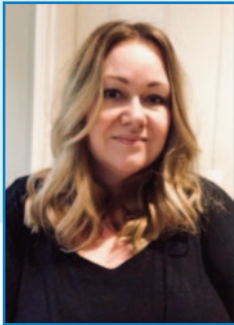




# Information leaflet for parents

## Welcome message



I would like to take this opportunity to introduce myself and welcome you to Springwell Alternative Academy. My name is Lisa Ashcroft-Day and I am Executive Principal of Springwell Alternative Academy Lincoln, Springwell Alternative Academy Mablethorpe, Springwell Alternative Academy Grantham and Springwell Alternative Academy Spalding. We were very fortunate to have opened four new purpose-built schools in 2019 and we are incredibly proud of the opportunities we are able to provide to support our pupils to move successfully on to the next stage of their education. At Springwell our values are fundamental to everything we do. We believe in second chances, trauma informed practice, unconditional positive regard and a culture of nurture and support. Our aim is to work with our pupils to identify their needs and provide the best possible opportunities

for all our pupils to develop and thrive in a climate of support, guidance and authentic care.

We value the support of all of our families and believe that if we work in partnership, understand the collective challenges and face them together then we can really make a difference.

## About us

Springwell Alternative Academy Spalding is a Specialist Alternative Provision for pupils with Social, emotional and mental health difficulties. We provide education for pupils from KS1 through to KS4 (Y1-Y11). Pupils in KS4 will usually stay with us until the end of Y11 but for pupils in KS1-3 (Y1-9) we are a short stay provision. This means that we will work with your child to try to reintegrate them back into a Mainstream school or support a transition to an appropriate Special School setting. There is no set time for this process and it will depend on each individual child or young person's needs. We will keep you informed about your child's progress and any plans for your child's next steps in education. Regardless of their next steps we aim for pupils to leave Springwell feeling valued and successful.



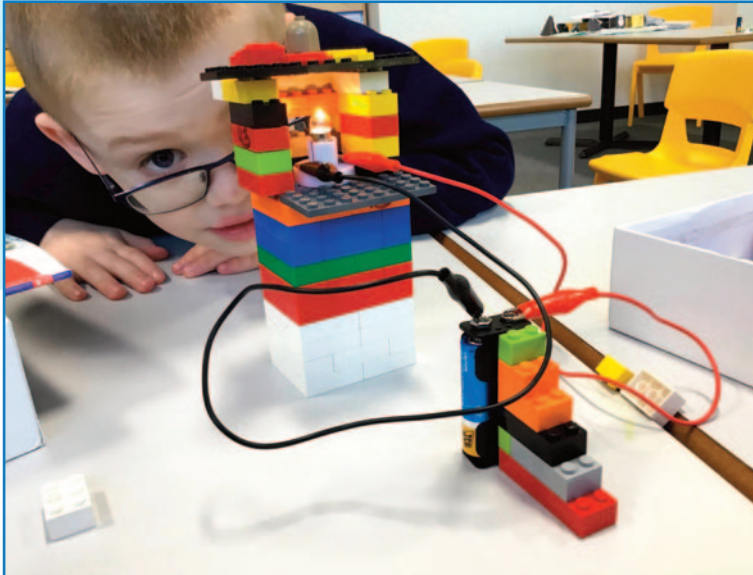
## Curriculum Intent

Our curriculum is developmental not chronological; it is based on where a child is in their development, not which year group they are in. Pupils are assessed on entry in a range of ways including the use of Boxall profile and their work is tailored to their current stage of academic learning and social and emotional development. For many of our pupils their personal development and social and emotional needs mean that work in this area has to be prioritised





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as a vital building block in their journey. This means that we have a strong curriculum focus on PSHE and SMSC as well as providing enrichment opportunities that allow our pupils to experience a range of activities and learning outside of the classroom and provide opportunities for shared joy with others (pupils and adults). Our curriculum model also recognises the importance of having a strong academic core: for us, this means focusing on literacy, including spoken language, reading and writing, as one of the primary tools through which all other learning is accessed. Our detailed curriculum intent with example timetable can be found on the school website.

## Parent/Carer Support

We understand the challenges that many of our families face and we know that our pupils often communicate through behaviour which can be difficult to manage at home. Our pastoral team are all experienced in working with children and young people and are always available to support parents/carers however they can. They are always available on the end of the phone or you can arrange to see them at the beginning and end of the day or during the school day. We have a dedicated family room on site where you can discuss any worries or concerns in private and the kettle is always on!

In addition to in school support the pastoral team are also able to signpost parents/carers to other agencies and fully understand the Lincolnshire Early Help offer. They are experienced at completing Early Help Assessments and will always ensure they get additional help for families when it is needed. They can support parent/carers with attendance at meetings or help to collect your voice/views before meetings. If you aren't able to get in to school they are always happy to do home visits. Please contact the pastoral team for help or advice at any time.

**Gunilla Karlsson – Pastoral Team Leader**  
Gunilla.karlsson@springwell-lincs.co.uk  
07507 358356







# Information leaflet for parents

## Key staff contacts

Please feel free to contact staff at any time if you have any worries or concerns. The school office is open between 8am and 4.30pm Monday-Friday

**Sarah Jones – Executive Vice Principal**

Sarah.jones@springwell-lincs.co.uk  
07507 358319

**Jayne Sausby-Gallimore – Head of School**

Jayne.sausbygallimore@springwell-lincs.co.uk  
01775 662900

**Gemma Garner – Deputy Head of School / SENDCo**

Gemma.garner@springwell-lincs.co.uk  
01775 662900



## Additional information for parents

### School Day and Transport

School begins at 8.45am and finishes at 2.15pm, but finishes at 1pm on Fridays. If you bring and collect your child from school, please ensure you are there for these times. If your child is entitled to transport the local authority will write to you with taxi collection and drop off times. The transport is provided by Lincolnshire's Local Authority, not Springwell, so if you have any concerns please contact them directly on 01522 782020. Please note that if your child's taxi driver refuses to transport them at the end of the school day due to safety reasons then you will be contacted to make arrangements to collect your child.

### Food

Pupils are offered breakfast at school at the beginning of the day and a snack at break time as part of our nurture provision. If there is anything that your child should not eat then please do make sure you share this with staff at the admissions meeting. If your child is entitled to free school meals, they will be given a hot meal each day, options include main, vegetarian main or jacket potato and also a dessert which is a choice of hot or fruit/yogurt. If you are not entitled to free school meals but you wish your child to have a school meal the price is £2.20 per day and this is payable either weekly or termly to the school office. Please contact us on 01775 662900 for further information or to arrange orders and payment.

### Fizzy Drinks

We have a policy at Springwell not to allow students to have fizzy drinks, energy drinks or drinks with colourings or flavourings. If your child does come to the Academy with a fizzy drink it will be taken off them and given back at the end of the school day.





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Ideal drinks to send with your child to the Academy are fruit juice, squash or water. We do provide drinks of squash and water throughout the day.

## **Mobile Phones Policy/ Valuables**

Pupils may bring mobile phones, Smart Watches, Jewellery etc to Springwell, however they must be handed in each morning on arrival to school and will be handed back to pupils at the end of the school day.

## **Smoking Paraphernalia**

Springwell Alternative Academy is a non-smoking site. If your child does smoke, please support us by ensuring you do not allow them to bring cigarettes or tobacco to school with them.

## **What to do if your child is unwell**

We understand that there will be times when your child may be unwell and not able to attend school. If this happens please do make contact with school on 01775 662900 to let us know. This means we can authorise the absence for you. If you don't contact school, then the absence will be recorded as unauthorised. If your child has sickness and or diarrhoea, please note that they should be off school for 48 hours after the last episode of vomiting or diarrhoea.

## **Attendance**

Good attendance at school is vital to allow us to support your child to make good progress.

If we are concerned about your child's attendance, we may write to you to make you aware of our concerns, make telephone contact to discuss concerns or conduct a home visit so that we can meet face to face to discuss concerns.

If your child is absent from school and you do not make contact with us then our attendance or pastoral team will visit the home to check that your child is safe and well. In the event that we are still unable to make contact with you and there is no answer at the home address we may contact the local policing team to conduct a joint safe and well visit.

Our aim is always to support with any issues or concerns that may be preventing your child attending school. If there are ongoing concerns you will be invited to an attendance panel meeting to discuss and try to resolve any concerns. It is important that parents are aware that if they fail to engage with attendance panel meetings and your child's attendance does not improve, we will use fixed penalty notices and legal proceedings.

Please contact our Pastoral Team Leader at any time if you have any concerns.

## **Home School Communication**

Your child's class team will make regular contact to discuss your child's progress. This could be daily or weekly phone calls, the regularity of this contact can be agreed between the class team and the parent/carer. If you have any worries or concerns, please don't hesitate to contact us on 01775 662900

We hold termly Family Learning Days where you will be invited in to school to look at your child's work and discuss their progress and targets with the class teacher. Family Learning Days are held on the last day of term in December, April and July. We will remind you of dates in our newsletters and phone calls home. If you would like to attend but are unable to get to school due to transport please do let us know and we will try to arrange for a member of our pastoral team to collect you so that you don't miss out.

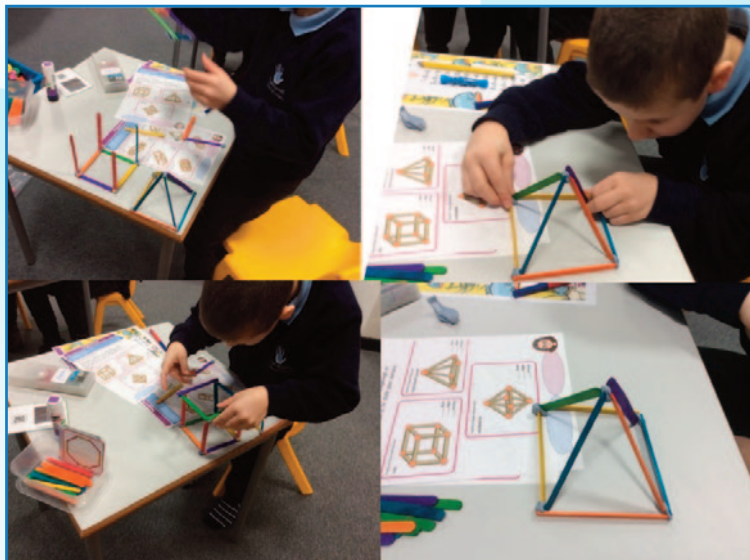




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## Complaints

We encourage parents/carers to raise any issues or concerns as soon as they arise. Your child's class teacher should be your first point of contact. If this doesn't resolve the problem or for any reason you feel unable to raise a concern with your child's teacher then please contact Eileen Dean (Senior Administrator) on 01775 662900 who will ensure that your concern is dealt with by the correct person. You can find a copy of our complaints policy on the school website.



## HOME SCHOOL AGREEMENT

A reminder of what we have all signed up to at the admissions meeting

### As Parent/Carer I agree to:

- Make sure my child attends the Academy every day and if my child is unwell make sure I inform school on the first day of absence
- Ensure that my child wears the correct school uniform
  - Springwell polo shirt
  - Springwell sweatshirt
- Support the Academy's policy and guidelines for behaviour/attendance
- Ensure the Academy is able to contact us in an emergency

### As a Staff team we will:

- Ensure your child is safe and a valued member of the Academy community
- Keep you informed about general Academy matters
- Uphold the Academy policies and guidelines for behaviour
- Keep you informed about your child's progress

### As a pupil of Springwell Alternative Academy Spalding I agree to:

- Attend the Academy every day
- Follow the school dress code (as above)
- Hand in all valuables including mobile phone at the start of the day, and not bring any fizzy drinks or energy drinks to school
- Engage with learning and do my best
- Use the internet responsibly
- Respect staff, other pupils and the Academy property

For further information, access to our policies or to keep up to date with news and see what our children and young people have been up to please see the following  
[www.springwell-lincs.co.uk](http://www.springwell-lincs.co.uk) / Twitter @SAA\_Spalding