**St. Oswald’s CE Primary School**

 **Supporting Service Pupils and their Families**

Here at St. Oswald’s we recognise that Service pupils and their families face unique challenges: frequent moves; changes in home, school and friends; and long periods of separation from loved ones. This can mean that at times some pupils and their families require additional support. We appreciate the unsettled nature of Service life, particularly with regard to your child’s education.

Our focus is to provide a smooth transition of Service children at anytime during the school year. To aid this process we have implemented an induction programme ensuring close liaison between you as parent(s) and the school staff who will be directly responsible for your child’s education and welfare.

**Our Aims**

* To help pupils and parents feel welcomed, valued and secure in their new school and environment
* To understand the impact that military lifestyle has on you as a family and never underestimate the effect of frequent changes on your home, family, work and your child’s education
* To provide opportunities for you to express your expectations and potential concerns for your child
* To be sensitive to your individual needs
* To provide the necessary support to your child and family to facilitate a smooth transition when moving on from St. Oswald’s
* To provide additional support to your child during times of mobilisation and deployment
* To familiarise your child with the school environment, expectations and routines quickly so that they can integrate as seamlessly as possible

**How will we support Service pupils and families moving into our school?**

* We encourage regular contact and communication during the transition process and will assist where required. This may be, for example, filling out forms or dealing with the council
* We will liaise actively with the Armed Forces welfare personnel and the local authority to encourage communication
* We will provide new pupils and their families with personal support when they arrive at St. Oswald’s, both in school and the wider community as required
* We will ensure transfer records received are complete and chase missing information if required
* We encourage children to bring examples of their work from their previous school. Our interest in what they have done previously helps staff/pupil interaction, is particularly reassuring for children
* On admission, we will discuss how to ensure smooth transition and provide opportunities to outline expectations and potential concerns
* We will provide a tour around the school and meet the new class teacher

**How will we support Service pupils and families whilst they are at St. Oswald’s?**

* Our Service Families Liaison Officer is here specifically for military families who feel they would benefit from support and acts as a bridge between the school and the Forces. The Liaison Officer offers neutral, confidential support and a listening ear outside the chain of command if you have concerns about your child, or need advice or guidance
* We will meet with your child on a regular basis over the first few weeks to ensure that they are settling and happy. We will provide any additional support they require to facilitate them settling into the school and its routine; progress will be reviewed and reported back to you after the first few weeks. We have an ‘open door’ policy for all parents, so please do not hesitate to speak to your child’s teacher at any time if you have any concerns or queries.
* As a matter of priority, we will work with your child to identify any gaps in their education. If required, your child will receive additional support to address any areas of need. Any assessments will be handled sensitively to ensure that your child does not have a stressful start to their new school
* The welfare of your child is of upmost importance to us and we have staff who are fully trained to provide social and emotional support to vulnerable children
* We encourage Service parents to register with The Children’s Education Advisory Service (CEAS) (explained at Appendix A) if your child has Special Educational Needs. We will work efficiently and quickly to meet the SEN of Service children, under the direction of the school’s Special Educational Needs Co-ordinator (SENCO).
* During periods of transition and deployment a designated member of staff will be on hand to work with your child (if required after consultation with you as parents). The aim is to provide your child with a safe and secure environment enabling them to express any concerns, or simply have ‘reflection time’ to mitigate the effects of mobilisation
* During periods of deployment, we will provide an environment so that your child can communicate with absent parents, for example, using email, writing blueys or by making and sending arts/craft items, greeting cards and other items

**How do we use the Service Pupil Premium to support Service pupils?**

St. Oswald’s uses Service Pupil Premium in a variety of ways to support the pastoral care of children, the transition to/from different schools and other issues associated with Service life.

We have a full-time dedicated Pupil Premium Champion who works with the children providing social and emotional support for vulnerable children and delivers one-to-one learning support for pupils in receipt of Pupil Premium/Service Pupil Premium.

We run lunchtime groups and nurture groups for specific pupils, as well as providing one-to-one learning support.

\* Please see Appendix B for further details about Service Pupil Premium

**How will we support** **Service pupils and families moving out of our school?**

* We encourage regular contact and communication during the transition process and will assist where required
* We will liaise with your child’s new school to ensure that all requirements for the transition are met
* We will ensure that your child’s school records are up-to-date and of a high standard
* PIP – Pupil Information Profile (for Service children only) will be completed for the transfer of information. This will be transferred to your child’s next school
* Prior to moving on from St. Oswald’s, we will work with your child to create a ‘Memories’ book to take with them to their new school. We aim to capture their time spent at St. Oswald’s and look, for example, at the new school, area, country

**How will we facilitate the effective communication between the Armed Forces and school?**

We understand the importance of effective communication between the Armed Forces and our school. Our Service Families Liaison Officer provides the crucial link between school, Service families, the Armed Forces and the wider community.

**Key contacts**

Rebekah Dixon (Service Families Liaison Officer): rebekah.dixon@york.gov.uk Tel: 01904 555421

Sarah Jennings (Pupil Premium Champion): sarah.jennings@york.go.uk Tel: 01904 555421

Val Gill (School Administrator): stoswalds.primary@york.gov.uk Tel: 01904 555421

Army Welfare Service, York Garrison: Tel: 01904 882053

HIVE, Imphal Barracks, York: Tel 01904 676234

CEAS Helpline: enquiries@ceas.uk.com Tel: 01980 618244 (Military 94344 8244)

**Appendices**

**Appendix A**

The CEAS (Children’s Education Advisory Service) is a tri-service organisation funded by the Ministry of Defence (MOD). It was established to provide information and advice, to all service families (and eligible MOD civilians), about access to educational provision and services available to children, in the UK and around the world.

CEAS offer a registration service for Service children with special educational needs, which enables us to support you in securing the right educational provision for them.

Further information on the CEAS can be found online: www.gov.uk/childrens-education-advisory-service

**Appendix B**

* The Service Premium is the money that is paid directly to state schools, free schools and academies across England for supporting Service children. The amount is £300 per child per year in Years R-11
* The premium was introduced by the Department for Education (DfE) as part of the commitment to delivering The Armed Forces Covenant. This premium enables schools to provide extra, mainly pastoral, support for children with parents in the Armed Forces
* The premium is made available for the following categories of children: those of currently serving Service Personnel; those of Service Personnel who have been injured; those eligible in 2011 whose parent/s have since left the Armed Forces for whatever reason (premium available for a maximum of 5 years – currently named Ever 5); or those of Armed Forces Personnel who have died as a result of their service. The premium began in 2011
* The DfE allocates the funds. Scotland, Northern Ireland and Wales have their own administrations and therefore have different arrangements. This premium is also not for independent schools, or for Service Children’s Education (SCE) schools
* The premium in Northern Ireland is sourced differently and is applied for every October
* The Service Premium is sometimes referred to as Service Pupil Premium and therefore should not be confused with Pupil Premium, which is allocated to pupils who are eligible for Free School Meals, Looked After or Adopted From Care. Very few Service children are eligible for Pupil Premium
* The individual school decides how the money is to be spent on Service children. Unlike the Pupil Premium the Service Premium is not intended primarily to improve children’s attainment, but is for the provision of mainly pastoral care; however, mobile Service children may need targeted help in a new school to align with their class
* Schools need to provide evidence to show how this money is being spent and OFSTED will audit this. The school provides an annual report on how Pupil Premium and Service Premium is used on its website
* A child must live with their Service parent(s) to be eligible for the Service premium. A child is also eligible where the Service parent is the main carer, but is not the biological parent
* Home educators take on the financial responsibility of their children and therefore are not eligible for the Service Premium.
* The Service Premium is different from the Education Support Fund (ESF). Service Premium funding comes directly from the DfE, whilst the Ministry of Defence (MOD) funds ESF. All state schools can apply for the ESF across the whole of the UK
* It is not possible for schools to claim the Service Premium retrospectively
* If a child was never registered for the Service Premium whilst the parent was serving and the Service person has now left the services, they will not now be able to register the child for the school to claim the Service Premium