

## General Information

### Your responsibilities



All employees have a responsibility to help create and maintain a working environment that respects the dignity of all their colleagues. Please be aware of the serious and genuine problems, which harassment and bullying can cause, ensure your behaviour is beyond question and could not be considered in any way to be harassment or bullying.

You should discourage such behaviour by making it clear that you find it unacceptable and by supporting colleagues if they are experiencing harassment or bullying and are considering making a complaint.

You should alert a Manager or Supervisor to any incidents to enable the school to deal with the matter.

We are committed to the “Stonewall” Agenda — to empower people of all ages and backgrounds to be role models wherever they live, work, shop, socialise and pray. We will support them, and the people they reach, to be themselves and achieve their full potential.



The William Henry Smith School

## Welcome to the William Henry Smith School

We all know what it's like to be the new person—not knowing where to go, what to do and everyone else is so relaxed when you're not!

As we want you to be happy and enjoy your time at WHSS we are sure that this collection of information will help you settle into your role, give you an overview of our school and help you find your way around.

We have also included checklists to make sure we don't forget anything.



The William Henry Smith School

# Becoming the **BEST** you can be



The William Henry Smith School

## General Information



We maintain a totally no smoking environment on the school campus (including e-cigarettes) - please see the Handbook for further information



Personal calls should not be made during working hours and in normal circumstances personal mobiles should be switched off.



No liability is accepted for the loss of, or damage to, personal property brought on to the premises. You are requested not to bring personal items of value on to the premises and, in particular, not to leave any items overnight.



There are several parking areas in school.

Please note that on Boothroyd Lane there is a 20mph speed limit in force. The speed limit on school site is 5mph.



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## Employee Benefits

### Holidays



Here at the William Henry Smith School, we recognise the importance of taking care of our employees. That's why we are giving them the opportunity to have some valuable down time!

We offer 35 days holiday (including Bank Holidays) to all of our full-time employees, or those working in our schools. Most roles offer full school holidays.

### Contributory Pension Scheme



On joining us, everyone under the age of 74 gets automatically enrolled into qualifying work place pension within 3 months, unless you decide you'd rather not take part and opt out.

Your contributions will automatically be set at 4% but you can choose to increase this and the great news is that the company will match your contributions up to 5%, so this is a great way to build that future nest egg! Teachers' pension scheme (TPS) is available to employees employed as teachers.

### Westfield Health & Rewards



To support employee health and wellbeing, every member of staff is covered by one of the UK's leading



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## Positive Behaviour Support (PBS)

Positive Behaviour Support (PBS) is a person centred framework for providing long term support to people with a learning disability, and / or autism, including those with mental health conditions who have, or may be at risk of developing, behaviours that challenge. It is a blend of person centred values and behavioural science and uses evidence to inform decision-making.

PBS approaches are based on a set of overarching values. These values include the commitment to providing support that promotes inclusion, choice, participation and equality of opportunity.

The overall aim of PBS is to improve the quality of a person's life and that of the people around them. This includes children, young people and adults as well as older people.

PBS provides the right support for a person, their family and friends to help people lead a meaningful life and learn new skills with unnecessary restrictions. It is not simply about getting rid of problematic behaviour. With the right support at the right time, the likelihood of behaviour that challenges is reduced.

If you have any queries regarding Positive Behaviour Support, please seek advice from Damien Talbot.



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## Quality of Life

Here at William Henry Smith School, we believe that all our children and their families deserve a good Quality of Life (QoL) regardless of their experiences prior to joining our school.

The QoL framework we use is based on key QoL principles and which incorporates the three main QoL domains of Social Participation, Well-being and Independence.

The QoL approach is based on three data collection points within the academic year, both for students and for their families.

As a starting point, we use termly QoL surveys to capture those highly personal issues that individual students want to tell us about which are having an impact on their QoL. We use this information to set targets linking QoL issues to EHCP outcomes in order to give them more personal relevance and to guide how we support them on an individual basis. We also analyse the responses from the collective student group to inform how we work at a whole school level.

We also feel that it is essential to work with the students' families in a similar way. So, we ask them to complete a family QoL survey at the same time as their sons. This enables us to capture the concerns that each individual family has as a result of their son's issues.



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Keyworkers use this information to follow up on issues within the scope of their role, to pass on information to other members of staff, to seek advice from specialists on the school team, and to contribute to the review of the individual student's EHCP outcomes. We also analyse the collective family responses and use this to plan and deliver training sessions for families and to develop additional services to address their concerns.



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## Evacuation, Invacuation and Lockdown



### Evacuation

This is where there is a safety risk within the building or buildings and they need to be evacuated. The main reason for this would be a Fire Alarm. However, in serious situations, this could be a bomb threat or suspicious mail received.

All staff and students evacuate the building and assemble in the designated safe areas, as per the evacuation policy. The assembly point may differ depending on the reason for evacuation as may the siren / signal.



### Invacuation

This is where there is a safety risk or risk to health from outside the building, such as a chemical leak or something in the atmosphere.

The warning siren for an invacuation procedure is the sound of ascending chimes, which will be played over the external sound system. Staff and Students and, in severe cases, members of the public would remain on site, inside with the doors and windows closed until the authorities have given the all clear that it is safe to go outside.



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healthcare providers. The health care plan is completely free and offers cash back on a large variety of health care treatments including: Optical, Dental, Acupuncture, Chiropractic, Homeopathy, Osteopathy, Physiotherapy, Complementary and alternative therapies, Specialist consultations, 24/7 confidential face to face counselling and a 24/7 doctor line.

Westfield Rewards also offers exclusive rewards with special offers to cut the cost of your everyday weekly shopping and activities with a range of benefits from over 450 leading online well-known brands and high street retailers.



### Long Service Reward

The school recognises staff loyalty, dedication and long service with awards for their achievement.

### Childcare Savings



We know the young people you help care for may not be the only children in your life, so we will help you access Government approved Tax free childcare. If you are eligible for Tax-Free Childcare, the government will pay £2 for every £8 you pay your childcare provider.



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## Cycle to work



If you are looking for an affordable and cost-efficient way of taking up cycling, the cycle to work scheme is a tax-exempt employee benefit that works through salary sacrifice. This means you can save between 32% and 42% on the overall cost of a bike (depending on your tax circumstances).

## Health & Wellbeing



We need to ensure that staff are provided with an environment and opportunities that encourage and enable them to lead healthy lives and make choices that support their wellbeing. Promoting wellbeing can help prevent stress, reduce illness and create positive working environment for employees to thrive. We therefore offer the following: Wellbeing days; yoga; wellbeing lunches and breakfast; weekly boxercise and circuit training; mile a day walk; staff band; Mental Health First Aiders; Occupational Health and Clinical Supervision.

## Subsidised Branded Workwear



The school will pay 50% towards of the cost of school logo branded workwear such as outdoor jackets; hoodies; t-shirts; fleeces and blouses.



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## Head Space App



Free online access to Head Space offers many features and wellbeing benefits available through the app: meditation, mindfulness courses, mindful eating, exercise, hundreds of articles for the mind, mood and goals, sleep tips, meditation / stories and techniques on how to relax and improve over health and happiness.

## Perks at Work



This scheme offers anything from 10% upwards off companies such as Argos, Apple & fashion companies as well. There are also offers for discount on home workout & fitness programmes. Free access to Perks at Work and Community Online Academy website offers many benefits to support mental and emotional wellness, physical fitness and health and wellbeing. Access to live and recorded wellness classes, 1,500 on-demand wellness videos (from meditation and midday stretching to dance and boxing), personal development, perfect for working parents (live classes for kids and adults), active online communities and keynote speakers.



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## Lockdown

This is where there is an unexpected serious immediate threat to staff and students on site from an external person or persons.

Staff and students would be alerted to this threat via a telephone call explaining, where possible, the situation and if not, in more serious situations, using the code phrase “**Bill Smith is on Site**”. This message should be passed round via telephone to the rest of the school.

Staff and students should remain where they are and lock all doors and windows, blocking access where possible. In the majority of cases, students don't need to be made aware of the situation and things should carry on as normal within “Lockdown” so as not to cause distress or anxiety to students. However, in more serious situations and if it has been necessary to use the above code phrase, you should ensure all students and staff sit on the floor against solid walls away from glass, turn off lights, close blinds or curtains, switch mobile phones on to silent and remain quiet and where you are until you have received notification via the code phrase that “**Bill Smith has left Site**”.



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## Smoking

We maintain a totally no smoking environment on the school campus (including e-cigarettes).

Smoking is also not allowed anywhere near our students.

The school's designated smoking area is across the field from Lowry House. This is accessed by going through the main school gates, walking across the field and the smoking area is the car park area for residents on Field Lane.

Smoking is NOT permitted through the gateway below Mozart House as the fields by Mozart and Lowry Houses are still school grounds.



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## Peer to Peer Support

All staff participate in Peer to Peer Support and have someone who will help you settle in and to give support whilst you find your feet.

Your Peer to Peer Support group is:

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Location:

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Extension number:

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## AmazonSmile

We are asking all school staff who have an Amazon account to help with our fundraising efforts.

The school's charity, The Smith Foundation, has been registered with Amazon and, if you select us as your chosen charity on your Amazon account, the charity will receive 0.5% of every purchase you make through your account.

If you would like to help fundraise for the school, just follow the instructions on the next page. If you need any help, please contact Sam Childe on Ext 351.

**N.B.** Only purchases made at [smile.amazon.co.uk](https://smile.amazon.co.uk) generate AmazonSmile donations. Purchases made at [www.amazon.co.uk](https://www.amazon.co.uk) or via the mobile app are not eligible.



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### ***What is AmazonSmile?***

AmazonSmile is a simple and automatic way for you to support a charity of your choice every time you shop, at no cost to you. When you shop at [smile.amazon.co.uk](https://smile.amazon.co.uk), you'll find the exact same low prices, vast selection and convenient shopping experience as [amazon.co.uk](https://amazon.co.uk), with the added bonus that Amazon will donate a portion of the purchase price to your selected charity.

### ***How do I shop at AmazonSmile?***

To shop at AmazonSmile simply go to [smile.amazon.co.uk](https://smile.amazon.co.uk) from the web browser on your computer or mobile device. You may also want to add a bookmark to [smile.amazon.co.uk](https://smile.amazon.co.uk) to make it even easier to return and start your shopping at AmazonSmile.

### ***Which products on AmazonSmile are eligible for charitable donations?***

Millions of products on AmazonSmile are eligible for donations to charities by Amazon. You will see eligible products marked "Eligible for [smile.amazon.co.uk](https://smile.amazon.co.uk) donation" on their product detail pages. Recurring Subscribe-and-Save purchases and subscription renewals are not currently eligible.



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### ***Can I use my existing [Amazon.co.uk](https://amazon.co.uk) account on AmazonSmile?***

Yes, you use the same account on [amazon.co.uk](https://amazon.co.uk) and AmazonSmile. Your shopping cart, Wish List, wedding or baby registry, and other account settings are also the same.

### ***How do I select a charitable organisation to support when shopping on AmazonSmile?***

On your first visit to [smile.amazon.co.uk](https://smile.amazon.co.uk), you need to select a charitable organisation to receive donations from eligible purchases before you begin shopping. We will remember your selection, and then every eligible purchase you make at [smile.amazon.co.uk](https://smile.amazon.co.uk) will result in a donation.

### ***How to generate AmazonSmile donations***

Amazon will donate 0.5% of the net purchase price (excluding VAT, returns and shipping fees) of your eligible AmazonSmile purchases. Millions of products on AmazonSmile are eligible for donations to charities by Amazon. You will see eligible products marked "Eligible for AmazonSmile donation" on their product detail pages. Recurring Subscribe-and-Save purchases and subscription renewals are not currently eligible.



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<b>Welcome to WHSS</b>	<b>Sonia Stewart</b>	
<b>Core Training &amp; Reading</b>	<b>Completed</b>	<b>Signed</b>
Calderdale Safeguarding Children in Education Prevent National Online Safety (Boy Contact) PBS (Positive Behaviour Support) PSB (Problematic Sexualised Behaviour) CEOP "Think you know" Cross Cultural Awareness Training Keeping Children Safe in Education Part 1: Annexe A & C (Sexual Exploitation of Boys & Young Men) Child Protection Policy Adult Safeguarding (where applicable) General Data Protection Regulations (GDPR) First Aid Wellbeing Toolkit Annual Training Programme Immunisations (Hep B)		

<b>Scheduled induction meetings</b>		
<b>Staff name</b>	<b>Department</b>	<b>Date &amp; time</b>
	General	
	Reception	
	Finance	
	Admin/General	
	Safeguarding & Child Protection	
	Catering	
	Housekeeping	
	Premises	
	IT	
	Education	
	Care	
	Waking Night	
	Therapies	
	Additional support	



## Staff Induction

**Name:**

**Deadline for completion 4 weeks**

**Start date:**

**Proposed date for completion**

**Date completed:**

**Probationary Review Date**  
(6 months from start date)

**Feedback with Sonia Stewart (HR Manager)**

**What went well, what could have been done better?**

**Completed**

**Signed**

**Date**



**The William Henry Smith School**

## Welcome to WHSS

**Completed**

**Signed**

**Meet with Sue Ackroyd (Principal)**

**General — Caroline Booth**

**Completed**

**Signed**

**Ethos of school and mission**

**Introductions**

**Site tour**

**Policies / location on system**

**Driving declaration form / driving licence**

**School Database : SID**

**Explanation of CPD and training — certificates, APT forms etc**

**School Improvement Plan, Whole School Targets**



**The William Henry Smith School**



<b>Support Services</b>	<b>Caroline Booth</b>	
<b>Admin/General Ext 202</b>	<b>Completed</b>	<b>Signed</b>
Discussion around manual handling		
Leading outdoor education groups importance of risk assessment and first aiders		
Importance of changes to personal information		
Pension		
Sickness and absence reporting		
Accident reporting		
Protective clothing		
WHSS clothing		
Staff structure/organisational chart		
First aiders		
Immunisations		
Vehicle dash cameras and trackers		

<b>Welcome to WHSS</b>	<b>Sonia Stewart</b>	
<b>Core Training &amp; Reading</b>	<b>Completed</b>	<b>Signed</b>
Team Teach Training (Boy contact)		
Adverse Childhood Experiences (ACE's) Training		
Health & Safety Training and policy Food Allergy Awareness Anaphylaxis Training		
Fire Extinguisher Training and policy		
Behaviour Policy		
Covid Policies		
Missing / Absenting from Education Policy		
Use of School Vehicles Policy		
Staff Code of Conduct & Safer Working Practise		
Whistle Blowing Policy		
Leave of Absence Request		

<b>Support Services</b>	<b>Lisa King</b>	
<b>Head of Support Services Ext. 201</b>	<b>Completed</b>	<b>Signed</b>
Clear desk policy — GDPR		

Support Services	Caroline Booth	
Admin/General Ext 202	Completed	Signed
Meet team		
Hours of work		
Holidays		
Meals and breaks		
Pay policy		
TLR and SEN allowances		
Responsibility allowances		
Security information		
Travelling/parking		
H&S policy and PPE		
H&S bit size advice cards to read		



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Support Services	Caroline Booth	
Admin/General Ext 202	Completed	Signed
Driving and working whilst on any medication including prescribed drugs		
Driving school vehicles highlighting minibus law and use of own vehicle – clarity.		
Consent to publish photo in school magazine, website, etc		
Overview of Westfield Health -ALB		
Handbook		

  

Training	Steve Morris	
Ext 211 / *7002	Completed	Signed
Professional Training development opportunities		
PDR Process		



Support Services	Alan Godfrey	
ICT Ext 353 / *7013	Completed	Signed
Overview of the School Diary		
IT support & its availability & function explained		
E-safety policy		
GDPR Secure e-mails Saving e-mails		
Areas of IT training/development identified for the staff member to develop:  Skills needing development:  Existing areas of expertise:		
Any queries about the use & operation of IT at WHSS addressed		
The IT AUP is signed by the staff member		
Work life balance & e-mails after 19:00		



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Support Services	Jen Clegg Sam Childe	
Finance Ext 203 / 351	Completed	Signed
Meet team		
Payroll checklist		
P46		
Cash		
Additional hours claim		
Expenses/mileage etc		
Supplies required/budgets/ ordering		
Staff Savings Club		
AmazonSmile		

Support Services	Jane Taylor	
Housekeeping Ext 206	Completed	Signed
Meet the team		
Explanation of ticket system		

Support Services	Sonia Stewart	
Safeguarding Ext 340	Completed	Signed
DBS certificate		
Qualifications		
References x 2		
Medical (Hep B)		
Job Description		
Contract		
Barred List		
Employee Handbook		
First Day Essential Guidelines		
Unions		

Support Services	Ross Howarth	
Catering Ext 221	Completed	Signed
Meet the team		
Food, mood and concentration		
Explanation of ticket system		



Support Services	Alan Godfrey	
ICT Ext 353 / *7013	Completed	Signed
Access/Security badge <i>(Please report to ICT/SLT in the event of loss)</i>		
Keys <i>(Please report to ICT/SLT in the event of loss)</i>		
Electronic Signature to be linked to PIN		
S:Drive/saving files etc		
Shown & is able to log on to School Network		
Shown and is able to navigate key drives & work areas		
<b>School Database: SID</b> <i>demonstrated in brief line manager to go through more clearly</i>		
Outlook email demo and webmail		
School's ticket system demo		
Talk through SZApp and uses		
Microsoft Teams and Zoom		





Education	Karl Adamski	
Education Ext 385 / *7034	Completed	Signed
Tour of classrooms and introduction to staff		
SEMH challenges for learning		
Pupil Premium		
Outdoor Education and Evolve — including rules / procedures on running education offsite / leading groups — Barrie Campbell		
Spend time in a classroom		
Explanation of Learning Mentoring Groups and how education and care staff compliment each other within the curriculum		



**The William Henry Smith School**

Support Services	Mick Cartwright	
Premises Ext 204 / *7007	Completed	Signed
Site plans		
Health & Safety		
Emergency procedures		
Contractor management		
Explanation of ticket system		

Support Services	Selwyn Lewis / Paul Ackroyd	
Waking Night Staff	Completed	Signed
CCTV set up		
Support Services	Paul Ackroyd	
Ext 256 / *7026	Completed	Signed
Familiarisation of school vehicles		
Reporting damage and filling in service book		
School Minibus training (MIDAS)		
Dash Cams & Vehicle Trackers		
Alarm access code / PIN		
Fire evacuation procedure		
School main gate		

Support Services	April Charlesworth	
Ext 215 Reception Ext 0 / 215	Completed	Signed
Meet team		
Staff list		
Staff extension numbers		
Term dates		
Vehicle information / car registration details		
Mobile phones		
LMT/LG lists		
Education/House staff placings list		
Senior on call rota		
Reception signing system (staff, students, visitors)		
Location of defibrillator / asthma inhaler kit / anaphylaxis kit		



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Education	Karl Adamski	
Education Ext 385 / *7034	Completed	Signed
Explanation of curriculum and subjects offered		
Discussion around primary delivery and foundation Farmhouse		
Explanation of wrap-around approach and support from speech and language and occupational health learning support		
Threading of British Values and Prevent agenda through the curriculum		
Explain skills for life experience, careers and work experiences opportunities		
School based jobs for students		
Baselines, academic progress tracking and data		
Personalised learning pathways		
24 hour curriculum		
Literacy and numeracy intervention		



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<b>Residential Care</b>	<b>Gareth Walters</b>	
<b>Care Ext 239 / *7032</b>	<b>Completed</b>	<b>Signed</b>
Racial issues		
Child sexual exploitation		
Importance of emails		
Student files		
Literacy/numeracy/report writing		
Overview of points system		
Observe breaktime		
Supervising in the playground		
Interpersonal & communicating style		
Saving of external boy related email & when it is or is not appropriate to liaise with family directly via personal school email address		
Spend time in each house		



**The William Henry Smith School**

<b>Child Protection &amp; Safeguarding Overview</b>	<b>Damien Talbot</b>	
<b>Ext 219 / *7021</b>	<b>Completed</b>	<b>Signed</b>
<b>Safeguarding policy:</b> Keeping Children Safe in Education 2020 Safeguarding Staff poster Child Protection policy Employee Handbook Prevent British Values Complaints Policy Dealing with Allegations of Abuse relating to children Whistle Blowing Advice Line—0800 028 0285		
Online Safeguarding Training		
Overview of CP Team & DSL role		

<b>School Nurses</b>	<b>Sara Hill Andrea Davies</b>	
<b>Ext 337 &amp; *7037 / 339 &amp; *7042</b>	<b>Completed</b>	<b>Signed</b>
Overview of School Nurse role		
Pre-Employment Health Declaration		
Hep B Vaccination		
Student medication		
Medication management & Medication training		
Defibrillator / emergency medicine		
Nut Free Policy		

<b>Residential Care</b>	<b>Gareth Walters</b>	
<b>Care Ext 239 / *7032</b>	<b>Completed</b>	<b>Signed</b>
Tour of houses, introduction to staff and brief explanation and the purpose of residential care		
Daily check-in/designated person and deputy (extra people)		
Deadline for registering for Diploma training		
Overview of roles and titles		
EHC Reviews		
Life and Living Skills Qualification		
Key working		
Sleep ins		
Pocket money		
Overview of the Listening Lady's role		



<b>Residential Care</b>	<b>Gareth Walters</b>	
<b>Care Ext 239 / *7032</b>	<b>Completed</b>	<b>Signed</b>
Wet break/indoor break		
3.30 procedures		
Taxis Monday and Friday Day boy taxis		
Support/observe staff on evening activities		
Weekend and evening activities		
Positive Behaviour Support (PBS), natural consequences and boundaries		
Social Progress		
Open days — Christmas, Easter and Prizegiving		
Bullying		
Explanation of “Stonewall”		



(Please note—the actual claim form will be A4 and sent out the week before cut-off by Jen Clegg)

## Example of CASUAL/ADDITIONAL HOURS CLAIM FORM

NAME OF CLAIMANT: ...**BILL SMITH**... PAYROLL MONTH CLAIMED: .....**APRIL**.....

This form must be submitted by 10am on the Monday after cut-off – all columns must be completed correctly with the full information or the form will not be authorised

Please complete all sections in full				Please indicate number of hours worked in each category and student initial				Please indicate number of hours worked in each category						
Date Worked	Start Time	Unpaid Lunch *You can only claim for lunch if authorised by team leader	Finish Time	Number of hours claimed	ONE TO ONE	Student Initials	POST 16	Student Initials	ENHANCED RATE	Student Initials	BASIC RATE	ADA Incl SOS	TOP UP inc Teacher Cover	OTHER incl Disturbance Allowance
1/4	8.30	-45	4.30	7%	7%	ABC								
2/4	4.30	-	9.30	5			5	DE						
3/4	1.30	-	4.00	2½										2½
<b>TOTAL HOURS</b>				14%	7%		5							2½
<b>HOURLY RATE OF PAY</b> (Office Use Only)														

SIGNATURE OF CLAIMANT: .....**YOUR NAME**..... DATE: .....

SIGNATURE OF AUTHORISER : .....**TEAM LEADER**..... DATE: .....

**NB: DO NOT AUTHORISE UNLESS ALL SECTIONS ARE COMPLETE**



The William Henry Smith School

## ASSIST

Stewart Griffiths

Stewart Griffiths Ext 312 / \*7700  
Camilla Boussaada Ext \*7003

Completed

Signed

Overview of ASSIST and 1:1

Managing and inputting incidents from the school day

Emergency Team Teach (if not trained)

Positive Behaviour Support

Katie Arey

Student Support Ext 233

Completed

Signed

Go through Positive Behaviour Support presentation with Katie

Read through Positive Behaviour Support at The William Henry Smith School

Watch an introduction to PBS

Anti-Bullying / Relationship Team

Jon McBurney

Student Support  
Ext 273 / \*7032

Completed

Signed

Explanation of how the school is working towards building / repairing relationships in a restorative manner



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<b>Admissions / Initial Assessments / Local Authorities</b>	<b>Rajinder Randhawa</b>	
<b>Ext 394 or *7023</b>	<b>Completed</b>	<b>Signed</b>
Overview of student admission process		
Overview of 15 week initial assessment		
Discussion around EHCP plans and annual reviews		
Students on transition and students not on roll		

<b>BEST Team</b>	<b>Jennie Adamski</b>	
<b>Ext 272 / *7025</b>	<b>Completed</b>	<b>Signed</b>
Overview of BEST		
Visit BEST building and introduction to staff		
Overview of Outreach services (weekends and holidays)		



**The William Henry Smith School**

<b>Therapies</b>		
<b>Lucy Everitt</b> <b>Psychotherapy Ext 302</b>	<b>Completed</b>	<b>Signed</b>
Meet Creative Psychotherapy Team		
Show around therapy suite, introduction to staff and brief explanation of therapies		
<b>Heather Clarke</b> <b>Speech &amp; Language Therapy Ext 243</b>	<b>Completed</b>	<b>Signed</b>
Meet Speech & Language Therapy Team		
Show around therapy suite, introduction to staff and brief explanation of SaLT		
<b>Christina Smith</b> <b>Occupational Therapy Ext 243</b>	<b>Completed</b>	<b>Signed</b>
Meet Occupational Therapy Team		
Show around therapy suite, and brief explanation of OT		
<b>Kim Webb</b> <b>Family Support Ext 267</b>	<b>Completed</b>	<b>Signed</b>
Meet Kim Webb		
Show around family therapy suite, and brief explanation of support		



# wellbeing

## Alternative Therapies



The William Henry Smith School

### PAYROLL Cut-off dates 2021/2022

Please note this runs according to Financial Year

	PAID INTO YOUR BANK	CUT-OFF DATE
MAY 2021	TUESDAY 25.05.21	SUNDAY 16.05.21
JUNE 2021	FRIDAY 25.06.21	SUNDAY 13.06.21
JULY 2021	FRIDAY 23.07.21	SUNDAY 18.07.21
AUGUST 2021	WEDNESDAY 25.08.21	SUNDAY 18.07.21
SEPTEMBER 2021	FRIDAY 24.09.21	SUNDAY 19.09.21
OCTOBER 2021	MONDAY 25.10.21	SUNDAY 10.10.21
NOVEMBER 2021	THURSDAY 25.11.21	SUNDAY 14.11.21
DECEMBER 2021	FRIDAY 17.12.21	SUNDAY 12.12.21
JANUARY 2022	TUESDAY 25.01.22	SUNDAY 16.01.22
FEBRUARY 2022	FRIDAY 25.02.22	SUNDAY 13.02.22
MARCH 2022	FRIDAY 25.03.22	SUNDAY 13.03.22
APRIL 2022	MONDAY 25.04.22	SUNDAY 01.04.22
MAY 2022	WEDNESDAY 25.05.22	SUNDAY 15.02.22



The William Henry Smith School

## WESTFIELD HEALTH POLICY SCHEDULE

This Policy Schedule details the benefits and services available to you and, where cover is provided for them, your dependent children. Where words or phrases appear in bold type, they have the special meaning for the purpose of the plan as detailed in the Definitions section that can be found in the Westfield Mosaic Health Cash Plan leaflet. Please check your Policy Schedule carefully, in conjunction with the General Terms and Conditions and Benefit Rules in the plan leaflet, to confirm your cover before receiving treatment or paying for goods and services for which you intend to claim.

Policyholder		Your Date of Birth	
Your account number		Benefit Available Date	
		Date <b>Benefit Period</b> Commences Annually	1st March

**YOUR BENEFITS AND SERVICES – You'll be able to claim 100% of your healthcare expenses, with no limit to the number of claims you can make during each one year benefit period, up to your maximum benefit allowances. Benefit allowances are shared between dependent children, where cover is provided for them.**

Premiums are per month.

Level 1 Hospital cover is also available — please see Adele Beer for more information

Chart of benefits is overleaf. Please refer to the proper document for details.



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		Level 1	Level 2	Level 3
* Further details can be found on the proper sheet	Employee Upgrade Premiums	-	£8.83	£17.24
	Partner Premiums	£7.31	£16.14	£24.55
<b>BENEFITS</b>	<b>AVAILABLE FOR...</b>			
CHIROPODY	<b>Policyholder</b>	Up to £35	Up to £70	Up to £105
CONSULTATION	<b>Policyholder</b> <b>Dependent Children</b>	Up to £150 Up to £150	Up to £300 Up to £300	Up to £450 Up to £450
DENTAL	<b>Policyholder</b> <b>Dependent Children</b>	Up to £50 Up to £50	Up to £100 Up to £100	Up to £150 Up to £150
DENTAL TRAUMA	<b>Policyholder</b>	Up to £100	Up to £200	Up to £300
24 HOUR COUNSELLING & ADVICE LINE*	<b>Policyholder</b> and Resident Family	See Benefit Rules	See Benefit Rules	See Benefit Rules
FACE TO FACE COUNSELLING / COGNITIVE BEHAVIOURAL THERAPY	<b>Policyholder</b>	Up to 6 sessions	Up to 6 sessions	Up to 6 sessions
DOCTORLINE	<b>Policyholder</b> and Resident Family	See Benefit Rules	See Benefit Rules	See Benefit Rules
MRI, CT & PET SCANNING FACILITIES*	<b>Policyholder</b>	See Benefit Rules	See Benefit Rules	See Benefit Rules
OPTICAL	<b>Policyholder</b> <b>Dependent Children</b>	Up to £50 Up to £50	Up to £100 Up to £100	Up to £150 Up to £150
PERSONAL HEALTH RISK ASSESSMENT *	<b>Policyholder</b>	See Benefit Rules	See Benefit Rules	See Benefit Rules
THERAPY TREATMENTS *	<b>Policyholder</b> <b>Dependent Children</b>	Up to £150 Up to £150	Up to £300 Up to £300	Up to £450 Up to £450
WELLBEING & ALTERNATIVE THERAPIES *	<b>Policyholder</b>	Up to £150	Up to £300	Up to £450
BEST DOCTORS	<b>Policyholder</b> and Resident Family	See Benefit Rules	See Benefit Rules	See Benefit Rules
WESTFIELD REWARDS	<b>Policyholder</b>	See Benefit Rules	See Benefit Rules	See Benefit Rules



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## Top2Toetherapy

5 White Cross, Bradley, HD2 1RR

Tel: 07815 064796

Web: <http://www.top2toetherapy.co.uk/>

E-mail: [lynni@top2toetherapy.co.uk](mailto:lynni@top2toetherapy.co.uk)

(Also **Indian Head Massage, Reiki, Sports Massage**)



## Chiropractors

### Huddersfield Chiropractic Clinic

63 Reinwood Rd, Huddersfield, HD3 4DH

Tel: 01484 461440

Web: <http://www.huddersfieldchiropractic.co.uk/>

E-mail: [mail@huddersfieldchiropractic.co.uk](mailto:mail@huddersfieldchiropractic.co.uk)

### Almondbury Chiropractic Centre Ltd

7 St Helens Gate, Huddersfield, HD4 6SD

Tel: 01484 517836

Web: <http://www.almondburychiropractic.co.uk/>

E-mail: [hello@almondburychiropractic.co.uk](mailto:hello@almondburychiropractic.co.uk)

### Calder House Chiropractic Care

Calder House, Sowerby Bridge, HX6 2AG

Tel: 01422 316315

### Halifax Chiropractic Centre

20 Clare Road, Halifax, HX1 2HX

Tel: 01422 25262

Web: <http://halifaxchiropractic.co.uk/>



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As a member of staff at the William Henry Smith School you are a member of the Westfield Health Mosaic Plan.

Your benefits run from 1st March to 28th February each year and as school pay for you to be a member we want you to get the possible value from the scheme.

You probably all know about the basic stuff like optical and dental cover but the plan covers a wide range of complimentary therapy treatments.

So let's make the most it!

You can take advantage of complimentary treatments such as:

- ⇒ Aromatherapy
- ⇒ Hypnotherapy
- ⇒ Indian Head Massage
- ⇒ Reiki
- ⇒ Acupuncture
- ⇒ Physiotherapy
- ⇒ Homeopathy
- ⇒ Reflexology
- ⇒ Sport Massage

The Healthcare Professional that you choose must be registered with or be a member of one of the professional organisations recognised by Westfield Health. A full list of these and locally registered Health Professionals is available in school. The next few pages covers many of the local practitioners recognised by Westfield Health.



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## Acupressure

### Eileen Mannion Acupuncture

4 Bedale Close, Skelmanthorpe, Huddersfield, HD8 9TX

Tel: 01484 865886 or 0777 3332553

Web: <http://www.acupuncture-huddersfield.co.uk/>

(See also **Acupuncture Care Clinic**)



## Acupuncture

### Body Essence

7 Grasscroft, Huddersfield, HD5 8XG

Tel: 07776 201002

Web: <http://www.bodyessence.org.uk/>

(Plus **Aromatherapy, Reflexology, Reiki, Indian Head Massage and Nutritional Therapy**)

### Rebecca Hunter BA, Dip Ac, MBAC, Dip LC

The Knowle, 21d, Edgerton Rd, Huddersfield, HD3 3AD

Tel: 01484 547201

### Acupuncture Care Clinic

178 Boothtown Rd, Halifax, HX3 6TU

Tel: 07725 842979

Web: <http://www.acupuncturecareclinic.co.uk/>

(Also **Acupressure**)

### Halifax Clinic of Natural Medicine

22 Clare Rd, Halifax, HX1 2HX

Tel: 01422 340919



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## Karmic Connections

27 - 29 New Hey Road, Rastrick, Brighouse, HD6 3LP

Tel: 07582 302978

## Acupuncture by Balquee

Tel: 01484 548134

Web: <http://www.edgertonclinic.co.uk/index.html>



## Allergy Testing / Food Intolerance

### The Macura Clinic

143 Wakefield Road, Huddersfield, HD5 9AN

Tel: 01484 314111

Web: <http://www.macuraclinic.co.uk/>

E-mail: [enquiries@macuraclinic.co.uk](mailto:enquiries@macuraclinic.co.uk)



## Aromatherapy

### Holistic Health Clinic

1a, Westbourne Crescent, Crossley Hill, Halifax, HX3 0PJ

Tel: 01422 357009

Web: <http://www.hhc.gb.com/>

E-mail: [stephaniecahill@hhc.gb.com](mailto:stephaniecahill@hhc.gb.com)

(Also **Indian Head Massage**)



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### **The Pain & Injury Clinic**

8 King Cross Street, Bull Green, Halifax, HX1 2SH

Tel: 01422 320225

Web: <http://thepainandinjuryclinic.co.uk/>

E-mail: [info@thepainandinjuryclinic.co.uk](mailto:info@thepainandinjuryclinic.co.uk)

### **Pukacz Practice**

2 Burley Street, Elland, HX5 0AQ (The Old Elland Police Station)

Tel: 01422 375541

Web: <http://www.pukacz.co.uk/>

E-mail: [treatment@pukacz.co.uk](mailto:treatment@pukacz.co.uk)

### **Huddersfield Osteopathy**

90 New North Rd, Huddersfield, HD1 5NE

Tel: 01484 517808



### **Physiotherapy**

### **Holme Valley Sports Injury**

4 Brewery Drive, Huddersfield, HD4 6EN

Tel: 01484 501665

Mob: 07899 962311

Web: <http://www.thesportsinjuryclinic.co.uk/>

### **Edgerton Clinic**

89 New North Rd, Huddersfield, HD1 5ND

Tel: 01484 548134

Web: <http://www.edgertonclinic.co.uk/index.html>



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### **GCS Bodyworks**

36 Bradford Rd, Brighouse, HD6 1RW

Tel: 01484 400002

(Also **Osteopathy**)

### **New Living Chiropractic Clinic**

112 Westbourne Rd, Huddersfield, HD1 4LF

Tel: 01484 515526



### **Homeopathy**

### **Www.celtichomeopathy.com**

13a, Park Drive, Greenhead Park, Huddersfield, HD1 4EB

Tel: 01484 512240

### **Inner Harmony**

39 Wormald St, Almondbury, Huddersfield, HD5 8NQ

Tel: 01484 308402

### **Samantha Lowi Craniosacral Therapy & Homeopathy**

90 Wharf Street, Sowerby Bridge, HX6 2AF

Tel: 07995 56499

### **Triangle Homoeopathic Practice**

43 Stile Terrace, Sowerby Bridge, HX6 3NT

Tel: 01422 839044

### **Tricia Dickinson RS.Hom**

22 Blakelaw Drive, Clifton, Brighouse, HD6 4LP

Tel: 01484 718212



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### **Carolyn Garland RS Hom**

Weatherhill, Woodhouse Lane, Brighouse, HD6 3TP

Tel: 01484 714703

Web: <http://www.edgeonhealth.co.uk/>

E-mail: [carolyn@edgeonhealth.co.uk](mailto:carolyn@edgeonhealth.co.uk)



### **Hypnotherapy**

#### **Success Unbridled Ltd**

90 New North Rd, Huddersfield, HD1 5NE

Tel: 01484 428930

Web: <http://www.successunbridled.co.uk/>

E-mail: [welcome@successunbridled.co.uk](mailto:welcome@successunbridled.co.uk)

#### **Practical Hypnotherapy Ltd**

46 Newlands Grove, Halifax, HX3 7HZ

Tel: 07796 272790

Web: <http://www.practicalhypnotherapy.co.uk/>

E-mail: [info@practicalhypnotherapy.co.uk](mailto:info@practicalhypnotherapy.co.uk)

#### **Andy Jameson Hypnotherapy**

11 Sugden Close, Brighouse, HD6 3EQ

Tel: 07914 540799

Web: <http://www.westyorkshirehypnotist.co.uk/>

E-mail: [andy@andyjameson.com](mailto:andy@andyjameson.com)



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### **Indian Head Massage**

#### **White Rose Reflexology**

8 Springbank Crescent, Huddersfield, HD2 1XY

Mobile: 07968 822292

(See also **Body Essence, Top2Toe, Holistic Health Clinic**)



### **Nutritional Therapy**

#### **Cath Finegan**

20 Stockmoor Rd, Midgley, Wakefield, WF4 4JQ

Tel: 07772 736671

Web: <http://www.naturopath.me.uk/>

E-mail: [cath@naturopath.me.uk](mailto:cath@naturopath.me.uk)

(See also **The Macura Clinic, Body Essence**)



### **Osteopathy**

#### **Sykes & Associates (Huddersfield)**

116 Fitzwilliam St, Huddersfield, HD1 5PH

Tel: 01484 424329

Web: <http://www.spine.co.uk/>

E-mail: [info@spine.co.uk](mailto:info@spine.co.uk)

#### **Sykes & Associates (Halifax)**

7 Carlton Street, Halifax, HX1 2AL

Tel: 01422 360759



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### Heath Mount Physiotherapy

15 Heath Mount, Freeschool Lane, Halifax, HX1 2YR

Tel: 01422 342649

Web: <http://www.heathmount-physio.co.uk/>

### Physioworld Ltd

The Shay Stadium, Shaw Hill, Halifax, HX1 2YT

Tel: 0800 0325543

Web: <http://physioworld.net/>

### CalderPhysio

19 Garden Road, Brighouse, HD6 2AX

Tel: 01484 711123

Web: <http://www.calderphysio.co.uk/>

(Also **Sports Massage**)

### Spire Elland Hospital

Elland Lane, Elland, HX5 9EB

Tel: 01422 411591

Web: <http://www.spirehealthcare.com/elland/physiotherapy/>



### Reflexology

### Brighouse Holistic Health

10 Stratton Close, Brighouse, HD6 3SW

Tel: 01484 384595

Mob: 07962 445555

Web: <http://www.brighouseholistichealth.co.uk/>

E-Mail: [ann@brighouseholistichealth.co.uk](mailto:ann@brighouseholistichealth.co.uk)

(See also **Body Essence**)



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## Reiki

### Hypnotherapy Huddersfield

Heritage Exchange, Wellington Mills, Plover Rd, Huddersfield, HD3 3HR

Tel: 07828 231129

Web: <http://www.hypnotherapyinhuddersfield.co.uk/>

E-mail: [help@hudhypno.co.uk](mailto:help@hudhypno.co.uk)

### Christopher Bowers Reiki & Massage Therapies

4 Mornington Villas, Bradford, BD8 7HB

Tel: 01274 674435

### Jill Yvette's Holistic Beauty

1st Floor, 120E, Blackmoorfoot Road, Huddersfield, HD4 5RL

Tel: 01484 642399

Web: <http://www.jillyvettes.co.uk/index.html>

(See also **Top2Toe**, **Body Essence**)



## Sports Massage

### Holme Valley Sports Injury Clinic

4 Brewery Drive, Huddersfield, HD4 6EN

Tel: 01484 505035

Mob: 07899 962311

Web: <http://www.thesportsinjuryclinic.co.uk/index.html>

E-mail: [jmphysio@gmail.com](mailto:jmphysio@gmail.com)



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### The Lee Martin Chartered Physiotherapy Practice

20 Quebec Road, Huddersfield, HD3 3FQ

Tel: 0781 0771274

Web: <http://www.leemartinphysiotherapy.co.uk/>

(See also **Top2Toe**, **CalderPhysio**)

**For more information regarding your Westfield Health agreement:**

**Please contact Adele Beer**

**Ext 216**

**[Adele.beer@whsschool.org.uk](mailto:Adele.beer@whsschool.org.uk)**

**For more information regarding other local practitioners or about alternative therapies in general:**

**Please contact Sarah Ayache**

**Ext 322**

**[Sarah.ayache@whsschool.org.uk](mailto:Sarah.ayache@whsschool.org.uk)**

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of Wellbeing**



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