

LAKESIDE SCHOOL

PROSPECTUS

2011 - 2012

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Supplementary Information (updated annually):

- Term Dates
- Location Map
- Synopsis of certificate held by HCC for School Journey Scheme

Lakeside School
Winchester Road
Chandlers Ford
Hampshire
SO53 2DW

Telephone numbers:

School Office 023 8026 6633 8:30am – 5:00pm

Residential Units

School Fax 023 8026 7147

Senior members of staff can be contacted on the above number during out of school hours.

Senior Management Team:

Headteacher:

Gareth Evans:

Deputy Headteacher:

Martin Sanders:

Head of Care/Senior Manager:

Barry Ryder

Governing Body:

Chair of Governing Body:

Dr Janet Sheriton

Chair of Lakeside Executive Committee:

Samantha Hawksworth

Clerk to the Governors:

Annette Towgood

Correspondence for Governors should be addressed to the school.

Letter from Headteacher

Dear Parent/Carers

I would like to take this opportunity to introduce myself as the Head Teacher of Lakeside School.

Lakeside School and Grangeside School (Basingstoke) which are both Special Schools formed a Federation with effect from 1 September 2010. The Governing Body of The Federation consists of 15 Governors representing both schools and drawn from their respective committees, staff and some local authority appointees. Each school has an executive committee whose members are also governors.

This prospectus has been produced to provide you with information about your son's school. I hope you will find it both informative and interesting.

All of the boys at Lakeside School have statements of special educational needs based primarily on a range of emotional and behavioural difficulties. All of the staff are committed to providing an effective learning environment within classes of usually no more than seven pupils.

Management of behaviour is one of our main concerns. Our behaviour management system involves carefully selected rewards, clear consequences and consistency of approach that recognises individual pupil circumstances. Such a system is many times more effective when there exists a close partnership between staff and parents/carers. Clear and frequent 2-way communication is vital if we are going to maximise the expectations, confidence and self-esteem of each pupil at the school.

For a few pupils, a carefully planned return to a mainstream comprehensive school may be possible, whereas for others, an increasing number of externally accredited examinations based on GCSE or Entry Level syllabuses will be available at Lakeside School.

The residential house is staffed by an experienced and resourceful care team who work and liaise closely with all other staff. We offer weekly residential care for those pupils who require and may benefit from this level of support.

The hardworking staff, our better-behaved pupils and helpful parents are together making 'Lakeside' an increasingly successful and pleasant school community.

G Evans
Headteacher

School Location

Lakeside school is located between Winchester and Southampton, just off Junction 12 of the M3. Situated in a pleasant campus, it is adjacent to Thornden Secondary School. The whole of Hampshire and the south coast is within easy reach. Please see the map at the back of this prospectus.

The School is ideally located to access the facilities of a large urban area whilst enjoying the benefits of a semi-rural location. Disabled visitors are requested to let us know in advance of any access requirements. There is a disabled parking bay adjacent to the admin block.

The School is set in spacious grounds, has its own playing field, and a floodlit hard surface play area.

The School Day (from September 2003)

7:30 am	Resident pupils rise
8:10 am	Breakfast
8:40 am	Dayboys arrive by taxi/Breakfast Club
8:55 am	Registration
9:05 am	Lessons begin
3:10 pm (Monday – Thursday)	School finishes. Dayboys go home, boarders go to residential house.
3:10 pm (Friday)	School week finishes. All pupils home for the weekend.

Admission to the school

The Headteacher assesses each pupil's referral papers as supplied by the Special Educational Needs department of the Local Educational Authority. If a pupil is deemed suitable then the Head Teacher will invite the pupil and parents/carers to visit the school. The visit is an opportunity for you to see the school facilities, meet the staff, and discuss your child's needs with school staff. The Headteacher will advise overall suitability to the LEA who will then confirm the offer of a place in writing, and advise you of the transport arrangements.

The School's Aims

Lakeside School aims to support and encourage your child to do as well as he can, and to help him develop skills he will need for the future.

We will give him extra help during the school day so that he can catch up on any schoolwork he may have missed.

If he is a resident pupil he is encouraged to learn how to mix with other pupils and to appreciate the benefits of working with others. We will help to him to share and co-operate, learn how to make and keep friends, and how to enjoy his days at school.

We want to work closely with you so that we can together help your child to build a happy and successful life.

Governors Special Educational Needs Policy

This policy statement applies to all pupils attending Lakeside School.

Key Principles.

The following key principles should underpin all the work that is undertaken to meet the special educational needs of the pupils placed at the school.

Meeting a child's identified SEN effectively is a continuous process which requires:

- A consistent and coherently planned approach throughout the school
- The commitment and support of all staff and governors
- The involvement of parents, the community, and outside agencies

The placement of a pupil at the school should enhance rather than diminish the range and quality of learning opportunities and experiences available to him.

A principal need for all pupils placed at the school is to boost their self-confidence and self-esteem through experiencing success and celebrating their achievements with them and their families. All members of the school community have a shared responsibility for creating the atmosphere and environment, as well as planning the range of opportunities, to enable this to happen.

An important aim of the school is to enable all pupils to achieve their full potential in all areas of their development. Where possible this includes returning a pupil to a mainstream school.

The school sees itself as an important part of the continuum of provision for meeting SEN within the Local Educational framework.

The SEN Policy Appendices (available by request) include guidelines on SEN provision, SEN identification, the Annual Review of the SEN, Levels of Intervention, Curriculum Access, Staff Development, Parental Involvement and Partnerships with Outside Agencies.

Pastoral Care and Discipline

Members of the teaching and care staff are available throughout the twenty-four hours of each school day to help all pupils. In the evenings the residential pupils are able to follow a variety of games, sports, hobbies, and interests. There are a lot of facilities at the school, and we also use the local leisure centres, cinemas, and clubs. The boys work and play together in small groups. The staff help the boys to mix, share, co-operate, and be part of the group. We teach the boys the positive ways of making and keeping friends. We help them to interact positively with each other. We help the boys to appreciate the values, attitudes, and behaviours that will serve as a foundation for their future lives.

We encourage the boys to take responsibility for their behaviour. We ask them to respect people and property. We expect the boys to share in ensuring the wellbeing and happiness of all who live and work at, or visit, our school.

We rely on parents to support us in our efforts to maintain high standards. Each parent gives an undertaking to come to the school and support the staff if we need their help. If we are concerned about your child, we will ask you to come and discuss the matter with us. If you need help with transport we will try to provide it. We will always make you very welcome at our school and we will always work closely with you to help your son.

If you ever have any worries about your son, please write or telephone, and we will do our best to help.

We use a 'scoring system' in the school and the house to recognise and reward good behaviour and hard work. The boys earn points throughout each day. These are a number of different levels. So the higher the score a boy earns, the higher the rewards. The 'Points System' is very important to the boys. You can help by encouraging your child to aim for, and stay on, the higher levels. We will gladly explain in detail the system we use.

Lakeside School endeavours to create an atmosphere of co-operation and mutual respect, and we will always need your help to achieve this.

A pupil may have to be excluded from school by the Headteacher for a fixed-term period for serious breaches of the school rules and / or the school discipline policy.

If a pupil needs to leave the school site urgently, we may require a parent to collect the child from school or meet the transport costs.

If a child deliberately damages property, parents will be informed in writing of the charges for replacement or repair. It is deemed to be good practice to deduct such costs from your son's pocket money or allowance.

The Headteacher will consider whether or not to inform the police where a criminal offence has taken place. Consideration will also be given to informing other agencies such as the Youth Offending Team, Social Workers, etc.

A decision to exclude a child permanently is a serious one. It will usually be the final step in a process for dealing with disciplinary offences following a wide range of other strategies, which have been tried without success. There will however be **exceptional** circumstances where, in the Headteacher's judgement, it is appropriate to permanently exclude a child for a first or 'one off' offence.

These might include:

- Serious actual or threatened violence against another pupil or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon

We share a responsibility with parents to teach children what is and what is not acceptable. When your child enters the school we will expect him to start taking a greater share of the responsibility for the organisation and management of his leisure-time activities. We will then ask you to give written permission for your child to take part in certain activities either on his own, with another child, or in a small group. For example, the activity could be attending a local leisure centre or club. Your child may not be under the supervision of school staff at these activities, and we may expect him to travel to and from the activities unsupervised on foot, or on public transport. He will be learning how to act responsibly and independently, and he will be building on our mutual trust and respect.

Each residential pupil has plenty of boys in his own age group to mix with. The residential staff organise the evening activities under the direction of a Senior Manager.

The following examples illustrate the activities and facilities that the residential pupils enjoy in the evenings:

- Seasonal games and sports (Football, cricket, basketball, hockey and badminton)
- Outdoor activities
- Swimming
- Indoor games/sports
- Visits to local leisure centres
- Visits to cinemas, parks, libraries
- Occasional day trips to centres of interest
- Competitions with other schools.
- Quiet activities in the House (TV, stories, board games)
- Independent living skills

Rules and Sanctions

Lakeside School aims to achieve high standards of pupil behaviour, work and effort. Behaviour management is intended to encourage pupils to conduct themselves in an acceptable and safe manner.

Because we encourage the pupils to become motivated and well behaved individuals it is essential that we define a clear set of rules for them to adhere to while they are at Lakeside School. These rules are based on the pupils displaying good manners to others around them, showing respect for their own and other people's property, ensuring the safety of themselves and others, and to organise themselves in a responsible way.

Appropriate behaviour is recognised and rewarded at every opportunity. Attendance at lessons is rewarded with daily 'tuck' (rolls with a variety of fillings and/or a piece of fruit) at morning break and with the chance of joining one of the more prestigious activities on a Friday afternoon.

When the rules are broken, staff will impose an appropriate sanction. More serious problems are referred to a senior member of staff. Parents are encouraged to discuss the difficulties at all times, and will be kept informed if a pupil's behaviour causes concern.

A pupil can be withdrawn from normal lessons and set to work under the direct supervision of an individual member of staff. If a pupil refuses to attend a lesson, leaves a lesson without permission or refuses to complete the work set then he will be required to do the work in his own time or after school. A member of staff will contact the parent/carer of every day pupil to give the required 24 hours notice for an after school detention. A detention at the end of the same day can only take place with the permission of the parent/carer.

We would respectfully advise that pupil's hair should not be cut shorter than a grade 3. Pupils must not wear jewellery to school. Signet rings in particular can cause serious damage to the wearer and to others. The school is a no smoking site and has a strict no smoking policy.

In the event that these rules are not adhered to, a pupil may be returned home with a fixed term exclusion.

Complaints

At Lakeside School we make every effort to provide a broad, balanced and effective education and to instil in our boys a sense of fairness and justice. We take complaints against staff and pupils seriously and ensure that they are thoroughly investigated. A copy of the Complaints Policy and procedure is available on request.

School Uniform

We expect our pupils to wear school uniform during the academic day. The uniform consists of:

White polo shirt with Lakeside School logo.

Navy Blue sweatshirt with Lakeside School logo.

Charcoal / Black school trousers

Black shoes or trainers

The uniform fosters a pride in our school, and this supports standards and discipline. Parents may well find that the uniform will do away with any 'competitiveness' over fashionable clothing that sometimes infiltrates school life. Pupils will not feel conscious about their clothing because the uniform will be standard. Pupils who do not wear the appropriate uniform may be sent home until such time as an agreement is reached regarding the wearing of uniform.

Please mark all items of clothing with your child's name.

Uniform can be purchased from Skoolkit in Eastleigh, Basingstoke or Fareham.

See attached list for addresses.

Personal Property

Parents are asked to note that the Governing Body does not accept responsibility for loss of, or damage to, personal property including clothing whilst on or left at the School's premises.

Pupils are not allowed to use any portable electrical appliance powered by mains electricity other than those items tested annually and passed for use by the school's electrical contractor.

We do not encourage the boys to bring mobile phones to school. They are not allowed to use mobile phones during lessons.

We especially ask parents to check carefully to ensure that their child does not bring anything to school that could risk his health and safety or that of other children.

School Organisation

Lakeside school has one teacher for every seven/eight pupils. The boys get extra help from Higher Level Teaching Assistants and Learning Support Assistants.

There are three Residential Child Care Workers, two Senior Residential Child Care Workers, one night carer and one senior manager working in the residential unit. The pupils are grouped in classes according to their age where possible.

There is specialist accommodation for science, design technology, information technology, art, food technology and physical education.

Extra help from other professionals such as an Educational Psychologist, Careers Officers, Doctors, Dentists, Social Workers, Educational Welfare Officers, and Child and Family Guidance Officers is available if a pupil has a need. A consultation would be arranged after discussion and agreement between the parent/carers of the boy and the staff.

Home – School Contact

We aim to work very closely with you to help your child. Should anything happen, at school, that you need to know about, we will contact you. If there is anything outside of school that may affect your child's behaviour or attitude we would appreciate that you contact us.

We have an understanding with all our parents that they will come into school to support their son, the staff and the school, whenever we need them to.

You will be invited to your child's annual review to discuss his education and care programmes, and to plan how we can, together, strive to help your child in the future.

A visit to the school can be arranged by telephoning the School Office for a mutually convenient date and time.

We will invite you to the Annual Parents-Governors meeting to let you know how the school is being managed.

Meetings for you and your child will be arranged with the Careers Officer well before your child is due to leave school. Your child will be able to explore all the options for further education, training or employment. We will support them in their choice of option at that time, and see that the appropriate guidance is available to them.

Please contact us if you have any concerns about your child, and we will try to help.

The Staff

Currently there are fifteen teaching staff, plus the Headteacher, the Deputy Headteacher and Head of Care/Senior Manager. All teaching staff are secondary experienced and trained teachers who also have further special needs qualifications and / or experience. There is also an additional teacher for literacy who takes pupils throughout the school who have particular special needs.

There are three Higher Level Teaching Assistants and twelve Learning Support Assistants, several of whom have also undertaken training in special needs.

There are currently three Residential Child Care Workers, two Senior Residential Child Care Workers, a night carer, a Head of Care and a School Counsellor.

The Executive Committee

The agreed composition of Lakeside's Executive Committee is two staff Governors and the Headteacher. Governors who have been nominated by the Local Education Authority, and Governors co-opted by their fellow Governors. There are two Executive Committee meetings planned for each term. Governors take specific roles regarding Health and Safety, Child Protection, Residential and Finance. Governors are encouraged to visit the school during the school year and they plan an active and supportive role in strategic planning and monitoring the school's performance.

School Facilities

The specialist areas of the School are:

Science Laboratory	Technology Room
Information Technology Suite	Art Studio
Physical Education Hall	Football pitch and cricket nets
Floodlit Astro turf	Reception/Administration Block
Open plan dining room	Staff Room
Laundry	Kitchen and Serving area
Hard-surface Play area	Pond area
Garden, Greenhouses, polytunnels and Orchard	

The School minibuses are used for educational visits, sporting events, school camps and to enable the boys to take full advantage of a wide range of educational and leisure facilities in the region.

The School Council

Class representatives attend a School Council meeting with staff on a regular basis. A senior manager is always present. This provides an opportunity for the discussion of pupil initiatives and any concerns with school. Representatives usually like to present a 'shopping list' of their needs, but is an important forum for pupils to have their say in the running of the school.

The Curriculum

The boys can study most of the subjects of the National Curriculum up to examination level. Pupils who are able to get a grade at GCSE are entered for that examination. Pupils can also take other qualifications. If a pupil is entered for an external examination but fails to attend without good cause, his parents will be asked to reimburse the school for the cost of the entry fee.

Careers Education is an essential part of the curriculum and parents are involved in the process. We work with the Careers Service to help the boys understand the opportunities available to them when they leave school. They learn job-finding skills and interview techniques. We will encourage them to think about what type of work they might wish to do. The senior pupils can go to local firms and industry for block periods of work experience. They learn about the demands of the work place, how to share and co-operate as part of a team at work.

Sex education is taught within the context of the Personal, Social and Health Education programme of the school and also within Science as part of the National Curriculum. It is taught in a supportive environment in which pupils are encouraged to explore their feelings, values and experiences and those of others. Factual information on topics such as puberty, human reproduction, contraception and sexually transmitted diseases, including AIDS, is provided and the law as it relates to sexual matters is clearly stated.

Parents are informed what their children will be taught each term so that you can help your child. The policy on sex education is available at the school. You can contact the Head Teacher at any time if you wish your child to be withdrawn from any part of the sex education programme.

All school policies are available for parents to view on request and by appointment.

We teach the agreed syllabus of religious education. We will try to make alternative arrangement if you do not wish your child to receive this instruction. Copies of syllabuses and schemes of work are available at the school for inspection by parents at agreed dates and times.

External Examinations

Subject	External Examination/ Accreditation
English	GCSE/Entry Level
Mathematics	GCSE/Entry Level
Science	GCSE/Entry Level
Information Technology	GCSE
PE	GCSE Short Course
History	GCSE/Entry Level
Design Technology	GCSE
PSHE	ASDAN
Art	GCSE Applied Art & Design
Food Technology	Entry Level

Specific Learning Difficulties

When a pupil's specific learning needs are identified in his LEA statement, or if his regular reviews and assessment indicate a change in his difficulties, structured teaching methods are adopted in response to the individual problem. Teachers and support staff will focus on helping the child improve his targets.

Subjects

English

A wide range of literary, non-literary and media text are studied. Emphasis is placed on grammar, accuracy and presentation skills. Pupils can eventually be entered for GCSE English, and GCSE English literature.

Literacy Support

Lakeside School recognises the value of encouraging reading, writing, spelling, and oral skills. Pupils may have difficulties resulting from interruptions to earlier schooling, or from learning difficulties including dyslexia. These pupils are given the opportunity of an individual programme of work and regular time with a specialist teacher. In addition, Lakeside has a whole school policy which recognise boys may have literacy difficulties. The use of computer software for these pupils is particularly encouraged. Staff are trained in approaches giving pupils the opportunity to reach their full potential in all subjects in spite of reading or writing problems.

Mathematics

At Key Stage 3, pupils follow the National Numeracy Strategy, with an emphasis on numeracy and basic skills. Year 9 pupils sit national (SATs) tests in English, Mathematics and Science. An emphasis is placed on mental arithmetic and non-calculator methods of calculation.

At Key Stage 4, pupils follow the graduated assessment scheme, which enables them to obtain nationally recognised certification throughout Years 10 and 11. All pupils are entered for GCSE and are expected to gain certification.

Differentiation and differentiated material, in addition to 1:1 support is a key element in teaching and planning with the Maths Department.

ICT

Developing ICT capability at Lakeside helps all pupils become part of the rapidly changing world in which Technology is an essential part. ICT helps pupils take greater responsibility for their own learning, plan and organise their ideas, and produce and present work of a high standard. It can also encourage creativity.

Science

All pupils are taught Science in line with the National Curriculum. They are entered for SATs and for Entry Level and/or GCSE during Key Stage 4.

Humanities

Humanities are taught to all pupils at Lakeside School. It consists of 3 elements; Geography, History and Religious Education.

Geography

This subject aims to:

Make pupils more aware of the world we live in by looking at the different countries, their climates and the way of life of their people.

To develop an awareness of our local area and the British Isles as a whole by looking at the various industries and the processes that caused them to change.

Physical Geography shows natural features and how they have been created.

This will involve fieldwork in the local area. We also look at our unstable earth through the occurrence of earthquakes and volcanoes around the world.

Pupils in years 10 and 11 will work towards AQA Entry Level Certification in Geography.

History

This subject aims to:

Make the pupils aware of the sequencing of historic events and Britain's role in world history.

We start with Medieval Realms 1066 – 1500, the Norman Conquest and the Battle of Hastings. The development of castles will involve fieldwork in the local area.

Britain from 1500 – 1750

Expansion trade and industry and how Britain was an important trading power up until the 1900's.

Britain in the 20th Century, and the influence of both the 1st and 2nd World Wars.

Religious Education

Religious education is taught according to the Hampshire approved syllabus throughout Lakeside School.

This includes the study of Christianity and various belief systems and how they impact Britain and the world.

(N.B. You have a statutory right to have your child excluded from R.E. lessons if you so wish).

Collective Worship

The daily ethos at Lakeside School entails a broadly Christian character and focuses on the concept of a staff/pupil led 'thought for the day'. This occurs during the morning tutor/registration time.

During the Monday and Friday assemblies the whole school celebrates pupil achievement with positive feedback from staff and pupils. Certificates reinforcing pupil (and staff) achievement are awarded by a senior manager.

Parents/carers have the right to withdraw their son (in writing to the Headteacher) from any daily act of worship.

Educational Visits and Leisure Activities

The staff organise educational visits throughout the school year. These visits are intended to broaden pupil's social and education experiences and to complement school-based work in the various subjects.

A group of children may visit France (funds permitting) to build on their knowledge and to cultivate and awareness of their identity as members of the European Community.

We try to arrange residential experiences for all pupils each year at centres throughout the UK. These consist of camps under the supervision of school staff. The pupils have the opportunity to extend their hobbies and interests. They learn to share and co-operate, and act as part of a team.

The educational visits and residential experiences do cost a lot of money. Occasionally we will ask parents for a voluntary contribution towards costs so that we can maintain the range and variety of opportunities available.

Offsite Safety

The safety of your child is our main priority when a school trip is organised. Every element of security precautions has, by law, to be well documented, and a report has been produced by Lakeside School, 'Policy for Offsite Activities', for your inspection. All staff in charge of an off site activity must fully adhere to the procedures in that document. A thorough risk assessment must be reported to the Head Teacher and the Governing Body, and approval granted by them before a trip is undertaken. Staffing ratios for hazardous pursuits must conform to County regulations, and strict guidelines must be observed for all travelling arrangements in the school minibus.

Homework

A homework programme is made available for all pupils. We ask parents to help in planning time appropriately and to provide a good working environment, free from distractions, in which the work can be undertaken. Parents can discuss a piece of work with their child, and help can be given to set out work carefully and methodically, without actually doing the work for the child. Parental support is valuable to the learning process and to the development of organisational skills.

Charging Policy

Charges will be made to the parents of a pupil deliberately causing damage to property while at school. Contributions will be welcome to pay for school trips. No charge is made for any musical tuition a pupil may wish to receive, or for the use of musical instruments.

The School Counsellor

The School Counsellor, is available at the school for all Lakeside pupils, their families, and carers. Home visits can be arranged out of hours on request. The SSM visits all new entrants, and is available to liaise with outside agencies. The SSM's role is to promote improved social and educational outcomes for all the pupils at Lakeside school.

Reporting to Parents

Start of year – work forecasts for each subject taught.

End of week – letter to confirm each pupil's progress.

End of Autumn term – written report

End of school year – detailed written report.

Questions Parents May ask ..

Can you arrange a holiday in term time?

The Head Teacher's permission has to be obtained for any absence from school. A special form is available to request for any time taken for a holiday (maximum 2 weeks). A request must be made well in advance, but we urge parents to avoid taking their child out of school during term time, because of the disruption to their education.

If your child is ill, or has a medical appointment,

We need full information about any health problems that may arise, and we are expected to check up on all absences. A telephone call must be made as soon as possible, and a note will be expected to accompany the child on his return. If a pupil becomes ill at school we will contact a parent/carer to arrange his return home.

If your child has an accident at school

We have trained first aiders on the premises in the event of an accident, and we will contact you immediately if necessary. For this reason, always make sure that we have an up to date telephone number where you can be reached.

Should you need to contact your child during the school day.

A message can be passed to your child in an emergency, and a pay phone is available at school should your child wish to speak to you during the day.

If your child is worried about school

We rely on parents to let us know if they feel anything is worrying their child about their life at school. Please do not hesitate to contact us so that we can investigate any underlying problems.

It is the right of each adult who works at Lakeside and every pupil who comes here:

- Ø To feel safe from verbal, mental and physical abuse on their way into school (independent travel and taxi) and whilst in our school
- Ø To be listened to, taken seriously and have action taken on their behalf
- Ø To be called by the name they wish
- Ø Not to have their feelings hurt or be bullied in anyway because of the way they look, speak or act
- Ø Not to have their personal property stolen, broken or taken against their will



PRIVACY NOTICE

Privacy Notice - Data Protection Act 1998

We Lakeside School are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school, Hampshire County Council and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well our school is doing.

This information includes your contact details, national curriculum assessment results, attendance information ¹ and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. "If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to. We follow the Hampshire Children's Trust policy on Information Sharing & Confidentiality which can be viewed at http://www3.hants.gov.uk/information_sharing_policy_2009_-_trust_version.pdf

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE).

We also have local arrangements in place where the school exchanges information with the school nurse.

If you want to see a copy of the information we hold and share about you then please contact the School Office.

If you require more information about how the Local Authority and/or DfE store and use your information, then please go to the following websites:

For Hampshire County Council

<http://www3.hants.gov.uk/education/schools/schoolsdataprotection/fairprocessing.htm>

and for the DfE

What DfE does with pupils' and children's data

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

Who DfE passes pupil data to

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

If you are unable to access these websites, please contact the LA or DfE as follows:

- Barbara Sorkin
Data Protection & Quality Adviser
Children's Services
Elizabeth II Court (East)
The Castle
WINCHESTER
SO23 8UQ
Website: <http://www3.hants.gov.uk/learning>
email: Barbara.Sorkin@Hants.gov.uk
Telephone: 01962 845554
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: info@education.gsi.gov.uk
Telephone: 0870 000 2288

Connexions Services - Once you are aged 13 or over we are required to pass on certain information to the Connexions services. Connexions is the national support service for all young people aged 13 to 19 in England. We must provide both your and your parents(s) name and address, and any further information relevant to the Connexions services' role. However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Connexions. Please inform the school office if you wish to opt-out of the information sharing arrangement. For more information about Connexions services and the Integrated Youth Teams in Hampshire please go to <http://www3.hants.gov.uk/childrens-services/youthtube.htm> .”

Staff of Lakeside School

Gareth Evans	Headteacher
Martin Sanders	Deputy Headteacher (PE)
Barry Ryder	Head of Care/Senior Manager
Duncan Smith	Teacher (ICT)
Gary Taylor	Teacher (Art)
Gillian Green	.5 Teacher (Literacy)
Johanna Champion-Mackinnon	Teacher (RE/Humanities)
Chris Hook	Teacher (Design Technology)
Wasim Nisar	Teacher (Science)
Sarah Noon	Teacher (English/Drama)
Sheila Lewington	.7 Teacher (Food Technology)
Kelly Dodson	Teacher (General Subjects)
Mick Atkins	Teacher (General Subjects)
Jayne Pickup	.5 Teacher (Literacy)
Gareth Sanders	Teacher (General Subjects)
Jonathan Sansom	Teacher (General Subjects)
Linda Wilkie	.7 Teacher Music
Wendy Higgins	LSA
Kathryn Macgregor	LSA
Maureen Karimi	LSA
Mick Harding	LSA
Carol Hawkins	LSA
Linda Fitchie-Wilkie	LSA
Melonie Cozens	LSA
Olivia Lee	LSA
Anita Vila	LSA
Fran Ryder	LSA
Richard Hughes	LSA
Michael Williamson	LSA
Shaun Mullett	LSA
Jacqui Archer	LSA
Meryl Moore	School Counsellor
Glenn Townsend	Senior RCCW
Samantha Barber	Senior RCCW
Daniel Healey	RCCW
Donna Carter	RCCW
Mike Davies	RCCW
Sandy Le Saux	Waking Staff
Paula Rickaby	Admin Officer
Linda Maycock	Admin Assistant
Gill Whelan	Admin Assistant
Anne Barratt	Admin Assistant
Mark Duncan	Site Manager
Barry Thorn	Assistant Site Manager
Dawn Thorn	Laundry
Dawn Barron	Head of Kitchen
Nina Hall	Assistant Cook
Audrey Palk	Assistant Cook/Cleaner
Maureen Karimi	Minibus Driver
Mick Harding	Minibus Driver

School Governors

FEDERATION OF LAKESIDE AND GRANGESIDE SCHOOLS

(Federating) Governing Body (FGB)

16 Governors

(In accordance with Instrument of Government 26.4.2011)

Chair of Governors (CoG): Dr Janet Sheriton (AG)

1st Vice Chair: Sylvia Vine (AG)

2nd Vice Chair: Samantha Hawksworth (PG)

Clerk to Governors: Flavia Coleman

Lakeside Executive Committee

Governor Members

Samantha Hawksworth (Chair of Committee) (PG)
Simon Whitbourn (AG)
Olwen Greenwood (CG)
Dr Janet Sheriton (CofG) (ex Officio)
Gareth Evans (HT) (SG)
Wendy Higgins (SG)
Kirsty Hayes (PG)

Non-Governor Members

Martin Sanders (DHT)
Barry Ryder (Head of Residential Care) – non voting

Annette Towgood (clerk to the committee)

Grangeside Executive Committee

Governor Members

Sylvia Vine (Chair of Committee) (AG)
Jane Laurie (CG)
Shirley Powell (PG)
Mary-Ann Almeida (SG)
Elizabeth Herrick (CG)
Dominic Geraghty (HT) (SG)
Dr Janet Sheriton (CofG) (ex Officio)

Non-Governor Members

Associate Member (Support Staff)
Val Merceron El-Kholdi (DHT)
Colin White (Ass HT) (non-voting)

Flavia Coleman (clerk to the governors and clerk to the committee)

School Uniform

We expect our pupils to wear school uniform during the academic day. The uniform consists of:

White polo shirt with Lakeside School logo.
Navy Blue sweatshirt with Lakeside School logo.
Charcoal/Black school trousers.
Black shoes or trainers.

PE kit is black short and plain white t-shirt.

The uniform fosters a pride in our school, and this supports standards and discipline. Parents may well find that the uniform will do away with any 'competitiveness' over fashionable clothing that sometimes infiltrates school life. Pupils will not feel conscious about their clothing because the uniform will be standard. Pupils who do not wear the appropriate uniform may be sent home until such time as an agreement is reached regarding the wearing of uniform. Please mark all items of clothing with your child's name. There is a one off payment, school uniform clothing grant for day boys of Years 7, 9 and 10 which you may be eligible for. Please contact the school if you think you are eligible and we can send a form to you or our School Counsellor will have forms when she makes her home visit. (As a guideline, if you are entitled to Free Schools Meals, then you should be entitled to this Grant also).

The uniform can be purchased from Skoolkit who have shops, listed below:-

31 Leigh Road, Eastleigh
Tel: 023 8062 9095

23 Trinity Street, Fareham
Tel: 01329 822509

7 Church Street, Basingstoke
Tel: 01256 817284

1 Commercial Road, Totton
Tel: 023 80667600

41-43 Market Parade, Havant
Tel: 023 92455795

Skoolkit only carry a small selection of uniform so it may be best to ring them first before visiting the shop or you can telephone Skoolkit and order the uniform.