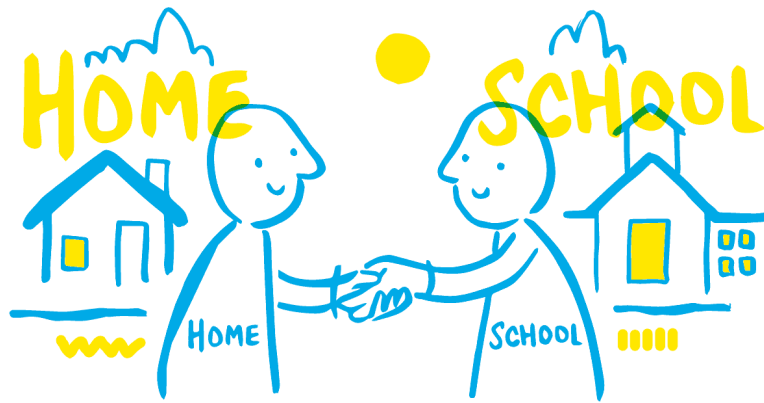




Welcome to Meadowfield School Parent/Carer Handbook 2026/7



Meadowfield

To inspire and motivate all pupils and staff who learn
and work together to aspire to endless possibilities.

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About Meadowfield School



Our School

Meadowfield School is a special school located in Sittingbourne.

We serve pupils with profound, severe and complex needs, including autism. The school is comprised of Early Years Foundation Stage, Engage Pathway, Explore Pathway (Explore – Primary and Explore – Secondary), Enquire Pathway, 6th Form and a Nurture unit. We have satellite classes based at Sunny Bank Primary School and Fulston Manor School, who follow the Enquire Pathway curriculum.

We currently have approximately 400 pupils across the school.

School Information

DfE Number	7072
Status	Foundation
Contact Number Main Site	01795 477788
Contact Number Ufton Lane	01795 342147
Contact Number Sunny Bank Satellite	01795 475228 (in an emergency only) Use 01795 477788 for normal communication
Contact Number Fulston Manor Satellite	01795 424278 (in an emergency only) Use 01795 477788 for normal communication
Office Email Address	office@meadowfield.kent.sch.uk
Website Address	https://www.meadowfield.kent.sch.uk/
Parent Communication Platform	Weduc/Reachmoreparents App
Friends of Meadowfield known as FOMS (fund raising team) Charity Number: 285436	Please contact the school office if you would like to be part of FOMS – everyone is welcome

Contact

We will often ask you to email your concerns/questions to the school office email, office@meadowfield.kent.sch.uk this enables us to investigate your concerns or gather information to respond to questions and therefore enables us to communicate with you more effectively.

The school office email is a confidential and secure email, which is only accessed by Ginny Cosstick, the PA to the Leadership Team.

Term Dates 2026/27

Term	Term Dates	Development Day School Closed to pupils
Term 1 Autumn	Tuesday 1 st September 2026 – Friday 23 rd October 2026 <u>Pupils return to school Thursday 3rd September 2026</u> Half Term Holiday Monday 26 th October – Friday 30 th October	Tuesday 1 September 26 Wednesday 2 September 26
Term 2 Autumn	Monday 2 nd November 2026 – Friday 18 th December 2026 <u>Pupils return to school Monday 2nd November 2026</u> Christmas Holiday Monday 21 st December – Friday 1 st January	
Term 3 Spring	Monday 4 th January 2027 – Friday 12 th February 2027 <u>Pupils return to school Tuesday 5th January 2027</u> Half Term Holiday Monday 15 th February – Friday 19 th February	Monday 4th January 27
Term 4 Spring	Monday 22 nd February 2027 – Thursday 25 th March 2027 <u>Pupils return to school Monday 22nd February 2027</u> Easter Holiday Friday 26 th March – Friday 9 th April	
Term 5 Summer	Monday 12 th April 2027 – Friday 28 th May 2027 <u>Pupils return to school Tuesday 13th April 2027</u> Half Term Holiday Monday 31 st May – Friday 4 th June Bank Holiday Monday 3 rd May – school closed	Monday 12 th April 27
Term 6 Summer	Monday 7 th June 2027 – Wednesday 21 st July 2027 <u>Pupils last day at school is Tuesday 20th July 2027</u>	Wednesday 21st July 27

School Times 2026/7

Meadowfield School Main Site & Sunny Bank Satellite		Meadowfield 6 th Form Centre		Meadowfield Fulston Satellite	
Day	Time	Day	Time	Day	Time
Monday – Thursday	9.00am – 3.00pm	Monday – Thursday	9.00am – 3.10pm	Monday – Thursday	9.00am – 3.00pm
Friday	9.00.am – 1.30pm	Friday	9.00.am – 1.30pm	Friday	9.00.am – 1.15pm

Swanstree Site - Pupils who arrive after the primary and secondary gates are closed, please enter school via the school office.

Principal's Welcome

I am delighted to be writing to you as the Principal of Meadowfield School. I feel extremely honoured and privileged to be leading a school with such wonderful pupils, dedicated staff and a supportive school community. We will continue to put our pupils first and work diligently to ensure their success.

I have worked in the field of education for more than twenty-five years, and dedicated most of my career to Meadowfield School. During this time, I have developed a deep understanding of the unique challenges faced by our pupils and their families and believe that creating a safe and supportive environment together with setting high expectations is essential to their success. I am committed to creating a safe and nurturing environment where all pupils can thrive through an outstanding quality of education.

I believe that great schools are a result of great teachers, staff, parents, and Governors. It is my goal to help grow our community through combined effort, communication, professional development and collaboration, to build and foster good relationships with all stakeholders.

From my experience of working at Meadowfield School for many years, I know that a successful and happy school depends on all of us working together. As parents and carers, you make an important contribution to your children's achievements, and I encourage you to become involved as much as possible. I am excited to build on the current relationships between you and the school.

I hope that I can count on your support as we move forward. Please feel welcome to contact me at any time via school office email.

Angela Hoare
Principal

Who is Who for Parents/Carers

Angela Hoare	Principal
Liz Hymus	Deputy Principal & Lead DSL
Joe White	Deputy Principal
Caroline Jaques	Assistant Principal EYFS & Engage
Rachel Rook	Assistant Principal Explore Primary Pathway
Peter Masaryk	Assistant Principal Explore Secondary Pathway
Sue David	Assistant Principal Enquire Pathway
Samantha Crook	Assistant Principal 6 th Form Centre
Balvinder Singh	Director of Finance & Business Services
Ginny Cosstick	Office Manager & PA to the Leadership Team
Di Simms	Medications Officer
Sophie Stowe	IHCP Officer
Lisa Alexander	Community & Career Liaison Officer
Zoe Grainger, Faye Raffety, Shelley Bull & Kathryn Plowman	Person Centred Review Team
Charissa Baldock	EfL Support
Mark Taylor, Katie Jacob & Gemma Munoz	Wellbeing Team
Peter Witherden	Facilities Manager

All the above people can be contacted via the main site office telephone number, 01795 477788 or office@meadowfield.kent.sch.uk.

Assistant Principals and Curriculum Pathways

The coloured class names below determine which pathway and corridor your child is in, and who is their Assistant Principal.

Should you ever wish to contact the Assistant Principal for your child's Pathway, please do so by emailing the school office via office@meadowfield.kent.sch.uk or telephoning 01795 477788 (main site) or 01795 342147 (Ufton Lane 6th Form). Please note that depending on your reason for contact you may be asked to summarise your questions/concerns in an email to the office.

Early Years Pathway	Engage Pathway	Explore Pathway Primary	Explore Pathway Secondary	Enquire Pathway	6 th Form Pathway
Assistant Principal  Caroline Jaques		Assistant Principal  Rachel Rook	Assistant Principal  Peter Masaryk	Assistant Principal  Sue David	Assistant Principal  Samantha Crook
Classes	Classes	Classes		Classes	Classes
Ducklings Tadpoles Fawns Bluebells Blossoms	Diamonds Sapphire Emerald Discovery	Acorns Wrens Poppies Sunflowers Ladybirds Snowdrops Skylark Starlings Foxes Kingfishers	Hedgehogs Dragonflies Badgers Jays Kestrels Butterflies	Nightingale Peacock Turing Glennie Pankhurst Parks Kahlo Hawking Spielberg Sunny Bank satellite - Aspen Fulston Manor satellite – Fulston 1	Enterprise Atlantis Endeavour Apollo Phoenix

Teaching Staff

Meadowfield School is committed to a team approach in meeting all our learners' needs. Our specialist and experienced staff comprise of teachers, STLs Teachers, senior teaching assistants, teaching assistants, Wellbeing support team, Nurture support team.

The school is supported by the NHS nursing team based on site. We also work collaboratively with consultant paediatricians, teachers from the sensory service, educational psychologists, speech and language therapists, physio therapists, specialist community nurses, disability children's team and respite services, to name a few.

Designated Person - Child Protection and Children In-Care

Each school is required to have a designated lead for safeguarding who will provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as children's social care, the LADDO and other outside agencies and stakeholders.

The Designated Safeguarding Lead at Meadowfield School is Liz Hymus (Deputy Principal). She has the overall responsibility for the day-to-day oversight of the safeguarding and child protection systems in the school. The school has also appointed Deputy DSL's as you will see below.

The school uses a comprehensive safeguarding recording system called My Concern. As a parent/carer if you witness an incident or concern you can ask the School Office for a *Green Safeguarding Form*, which can be completed and returned to the school in the Private & Confidential envelope provided by the office.

The DSL Team



Angela Hoare, Principal
Deputy DSL



Liz Hymus, Deputy Principal
Safeguarding Lead DSL



Joe White, Deputy Principal
Deputy DSL



Caroline Jaques, Assist. Principal
EYFS & Engage Pathway
Deputy DSL



Rachel Rook, Assist. Principal
Explore Primary Pathway
Deputy DSL



Peter Masaryk, Assist. Principal
Explore Secondary Pathway
Deputy DSL



Sue David, Assist. Principal
Enquire Pathway inc. Satellites
Deputy DSL



Samantha Crook, Assist. Principal
6th Form
Deputy DSL



Gemma Munoz
Wellbeing Team
Deputy DSL



Katie Jacob
Wellbeing Team
Deputy DSL



Mark Taylor
Wellbeing Team
Deputy DSL

Ralph Hawes, Link Safeguarding Governor

School Mission, Visions and Values

To inspire and motivate all pupils and staff who learn and work together to aspire to endless possibilities.

'Growing Together'



Our School Values and School Rules are:



School Aims

- To promote an environment in which pupils are safe, happy, feel valued as individuals, learn to co-operate with others and develop a love of life-long learning
- To maintain a learning environment that provides equal opportunities for all, regardless of ability, race, ethnicity, sexual orientation or gender
- To provide an inclusive curriculum which is accessed via a range of differentiated teaching and learning approaches to meet individual needs
- To address physical access barriers to learning for individual pupils by use of appropriate technology and adaptive equipment
- To promote Preparation for Adulthood through developing the skills of independence, persistence and resilience
- To enable pupils to achieve their best and be prepared for adulthood living fulfilling lives whether that is in employment, apprenticeship, higher education or supported living
- To meet pupil's personal, physical and social development needs and to encourage a positive contribution to the life of the school and wider community
- To support pupils to develop positive strategies to ensure good mental health and well-being
- To embed the Fundamental British Values into all aspects of school life so that pupils can contribute positively to life in modern Britain
- To ensure all pupils are safeguarded against the risk of radicalisation and extremism
- To maximise opportunities for home/school/community liaison and to actively encourage parental and community involvement in the life and work of the school
- To collaborate and share advice, support and expertise with other schools, colleges and agencies through the Specialist Teaching and Learning Service
- To provide members of staff with a comprehensive and supportive programme of Induction, Training, Appraisal and Continuing Professional Development opportunities.
- To build Self-Evaluation practices that raise standards in all aspects of school life and are quite clearly at the heart of all Monitoring, Evaluation and Review systems.

Fundamental British Values

The Fundamental British Values align with both the vision and values of the school and the co-operative trust. The Fundamental British Values are promoted throughout the curriculum across all phases of the school. All staff uphold and model the Fundamental British Values in their daily interactions with pupils, parents, carers and visitors.

School Values	Co-Operative Trust Values	Fundamental British Values
Teamwork Respect Positivity Resilience Integrity Courage	Democracy Self-Responsibility Equity and Solidarity Equality Self-Help	Democracy Rule of Law Individual Liberty Respect and Tolerance

Welcome to Our Pathways

Classes for Academic Year 2026/27

Class	Number of Classes & Corridor	Assistant Principal
Engage	4 classes Sapphire, Emerald, Discovery – Yellow Corridor Diamond – Red Corridor	Caroline Jaques
EYFS	5 Classes Ducklings, Tadpoles – Red Corridor (Reception) Fawns, Bluebells & Blossoms – Red Corridor (Repeat Reception Yr.1)	Caroline Jaques
Explore - Primary	10 Classes Wrens, Poppies, Sunflowers, Acorns, Ladybirds, Snowdrops & Skylarks – Green Corridor Starlings, Foxes & Kingfishers – Orange Corridor	Rachel Rook
Explore - Secondary	6 Classes Hedgehogs & Dragonflies – Orange Corridor Badgers, Butterflies, Jays, Kestrel – Blue Class	Peter Masaryk
Enquire	11 Classes (9 on Swanstree & 2 on Satellites) Aspen – Sunny Bank Satellite Fulston & Fulston 1 – Fulston Manor Satellite Nightingale & Peacock – Orange Corridor Glennie, Pankhurst, Turing – Purple Corridor Hawking, Kahlo, Parks, Spielberg – Purple Corridor	Sue David
6th Form	6 Classes at Ufton Lane Apollo, Atlantis, Endeavour, Enterprise, Phoenix	Samantha Crook

EYFS

I am Caroline Jaques and am proud to be the Assistant Principal overseeing Meadowfield School's Early Years Foundation Stage Pathway. Meadowfield School has 5 Early Years classes.

Starting education is a very exciting time and we aim to make learning fun and challenging based on the Early Years Foundation Stage Curriculum. We provide a structured and stimulating Curriculum in a caring, safe environment where children can explore, investigate and learn through first hand experiences.

This will be delivered across the day by teacher directed sessions of Maths, Literacy, Communication, Expressive Arts and Design, Understanding the World, Physical Development and Music. As well as Planned Play and Free Flow which are pupil-led activities with all areas of learning being embedded. Information and Communication Technology is also embedded across all areas of learning.

Engage Pathway

I am Caroline Jaques and am proud to be the Assistant Principal overseeing Meadowfield Schools Engage Pathway.

Meadowfield School has 4 Engage classes, offering a Multi-Sensory, Holistic approach to learning, that are primarily for pupils with Profound and Multiple Learning Difficulties.

Within the Engage Pathway we use the IMPACTS Curriculum which is centred around the needs of each individual child as we recognise that adopting a personalised approach is a critical key for each pupil's development.

This will be delivered across the day by teacher directed sessions of Communication, Cognition, Technology, Engagement, Physical Development, Personal, Social and Emotional Development and Music.

We work closely with the Specialist Teaching Service of Visual Impairment, Hearing Impairment and Multi-Sensory Impairment to ensure all pupils' individual and bespoke learning needs are met. All staff are trained to deliver medical interventions by the NHS Nursing team to ensure staff are competent to administer these interventions.

EYFS & Engage Pathway

Every day, across Early Years Foundation Stage and Engage Pathway our pupils bring their own unique energy into school. In turn we ensure that they receive a high-quality educational provision delivered through the immensely capable and effective hands of our Early Years Foundation Stage and Engage Staff.

We work in partnership with parents and carers to encourage independent, curious and happy learners who thrive in school and can progress to reach their full potential.

We are a collaborate working, enthusiastic and caring team and look forward to welcoming pupils and families for the exciting year ahead.

Explore Pathway – Primary and Secondary

Our names are Rachel Rook (Primary) and Peter Masaryk (Secondary), and we have the privilege of serving as the Assistant Principals for the Explore Pathway here at Meadowfield School.

The Explore Pathway is a place where we are dedicated to providing a nurturing and enriching environment for your child. Our aim is for your child's time with us to be filled with fun, happiness, growth, and valuable learning experiences.

Our Pathway is structured into key stages, with each stage purposefully designed to prepare our pupils not only for the next phase of their education but also for life beyond school. We do this by offering a stimulating and dynamic curriculum that engages and challenges our pupils at every turn.

Our ultimate aim is to empower every pupil to reach their full potential. We envision a future where they lead happy, fulfilled lives and are embraced by and actively contribute to their local community. To make this vision a reality, we focus on developing key skills such as independence, confidence, self-esteem, resilience, and effective communication skills.

Personalisation is at the heart of our approach. We understand that each child is unique, and we tailor our teaching and learning to meet their individual needs and aspirations. Working closely with our pupils' families is paramount to our success. Your involvement and support are invaluable, and together, we can create an environment where your child thrives.

Throughout the year, we will celebrate all the little steps of progress and achievement because we believe that these little steps of progress are the stepping stones to greater success. It's through these celebrations that we foster a positive and nurturing learning environment and boost our pupils' confidence.

We encourage open communication between the school and home. Please feel free to reach out to us with any questions, concerns, or ideas you may have. Together, we can ensure that your child's journey through the Explore Pathway is not only enriching but also a source of joy and pride.

Enquire Pathway

I am Sue David and I am proud to lead the Enquire Pathway.

Our curriculum is designed in a specific way, enabling all our pupils time to explore, deepen their understanding and embed important skills for life and eventually adulthood. We offer a range of additional options which are discussed with pupils and families to agree the 'best fit' for each pupil.

I am also pleased to share that our Enquire pupils have the opportunity to attend Forest School during the school year. Forest School encourages our pupils to develop their resilience and confidence as well as becoming independent and creative learners, this is a unique opportunity which pupils embrace with enthusiasm.

Throughout the year, we will celebrate all the steps of progress and achievement and you will be invited to join us to celebrate these at our Celebration Assemblies.

I would like to reiterate that all mobile phones must be handed in at the beginning of the day, unless there has been prior agreement with myself due to are specific circumstances.

We will be looking forward to sharing our learning and success with you throughout the year.

6th Form

I am Samantha Crook and immensely proud to be the Assistant Principal of our Meadowfield 6th Form.

We currently have 5 classes. Classes are vertically mixed groups, within each class there are pupils from Year 12 to Year 14. Students are grouped by learning style and level of need.

The Curriculum at Meadowfield 6th Form is centred around the four Preparing for Adulthood themes as detailed below:

- Good Heath
- Independent Lives
- Friends, Relationships & Community,
- Employment & Careers

It is supported by discrete, directed learning of practical Literacy and Numeracy skills. The curriculum is intended to prepare our young people for their next stage in life. It is personalised, meaningful and appropriate for our students.

To prepare our students for adulthood the 6th Form curriculum is outcome focussed to ensure that all groups of students, regardless of background or ability, have the knowledge, skills and accreditations needed for life after Meadowfield School.

This will be delivered through discrete teacher input, practical and life-based scenarios and then through educational visits off site to enable pupils to apply their learning to real world experiences.

Careers, Employability Skills and Work-related Experiences

Students are supported to develop key skills in employability and to be as prepared for adulthood as possible. Throughout Meadowfield 6th Form, emphasis on skills for the workplace and beyond are embedded in daily learning and experiences.

All students are supported to understand different careers and students benefit from Independent Careers Advice from East Kent Business Partnership.

Regular opportunities are in place for students to embark on work related experiences individually or in small groups. Examples of work-related experiences include McDonalds, ASDA, Aldi Warehouse, Faversham Umbrella Centre, Sheppey Community Radio, Premier Inn, Sainsburys, Happy Pants Ranch and Swale Foodbank.

Duke of Edinburgh Award

All students in Meadowfield 6th Form have the opportunity to embark on the Duke of Edinburgh programme. Students will access a range of activities, each term which include first aid, expedition skills, volunteering, time in the gym, to gain and develop skills to support their acquisition of the award.

Students have the opportunity to gain the Bronze award and then move onto the Silver and Gold Award.

Accreditation

All students work towards achieving a combination of the following accreditations:

- ASDAN Realising Aspirations,
- ASDAN Personal Development Programme
- Duke of Edinburgh Award

Values Based Education

At Meadowfield 6th Form we promote the six values; Positivity, Teamwork, Respect, Courage, Integrity and Resilience. We embed these into our daily practices and encourage our students to do the same. We hold weekly celebration assemblies where students are recognised for their successes and staff align these successes with our six values.

At Meadowfield 6th Form we look forward to working in partnership with parents / carers to enable our students to be independent, curious and determined young people that are well equipped and prepared for their next stage in life. We value open communication and collaboration between the school and home to ensure our students time here at Meadowfield 6th Form is rewarding and enriching, fostering both academic growth and personal development.

Curriculum Offer 2026/27

Our curriculum offer for 2025/26 is on our website located under the tab of 'School Life'. The new Curriculum Offer for 2026/27 will be shared in Term 1 2026/7 academic year via the school website.

Information leaflets explaining each Pathway offer are also available on the website and in leaflet form from reception.

Relationship and Sex Education

Relationship and Sex Education (RSE) is an integral part of the learning process and is set in the context of caring relationships. The Relationship and Sex Education programme is integrated within the teaching of Science, Health Education and Personal and Social Education and is reinforced throughout the daily life of the school.

Our aim is to work together with parent/carers to provide pupils with a Relationship and Sex Education programme which takes account of and is relevant to the pupils' knowledge, understanding and particular needs. In many cases the class teacher will be responsible for the teaching although occasionally outside agencies may be involved, working closely with the teacher. Teaching will generally be in mixed groups though there may be times when pupils will be in separate gender groups. Within the programme a range of sensitive issues will be raised, such issues will be addressed with delicacy, at a level appropriate to the age and ability of the pupils, and in an objective manner free from personal bias.

Teaching materials and resources can be viewed at the school and any parent/carers wishing to withdraw their child from aspects of sex education, other than those included in the National Curriculum Science Order, should make an appointment with their child's Assistant Principal, who will be happy to discuss any concerns. Specific consultation took place with Parent/Carers to agree this policy.

Facilities

We have a number of specialist facilities at Meadowfield School. These enhance the curriculum and learning experiences of our pupils.

Our hydrotherapy pool enables those pupils with physical disabilities to experience movement in water, within a warm and safe environment.

The soft play room is an invaluable resource for the younger pupils. When using this facility, the pupils can explore and experiment with movement in a safe setting whilst having fun.

Our multi-purpose school hall and sports hall is used for P.E, assemblies and lunchtimes, as well as for lessons where more space is required. A gym and wellbeing suite provides the pupils with an alternative way to stay fit and healthy.

Early Years and primary classes have their own outside learning spaces attached to their classrooms. Play areas include a MUGA, outside spaces, sensory garden and a dedicated wheelchair accessible play area with wheelchair accessible swing.

The Family Room is used for meetings, training and clinics. The school has several dedicated meeting rooms, and curriculum rooms for music, science, life skills and art.

Communication

Communication

Meadowfield School has been accredited with the Leading Parent Partnership Award and we are constantly looking for ways to communicate more effectively between home and school.

The main school reception is open from 8.00am – 4.30pm Monday – Thursday and 8.00am – 4.00pm Friday (Upton Lane 9.00am – 4.00pm Monday – Thursday and 9.00am – 3.30pm Friday) . There are times when reception is closed early for staff training and we will always advise parents/carers via Weduc/Reachmoreparents App.

Parents/carers are welcome to leave a message on our answerphone out of school hours and these messages will be actioned the next working school day. Alternatively, parents/carers are welcome to contact the school via the office email, office@meadowfield.kent.sch.uk

Please be aware that staff are not expected to respond to any questions or concerns outside the school working day, these will be addressed the next school working day and we ask that you do not email staff during the evening, late at night or at the weekend, thank you.

In today's world of social media, we ask that you are respectful of the whole Meadowfield community and if you are concerned or unhappy, please contact the school directly, where we will be happy to provide you with clear, concise and accurate information. Please note that staff are encouraged NOT to accept friend requests from parents of children in school as this can create conflicts of interest.

We expect our staff to treat you and your children with respect, and we ask that you treat all our staff with the same expectation. We have a zero tolerance to abuse or threatening behaviour to our staff and other school users either in person, over the telephone, email or via social media.

Like everyone, the school has seen a sharp increase in costs for resources such as paper, ink etc and therefore we are, wherever possible, a paperless school, meaning that other than in exceptional circumstances, all our communication including letters and invites will be via our communication system Weduc/Reachmoreparents App.

If you have not signed up to the Weduc App or you have other concerns relating to your online access you wish to discuss, please contact the school office as a matter of urgency to prevent you missing out. Letters etc where appropriate will be published be on our website and Facebook page.



Weduc/Reachmoreparents

The school's main communication tool is Weduc/Reachmoreparents App. This an app-based communication tool which works via email, mobiles, tablets. We will send you enrolment details via your School Admission Pack or you can ask reception for a copy. The system is very easy to use and there is only a onetime set-up, if you have more than one child at the school pupils will be linked.

Parent/Carer & Emergency Contact Details

Twice yearly the school will send home Data Sheets for you to check that the details we hold for parents/carers and emergency contacts is accurate.

If you change your address, mobile telephone number, email or any of your emergency contacts change, please contact the school office without delay with the latest information so that our systems can be updated.

Contact Book

Every pupil is provided with a Contact Diary for communication between school and home, you are welcome to ask questions, share concerns or achievements via the contact diary. Staff will endeavour to answer your questions/concerns promptly or advise you if they need to seek clarification from other school staff. However, we would remind parents/carers that the class staffs role is to teach and, in most instances, you will not be provided with a detailed daily update on the activities your child has completed during the day. If vital information such as feeding, drinking, medication etc is required this will be agreed with each parent individually and based on the need of the pupil. The table below provides guidance on what you can expect.

Pathway & Assistant Principal	Class Name	Contact Book Communication
All Pathways	Every Class	Daily log any accidents/incidents. Respond to questions/requests from parents/carers within 3 working days or confirm if the question/request has been referred to another staff member.
EYFS Pathway Caroline Jaques	Ducklings, Tadpoles, Bluebells, Fawns, Blossoms	Every other day a brief summary of activities and achievements. Exceptional circumstance agreements – as agreed with parent/carer and class teacher/AP such as toileting logs, eating/drinking logs, medication etc.
Engage Pathway Caroline Jaques	Diamonds, Discovery, Emeralds, Sapphires	Daily information on care. Every other day information on activities and achievements. Exceptional circumstance agreements – as agreed with parent/carer and class teacher/AP such as toileting logs, eating/drinking logs, medication etc
Explore Pathway Rachel Rook (Primary) Peter Masaryk (Secondary)	Kingfishers, Snowdrops, Ladybirds, Wrens, Poppies, Sunflowers, Skylarks, Foxes, Acorns, Hedgehogs, Dragonflies, Starlings, Badgers, Jays, Kestrels, Butterflies	Twice weekly a brief summary of activities and achievements. Exceptional circumstance agreements – as agreed with parent/carer and class teacher/AP such as toileting logs, eating/drinking logs, medication etc.
Enquire Pathway Sue David	Peacock, Nightingale, Turing, Spielberg, Glennie, Pankhurst, Parks, Hawking, Kahlo, Aspen, Fulston, Fulston 1	Twice weekly a brief summary of activities and achievements. Exceptional circumstance agreements – as agreed with parent/carer and class teacher/AP such as toileting logs, eating/drinking logs, medication etc.
6th Form Samantha Crook	Apollo, Atlantis, Enterprise, Endeavour, Phoenix	Twice weekly a brief summary of activities and achievements. Daily/weekly information relevant to work experience, college experiences or other off-site activities. Exceptional circumstance agreements – as agreed with parent/carer and class teacher/AP such as toileting logs, eating/drinking logs, medication etc.

Due to the cost of the Contact Books, the school may need to charge parents/carers for lost or damaged books.

School Website

Our school website allows us to communicate with the outside world, providing information for existing pupils and parents and prospective ones. Please use our website to find out key information about the school.

School policies can be found on the school website. We can provide written copies of information on the website on request.

Official Meadowfield School Facebook Page

The school has an official active Facebook page where information, letters, posters and activities are regularly posted.

Parent/Carer Meetings and Reports

Liaison between parents/carers and the staff at Meadowfield School takes place in a number of different ways, formally and informally. Formal communication takes place through:

- Letters
- The Parent Engagement Schedule
- EFL
- EHC Plan meetings
- Parents evenings
- Meetings with class teacher, Leadership or other staff member - by appointment
- Parent Consultation meetings
- Meetings with support professionals such as therapists, doctors and nurses

Informal communication takes place through:

- Newsletters & Facebook posts
- Home-school diaries
- Coffee mornings, sports days, music concerts etc
- Workshops
- Home visits - by request from parents
- Parent Forums
- Open Afternoons and Celebration Assemblies
- Telephone calls
- Emails

Each year you will be invited to an EHCP meeting (Annual Review) to discuss your child's progress and ways to improve and challenge their learning both at home and in school. Prior to the meeting you will receive a letter of invite and a Section A document, that we ask you to complete as fully as possible. This will enable both yourself and your son/daughter to express your/their views and be fully represented, as part of the Annual Review process. EHCP Annual Review dates are set in advance and are dependent of KCC timetables, Unfortunately, due to the very strict legal requirements it is highly unlikely that the date of the review will be able to be delayed.

Please note that the EHCP review process is not intended to be the only time when a young person's needs can be discussed. Parents/carers are invited to attend a Parent/Carer Consultation meeting in Term 5. This is an opportunity for parents, teachers and the pupil where appropriate, to discuss targets and achievements.

Immediate/Same Day Appointments

Please note that we cannot always accommodate same day appointments due to prior commitments or activities that are happening in school. If you have an urgent requirement for a meeting, please email the school office detailing the reasons for your request, this helps us ensure that the correct member of staff or leadership member is requested to make contact with you.

We really do appreciate that sometimes it can be very upsetting for a parent/carer when staff/leadership are unable to meet immediately but we would ask you treat the office staff with respect as they will be trying their best to arrange a meeting for you as soon as possible, thank you.

Office Email, office@meadowfield.kent.sch.uk

Please use this email as the main school communication email; including asking questions, request meetings, report absence, raise concerns or generally need to communicate with the school.

Admission, Attendance & Educational Visits

Admissions

The admission of children with EHC Plans to schools is a matter for the LA who has statutory responsibility for arranging their provision. There are admissions criteria for each special school that are applied in order to determine if a particular special school would be a suitable placement.

The admissions criteria for Kent special schools can be found here;

<http://www.kelsi.org.uk/special-education-needs/special-educational-needs/sen-admission-criteria>

All admissions are managed through the Special Needs Section at the East Kent Area Education Office.

This is based at:

Brooke House
Reeves Way
Whitstable
Kent CT5 3SS

Telephone: 03000 421160

Email: SENEast@kent.gov.uk

Website: <https://www.accessable.co.uk/kent-county-council/access-guides/brook-house-send>

All parents of prospective Meadowfield pupils are most welcome to visit the school and enjoy a tour of what Meadowfield has to offer; However, we cannot comment on individual children or their suitability for Meadowfield School.

Arrangements for such a visit should be made by telephoning the school or emailing the school office.

Additional Support - The Local Offer

As part of the Government's reforms around special educational needs (SEN) and disability, local authorities are required to publish a local offer showing the support available to disabled children and young people and those with SEN and their families/carers. Information about Kent's local offer can be found here;

<http://www.kent.gov.uk/education-and-children/special-educational-needs>

Attendance

Meadowfield School is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them. Good attendance is fundamental to a successful and fulfilling school experience. The Governors, the Principal and Staff in partnership with parents have a duty to promote good attendance at Meadowfield School. The school will support and encourage parents/carers to enable pupils to achieve their attendance goals.

Please note that we are unable to release pupils early to accommodate collecting siblings from other schools, Childminder commitments to collect other children or parent/carer work commitments

Parental Responsibility

Parent/carers have a legal duty to ensure that their children attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be

allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning. Poor attendance undermines their educational attainment and progress, emotional and social development and, sometimes, puts pupils at safeguarding risks.

Reception Age Pupils & New Pupils to School

Reception age pupils and new pupils to school will be phased into school to allow the best outcomes for the pupil to settle and to enable staff to assess the pupils needs and put in place any additional training, support or resources. During this phased in period transport arrangements are the responsibility of the parent/carer.

Unplanned Absence – Illness/Sickness etc

Parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am or as soon as practically possible by calling the school office telephone 01795 477788 (6th Form ring 01795 342147), using the school's home/school communication system – Weduc or emailing the school office, office@meadowfield.kent.sch.uk. The Attendance Officer will ring home for any pupil who is unaccounted for during the morning registration.

Planned Absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Our full Attendance Policy, Statement and leaflets can be found on our website. Paper copies can be requested from the school office.

Term Time Holidays

With effect from August 2024 the Department of Education updated Attendance Regulations and under The School Attendance (Pupil Registration) (England) Regulations 2024, the school is not permitted to approve term time holidays. In the past, Penalty Notices have not been issued but under the new framework the school may be compelled to issue Penalty Notices.

Educational Visits

The school (Joe White the EVC, Principal and Governing Body) are responsible for approving educational visits and activities, including residential and adventurous activities. The school will follow the 'Kent Framework for Safe Practice on Educational Visits' to support and guide schools in the planning and managing educational visits. The school will have access to the EVOLVE online visits management approval and monitoring tool which links directly to the Outdoor Education Unit's policies, procedures and visit approvals process. The Outdoor Education Unit will provide advice, guidance and support in managing the educational visits and activities.

Where there is a charge for an educational visit parents/carers will be requested to fund the cost on a voluntary basis. However, the school does not hold a budget to cover the shortfall for educational visits and should there be insufficient contributions, it will be necessary to cancel the visit.

We are a cashless school and payments are made via ParentPay. The office will provide you with activation and enrolment details to enable you to set up your ParentPay account. This is a one-time only set up and if you have more than one child at the school ParentPay will link your account.

Pupil Illness & Medication

Pupil illness & Sickness & Diarrhoea '48-hour rule'

Children should be in school whenever possible. Parents/Carers should keep their children at home if they are unfit to attend. This is not only in the individual child's best interest, but also protects our more vulnerable children from suffering from additional ill-health.

If your child is not going to be in school due to illness or a medical appointment, please contact the school office before 9.00am or leave a message on the Attendance Absence option or leave a message on Weduc.

Please see *Illness Guidance & Sickness & Diarrhoea '48-hour rule'* on our website or ask the school office for a copy.

However, all children will get coughs and colds and if they are well enough pupils should be in school.

If your child is on antibiotics, the school are able to administer the medication during the day once the pupil is well enough to be in school. Please complete the medication form available from the school office.

If the child has an accident in school or becomes unwell, a member of the school staff will contact parent/carers. In the absence of reaching a parent/carer or another emergency contact the Leadership Team will make a decision, and if necessary, seek medical assistance. Extensive efforts are made to contact and inform parents/ carers at all stages.

The school is equipped to deal with minor injuries via a number of appropriately trained first-aiders. Nurses employed by the NHS are based at the main school site and many school staff are trained in paediatric first aid.

When pupils are fit and well, 100% attendance is expected.

Medication

There are very strict rules issued by the government on 'Medication in Schools'. Where the school administers any medication a fully completed Medication Permission Form must be completed and signed by parents/carers. *The Medication Permission Form is on Weduc if you wish to complete the form online, However please either ring or email the school to let us know.*

All medication must be signed into school via Di Simms or the school reception.

Medication must **NOT** be sent into school via school/book bags. If your child travels on transport, please give the medication to the escort/driver.

Please remember that we can only accept medication in the original unopened packaging with a pharmacy label and the child's name clearly shown on the label, together with the dosage and frequency.

Please note that if your child requires medication in school such as an asthma pump etc and it is not provided we will be unable to admit the pupil into school or will be required to send them home.

Please check expiry dates on medication.

For Calpol and over the counter allergy medication, we do accept a bottle of brand new unopened Calpol/allergy medication but this must be within the original box. Both the box and the bottle must be clearly labelled with the child's name.

Any medication such as antibiotics should be given wherever possible at home; However, if the pupil is well enough to be in school the school will administer antibiotics. Parents/carers will need to complete an Administration of Medication Form, which is available from the office or you can complete the form via Weduc. Important Note – if you complete via Weduc, please let the office know, thank you.

All medications must be in the original packaging/container and clearly display the pharmacy label, child's name, dosage and frequency and date of dispense/expiry.

The information completed on the Administration of Medication Form MUST mirror the prescription instructions or where the medication is an over-the-counter medication the recommended dosage.

The school can only administer the dose/frequency displayed on the pharmacy label or for over-the-counter medication the recommended dose/frequency – any variation will require a doctor/consultants letter.

Accessing the School & Transport

Visiting Meadowfield School

The school receptionist will welcome you and ask you to sign in using the electronic system in reception. You will either be asked to wait in the reception for a member of staff to collect you, or if you are authorised to visit the school without a chaperone you will be provided with a door fob.

Visitor lanyards must be visible and worn around your neck at all times. We have a coded lanyard system:

Blue Lanyard –	Meadowfield Staff
Amber Lanyard –	KCC employee such as social worker/early help - KCC photo ID to be shown at reception, without KCC ID a red lanyard will be issued
Red Lanyard –	Visitors (must be accompanied at all times)
Green Lanyard –	Visitors who have been enhanced DBS checked via the school HR team and entered on the Single Central Register

No visitor must enter the school without a lanyard.

Please do not be offended as you will be challenged by staff and/or pupils if you are not wearing a lanyard or if you are wearing a red lanyard and are unaccompanied by a Meadowfield staff member.

For safety reasons, please ensure that you sign out when leaving the school building.

Accessing the School

The Main Site – the main site is accessed off Swanstree Avenue and the school has electronic gates with entry systems into the school car park. All visitors must report to the school reception.

During the school day the gates will be closed and only accessible by the entry system controlled by the school office but at the end of the school day the gates will be open from 2.45pm. Unauthorised vehicles that follow another authorised vehicle into the car park will be asked to leave the site.

The car park is very busy at the start and end of the school day and a one-way system is in operation. See Appendix 1.

Ufton Lane – the school is accessed via the bottom section of Ufton Lane. It is a one-way street and entry to our part of the road is via its junction with the A2. There is on-street parking; However, please be aware that there is a 2-hour limit and wardens do patrol the road and issue parking penalties.

All visitors must press the entry buzzer and report to the school reception.

Please be mindful of our neighbours and do not arrive too early or at main site before the gates open as you will be blocking driveways and the road. At main site there are yellow lines with no parking between 8am – 6pm alongside the school boundary, please respect these regulations.

Sunny Bank Satellite – The school is accessed via the main Sunny Bank Primary School electronic gates. Please park outside the school and use the entry system to request access.

All visitors must report to the school reception.

Fulston Manor Satellite – The school is accessed via the main Fulston Manor School electronic gates. Please park outside the school and use the entry system to request access.

All visitors must report to the school reception.

Pedestrian Access

Pedestrian access to Meadowfield School is through the main entrance on Swanstree Avenue. From the road at Ufton Lane and via pedestrian gate at Sunny Bank and Fulston.

Speed Limit

Please note there is a 5-mph speed limit in the car park which should be adhered to for the safety of all pupils and others.

Transport

Many of our pupils travel to and from school on registered transport (taxis and minibuses), which are organised by the Local Education Authority (KCC).

Parents/carers can apply for home/school transport online via <https://www.kent.gov.uk/education-and-children/schools/school-transport> or calling the Eligibility Team on telephone: 03000 416777

Pupils who require Post 16 transport can apply on line via <https://www.kent.gov.uk/education-and-children/schools/school-transport/school-transport-for-children-with-special-educational-needs/post-16-transport-for-send-young-people/apply-for-post-16-transport-assistance> or email the Eligibility Team on Post16Transport@kent.gov.uk

Please note that it can take up to 6-weeks for transport to be put in place.

Kent have provided a guidance booklet with full details on Home School Transport https://www.kent.gov.uk/data/assets/pdf_file/0019/19009/Home-to-school-transport-guidance-booklet.pdf

Although School transport is arranged by Passenger Services and is a contract between Transport and parents/carers, the school will try and assist with any concerns or issues. However, in the first instance you must still contact Transport with any issues or concerns. They can be contacted by homeschooltransport@kent.gov.uk or telephone 03000 412121.

Moving House

You must notify Home/School Transport who provides transport for your child as soon as possible if you move as this may affect your eligibility for transport. Changes can take up to 6-weeks and your new address may not qualify, please check before you move or accept a house transfer.

Pupils not collected

If a pupil is not collected at the end of the school, emergency contact numbers will be tried. In the event of not being able to contact someone social services may be contacted to enable the pupil and family to be supported.

If a child/young adult is not collected by transport then every effort will be made to get this re-arranged. However, it is still the parent/carer responsibility to collect the pupil if transport cannot be re-arranged. If a pupil is unable to travel on transport due to illness or perhaps behaviour or problem with a wheelchair etc. then it remains the responsibility of parent/carers to collect pupils by alternative means. We do understand that this may create disruption.

Emergency and During the Day Collection from School

It is the legal duty of every parent/carer to ensure that they have arrangements in place to collect their child either during an emergency situation, school closure, if your child is unwell/injured or any other reason a child needs to go home including refusing to get on Home/School transport.

The school cannot be expected nor has the financial funds to transport your child home, so please ensure you arrange a plan to collect your child whether this is by asking friends, family or having a taxi contingency fund. Thank you.

In the event of a child not being collected, the school may need to consult with Children's Social Services or the police.

General Information

School Uniform

Pupils take great pride in wearing their uniform, please see the website for a full list of Meadowfield School uniform. Price and Buckland are our official school uniform supplier and we have recently added their cotton rich garments to the available options, to support a more environmentally friendly approach to our uniform supplies. <https://www.pbuniform-online.co.uk/meadowfield>

All uniform can also be purchased from any local superstore but these will not bear the Meadowfield logo.

Many of our pupils wear superstore garments, please do not feel pressured to purchase items with the school logo as these are more expensive and we appreciate that everyone is on a budget.

Please ensure that all uniform is clearly labelled including outdoor coats.

School Meals

At the main site (Swanstree) and Ufton Lane school meals are provided by Caterlink.

The cost of meals from 1st September 2026 will be £3.60 per day (£18.00 per week).

All lunches need to be paid in advance through the Caterlink online payment system https://meals.caterlinkltd.co.uk/meals/sign_in

Once you have registered your child's account and your email information, it is easy to top up your child's account using a credit or debit card (minimum top up £3.60).

Caterlink's system will remind you when there is only enough money for 3 meals left on the account and when there is no money on the account to pay for a school lunch, this information comes to you as an email.

Caterlink has a **no debt policy** and all lunches need to be paid in advance. If you have no money left on your child's account the school will call you to ask you to top up, failure to do this will mean you will need to provide a packed lunch until your debt has been cleared and funds made available to pay for school dinners.

If your child will be arriving late to school, please advise the school office before 9.30am who will arrange for a lunch to be ordered. No meals can be ordered after this deadline.

For satellite class at Sunny Bank where the Island Trust provide school meals, the cost is £2.85 per day (£14.25 per week). Cash should be provided in a sealed envelope clearly marked with your child's name, the amount and 'School Meal Payment'.

For the Fulston satellite classes your child will have a Wisepay account to enable you to top up their school dinner account and this information will be shared with parents once available from Fulston Manor School.

Universal Free School Meals & Free School Meals

All reception, Year 1 and Year 2 aged pupils are entitled to a free school meal. This is a Government Initiative called Universal Infant Free School Meals (UIFSM). These meals are only provided on days the pupil is in school and parents/carers will not receive HAF vouchers during the holidays. From year 3 normal dinner money charges will apply unless to you apply and receive FSM (benefit/means related FSM).

If you believe you are entitled to free school meals based on the benefits you receive or payments coming into your household, please apply online via the following link; <https://www.cloudforedu.org.uk/ofsm/kent/>

With effect from September 2026 the protection offered for FSM eligibility during the roll out of Universal Credit has ceased and all FSM pupils will fall into two categories:

- Targeted (T) where pupils are classed as pupil premium and receive HAF vouchers
- Expanded (E) where pupils only receive a free school meal and no other support

If you are unsure which category your child falls into, please contact the school office.

Pupil Permissions

We will collect pupil permissions for promotional material/photographs, social media, education visits, sun cream etc once during your child's time with us, unless the permission requirements change. However, you can change your choice of permission at any time by writing to the school either by letter or email to the school office.

NO Nuts & Nut Products & Eggs

Pupils are **NOT** permitted to eat eggs, nuts or consume foods containing nuts in school due to the allergies of other pupils to nuts and eggs.

Metal Water Bottles

The school does not permit the use of metal water bottles in school for health and safety reasons.

Sun Cream and Hats

We request that children bring in their own sun cream (Factor 30+) for use in school when the children are outside to protect them from sunburn. Application of the cream is carried out by staff if the child is unable to administer it independently (with help from staff where necessary).

For safety of the child, if no sun cream has been provided the school will use the school's sun cream, Nivea Sun 5 in 1 Sun Protection Kids 50+.

A sun hat in school would also be very useful. We will provide water regularly to all children.

Photographs

It is the practice of our school to use photographs of individual and groups of pupils as an integral part of the education process. Occasionally photographs are used in school newsletters, social media and promotional literature. Parents/Carers will be asked to give consent for the use of photographs and videos. The agreement will be valid for the pupil's duration at Meadowfield School. However, if you wish to withdraw consent at any point, please contact the school office.

Parent/carers are not permitted to take photographs or videos for any reason whilst attending the school or school grounds for safeguarding reasons.

Once a year the school invites an independent photographer into school to take pupil photographs for families. As I am sure you will appreciate, many of our pupils are reluctant to have their photograph taken and although every effort will be made to take a memorable and eye-catching photograph pupils will not be forced to participate and we cannot guarantee that you will 'like' the photograph. The school will try to ensure that pupils absent from school on the day of their class photograph is taken can be accommodated on another class day but this cannot be guaranteed.

We use a very experienced SEN photographer company and they spend many hours at the school trying to ensure that every pupil has a lovely photograph for their family but if you are unhappy with the photograph there is no obligation on you to purchase a copy.

Insurance

Kent County Council provides insurance cover to protect children should they suffer injury, damage or loss through negligent acts by staff or others engaged on Council business. Kent County Council does not provide any personal accident insurance (i.e. where no one is negligent or to blame) or cover for personal effects. You may wish to make your own additional arrangements.

Valuable personal items or IT items should not be brought to school and we cannot accept responsibility for their loss or damage.

DLA, PIP, Passports & Driving Licences

Please note that we do not complete DLA or PIP forms. However, the office team will provide parents/carers with a brief letter stating that the child attends Meadowfield School and attach a copy of the EHCP, which the DWP has confirmed is accepted as the school's support for DLA and PIP.

Sorry we are unable to complete any part of Passport applications or Driving Licence Forms.

Parent/Carer Courses & Workshops

Currently under review.

Parent/Carer Wellbeing

For many parents/carers, finding time for yourself can be a challenge as you juggle family and relationships, with your home and work life. This can be especially true if you are supporting a child or young person with their mental health. With the practicalities of day-to-day life, it can be easy to forget to look after your own wellbeing needs, as well as those of your children, which can lead to feelings of stress or being overwhelmed.

Meadowfield School have linked with NELFT to provide support to parents/carers and appointments can be booked using the information below. Please be assured that these sessions are completely independent to the school and are private and confidential. The emotional well-being team is available to answer any questions or concerns parents/carers may have, so please do feel free to contact them via their team email address:

EWandESTenquiries@nelft.nhs.uk

The email address for the EWT is monitored across the holidays, so parents/carers can be in touch with them when the school is closed.

For further information about the team and the services they offer, please click on the link below:
[Kent and Medway Mental Health Support Teams | NELFT NHS Foundation Trust](#)

Protocol for Parent/Carers using Mobile Phones in School

The school operates a no mobile phone use policy in the school buildings or school grounds including the reception area and car park. This applies to all visitors to Meadowfield School.

Smoking & Vaping

All Kent County Council buildings including schools are non-smoking/vaping. Smoking and/or vaping is therefore not permitted anywhere on the Meadowfield School grounds including the car park even if you are inside your vehicle. This includes electronic cigarettes.

Dogs on Site

Without the permission of the Principal, dogs are not permitted on site.

Severe Weather

If the weather changes during the day please ensure that you are contactable and available in the event of it being necessary to close early.

Please note, the school does not close for hot weather and we are able to keep children hydrated and safe during periods of hot weather.

Emergency School Closure

If the school has to be closed at short notice, e.g. bad weather etc, information will be posted on our school website at: www.meadowfield.kent.sch.uk and our Facebook page.

All staff and parents/carers will be sent a Weduc notification and if you have not already signed up to our home/school communication platform, Weduc, please contact the school office, tel. 01795 477788 or office@meadowfield.kent.sch.uk who will be happy to help you and send the necessary registration link.

All staff and Parents/Carers should register their email on <http://www.kentclosures.co.uk> and sign up for Alerts.

Please remember if you have already signed up for alerts, check that you have your most recent email/mobile registered. Details on how to register are below.

You can register to receive an email or Push Notification alert if the school is closed as follows:

- Go to <http://www.kentclosures.co.uk>
- Click on the *Register for Alerts* bar and complete the fields
- Remember to tick the '*I accept the terms and conditions of use*' field
- Click on *Register* – a notification will appear advising that a link has been sent to your email.
- Go to your email (this will time out after 1 hour so please action promptly) click on the *Click Here* in the link email and you will be directed back to Kent Closures and asked to sign-in.
- Once you have signed-in you will be directed to the section asking how you would like to be alerted. Type in Meadowfield School in the *name, town or postcode* bar and select Meadowfield School.
- Choose your communication options – you can choose both email and Push Notification.
- If you would like to receive a Push Notification (mobile notification) read the directions clearly displayed on the page, there are clear instruction how to download the Kent Connected App together with a unique notification code to connect your mobile device to the Kent Connected App all on this alerts page.
- Once you have accessed the App click the menu (3 red bars) and choose Kent Closures - you will be asked to enter the code displayed on the alerts page then click sign-in.
- Once you have completed your alert set-up, click Create New Alert – you will receive a message www.kentclosures.co.uk says *Alert created successfully*.

You can check whether the school is open or closed using the KCC website as follows:

- Go to <http://www.kentclosures.co.uk>
- Register for closure alerts (*If you have already registered, please sign-in*)
- Once you have registered or signed-in you can check the school status by typing *Meadowfield School* in the blue Search bar and clicking the spy glass.
- The message as to whether the school is Open or Closed will then be displayed.

Announcements will also be made, were possible, on BBC Radio Kent, Heart FM and KMFM.

Compliments and Comments

We welcome any positive feedback from families on any aspect of our work. You can send a message in your child's Contact Book, email or telephone. Letters are also appreciated. As we work in partnership with parents/carers it always helps to reinforce the successes of the children and young people. Email: office@meadowfield.kent.sch.uk telephone 01795 477788.

Complaints Procedures

We always wish to resolve any concerns or complaints quickly and effectively. Our key aim is to ensure that we support each pupil in school in the best way possible. We always want to work in partnership with you. If there is anything that causes you concern then please always feel that you can contact us.

We ask parents/carers to email the school office setting out their concern/complaint together with any expected outcomes. This enables the school to log the concern/complaint and follow the paper-trail to ensure that your concerns/complaints are investigated and resolved with you in a realistic timeframe.

Type of concern	Who to Contact
Communication about day-to-day classroom learning and pupil progress	Class Teacher – via Contact Book or Office@meadowfield.kent.sch.uk
Safeguarding concerns	Liz Hymus, Designated Safeguarding Lead via Office@meadowfield.kent.sch.uk
Concerns or Complaints	Assistant Principals in the first instance: • Caroline Jacques, Engage and Early Years • Rachel Rook, Explore Pathway Primary • Peter Masaryk, Explore Pathway Secondary • Sue David, Enquire Pathway • Samantha Crook, Sixth Form Should you not receive a satisfactory reply, please contact: • Angela Hoare, Principal Contact all via Office@meadowfield.kent.sch.uk

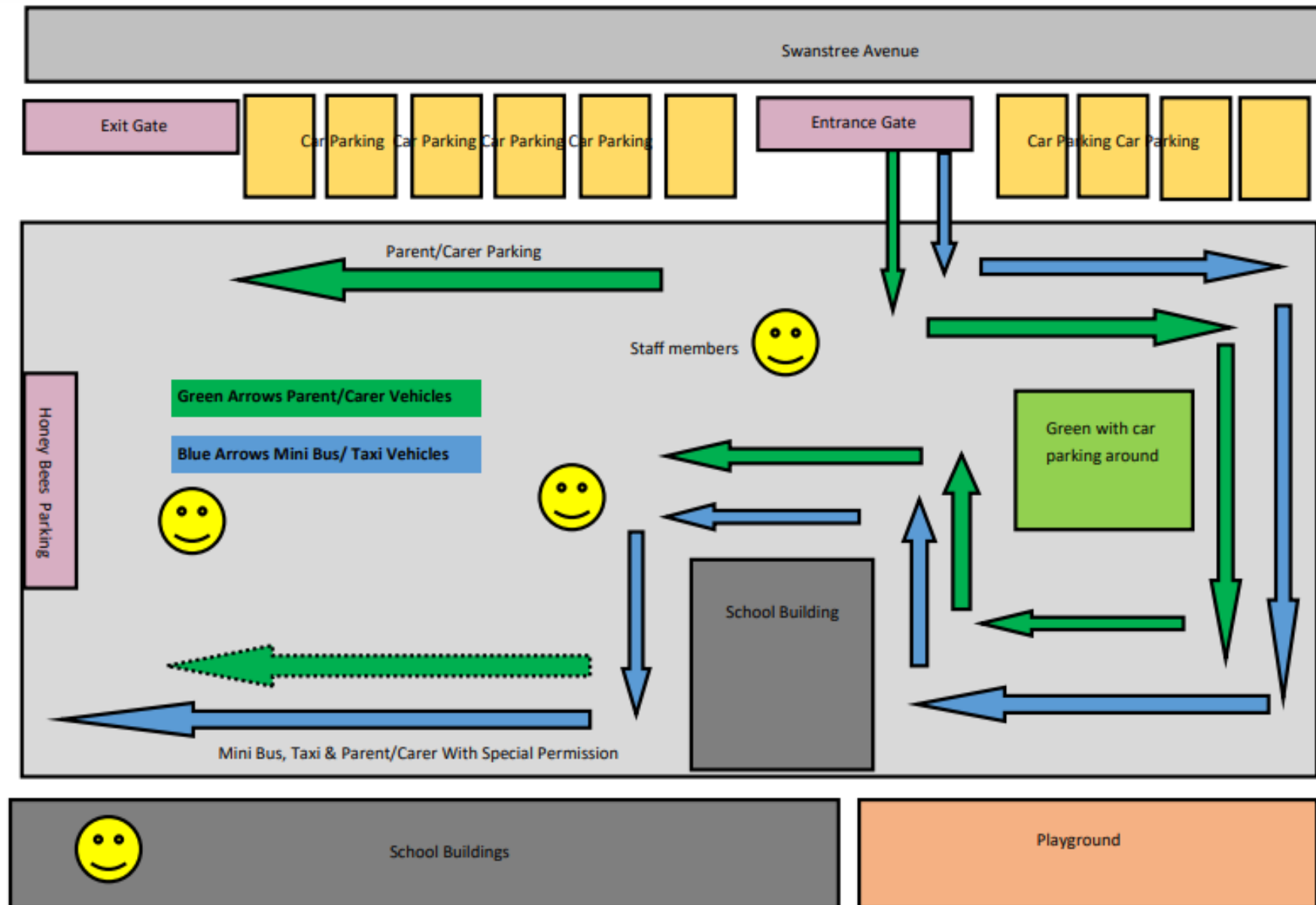
In the event of a serious complaint parents/carers are advised to contact the Principal via the office email but may also contact the Chair of the Governing Body if they wish.

Our full Complaints Policy is on our website or a paper copy can be obtained from the school office.

Miscellaneous

Please be aware the school will not become involved, in any way, with any conflict between parents/carers. Our expectation is that all parents/carers behave in an appropriate way on school grounds and outside the school gates at all times, and this includes the car park. Please remember that our car park is private and should unsuitable behaviour take place, there is a risk that parents/carers could be banned, either temporarily or permanently, from using the car park.

Appendix 1 Car Park Map and Guidance



Meadowfield School Car Parking Guidance to be used in conjunction with the plan

Morning Parents/Carers



- If you arrive and there is a space on the right-hand side of the car park you may turn right line up and park. If there are no spaces turn left and follow around the horseshoe and wait to be pulled forward by Meadowfield Staff to park.

Afternoon Parents/Carers



- The gates will open at 2.45pm Monday—Thursday & 1.15pm Friday. Please DO NOT park in front of the gates, they are in constant use and you will be asked to move. Please do not follow cars into the car park when the gates have been opened for a specific car, again you will be asked to leave the site.
- Once the gates are open, If there is a space on the right-hand side of the car park you may turn right and line up and park. If there are no spaces turn left and follow around the horseshoe and wait to be pulled forward by Meadowfield Staff to park.

Important Note

- Some parents/carers have an *exceptional circumstance card* which allows them to park on the left-hand side. If you believe you may need to park on the left, please email the school office, office@meadowfield.kent.sch.uk with full details of your exceptional circumstances. Please note this is at the discretion of the school.
- If you are collecting a pupil prior to the gate opening times, please ensure that you wait just beyond the gates for them to close before moving off to park, this is to prevent unauthorised vehicles from following you and entering the site, which causes delays with our transport procedures. Unauthorised vehicles will be asked to leave. If any pupils are in the car park transitioning into school from trips etc, the gates will not open until all pupils are in the school building.

Morning KCC Transport



- If you arrive and there is a space on the left-hand side of the car park you may turn right line up and park. If there are no spaces turn left and follow around the horseshoe and wait to be pulled forward by Meadowfield Staff to park.

Afternoon KCC Transport



- The gates will open at 2.45pm Monday—Thursday & 1.15pm Friday. Please DO NOT park in front of the gates, they are in constant use and you will be asked to move. Please do not follow cars into the car park when the gates have been opened for a specific car, again you will be asked to leave the site.
- Once the gates are open, if there is a space on the left-hand side of the car park you may turn right and line up and park. If there are no spaces turn left and follow around the horseshoe and wait to be pulled forward by Meadowfield Staff to park.

Polite Notice

- Our staff will be out in the car park to direct vehicles both morning and afternoon, please treat all staff with respect, we will not tolerate abusive language or aggressive behaviour, we all want to work together and set an example to the pupils. We would also request that you are courteous in your parking to our neighbours as this reflects on the school. Please note that it is an offense to leave your car idling and you can be issued with a Fixed Penalty Notice. Please note there is not smoking or vaping in the school grounds or inside your vehicle, thank you.

Appendix 2 – Parental Engagement Schedule

Parental Engagement Schedule for Academic Year 2026/27 **Family Schedule**

Term	Activity	Date/Times	Pathway/Location	Comments/Actions
Term 1	Whole School Newsletter	By Friday 18 th September 2026	Whole School	Circulated hardcopy, Weduc & Website
Term 1	Informal Teacher/Parent meeting – this is a free-flow opportunity to meet the class teacher – this event is not formal appointment based.	Monday 28 th September 2026 3.30pm – 5pm. To be held in classrooms	All Pathways	Letter of invitation sent out hardcopy, Weduc and Website
Term 1	Informal Teacher/Parent meeting – this is a free-flow opportunity to meet the class teacher – this event is not formal appointment based.	Skylarks only Thursday 1 st October .30pm – 5pm. To be held in classroom	Skylarks	Letter of invitation sent out hardcopy, Weduc and Website
Term 1	Yr.11 Parent Transition to 6 th Form Invitation	Thursday 22 nd October 2026 10.00am	Yr.11 families/Ufton Lane	Letter of invitation to be sent in due course
Term 1	Pathway Planning Event	Tuesday 24 th November 2026 10.00am – 2.00pm	YR.9, 11 & 13 Careers interviews Main Site MIDAS	Letter of invitation to be sent in due course
Term 1	Explore Secondary Pathway Curriculum Workshop	Date TBC	Explore Secondary	Letter of invitation to be sent in due course
Term 2	Celebration Assemblies	Engage Pathway Friday 11 th December 2026 10.00am Main Hall Explore Primary Pathway – Tuesday 8 th , Wednesday 9 th & Thursday 10 th December 2026 1.30pm for a 1.45pm start in the main hall Explore Secondary Pathway TBC Enquire Pathway Monday 14 th , Tuesday 15 th , Wednesday 16 th & Thursday 17 th December 2026 1.45pm – 2.30pm in the main hall	All Pathways except 6 th Form	Letter of invitation to be sent in due course
Term 2	Provision Plans – Now EFL	Letter sent home 9 th December 2026 Meetings if required w/c 14 th December 2026	Whole School where appropriate, will not affect all pupils	Letter of invitation to be sent in due course where appropriate

Term	Activity	Date/Times	Pathway/Location	Comments/Actions
Term 2	Yr.11 Parent Transition to 6 th Form Invitation	Friday 4 th December 2026 10.00am	Yr.11 families Ufton Lane	Letter of invitation to be sent in due course
Term 2	6 th Form Christmas Market	Tuesday 15 th December 2026 Time TBC	6 th Form Ufton Lane	Letter of invitation to be sent in due course
Term 3	6 th Form Awards Evening	Thursday 4 th February 2027 Time TBC	6 th Form Ufton Lane	Letter of invitation to be sent in due course
Term 3	Yr.11 Parent Transition to 6 th Form Invitation	Thursday 11 th February 2026 10.00am	Yr.11 families Ufton Lane	Letter of invitation to be sent in due course
Term 3	World Book Day	Thursday 4 th March 2027	Whole School	Letter of invitation to be sent in due course
Term 4	Provision Plans – Now EFL	Letter sent home 15 th March 2027 Meetings if required w/c 22 nd March 2027	Whole School where appropriate, will not affect all pupils	Letter of invitation to be sent in due course where appropriate
Term 4	Yr.10 Parent Transition to 6 th Form Invitation	Thursday 18 th March 2027 10.00am	Yr.10 families Ufton Lane	Letter of invitation to be sent in due course
Term 4	6 th Form Easter Fayre	Tuesday 16 th March 2027 Time TBC	6 th Form Ufton Lane	Letter of invitation to be sent in due course
Term 4	Parent Consultation Evening – Face-to-Face Whole School except 6th Form	Monday 22 nd March 2027 4.30pm – 7.00pm	Main Site	Letter of invitation to be sent in due course
Term 4	Parent Consultation Evening Teams/Telephone 6th Form	Monday 22 nd March 2027 3.30pm – 5.00pm		
Term 4	Parent Consultation Evening – Face-to-Face 6th Form	Wednesday 24 th March 2027 4.30pm – 7.00pm	Ufton Lane	Letter of invitation to be sent in due course
Term 4	Parent Consultation Evening – Teams/Telephone Whole School except 6th Form	Thursday 25 th March 2027 3.30pm – 5.00pm		
Term 4	Parent Consultation Evening – Face-to-Face Skylarks	Thursday 25 th March 2027 4.30pm – 7.00pm	Skylarks – Explore Primary, Main Site	Letter of invitation to be sent in due course
Term 4	Parent Consultation Evening Teams/Telephone Skylarks	Thursday 15 th April 2027 3.30pm – 5.00pm		
Term 5	Yr.10 Parent Transition to 6 th Form Invitation	Thursday 27 th May 2027 10.00am	Yr.10 families Ufton Lane	Letter of invitation to be sent in due course
Term 5	Micro Sports Activities	w/c 10 th and 17 th May 2027 TBC	Whole School & Fulston excluding 6 th Form Aspen will follow Sunny Bank dates	Letter of invitation to be sent in due course
Term 6	Yr.10 Parent Transition to 6 th Form Invitation	Thursday 1 st July 2027 10.00am	Yr.10 families Ufton Lane	Letter of invitation to be sent in due course
Term 6	6 th Form Prom	Tuesday 8 th July 2027 evening time	6 th Form	Letter of invitation to be sent in due course

Term	Activity	Date/Times	Pathway/Location	Comments/Actions
Term 6	Provision Plans – Now EFL printed version not required –	Letter sent home 5 th July 2027 Meetings if required w/c 12 th July 2027	Whole School where appropriate, will not affect all pupils	Letter of invitation to be sent in due course where appropriate
Term 6	Class Change Letters & School Reports (EFL)	Week commencing 12 th July 2027	Whole School	Letter of invitation to be sent in due course
Term 6	6 th Form Summer Fete	Tuesday 13 th July 2027 Time TBC	6 th Form Ufton Lane	Letter of invitation to be sent in due course
Term 6	6 th Form Leavers Assembly	Friday 16 th July 2027 2027Time TBC	6 th Form Ufton Lane	Letter of invitation to be sent in due course
Term 6	Whole School Newsletter	Sent home w/c 19 th July 2027	Whole School	
KEY				
Newsletter				
Parent Consultations				
Open Afternoons and Celebration Assemblies, Fetes, Fayres and Markets				
Provision Plans/Class Change/Reports				
Event Day				

Appendix 3 – Public Notice



PUBLIC NOTICE

ZERO TOLERANCE POLICY

Our staff are here to help you, please treat them with respect

Meadowfield School staff must be able to come to work without fear of violence, abuse either verbally/physically or harassment.

Meadowfield School operates a **Zero Tolerance** policy and acts of violence, threatening or abusive behaviour including shouting, swearing will not be tolerated.



Anyone acting in such a manner will be asked to leave the premises immediately.



PUBLIC NOTICE

Meadowfield School Car Park

Patrons are invited to use Meadowfield School car park at the invitation of the School Management, it is not an automatic right of access.



Only authorised persons permitted on site. Liability will not be accepted by the School for any injury or damage sustained. Users of this car park do so at their own risk and the Management cannot accept responsibility for any accidents, damage or injury.



PUBLIC NOTICE

**DO NOT BLOCK THE
ENTRANCE**

Patrons are invited to use Meadowfield School car park at the invitation of the School Management, it is not an automatic right of access.

Meadowfield School operates a **Zero Tolerance** policy and acts of violence, threatening or abusive behaviour including shouting, swearing, not following staff directions will not be tolerated.



Anyone acting in such a manner will be asked to leave the premises immediately and could be banned from the site.

We hope you have found this handbook helpful but if you do require assistance, please do not hesitation to contact our school office, in-person, over the telephone or by email.

Thank you

