



# **Birkett House School**

Useful information For  
Parents/Carers Of  
Birkett House Pupils based at  
Thomas Estley

## Uniform



Please order uniform from the supplier at 'Yourschooluniform.com' if required. It is not essential for students to wear the TE blazer and tie but we ask that the rest of the uniform is in line with Thomas Estley's uniform policy of grey/black trousers/skirt (skirt to the knee), white shirt, grey v-neck jumper (available on 'yourschooluniform.com'), black socks/tights and black footwear. Where independent dressing is difficult or there are significant sensory issues around clothing, some allowances can be made – please discuss this with your child's teacher.

**Please label uniform and spare clothes clearly.**

## P.E. Kit

Your child will need indoor and outdoor kit. It is not necessary to have the TE logo kit, as on the supplier website above, as long as it comprises plain black t-shirt and plain black shorts and joggers (NO LOGOS). Please ensure your child has a plain black hoody/sweatshirt for colder weather as some lessons may be outside. Outdoor PE may be on the field so ensure you are happy for outdoor trainers to get muddy. **Trainers must be non-black, non-marking soles for occasions that we are inside. Please label kit clearly.**

## Pencil case (not essential but can bring if desired)

Please include with pencil, pen, rubber, ruler etc. clearly named.

## Toileting Requirements

You will need to provide continence pads, wipes and pad sacks, and appropriate cream if necessary for your child. Also, roll-on or solid deodorant (aerosols are **not** allowed in school) are helpful for after PE and for general freshening up throughout the day.

## Break Time

Snacks are available to purchase at break times from the canteen. This is using the online payment system (an online account will be set up on Iris Parent Mail by school when your child starts with us) prices range from 60p - £1.50. If canteen snacks are not available, or if preferred, you can send in a healthy snack from home. This can include fruit/vegetables, yoghurt, breakfast bar type snacks, popcorn or a small packet of crisps. Please note chocolate bars or packets of sweets are not permitted as a snack. Snacks must be, and any food must be **nut free**. Water is always available (there is no juice in school) and you may wish to send in a labelled refillable bottle or your own drink.

## Dinner Money

After the first couple of weeks, it should be possible for the main TE office to register you for Iris Parent Mail and then you will be able to top-up your child's dinner account online; this is the preferred method for paying for school dinners and break time snacks. In the interim, or if there is an issue with registering for Iris Parent Mail, please send cash in an envelope with your child's name. Dinners are approx. £2.80 - £3.50 per day depending on the menu and what your child chooses. An individual fruit pot is £1.20 and single fruit is 50p, (menus will be sent out). please note prices are subject to change, b



**We cannot handle cheques.** Dinner money cash is paid in to the canteen in school, or via Iris Parent Mail – staff can support with this in the canteen if necessary.

(\* **Please note, once registered on TE Iris Parent Mail you may get communications that are not applicable to our Centre children. Any information or communication will come directly from Birkett House InTouch service, Birkett House email or in the home/school diary.**)

### **Absence and sickness**

Please notify the school if your child is absent and the reason why. If your child has sickness and/or diarrhoea they are required to be **kept off school and clear of symptoms for 48hrs**. Please ensure that the Class is informed of any appointments that need your child to take time off school. Numbers to call are the Birkett No, 0116 2885802 and leave a message with the Wigston site or alternatively if you wish to speak to a member of the Centre, class team you can ring the class mobile, on 07554947853, or the Thomas Estley main reception on: 01455 283263 extension 246.



If your son/daughter becomes ill during the day and needs to go home it is the expectation that parents/carers will collect children. Staff will not be able to take children home except in very exceptional circumstances.

Requests for holidays or time off should be made using the form available from the school website or from the school office.

### **Medication**

If your child requires medication in school we are unable to give it until we have a completed and signed permission and MARS form and this has been received in school. This includes PRN medication such as paracetamol and ibuprofen. We will send blank forms home at the beginning of term.

### **Timetable**

The class team will provide you with your child's timetable. Your child may have the opportunity to access some mainstream lessons in the wider College. If this is the case, your child will be supported by a member of staff who will accompany them to the lesson.

### **Diaries**



These are generally written on a daily basis. The class team will write an informal description of what your child has been doing during the day. The diary is also used to inform you of times and dates of meetings. The diaries are used by all the class team and the therapists that are involved with your child to inform you of times and dates of meetings, or of changes to equipment/resources.

If you require specific information e.g. what your child has eaten please let the class team know.

The diary is very much a two - way process between school/home and it is useful to hear about how your child has been at home and if there is anything we should know about. It is also good to know what your child has been up to over the weekend to give a starting point to tutor sessions on a Monday morning.

### **Transport**

Home/School transport arrangements are the responsibility of parents through the County Hall providers. In the event of you needing to change your child's transport arrangements please notify County transport on 0116 3050002.

### **Access to school**

You will know from our prospectus that we have an "open door" policy. This means that you will be welcome at school at any time. In practice it is not possible for teachers to come out of classrooms or to disengage from their teaching tasks. Should you wish to discuss any matter in detail with the teacher please telephone beforehand to make an appointment. We will also keep you informed of events and activities through the school website and through our in touch text messaging and email service

Thomas Estley phone number: 01455 283263 extension 246.

### **The School Day**

**Thomas Estley: 8.30am – 2.50pm.**