



Engaged. Happy. Successful.

Working together to inspire, nurture and motivate everyone to fulfil their potential.



**Elmbridge School**

**Elm Grove, Denton, M34 3WU**

**Head of Centre: Mr. D. Warwood**

**Tel: 0161 214 8484**

**Email: [ebs.admin@tprs.tameside.sch.uk](mailto:ebs.admin@tprs.tameside.sch.uk)**

**Website [www.tprs.tameside.sch.uk](http://www.tprs.tameside.sch.uk)**

**School office hours: 8:30am - 4:00pm**



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# Attendance

We believe that school attendance is vital in enabling pupils to maximise the educational opportunities available to them, and that regular school attendance will help them to build the emotional resilience required to prepare them for their next step. We aim to work closely with parents/carers to ensure that all pupils attend regularly.

All pupils are expected to be on site by 9.10am. Any pupil arriving after this time will be recorded as late. Registers close at 10am, in line with government guidelines. Any pupils arriving after this time will be marked with a “U” code, which counts as an unauthorised absence.

If a pupil is unable to attend school for any reason we ask that parents/carers contact the office before 9.30am on the morning of the absence and provide a reason for the absence. It is at the discretion of the Head-of-Centre as to whether an absence is authorised, and, if a pupil’s attendance is low, medical evidence may be required to support any absence.

In the event that attendance becomes a concern, appropriate support will be offered to families in order to improve the situation.

All children of compulsory school age who are registered pupils at a school must attend that school regularly and punctually. It is the responsibility of parents/carers to ensure that this is the case. Failure to do so may result in Tameside Metropolitan Borough Council taking legal action against you in the Magistrates Court. Should your child fail to attend regularly and punctually the school may refer to the Local Council Education Department for consideration in relation to prosecuting parents for an offence under the Education Act 1966. Conviction of an offence under section 444(1) may result in a fine of £2,500 or a prison sentence.

If you have any concerns regarding your child’s attendance and you feel in need of support, please contact the school office and ask to speak to a member of the attendance team. Attendance across the Service is managed by our Attendance and Engagement Mentor, B Kearns



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## School Day

### ELMBRIDGE SCHOOL

<b>09:00</b>	<b>School opens</b>
<b>09:10 - 09:20</b>	<b>Tutor Groups</b>
<b>09:20 - 10:00</b>	<b>Lesson One</b>
<b>10:00 - 10:40</b>	<b>Lesson Two</b>
<b>10:40 - 11:00</b>	<b>Break</b>
<b>11:00 - 11:40</b>	<b>Lesson Three</b>
<b>11:40 - 12:25</b>	<b>Lesson Four</b>
<b>12:25 - 13:05</b>	<b>Lunch</b>
<b>13:05 - 13:45</b>	<b>Lesson Five</b>
<b>13.45 - 2.35</b>	<b>Lesson Six</b>
<b>2.35</b>	<b>School day ends</b>

**On Fridays school closes for pupils at the end of the morning session (12.25pm), lunch will be provided.**

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## Uniform

### Top:

#### TPRS branded polo shirt and TPRS branded sweater

School uniforms are purchased from School by cash or cheque to the Finance Office.

Black School Polo Shirts - £8.00

School Sweatshirts - £12.00



No coats, jackets or hoodies to be worn inside the building.

### Bottom:

Dark coloured school trousers or skirt.

No jeans or tracksuit bottoms or leggings.

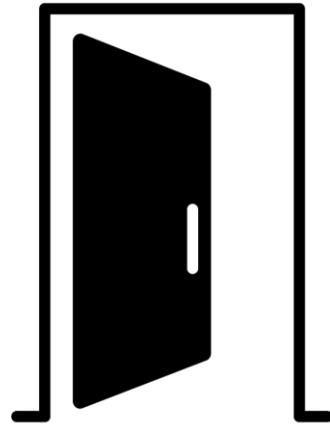
### Footwear:

Shoes and trainers should be flat.

# UNIFORM



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Full uniform

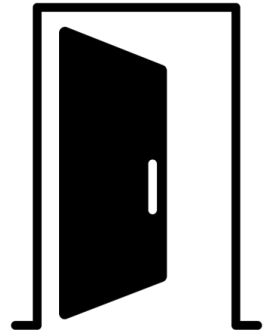
Come in and learn



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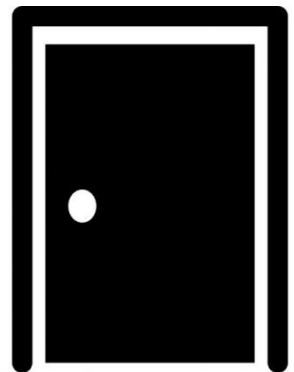
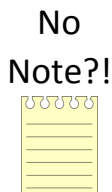
Part uniform

Borrow

Come in and learn



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Part uniform

Won't Borrow

No Entry

## *Intention.....*

### ***Engaged, Happy, Successful.***

The TPRS curriculum is designed to meet the needs of every student and to encourage engagement and progression through individual learning pathways. Our Service strongly promotes an empathic approach that meets the diverse needs of all our young people, focusing on strengths and inclusive practice. A range of learning opportunities are available which incorporate the NC programmes of study but also provide opportunities to experience a wider and more innovative curriculum. We aim to prepare our pupils with an understanding of the responsibilities, resilience and ambition needed to succeed in adult life.

### ***Working together to inspire, nurture and motivate everyone to fulfill their potential.***

## *Implementation....*

Learning hours are divided between English, Maths, Science, PE, Food, PHSE, Art, Speaking & Listening, Careers, Prince's Trust at Key stage 4 & Commando Joe's for KS2 and KS3

Further inspirational Enrichment Activities are designed to develop Enterprise, problem solving and interpersonal skills in addition to supporting emotional development and Mental Health well-being. Difficult to engage students can also access our off-site outward bounds service as part of a personalised curriculum offer. The use of ICT is currently related to project-based learning, e-portfolios and mobile devices.

Students are taught in small groups, by experienced and enthusiastic staff, with additional 1:1 support provided when needed or requested.



## A QUIET PLACE



An Emotional  
intelligence curriculum  
within our environment...

Commando Joe's  
Lower school Missions to develop  
the core attributes of  
communication skills, leadership  
skills, working with others and  
developing self.

**COMMANDO  
JOE'S**

*Impact....*

## **Key Stage 2**

A creative programme of Project Based Learning and out of the classroom experiences plus a weekly celebration assembly. Afternoons offer a broad mix of enrichment sessions designed to develop social interaction skills, confidence and curiosity. The 28 sessions are allocated as follows:

- Project x 6 (including Literacy, Numeracy, History & Geography).
- PHSE x 1
- PE x 1
- Swimming x 2
- Martial Arts x 2
- Food x 2
- Art/CDT x 1
- Textiles x 1
- Student Voice x 1
- Mental Health First Aid x 1
- Intervention x 1
- Circle Time x 1
- Animal Care x 1
- Dance x 1
- Outside the box x 1
- Reflection & Assembly x 1

## **Key Stage 3**

A motivational morning programme of Project Based Learning and discreet subjects. Literacy and Numeracy is taught through themed projects to help our students to better understand their learning through contextualised study. Afternoons offer a broad mix of enrichment sessions designed to develop social interaction skills, confidence and curiosity. Weekly Celebration Assembly.

- Project Based Learning x 6
- Commando Joe's x 4
- Science x 2
- Art/CDT x 2
- Student Voice x 1
- Intervention x 1
- Mental Health First Aid x 1
- Food x 2
- PE x 2
- Animal Care x 1
- Dance x 1
- Drama x 1
- Textiles x 1
- Outside the box x 1
- Reflection & Assembly x 1



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## Charging Policy (Parents/Carers)

### The Pupil Referral Service will not charge for:

Education that takes place during officially recognised school hours which includes:

- The implementation of the National Curriculum.
- Syllabuses for prescribed examinations.
- Music tuition if it forms part of the curriculum.
- Activities relating to school curriculum.
- Entrance fees for examinations.
- An exam re-mark that the service requests.
- Equipment and materials.
- Behaviour Improvement interventions/therapeutic care as provided by PRS staff.

### The Pupil Referral Service will charge for:

- Lost or damaged school property.
- Wilful damage to school property, equipment or furniture.
- Wilful damage, neglect or loss of property belonging to a third party.
- Examination fees where the students fail to complete the exam requirements without good reason/medical certificate.
- Individual appeals to exam boards based on parental requests.

### Catering Charges

The School has a catering contract and charges the amount agreed by the Local Authority, currently £2.30 per meal (Sept 2018). Pupils must pay for their school meals in advance. This can be done either weekly or on a daily basis.

Parents can pay in the following ways.

- Cash can be paid to the Finance Office
- A Cheque made payable to Tameside MBC.

Pupils who are entitled to free school meals parents will have to apply online or by telephone to the Local Authority.

### School Uniform Charges

School uniforms are purchased from School by cash or cheque to the Finance Office.

- Black School Polo Shirts - £8.00
- School Sweatshirts - £12.00





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## Application For Free Meals For School Children

Under the new guidance for Free Meals for School Children, parents are now required to apply using the online application form.

The website address is:

[www.tameside.gov.uk](http://www.tameside.gov.uk)

Follow the onscreen instructions:

Do it  
Apply for it  
Free school meals  
Complete online application form

Parents who do not have internet access at home are able to use the internet service at:

Tameside Metropolitan Borough Council  
Council Offices  
Dukinfield Town Hall  
King Street  
Dukinfield  
SK16 4LA

Tel: (0161) 342 8355 (During office hours)

Tel: (0161) 342 2222 (Out of office hours)

If you have any queries, please do not hesitate to contact either reception at Tameside Council Offices, or staff at Elmbridge School.