

Winchelsea School



Bringing Out The Best

**Prospectus
2007/08**

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1. INTRODUCTION

Winchelsea is a Special School committed to meeting the educational needs of children who have a Statement of Special Educational Needs. These needs include Moderate Learning Difficulties, Attention Deficit Disorder (ADD), Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (including Asperger Syndrome), and mild sensory and physical impairments.

2. AIMS OF THE SCHOOL

- To enable our pupils to maximise their achievements in all aspects of their development through a broad, balanced and personalised curriculum.
- To ensure equal opportunities for all regardless of age, gender, ethnicity or disability.
- To encourage all pupils to take responsibility for themselves and to appreciate the needs of others.
- To help each pupil to enjoy learning and achieve high self esteem.
- To promote spiritual, social, moral and cultural awareness and understanding.
- To enable our pupils to make informed decisions through an effective and appropriate sex and drugs education programme.
- To promote a healthy lifestyle for all.
- To promote high, value added, standards of achievement and behaviour, within a challenging, but safe and secure environment.
- To promote a positive partnership between home, school and all relevant agencies.
- To prepare our pupils for effective transition to the next stage of their education through careers education, suitable accreditation and links with colleges, training agencies and employers.
- To enable our pupils to achieve future economic well being.
- To work with mainstream schools, the wider community and local employers to promote social and educational inclusion for our pupils.
- To review the performance and placement of each child within the Code of Practice guidelines.
- To extend our professional expertise through training and good practice to better meet our pupils' needs.
- To support mainstream schools through an effective Outreach Service.
- To develop Winchelsea as an Extended School supporting the whole community.

3. ADMISSIONS

The Borough of Poole, through the Children and Young Peoples Integrated Services Department, manages admissions to Winchelsea. All admissions are made on the basis of the school's ability to meet each child's needs and the availability of places within the appropriate year group.

A copy of the school's admission criteria is available on request from the school office.

We recommend that parents and children visit Winchelsea before making decisions about future placement.

4. SPECIAL NEEDS POLICY

In line with the Department for Children, Schools and Families Special Educational Needs Code of Practice we have a special needs policy. A copy is available on request from the school office.

5. SCHOOL ORGANISATION

Winchelsea provides for children from 4 to 16 years of age. The school is organised into Primary (Foundation Stage and Key Stage 1 & 2) and Secondary (Key Stage 3 & 4) Departments.

We currently operate nine classes. Pupils are allocated to these on the basis of their year group, Key Stage and developmental level. Many of our classes have a mix of year groups.

6. THE SCHOOL DAY

The school day begins at 9.00 am and finishes at 3.25 pm. Times of lessons and breaks are:

	Foundation Stage & Key Stage 1 & 2	Key Stage 3 & 4
Morning Registration	9.00 am - 9.10 am	9.00 am - 9.30 am (including Tutor Period)
Lesson 1	9.10 am - 9.50 am	9.30 am - 10.10 am
Lesson 2	9.50 am - 10.30 am	10.10 am - 10.50 am
Break	10.30 am - 10.45 am	10.50 am - 11.10 am
Lesson 3	10.45 am - 11.25 am	11.10 am - 11.50 am
Lesson 4	11.25 am - 12.05 pm	11.50 am - 12.25 pm
Lunch	11.55 am - 12.50 pm	12.25 pm - 1.20 pm
Afternoon Registration	12.50 pm - 1.25 pm (includes Tutor period)	1.20 pm - 1.25 pm
Lesson 6	1.25 pm - 2.05 pm	1.25 pm - 2.05 pm
Lesson 7	2.05 pm - 2.45 pm	2.05 pm - 2.45 pm
Lesson 8	2.45 pm - 3.25 pm	2.45 pm - 3.25 pm

7. UNIFORM

All pupils at Winchelsea wear school uniform. We believe that school uniform helps to promote a sense of school identity and encourages pupils to take a pride in their appearance.

Our uniform consists of:

- A fleece, sweatshirt or t-shirt with a school logo - this can be purchased from the school at cost. For Foundation Stage and Key Stages 1, 2 & 3 the fleece or sweatshirt is blue, for Key Stage 4 it is black.
- Plain grey, black or navy skirts, trousers or shorts.
- Sensible dark shoes (no trainers)
- A sensible outdoor jacket appropriate to the weather conditions.
- A PE bag containing, plimsolls or trainers without black soles, spare socks, t-shirt and shorts.
- Most children need to bring a separate bag each week with a swimming costume, towel and swimming hat. We ask that girls bring a sensible one piece costume.

All uniform MUST be clearly labelled with the child's name.

8. THE SCHOOL CURRICULUM

At Winchelsea we ensure that pupils have access to a broad, balanced and relevant curriculum, adapted and modified to enable enjoyment and achievement for all. We believe that all pupils are entitled to a high quality, well-planned, well-organised and effectively taught curriculum and that every child has the right to have their individual needs met and to develop their full potential.

We have high expectations of pupil achievement.

Knowledge, skills and understanding are taught in ways that match and challenge their pupils' abilities. Whilst complying with National Curriculum requirements, we modify and differentiate the programmes of study to give all pupils relevant and appropriately challenging work that will enable them to develop the necessary skills and concepts to succeed at Winchelsea, in further education, and after they have left school.

The following are brief descriptions of the subjects pupils study.

More detailed Subject Policies are available on request from the school office.

ENGLISH

We deliver the National Primary to Key Stages 1, 2 & 3. In Key Stage 4, pupils follow the syllabuses leading towards AQA Entry Level Certificates and Unit Award Schemes.

MATHEMATICS

We deliver the National Primary to Key Stages 1, 2 & 3. In Key Stage 4, pupils work towards the AQA Entry Level Certificate and Unit Award Scheme. Pupils are also able to achieve accreditation for numeracy.

SCIENCE

We follow the National Curriculum, giving particular consideration to areas and concepts which are of direct relevance to everyday life. In the early stages, science teaching is delivered by the class teacher and develops into specific science teaching taught by a specialist teacher within Key Stage 4. Senior pupils have access to Science Laboratories at neighbouring schools.

GEOGRAPHY & HISTORY

All pupils follow the National Curriculum for History and Geography at an appropriate level. Where possible we aim to give pupils a practical experience in these areas through visits in the locality to farms, museums etc.

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

The use of ICT is central to teaching and learning at Winchelsea. It supports learning throughout the school. We appreciate that it will feature greatly in their future lives and we aim to educate our pupils so that they can use it productively and safely. We follow the National Curriculum. Multimedia PC's computers are available in all classes, with each teaching area having one or more computers, linked to our own network and with carefully filtered Broadband access to the Internet. A computer suite is used for whole class ICT teaching. All classes are equipped with Interactive Whiteboards.

MUSIC

Pupils are offered a wide range of musical experiences throughout the school and are provided with opportunities to participate in percussion, singing, movement and the playing of instruments. Visiting musicians are invited to perform. Pupils have the opportunity to perform orchestral and choral pieces for the school community. We join with local mainstream schools to produce an annual musical event for the whole community.

DESIGN & TECHNOLOGY

We encourage children to explore design concepts, make articles and offer them opportunity to engage in problem solving activities. Technology in the Foundation Stage and Key Stage 1 & 2 takes place in classroom settings, but the school has a well-equipped specialist workshop equipped for working with a full range of resistant materials.

The school is equipped with a food preparation area that is used to teach food technology and important home management skills. Our aim is for pupils to develop the necessary skills and confidence to enable them to cater as independently as possible for themselves.

FRENCH

This is taught to pupils in Key Stages 2&3. As well as developing basic language skills we aim to develop an awareness of other countries and cultures.

PHYSICAL EDUCATION

Our physical education programme teaches a wide range of skills including co-ordination, team co-operation etc. The school is equipped with apparatus for use by all age groups. Older pupils also have access to the facilities within local leisure centres. Children have opportunities to represent Winchelsea in sporting activities with children from other schools.

We want all our child to be able to swim and be confident in the water, and all pupils in Foundation Stage, and Key Stages 1,2&3 have regular swimming lessons at local pools. Certificates and badges are awarded as an encouragement, and the children are well supervised by qualified and experienced staff.

PERSONAL, SOCIAL, HEALTH AND CITIZENSHIP EDUCATION (PSHCE) -
this is a vital area of the curriculum.

Our aim is to enable children to:

- Know and understand what constitutes a healthy lifestyle.
- Be aware of safety issues.
- Understand what makes for good relationships with others.
- Have respect for others.
- Be independent and responsible members of the school community.
- Be positive and active members of a democratic society.
- Develop self-confidence and self-esteem, and make informed choices regarding personal and social issues.
- Develop good relationships with other members of the school and the wider community.

The school ethos, extra-curricular activities and all aspects of their school lives also support children's development in these areas.

Included in PSHCE is:

Drugs education - where we provide opportunities for pupils to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

Sex and Relationship Education - where we provide opportunities for pupils to develop their understanding of the importance of marriage for family life; stable and loving relationships, respect, love and care as well as the teaching of sex, sexuality and sexual health.

Parents may request that children be excused from elements of sex education in school, except where those elements are specifically contained in the National Curriculum.

RELIGIOUS EDUCATION

Religious education is taught through the Poole Agreed Syllabus for Religious Education whereby the moral, social and religious teaching reflects the school policy as a whole and our Christian heritage. Children are introduced to the beliefs and customs of a number of other faiths in order to promote tolerance and understanding. Regular assemblies include collective worship, visiting speakers and the celebration of achievement.

Parents have the right to withdraw their child from the religious element of assemblies and RE if they wish.

CAREERS EDUCATION AND GUIDANCE

All pupils have an entitlement to a planned programme of careers education and the support of the local Connexions service and we are committed to providing high quality Careers Education and Guidance to pupils. We are nationally recognised through the 'Investor in Careers' quality award.

POST 16 TRANSITION

We work very hard to ensure that all of our leavers move on to further education or (although this happens very rarely) take up employment. After a pupil's 14th birthday a 'Transition Review' takes place at which the pupil, parents/ guardians, teachers, connexions staff and other relevant agencies consider the post-school opportunities for each pupil. An individual action plan is drawn up to prepare the pupil for leaving school in the most appropriate and student centred way. For some pupils this includes a period of work experience.

The transition programme includes:

- Visits to a variety of places of work
- Link courses at Bournemouth and Poole College
- Independent Travel Training

9. TEACHING AND LEARNING

Teaching and learning is the purpose of our school and we aim to ensure that all the pupils at our school are provided with high quality learning experiences that lead to pupils achieving their full potential. The desire to meet the individual needs of each pupil is central to our Teaching and Learning Policy. Our pupils learn through their total experience, and varied teaching methods and strategies are used effectively and appropriately to accommodate differing learning styles.

10. MULTI-SENSORY FACILITIES

We have two multi-sensory rooms in the school and these are used to support the sensory needs of pupils (predominantly for the use of our children who have ASD). They are used to develop:

- Speech and language skills
- Social interaction and communication skills
- Self-esteem and confidence
- A sense of cause and effect
- Ability to make choices
- Imaginative play
- Shape and colour recognition

Multi-sensory rooms are also very beneficial in reducing anxiety.

In addition, we implement carefully planned programmes in classrooms to ensure that pupils have access to a rich and varied sensory diet to meet their sensory needs.

11. ACCREDITATION

We offer nationally recognised accreditation for mathematics, English, Maths, Science, Technology, ICT, PSHE and Art. All pupils have further opportunities to demonstrate their achievements through the Youth Award Scheme, Trident Scheme and through the recognition of individual modules within the AQA Unit Scheme. Many pupils also gain First Aid and Basic Food Hygiene qualifications that are directly relevant to working and adult life.

Pupils keep records of their action plans and progress in their Progress Files, which they take when they leave school.

12. ASSESSMENT, RECORDING AND REPORTING

Continuous records are kept of each child's progress and achievements within each class and teaching group, including data collected from the Standard Assessment Tasks at

the end of each Key Stage (7, 11 & 14 years). Children have a growing portfolio of evidence of their achievements.

Each child's Statement of Special Educational Needs is formally reviewed at least once a year, with reports prepared by all of the agencies directly involved circulated in advance and the involvement of parents. Where possible, all children will be asked to contribute to their Review. At the end of the Review process the conclusions, with objectives for the next 12 months, will be circulated to parents, the home LEA, and all of the agencies involved. The process may result in an amendment to the child's Statement, additional provision or a complete re-assessment.

The first review after each child's fourteenth birthday, and those subsequently should produce a Transition Plan to aid the progress from school into adult life.

End of Year Reports are provided each July.

13. HOMEWORK

We set homework because we believe that it develops personal achievement, encourages independent learning experiences and promotes home school partnership. It fosters positive learning attitudes. We try to make sure it is achievable, appropriate and relevant.

However, many of our children find independent work difficult, and we rely on parents to take an interest in the homework and, when necessary, help their children.

In setting homework, we try to ensure that it makes best use of available resources within the home environment, encourages a variety of learning styles (not only a pencil and paper activities) and is set according to a sensible timetable agreed by teachers within each Key Stage.

14. SPEECH AND LANGUAGE THERAPY

A Speech Therapist and Speech Therapist Assistant are based at the school (both for 1½ days/week). They support children who have specific language difficulties.

15. LINKS WITH OTHER SCHOOLS AND THE COMMUNITY

We aim to include our pupils in the wider community and we take every opportunity to extend activities beyond the confines of the school. Wherever possible we promote participation in mainstream educational activities, including part-time attendance at mainstream schools with the view to moving the pupil back to full-time mainstream attendance.

We have strong links with local schools and engage in a number of joint projects on equal terms.

Year 11 pupils take part in link courses with local Colleges and enjoy a period of work experience.

Through the Dorset Schools' Sports Association we offer an annual programme of sporting events.

Every opportunity is taken to use facilities in the locality to extend pupil's awareness of their part in the community. We also welcome a range of speakers and performers into school.

16. OUT OF SCHOOL ACTIVITIES

We believe that it is important to take pupils outside the immediate school environment to widen their experience. Pupils normally travel in one of our mini-buses accompanied by their teacher and other adults, as appropriate.

All activities are researched and managed through risk assessment following national guidelines to ensure that full safety requirements are met.

17. CHARGES FOR SCHOOL ACTIVITIES

We try to make the minimum number of requests for financial contributions from parents, but some additional activities may prove too expensive to be provided from school funds,

Under the 1988 Education Act we can make a charge for food and accommodation (from which some parents receiving benefit can claim exemption), but we can only ask for voluntary contributions to help with the costs of transport or provision of activities. This applies principally to those activities that take place largely in school time. Children cannot be excluded from residential visits or trips, where an element of the payment is voluntary, if parents do not wish to pay.

Parents are requested to make a voluntary contribution towards the cost of cookery materials where the finished product is to be taken home or eaten by the child instead of a school meal.

For other craft activities a contribution will only be sought towards the cost of the more expensive materials, where parents have indicated a willingness to own the finished product.

18. BEHAVIOUR MANAGEMENT

We take pride in the high standards of behaviour demonstrated by our pupils. This has been achieved through a positive partnership between pupils, parents and staff. In order to develop standards of personal responsibility and a caring, tolerant environment we require your co-operation.

We prefer to operate by rewarding good work and behaviour, however, appropriate sanctions together with personal counselling and support will be applied to children who persistently show poor behaviour.

Bullying or behaviour that is offensive to others will not be accepted at Winchelsea. Our policy on bullying is to encourage all children to report incidents immediately. All reports will be taken seriously.

We appreciate the help and support given by parents in encouraging the good behaviour that makes the happy working environment that our children can thrive in.

Effective learning will only take place when children are in a secure and friendly environment.

A full copy of the school's policy on behaviour management and bullying is available by request.

19. Answers to Frequently Asked Questions

To ensure the school is a safe and secure environment for all of the children we make a few common sense requests.

1. Children must not bring sharp or dangerous objects to school.
2. No valuables e.g.: rings, radios, expensive toys should be brought to school.
3. Mobile telephones must be switched off during school hours and be handed into the school office for safekeeping.
4. No money, watches etc should be left in coat pockets, bags or changing rooms. These items must be handed to a member of staff for safekeeping.
5. Small ear studs or rings are permissible, but must be removed for PE.
6. School hours are between 9:00 am and 3:25 pm. Where children are brought to school by parents, or make their own way, they should arrive on time and be collected promptly at the end of the day (supervision cannot be guaranteed for a child arriving at school before 8:50 am).

20. MEDICAL MATTERS

It is essential that we have up to date lists of contacts in case your child is ill. A short questionnaire will be given to you before your child begins school and we will ask for this to be updated at regular intervals. If you have a change of telephone number, change your job etc. please let us know straight away.

If your child becomes ill during the school day we will contact you if necessary but, it goes without saying that, children who are already unwell should not be sent to school.

The School Medical Officer regularly follows up the health of all of our pupils. We also receive visits from Dentists and other professionals.

21. MEDICATION

Guidelines concerning children with medical needs make it clear that the school has no legal duty to administer medication. At Winchelsea, however, we have always been prepared to voluntarily give medicine to ensure that children do not lose time at school.

There are two groups of children involved:

1. Children with a short-term illness requiring medicine for a few days.
2. Children requiring long-term medication for asthma, epilepsy etc.

For children requiring longer term medical support we will require a more detailed health cover plan to be drawn up and agreed between home and school. In extreme cases a protocol for treatment may be agreed requiring specialised advice from Health Care Professionals, and additional training provided for staff. Many antibiotics etc. can now be given at the beginning and end of the day so that there is no need for school involvement. If, however, your child really needs medication for a few days at some time during the school day, please help us by using the following procedure:

1. Send the medicine (properly labelled with your child's name) with the transport escort.
2. Send us a signed note setting out the reason for the medication, the dosage and time of administration.

It is essential that you keep us informed of any long-term illness or serious allergy that your child may suffer from, so that we can work together to ensure their safety.

At no time should children have medicines with them in school (unless specifically agreed as part of a treatment plan), this includes paracetamol, aspirin etc.

Thank you for your co-operation in this matter. If you have any queries please do not hesitate to contact the school.

22. SUN PROTECTION

During the Summer Term we always hope for some good sunny weather and during breaks, PE lessons and other special activities pupils will inevitably be exposed to sunlight.

Due to the raised awareness of the dangers of exposure to sunlight we need to give careful consideration to the issue of sensible protection.

We ask that parents apply the sunscreen before their child comes to school. Unless otherwise instructed, our staff will apply sunscreens to children if they deem it necessary.

If children need to re-apply sunscreens, such as after swimming, they will be expected, in the first instance, to do this themselves. If necessary, staff will apply sunscreens to children.

Children must not share sunscreens. Please warn them of the dangers of using another child's sunscreen (especially if your child has an allergic reaction to sunscreens).

We also encourage the wearing of an appropriate sun hat during breaks and other outside activities.

23. ABSENCE FROM SCHOOL

Winchelsea prides itself on the continuing high level of pupil attendance and feel that it reflects the high level of parental support. If your child is away from school for any reason an early telephone call, on the first day of absence, is required. If we have no explanation for any absence we are required to record it as "unauthorised". Where children persistently miss school we are legally obliged to involve the services of the Education Welfare Officer.

Where families need to take holidays in term time, we are authorised to grant leave to pupils for a limited period of time (up to 10 school days in any school year). **However, this is not automatic, and in cases where attendance has been unsatisfactory or it is considered that the leave may unduly harm the pupil's education, it will not be granted.**

Please check with the school for Key Stage SATs and other examination dates before considering any holiday in term time. There is a form available from the school office for this purpose.

24. SCHOOL MEALS

Pupils may bring a packed lunch or have school meals which are cooked on the premises. Wherever possible dinner money should be sent in for the whole week each Monday. It is not permissible to be in arrears. Younger children should bring their money in a sealed envelope with their name, class and amount, written on it.

Parents who believe they may be eligible for free meals should contact the school office for the appropriate forms. Towards the end of the period for which free school meals have been granted we will send out a reminder letter and a new form. It is important that you re-apply immediately because we cannot provide meals, without payment, beyond the given date.

25. SCHOOL TRANSPORT

Transport arrangements for new children starting at Winchelsea should be discussed with the Council Transport Department.

Responsibility for pupil safety and conduct remains with parents until they are on the transport and when they leave the transport in the afternoon.

On all vehicles there is an escort responsible for safety and discipline but we rely on parental support to help to ensure the good behaviour of each child.

In cases of difficulty with school transport please contact the appropriate Transport Officer and then inform the school.

Poole 262011

Bournemouth 454651

Dorset 224546

At times of very bad weather, transport may be unable to run, in which case every effort will be made to send out information through the local radio stations - Solent and 2CR (FM 102.3). If coaches etc. do not run in the morning and you decide to bring your child to school please be prepared to pick them up in the afternoon.

Changes to transport arrangements for your child must be requested with adequate written notice. In the case where changes of transport arise from one child being invited to the home of another we require notes from both sets of parents to avoid possible confusion.

26. SCHOOL GOVERNORS

Winchelsea has a very supportive Governing Body, who oversee the running of the school. The Governing Body is made up of representatives of the Local Education Authority, the local community and business, parents and staff. A list of the School Governors is supplied with this booklet and will be updated as necessary.

Parent Governors are elected for a period of four years and are an essential part of the Governing Body.

27. PARENTS GROUPS

The **Winchelsea Information and Support for Parent Support Group (WISP)**, which is a voluntary organisation of parents, provides excellent support for both parents and the school. As well as this group, all parents automatically become members of the **Friends of Winchelsea (FOW)** when their children enter the school.

28. COMPLAINTS PROCEDURE

We respond immediately to difficulties or concerns as they arise, and encourage parents to talk to the class teacher in the first instance. The vast majority of problems can be resolved in this manner. Senior members of staff and the headteacher are also very ready to listen to problems or suggestions. Where parents remain unhappy, even after considerable discussion at school level, they are free to consult the Poole Borough Council Complaints Procedure, a copy of which is kept in the school office.