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Dear Parents/carers

I hope you have all had a wonderful summer break. It was lovely to see pupils return to school and settle back into routine over the last few weeks and we look forward to the year ahead.

Please note the following:

### Therapists

Speech and Language therapists and Occupational therapists are commissioned by the Local authority and are employed by the NHS. Therapists work closely with class teachers and teams to ensure all children receive a universal offer. This includes work on our communication environments, visuals, low arousal etc. They also work on outcomes and any specificity in a child's EHCP. Therapists form part of the multi-disciplinary team to ensure best outcomes for all pupils at College Park School.

Each class has an assigned speech and language therapist, who meets regularly with the class teacher. The occupational therapist works across the school as needed.

### Outcomes and IEPS

We have introduced a new outcomes sheet that tracks the termly progress towards outcomes. They were previously called IEP targets, but will now be known as goals. The table below is an example of the new documentation. Each target will be named as per the EHCP and then broken into smaller termly goals. These will be populated by the class teacher shared at parents evening and in annual reviews. We hope the new form is easier to read and has clearer information.

EHCP outcome: as per EHCP			
[X Term] Goal			
[CYP name/I] will ...			
Actions to achieve goal			
What		Who, Where, When	
Date set:		Review date(s):	
Goal Progress			

Goal not met at all	0	1	2	3	4	5	6	7	8	9	10	Goal reached
Goal progress comments												
00/00/0000												
00/00/0000												

### Parent drop off

- Pupils who come with their parents can arrive from 8.55am and collection from 3.10pm
- If you arrive early, your child will not be able to come into school until 8.55am
- Please do not come into reception area during drop off and pick up as it is extremely busy
- Please wait outside the reception doors and we will call the class to collect or drop off your child
- If you are going to be later than 3.10, please inform reception

### College Park @ Hallfield

- Pupils who come with their parents can arrive from 9.00 am and collection from 3.10pm
- If you arrive early, your child will not be able to come into school until 9.00am
- Please wait at the school entrance for a member of staff to collect your child.
- Staff will bring children to parents at the end of the day

We do aim to get children onto buses as quickly as possible, however there may be times when a pupil needs to go to the toilet, may be struggling with the end of the day or may be dysregulated. Staff are actively supporting children onto transport. Please be patient with us, should it take a bit longer than expected.

Please note that staff have other meetings to attend from 3.30 and therefore we cannot hold children here after that time.

### Buses and taxi's

Staff will collect pupils off buses from 9am and pupils will start getting on buses from 3.10pm. This can take a while so buses usually only leave school around 3.30pm depending on how quickly the pupils get onto the bus. There may be times that a pupil is struggling and it may take longer to allow for a smooth journey.

### School uniform

Please can pupils have the correct uniform and all items are labelled.

It can be purchased from:  
Urban Apparel  
373 Harrow road, W9 3QA

Grey jumper and polo shirt  
Black trousers  
Black shoes

**PE Kit**

Please can you send in a PE for your child to change into for PE, please can it all be labelled and in a named bag. Getting dressed independently is an important skill and we would like to encourage all children to get changed for PE.

Shorts/tracksuit bottoms  
White T-Shirt

**Packed lunch**

We would like to encourage all children to have a school lunch, however if your child does not eat school lunches and you prefer to send in a packed lunch please can you provide a healthy school lunch. Staff are unable to heat up or cook food for pupils. Please do not send any items with nuts as we do have pupils with allergies.

Thank you for your continued support and cooperation. We look forward to another great academic year at College Park School.

If you have any questions or queries please contact admin on 0207 221 3454 or [admin@qe2cp.westminster.sch.uk](mailto:admin@qe2cp.westminster.sch.uk)

Many thanks



Claire Shepherd  
Headteacher