



The Harbour

at Hudson Road

Induction Procedures



Welcome

Our Induction Procedures sets out information about The Harbour for all of our new pupils and their parents/carers on admission to our setting.

We offer a warm welcome to your child and we look forward to working with you and building a strong partnership between home and school.



About Our Provision

The Harbour is an Additionally Resourced Provision (ARP) at Hudson Road Primary for up to 16 children in Key Stage 1 and Key Stage 2 with an Education, Health and Care Plan (EHCP) for significant social, emotional and mental health (SEMH) needs. The Harbour opened in September 2024 and is in a separate purpose-built provision but is a valued part of the mainstream school. The Harbour benefits from two classrooms, a shared social space as well as its own kitchen and outside area.

The Harbour aims to meet the needs of all our pupils and to help them find the strategies, interventions and support they need to allow them to develop socially, emotionally and academically.

Parents/carers are also warmly welcomed to visit The Harbour as part of the decision-making process before their child's EHCP is finalised.

School Details: The Harbour @ Hudson Road Primary School

Villiers Street South

Sunderland

SR1 2AH

Tel. 0191 5143434

Website: www.hudsonroad.org.uk

Email: Hudson.road.primary@schools.sunderland.gov.uk

School Uniform

Uniform is an important part of The Harbour and school identity. It reinforces who we are as a community and encourages children to feel pride in their school setting.

The Harbour @ Hudson Road School Uniform

Green school sweatshirt / cardigan

White polo t-shirt

Black or grey trousers/ school shorts or skirt or pinafore dress

Black shoes or strong trainers

Green gingham/ checked school dress

Sweatshirts and cardigans with The Harbour logo are available from Total Sport

PE Kit - White T shirt and black PE shorts or joggers/leggings

Jewellery

If ears are to be pierced, please arrange this for a school holiday so that wounds can heal and children can remove any sleeper ear rings during PE lessons. Watches are acceptable as long as they can be easily removed for PE but we ask that no smart watches are worn.

Induction process

Once a child has been allocated a place (following the agreement of an EHCP) we work with families to prepare a personalised induction programme to make the transfer to The Harbour from their previous school as smooth as possible.

On confirmation of a place

Once the EHCP is finalised naming The Harbour, the class teacher will visit your child in their current school to introduce themselves in a familiar setting.

The week before admission, we invite parents/carers and your child to visit the setting on a Friday afternoon. This will include a full tour of the Harbour facilities, a chance to meet all the staff and a meeting with the class teacher to discuss the best way to support your child moving forwards.

The Hudson Road school office will ask you to complete one of our admission forms with the names and telephone numbers of emergency contacts and information on any medical needs.

School Transport

All children with an EHCP that identifies The Harbour @ Hudson Road, who live a distance of over 2 miles from the school or have a medical statement, will have access to school transport. Transport is procured, monitored and managed by Together for Children to provide a high level of standards and safety for the children transported.

Parents are responsible for ensuring that their child is ready to leave when the taxi arrives. It is the parent/carer's responsibility to escort their child to the taxi and ensure they are safely seated before it leaves. On the return journey home, a responsible adult should be awaiting the arrival of the child and to escort them out of the taxi.

All queries about transport arrangements should be directed to Paul Tomlin (SEND Transport Lead) on 0191 561 2284 or paul.tomlin@togetherforchildren.org.uk

You are also very welcome to walk to school if you live close by or travel in your own transport. Children enter or exit via the small school yard gate next to The Harbour building.

From week 1 Admission

To make a smooth and calm transfer to The Harbour, your child's teacher will agree a part time induction timetable with you that builds up to a full-time school place at the pace that best suits your child's needs.

This is subject to change depending upon how your child adapts to their new environment.

An example of this induction timetable is:

Week 1

08:50-10:30 **or** 14:00-15:15

Week 2

08:50-11:30 **or** 13:00-15:15

Week 3

08:50-13:00 **or** 11:30-15:15

Week 4

08:50-14:00 **or** 10:30-15:15

Week 5

Monday-Thursday 08:50-15:15

Friday 08:50-13:00

Please note that during the induction process, taxis will only be available to transport your child at the beginning or the end of the school day. Parents/carers are responsible for arranging to collect their children at other times of the day. School may be able to help you with organising this. Please speak to the new class teacher about any concerns.

Staff PPA (Planning, Preparation and Assessment) Time

To ensure consistent staffing for our pupils, all Harbour staff teach all week and then take their PPA entitlement on a Friday afternoon. This means that The Harbour week finishes at 1.00pm on Fridays.

Attendance

If your child is unable to attend school because of ill health, or for any other reason, please phone the school office before 9.30am.

If your child uses the SEND travel service, it is parent's responsibility to inform the taxi service that your child will be absent from school and to advise them when the transport needs to be resumed.

School Curriculum/Timetable

It is important that the curriculum meets the individual needs of pupils whilst protecting their entitlement to the National Curriculum and a full range of educational experiences. At The Harbour we aim to deliver the curriculum to each pupil in a way, which meets his or her individual needs. There is a focus on PSHE and life skills and we aim to nurture and support every child to achieve their full potential.

Integration / Inclusion

Our Harbour pupils are valued members of the Hudson Road school community. The Harbour children join in with school activities as appropriate to their needs and when they are ready (for example weekly singing practice or theatre performances). Once settled in the Harbour, children may access some lessons in the appropriate mainstream class or join in with playtimes/lunchtimes.

School Clubs and Childcare

We have a variety of clubs running after school and on-site childcare including a Breakfast Club. Please talk to office staff about what is available if you would like your child to attend. SEND transport is not available for these activities.

Home- School Links

We will keep you informed of programmes of work undertaken by your child and the progress that they are making.

Information is shared formally through the Annual Review process, and on an informal basis, through the home-school book, phone calls, pick up/drop off times, parent/carer events and termly parents evenings.

Behaviour

At Hudson Road Primary School, including The Harbour, our core values underpin our culture and behaviours: principles of respect, high expectations, understanding of rights and responsibilities and a sense of belonging and purpose.

- Everyone is expected to behave in a responsible manner, showing consideration, courtesy and respect for others at all times.
- Everyone has the right to learn in a safe, supportive environment.
- We can all make choices about how we react, even in difficult situations.
- We are responsible for the consequences of our actions.

Good personal and professional relationships between staff and pupils are vital in our school. This ensures the well-being and safety of all pupils and staff in The Harbour and Hudson Road Primary School.

There may be exceptional circumstances, where staff need to take action in situations where the use of reasonable force is required to ensure the safety of the children and others. Hudson Road Primary School acknowledges that physical techniques are only part of a whole setting approach to behaviour management.

All staff in Ther Harbour are provided with appropriate training and clearly understand this policy and their responsibilities in the context of their duty of care for taking appropriate measures where reasonable force is necessary.

We expect parents/carers to agree a Positive Handling Plan with us on induction as a precaution for the safety of your child and others.

Safeguarding

Parents should be aware that The Harbour will take any reasonable action to ensure the safety of its pupils/students.

In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Board Procedures) and inform Children's Services Social Care of their concern.

The Designated Safeguarding Lead is Mrs Cathy Westgate Headteacher

The Deputy Designated Safeguarding Lead is Mr Andrew Trewick Deputy Headteacher

The Governors for safeguarding are Mrs Lindsay Briggs and Mrs Julie Richardson

EHCP reviews

Your child's EHCP will be reviewed every twelve months. Special requests for six monthly reviews can also be made in exceptional circumstances.

If you have any queries about your child's needs you can contact: Headteacher, Behaviour Lead, SENCO, Pastoral Lead, SEN Lead Governor. Please see the school website or phone the Hudson Road office to contact specific school staff.

Breakfast and Lunch Arrangements

Mealtimes provide further opportunities to develop social and life skills as well as being a time to discuss what's happening that day.

After morning registration, the children are offered a breakfast of toast, cereal or fruit (when available) served in the Harbour social space alongside staff.

All full-time pupils stay for lunch, as transport home is not available. They can either choose a school dinner or bring a packed lunch from home. Religious, vegetarian or vegan diets can be catered for. Any other form of diet requires a letter from your doctor to stipulate the dietary requirements.

All pupils in KS1 receive free school meals. KS2 school meals cost £2.50 per day. It is very important that those families who are in receipt of Income Support notify the school office; to arrange for a free school meal or so we can claim additional funding for the benefit of your child. Parents can apply by completing a form on the Together for Children Portal or contact the school office for help.

https://www.togetherforchildren.org.uk/media/26561/Free-School-Meals-Family-Portal-Official-User-Guide/pdf/Free_School_Meals_-_Family_Portal_Official_User_Guide.pdf?m=637852873925530000

Medical needs

First aid treatment is available from our trained members of staff in The Harbour and in the mainstream school.

Parents/carers who have children requiring prescribed medicine during the school day must complete a medication form available from the school office. Any medicine to be administered in school is kept securely in a central store. **All medication must be sent to school in its original container, which is marked by the pharmacy with the child's name and correct dosage.**

Asthma medication is kept in the classroom or taken outside on any school visit.

Any child with **specific medical needs** will have a medical plan agreed between staff, parents/carers and health professionals.

Term dates

We usually follow the Sunderland Council termtime dates and set our own school closures dates for staff INSET days. We will provide you with information on induction.

School Website

Please see the school website for more information www.hudsonroad.org.uk and it includes a separate section on The Harbour activities and curriculum.