



Welcome to Running Deer School

We are really looking forward to you being a member of our school and community
This pack is to give you all the information you might need before you start.

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How to contact Running deer School

You can contact us by phone between 08:30 and 16:30, Monday to Friday, or by email outside these hours.

To report student sickness or absence, and to speak to a member of the team:

Telephone: 01647 400201

Email: school@runningdeer.org.uk

Website: www.runningdeerschool.org.uk

School leadership and staff

Running Deer School is part of Running Deer C.I.C and is overseen by a Board of Directors.

The Director of Education is responsible for setting the strategic ambition for the school and ensuring the delivery of the strategic aims. The Director of Education reports back to the Board of Directors.

The Head of School is responsible for the day to day running of the school and the implementation of the strategic aims. The Head of School is also the Designated Safeguarding Lead.

The SENCO for Running Deer School is currently the Director of Education.

- Director of Education & SENCO: Nick Hurst
- Head of School & DSL: Geraldine Carter
- School Administrator: Martin Hibbs
- Senior Facilitator: Kate Melville

You can find the names, job titles, and photographs of all of our staff on the Running Deer School website: <https://www.runningdeerschool.org.uk/meet-the-team>

Where to find policies and procedures

You can find policies and procedures on the Running Deer School website at <https://www.runningdeerschool.org.uk/policies>

Alternatively, you can request copies of our policies and procedures by email, or by post.

School hours

Our school hours are between 09:30 and 15:00. Please ensure that students are ready to enter the school at 09:30.

Students who are not present at 09:45 will be marked as late, and students arriving after 10:00 without a valid reason will be marked as absent without authorisation.

Please ensure that students are collected on-time at 15:00. Any student who has not been collected will be accompanied by a member of staff on-site. If we have not been notified that a student will be collected late, we will contact the students named parent, guardian or carer to make arrangements. We are obliged to keep a record of students collected late.

Absence and illness

We are obliged to keep detailed records of individual students' attendance and punctuality. If a student will be absent, you must inform Running Deer School by phone or text before 09:30 on the first day, and then by phone, text, or email on each subsequent day.

If the student is vomiting or has diarrhoea, they must be absent until they have been symptom free for 48 hours.

Please carefully consider whether being in an outdoor environment is suitable for a student if they have a temperature or are feeling unwell, if in doubt it is safer for the student to stay home.

If a student has a dental, doctors, or hospital appointment, please inform Running Deer School by phone or text before the appointment. We may need to see proof of the appointment, either before or after the appointment.

You must inform Running Deer School of any health problems that the student may have, e.g., allergies, eczema, asthma.

If a student complains of feeling unwell at school, we will contact the parent, guardian, or carer to find out if there were any concerns that morning. Students who are unwell are allowed to sit quietly in one of the offices, or if necessary we have facilities to enable the student to lie down. Depending upon how unwell the student is, parents, guardians or carers may be asked to collect the child from school.

Medicines which the student administers to themselves must be handed to the students assigned Case Worker. Running Deer School will not administer medication to students.

End of Term reports

End of Term reports are provided to parents, guardians or carers.

End of Autumn Term: pastoral report

End of Spring Term: academic report

End of Summer Term/End of academic year: full school report.

Parents, guardians or carers are invited to attend parent meetings at Running Deer School termly.

Holiday during term time

Government legislation states that students must not be taken on holiday outside of official school holiday periods. In exceptional circumstances, parents, guardians or carers must request permission from the Head of School for a leave of absence.

Parking

Parking within Butterdon Wood is restricted to Running Deer C.I.C. vehicles and visitors authorised in advance. Parents and those dropping off or picking up students are not permitted to park or turn around within Butterdon Wood and must use the layby outside the main gate for drop offs and pick-ups. Please note this area is not a parking area.

Permission forms

Parents, guardians or carers must complete permission forms for students to take part in outdoor activities, swimming, and work experience for Key Stage 4 students.

We also ask that you return the photography and videography permission form if it is appropriate (photography and videography of students subject to care orders will not be included in publicly available literature or on the Running Deer School or Running Deer C.I.C. websites).

Kit and clothing policy

Students must bring a rucksack, water bottle, a spare change of clothes, and waterproof trousers and jacket.

Students must wear stout footwear e.g., walking boots or safety boots, which must have adequate tread (Vibram or similar) to be safe on muddy, wet, or loose surfaces.

In colder months, students must have enough clothes to keep them warm and dry. Students should wear layers of insulating fleece or wool, and warm socks, trousers and gloves.

In warmer months, students must have the right clothes to protect them from the sun. Students should wear long sleeve shirts or t-shirts and a sun hat. Students should bring high-factor sun screen.

Shorts and skirts

We do not allow skirts, ¾ length trousers, or shorts at Running Deer School, and we would prefer students to wear long-sleeve t-shirts in the summer in order to prevent tick bites.

This is because Running Deer School is in a Lyme disease area. Students who wear shorts, ¾ length trousers, or skirts to school may be sent home. For further information on ticks and lyme disease, please see the attached copy of "Watch out! Ticks about!" from Lyme Disease Action.

Jewellery

For safety reasons, students must not wear jewellery apart from small stud earrings.

Kit List

- Rucksack
- Stout footwear - walking boots/safety boots
- Waterproofs - trousers and jacket
- Warm clothing
- Jumper
- Warm trousers
- Warm coat
- Gloves
- Hat
- Spare pair of socks
- Layers are a good way of keeping warm so plenty of layers.

For warmer months:

- Sun hat
- Sunscreen
- Insect repellent
- Change of clothes
- Waterproofs - trousers and jacket.
- Coat - because even in summer it can be cold at Butterdon Wood!

Packed lunches

A balanced packed lunch contains:

- Starchy foods, such as bread, rice, potatoes, and pasta
- Protein foods, such as beans, eggs, meat, and fish
- Dairy foods, such as cheese, milk, and yoghurts,
- Vegetables or salad
- Fruit

We do not allow fizzy or energy drinks at Running Deer School.

Packed lunch ideas <https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

School lunch offer

Running Deer School can provide campfire lunches such as jacket potato with fillings, plus fresh fruit and healthy snacks.

Policies and information included in this pack

The policies in this pack and all our other policies can be found on our website:

<https://www.runningdeerschool.org.uk/policies>

- **Absence & Engagement Strategy**
- **Behaviour Policy**
- **Quick Guide to bad weather**
- **Being part of our community**
- **Student mobile phone policy**
- **Tick Awareness leaflet**
- **Visitor policy**
- **Consent forms**