



## Learning Without Limits

Stitch-mi-Lane, Bolton BL2 4HU Telephone: 01204 333044  
Executive Headteacher: Mike Sidebottom



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## **Welcome**

Welcome to Firwood High School.

We are a specialist secondary school situated in Bolton providing a high quality of education for our learners with severe, profound and complex learning difficulties. Co-located with Bolton St Catherine's Academy, the school is well appointed with up-to-date specialist provision and facilities. We believe that children and young people should experience "Learning without limits."

We are very proud of our school community and the achievements of our young people. We have a committed team of staff who work to ensure our students achieve the best possible outcomes and are well prepared for life after school.

We are continuing to develop our curriculum with an increased emphasis on developing each of our students as an individual, strengthening communication, developing independence, promoting British values and getting our students ready to be a confident and empowered citizen when they leave our school.

You are most welcome to come and visit us and see Firwood yourself. You will see excellent facilities, but more importantly, you will see good learning and happy students working with staff who are skilled, experienced and happy.

We are part of the Woodbridge Academy Trust, along with our partners, Ladywood School, Ladywood Outreach Service and Woodbridge College.

We have worked together in partnership since 2015 and the formation of the Academy Trust is the next step in our journey towards providing an outstanding SEND provision for children and young people up to the age of 25 years old in Bolton.

## **Who are we?**

Most students transfer to us at Year 7 and come to us from several different primary schools within Bolton and the surrounding areas, including Green Fold, Ladywood and mainstream primary schools. We implement a personalised transition process to ensure students quickly settle in and continue their learning journey without interruption, aiming to build our individual learning plans on the high-quality information we receive from KS2 teachers. When a student arrives, mid-year or mid-key stage, the transition process seeks to admit students as soon as it is safe to do so.

Firwood aims to become a centre of excellence, working within partnership with other good and outstanding schools, to improve the quality of learning for all students.

Our building also provides a range of specialist facilities for Firwood High School students that include:

- A Sensory Theatre
- A Hydrotherapy pool with additional sensory lighting and music
- A PE Hall, separate Gym area and a rebound room
- Specialist teaching rooms include a Food Technology room, Vocational studies room, and a library
- Sensory Garden
- Various dining facilities that include more private, quiet dining areas as well as a large restaurant space.
- A student-run "Bistro" cafe
- A Flat to practice and learn independent living skills

We also have a full range of hygiene and changing facilities as well as independent and specially equipped toilet areas.

## Senior School Staffing September 2024 to July 2025

**Executive Headteacher:** Mike Sidebottom

**Head of School:** Dawn Evans

**Deputy Head:** Catherine King

**Assistant Headteachers:** Lyndon Haworth, David Hartley,  
Julie McAllister (Designated Safeguarding Lead),  
Alex Fairhurst and Jenny O'Neill

### **Heads of Year**

**Year 7** Leah Darbyshire

**Years 8 and 9** Shamim Mukadam

**Years 10 and 11** Collette Greenhalgh

**Year 12** Sally Martin

**Years 13 and 14** Sarah Duviou

### **Administration**

Senior Business Manager – Emma Knight

Safeguarding Officer – Rachel Podmore

Receptionist/Business Administrator – Jemma Booth

Business Administrator Finance Lead – Julie-Ann Sodano

Business Administrator Pupil Lead – Tracey Hough

Business Administrator Staff Lead - Helen Penketh

### **Other professionals working at Firwood**

This is not an exhaustive list and is the contact details for other professional held in school.

### **School Health Staff**

Anna Pimblett (Paediatric Nurse)

Shelley Higham (Paediatric Nurse)

Lucy Leach (Healthcare Assistant)

01204 333044 Ext: 3608

### **Visiting Allied Health Professionals**

#### **Clinical Psychologist**

Jim Harrison- CMHS

01204 483222

#### **Consultant Paediatrician**

Dr Daniel Hindley

01204 463511

**Neurodisability Paediatrician**

Dr Lizzi Hulmes

01204 463511

**Educational Psychologist**

Sue Cornwell

01204 338060

**Occupational Therapist**

Kim Tipping (OT)/Helen Butler (Technical Instructor)

01204 462670

**Orthoptic Clinic**

Head of Orthoptics - Royal Bolton Hospital

01204 390390 Ext 144544

**Paediatric Learning Disability Team**

Eunice O'Brien

01204 463660

**Physiotherapist**

Emma Spurling/Bethan Benfield Paediatric Therapy Assistant

01204 333044 ext 3606 (Firwood High School) or 01204 462670 (Physiotherapy Admin)

**Orthotist**

Rachel Summers

01204 333044 ext 3606 (Wednesday)

**Specialist Paediatric Dietitian**

Louise Calland- Team Leader

01204 462670

**Speech & Language Therapists**

Lyndsey Gibson/Sophie Guest/ Jane Langton/Kathleen Lopuszansky

01204 462670

**Health Care Assistants**

The Health Care Assistant and other trained members of school staff check and administer all medication that is signed into school by the designated members of school staff.

All medication is checked ensuring it is prescribed for the student to which we administer and it is in date. A text is sent to parents/carers to request more medication due to expiry or to replenish it.

Consultants/Dietitians have regular clinics at Firwood High School which enables your child to be seen in a familiar environment. Prior to these visits the weight and blood pressure are taken, if required.

Besides administering medication, feeds via gastrostomy and an awareness of tracheostomies and updating files our Health Care Assistants are very friendly and approachable members of the Firwood Family.

### ***School Health Staff***

We have two qualified Paediatric nurses at Firwood School who job shares the week. They work to support school staff to ensure all your child's health needs are met. This includes completing Health Assessments and then formulating Care Plans and training packages for school staff as required to care for your child's safely in school. Nurses are also available for advice around continence products and to review and change prescriptions as needed. The team can be contacted at school.

### ***Speech and Language Therapy***

We have four Speech and Language Therapists and one Speech and Language Assistant at Firwood High School employed by Bolton NHS Foundation Trust. The Speech Therapy Team work with individuals who have identified speech, language and communication needs and/or feeding difficulties. They may work with whole classes, small groups or individual children depending on their needs. Assessment will be ongoing throughout a child's time at School. A large part of the Speech and Language Therapy Team's role is to work alongside the classroom staff in order to support the children and young people to communicate to their full potential.

Our Speech and Language Therapists are happy to talk with you if you would like more information or support for your child. All children must be referred to Speech and Language Therapy in order to access their services at School. Please contact School for more information if you would like a referral to be made.

### ***Specialist Paediatric Dietician***

On referral from a relevant Health Professional, Louise Calland can meet families of children who require dietetic intervention. Most commonly this is for:

- Selective eating
- Limited diet and/or requiring modified textures
- Faltering growth
- Tube feeding

### ***Physiotherapist***

We have NHS funded Physiotherapists who visit school each week to review students that are on their caseload. They are able to work with children in groups or as individuals, providing therapy programmes to aid strength and mobility. They are also able to provide specialist equipment where appropriate and provide staff training to allow physiotherapeutic intervention to be carried out by school staff on a daily basis.

There are a number of Physiotherapists and Physiotherapy Assistants that work within school. The Physiotherapy team can be contacted via school on 01204 333044 ext. 3606 or 01204 462670 (Physiotherapy Admin)

### ***Occupational Therapist***

Our NHS funded occupational therapy staff (occupational therapist and specialist assistant, Helen Butler) spend half a day in the school each week. They may be in school more depending on assessments and input required.

The majority of their work is to assess and maintain the specialist indoor seating and slings. They also advise on aids or adaptations that help the students with daily living activities (e.g. cutlery, writing equipment, toileting aids and supports). Along with school staff and/or physiotherapist, specific advice is given for moving and handling. If you need assistance in the home with the above issues, you can contact the team to discuss.

### ***Orthoptists***

Orthoptists are the experts in diagnosing and treating defects in eye movement and problems with how the eyes work together. These can be caused by issues with the muscles around the eyes or defects in the nerves enabling the brain to communicate with the eyes. Orthoptists are also experts in the assessment of vision. Combining both these roles, Orthoptists assess and treat visual problems in children and adults with special educational needs. This can involve going into schools to test children at key milestones and



referring into the specialist hospital eye service or to a high street Optometrist where necessary.

If you have any concerns about your child's eyes then you can speak to your school nurse or can contact Orthoptics on 01204 390390 Ext 144544.

### **Social Workers**

We have a close working relationship with staff from Children and Adult Social Care and we talk regularly with parents and social workers to help our students. Social workers are invited to attend Education, Health and Care Plan Transfer Reviews.

### **Visiting Doctors**

Dr Lizzie Hulmes (Paediatric Consultant) and Dr Hindley (Paediatric Consultant). They can be contacted through Brightmet Health Centre 01204 463511

## **HYDROTHERAPY POOL**



We offer all students who needs require Hydrotherapy, scheduled time in our Hydrotherapy pool. All staff supporting in the pool are specifically trained and work in liaison with other professionals to deliver specialised programmes to support every student.

### **Parental Involvement at Firwood High School**

We consider the partnership between home and school an essential aspect of your son or daughter's education. Both home and school will have information and ideas to share. Having a joint approach can only help your child to progress. Please talk to us about both successes and difficulties you have.

We aim to keep in touch with you in a range of ways, including telephone calls or messages through ClassDojo and email. However, if you have an important issue to discuss, please speak personally to either class staff or a member of the Senior Leadership team.

#### **Communication**

We welcome regular contact with parents/carers through ClassDojo, a school communication platform where teachers, students, and families can access every day sharing what is being learned in the classroom and home through photos, videos, and messages. Staff are encouraged to send messages and photos of student learning and achievement, and you will be able to contact the school staff via ClassDojo, should you need to pass on any information about your child.

We also welcome all parents/carers to follow us on social media.

Twitter: @FirwoodSchool

Instagram: firwoodhigh

#### **School Newsletters/Blog**

A Newsletter is available termly to keep you up to date with recent school events. It will also provide information about our Parents' Group meetings and other useful information for you and your child. All letters and Newsletters are added to ClassDojo and will be shared with you electronically. We also have a blog on our website which is updated weekly – sharing achievements and learning from across school.

#### **Parents' Group**

The Parents' Group currently holds informal meetings every month. The group decides which topics are discussed and we can arrange visiting speakers on particular topics. You are very welcome to attend. Please contact Rachel Podmore for further information. Events are advertised on ClassDojo.

### **Parents' Evenings**

We hold two Parents' Evenings a year, which provide an opportunity to discuss your son or daughter's general progress as well as meeting the staff who work with them. You will also be able to see some of the work completed during the year.

A Parents' Evening is held in the Autumn Term and one in the Summer Term. If you would like to discuss your child's progress at other times in the year, please contact the class teacher through Class Dojo to organise a time to come into school.

### **The School Curriculum**

During the school day, we provide a wide range of learning activities for your son or daughter, sometimes working individually and at other times in small groups. We aim to cover a broad and balanced range of topics which engage, support and inspire our students. Further details and comprehensive plans of our curriculum pathways and topics taught will be available on the school website



### **Individual Learning Plans**

As a special school, we are particularly keen to ensure that we consider each individual student's learning needs. To help us do this, we set specific targets for students to achieve. Each student will receive a target for every strand of learning in their Key Stage. The targets are reviewed twice per year, and together make up your son/daughter's Individual Learning Plan (ILP). You will be sent a copy of this ILP when targets are set and when they are reviewed. If you would like to discuss this further, please contact the class teacher at

school.

### **Education, Health & Care Plan Review**

As you may be aware, all of our students have an Education, Health and Care Plan (EHCP). This will be reviewed annually in a review meeting and you will be invited to attend the meeting. This will be chaired by a member of the

school leadership team and attended by the class teacher and other appropriate professionals. Wherever possible, students will contribute towards, or attend, these meetings. The meeting provides an opportunity to discuss your son or daughter's progress, as well as ensuring that their EHCP is appropriate and transfer their statement to an EHCP. Targets for the forthcoming year are also discussed. We do expect that all parents will attend this important meeting and will be flexible to make sure this can happen at a time to suit you.

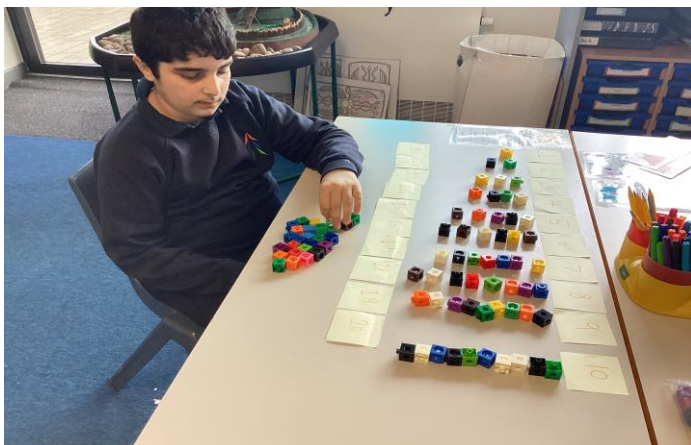
### **Sex Education**

The content and delivery of Sex Education takes into consideration the physical, intellectual and emotional development of the pupil as well as social and cultural aspects. Reproduction, contraception, specific sexual matters and HIV/Aids are not discussed without prior consultation with parents. The RSE policy and curriculum maps are available on our school website.

### **Religious Education and Collective Worship**

Religious Education is provided for all students. We also hold a whole-school Assembly once a week, which celebrates our students' achievements. The content of these assemblies reflects the multi-denominational make up of our school with a mainly Christian emphasis but other major religious festivals are also celebrated.

Parents can withdraw their son or daughter from all or part of Religious Education lessons or collective worship that we provide. Should you wish to do this, we will discuss appropriate alternative provision with you.



### **Careers Education, Guidance and Work Experience**

As students' progress through school, they are taught about the world of work through vocational learning both in school and within the community.

Students in Year 10, 11 and the Sixth Form take part in work experience each year. The placements range from in-school work tasks, supported out-of-school placements to unsupported work placements.

We are lucky to have access to our own flat, bistro and vocational room, which have been created for student use. The students run the bistro learning important skills for the service industry, they enhance their IT skills in our vocational room by playing the role of an admin assistant and learn important practical skills for life in our school flat.

As students' approach, the time to leave Firwood High School a post-school placement sampling is arranged to help students experience a smooth transfer from school to adult life. In Year 14, they spend a lot of time looking over their transition options and we try to ensure that they and their families are fully aware of the options available. We work closely with connections to give every student and their family a tailored offer.

### ***Celebrating Achievement***

We feel that positively celebrating students' efforts and achievements is an important part of school life. We always choose a student from every key stage to celebrate in assembly. Other reward systems are in place in individual classes or for individual students as are appropriate.



### ***Accreditation***

At Key Stage 4 and in the Sixth Form all students complete accredited courses using the ASDAN Personal Progress qualifications and AQA.

New accreditations are being introduced continually, in many subjects across KS4 and KS5. We are also offering bespoke KS3 accreditation to some of our students where appropriate. This will be evaluated over the year and continued in subsequent years. All accreditation information will be shared with you, dependant on what options your child is studying.

### **Extended School Activities**

We have a sign posting system of activities that are occurring in local communicates and this information is shared with parents and carers as we receive it. It will always be shared on our social media platforms too.

### **Duke of Edinburgh**

We are currently offering the Duke of Edinburgh Award Scheme as part of the Outdoor Learning Pathway in KS5.

### **Destinations of School Leavers**

There is a range of post-school provision available to students leaving Firwood High School. The choice of post-school provision for your son or daughter will depend on many factors, including their interests and abilities, your wishes, and the appropriateness of different services. Post-school provision will be discussed with you during your son or daughter's time in our Sixth Form particularly at the EHCP Reviews. Visits to post-school provision in the last year of school can be arranged. In some situations, these visits may be on a regular basis. There will be extensive transition processes once Post19 provision has been agreed. Sarah Duviau is our Head of Year 14 – with key responsibility for Transition out of Firwood.

### **Woodbridge College**

In September 2018 we opened a new provision for young people aged 19-25. This College offers three days education provision and two days optional enrichment activities. The College is part of Woodbridge Trust and we work closely alongside them to ensure we offer detailed transitions for any students wishing to carry on their education with Woodbridge College.

### **Admissions**

If you are considering a place at Firwood High School, please do come and visit us. You should also let the SEND Assessment (01204 332097) at the Local Authority know, as they allocate places to special schools for students in Bolton. Students admitted to Firwood High School an Education, Health and Care Plan. As with other secondary schools, we hold an Open Event where you can meet staff and see the type of work we do here.

Before a student starts at Firwood High School, we would like to know as much as possible about them, so that they can move into school as smoothly as possible. A structured transition programme is put in place that may consist of the student having a series of visits to school or class staff visiting the feeder school. A 'New Parents' meeting is held in the Summer Term for parents whose child is coming to us.

Of course, we are always grateful to receive any other information that you might like to provide us with.

### ***Transport to and from School***

Bolton Authority provides free Home/School transport for students within a specified area. Occasionally parents may wish to bring their son or daughter to school, or make alternative arrangements. If this is the case, please let us know. Transport must be applied for and all students will need to apply in plenty of time to ensure they are able to access the transport service.

All vehicles have an escort on them to look after the students whilst on the vehicle. Escorts are asked to remain on the transport at all times to ensure the safety of the children. Please do not ask the escort to leave the bus, as this may compromise the safety of children remaining on the transport.

If there are any changes to your child's usual transport arrangements, please let the transport department know as soon as possible (e.g. changes to the usual respite care arrangements, illness, etc.). They can be contacted on 01204 332047.

### ***School Uniform***

At Firwood High School, we have a school uniform, which we expect students to wear with pride. We feel there are many benefits to this, including encouraging a sense of belonging and promoting a positive image of our students and school in the community. Clearly, we are happy to discuss any situation where cultural issues make the uniform below inappropriate (see "School Uniform and Cultural Awareness" section). Details of the uniform are:

#### ***Key Stages 3 & 4 (11-16 year olds)***

- White or Navy Polo shirt (logo)
- Navy Sweatshirt (logo)
- Black/grey trousers for boys and black/grey skirt or trousers for girls (elasticated waist trousers can be worn if this is easier for the student). If these do not meet a student's particular needs, black jogging bottoms would be acceptable
- Black headscarf as required
- Black shoes
- Black socks for boys / black or white knee length socks or black tights for girls

Further information is available from the school office.

Students do not have to wear school uniform, but they are expected to come in reasonably smart clothes. Making appropriate clothing choices is considered an important independence skill.

**Whole School Sports Kit – optional**

- Plain white sports shirt or T-shirt
- Black shorts
- Black plimsolls and/or trainers for outdoor activities

This may be sent in with your child, to support them in PE/Movement lessons. However, most of our students do PE/Movement in their uniform. If you would prefer a specific kit you are welcome to send it in.

**Whole School Swimming Kit**

Towel, blue or black trunks or swimming costume. A bag is needed for swimming kit. If this is required and your young person is attending Hydrotherapy sessions you will be notified.

Jewellery should not be worn during sports activities or should be covered with tape plaster to prevent injury. Stud earrings are allowed to be worn on health and safety grounds.

**School Uniform and Cultural Awareness:**

Students can wear items specific to cultural or religious requirements providing they do not create a health and safety risk to themselves or others. Students who wear items such as turbans and headscarves, etc. are requested to wear black or grey in accordance with the rest of the school uniform.

Girls are also allowed to wear gymnastic type leggings with their swimming costumes.

**Please make sure that ALL items of clothing and sports equipment are clearly marked with the student's name.**

**Absence Procedure**

Should your child be unable to attend school, parents are asked to contact the school office staff with the reason for the absence on 01204 333044. If you know that your child will be absent, for a medical appointment for example, you can contact the class team via ClassDojo beforehand to inform us.



Clearly, we will be concerned if students do not attend school and we do not know the reason for this. If this is the case, we will contact you in line with our Attendance Policy.

As part of our safeguarding procedures, we monitor pupil attendance carefully. Should we have any concerns about your child's absence, we will contact you to discuss this. We also liaise with Bolton's Early Intervention Team to support attendance issues.

### ***End of day procedure***

If parents/carers are asking for a friend or family member to collect their child up instead of themselves, please ensure you:

- let a member of SLT know
- show an up-to-date photograph of the friend/ family member
- agree a simple password for the friend/ family member to give on arrival

### ***Holidays in Term Time***

In line with guidance from the Department for Education, we ask you not to take any holidays in term time. Parents are asked to organise family holidays, including visits to a country of family origin, during school holiday periods. If there is a very exceptional family reason why it necessary to go in term time, parents must put a request in writing to seek authorisation of requested leave beforehand. Each request is considered with regard to the reasons for leave, length of leave and date of return. Please make sure you do this.

### ***Medical Needs***

If your son or daughter takes medication or if they become unwell, we want to make sure we do our best to help. Please follow our guidelines below to help us. If your child becomes ill during the school day, we will contact you to come and take them home. **PLEASE ENSURE WE HAVE A CURRENT NUMBER OR NUMBERS ON WHICH WE CAN CONTACT YOU.**

### ***Medicines***

There are dedicated staff who oversee the management of administering medications at Firwood whom have been through rigorous training processes.

If your child does have medication that needs to be administered at school, you will be required to bring it into school and meet with a designated member of staff who will complete the relevant consent information with you. This procedure gives us the opportunity to discuss the medication your child is

taking with you and for us to hear directly from you about any changes or amendments to the medication regime your child is on. The escort/driver on school transport will **NOT** be able to bring your child's medication to school on the bus.

School will only accept medication that is taken four times a day or medication that is to be taken at specific time stated by a doctor.

We are only able to administer medication that has been prescribed by a doctor and dispensed by a Pharmacy. All medications must have the original prescription on them and bottled medication must be a full-unopened bottle. Packets of tablets must not be cut. Occasionally, pupils will need medication for acute illnesses, such as antibiotics. This must still be brought into school so that the appropriate paperwork can be completed.

Any medication required for short break care should be taken directly there by parents or carers, please do not send this into school.

### **Rescue medication**

School staff are trained to administer rescue medication in school, these are required to be signed in to school. Rescue medication held on the school bus is the responsibility of transport. Any young person who has been administered Buccal midazolam in school would be expected to be collected by parents. If administered at school, on transport or at home will be expected to stay at home for 24 hours before returning to school. This is to ensure the safety of the young person should they require any further medical assistance.

### ***Infectious Diseases***

In a close community it is important that we keep to the guidance provided by the Health Protection Agency and Public Health England to prevent the spread of any illnesses. If your son or daughter is unlucky enough to get an infectious disease (e.g. chicken pox, etc.) details of the time they should spend absent from school are available from Public Health England. Details can be found here -

If your son or daughter has sickness or diarrhoea, please note that they should stay off school until they have been **free from symptoms for 48 hours**. Please do keep to this guidance. It is there to protect students (and staff) from becoming ill.

## **Behaviour**

We aim to provide a strong co-operative framework in which all members of the school community develop respect for each other. We positively encourage British Values such as honesty, fairness and respect for others, so all students are encouraged to behave well both in and out of school.

Where students do have difficulties, we will contact you to discuss the situation. We may also arrange a behaviour meeting in school to ensure we clearly identify appropriate strategies to use with your son or daughter. In any such situation, we welcome any input you may be able to give to help us work together to managing any difficulties in the best way we can.

As with all schools, Firwood High School does have procedures for excluding pupils. Clearly, we would hope to work with parents and others to prevent this from happening.

## **Financial Contributions to School Activities**

From time-to-time pupils may have the opportunity to be involved in extra activities, such as educational visits, during the school day. Sometimes we need to pay for these (e.g. entrance fees, additional transport costs, etc.). If this is the case, we may ask you to make a voluntary contribution towards these costs.

## **School Lunches**

Our catering department are keen to provide for any special dietary requirements that students may have. A Special Dietary Requirement form is available for parents/carers to complete and return. Please discuss any such requirements with us in order that the appropriate individual arrangements can be made.

The cost of a school dinner is £2.50 per day (£12.50 a week). Payment for school dinners can now be made securely online using the School Gateway App. An email with information and instructions how to access will be sent out in the new term.

For any queries concerning payments: Tel: 01204 333044 ext 3612 or Email: [finance@firwood.bolton.sch.uk](mailto:finance@firwood.bolton.sch.uk)

If you prefer to send a packed lunch in with your child, they should also bring their own drink either in a carton or unbreakable flask.

For the short term you may send cash into school but our school is working towards being cashless, so the School Gateway App will need to be accessed. Please place these in a sealed envelope which is clearly marked with your

child's name, class and amount enclosed. Please also inform your child's class team when you send money in to school.

Free school meals are available to those who qualify;  
Your child is eligible for free school meals if you are in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

If you think you may be entitled to a free school meal, application forms may be obtained from the One-Stop Shop at the Town Hall or on-line via this link <https://www.bolton.gov.uk/free-school-meals-clothing-allowance/free-school-meals-help-school-uniform>

### **Child Protection and Safeguarding**

Due to our day-to-day contact with pupils, schools are particularly well placed to observe any signs that may lead to concerns about child protection. As in every school, parents should be aware that where it appears to a member of staff that a child may have been abused, the school is *required* to report their concern to the Social Care Department immediately. In such a situation, it is likely that a social worker or the school will contact the parents.

This requirement forms part of the local Child Protection Procedures and Policy (available in school and on our website), which apply to all schools. It is not a matter of discretion for the Headteacher or any member of staff.

Parents and school can work together to ensure that these procedures are used appropriately. As many of our students have difficulty with communication, it is very helpful if parents keep us informed of the problems or injuries that occur out of school. Likewise, we will keep parents informed of any such problems that happen in school.

### **Complaints**

Should you have any worries or concerns about an aspect of life at school, or if you are unhappy about what your son or daughter is being taught, please do contact us. We will be happy to explain our work and approaches and listen carefully to your views and comments. It is hoped that we can resolve any issues through such discussion. However, if we are unable to solve your

concerns informally you may take the matter to the Trust Board. If you remain unhappy, there is a formal procedure for considering complaints through Woodbridge Academy Trust. In this situation, the Executive Headteacher will supply you with the name of the person you should write to at the Woodbridge Academy Trust. It is hoped that this will not be necessary and we hope you will be able to resolve any concerns through discussion with staff in school.

### **Trustees**

Woodbridge Academy Trust provides the overarching strategic direction for Firwood High School and is responsible for setting out a clear vision, ethos and taking strategic decisions about the future direction of the school. They play a vital role in ensuring that every child at Firwood enjoys the best possible education by holding the school leaders to account for the educational performance of the school, the performance management of staff and overseeing the financial performance of the school.

#### ***The Academy Trust is run by a team of Trustees***

Heather Scott (Chair)                      Dr Pip Hoyes (Vice Chair)

Dr Tony Birch                      Lindsay Bradbury                      Anika Keyes

Ashley Mason                      Tony Purcell                      Adam Whalley                      Louise Whalley

A Firwood Advisory Committee is also formed from the team of Trustees, with additional representation from staff and parents to steer decisions specific to Firwood.

### Holidays 2024/2025

#### Autumn Term

Staff Days	Monday, 2 and Tuesday, 3 September 2024
Term Begins	Wednesday, 4 September 2024
Term Ends	Friday, 25 October 2024

#### **Half Term**

**Monday, 28 October to Friday, 1 November 2024**

Term Begins	Monday, 4 November 2024
Staff Day	Friday, 29 November 2024
Term Ends	Friday, 20 December 2024

#### Spring Term

Term Begins	Monday, 6 January 2025
Term Ends	Friday, 14 February 2025

#### **Half Term**

**Monday, 17 February to Friday, 21 February 2025**

Term Begins	Monday, 24 February 2025
Term Ends	Friday, 4 April 2025

#### **Half Term**

**Monday, 7 April to Monday 21 April 2025**

#### Summer Term

Term Begins	Tuesday, 22 April 2025
Bank Holiday	Monday, 5 May 2025
Term Ends	Friday, 23 May 2025

#### **Half Term**

**Monday, 26 May to Friday, 30 May 2025**

Term Begins	Monday, 2 June 2025
Term Ends	Friday, 18 July 2025

### **School Times, Lesson Time & Holidays**

Students arrive / registration / breakfast	9.00am-9.25am
<b>Period 1</b>	9.25am-10.25am
Break	10.25am-10.45am
<b>Period 2</b>	10.45am- 11.45 am
<i>Lunchtime Period (45 mins.)</i>	<i>11.45am – 12.30pm</i>
<i>plus lunch time recreation/clubs (45 mins.)</i>	<i>12.30pm – 1.15pm</i>
<b>Period 3</b>	1.15pm-2.05pm
<b>Period 4</b>	2.05pm – 3.00pm
End of Day Class Session	3.00pm – 3.15pm
End of school and boarding transport	3.15pm – 3.30pm

This gives a weekly lesson-time of 24 hours and 30 minutes throughout the school.

# Firwood High School

