

Student and Parent Handbook 2024/2025

Head Teacher: Mrs C Hiom
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A WARM WELCOME FROM THE HEAD TEACHER

On behalf of the Staff and Proprietors of Bridge House Independent School I would firstly like to welcome you to Bridge House Independent School and to thank you for taking the time to read this prospectus, which will hopefully provide you with the information you need to enjoy a successful start with us.

Bridge House specialises in offering support to primary and secondary aged pupils with social, emotional and mental health (SEMH) difficulties. Our dedicated and caring team of experienced staff understand that, for some young people, their prior experience of school has not been positive. Many students start with us having previously disengaged from education. At Bridge House, our holistic approach seeks to work together with the young person and their family to find ways of engaging them back into a learning environment which specifically meets their needs.

Putting our students at the heart of everything we do, we provide each child entrusted to us with an engaging, broad and balanced curriculum, delivered within a nurturing atmosphere, which meets both their academic and pastoral needs whilst supporting them to raise their aspirations and fulfil both their personal and their academic potential.

We recognise that behavioural difficulties often arise as a response to emotional stress. Throughout our curriculum, we provide multiple opportunities to support students in developing the emotional literacy and self-regulation skills they need to manage stress, and their responses to it. Our comprehensive rewards scheme, which is specifically tailored to the needs of the individual student, further aims to help build increased self-esteem and pride by rewarding positive behaviours.

Throughout their time with us, we strive to ensure that we equip each of our students with the knowledge, skills, and values they need to function and thrive in modern Britain.

We maintain an “open door policy” at Bridge House – please feel free to call and make an appointment to speak to any member of the team, should you have any concerns.

Kind regards

Mrs Clare Hiom
Headteacher

OUR VISION

Bridge House Independent School seeks to improve the quality of life of children and young people by raising aspiration and fulfilling potential.

We believe that all children have a right to a high-quality education regardless of their ability, prior educational or life experiences. We offer our students a curriculum which is tailored to their individual needs, and which delivers real life experiences, promotes independence, and stimulates intellectual curiosity, whilst developing a strong sense of individual responsibility, personal belief, and confidence.

Our approach gives every student the opportunity of a secure progression route in their learning and personal development and prepares them to take positive steps into their futures, as successful and caring members of society.

SAFEGUARDING

At Bridge House, we provide children with a safe, nurturing and welcoming place in which to learn. The health, safety and well-being of every child are our top priorities and, as such, Safeguarding and Child Protection remain at the heart of all we do. We maintain an attitude of 'it could happen here' where safeguarding is concerned.

All staff are expected to share this commitment to and understand that Safeguarding is everyone's responsibility. All staff receive regular training in Child Protection and know how to spot signs of physical/emotional harm or neglect. They are aware of the pathways for reporting concerns to the Designated Safeguarding Leads (DSL) and know that they are expected to ensure that they always act promptly, and in the interests of the child when they have concerns about a child's welfare.

Our Safeguarding Team consists of:

Designated Safeguarding Lead

Clare Hiom (Head Teacher)

Deputy Safeguarding Lead(s)

James Wright (Assistant Head Teacher)

Amy Hammond (Assistant Head Teacher)

Lewis Smith (Assistant Head Teacher)

Natalie Grant (Pastoral Manager)

Nicky Jones (Family Support Lead)



In the event you have any concerns about a child or young person's safety and welfare, we ask that you contact the school and speak to one of the Safeguarding team (01205) 369111.

Proprietor:	Address: Aspris Children's Services Limited The Forge Church Street West Woking Surrey England GU21 6HT
Headteacher: Mrs Clare Hiom	Address: Bridge House Independent School Grantham Road Boston Lincolnshire PE21 7NL Telephone: 01205 369111 Email: clarehiom@aspriscs.co.uk
Website	www.bridgehouseschool.co.uk
Unique Reference Number	139264
DfE Registration Number	925/6005
Age and gender of pupils	Key stage 1 to Key stage 5 (mixed)
Maximum number of pupils on roll	105

THE SCHOOL DAY

We pride ourselves on being a nurturing school. As part of this ethos, meal and snack times form an important part of the school day, with breakfast and lunches eaten together by staff and students as part of the timetabled day. For this reason, we do ask that you make every effort to ensure that your child attends on time each morning, so that they are in good time to enjoy breakfast with the rest of their class.

Primary School	
8:45 - 9:30	House time/ English
9:30 - 10:20	Lesson 1 (English)
10:20 - 10:35	Outdoor/Indoor Break
10:35 – 11:25	Lesson 2 (Maths)
11:25 – 11:40	Outdoor Indoor Break
11:40 - 12:05	Lesson 3 (Guided reading/phonics)
12:05 – 12:45	Outdoor/Indoor Break Followed by Lunch
12:45-13:45	Enquiry Question
13:45-14:10	Lesson 4/5 (Golden Time)
14:10	Toilet/Belongings

Middle and Upper School	
08:45 – 9:05	Nurture Breakfast
09:05 – 09:30	House Time
09:30 - 10:15	Lesson 1
10:15 - 11:00	Lesson 2
11:00 - 11:15	Social time (break)
11:15 - 12:00	Lesson 3
12:00 – 12:45	Lesson 4
12:45 - 13:15	Lunch
13:15 - 14:00	Lesson 5
14:00 – 14:30	Reward Time

TERM DATES

Term 1	From	Wednesday	4 th September 2024
	To	Friday	18 th October 2024
Term 2	From	Monday	28 th October 2024
	To	Wednesday	18 th December 2024
Term 3	From	Monday	6 th January 2025
	To	Friday	14 th February 2025
Term 4	From	Monday	24 th February 2025
	To	Friday	4 th April 2025
Term 5	From	Tuesday	22 nd April 2025
	To	Friday	23 rd May 2025
Term 6	From	Monday	2 nd June 2025
	To	Monday	21 st July 2025

STAFF

Head teacher	Mrs Clare Hiom
Deputy Head	Mrs Jacky Gray
Deputy Head	Ms Kerri Griffin

Assistant Head Teacher/Head of Campus:

Upper School	Mr James Wright
Middle School	Mrs Amy Hammond
Primary School	Mr Lewis Smith

Pastoral Manager Mrs Natalie Grant

Teaching Staff

English Teacher (KS4)	Ms Kelly Myciuk
English Teacher (KS3)	Mrs Laura Colam
Maths Teacher (KS4)	Mr Charles Bedford
Maths Teacher (KS3)	Mrs Kim Powell
Science (KS4)	Mr Diogo Garcia
Science (KS3)	Mr Nicholas Hughes
Humanities Teacher	Mr Maxwell Foster
Computers Science Teacher	Mr Robert Howitt
Food and Nutrition (KS3 and KS4)	Ms Debbie Kelsey
Art/DT/Vocational studies	Mr Warwick Eede
Art/STEM	Mr Brett Chapman
PE	Mr Steven Green
	Mr Nicholas Hughes
Interventions Teacher	Mrs Rachel Lilley/ Ms Alison Young
Outdoor Learning and Personal Development Lead	Miss Natasha Berg

Learning Support Staff

Primary School:

Mr Joe Parla	Mrs Louise Polydore
Miss Georgia Power	Mrs Nicole Smith
Miss Courtney Swan	Miss Ieva Kikilaite
Miss Jess Stone	
Miss Kathryn Weatherley	

Middle school:

Miss Toni Marie Ballard
Miss Chloe Churnside
Mr Keith Davis
Mr Harry Dales
Miss Julie Plant

Upper school:

Miss Nikita Carratt
Miss Jasmine White
Miss Vanessa Tall
Miss Elouise Church
Ms Kate Shepherd

Primary Class Teachers

Miss Danielle Carter Hill

Mr Paul Fulstow

Mr Chris Lee

Miss Holly Swain

Miss Amber Jade Turner

Miss Michala Allen (Interventions Teacher)

Miss Natasha Berg (Outdoor Learning and Personal Development Lead)

Secondary Pastoral Support Team

Pastoral Manager: Mrs Natalie Grant

Primary School

Miss Glenis King

Mrs Victoria Pickett

Mrs Natalie Locke

Mrs Kristina Baranovska

Miss Hannah Hodson

Middle School

Mr Kieran Rodgers

Mr Jack Gavaghan

Mrs Debbie Wardle

Ms Heather Palmer

Upper School

Mrs Christina Coffey

Mr Brian Clipsham

Mrs Elizabeth Carduss-
Taylor

SENCO/Designated Teacher for Children In Care

Mrs Sarah Halls Dally

Family Support Lead

Ms Nicky Jones

School Administrator Team Lead

Mrs Mandy Bright

School Administrator

Miss Ashn Boulter

School Administrator

Mrs Larcy Matias

School Cook in Charge (Upper)

Mr Robert Findlater

Assistant School Cook (Primary)

Mrs Vicky Robson

Assistant School Cook (Middle)

Mrs Karen Potter

Cleaner (Secondary)

Mr Paul Steadman

Cleaner (Primary)

Mrs Jennie Sellers

ATTENDANCE

Bridge House Independent School believes that all pupils benefit from the education that it provides and therefore will do as much as they can to maximize all possible attendance. It is the school's aim that each of our pupils should have an attendance rate as high as possible, this being more than 95% each academic year.

We recognize that, for some students, there are exceptional circumstances, out of their control, which affect their attendance at school.

If this is the case, the school will support that child and their family to ensure that their attendance rate is as high as it can possibly be.

If a student is absent from school, we ask that parents let us know before the close of register at 9:00 am on 01205 369111. If a note or telephone call is not received from parents/carers by the close of register on the first day of absence, they will be contacted for a reason. Where contact cannot be made by telephone, a member of the attendance or safeguarding team may make a home visit to establish the whereabouts of the child.

If a child is absent from school and no response is made to attempt to contact the family, Children's Services and the Police may be contacted and could be asked to make a "safe and well" check on the family. If no contact is made within 5 days, the school will contact Child Missing Education at Lincolnshire County Council.

If any pupil is absent for a period of 10 days (particularly when we have had no acceptable explanation from parents/carers) the absence will be unauthorized and reported to Lincolnshire County Council's Pupils Not Attending Regularly (PNAR) service.

SCHOOL CLOSURE

In the event of the school being either fully or partially closed, parents/carers will be contacted directly by the school to inform them of the details of the closure, and of plans to re-open.

In adverse weather conditions, school closure information will be broadcast on Lincs FM radio station.

TRANSPORT

Transport arrangements are provided by Lincolnshire County Council; any concerns or issues about the service must be raised directly with their transport department on 01522 782020

CURRICULUM

Bridge House Independent School offers all of our students access to an engaging, knowledge and vocabulary-rich curriculum, which provides them with an opportunity to develop all of the skills they will require to lead fulfilling and successful adult lives. Our curriculum also places a clear emphasis on developing pupils' spiritual, moral, social and cultural understanding. This is reflected in our school ethos and is woven into all aspects of both our curriculum and wider school life.

In addition, we integrate the fundamental British Values of democracy- the rule of law; individual liberty, and mutual respect and tolerance of those with different faiths and beliefs – throughout our learning experiences. We encourage students to make a positive contribution to society in many ways, including involving them in community and charity events throughout the school year.

OUR OFFER

All of our students access a core curriculum, of **English, Maths, Science, PSHE** and **ICT**.

In addition, we provide opportunities to add breadth and depth to a student's knowledge, skills and experiences through the delivery of a broad and engaging curriculum, which includes **History, Geography, Business, Music, Food and nutrition, PE, RE, Art and Design and Stem**.

Classwork is supplemented by a variety of educational visits; we work with other agencies to deliver projects both on and off the school site.

At **Key Stage 4**, we support students in gaining the academic qualifications they require to move onto their next phase of education through our offer of GCSE, BTEC or other accredited qualifications. All students are expected to access qualifications in core subjects of **English, Maths, Science** and **ICT**, and are also able to select from a range of other academic or vocational qualifications to supplement these. We consider our students' aspirations and aim to access the courses that are required in order to reach their goals on offer.

ENRICHMENT

As a school, we place a high value in the lessons our students learn outside of the classroom – this is reflected in the rich diversity of our enrichment offer, which all students can access as part of their school day.

At the start of each new term, students are made aware of the enrichment sessions on offer during house time. They can select from several different options which run for the duration of the half term.

Sessions offered change from term to term and enable our students to focus on developing new hobbies or interests; skills or knowledge or to investigate and interpret current events.

Enrichment offer KS1/KS2

Active	Abilities	Artistic	Academic
Target shooting Rugby Obstacle course Footgolf Multi-sports	Cooking Horticulture (Lincolnshire Show) Football manager Budgeting	Sewing and Weaving Roleplay characters for example - Witches Hats and Chocolate Wands Pottery Personal Collages Drawing Tessellation	Dungeons & Dragons Character Creation Dungeons and Dragons – One Shot Campaign Strategy games Puzzle – problem solving Comic book Calligraphy writing with brush pens Computing: Microbats

Enrichment offer KS3

Active	Abilities	Artistic	Academic
Multi-sport Tag rugby Football Badminton Tennis Table tennis Cricket Rounders Hockey Basketball Fitness circuits Athletics Yoga Netball	Special effects Hair and beauty Horticulture Personal Care Catering Home Cooking First aid (basics) Domestic skills	Textiles Seasonal crafting Graphic design Watercolour art Crochet Music Singing Performing arts Printing design Cross stitch Pottery Photography / videography Mindfulness art	School newspaper Coding Computer science Calligraphy Strategy games STEM Reading café Research project Business enterprise Creative writing

Enrichment offer KS4

Active	Abilities	Artistic	Academic
Multi-sport Table tennis Badminton Tag Rugby Basketball Hockey Football Cricket Fitness circuits	Hair and beauty Horticulture First Aid Food hygiene Home cooking Catering	Performing arts Art and design Mindfulness art Cross stitch Pottery Seasonal crafting Videography / photography	Reading café Research project Business enterprise School newspaper Creative writing Programming and coding

A DAY AT BRIDGE HOUSE

All children are welcomed into school each morning by a member of the Pastoral team, who collect valuable items (including all mobile phones) and register the students.

Students are then supported into their House Room, where they take part in nurture breakfast with their peers. Breakfast is followed by House Time, when students complete a range of tasks aimed at improving self-regulation skills and focus, before the day's work begins.

The morning lessons are broken up by a short, supervised break; at Primary school, this involves taking part in adult-led, structured games and activities, which help children to develop their social and co-operative skills, whilst having lots of fun.

At lunchtime, Staff and students eat together in small groups. All our hot meals are cooked on site at Bridge House; students are offered a selection of filled jacket potatoes, sandwiches or the cooked "meal of the day".

During the afternoons, Primary school students enjoy finding out about the wider world, through their Explore, Innovate and Create sessions, which have a half termly theme, Key Stage 3 students pick from a wide range of enrichment activities whilst many Key stage 4 students continue to work towards gaining a range of academic or vocational qualifications.

LUNCH

As a Nurturing school, mealtimes form an important part of the school day. Hot school meals are freshly prepared and cooked in our school kitchen and are provided free of charge. Students can select from a range of meals, including both a hot or cold option, as well as a dessert or fruit.

Although we do encourage all children to have a school lunch, we understand that, for some of our students, this causes unnecessary anxiety. In such cases, please let the school know that they will be bringing a packed lunch from home.

If you are currently in receipt of free school meals, please let us know.

SUPPORTING BEHAVIOUR

At Bridge House Independent School, we recognise behaviour as a means of communication: often as an expression of unmet need or as a response to adverse experience during a young person's lifetime. We recognise that, when students behave in a way that challenges, we need to question why they are behaving in this way, consider the origins of the behaviour and try to understand what the message behind the behaviour might be. Our safe spaces and skilled Pastoral Team are available to all students throughout the school day, providing the on-going support required to learn the skills needed to identify and manage their feelings.

We know how important it is for students to learn to self-regulate, and show respect for both themselves, the people around them and for the school community. As a school, we are committed to providing a learning environment which promotes this, through a clear ethos of respect, integrity, compassion, honesty, and forgiveness; a place where pupils feel safe, happy, and included and where they benefit from positive and mutually respectful relationships with other students and staff. To fulfil this commitment, all staff model and promote high standards of conduct and behaviour in conjunction with clear and consistent routines.

Our ethos is underpinned by our curriculum drivers: **Content, Creativity, Challenge, Compassion, Co-operation, Control and Community**. These are embedded into all aspects of the school day and form the basis for our rewards scheme which is at the heart of everything our students do. Students can earn Reward Points during every lesson, by meeting our clearly communicated Classroom Expectations: Reward points enable the students to earn daily, weekly, and termly rewards. In addition, bonus rewards can be collected for showing a commitment to our school ethos.

Whilst our emphasis will always be on recognising and celebrating success at all levels, we also understand that it is important for pupils to recognise the need to make amends when things go wrong. At Bridge House, we take a restorative approach to resolving any difficulties. This enables all parties to hear and understand the perspective of others, coming to a resolution which seeks to restore and repair any breakdown in relationships.

Due to the nature of our school and the broad range of additional needs of our students, we recognise the need to adopt a personalised approach when managing behaviour; however, our underlying principles will pervade and underpin every aspect of our work.



POSITIVE HANDLING

On rare occasions, staff must take positive steps to manage the behavior of a pupil. Such measures are taken only when necessary to protect the students themselves, others, or to prevent criminal damage to property. We always ensure that our response is reasonable and is proportionate to the level of risk. Positive handling measures are only carried out by staff who are suitably qualified and trained.

SCHOOL UNIFORM

Wearing a school uniform is important in helping all our students to feel like part of a community. It also helps to reduce the stress and financial implications of needing to buy the latest fashion item to “fit in”.

Bridge House uniform consists of:

- Black skirt/trousers
- White shirt/polo shirt
- Black sweatshirt/jumper/cardigan
- Plain, black shoes or trainers

Upon admission to Bridge House, pupils will receive a Bridge House branded jumper free of charge.

MOBILE PHONES

All students must hand in mobile phones at the start of the school day. These are kept secure during the day and can be collected at home time. This helps us to safeguard and protect students and staff during the school day, in addition to preventing potential loss of a valuable item.

SMOKING

Bridge House School is a non-smoking site. As smoking is illegal under the age of 16, we do not expect any of our students to bring cigarettes, vapes or lighters to school with them. Any visitors on site are asked to refrain from smoking until they are clear of the school premises.

MEDICATION

We are aware that children sometimes need to bring prescribed medication with them to school. Medication will only be administered by staff in school when it would be detrimental to a child's health or attendance not to do so.

Written consent from parents/carers must be received before any adult administers any medicine to a child at school. A copy of the consent form is available by contacting the school.

Medicines will only be accepted for administration if they are:

- Prescribed
- In-date
- Labelled
- Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

Medicines must be handed in to staff in the morning and will be stored securely. Students will know where their medicines are at all times and will have fast access to them should they be needed. When no longer required, medicines will be returned to parents/carers to arrange for safe disposal. Written records will be kept of all medicines administered to children including time, dosage and the name of the adult administering the medication.

School will keep controlled drugs that have been prescribed for a pupil securely stored in the office cupboard and only named staff will have access. A record will be kept of any doses used and the amount of the controlled drug held. School staff may administer the controlled drug to the child for whom it was prescribed, in accordance with the prescriber's instructions.

BANNED ITEMS

As a school, we have a zero-tolerance policy on pupils bringing the following items into school:

- Knives/weapons
- Alcohol
- Illegal (or street) drugs
- Fireworks
- Pornographic images
- Items that are believed to be stolen

The head teacher has statutory authority to search pupils or their possessions, where they have reasonable grounds to believe that a student may have a banned item.

If found, these items will be confiscated and may be reported or passed on to the police.