

Meadowfield School Newsletter

Term 1 September 2023



Welcome message from the Principal – Angela Howe

I am delighted to be writing to you as the newly appointed 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.

Welcome message from the Executive Principal – Jill Palmer

I would like to extend a warm welcome for the 2023/2024 academic year. This year marks my 40th year in the profession of special educational needs and my 13th year at Meadowfield School. Every day has truly been an honour and a privilege. I am particularly proud of the growth of Meadowfield which has doubled in size over the past decade along with our team of skilled and dedicated staff who work so hard to meet the needs of our 400+ pupils.

My role of Executive Principal will include several aspects:

- School Improvement - including the school budget and higher-level Human Resources issues. I will be working closely with all members of the management team to ensure that our leadership, culture, vision and standards are of the highest level across all of our settings.
- Organisational Expansion, including further satellite expansion and development of our growing 6th Form
- Partnership Growth, including parents, community organisations, local business and other schools
- Specialist Teaching and Learning Service – our very highly regarded service which serves schools and settings across Swale in ensuring that children and young people with special needs are included fully in mainstream settings
- Representing Meadowfield as a member of the Kent Special Educational Needs Trust (KSENT) while serving as Treasurer
- Representing our Trust while serving on the Executive Board of Kent Association of Headteachers
- Peer Reviewer as part of Kent's Inclusion Leadership Programme
- Trustee of The Island Learning Trust (which includes Sunny Bank, Halfway Houses and Minster on Sheppey Primary Schools)
- Chair of the PSCN Headteacher Group

I will continue to do all I can, in collaboration with Angela Howe, Principal, the entire management team, Governors and KCC to ensure that we are providing the very best for our children and young people while at the same time ensuring that Meadowfield is becoming more outward facing to enable us to be more engaged with our local community.

Message from Chair of Governors – Roberta Kane

I would like to take this opportunity to welcome all new families and staff to Meadowfield School and to also welcome back our existing families and staff to the start of a brand-new school year. I hope you all had a good break and made the most of our unpredictable weather.

It is my pleasure to welcome Angela Howe, as Principal. Her passion for education and vision for our school is very exciting. Our governors will continue to follow our 3 core functions and support the school to help all our young people achieve their ambitions. Here's to a good year.



Welcome by Departments

Early Years Foundation Stage

I am Caroline Jaques and am proud to be the Assistant Principal overseeing Meadowfield School's Early Years Foundation Stage Department. Meadowfield School has an Observation and Assessment Nursery and 4 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 with all areas of learning being embedded. Information and Communication Technology is also embedded across all areas of learning.

Engage Department

I am Caroline Jaques and am proud to be the Assistant Principal overseeing Meadowfield Schools Engage Department. Meadowfield School has 4 Engage classes which are primarily for pupils with Profound and Multiple Learning Difficulties which offer a Multi- Sensory, Holistic approach to learning.

Within the Engage Department 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.

Across Early Years Foundation Stage and Engage Pathway each day 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 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

My name is Peter Masaryk, and I have the privilege of serving as the Assistant Principal for the EXPLORE Pathway here at Meadowfield School. It is with great pleasure and enthusiasm that I extend a warm welcome to you as we embark on an exciting new academic year together.

Allow me to introduce you to the EXPLORE Pathway department, a place where we are dedicated to providing a nurturing and enriching environment for your child. It is our aim that your child's time with us will be filled with fun, happiness, growth, and valuable learning experiences.

Our department 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. Further in-depth information will be shared with parents clearly explaining the Explore curriculum and its implementation over next few weeks.

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.

As we embark on this academic year, 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.

We look forward to a fantastic year ahead and all the wonderful accomplishments our pupils will achieve.

Enquire

I am Sue David and I would like to wish everyone a warm welcome back to Meadowfield School. I completed my first year here at Meadowfield as Assistant Principal to the Enquire pathway last year and I am excited to see what the next academic year brings.

I am looking forward to working with and supporting all staff and pupils in Enquire to ensure every pupil can participate, succeed and thrive during their time with us at school as well as enabling them to gain in independence.

The Enquire team have been working hard preparing classes and planning lessons to engage all our pupils. I am delighted to share that we have two new teachers joining us in Key Stage 3: Jane Fone in Kahlo class and Alex Mitchell in Hawking class.

I would like to reiterate that all mobile phones must be handed in at the beginning of the day, unless there are specific expectations which then would have been agreed by myself.

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. There are some changes to the curriculum in Enquire, whereby the options on offer to all our Key Stage 4 pupils have changed. They now have a choice of 5 options: Art, Music, Humanities (includes History, Geography and Religious Education units), Preparing for Work – Food and Independent Living – Plant and Animal Care.

I am also pleased to share that our Enquire pupils have the opportunity to attend Forest School during the school year. This is exciting as Forest School encourages our pupils to develop their resilience and confidence as well as becoming independent and creative learners. Further information on this will follow together with more in-depth information on the curriculum to be followed in the Enquire pathway.

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

6th Form

Welcome to Meadowfield 6th Form, I am Bonnie Tate, the Assistant Principal for 6th Form.

I have now been in post since the 31st August and I can honestly say I have enjoyed every minute at the school. The highlight of this week has been the pupils returning to the 6th Form Centre on Wednesday and they have settled straight into their learning and different activities. A huge thank you to all parents and carers who have prepared their young people to return to 6th Form in such a positive way.

Over the next three weeks the pupils will be experiencing different learning pathways and also experiencing different hands-on activities which will support their independent living skills. At the end of the transition plan I will be writing to parents to confirm each pupil's timetable and the courses they will be studying.

Leading the 6th Form at Meadowfield is a real privilege and I intend to create a positive experience for all of the pupils where they thrive and progress with their learning and their independent living skills. Please do not hesitate to contact me if you need any further information and I look forward to working with you and your wonderful young people.

Curriculum Offer 2023/4

Over the next few weeks, the Principal and Assistant Principals will be working on providing booklets on the curriculum offer for each department and pathway. This information will provide you with a greater understanding of how and what your children will learn.

Our curriculum offer for 2023/24 will shortly be updated on our website and will be located under the tab of 'About' and 'Curriculum', <https://www.meadowfield.kent.sch.uk/about/curriculum/>

Contact Books & Expectation

This year each pupil will have a Contact Book/Diary which is to be used as the Home/School communication tool. If you have any questions or concerns please write in the Contact Book, likewise please share any achievements in the same way.

Staff will respond to your comments/questions, even if they note that they need to investigate further or refer to another person.

Please note that it is not possible for staff to complete daily in-depth updates on the school day and activities your child has completed as this takes away from teaching time; however, if your child has a medical reason for daily updates such as liquid in-take, food consumption or medication these will still be completed daily.

The class team will provide you with a brief summary of the week once a week, if you wish to discuss this in further detail please email the school office clearly explaining your concern or question. As the year progresses you will see your child's learning and progress via Evidence for Learning (EfL). More details on Evidence for Learning (EfL) will be provided with the detailed curriculum information to be provided over the next few weeks.

Weduc

Please note that from October we are moving to a paperless school and all our communication will be via our school/parent communication platform, Weduc. Letters etc will also be posted on our website and Meadowfield Official Facebook page. A separate letter regarding our move to paperless will be sent home shortly.

If you have any concerns regarding accessing Weduc, please contact the school office who will be happy to assist you.

Parent Handbook

We are currently working on a Parent Handbook which will be available on our Website providing a wealth of information. Once the Handbook has been completed, we would welcome your comments or suggestions, thank you.

Parental Engagement Schedule

This year we have created a Parental Engagement Schedule which is at the end of this Newsletter, which shows the opportunities for you to attend events in school.

In addition to this Schedule, there will be other events organised throughout the year such as concerts and workshops and once these dates are known we will advise parents accordingly.

School Times

Monday – Thursday 9am – 3pm

Friday – 9am – 1.30pm

Term Dates

The last two development days have been set as Tuesday 2nd January 2024 and Tuesday 23rd July 2024. Updated Terms Dates are set out below. This information is also available on our website.

Term	Dates	Development Day
Term 1 Autumn	1 st September 2023 – 20 th October 2023 Half Term Holiday Monday 23 rd October – Friday 27 th October Pupils return to school Wednesday 6 th September	Friday 1 st September Monday 4 th September Tuesday 5 th September
Term 2 Autumn	30 th October 2023 – 15 th December 2023 Christmas Holiday Monday 18 th December – Monday 1 st January	
Term 3 Spring	2 nd January 2024 – 9 th February 2024 Half Term Holiday Monday 12 th February – Friday 16 th February Pupils return to school Wednesday 3 rd January	Tuesday 2 nd January
Term 4 Spring	19 th February 2024 – 28 th March 2024 Easter Holiday Friday 29 th March – Friday 12 th April	
Term 5 Summer	15 th April 2024 - 24 th May 2024 Half Term Holiday Monday 27 th May – Friday 31 st May Bank Holiday in term time - 6 th May 2024	
Term 6 Summer	3 rd June 2024 – 23 rd July 2024 Pupils last day at school Monday 22 nd July	Tuesday 23 rd July

Safeguarding Summary & Poster

I am Liz Hymus, Deputy Principal and Lead Designated Safeguard Lead (DSL). As part of my DSL role I am a passionate advocate for the safety and wellbeing of all pupils and I am committed to creating a secure and nurturing environment where every child can thrive. As part of my role I have overall responsibility for investigating all safeguarding concerns, systems and attending inter-agency meetings and reporting to the LADO (Local Authority Designated Officer), as well as working with families and staff to ensure that all pupils are safe.

At Meadowfield School we take safeguarding seriously, and it is at the heart of everything we do. Our approach to safeguarding encompasses a comprehensive set of measures to ensure the welfare of your children. These measures include rigorous staff training, robust policies and procedures, open communication, multi-agency collaboration, promoting a safe culture and regular reviews, monitoring and updates.

The safety and wellbeing of your children are paramount to us. Myself and my team are here to address any questions or concerns you may have, and we encourage open dialogue between our school and parents to create a safe and supportive community.

We look forward to working together with you over the next academic year to provide the best possible environment for your children to learn, grow and thrive.

Safeguarding is Everyone's Responsibility
Should you have any concerns about a child's welfare, please log on My Concern or speak to one of the Designated Safeguarding Leads (DSL).

Our Safeguarding Team

 Liz Hymus Deputy Principal Designated Safeguarding Lead	 Angela Howe Principal Deputy DSL	
 Joe White Deputy Principal Deputy DSL	 Caroline Jaques Assistant Principal Deputy DSL (EYFS and Engage)	 Peter Masaryk Assistant Principal Deputy DSL (Explore)
 Sue David Assistant Principal Deputy DSL (Enquire)	 Bonnie Tate Assistant Principal Deputy DSL (6 th Form)	 Mark Taylor Wellbeing Team Deputy DSL
 Gemma Munoz Wellbeing Team Deputy DSL	 Katie Jacob Wellbeing Team Deputy DSL	 Yve Cherry Staff Governor Safeguarding

If you think a child is in immediate danger and requires safeguarding, you can make your own referral by contacting the local authority's **Integrated Front Door: 03000 411111** (outside office hours **03000 419191**).

Still worried that your concerns are not being taken seriously? You can contact the **NSPCC Whistleblowing Adviceline** on **0800 028 0285**

At Sunny Bank Satellite
Sam Dugan is the on-site
Deputy DSL



Sam Dugan
Class Teacher Sunnybank
Deputy DSL

Parental Engagement Schedule for Academic Year 2023/24 – Parent/Carer

Term	Activity	Date/Times	Department	Comments/Actions
Term 1	Whole School Newsletter – Principal's Welcome, AP's introduction to their department, safeguarding summary from LH, Parental Engagement schedule and any other diary dates, contact books – an explanation of the expectation of staff to provide information	By 11 th September 2023	Principal, ALL Assistant Principals and Ginny	Newsletter will be shared with parents via Weduc, Facebook and Website
Term 1	Open Afternoon – Meet & Greet (Informal Parent/Carer Consultation Afternoon)	18 th September 2023 – 28 th September 2023 1.30pm – 2.30pm	EYFS (Fawns/Bluebells only) – 18 th September Engage – 18 th September Explore – 19 th September Explore – 20 th September Enquire – 25 th September Enquire – 26 th September 6 th Form – 28 th September Sunny Bank – 21 st September EYFS – will meet and greet parents on first transition day and will be doing a phased entry	Letter of invitation to be sent out week commencing 11 th September 2023 Whole school including Sunny Bank & 6 th Form
Term 1	Jeans for Genes Day	Monday 25 th September 2023	Whole School	Letter to be sent closer to the date – non-uniform and donation Whole school including Sunny Bank & 6 th Form
Term 2 To take place 3 rd week onwards	Celebration Assemblies	TBC	Whole School including 6 th Form Willow/Aspen will follow Sunny Bank Open Days	Invitation letter sent in Term 1 Whole school including 6 th Form * note Aspen & Willow will follow Sunny Bank Primary School Open Afternoons/Assemblies
Term 2	Whole School Facebook Upload	Week commencing 11 th December 2023	Whole School	Class contributions will be on the Meadowfield Facebook page before the end of term
Term 2	Provision Plans	Sent home 4 th December 2023 Meetings w/c 11 th December 2023	Whole School where appropriate not all pupils will require a Provision Plan	Report and covering letter with invite to receive further information or meeting if required

Term	Activity	Date/Times	Department	Comments/Actions
			depending when your child's EHCP review has been held	Whole school including Satellites & 6 th Form
Term 2	Children in Need Day	Friday 17 th November 2023	Whole School	Letter to be spent closer to the date – non-uniform and donation Whole school including Sunny Bank & 6 th Form
Term 2	Christmas Jumper Day	Thursday 8 th December 2023	Whole School	Letter to be spent closer to the date – non-uniform and donation Whole school including Sunny Bank & 6 th Form
Term 3 To take place 3 rd week onwards	Open Afternoons	TBC	Whole School including 6 th Form Willow/Aspen will follow Sunny Bank Open Days	Invitation letter sent in Term 2 Whole school including 6 th Form * note Aspen & Willow will following Sunny Bank Primary School Open Afternoons/Assemblies
Term 3	World Book Day	Thursday 7 th March 2024	Whole School	Letter to follow closer to the date – non-uniform – dress as character Whole school including Sunny Bank & 6 th Form
Term 3	Red Nose Day	Monday 18 th March 2024	Whole School	Letter to be spent closer to the date – non-uniform and donation Whole school including Sunny Bank & 6 th Form
Term 4 To take place 3 rd week onwards	Celebration Assemblies	TBC	Whole School including 6 th Form Willow/Aspen will follow Sunny Bank Open Days	Invitation letter sent in Term 3 Whole school including 6 th Form * note Aspen & Willow will following Sunny Bank Primary School Open Afternoons/Assemblies
Term 4	Whole School Facebook Upload	Week commencing 18 th March 2024	Whole School	Class contributions will be on the Meadowfield Facebook page before the end of term
Term 4	Provision Plans	Sent home 18 th March 2024 Meetings w/c 25 th March 2024	Whole School where appropriate not all pupils will require a Provision Plan	Report and covering letter with invite to receive further information or meeting if required

Term	Activity	Date/Times	Department	Comments/Actions
			depending when your child's EHCP review has been held.	Whole school including Satellites & 6 th Form
Term 5	Parent Consultation Evening – Face-to-Face	1 st May 2024 4.30pm – 7.00pm	Whole School 6 th Form to be held at Ufton Lane Sunny Bank – held on Swanstree site	Letter of invitation to follow Whole school including Sunny Bank & 6 th Form
Term 5	Parent Consultation Evening – Teams/Telephone	2 nd May 2024 3.30pm – 5.00pm	Whole School	Letter of invitation to follow Whole school including Sunny Bank & 6 th Form
Term 5	Whole School Facebook Upload	Week commencing 20 th May 2024	Whole School	Class contributions will be on the Meadowfield Facebook page before the end of term
Term 6 To take place 3 rd week onwards	Joint Open Afternoon/Celebration Assemblies	TBC	Whole School including 6 th Form Willow/Aspen will follow Sunny Bank Open Days	Invitation letter sent in Term 5 Whole school including 6 th Form * note Aspen & Willow will following Sunny Bank Primary School Open Afternoons/Assemblies
Term 6	Provision Plans	Sent home 8 th July 2024 Meetings w/c 15 th July 2024	Whole School where appropriate not all pupils will require a Provision Plan depending when your child's EHCP review has been held	Report and covering letter with invite to receive further information or meeting if required Whole school including Satellites & 6 th Form
Term 6	Whole School Newsletter	Sent home w/c 15 th July 2024	Whole School	Newsletter will be shared with parents via Weduc, Facebook and Website..
TBC	Coffee Mornings Workshops EfL Engagement Sports Activities & Music Concerts Trips	These dates are to be confirmed and will be shared with parents/carers as soon as they are available.		Where possible parents/carers will be invited but it may not always be possible to accommodate parents/carers and/or siblings

KEY

Newsletter and Facebook communication

Parent Consultations

Open Afternoons and Celebration Assemblies

Provision Plans

Charity and Event Days