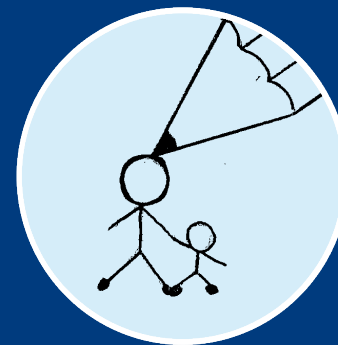


Parent
Partnership
Service

Looking at Schools



Putting **you** in the picture

Designed and produced by Creative Services, County Hall, 2006



Bedfordshire
county council

This booklet gives advice about looking at schools when you need to choose a school for your child.

Introduction

Deciding which school you would prefer your child to go to is an important decision for any parent/carer.

If your child has special educational needs, there are extra things you will want to think about.

Children from Westfield Middle School, Bedford drew the illustrations in this series of leaflets.



If you would like information about:

- admissions to schools in Bedfordshire;
- the transfer process; or
- which schools serve your local area,

you can contact the **Schools Admission Service**.

School Admissions Service Contact Details

Address

Schools Admission Service
Bedfordshire County Council
Caldwell Street
Bedford MK42 9AP

Email

admissions@bedscc.gov.uk

Website

www.bedfordshire.gov.uk

Phone

Telephone lines are open:

11.00am–12.00noon each morning, and
2.00pm–5.00pm Monday to Thursday,
2.00pm–4.30pm on Friday.

Phone any of the following numbers:

01234 228140
01234 228179
01234 228878
01234 228593
01234 228987

Fax

01234 228846.

What you can do before visiting the school

All schools have to produce a school prospectus or brochure. It might help you to ask for a copy and to read through this before you visit the school.

You could also ask for:

- the most recent Governors' Annual Report to Parents;
- the school's Special Educational Needs Policy;
- other policies, such as the Behaviour or Bullying Policy;
- the OFSTED Inspectors' report on the school (you can also get this from the OFSTED website: www.ofsted.gov.uk).

Reading through this information will give you an idea of what the school is like and help you think of things you want to find out more about.

Remember

This booklet will not tell you everything you need to know. It is a good idea to visit the school.

Once you have a list of possible schools, contact them to make an appointment.

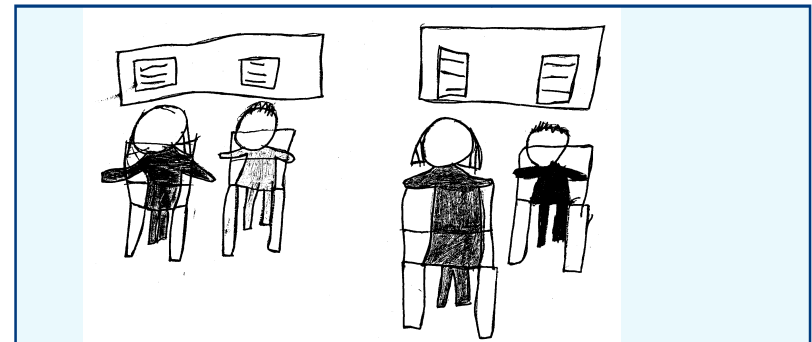
When your child is ready to move to lower, middle or upper school, the school will send you information about open evenings for parents/carers and children in the autumn term.

Schools are busy places and it is a good idea to ask who you will meet at the schools and how much time they will be able to spend with you. It would be a good idea to ask to see the Special Educational Needs Co-ordinator (SENCo) when you visit.

Think carefully about whether you want to take your child with you on the first visit (you could discuss this with the school).

Decide if you want to take someone along with you, such as a friend or relative. This can be helpful, to talk through your view of the school after the visit.

You may find it useful to have a guided tour of the school. You will get a better feel for the school if you can do this in school hours when the children are there.



Questions you might find useful

Here are some questions you might want to ask.

- How many pupils will be in my child's class?
- What will the school do to make sure that all staff know about my child's individual needs?
- How does the school arrange extra support for children who need it?
- How will the school involve me in planning for my child's needs?
- How will the school help the other children to understand my child's needs?
- How will the school help my child to settle into school and to make friends?
- How will the school keep me up to date about what is happening in school?
- How does the school help children to learn how to behave and help them to make school a happy place?
- How does the school deal with bullying?
- How will the school make sure my child has the chance to take part in all areas of the curriculum?
- What extra activities and clubs are there during lunchtime and after school?
- What happens at break times and lunch times; are there any games and/or facilities for the children to use?

If you have older children, you might like to find out:

- what languages your child can learn;
- how the school organises classes – whether they put the children in sets according to their ability (particularly in English and maths);
- what IT facilities there are – how many computer rooms there are and whether there are enough computers for every child in the class.

You may also think of other things that are important to you and your family. If you are going to visit more than one school you might want to jot down some notes to help you remember.

If you need the information in this leaflet in another language or in a special format, such as braille, large print or audio-cassette, please contact us at the address below.

Ky botim jep të dhëna për prindërit që kanë fëmijë me nevoja të veçanta mësimore. Është përgatitur nga Shërbimi i Partneritetit të Prindërve (Parent Partnership Service). Ky shërbim i ofron prindërve përkrahje të besueshme dhe të paanëshme. Nëse këto të dhëna ose këshilla ju nevojiten në gjuhën amtare, ju lutemi të na kontaktoni në adresën e mëposhtme.

এই প্রকাশন বসিবে শিক্শার আবশ্যিক হওয়া শিশুদের পতি-মাতাদেরকে তথ্য প্রদান করে। পতি-মাতা অক্ষীদার সবা এইটি প্রকাশ করে। এই সবা পতি-মাতাদেরকে গণোপন এবং পক্ষপাতশূন্য সমর্থন প্রদান করে। যদি আপনাকে নজিরে ভাষায় এই তথ্য অথবা উপদশের আবশ্যিক, অনুগ্রহ করে নচিরে ঠিকানায় আমাদরেকে যোগাযোগ করুন।

Cette publication offre des informations aux parents d'enfants qui ont des besoins particuliers en matière d'éducation. Elle est publiée par le Parent Partnership Service. Ce service offre un soutien confidentiel et impartial aux parents. Si vous souhaitez recevoir ces informations ou des conseils dans votre propre langue, veuillez nous contacter à l'adresse reprise ci-après.

આ પ્રકાશન વિશેષ શૈક્ષણિક જરૂરિયાતો ધરાવતા બાળકોના વાલીઓને માહિતી આપે છે. એ પેરેન્ટ પાર્ટનરશિપ સર્વિસ દ્વારા બનાવવામાં આવ્યું છે. આ સેવા વાલીઓને ખાનગી અને તટસ્થ ટેકો આપે છે. જો તમને આ માહિતી કે સલાહ તમારી ભાષામાં જોઈતી હોય, તો કૃપા કરીને નીચે આપેલા સરનામા પર અમને સંપર્ક કરો.

Questa pubblicazione informativa è rivolta ai genitori di bambini con necessità educative speciali. Essa è prodotta dal Parent Partnership Service, ente che offre sostegno ai genitori ispirandosi a criteri di riservatezza e imparzialità. Se desiderate ricevere informazioni o consigli nella vostra lingua, potete contattarci all'indirizzo sottostante.

ਇਹ ਪ੍ਰਕਾਸ਼ਨ ਵਿਸ਼ੇਸ਼ ਵਿਦਿਅਕ ਜਰੂਰਤਾਂ ਵਾਲੇ ਬੱਚਿਆਂ ਦੇ ਮਾਪਿਆਂ ਨੂੰ ਜਾਣਕਾਰੀ ਦਿੰਦਾ ਹੈ। ਇਹ ਮਾਪੇ ਸਾਂਝੀਚਰੀ ਸੇਵਾ ਵਲੋਂ ਪ੍ਰਸਤੁਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਇਹ ਸੇਵਾ ਮਾਪਿਆਂ ਨੂੰ ਗੁਪਤ ਅਤੇ ਨਿਰਪੱਖ ਸਹਾਇਤਾ ਮੁਹੱਈਆ ਕਰਦੀ ਹੈ। ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਜਾਣਕਾਰੀ ਜਾਂ ਸਲਾਹ ਦੀ ਤੁਹਾਡੀ ਮਾਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਲੱਭਣ ਹੈ, ਤਾਂ ਸਾਡੇ ਨਾਲ ਹੇਠ ਦਿੱਤੇ ਪਤੇ ਤੇ ਸੰਪਰਕ ਕਰੋ।

Niniejsza publikacja zawiera informacje kierowane do rodziców dzieci o specjalnych potrzebach edukacyjnych. Została przygotowana przez serwis partnerstwa rodziców. Oferuje on poufną oraz bezstronną pomoc dla rodziców. Jeżeli potrzebujesz informacji lub porady we własnym języku, prosimy o skontaktowanie się z nami pod adresem podanym poniżej.

یہ اشاعت خصوصی تعلیمی ضرورت والے بچوں کے والدین کو معلومات فراہم کرتا ہے۔ اسے پیرنٹ پارٹنرشپ سروس نے تیار کیا ہے۔ یہ خدمت والدین کو روزانہ اور غیر جانبدارانہ تعاون فراہم کرتا ہے۔ اگر آپ کو یہ معلومات یا مشورے آپ کی اپنی زبان میں درکار ہوں تو، براہ مہربانی ہم سے ذیل کے پتے پر رابطہ کریں۔

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