



School for Parents Parent/Carer Handbook



www.schoolforparents.org

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Welcome to School for Parents

'Hello' and welcome from all the team at School for Parents! We know there is a lot for you to take in when you enquire about new services, so we thought you might like us to tell you more about what we do, and what happens next.

About us

We are a Nottingham-based charity that aims to support children and their families. We teach children with disabilities practical skills that can help develop their independence and prepare them for the future. These include communicating, movement and posture and problem-solving. We try and build 'everyday' activities into our sessions, so children also learn things like eating, drinking and playing. You or a relative would attend with your child to learn techniques to use at home and, we hope, get tips and emotional support from the team and other families.

Brief History

Initially run by Scope, the disability charity, School for Parents was established more than twenty years ago as a service for preschool children with cerebral palsy. Since becoming an independent charity, we have extended our service to support children with a range of motor disorders and motor development delay, including Down's syndrome. For a while, we came under the umbrella of KIDS charity., then in 2001 we became an independent charity reliant on fundraising. A Board of Trustees oversee the strategic aims of the organisation and we also have a group of Ambassadors from various backgrounds who support the organisation in many ways – providing advice, HR, consultancy, contacts and fundraising initiatives.

What is Conductive Education?

We are proud to use the principles of Conductive Education, a holistic education approach. Now is probably not the time to overwhelm you with science, but in summary, it is not a 'therapy' or a 'treatment', but a method of teaching practical ways to manage the additional challenges that accompany a disability. It isn't a health service, but it can have health benefits such as helping safe-eating, exercise and emotional well-being.

Neurological conditions create a wide range of developmental challenges which can involve areas of gross and fine movement, perception, cognition, social skills, emotional development, speech, language and communication. These, in turn, can significantly affect motivation, confidence and personality. Ultimately, it is the whole person that is impacted by the condition. András Pető, the founder of Conductive Education, viewed people with neurological conditions as a whole; focussing not only on the body but also the personality. He, therefore, chose methods of facilitation in such a way that they not only made movements/ actions possible but also developed the whole personality; the wish, desire and ability to be active. Conductive Education perceives people with neurological conditions as facing a challenge of learning rather than needing treatment for a medical condition.

Conductive Education means we use lots of different ways to help children learn and remember such as repetition, images, songs and rhymes to accompany movement as well as incentives, games and fun! All sessions provide a range of carefully structured educational programmes that enable each child to reach their full potential across all areas of their development. It brings some of the structure and rigour of schooling (e.g. individual learning plans and regular reviews), but in a setting that is welcoming, encouraging, and positive.

Our Service

We run preschool classes from Tuesday to Friday for children aged from six-months to five-years. The child and parent or carer usually attend a half-day group session with matched children so they can learn together. These include groups for children with cerebral palsy, Down's syndrome, global development delay and other physical disabilities (with or without a diagnosis). Sessions last approximately two-hours depending on age (and energy levels!), and when schedules allow, we invite families to join us for lunch too. We also run a Gym Club on a Saturday and Speech and Language sessions on Monday which the child can attend once moving on from pre-school.

Each family will be invited in for an initial visit to observe a session in action. If you feel attending School for Parents will be beneficial for you and your child, an initial consultation will be completed by one of our specialist team.

We may take a video or photos of your child during your consultation, for clinical and communication purposes between professionals. We ask that you sign a consent form about this (a copy of the consent form is attached to this pack in Appendix 1.) We will then consider whether our provision will be beneficial to you and your child and whether we can offer a placement. We create a programme of support in partnership when we offer a placement.

Key-Workers

We operate a key-worker system for all children that attend our preschool service. Each child that attends School for Parents has a designated staff member (key-worker) assigned to them, providing a range of responsibilities:

1. Be the first point of contact for families with any questions or concerns
2. Develop, maintain and share with families the child's development folder
3. Work with the child and family to develop a programme that is specific to the child's individual needs
4. Maintain accurate family contact details
5. Contribute to and provide reports regarding each child's progress
6. Attend any multi-disciplinary meetings
7. Complete regular reviews of your child's aims
8. To liaise with the professionals that are involved with supporting the child

9. To maintain regular contact with the family if the child is unable to attend our service for a significant period due to illness
10. Provide emotional support and information to the family

A key-worker cannot:

1. Support to the child or family outside of normal working hours
2. Provide advocacy support
3. Provide counselling support
4. Be a lead professional for a child transitioning to School or Nursery
5. Attend hospital/clinic appointments with the child and family

We don't provide a key-worker for children who attend our Monday Speech project or Saturday Gym Club. We are unable to provide reports or attend any meetings for children accessing these projects, although we can provide a copy of your child's individual aims to external agencies.

Attendance and Reporting Absences

We know life with a child who needs extra help is challenging, and that last-minute changes to plans are sometimes unavoidable. We understand this but ask that if you can't attend for any reason, please let us know as soon as possible. We spend a lot of time preparing for your visit.

Extra Sessions

We occasionally have extra spaces in some of our sessions when children move on to school, and we are waiting for new children to start. We will charge extra sessions at the usual rate of family contributions. If you would be interested in attending more than one session per week, please let your keyworker know, and your name will be included on a list to be offered such a place when it becomes available.

When your child is ill

Most of the time it is perfectly acceptable to bring your child if they are just a little 'under the weather', such as suffering from a runny nose or a sore throat. Most of the time you can rely on common sense and your instinct as a parent, but it is helpful to know when you really shouldn't come to a session

When deciding if your child is well enough to come, ask yourself the following questions:

- Is your child well enough to do the activities of the session? If not keep them at home
- Does your child have a contagious condition? If so keep your child at home
- Would you take a day off work if you had this condition? If so keep them at home

When not to bring your child:

- High temperature (over 38°)
- Vomiting and diarrhoea. You can come back to session **48-hours** after the last episode of vomiting or diarrhoea
- Tonsillitis. Your GP will advise
- Impetigo. Your child can only attend after having treatment for at least 48-hours
- Chickenpox. Your child can only return when all the blisters have fully burst and dried
- Measles. Your GP will advise
- Mumps. Your GP will advise
- Scarlet Fever. Your GP will advise
- Slapped cheek syndrome. Your GP will advise

Communication

Please contact the main office number to report absences;

Main office number: 0115 958 6641

You can find out more about School for Parents at www.schoolforparents.org

Email us at: enquiries@schoolforparents.org

You can find us on Facebook:
<https://www.facebook.com/schoolforparents.newsandinformation/>

Twitter: https://twitter.com/sfp_nottingham

We also regularly produce a very informative newsletter which you can subscribe to via our website www.schoolforparents.org

There is also a WhatsApp support group (run by a parent) which is open to all families who attend School for Parents. Obtain details from your key-worker.

Occasionally, images and videos are taken to be used in publications to promote School for Parents and its services - we ask that you complete a consent form about this, a copy of which is attached to this booklet in **Appendix 1**.

Family Contributions

Context

Like many charities, we are facing financial challenges. There are growing demands on trusts and foundations and less money to go round. Early in 2016, our Trustees took the difficult decision to ask families for a financial contribution towards their sessions at School for Parents.

This note sets out our policy from January 2018.

Family charges and payment

- On 1st April 2016 the following monthly charges were introduced:
- Preschool - £32.50 per month (to cover £10 per session or £390 per annum)
- Gym Club - £32.50 per month (to cover £10 per session or £390 per annum)
- Speech and Language - £28.35 per month (£10 per session or £340 per annum)

The above fees are per family rather than per child. The cost for families with two children is the same as those with one.

We want to ensure the contributions fund our services, so to minimise administrative costs we ask that families pay by standing order. Families can set up their standing order by visiting their bank or by using online banking at home. We cannot invoice because of the administration time and cost.

To help us track payments, we ask that parents use the child's surname and initial as a reference. We ask that the standing order is to leave your account on the date of your second session (first fee-paying session) for the month in advance.

Arrangements for statutory services

We anticipate that 88% of our expenditure is still met by generous fundraisers, donors and from grants, trusts and foundations. Money is donated in good faith for charitable activity, not to subsidise other organisations. Therefore, on the rare occasion when a statutory partner makes a referral and takes on responsibility for the family contribution, we ask that the organisation 'meets us halfway', paying 50% of the actual cost (£76).

If financial regulations prevent payment by standing order, we can issue an invoice. To keep costs to a minimum invoices will be per term, payable in advance.

From 1st April 2016 the monthly charges to statutory agencies for Pre-School will be:

- £123.50 per month (i.e. £38 per session or £1,482 per annum)
- £190-£228 per term depending on term length

Trial periods, cancellations and absence

The initial consultation and first session are provided free of charge.

From January 2018, the fees payable are per month and are non-refundable even if a session is cancelled or your child is unable to attend. At the trustee's discretion, exceptional cases for refunds will be considered, for example, long-term health problems. Trustees will also consider a refund to parents if School for Parents cancels a significant number of sessions in one term, but this is at the trustee's discretion.

Because of the nature of our services, our policy is that after the first free session families contribute to their place, not for each session they attend. We

cannot refund sessions missed through illness or for other reasons, save in exceptional circumstances at the trustee's discretion.

If a child has been unable to attend for health reasons for more than one term, we will consider this on a case by case basis.

Financial assistance

We aim to work in partnership with some other charities and networks. We encourage families to talk to one of our staff regarding trusts and foundations that could potentially fund a child's place or other costs, or if they wish to take a break for financial reasons.

If parents would like to discuss the family contributions, they can contact Melissa Prinn melissa.prinn@schoolforparents.org

If your child accesses a personal budget, it may be worth talking to the lead professional completing your assessments about School for Parents. You may be able to spend your budget towards these family contributions as they provide a health and educational benefit to your child and family.

Policies and Procedures

Data Protection/Confidentiality

School for Parents is committed to the Data Protection Act 1998 and its principles. The Act defines your rights as an individual about the information held about you, and how it may be used. Confidentiality is respecting organisations, groups and individuals by not divulging information considered to be either sensitive or inappropriate.

In the following circumstances School for Parents expects staff, trustees and volunteers to breach confidentiality:

- If someone said they intended to hurt themselves or another person.
- If anyone disclosed an intention to carry out a terrorist act.

Health and Safety

School for Parents has an in-depth working Health and Safety policy which all staff and volunteers adhere while here on our premises. While we take every step to ensure your visit to School for Parents is a safe one, it is important to remember that health and safety is everyone's responsibility. There are designated fire marshals on site, and the fire escape routes are signposted. It is important to take notice of these during your time at School for Parents. If the fire alarm should sound, the fire marshall will ensure you leave the building via the fire escape safely and promptly.

All the education staff are trained first aiders. If you or your child has an injury while on the premises, the staff will provide adequate first aid, and we will fill out an accident form and ask you to sign it. If your child arrives at School for Parents with an existing injury, we ask you to let the staff know so they can fill out the appropriate paperwork and you can sign it. If you are bringing medication for your child to sessions, we ask that it is correctly labelled and stored in our locked cabinet throughout the session and removed and taken home at the end of the session.

Safeguarding Children

Safeguarding is everyone's responsibility. School for Parents fully recognises its responsibilities for protecting and safeguarding the welfare of all children. We will work closely with families and co-operate fully with other agencies to take all reasonable steps to minimise the risks of harm to a child or young person's well-being. Where we have concerns about the welfare of children and young people, we will take appropriate action to address those concerns by working to agreed procedures with families and our partner agencies.

Equal Opportunities

School for Parents recognises that every human being regardless of gender, age, ethnic origin, refugee status, disability, sexual orientation, marital status, education, religious beliefs, geographical location, caring commitments, class, employment status, mental or physical health problems, HIV or AIDS status has a right to equal recognition, treatment and opportunities. School for Parents will promote equal opportunities in all aspects of its work.

Fundraising

As previously mentioned, we are a small independent charity, and we are always looking for new and interesting ideas to support us in the continuing struggle to raise funds. We hold a very popular annual Cherubs Ball each year, details of this can be found on our Facebook page www.facebook.com/SchoolforParentsCherubsBall.

As a parent with a child who needs extra help, we recognise many of the additional challenges you may be facing. If you feel you have a little extra energy there are many ways you can become involved in supporting us, these include but are not limited to;

- Attending the Cherubs Ball
- Volunteering at fundraising events
- Donating raffle/auction prizes
- Introducing our fundraiser to some of your contacts who might be interested in supporting us

- Taking on a sponsored event such as charity run or skydive for example
- Organising a fundraising event
- Nominating us to become a charity of the year

Please contact Andrea Kelly, our Community Fundraiser with any fundraising ideas or suggestions – andrea.kelly@schoolforparents.org

We are grateful for the support we receive here at School for Parents. Our big family of supporters continues to grow, and we certainly couldn't do any of this without you.

For anyone that wishes to donate or raise funds for our small charity, here are the links to our online pages:

- **Justgiving** <http://bit.ly/SfPJustGiving>
- **Virgin Money Giving** <http://bit.ly/SfPVirginMoneyGiving>
- **BT Mydonate** bit.ly/SfPMyDonate

Who to ask if you have a question, concern or complaint

It is advisable to make contact with your child's key-worker as the first port of call. Usually, they will be able to help you with most queries and will try their best to find a suitable solution for all involved.

If you would like to speak to someone else after you have tried this approach, either the Manager or Deputy Manager is usually on site to answer any queries, or can be contacted via the routes below:

Nathalie Bailey-Flitter

Manager

0115 9586641

nathalie.bailey-flitter@schoolforparents.org

Usually works Monday, Tuesday and Wednesday

Emma-Jane Graham

Deputy Manager

0115 9586641

emma-jane.graham@schoolforparents.org

Usually works Wednesday, Thursday and Friday

We hope this gives you an insight into life with School for Parents and answers some of your questions. We are looking forward to building a fantastic relationship with you and your family, and hope that your journey with School for Parents begins here.

Appendix 1: School for Parents Photograph and Video Consent Form

Photographs and video recordings of individuals and groups of individuals are taken and used in the school for assessment and internal training, and for clinical and communication purposes between professionals.

Occasionally, images and videos taken in School for Parents may be used in publications and videos to promote our service in a newspaper article, television broadcast or World Wide Web publication.

Please complete the consent form below indicating in each section with a tick whether you permit us to use photographs or video of your child(ren).

Child's name _____

| | ree to my age being ease tick) | NOT agree to image being (please tick) |
|---|--------------------------------------|--|
| For SfP internal record keeping | | |
| For SfP external educational reports | | |
| For SfP promotional materials | | |
| On School for Parents website | | |
| On School for Parents Facebook and Twitter accounts | | |
| For School for Parents fundraising events | | |
| For School for Parents funding applications | | |
| For newsletter/external media articles /coverage | | |

This declaration is valid until such time that you or your child (aged 16) provides a written request to withdraw or change your permission.

I confirm that I have read and agreed to the terms of this consent form

Consent:

Guardian _____
name

Signature _____

Appendix 2 - Directions to School for Parents

Our address is:

School for Parents
c/o The Iona School
310 Sneinton Dale
Nottingham
NG3 7DN

Our phone number is 0115 9586641

How to get to School for Parents

If driving from the city centre, you will travel up Sneinton Dale.

Pass PAK foods and the police station (both on your right), then cross a mini roundabout. From here, School for Parents is about 50m on your right. You will see a sign for Iona School on your right.

To the right of the Iona School sign, there is a narrow private road with a steep incline. This is between the Bakersfield Community Centre and a bus stop. If you miss it, carry on up to the roundabout and come back. This drive leads up to our entrance within Iona School's grounds.

The private
entrance
to Iona
School and
School for
Parents



Finding our car park

Drive up the hill almost to the top.



Before the green gates, you will find our car park on your right for parent and staff parking.



On leaving your car, walk back down the hill for just a few metres and walk on to the level access on your right. At the far end is our entrance with a School for Parents sign over the door.

