# Corporate Director: Vicky Schofield

**Service Director: Andrew Lancashire**

**SEND Development Team**

Floor One, Wakefield One

Burton Street

Wakefield, WF1 2EB

E SEND@wakefield.gov.uk

Typetalk calls welcome

Dear Parent/Carer

The SEND and Siblings Summer Holiday Groups are for children and young people with SEND and their siblings aged between 5 and 17 years of age. This is being offered as part of the DfE Short Breaks Innovation fund, we have been awarded.

These Groups will offer children in Wakefield the opportunity to enjoy group activities in a supportive and safe environment. Our Provider Information is attached and gives more information about each provider, the venue, times and activities available.

Transport and Food

Transport to and from the Summer Groups is **not** provided. Please provide a packed lunch\* as food is also **not** provided. \*Please note that due to allergies all packed lunches should **not** contain nuts.

Activities

We are working with partners to deliver a mix of group activities across the Wakefield District. Please note that not all of the providers cater for personal care and/or health needs. We will check with the providers based on the completed All About Me form (also attached) as to whether they are able to accommodate individual needs.

Applications

To apply for a place, please complete in full the **Preference Form**, the **All About Me** and **Consent** **Form**. Places will be allocated based on suitability and availability (on a first come, first-served basis). Due to the high demand for places, we cannot guarantee that everyone who applies will be allocated a place. It is important you tell us which dates your child is unable to attend so we can allocate alternative dates if the preferred week is not available.

**All forms attached with this letter must be completed in full in order for the application to be accepted. The deadline for applications is Friday 7th July 2023.**

Please send completed applications by post or email to:

**Post**

SEND Development Team

Floor One

Wakefield One

Burton Street

Wakefield

WF1 2EB

**Email**

Email the forms to [send@wakefield.gov.uk](mailto:send@wakefield.gov.uk) and we will acknowledge receipt of your email.

Successful Places

If your application is successful, you will receive a confirmation letter with more information by Monday 17th July 2023.

If you require more information or help, please feel free to call the SEND Development Team on 07503 958632 or email [send@wakefield.gov.uk](mailto:send@wakefield.gov.uk)

Yours Sincerely

Julie Armstrong

SEND Development Team Manager

**Summer Group Provider Information 2023**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Provider** | **Venue** | **Age** | **Activities** | **Days and Times** |
| **Northern Light Dance Academy** | Lofthouse Methodist Hall | 5 – 17 years | Running a range of activities including:   * Dance & musical theatre games & routines * Pom dances with pom Poms * Propped based routines * Script and acting * Arts and crafts | Provisional dates:  Week 4: Tuesday 29th August, Wednesday 30th August, Thursday 31st August  All sessions will run 10am – 3pm |
| **Active Future East Leeds & Wakefield** | Crofton Community Centre  Middle Ln  New Crofton  Wakefield  WF4 1LD | 5 – 17 years | Active Future provide a range of traditional and non-traditional sport and physical activities to not only engage children who love sport and physical activity but also focusing on those who have disengaged or never engaged with sport.  A range of enriching activities, including but not limited to:   * Games, crafts, art, music, animal therapy, media/film and always includes downtime and free-play. * All of the above will be engaging and fun for all participants. | Week 1: Friday 4th August  Week 2: Friday 11th August  Week 3: Friday 18th August  Week 4: Friday 25th August  All sessions will run 10am – 3pm |
| **Imagination Gaming** | South Kirkby Colliery Miners’, Welfare, Stockingate, South Kirkby, Pontefract,  WF9 3DP  and  Standbridge Community Centre. Standbridge Lane, Wakefield WF2 7NP | 7+ | Imagination Gaming is a nationwide company that delivers activity days, learning programmes and games-based events predominantly to schools and community organisations to Engage, Excite and Educate children of all ages and abilities.  Activities focus the mind in a fun and expressive way, offering opportunities to both challenge and entertain children in a non-pressurised environment. Our range of hundreds of board games means choice for all ages and abilities.  All our games support and develop both social and curriculum skills at all levels, whilst still screaming fun with an angle of ‘easy to pick up – but hard to put down’!  The cornerstone of our ‘Learn to Play, Play to Learn’ motto.  Our sessions are tabletop in nature but also incorporated in this time are a range of games that require mild physical activity and the use of motor skills.  You can learn more about us on our website: [imaginationgaming.co.uk](https://imaginationgaming.co.uk/) | Week 1: Monday 24th July, Tuesday 25th July, Wednesday 26th July and 2nd August  Week 4: Tuesday 29th August, Wednesday 30th August  All sessions will run 10am – 3pm |
| **West Yorkshire Theatre Dance Centre** | West Yorkshire Theatre Dance Centre  161 Station Road  Ossett | 6 – 13 years | We will provide specialist dance provision for SEND children and their siblings during the morning, free play/crafting during mid-day and an interactive drama session in the afternoon.  Our approach to the dance sessions is holistic and develops creativity, coordination, physicality, musicality and spatial awareness, incorporating sensory props, all being transformative skills for those children who struggle.  These sessions are wholly accessible and inclusive. Drama will see the children partake in confidence building and self-esteem games and imaginative exploration. These specially designed sessions incorporate a mixture of SEND children and their siblings.  We will also work collaboratively with a British sign  language interpreter who has a strong knowledge of dance and in order to ensure legacy of skills, 2 volunteers will be part of the class to help with support and develop skills of their own. Additionally on offer for the ‘free play’ is a Playroom, board games, Lego, crafting, table tennis, dodgeball and a quiet area for those needing time out. | Week 1: Monday 24th July, Tuesday 25th July  Week 4: Wednesday 30th August, Thursday 31st August  All sessions will run 10am – 3pm |

#### SEND and Siblings Summer Holiday Groups – Preference Form 2023

#### Please complete all sections in full and please print clearly

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The Summer Holiday Groups will be running on the following weeks and dates below:** | | | | | |
| Week 1: 24th July – 4th August  Week 2: 7th August – 11th August  Week 3: 14th August – 18th August  Week 4: 21st August – 31st August  Your children can attend as many of the sessions as they want to and there is no charge for the sessions, but they must attend together.  Please place the **number** of children that will be attending the session in yourchildren’s preferred provider/activity and week on the table below.  You can select up to 2 preferences in case your first choice is not available.  Places will be allocated based on suitability and availability (on a first come, first-served basis). It is important you tell us which dates your child is unable to attend so we can allocate alternative dates if the preferred week is not available. | | | | | |
| **Provider / Week** | **Preference**  **1** | **Preference 2** | **Provider /**  **Week** | **Preference**  **1** | **Preference 2** |
| **Northern Light Dance Academy** | | | **Active Future** | | |
| Week 4 |  |  | Week 1 |  |  |
|  | | | Week 2 |  |  |
| Week 3 |  |  |
| Week 4 |  |  |
| **Imagination Gaming** | | | **West Yorkshire Theatre Dance Centre** | | |
| Week 1 |  |  | Week 1 |  |  |
| Week 4 |  |  | Week 4 |  |  |



This booklet is to help the staff at the group get to know about you, what you like, dislike and what sort of support you may need.

About Me…

**About me and my sibling(s)**

|  |  |
| --- | --- |
| **My name is:** |  |
| **My sibling(s) name is/are:** |  |
| **My date of birth is:** |  |
| **My sibling(s) date of birth is:** |  |
| **Our address is:** |  |

Please ensure that this form is **completed and returned to the SEND Development Team by 7th July**. You can return the form by:

**Email:** [**send@wakefield.gov.uk**](mailto:send@wakefield.gov.uk)

**Post:**

Floor One, Wakefield One

Burton Street

Wakefield

WF1 2EB



Contact Information

**My parent/carer details**

|  |  |
| --- | --- |
| **Name(s):** |  |
| **Address:** |  |
| **Telephone Number(s):** |  |
| **Email:** |  |
| **Relationship to me:** |  |

*There might be other people who drop me off or collect me from groups. Their details are:*

|  |  |
| --- | --- |
| **Name(s)** |  |
| **Relationship(s):** |  |
| **Telephone Number(s):** |  |

**Information about my children**

In this section, please inform us about your children’s needs so that we can ensurethat your children enjoy themselves and get the most out of

the Summer Holiday Groups.

|  |  |
| --- | --- |
| **Section One – Please complete this section for all children/young people attending the Summer Holiday Group sessions.** | |
| **Are there any things we need to know that might cause your children distress, upset/anxiety** | |
| Information about your child with SEND | Information about siblings |
|  |  |
| **What help/support is needed for your children** | |
| Information about your child with SEND | Information about siblings |
|  |  |
| **How best to communicate with your children e.g Makaton, BSL** | |
| Information about your child with SEND | Information about siblings |
|  |  |
| **Is there anything else we need to be aware of e.g. safety indoors/outdoors** | |
| Information about your child with SEND | Information about siblings |
|  |  |

|  |  |
| --- | --- |
| **Section Two – Please complete this section for all children/young people attending the Summer Holiday Group sessions.** | |
| **Do your children have any personal care needs (please circle)** | |
| Information about your child with SEND | Information about siblings |
| Yes\*/No \*if yes, please give details | Yes\*/No \*if yes, please give details |
| **Do your children have any health care needs (please circle)** | |
| Information about your child with SEND | Information about siblings |
| Yes\*/No \*if yes, please give details | Yes\*/No \*if yes, please give details |
| **Do your children require any medication (please circle)** | |
| Information about your child with SEND | Information about siblings |
| Yes\*/No \*if yes, please give details of dosage, timing etc. | Yes\*/No \*if yes, please give details of dosage, timing etc. |
| Name of medication:  Time:  Amount: | Name of medication:  Time:  Amount: |
| **Is there anything else we need to consider e.g. oral syringe, spoon, gastronomy** | |
| Information about your child with SEND | Information about siblings |
|  |  |
| **Do your children require any emergency medication (please circle)** | |
| Information about your child with SEND | Information about siblings |
| Yes\*/No \*if yes, please give details | Yes\*/No \*if yes, please give details |
| **Do your children have an** **emergency protocol/epilepsy passport (please circle)** | |
| Information about your child with SEND | Information about siblings |
| Yes\*/No \*if yes, please give details | Yes\*/No \*if yes, please give details |
| **Do your children use a wheelchair or other health equipment (please circle)** | |
| Information about your child with SEND | Information about siblings |
| Yes\*/No \*if yes, please give details | Yes\*/No \*if yes, please give details |
| **Do your children have gastronomy or other kind of feeding tube, or require dietary supplements (please circle)** | |
| Information about your child with SEND | Information about siblings |
| Yes\*/No \*if yes, please give details | Yes\*/No \*if yes, please give details |
| **Does your child have any allergies (please circle)** | |
| Information about your child with SEND | Information about siblings |
| Yes\*/No \*if yes, please give details including what you need is you have allergic reaction | Yes\*/No \*if yes, please give details including what you need is you have allergic reaction |

Additional Information

To help us make sure you have a good time at group please tell us in the box below if there’s anything else we can do to support you

**Group Activities/Holiday Group Consent Statement**

Wakefield Council’s Children & Young People Directorate deals with personal data under the Data Protection Act 1998. Some of these may be sensitive, such as health, ethnic origin or religious beliefs. We share some or all of them with other council departments, Service Providers or other third parties. When involving any third party we shall take all reasonable steps to ensure that they will keep your personal data secure and treat it confidentially. If you are worried about giving us personal details or about sharing them with others, please discuss this with a staff member who will explain what to do.

This consent statement is addressed to the child or young person. Please therefore read “you” as meaning “your child” if you are the parent/carer. This must be signed by the parent/carer on the child or young person’s behalf.

This information will be securely destroyed after the summer playscheme 2023.

**Group Activities/Holiday Group is asking you to consent to the following:**

1. For Group Activities/Holiday Group to store your personal information, such as your address, what medication you receive, and all the other information that you give us. To safely work with disabled children, young people and their families, Group Activities/Holiday Group has to store personal information about you. Without your agreement to this, Group Activities/Holiday Group cannot work with you.
2. In the event of an emergency for Group Activities/Holiday Group to take appropriate action, if necessary administer first aid, call the emergency services, and contact the people listed on the front of this form. You must agree to this if you are going to be in Group Activities/Holiday Group care without your parent/carer.
3. For Group Activities/Holiday Group to share your personal information only if we need to. You do NOT have to agree to this. However, to meet your needs Group Activities/Holiday Group may want additional advice or support from other professionals, such as speech & language therapists, educational psychologists, health visitors etc. With some Group Activities/Holiday Group services, if you do not agree to this it will reduce the support that Group Activities/Holiday Group can give you.
4. For Group Activities/Holiday Group to take and use photographs and/or video of you for publicity purposes. You do NOT have to agree to this. However if you do not agree, you may be asked to sit out of an activity for a short time while other young people are being photographed or videoed. This time will be kept to a minimum.
5. For Group Activities/Holiday Group staff to administer medication and/or carry out the medical procedures identified on this form. You do NOT have to agree to this. If you do not agree, the medication and medical procedures section of this form should not be completed.
6. For Group Activities/Holiday Group staff to provide intimate personal care identified on this form. You do NOT have to agree to this. If you do not agree, please be careful to only complete the items in the personal care section of this form that you are happy for Group Activities/Holiday Group to staff to do.
7. For Group Activities/Holiday Group staff to apply sun cream and/or oil for massage purposes. You do NOT have to agree to this.
8. For Group Activities/Holiday Group staff to engage you in face painting. You do NOT have to agree to this.

**Consent by Parent or Carer**

**Please tick or cross (✓/X) as appropriate:**

1. I agree to Group Activities/Holiday Group storing my children’s personal information

|  |  |  |
| --- | --- | --- |
| Yes | No | *(Must be ‘YES’ to attend the Group Activities/Holiday Group)* |
|  |  |

1. I agree that in an emergency, Group Activities/Holiday Group will take appropriate action

|  |  |  |
| --- | --- | --- |
| Yes | No | *(Must be ‘YES’ to attend the Group Activities/Holiday Group)* |
|  |  |

1. I agree to Group Activities/Holiday Group sharing my children’s personal information with other professionals, as necessary

|  |  |
| --- | --- |
| Yes | No |
|  |  |

1. I agree to Group Activities/Holiday Group taking and using photographs and/or video of my children for publicity

|  |  |
| --- | --- |
| Yes | No |
|  |  |

1. I agree to Group Activities/Holiday Group staff administering medication/medical procedures to my children, as identified on my child’s All About Me

|  |  |
| --- | --- |
| Yes | No |
|  |  |

1. I agree to Group Activities/Holiday Group staff providing intimate personal care to my children, as identified on my child’s All About Me

|  |  |
| --- | --- |
| Yes | No |
|  |  |

1. I agree to Group Activities/Holiday Group staff applying sun cream to my children

|  |  |
| --- | --- |
| Yes | No |
|  |  |

1. I agree to have my children’s face painted

|  |  |
| --- | --- |
| Yes | No |
|  |  |

1. I agree to keeping Group Activities/Holiday Group staff informed of any changes to the information on this form

|  |  |  |
| --- | --- | --- |
| Yes | No | *(Must be ‘YES’ to attend the Group Activities/Holiday Group)* |
|  |  |

**Signature of parent/carer of the children**

**…………………………………….. Date………………………… 2023**

**SEND Development Team Privacy Notice**

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

**1. Who we are.**

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: [dataprotection@wakefield.gov.uk](mailto:dataprotection@wakefield.gov.uk)

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller’s representative. Contact details:

Julie Armstrong

Telephone: 07876 216600

Email: [send@wakefield.gov.uk](mailto:send@wakefield.gov.uk)

c) The Council’s Data Protection Officer is the Corporate Information Governance Team Manager. Contact details:

Telephone: 01924 306112

Email: dpo@wakefield.gov.uk

**2. How we use your data:**

The SEND Development Team will hold the following information on children and young people:

* Name
* Date of Birth
* Address
* Parent/Carer contact details (email address and/or phone number)

The information listed above will be collected by the SEND Development Team.

**3. What authority does the Council have to collect and use this information?**

Under the Data Protection Act 2018 the Council has a legal obligation to respond to requests from data subject for access to the information the Council holds about them.

**4.** **How long will we keep your data?**

We will keep the children’s data for as long as they are attending the summer groups.

**5. Your rights and your personal data**

Under the GDPR you have the following rights:

**Right of Access**

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

**Right to Rectification**

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

**Right to Restriction of Processing**

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

**Right of Complaint**

You have a right to lodge a complaint with the Information Commissioner; please find contact details below.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

To exercise any of your rights, you should contact the Data Controller’s representative as shown in section 1b.

**6. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.