

ENDEAVOUR CO-OPERATIVE ACADEMY



PARENT GUIDE

Tel: 01277 217330

Email: eca.admin@kcat.co.uk

Website: www.endeavourca.co.uk

Communicate with us and make payments using the
Arbor app (download onto your smartphone or device)



@Endeavour Co-operative Academy (follow us on Facebook)



@TheEndeavourSch (follow us on Twitter)



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About this Parent Guide

This Parent Guide has been produced to support the parents of new pupils starting at Endeavour Co-operative Academy. Although it is not an exhaustive guide to everything that you and your child may experience during their time here, it is intended to cover the basics which will help you all.

The Appendix has a number of forms for you to complete and return to the school. It is vital that we have the information requested as it affects the support your child and family receive.

If you need any support with completing the forms or have any questions please contact the school office on 01277 217330 or eca.admin@kcat.co.uk

Communication with Parents/Carers using Arbor



The way we communicate with our parents/carers is through Arbor. We are concerned about our environment and consequently have looked at ways to avoid unnecessary paper being used. As well as emailing parents/carers, we would also encourage you to download the free **Arbor Parent App** to your smartphone or device in order to send and receive messages electronically from us. You can also pay for school meals and school trips on the app. **It is really important for you to download the app. Please make sure we have your up to date email address so we can send you a welcome email with instructions on how to set this up.**

Downloading the app is simple to do, just follow the instructions below:

How to get started

1. Wait for the email from your school telling you that Arbor is ready for you to use
2. Click the link in your welcome email to set up your password
3. Go to the App or Google Play Store on your phone and search for 'Arbor'
4. Click 'Install' on Android or 'Get' on iPhone then open the App
5. Enter your email, select the school, then enter your password
6. Accept the Terms & Conditions and enter the birthday of your child

The Sunnyville School of Magic
W10 5BN, London, GBR

Enter your password

Log in

Forgotten password?

WE ALSO PRODUCE A FORTNIGHTLY NEWSLETTER WITH CURRENT NEWS, MENUS AND UPCOMING DATES. PLEASE LOOK OUT FOR THIS IN YOUR EMAILS OR GO TO THE SCHOOL WEBSITE: WWW.ENDEAVOURCA.CO.UK



Welcome to Endeavour Co-operative Academy

It is through our Ethos and Aims, as outlined below, that we believe we will achieve the best for our pupils, their families and everybody associated with the school.

ETHOS AND AIMS

Learning is a Partnership of Discovery

Our philosophy is that '**Learning is a Partnership of Discovery**'. The central fulcrum to this partnership and what dictates the direction of discovery are our pupils, who lie at the heart of everything we do.

Our shared aim for the pupils is that they leave at the end of Year 13, as independent as possible. To achieve this we have created and implemented a curriculum that addresses our pupils' needs. Our curriculum is not one that stands still. It is constantly evolving as our pupils evolve.

Through our journey of discovery we seek to develop the intellectual, physical, moral and social potential of every pupil, always encouraging them to work towards achieving their personal best. We aim to extend the opportunities for pupils to experience learning and social experiences in the wider community.

Our pupils are encouraged to become responsible and confident citizens, able to effectively express their needs, thoughts and feelings and respond appropriately to the demands of living in the community.

It is important that all our pupils make progress relevant to their needs and that it is measurable, achievable and challenging. In order for this to happen, we use the pupils' EHCPs as a starting point to measure their progress. This once again ensures that our pupils are at the centre of everything we do.

As the central focus of our school ethos, the pupils are involved in all aspects of decision making, both directly and indirectly. Each class is responsible for creating and implementing class rules that each member of that class is expected to adhere to, as prescribed in our behaviour policy. The Key Stage and School Councils are a driving force behind school development.

Our partnership is not just between Endeavour and its pupils, it includes their parents and carers and can take many forms. The underlying factor that makes the partnership work is two way communication between home and school; sharing our knowledge of our pupils and your children, all with the ultimate aim of maximum future independence.

Endeavour Co-operative Academy

Uniform List



* Only available through www.redoakroller.co.uk (click on tab - Shop For School)



KS2 (Years 3-6)

Boys

- Plain white polo shirt **or** white polo shirt with school logo*
- Dark grey trousers
- Navy blue sweatshirt with school logo*
- **or** Navy blue sweatshirt cardigan with school logo*
- Grey or black plain socks
- Black shoes
- Plain black or navy blue coat or outer jacket
- **or** Reversible fleece with school logo*

Girls

- Plain white polo shirt **or** white polo top with school logo*
- Grey knee length skirt or pinafore dress **or** dark grey trousers
- Summer school dress – blue check (Summer term only)
- Navy blue sweatshirt cardigan with school logo*
- **or** Navy blue sweatshirt with school logo*
- White socks or grey or black tights
- Black low heeled shoes
- Plain black or navy blue coat or outer jacket
- **or** Reversible fleece with school logo*

P.E. – Boys & Girls

- Sky blue polo shirt with school logo*
- Black shorts (plain)
- White socks
- Trainers (non marking soles only)
- Round neck navy blue sweatshirt with school logo (for outdoor PE)*
- **Or** sweatshirt cardigan with school logo (for outdoor PE)*
- **Or** Navy blue half zip fleece with school logo (for outdoor PE)*
- Black jogging bottoms (for outdoor PE)
- PE bag with logo* (optional)

Swimming – Boys & Girls

- Towel
- Trunks or Costume
- Swimming hat - plain navy*

Plus

- School bag or Rucksack with logo* (optional)
- Baseball Cap with logo* (optional)

KS3/KS4 (Years 7-11)

Boys

- Shirt – white long or short sleeved
- Navy blue knitted V-neck jumper with school logo*
- **or** Navy blue knitted cardigan with school logo*
- Grey or black plain socks
- Black shoes
- Navy blue blazer with school logo*
- Plain black or navy blue coat or outer jacket
- **or** Reversible fleece with school logo*

Girls

- Shirt – white long or short sleeved
- Grey knee length skirt **or** grey pinafore dress **or** dark grey trousers
- Navy blue knitted V-neck jumper with school logo*
- **or** Navy blue knitted cardigan with school logo*
- White socks or grey or black tights
- Black low heeled shoes
- Navy blue blazer with school logo*
- Plain black or navy blue coat or outer jacket
- **or** Reversible fleece with school logo*

P.E. – Boys & Girls

- Sky blue polo shirt with school logo*
- Black shorts (plain)
- White socks
- Trainers (non marking soles only)
- Navy blue knitted V-neck jumper with school logo* (for outdoor PE)
- **or** Navy blue knitted cardigan with school logo* (for outside PE)
- Navy blue half zip fleece* (for outdoor PE)
- Black jogging bottoms (for outdoor PE)
- PE bag with logo*(optional)

Plus

- School bag or Rucksack with logo* (optional)
- Baseball Cap with logo* (optional)

KS5 (Years 12-14)

Boys and Girls

- Own smart/casual clothing
- Own suitable PE kit

The School Day



Primary Endeavour School Day

8:45am - 9:20am	Form time
9:20 - 9:40am	Assembly(Mon+Fri NB: Friday Assembly 9:15 start) Phonics/reading(Tue, Wed, Thu)
9:40 - 9:45am	Transition ready for lesson 1
9:45 - 10:25am	Lesson 1
10:25 - 11:05	Lesson 2
11:05 - 11:25am	Morning break
11:25 - 12:05pm	Lesson 3
12:05 - 12:30/12:35/12:40pm	Lesson 4
12:30/12:35/12:40 - 1:30pm	Lunch (Cook 12:30, Polo 12:35, Drake 12:40)
1:30 - 1:40pm	Afternoon registration
1:40 - 2:15pm	Lesson 5
2:15 - 2:45pm	Lesson 6
2:45 - 3:00pm	Afternoon Break
3:00 - 3:15pm	Whole class story/reading

Form time may include any of the following:

Registration; breakfast; social skills; interventions; morning work; target work; quiet time; any activities that help the pupils prepare for learning.

KS3, KS4 and KS5 Endeavour School Day

8:45am - 9:20am	Form time
9:20 - 9:40am	Assembly(Mon+Fri NB: Friday Assembly 9:15 start) Phonics/reading(Tue, Wed, Thu)
9:40 - 9:45am	Transition ready for lesson 1
9:45 - 10:25am	Lesson 1
10:25 - 11:05	Lesson 2
11:05 - 11:25am	Morning break
11:25 - 12:05pm	Lesson 3
12:05 - 12:45pm	Lesson 4
12:45 - 1:30pm	Lunch
1:30 - 1:40pm	Afternoon registration
1:40 - 2:20pm	Lesson 5
2:20 - 3:00pm	Lesson 6
3:00 - 3:15pm	Whole class story/reading

Form time may include any of the following:

Registration; breakfast; social skills; interventions; morning work; target work; quiet time; and any activities that help the pupils prepare for learning.

Assemblies take place from 9:30 - 9:45am following the rota in the table below. The themes for each week are published at the start of each term. The whole school assembly on Fridays is aimed to celebrate achievement, where pupils get to show or share something that they have done during that week's learning.

Monday	Tuesday	Wednesday	Thursday	Friday
Whole School	None	Key Stage Assemblies	None	Whole school

Attendance & Absence



It is vital that pupils attend school as regularly as possible. For that reason we set attendance targets of 95% for each pupil.

We are aware that on occasions there are exceptional circumstances* which mean children may be absent from school.

If the absence is a result of your child being unwell, it is the responsibility of the parents to telephone the school office at their earliest convenience on the first day of the absence either by calling the office on 01277 217330 or emailing eca.admin@kcat.co.uk. You must provide details of the reason for the absence. If the absence continues then regular updates of the situation are required; in some instances a doctors certificate may be requested. If your child is absent as a result of sickness or diarrhoea they need to be kept away from school for 48 hours after their last episode.

We are aware that some of our pupils have regular medical appointments. If this is the case then preferably we would require written notification as soon as possible before the absence. If an absence covers only part of a school day please let us know when and by whom the child will be collected and at what time you expect them to return. Please indicate whether you would like us to book a school meal for your child on that day.

Ideally, family holidays should be planned to take place during school holidays. Holiday absence during term time is at the discretion of the Headteacher, who may authorise absence in exceptional circumstances*. Should you request holiday absence then you need to collect, complete and return a leave of absence request form from the school office or download from the school website (found under term dates). This must be completed and returned to school for authorisation at least 4 weeks prior to the holiday.

We respectfully request that you do not ask for holiday leave when your child is in year 11 because of coursework deadlines and examinations.

If a pupil's attendance becomes a cause for concern, their parents will be expected to attend a meeting at the school with a member of the Senior Leadership Team, together with a representative from Missing Education and Child Employment Services to discuss strategies to improve the child's attendance.

*** Exceptional circumstances could include:**

- Medical appointments which cannot be arranged outside school hours.
- Family circumstances that may require a request for leave of absence.
- Some parents may wish to make the case that due to the nature of the special educational need a family holiday is best taken at a time when resorts are quieter. This is truly exceptional and would not apply to all our pupils. This is intended as a guide.
- Any exceptional circumstances are at the discretion of the Headteacher.

Academic Year 2022/2023



Autumn Term 2022

Non Pupil Day	School Closed	Thursday 1 September
Non Pupil Day	School Closed	Friday 2nd September
Autumn Term 1: School Opens	9:00am	Monday 5th September
Half term - Closes	3:15pm	Friday 21st October
Autumn Term 2: School Opens	9:00am	Monday 31st October
School closes for Christmas	2:00pm	Tuesday 20th December

Spring Term 2023

Non Pupil Day	School Closed	Thursday 5th January
Non Pupil Day	School Closed	Friday 6th January
Spring Term 1: School Opens	9:00am	Monday 9th January
Half Term - Closes	3:15pm	Friday 10th February
Spring Term 2: School Opens	9:00am	Monday 20th February
School Closes for Spring Break	2:00pm	Friday 31st March

Summer Term 2023

Summer Term 1: School Opens	9:00am	Monday 17th April
May Bank Holiday	School Closed	Monday 1st May
Non Pupil Day	School Closed	Tuesday 2nd May
Half term - Closes	3:15pm	Friday 26th May
Summer Term 2: School Opens	9:00am	Monday 5th June
School closes for Summer	2:00pm	Friday 21st July



Academic Year 2023/2024 TO BE ADVISED

Autumn Term 2023

Spring Term 2024

Summer Term 2024



School Meals

School meals are freshly prepared and cooked on the school premises by our kitchen staff on a two weekly menu cycle (an example menu is on page 12 although this is a guide only and is subject to change on a termly basis). Our mid-day assistants, together with our Learning Support Assistants supervise the children during lunchtimes.

Children are generally offered a choice of two meals, one being a vegetarian option. Menus are distributed in the school newsletter every fortnight and can also be viewed on the school website: www.endeavourca.co.uk under Parents, Newsletters.

Should your child suffer from food allergies or intolerances it is important that you notify the school. A list of allergens can be requested via the school office. Also please let us know if your child should not eat certain foods because of either religious or personal reasons.

PLEASE NOTE WE ARE A NUT FREE SCHOOL.

Please note that in certain circumstances the menu may need to be changed at short notice due to staffing and/or ingredient availability.

School meals cost £2.00 for Key Stage 2 pupils and £2.25 for Key Stage 3 & 4 & 5 pupils.

School meals should be paid in advance, either daily, weekly or half termly. Payments can be made via the Arbor App, if there is a reason you are unable to use this facility, then please contact the school office. Any credit left at the end of the school term will be carried forward. It is the responsibility of the parents to ensure they do not fall into arrears. Should this become the case then the school will notify them and the account will need to be settled. **Failure to settle any debt or the constant accruing of debt may mean your child being prevented from receiving a school meal.**

If it is necessary for the school to subsidise those parents that run up larger debts, then this means funds being diverted from classroom resources, which will then have an impact on pupils' learning.

If a pupil's parent is in receipt of Income Support, Income Based Jobseekers Allowance or Child Tax Credit then they may apply to the Local Authority through their website or through the school for the provision of free school meals for the pupil. **Please contact the school office if this is the case.**

Pupils entitled to PPG will be offered a mid morning snack and will also be eligible for funding for school trips.



EXAMPLE MENUS - SUBJECT TO CHANGE SEE FORTNIGHTLY NEWSLETTERS



SCHOOL MEALS

The School Kitchen is now fully open and all pupils are welcome to choose to have a hot cooked lunch. They still need to let their teacher know on a daily basis during registration. The cost for KS1/2 is £2.00 and for KS3/4 £2.25. School meals should be paid for in advance. You can top up your account using the Arbor app or send in cash or cheque. If you need to know your balance this can be found on the Arbor app or you can contact the school office on 01277 217330 or email eca_admin@kcat.co.uk



Summer Menus 2022 - Week 1



Monday

Meat Free Day!

Plant Based
Hamburgers

Homemade Wedges

Sweetcorn
Salad

Iced Traybake

Tuesday

Beef Lasagne
Or
Vegetable Lasagne

Crusty Bread

Coleslaw
Salad

Fruit Ice Lollies

Wednesday

Roast Chicken Thighs
Or
Plant Based
Cauliflower Popcorn

Roast Potatoes
Stuffing
Yorkshire Puddings
Carrots & Cabbage
Gravy

Fresh Fruit Platter

Thursday

Buffet Day

Roll or Wrap
with choice of
Chicken, Ham,
Cheese, Tuna, Egg,
Mini Sausage Roll or
Cheese & Onion Roll

Coleslaw
Salad
Vegetable Crisps

Choc Ices

Friday

Fish Fingers
Or
Meat Free Sausage
Roll

Chips

Beans or Peas
Salad

Oaty Cookie

50/50 Bread, Fresh Fruit, Yogurt, Fruit Squash/Juice and Water also available daily.

Allergen information available on request.
Menus are subject to change at short notice.



Summer Menus 2022 - Week 2



Monday

Meat Free Day!

Cheese & Tomato
Pizza

Homemade Wedges

Sweetcorn
Salad
Coleslaw

Iced Traybake

Tuesday

Mac 'n' Cheese
Or
Spaghetti Bolognaise

Crusty Bread

Salad
Coleslaw

Fruit Ice Lollies

Wednesday

Roast Chicken Thighs
Or
Herb Crusted Quorn
Fillets

Roast Potatoes
Stuffing
Yorkshire Puddings
Carrots & Broccoli
Gravy

Fresh Fruit Platter

Thursday

Buffet Day

Roll or Wrap
with choice of
Chicken, Ham,
Cheese, Tuna, Egg,
Mini Sausage Roll or
Cheese & Onion Roll

Coleslaw
Salad
Vegetable Crisps

Choc Ices

Friday

Fish Fingers
Or
Meat Free Nuggets

Chips

Beans or Peas
Salad

Flapjack

50/50 Bread, Fresh Fruit, Yogurt, Fruit Squash/Juice and Water also available daily.

Allergen information available on request.
Menus are subject to change at short notice.



School Transport Arrangements



The Essex County Council Education Transport policy states that:

<https://www.essex.gov.uk/school-transport>

'An entitlement to home to school transport exists where the following criteria is satisfied:

A child attends their nearest appropriate school as determined by officers of the Statutory Assessment Service and meets the qualifying distance criteria outlined previously, but in principle:

- 2 miles or more for children below the age of eight.*
- 3 miles or more for children aged eight and above.*
- In addition, where a child's SEN or mobility difficulties prevent them from being able to walk to school even when accompanied by a responsible adult.*

An assessment of a child's SEN or mobility difficulties will be carried out by Education Transport & Awards based on evidence provided by the parent/carer upon application. The following list, though not exhaustive, will be considered:

- A child is physically disabled and would require the use of a wheelchair to undertake the journey to school.*
- A child's emotional and behavioural difficulties will create a clear health and safety hazard to themselves or others on the journey to school. Where this is the case exceptional transport would be provided and reviewed, where appropriate.*
- The length of the walk to school would prevent the child from being in a fit state to be educated upon arrival. Where this is the case exceptional transport would be provided and reviewed, where appropriate'.*

If your child is offered a place at Endeavour it is important that you apply for home to school transport as soon as possible.

If you feel that you are entitled to apply for 'home to school transport', please either contact **Essex County Council on 0345 603 2200**, go to:

<https://www.essex.gov.uk/school-transport/Apply-for-school-transport>

Pupils who reside outside the administrative boundary of Essex County Council should contact their local Education department to enquire about school transport arrangements.

Parents' Evening, EHCP Reviews & Assessments



All children who attend Endeavour Co-operative Academy will have an Education Health Care Plan (EHCP), which is fundamental to our pupils' development.

Every child has personalised outcomes as part of their EHCP, with small steps on the road to achieving these prescribed outcomes. As a school we set these 'steps to outcomes' as the basis of our assessment system. By assessing these we are able to give accurate comments on pupil progress at the annual EHCP review meetings and also monitor the progress pupils are making towards their end of key stage outcomes, putting in interventions if necessary.

During a pupil's first term here at the school, parents are invited to a One Plan meeting with their child's class teacher. At this meeting we will discuss how well your child has settled into school life and look at their EHCP together. We will also complete the 'One Plan Profile'. This is a document that provides further information about your child: what makes them happy, what they like and the people in their life. In subsequent years parents are invited into school for a Parents' Evening in the first term of an academic year where we talk about the year ahead and review the 'One Page Profile'.

The annual review of the EHCP takes place in the Spring Term each year for pupils in years 1-10. The annual review for years 11-14 pupils takes place in the Autumn Term. It is vital that all parents attend these meetings as it looks at your child's progress towards their EHCP outcomes and adjusts targets for the coming year. The reviews are held after school to enable parents to attend as well as the appropriate teaching staff. If upon receiving your appointment time you find you cannot make it you must contact the school so it can be rescheduled to a more suitable time.

An end of year Parents' Evening takes place in July. This provides parents with the opportunity to review the accomplishments and work of their child over the whole of the academic year and gives the chance to speak to all their subject teachers.

Key Stage 5 Provision

Endeavour opened their Key Stage 5 provision in September 2021. Within Key Stage 5 we continue to aim for all our pupils to leave being as independent as possible and well prepared for the journey to adulthood.

Our vision is to prepare learners for further education, employment and independent living. We strive to offer a broad curriculum that aims to challenge our learners academically, emotionally and socially. We offer programmes of study that develop and enhance life skills for the future alongside academic qualifications ranging from Entry Level to Level 2.

Pupils are provided with practical learning opportunities that assist in their personal development to become independent and active adults in the community.



Curriculum

Our curriculum is designed to reflect our Ethos & Aims, it is about learning and discovery with the ultimate goal of making our pupils as independent as possible and preparing them for life beyond Endeavour. During a pupil's time here, as well as developing their English and Maths skills, pupils will receive timetabled lessons in subjects such as:

Science, Art, Computing, PE, Food, Technology Design and Performing Arts.

As well as these more 'traditional' subject areas our pupils also participate in Forest Schools, Horticulture and in some instances extended Work Experience.

As a school we try to make learning as practical as possible and a large proportion of our pupils learning takes place outside, whether it is on community visits or exploring opportunities in and around the school grounds.

Community visits

A big part of our curriculum is community visits and sporting activities that take place off school premises. We therefore ask parents to complete a consent form (**see Appendix 1.3**). This authorises your child to take part in school trips and other activities off school premises and the delivery of first aid or urgent medical treatment should the need arise. You will be asked to complete this form when your child starts at Endeavour and when they move into a different Key Stages. You will generally be informed about each trip that your child is involved in prior to the trip taking place by letter or by the class teacher, which includes information about special clothing requirements and voluntary contributions.

PSHE

Personal, Social and Health Education (PSHE) is a vital part of pupils' learning as it further helps them prepare for life outside and away from school. Part of PSHE is the teaching of Sex Education & Relationships as prescribed by the DfEE. If you DO NOT want your child to participate in these lessons then it is the parents' responsibility to inform the school.

PE

As part of the PE programme KS2 go swimming offsite. Also from time to time there will be an opportunity for all age groups to experience other offsite PE activities, such as cycling and walking in Thorndon Park.

Food Technology

During food technology lessons pupils may need to taste food. Could you let us know if your child has any special dietary needs (**See Appendix 1.1**) which could prevent them from tasting certain foods.



Medication

If a child needs to bring medication to school, this should be handed to the school office immediately on arrival, together with a completed medical permission form* from a parent/carer detailing the child's name, the name of the medication, the reason the medicine is prescribed, the exact dosage, how and when medicine is to be given, the expiry date of the medication and any other special instructions.

We are only allowed to administer medication which has been prescribed by a Doctor as advised by our School Nursing Team. Exceptions being Paracetamol (in tablet or liquid form) and Allergy medication (ie. Piriton). These can be sent into school for safekeeping in the medical cupboard but would still require a medical permission form* to be completed. Ibuprofen is not now generally prescribed by Doctors and the advice is to buy over the counter. If a Doctor has suggested this, we can administer this with the appropriate permission* from parent/carer.

*The medical permission form is available in **Appendix 1.5**. Please complete this if required. This can also be downloaded from the school website for future reference.

NB: Medicine must be in the original container as dispensed by the pharmacy and include the prescriber's instructions for administration.

Home School Agreement & ICT Acceptable Use Agreement

We believe that it is important that a good home/school relationship is established from the moment a child is admitted to this school. The agreement makes it clear what expectations are required to ensuring that your child reaches their full potential whilst attending The Endeavour.

As your child is enrolled here at Endeavour it is assumed that you and your child agree to the terms of the Home/School Agreement and that the school will fulfil their side of the agreement. **Please sign and send back Appendix 1.6 and keep the following (page 17) for your own records.**

ICT including the internet, learning platforms, e-mail and mobile technologies have become an important part of learning in our school. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of E-safety and know how to stay safe when using any ICT. Please read and discuss these E-safety rules as outlined in the ICT Acceptable Use Agreements (**see pages 21 and 22**) with your child, as with the Home School Agreement, it is assumed that by agreeing for your child to attend school at Endeavour you and they agree to adhere to the ICT Acceptable Use Agreement.

Home School Agreement - Please keep this copy



We are committed to working with parents and develop a positive and supportive relationship in which each pupil can grow as a happy caring, confident and responsible member of our school and the wider community.

Pupil's Name: _____

The Parent / Guardian / Carer

I acknowledge that I have read and agreed with the school's admission pack.

I will:

- See that my child goes to school regularly, on time, properly dressed and properly equipped.
- Make the school aware of any concerns or problems that might affect my child.
- Inform the school of all professionals working with my child.
- Keep the school informed of all medical needs including medication.
- Encourage my child to join in all aspects of school life and actively support where possible including homework and home learning opportunities.
- Acknowledge receipt of my child's progress reports and One Plans supporting suggestions made.
- Attend parents evenings and annual review meetings.
- Act with respect towards children, staff and parents at all times.
- Support my child in responding positively to the general expectations and rules of the school.
- Discuss the Acceptable Use Agreement and the importance of E-safety.

Signature: _____ Date: _____

The School

We will:

- Care for your child's safety and well being and provide a safe and caring environment in which learning can take place.
- Recognise and celebrate the value of diversity including culture, religion and race.
- Develop and encourage good relationships and a sense of belonging to a community that cares about everyone.
- Provide regular information about pupil's progress, effort and attitude to learning.
- Motivate and develop an ability to become as independent a learner as is possible.
- Offer a broad and balanced curriculum differentiated in order to meet individual needs.
- Promote high standards of work and behaviour and provide clear guidelines for pupils and parents.
- Welcome discussion with you by telephone or appointment at all time.
-

Signature: _____ Date: _____

The Pupil

I will:

- Attend school regularly, on time, in uniform and with any necessary equipment.
- Do my classwork and homework on time and to the best of my ability.
- Tell a member of staff if I have any worries or concerns.
- Always show respect and be polite and helpful to the whole school community.
- Follow the school rules.
- Follow the Acceptable Use Agreement.

Signature: _____ Date: _____



Photography & Social Media

There are occasions when pupils at our school may be photographed. These occasions include features about the school in the local press, school display boards, Parent Hub, Newsletters, the School Website and also on Facebook and Twitter. But please be assured that your child's individual image will not be identifiable with their full name without your specific permission. Please let us know if you are happy for your child's image to be used by the school by completing **Appendix 1.4**. It is the parent's responsibility to inform the school of their wishes regarding this matter.

School Gate in the Warm

This is a regular drop-in held in school every last Friday of the month between 9.15 and 10:45 am. It is open to all parents and carers. You will receive a warm welcome and have the opportunity to chat and share resources with other parents/carers informally over a cup of tea or coffee. There are occasional guest speakers and workshop sessions. We also try to run termly travelling drop-ins for those that live further afield. For more information do not hesitate to contact: Rena Cable (Family Support Worker) rcable@kcat.co.uk.

The Anchorage Association

The Anchorage Association is the external support group for Endeavour, made up of parents, staff and volunteers. The aim of the Anchorage is to raise funds to assist the school in projects that they identify as a means of supporting pupils and to enhance their learning experience.

In the past the funds raised have helped finance the sensory room and sensory trail and the purchase of a set of class iPads and storage trolley. They also pay for the year 11 leavers' annual trip as a way of celebrating their time at The Endeavour.

As a parent/carer of a child at Endeavour, if you would like to get actively involved, you would be very welcome. Ways to do this include: helping with preparation and at events; suggest ideas of ways to raise much-needed funds; finding raffle prizes; and of course, attending events the Anchorage organise. Please contact the school office for more information.

Pastoral & Other Interventions

The emotional, social and mental health of our students is of paramount importance to us. We are fortunate in being able to offer targeted students in house counselling, creative therapy, reflexology and even yoga. We also work very closely with outside agencies including The Family Intervention Fund, Family Solutions, Social Care and the Emotional, Well-being and Mental Health Service.

Referrals can be made to Speech and Language, Occupational Therapy and Physical Therapy when required. We have a weekly visit from the NELFT School Nursing Team - see page 19.



Privacy Notice - Data Protection Act 1998

We, **Endeavour Co-operative Academy**, are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information (1) and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role.

However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell **Mr Chadwick** if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at: <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use of the LA.

If you want to receive a copy of the information about you that we hold or share, please contact **Mr Chadwick**.

If you need more information about how the LA and DfE store and use your information, then please go to the following website:

<http://www.essex.gov.uk/> and follow the links to Education and Schools / Schools / Delivering education in Essex / Privacy policies for pupil data.

If you are unable to access this website paper copies of this information can be obtained from **Mr Chadwick via the school office**.

- (1) **Attendance information is NOT collected as part of the censuses for the Department for Education for the following pupils: a) in Nursery schools; b) aged under 4 years in maintained schools.**

THE SPECIAL SCHOOL NURSING TEAM

At Endeavour we are supported by the Special School Nursing Team who are based at Pioneer School in Basildon. We are visited by a nurse every Friday morning so if you need any help, advice or guidance, please contact them directly or through the school office. Please complete the forms in Appendices 1.2. It is important that the team has as much information about your child as possible in order to support them and your family to the best of their abilities.



The Special School Nursing Team



Advice for patients and families

www.nelft.nhs.uk



- Providing clinical services such as gastrostomy care, swabs, long line care and wound care within the school setting.
- Working with children and school staff to enable blood tests to be completed in the schools.
- Work with agencies to ensure child is safeguarded, such as social care and Looked after children department.
- Sexual health promotion.
- Work with hospitals after admissions and A&E attendances, and support at hospital appointments as required.
- Providing growth monitoring.
- Provide support towards transition to adult services.
- Provide home visits as needed.
- Meet with parents in schools as needed.
- Provide support to parents, staff and other services by telephone and mail.
- Working with epilepsy nurse to provide best care for children with epilepsy.
- Monitoring long term health conditions within the school time, reducing disruption to home life.
- Reducing other health service appointments and helping to prevent hospital admissions



About this leaflet

This leaflet provides information about the Special School Nursing Team.

- Who we are
- How to contact us
- What we do

Schools the team provides a service for:

- Beaconhill Academy
- Treetops school
- Pioneer School
- The Endeavour School and
- Castledon School

Who are the Special School Nursing Team and what do we do?

We are a team of Children's nurses and Nursery nurses who have in depth knowledge and skills for children with Special Educational Needs & Disabilities who attend special schools. Our role is to ensure that each child's individual health needs are met whilst at school.

The Special School Nursing Team supports children, families/carers, staff and other professionals to progress the child through their school journey and onto adult services. We work together with many other services to achieve the best outcome for the children and

families we care for. We work throughout the year except public bank holidays.

The Special School Nursing Team aim to provide a professional and honest service by putting the children first, ensuring the education provision can meet the child's health needs. Promoting what is possible for the child by working with the schools and other services, and creating plans using latest guidance and best practice. We believe it is very important to listen to service users to develop and improve the service for the benefit of the children and to reduce the disruption to their education by meeting their healthcare needs while at school.

The Special school nursing team do this by?

- Using SystmOne electronic patient record system, which can be shared with other health professionals to provide seamless care.
- Providing individualized training for school staff to manage medical conditions in school.
- Contributing to Educational Health and Care Plans.
- Referring to other services as required, and supporting clinics within the school.
- Supporting with continence issues.
- Provide an open door policy within the schools for worries or issues with a child.

How to contact the Special School Nursing Team

Team email:
nem-tr.bbssnursing@nhs.net

Beaconhill Academy:
01708 852006 option 2

Pioneer school
01268 243313

Admin telephone number
0300 300 1566 option 2

Special School Nursing Team:

Team Lead: _____

Nurses: _____

NELFT provides community and mental health services for people of all ages in Essex and the London boroughs of Barking and Dagenham, Havering, Redbridge and Waltham Forest, as well as Barnet and Kent and Medway.

NELFT NHS Foundation Trust
CEME Centre – West Wing, Marsh Way,
Rainham, Essex RM13 8GQ.

Tel: 0300 555 1200

www.nelft.nhs.uk

If you would like this information in Braille, large type, in another format or in another language, please ask a member of staff. (English)

Bu bilgiyen büyük yazı tipinde Korfer Alfabesinde, başka bir biçimde ya da başka bir dilde okunak isterseniz lütfen bir görevliye danışın. (Turkish)

Nëse këtu informacion do e dëshironit në Braille, font më të madh, në format tjetër apo gjuhë tjetër, ju lutem pyeni një anëtar të personelit. (Albanian)

Se desajar obter esta informação em Braille, num tipo de letra maior, noutro formato ou noutro idioma, por favor peça a um membro do pessoal. (Portuguese)

আপনি যদি এই তথ্যটি ব্রেইল, বড় হরফে, অন্য ফরম্যাটে বা অন্য ভাষায় পেতে চান, অনুগ্রহ করে, কর্মীদের একজন সদস্যকে তা জানাব। (Bengali)

در صورت تمایل به دریافت این اطلاعات به صورت بزرگ چاپ درشت، یا سایر فرمت‌ها یا زبان‌ها، لطفاً درخواست خود را با یکی از کارکنان ما مطرح کنید. (Farsi)

Jezeli chcieliby Państwo uzyskać niniejszą informację zapisaną w alfabecie Braille'a, dużą czcionką, w innym formacie lub w innym języku, prosimy zwrócić się w tej sprawie do członka personelu. (Polish)

Si vous souhaitez obtenir ces informations en gros caractères Braille ou dans une autre langue, veuillez le demander à un membre de l'équipe. (French)

நீங்கள் இத்தகவலைப் பெறவிரும்பினால், பெரிய எழுத்துகளில், வேறு அளவு கோடு அல்லது வேறு மொழியில் பெற விரும்பினால், கீழ்க்கண்டவர்களை தொடரவும். (Tamil)

إذا أردت الحصول على هذه المعلومات بطريقة بصرية أكبر، أو بصيغة أخرى، أو بصفة أخرى، يرجى طلب ذلك من أحد أعضاء فريق العمل. (Arabic)

Если вы хотите получить эту информацию на языке Брайля, напечатанную крупным шрифтом, в другом формате или на другом языке, пожалуйста, обратитесь к любому сотруднику. (Russian)

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ICT Acceptable Use Agreement: Students at Endeavour Co-operative Academy Key Stages 1 and 2:

Primary Student Acceptable Use - Agreement / E Safety Rules

- I will only use ICT in school for school purposes.
- I will only use my class email address or my own school email address when emailing.
- I will only open email attachments from people I know or who my teacher has approved.
- I will not tell other students my ICT passwords.
- I will only open / delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address.
- I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I know that my use of ICT can be checked and that my parent / carer will be contacted if a member of school staff is concerned about my E-safety.

ICT Acceptable Use Agreement: Students at Endeavour Co-operative Academy Key Stages 3, 4 and 5:

Secondary Student Acceptable Use - Agreement / E Safety Rules

- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc. for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network with my own user name and password.
- I will follow the school's ICT security systems and not reveal my passwords to anyone and will change them regularly.
- I will only use my school email address.
- I will make sure that all ICT communications with students, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of students and/or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring into disrepute.
- I will respect the privacy and ownership of others work online at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and if they are not followed, school sanctions will be applied and my parent/carer will be contacted.



ENDEAVOUR NEW PUPIL INFORMATION SHEET

NOTE TO ALL PARENTS / CARERS

IF ANY OF THE FOLLOWING INFORMATION GIVEN SHOULD CHANGE AT ANY TIME, PLEASE ADVISE THE SCHOOL OFFICE AT THE ENDEAVOUR IN WRITING AS SOON AS POSSIBLE.

*PLEASE DELETE AS APPLICABLE

PERSONAL DETAILS

Child's Surname: _____ Male / Female

Child's Forenames: _____

Child's Full Address: _____

_____ Postcode: _____

Home Tel. No.: _____

Home Email Address: _____

Date of Birth: _____

Country of Birth: _____

Nationality: _____

Religion: _____

Ethnicity: _____ (see list on Appendix 1.8.)

Home Language: _____ Any additional languages spoken at home: _____

Previous School, Address and Tel. No.: _____

Mother's Full Name: Mrs/Ms/Miss _____

Mother's Daytime Tel. No. / Mobile No.: _____ Mothers Email Address: _____

Father's Full Name: _____

Father's Daytime Tel. No. / Mobile No.: _____ Fathers Email Address: _____

Address of Mother / Father (if not living with child only): _____

School Reports / Annual Review paperwork will be sent to both parents unless we are requested not to do so due to legal reasons. Such requests should be put in writing to the Head Teacher.

Appendix 1.1.(Page 3)



MEDICAL DETAILS (Please use separate sheet if necessary)

Doctor's Name and Address: _____

_____ Doctor's Telephone No.: _____

Does your child have any medical conditions, e.g. Asthma, Epilepsy, Diabetes, etc. Please give details:

Has your child ever had major surgery? Please give details and dates: _____

Does your child have a Care Plan? Yes / No * (if yes, please give details)

Please list all medications your child currently takes on a regular basis including time of day taken and dosage:

Does your child have emergency medication? eg. epipen, buccal midazolam: _____

Will your child need medication in school? Yes / No * (if yes, please complete Appendix 1.4. And return to school)

Is your child allergic or intolerant to anything? eg. Aspirin, Paracetamol, Ibuprophen, Antibiotics, Certain Foods, Plasters or do they have any dietary requirements we should be aware of?

Does your child have problems with eyesight or wear glasses? _____

Does your child have problems with hearing? _____

Does your child have any toileting issues? _____

Appendix 1.1.(Page 4)



EDUCATIONAL / PASTORAL DETAILS

Is your child under any external professional agencies? eg. SALT, OT, PT, EWMHS, Paediatrician, Please give details:

Does your child currently use any additional equipment in school? eg. sloped writing desk, magnifier, walking frame, etc.

Have your family ever had intervention or contact with Social Care? Please give names and contact details:

What do we need to know to help your child settle into the Endeavour? eg. do they have any anxiety , sensitivities, phobias, etc.

If your child becomes stressed, how are they likely to react and how can we help?

Is there anything you would like us to know about their previous experiences of school?

Is there anything you would like us to know regarding home / family circumstances and background?

Names and ages of siblings: _____

THANK YOU FOR COMPLETING THIS FORM WHICH WILL ENABLE US TO MAKE YOUR CHILD'S TRANSITION TO THE ENDEAVOUR AS SMOOTH AS POSSIBLE

REFERRAL for COMMUNITY NURSING TEAM WITHIN SPECIAL SCHOOLS	
DATE COMPLETED:	
SCHOOL: PIONEER <input type="checkbox"/> BEACONHILL <input type="checkbox"/> TREETOPS <input type="checkbox"/> ENDEAVOUR <input type="checkbox"/> CASTLEDON <input type="checkbox"/>	
CHILD'S NAME:	DOB:
Address:	First Language: Language spoken at home: Religion: Ethnic group:
PARENTS/CARERS Details: 1.Name: D.O.B Relationship to child: Contact number: Parental Responsibility: Y/N	PARENTS/CARERS Details: 2.Name: D.O.B Relationship to child: Contact number: Parental Responsibility: Y/N
Brothers and sisters details: 1.Name: D.O.B Male/Female 2.Name: D.O.B Male /Female 3.Name: D.O.B Male/Female	Any other people in the family home, not already listed: 1.Name: D.O.B Relationship to child: 2.Name: D.O.B Relationship to child: 3.Name: D.O.B

Appendix 1.2.(Page 2)

<p>Please put extras on back of form.</p>	<p>Relationship to child: Please put extras on back of form.</p>
<p>Does your child have direct access to a hospital: Y/N Hospital name:</p> <p>Is your child known to a specialist hospital? Name:</p> <p>Parental/carer CONSENT TO SHARING OF INFORMATION on computer health record system? Example GP and Dietician. Y/N</p>	<p>Is your child known to social care: Y/N</p> <p>What is the name of the Social Worker:</p> <p>Social worker's telephone number:</p> <p>Is your child subject to:</p> <p>Child in need plan: Y/N</p> <p>Child protection plan: Y/N</p> <p>Is your child a looked after child?: Y/N</p>
<p>What is your child's diagnosis:</p> <p>Please write down any Medication your child takes, with doses, during the school day(9-3):</p>	<p>Does your child have:</p> <p>Allergies: Y/N What are they:</p> <p>Asthma: Y/N</p> <p>Hayfever: Y/N</p> <p>Does your child use any medication for their allergy?</p>
<p>Health Professionals involved in your child's care:</p>	
<p>Consultant Paediatrician: Y/N Name:</p>	<p>GP: Y/N Name:</p>
<p>Epilepsy Specialist nurse: Y/N Name:</p>	<p>Physiotherapy: Y/N Name:</p>
<p>Occupational therapist: Y/N Name:</p>	<p>Specialist Health visitor: Y/N Name:</p>
<p>Wheelchair & specialist seating service: Y/N</p>	<p>Children's community nursing team: Y/N</p>

Appendix 1.2.(Page 4)

SLEEP

What is your child's sleeping routine?

COMMUNICATION

How does your child communicate with you:

RESPIRE CARE

Does your child have respite care or a carer: Y/N

What type:

MOBILITY

Does your child use any walking aids, splints: Y/N

Is your child a wheelchair user: Y/N

Any safety concerns with your child's mobility Y/N

Any other information you feel we need to know about your child:

Appendix 1.3.



Community and Off-site visits

Endeavour Co-operative Academy's curriculum involves community visits and sporting activities that take place off premises for all pupils. Following the introduction of GDPR we are required to formally record your acknowledgement that your child to take part in such activities.

Please sign and date the form below to give your consent for your child:

- To take part in school trips and other activities that take place off school premises; and
- To be given first aid or urgent medical treatment during any school trip or activity.

You will generally be informed about each trip that your child is involved in prior to the trip taking place by letter or email, which will include information about clothing requirements and voluntary contributions. Written parental consent will not be requested for the majority of off-site activities as such visits which are part of the Academy's curriculum and usually take place during the normal school day.

Please note that if you do not return this form your child will not be able to participate in any activity that takes place off the Academy grounds.

Name of child Class

Medical Information

Details of any medical condition that your child has and any medication that he/she should take during off-site visits:

Signed:

Print Name

Date:

Appendix 1.4.



Dear Parents and Carers,

Photograph Permission

As you are aware there are times when professional photographers visit the school to take photographs of the school, staff and pupils. There are also occasions that staff take photographs and videos of pupils to celebrate some of the work we are doing. We like to use these photographs/videos on the school website, newsletters, other publications and on social media.

Under GDPR regulations there is a need to check that you are still happy with this arrangement, if you have already given your consent, or give you the opportunity to update your preferences.

Please tick the appropriate boxes and sign this form below.

- I **do** give consent for Endeavour Co-operative Academy to take and use the photographs/videos in the following ways:
 - Within the school only (eg. wall displays)
 - and
 - On the school website, brochures, newsletters and social media (Facebook, Twitter etc.)

Or

- I **do not** give consent for The Endeavour Co-operative Academy to use the photographs of my child.

Carer Name:

Child's Name:

Signed:

Date:

Please be advised that you are able to update your preferences at any time by contacting the school office.

Appendix 1.5.



Request for school to administer medication

Sign and return only if your child requires medication in school

Endeavour will not give your child medicine unless you complete and sign this form. Endeavour has a policy so that staff can administer medicine.

Pupil's Full Name:	
Class:	
Date of Birth:	
Medical Condition/Illness:	

Name / type of medicine (as described in full on the container):	
Expiry Date:	
Dosage and method:	
Time to be administered:	
Special precautions / other instructions:	
Are there any side effects that the school needs to know about?	
Additional information (ie. before/after food, interaction with other medicines, other medicines taken and times taken, storage instructions:	

Emergency contacts:

Name: _____ Relationship to child: _____

Daytime Tel. No: _____

I understand that the medicine must be delivered directly to the School Office for safe keeping

Name: _____ Signed: _____

Appendix 1.6.

Home School Agreement - Please sign and return this copy



We are committed to working with parents and develop a positive and supportive relationship in which each pupil can grow as a happy caring, confident and responsible member of our school and the wider community.

Pupil's Name: _____

The Parent / Guardian / Carer

I acknowledge that I have read and agreed with the school's admission pack.

I will:

- See that my child goes to school regularly, on time, properly dressed and properly equipped.
- Make the school aware of any concerns or problems that might affect my child.
- Inform the school of all professionals working with my child.
- Keep the school informed of all medical needs including medication.
- Encourage my child to join in all aspects of school life and actively support where possible including homework and home learning opportunities.
- Acknowledge receipt of my child's progress reports and One Plans supporting suggestions made.
- Attend parents evenings and annual review meetings.
- Act with respect towards children, staff and parents at all times.
- Support my child in responding positively to the general expectations and rules of the school.
- Discuss the Acceptable Use Agreement and the importance of E-safety.

Signature: _____ Date: _____

The School

We will:

- Care for your child's safety and well being and provide a safe and caring environment in which learning can take place.
- Recognise and celebrate the value of diversity including culture, religion and race.
- Develop and encourage good relationships and a sense of belonging to a community that cares about everyone.
- Provide regular information about pupil's progress, effort and attitude to learning.
- Motivate and develop an ability to become as independent a learner as is possible.
- Offer a broad and balanced curriculum differentiated in order to meet individual needs.
- Promote high standards of work and behaviour and provide clear guidelines for pupils and parents.
- Welcome discussion with you by telephone or appointment at all time.
-

Signature: _____ Date: _____

The Pupil

I will:

- Attend school regularly, on time, in uniform and with any necessary equipment.
- Do my classwork and homework on time and to the best of my ability.
- Tell a member of staff if I have any worries or concerns.
- Always show respect and be polite and helpful to the whole school community.
- Follow the school rules.
- Follow the Acceptable Use Agreement.

Signature: _____ Date: _____

Appendix 1.7.



Ethnic Background List

Please indicate where appropriate.

White

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any Other White Background, please describe _____

Mixed / Multiple Ethnic Groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any Other Mixed/Multiple Ethnic Background, please describe _____

Asian / Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any Other Asian Background, please describe _____

Black / African / Caribbean / Black British

- African
- Caribbean
- Any Other Black/African/Caribbean Background, please describe _____

Other Ethnic Group

- Arab
- Any Other Ethnic Group, please describe _____

Name of Pupil _____

Signed: _____ Date: _____