you have an emergency medical concern about your child, the school nurses have a direct telephone line. These are designed for emergency purposes only.

It is also really important that we, as a school, can contact you quickly in an emergency. Parents/carers are asked to let the school office know immediately of any changes to telephone numbers or addresses.

If there is inclement weather or if the school should ever need to close for any reason, there is a special system in place to inform you quickly and effectively. There will also be announcements on the BBC radio Kent and the school website will be updated with a 'traffic light' system to keep you updated.



How will my child get to school?

Home school transport is the responsibility of the Local Authority. Each year the School Transport Department will send you a letter for you to request transport on an annual basis. It is really important that you fill the application out. The school will also support you with the application if there is a problem.

Although transport is arranged directly between parents / carers and the Medway Norse, Bus escorts are a valuable link between home and school ensuring that equipment and belongings are transferred between their rightful owners! Parents / carers can transport their children themselves if they prefer to do so.



What time do we start?

The school day begins at 9.00am. Lunch is from 12.00-1.15pm and the school day ends at 3.25. Your child must attend school regularly and it is important that they arrive on time so that they achieve their full educational entitlement. If they arrive after 9.15 when registration has closed it will be recorded as an unauthorised absence in accordance with Government guidelines. Education is compulsory and pupils need to attend every day unless they are unwell.



School Uniform

Abbey Court School has a school uniform which consists of a white t-shirt / polo shirt, green jumper, black shorts, trousers, skirt or jogging bottoms and black shoes.

School fleeces, jumpers, hats, polo shirts etc. can be purchased from the school and an order form will come home annually for you to place an order if you should wish to do so.



We provide aprons for cooking, art and craft activities.

Pupils will require outer garments such as coats for when we go outside, some may want to have hats and scarves.

Don't forget to put names in clothes and accessories. If you borrow clothes, please remember to return them promptly.



Pupils will require a PE kit and a swimming kit. (black shorts, white t-shirt, trainers / plimsolls) in order to take part in a full range of activities. We usually keep their PE kit in school but this can be sent home as requested. Swimming kits will be asked for weekly; we will put a reminder in the home school contact book when a swimming kit is needed.

Governors strongly encourage the wearing of named school uniform by pupils. A change of clothes / spare clothes should be provided for pupils along with a pads and wet wipes for pupil's personal care needs. Parents / carers of pupils with disabilities can obtain free disposable pads through the local Health Authority (please refer to school nursing team)



Medication



The school Nursing team administer essential medication at school. Only prescribed medication can be given and parents / carers are required to complete a 'medication form'. Nurses will also remind you when medication are reaching their expiry date and need replacing. These must be in their original bottles / containers with the GP's label on the box / bottle.

Medication should be handed to the escort on the bus and they will then hand it to school staff who will lock it in the medical room. Please do not send medications in your child's bag without telling the escort.

What if my child is ill during school time?

If a pupil becomes ill during the school day, they will be assessed by the Nursing team and Head Teacher / Deputy. If they are not well enough to stay in school, then the parent / carer will be contacted so that they can be collected.

If a pupil sustains an injury at school, then a qualified First Aider will assess them. If urgent medical treatment is required, the Head Teacher or Deputy will instigate for the child to be taken to A&E with an escort from school. Parents carers will be asked to meet them at the hospital. If treatment is not urgent then parents / carers will be asked to come to school and collect their child and arrange for a check-up either with their GP or at the local hospital.



Pupils who are unwell should not attend school and should only return when they are free of symptoms. Pupils with infectious illnesses should not come back to school until **48 hours after symptoms have ceased.**

Every day

When pupils arrive at school there will always be a member of staff to greet them at the door. Pupils will independently go to classes if they can or are supported where necessary.

After registration and welcome them using the interactive plasma screen and individual communication devices, pupils will be able to get engaged with learning activities. Some may participate in the daily mile first thing in the morning to prepare them for learning. Others have special responsibilities which include some work experience activities within the school building. Whilst all are involved in working towards the outcomes of their Individual Education Plan.



At mid-morning (10.30), pupils all have a snack time with something to eat and drink. There is a selection of healthy snacks offered including fruit, vegetables, toast, cereal and yogurts. A voluntary contribution of £1 per week is requested to cover the cost of snacks. Often pupils will shop for their own class supplies, developing an independence in communication, travel and numerical skills. Snack time is a social time and enables pupils to interact with their peers in a natural environment.

From 11.00-12.00 pupils will engage in up to two lessons. From 12.00-1.15 pupils have their lunch and free time either in clubs or outside.

At lunchtime pupils go to the dining hall for 12.00. They can choose their lunch from a symbol menu and choose which club they would like to attend after lunch.

The kitchen staff will cater for any dietary requirements, please make these clear to us in writing.



Every day continued

Our school meals are cooked fresh every day by the school's catering team. Pupils partake in a varied and nutritious menu. Each pupil has an individual eating plan which enables them to develop independence and social skills during dinner time and encourage them to be independent



An example of our dinner menu

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Beef bolognese with wholemeal pasta	Chicken and vegetable pie with gravy	Roast gammon with gravy	Creamy chicken casserole	Cheese and tomato pizza
	Macaroni cheese	Quorn sausages	Vegetable hot pot	Vegetable goulash	Breaded salmon and broccoli fish cake
		Mashed potatoes	Roast potatoes	Rainbow rice	Chips
	Sweetcorn	Fresh carrots	Green cabbage	Fresh broccoli	Baked beans
	Fresh broccoli	Peas	Creamed butternut squash and swede	Green beans	Peas
	Apricot goodie with custard	Golden crispie cake	Rice pudding with pears	Chocolate sponge and chocolate sauce	Fruit jelly and ice cream



Our Curriculum

In Key Stage 3 we follow the National Curriculum subjects:



Art



Design



Technology



Computing



Food Technology



Science



Geography



History



Maths



Literacy



Languages



Music



PSHE



and



Citizenship



PE



RE



Swimming



Rebound



Drama



and



Dance



Educational



Visits



Communication

We have specialists room for Art and Design, Science, Computing, Design Technology, swimming (hydrotherapy), the Library and the Sensory room. Each class participates in educational visits once each week. During these visits we are able to learn outside of the classroom, enrich our curriculum, understand how to be good citizens and develop our social, communication and life-skills.

We also take part in residential journeys where we have such great fun! We take part in adventurous activities such as kayaking, rock climbing, abseiling, archery and much more. We stay away from home and this is a real opportunity for us to develop our independence skills, learn outside of the classroom, try new and different activities and sleep away from home!



Our Curriculum continued

Pupil representatives are elected each term for the Pupil Focus Groups.

The representatives take the whole class ideas to the meeting for discussion and then feedback to their individual classes on completion of the meeting. Pupil Voice is an important aspect in Key Stage 3 and pupils feel valued and listened to about agenda items that are important to them and their peers.

We work hard towards a range of accreditation in Key Stage 3, this is inclusive of ASDAN New Horizons, AQA unit awards, Winstrada gym and rebound awards, swimming awards such as graded swimming awards and Halliwick coloured badges which we work on during hydrotherapy sessions.

During their time in Key Stage 3 the curriculum becomes more demanding and the expectations for pupils is raised. We promote and value independence, life-skills and provide a safe environment for pupils to make choices which may end in the wrong result and then we encourage them to try again for success.

Our Classes

Our classes are currently made up of 6 classes, S1, S2, S3, S4 and S5.

