



INDEPENDENT SCHOOL



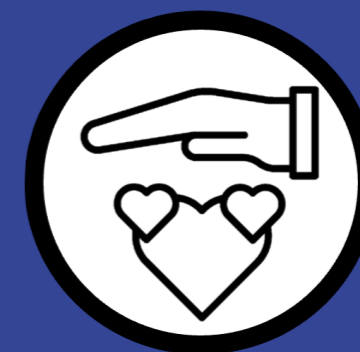
RESPECT



RESILIENCE



RESPONSIBILITY



KINDNESS

WELCOME

We have prepared this pack for you to help explain some of our procedures and plans further.

You can also look at our website, www.utopiaschools.co.uk to view our policies and find further information and our Instagram page which celebrates the students achievements across our school.

This pack has been put together to let you know key school information should you wish to refer to it at a later date

We have made every effort to minimise the amount of paperwork needing to be completed, however there are a few additional pieces of information that we require to be signed that support the information in this document. For ease, this will be emailed to you as an online form.

Our Ethos

Accessible - Removing barriers to learning by identifying them from the outset and addressing the needs of individuals on a case-by-case basis.

Approachable - Placing the relationship between staff, students and parents at the heart of everything we do.

Aspirational - Setting high expectations so that students can reach their full potential emotionally, socially and academically.



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School Values

Resilience - Building strength to overcome challenges, adapt, grow, and persevere confidently.

Respect - Treating everyone with dignity, fairness, courtesy, and valuing diverse perspectives.

Kindness - Promoting empathy, compassion and positive, inclusive behaviour for all.

Responsibility - Encouraging accountability, reliability, and ownership of actions, choices, and learning.

Our Expectations

Utopia staff set high expectations of all students. We believe doing this encourages students to have respect for themselves and others around them. We therefore require all students to conduct themselves appropriately. Our expectations are:

- That students are respectful towards people, property and places
- That students behave safely
- That students try their best
- That students work with the staff to access the support



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Attendance

Consistent attendance is essential to enable us to support our students in achieving their potential. We work hard to help students achieve excellent attendance by supporting them to overcome challenges and build their resilience. We also recognise the difficulties that parents have in maintaining consistent attendance and are here to help in any way we can.

If your child is absent, please inform the school on the morning of each absence. If your child has persistent absences then you will be invited to attend a school meeting to see how we can work together to improve this.

Where possible please try and make medical and dental appointments outside of the school day. We are required to ask for evidence to authorise any medical absences.

We recognise the importance of making every day count and therefore holidays in term time are generally not authorised. Please contact the Deputy Head (Pastoral) to discuss any holiday requirements in more specific detail.

For students who are accessing local authority transport, it is the responsibility of parents to organise this. Transport can be contacted on sendchildrenstransport@wirral.gov.uk



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Absence Advice

We understand that it can sometime be difficult to know when it is appropriate to keep your child at home. To support with this the Health Protection Agency have issued guidelines regarding when young people need to be kept off school on medical grounds.

A summary is given below:-

- Headache, earache or stomach ache – give Paracetamol and plenty of fluids, inform school of medication given and send child to school.
- High temperature – give Paracetamol and plenty of fluids, inform school of medication given and send child to school.
- Coughs and colds – give Paracetamol and plenty of fluids, inform school of medication given and send child to school.
- Flu/swine flu – child can return to school when recovered, usually about 5 days.
- Sore throat, tonsillitis or glandular fever – give Paracetamol and plenty of fluids, inform school of medication given and send child to school.
- Diarrhoea and vomiting – child can return to school 48 hours after last episode of diarrhoea or vomiting.
- Head lice – send child to school after first treatment. Treat all others at home.
- Threadworm – send child to school after first treatment. Treat all others at home.
- Warts, verrucae or athlete's foot – send child to school. Cover verrucae in swimming pool areas.
- Conjunctivitis – send child to school, get treatment from pharmacy.
- Impetigo – send child to school when lesions are crusted over.
- Measles, chicken pox or German measles – send child to school 5 days after rash starts.
- Mumps – send child back to school 5 days after start of swollen glands.
- Whooping cough – send child back to school 5 days after starting antibiotics.

Remember each school day is 2 sessions. If your child is ill on waking up but feels better during the morning they should be sent in to school for the afternoon session.



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GDPR

We at Utopia are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from the previous school and the Learning Records Service. We ensure we are compliant with the GDPR.

We use the student data to:

- support learning
- monitor and report on student progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing
- safeguard students

Personal information will only be collected and used with your consent or where it is needed by the school or the local authority to comply with a legal obligation. For example, the Education Act 1999, requires the collection of learner data for school census purposes.

We routinely share student information with:

- schools that the pupil's attend after leaving us
- our local authority
- other local authorities if they have responsibility for a child who has SEND or is looked after
- the Department for Education (DfE)
- School Nurses
- External professionals such as SALT therapists

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools> .



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Complaints

Utopia pride ourselves on the quality of our teaching, pastoral and wider wellbeing support. However, if a parent has a complaint they can expect this to be treated seriously, fairly and confidentially in line with our complaints procedure.

Utopia will maintain a non-judgemental approach ensuring that parents and their child will not be penalised or treated unfairly as a result of a complaint raised in good faith.

We hope that you never feel the need to make a complaint but if a situation arises whereby you feel this is necessary then our complaints policy can be found on our website or is available upon request where more information can be found on:

- What constitutes a complaint
- Our 3 stage complaint procedure
- Timeframes for dealing with complaints
- How complaints are recorded
- Additional advice and support available
- Student complaints procedure

Informal Resolution

At Utopia we feel that any concerns can be best dealt with at the earliest possible opportunity and this maximises the chance of a resolution that all parties are satisfied with. With this in mind parents are advised to first talk to the teacher most closely concerned to clarify the facts and resolve through discussion. In many cases the matter will be resolved to parents satisfaction at this point however, a request for discussion with the Headteacher may also be desirable before making a formal complaint.



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Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Utopia is committed to ensuring that the health, safety, well-being, mental health and development of all students is our paramount concern. Our approach is child-centred, meaning that we consider, at all times, what is in the best interests of students.

Utopia will therefore:

- Establish and maintain an environment where students feel secure, supported, valued, are encouraged to talk, and are listened to and know that their wishes and feelings will be taken into account.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the school's curriculum for children to develop the skills they need to stay safe from; abuse, bullying, child sexual exploitation, radicalisation and/or extremist behaviour, child criminal exploitation, teen relationship abuse, the impact of new technologies on sexual behaviour, child-on-child abuse, gender based violence, drug and alcohol misuse and internet and social media dangers.
- Develop effective links with relevant agencies providing a coordinated offer of early help when additional needs are identified ensuring that students have the right support at the right time.
- Challenge any discriminatory behaviour, derogatory language or radical and extremist views and provide help and support to students about how to treat others with respect.
- Maintain a culture of vigilance and an attitude of; 'it could happen here', where safeguarding is concerned and always act in the interests of the student.



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Safeguarding

Operation Encompass

Our school is part of Operation Encompass which is a national scheme that operates jointly between schools and police forces.

Operation Encompass is the reporting to schools, prior to the start of the next school day, when a child or young person has experienced domestic abuse.

As a school we have ensured that a member of our staff, (Designated Safeguarding Lead) known as a Key Adult, has been trained in the Operation Encompass procedures allowing us to then use the information that has been shared, in confidence, to support the children in our care.

The Domestic Abuse Act 2021 identifies children who experience domestic abuse as victims of domestic abuse in their own right. We are keen to offer the best support possible to all our pupils and we believe this will be extremely beneficial for all those involved.

If you have any concerns or would like to report anything to us then please contact dcooke@utopiaschools.co.uk or report this anonymously via the school website



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Keeping Safe

Relationships, Sex and Health (RSHE) Education

Today's young people are growing up in an increasingly complex world and living their lives seamlessly on and offline. This presents many positive and exciting opportunities, but also challenges and risks. In this environment, young people need to know how to be safe and healthy, and how to manage their academic, personal and social lives in a positive way. Utopia will include a range of teaching and learning opportunities to cover these areas throughout the academic year. For further information on school requirements for RSE you can access the DFE website.

School computers & responsible internet use

The school computer system provides internet access to students and staff. We will plan learning opportunities on safe internet use and the safe use of social media, as well as responding proactively when challenges arise.

Access must only be made via the user's authorised account and password, which must not be given to any other person.

- School computer and internet use must be appropriate to the students' education
- Copyright and intellectual property rights must be respected.
- The use of public chat rooms is not allowed.
- Irresponsible use may result in the loss of internet access.
- Individual user's internet access may be monitored, including web and e-mail use.

Filtering and Monitoring

Utopia follow DfE and Keeping Children Safe in Education guidance to effectively filter and monitor students' internet usage within the building. We also work closely with an external ICT specialist to ensure the filtering is appropriate but does not inhibit the educational opportunities of students. More information can be found in our ICT and Internet Usage Policy and Online Safety Policy found on the school website.



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Lunches

School Meals Information

School lunches are provided within school free of charge. As part of our PSHE curriculum we will support students to understand healthy eating and will promote the use positive choices to maintain their health.

We understand that students have different preferences and dietary requirements and therefore will work with individual students and parents to ensure that appropriate arrangements are made. Utopia will also provide opportunity throughout the year for students to try different foods from different cultures to broaden their horizons and support in social development.

As part of learning independent living skills students will also be given the opportunity to make their own lunches and be supported to develop a range of skills in the kitchen. Refreshments, water and healthy snacks will be available throughout the day for students to access in addition to hot drinks.

Packed Lunch

If you would like to provide a packed lunch then please aim for a well balanced diet and ensure there are no energy drinks.



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Term Dates

Start date

End date

Autumn Term 1 -

Wednesday 3rd Sept 2025

Friday 24th October 2025

Half Term -

Monday 27th October 2025

Friday 31st October 2025

Staff Development Day -

Monday 3rd November 2025

Autumn Term 2 -

Tuesday 4th November 2025

Friday 19th December (12pm finish)

Christmas Break -

Monday 22nd December 2025

Monday 5th January 2026

Spring Term 1 -

Monday 5th January 2026

Friday 13th February 2026

Half Term -

Monday 16th February 2026

Friday 20th February 2026

Staff Development Day-

Monday 23rd February 2026

Spring Term 2 -

Tuesday 24th February 2026

Friday 27th March (12pm finish)

Easter Break -

Monday 30th March 2026

Friday 10th April 2026

Summer Term 1 -

Monday 13th April 2026

Friday 22nd May 2026

Whit Half Term -

Monday 25th May 2026

Friday 29th May 2026

Staff Development Day -

Monday 22nd June 2026

Summer Term 2 -

Monday 1st June 2026

Friday 17th July 2026 (12pm finish)