



# Pondhu Primary School Specialist base Parent/Carer Handbook





# Welcome



Welcome to the Specialist base from the Headteacher

It is our pleasure to welcome you and your family to our Specialist Base.

Choosing the right educational provision for your child is one of the most important decisions you will make, and we recognise the trust you are placing in us. We are committed to ensuring that every child who joins our Specialist base feels safe, valued, understood and able to flourish.

Our Specialist base is an integral part of our school community. It has been carefully designed to provide specialist teaching, personalised support and nurturing relationships, while ensuring that every child has opportunities to learn, develop friendships and participate in the wider life of the school in ways that are meaningful and appropriate for them.

We believe that every child has strengths, interests and talents that deserve to be recognised and celebrated. Our role is to understand each learner as an individual, remove barriers to learning and provide the support they need to become confident, successful and independent young people. We hold high aspirations for every learner and work closely with families to help children achieve their full potential.

Partnership with parents and carers is at the heart of everything we do. You know your child better than anyone, and we value your knowledge, experiences and aspirations. By working together, maintaining open communication and sharing successes and challenges, we can provide the very best outcomes for your child.

This handbook has been developed to answer many of the questions you may have about our Specialist base. Starting a new provision can feel both exciting and uncertain. Please know that our team is here to support you every step of the way. We look forward to getting to know your family, celebrating your child's achievements and working together to create an exceptional educational experience.

Thank you for choosing our school. We are delighted to welcome you to our community.

With best wishes,

Rachel Cliff Head teacher  
Deputy Designated Safeguarding Lead



## Meet the Staff



Mrs Clift  
Head Teacher  
Deputy Designated  
Safeguarding Lead



Mrs Rose-Lean  
Specialist base lead / SENDCo



Mrs Scotland  
Lead Teacher



# What is a Specialist base?



A Specialist base is a specialist provision located within a mainstream school. It is designed for learners whose needs cannot be fully met through ordinarily available provision alone, but who benefit from being part of a mainstream school community.

A Specialist base combines specialist teaching, tailored support and therapeutic approaches with opportunities for pupils to learn, socialise and participate alongside their mainstream peers wherever appropriate. Each learner has an individual programme based on their strengths, needs and aspirations, enabling them to access learning in a way that is right for them.

The aim of a Specialist base is to provide the best of both worlds: the expertise and personalised support of a specialist setting, alongside the opportunities, relationships and experiences that come from being part of a mainstream school.

Every Specialist base is different and is designed to meet the needs of a specific group of learners. At our school, the provision focuses on supporting learners with speech, language and communication needs and/or autism.

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Our Specialist base provides:

- Specialist teachers and highly trained support staff.
- Individualised learning programmes based on each child's Education, Health and Care Plan (EHCP) outcomes.
- Access to therapeutic approaches and specialist professionals where appropriate.
- Small-group and individual teaching alongside opportunities for inclusion in mainstream lessons and school life.
- A nurturing environment that promotes communication, independence, wellbeing and confidence.
- Close partnership working with families and external professionals to achieve the very best outcomes.

Our ambition is for every learner to feel that they belong, develop meaningful relationships, achieve academically and personally, and gain the knowledge, skills and confidence they need for adulthood. Through high expectations, specialist support and inclusive practice, we enable every pupil to thrive as a valued member of our school community.



## School Day

School gates open 8.35 am

School doors open 8.40 am

breaktime 10.25 am

lunchtime 12.00 pm

end of day 3.10 pm

During the school day the children will have:

- Registration
- Phonics, reading and writing
- Sing and sign session
- PSHE
- Winning with number
- Attention Autism (bucket time)
- Time to work on individual targets
- Physical development
- Indoor and outdoor learning opportunities
- Wider curriculum opportunities





# Uniform + Equipment



At our Specialist base, we follow the same uniform policy as the wider school. This is to ensure everyone looks smart and feels part of the school community. We believe that wearing the uniform with pride helps create a positive and respectful learning environment.

We understand that there may be individual circumstances where reasonable adjustments to the uniform are needed. If this applies to your child, please feel free to get in touch with us to discuss any necessary accommodations.

Our uniform is:

- white polo shirt
- blue sweatshirt/cardigan
- black or grey trousers, shorts, skirt or pinafore
- grey or white socks, black or grey tights
- black shoes – no trainers
- optional - school fleece
- optional – blue/white check summer dress for Easter to end of October

PE kit:

- white t shirt
- black shorts
- trainers or plimsolls
- optional – school tracksuit



This includes sensory friendly and independent options:

Asda: Easy On Easy Wear. School Uniform that helps with independent dressing and is sensory kind for extra comfort. Our range features: easy fastenings, pull-on styles where possible, printed care instructions (all labels removed), soft threads and non-bulky seams.

<https://direct.asda.com/george/collections/easy-on-easy-wear-school/D28M110G1C3,default,sc.html>

Independent - velcro shirts: <https://www.marksandspencer.com/3-pack-boys-adaptive-easy-to-iron-shirts/p/clp60449909>

Adaptive clothing in UK - <https://adaptiveclothing.uk/collections/school-uniform>

## Equipment

Other things your child will need:

- wellies
- rucksack
- refillable water bottle
- lunchbox if needed
- personal care items (if needed) (nappies, wipes, change of clothes)



# Contact Information



You will receive regular photos and updates about your child's learning on Tapestry.

Each child will have a Home school communication book.

If you need to contact us, please ring the School office on 0172674550 or email [pondhusecretary@pon.celtrust.org](mailto:pondhusecretary@pon.celtrust.org)

We will endeavour to respond to emails within 48 hours so in an emergency please ring.

## Absence

If your child is going to be off school due to illness, please let us know as early as you can, ideally before 8:30am on the day they are absent. Be sure to tell us the specific reason so we can keep our records up to date.

If your child is off for more than one day, we ask that you check in with us each morning with an update - unless we have agreed something different with you.

## Safeguarding

We are fully committed to ensuring that consistent, effective safeguarding procedures are in place to support children, families and staff at school.

Safeguarding Team - Mrs Emma Jolliff (Designated Safeguarding Lead)

Mrs Rachel Cliff (Headteacher and Deputy Safeguarding Lead)

Miss Sarah Theobald (Deputy Safeguarding Lead and Parent Support Advisor)

You can contact us on : [dsl@pon.celtrust.org](mailto:dsl@pon.celtrust.org)

Emma Jolliff

Designated Safeguarding Lead



Sarah Theobald

Parent Support Advisor

Deputy Designated Safeguarding Lead





Enabling 100% Exceptional Education Experience