



Hartwell  
School

School Prospectus  
**2023 - 2024**

## Proprietor details

### **Witherslack Group**

Lupton Tower  
Lupton  
Cumbria  
LA6 2PR

Tel: 015395 66081

Email: [admin@witherslackgroup.co.uk](mailto:admin@witherslackgroup.co.uk)

## Head Teacher's name and contact details

Mrs Clare Read  
Hartwell School  
Yarm Road  
Stockton  
TS18 3TN

[Clare.read@witherslackgroup.co.uk](mailto:Clare.read@witherslackgroup.co.uk)

## Holiday contact details

Senior Administrator: Mrs Stacey Nunn [Stacey.Nunn@witherslackgroup.co.uk](mailto:Stacey.Nunn@witherslackgroup.co.uk)

Telephone number: 01642 130320

## School Vision

- ▶ Trust - By trusting one another and promoting mutual respect amongst the school community, an inclusive and supportive environment will be created within which pupils can thrive.
- ▶ Resilience - Pupils are encouraged to develop resilience and reflect on their conduct and mistakes, take responsibility for their actions and develop strength of character to move forward, feeling safe and supported.
- ▶ Engagement - Through a personalised and flexible learning experience pupils are supported to engage in a curriculum tailored to support them to meet their full potential.
- ▶ Enjoyment - Through carefully planned opportunities and enjoyable experiences, pupils are supported to develop social and life skills as well as academic skills so that they become well rounded members of the community and begin to prepare for adult life.

## Aims of school

Hartwell School offers our learners a wide variety of opportunities which are geared towards their needs and interests. Our values of trust, resilience, engagement and enjoyment are an intrinsic part of our day to day work.

Our commitment to learning beyond the classroom and passion for our locality means that learning is vibrant and captivating. Pupils can expect a skilled and energetic staff team who are committed to excellent outcomes for young people and invested in building a robust school community, which young people can belong to and be proud of.

## Details regarding admission process

We specialise in providing high quality education for pupils with social and emotional issues, autism spectrum condition, complex communication and/or learning difficulties with related anxieties and behaviours, between the ages of 5 to 18 years. Initial enquiries and informal visits are always welcome but referrals will come to us directly from the pupil's local authority.

Applications are considered by our admissions panel and a non-prejudicial visit will then be arranged. Following this visit a place may be offered to pupils whose needs can be fully addressed by the school. Fees and NASS approved contracts will then be agreed with local authorities.

There will be an assessment period followed by a Post-Admission Review meeting after 10 to 12 weeks.

Referrals can be made throughout the academic year.

If you wish to discuss making a referral please contact the school. The Admissions Policy is available on request.

## [Approach to positive behaviour support, exclusions, rewards & sanctions](#)

### **Behaviour Management**

Pupil behaviour is supported by a simple system of rewards and consequences which is understood by all pupils and staff and which can be easily adapted to the individual needs of specific children. Every child has a Positive Behaviour Support Plan and an individual risk assessment which helps identify anxieties they may have and how we can reduce such anxieties.

At times when children or young people are placing themselves or others at risk of harm, staff may need to use physical intervention to keep them safe. This is used within strict guidelines, only as a last resort, and staff are trained in using the BILD accredited framework PRICE (Protecting Rights in a Caring Environment). Staff receive regular training in de-escalation strategies and Positive Behaviour Support (PBS) strategies. The school's leadership team monitors any use of physical intervention through data on a day to day and monthly basis, which helps to identify any patterns of behaviour and develop any necessary intervention strategies to be put into place reduce its use.

A copy of our Positive Behaviour Support Policy is available on request.

### **Suspensions**

At Hartwell School the sanction of a suspension is only ever invoked after serious deliberation and appropriate consultation with relevant parties. This would be in response to the most serious of circumstances, where a child has endangered themselves or others in a way which makes their continued presence at the school an unacceptable risk.

## [Provision for EHC Plans](#)

All of our children have an Education, Health and Care Plan. We strive to provide a specific, bespoke curriculum to meet each pupil's individual needs through careful setting of pupil targeted support/intervention, daily structure/routine and through detailed assessment procedures. Each lesson will be geared towards the individual needs of learners and provision maps will be put in place on a termly basis to reflect how the objectives in the EHC plans are being implemented on a daily basis.

We have a multi-disciplinary team consisting of Teachers, Pastoral Care staff, Teaching and Learning Assistants, a Speech and Language Therapist, Occupational Therapist, Mental Health Practitioner and Clinical Psychologist.

### Details for consideration of pupils/parents whose first language is not English

On admission a child's need for additional support is identified. Appropriate provision is then established prior to the pupils start date. One to one support from a bi-lingual support assistant will be provided if this is an identified requirement.

### Details of complaints procedure

In accordance with the Children's Act 1989, all children at Hartwell School have access to a Complaints Procedure. Informal complaints or concerns will be addressed by the class teacher or teaching assistant. Formal complaints directly from the child or via a parent/carer or member of staff should be reported directly to the Head Teacher, Mr Peter Ewart or Mr Chris Bowstead, Assistant Head Teacher.

Complaints or concerns arising from adults also follow set procedures. Firstly the concern should be addressed informally with the school.

Copies of these policies and procedures are available on request.

### Safeguarding Mission Statement

Hartwell School is committed to safeguarding and promoting the welfare of our children and young people. We believe in the importance of working with partner agencies to ensure that children and young people are kept safe, happy and healthy. All staff working here are made aware of the need of protection and how to respond to these concerns.

Where we suspect that a child has been abused or neglected, we have a statutory duty to make a referral to relevant agencies. Where local procedures allow, we will inform the

parent[s] of the referral. The school will share any information relevant to the referral with those agencies and will contribute to any assessments being undertaken.

We have a Child Protection Policy and all staff are supported by our Designated Safeguarding Lead, Mr Marc Symington

If you require further support on safeguarding matters you can contact:

Mr Marc Symington Hartwell School DSL, T: 01642 130320

Mr Richard Wilkins, Group Safeguarding Lead, T: 01539 566 081

Mrs Mary Aurens (Witherslack Group Safeguarding Officer – Education) Tel: 07469 143799

## Promoting General Welfare

### **Breakfast**

Before the start of the school day we provide a breakfast club where the children may choose from a range of healthy breakfast options and drinks. This time, leading up to the start of the school day, is highly supervised and affords opportunities for the children to partake in calm, settled, social activities with their peers.

### **Break times**

Snacks and a choice of drinks are provided by the school at morning break.

### **School lunches**

Lunches are provided by the school. A hot or cold meal (including a vegetarian / vegan option) is available, along with fruit, salad or yoghurt. Pupils are encouraged to eat healthily and water is available throughout the day.

### **Uniform**

The school uniform consists of an optional black blazer, black tie with the Hartwell colours, white shirt and a black V neck pullover. Or a young person may wear a Hartwell polo as an alternative. These items will be provided by the school and replaced as your child grows. Additional items will be available for you to purchase on request. Pupils are expected to wear smart black school shoes during the school day. If a pupil is taking part in an activity or PE it is expected they bring their change of clothes in a bag which will be kept safely at school. Parents are asked to provide their child's footwear and white school shirts. Pupils are expected to arrive at school with a smart appearance and a neat, tidy hairstyle.

### **Personal property**

Hartwell School does not accept any liability or responsibility for the loss or damage of personal property. Pupils are allowed to bring in to school some personal items e.g. mobile phones, electronic tablets, iPods, MP3 players etc. for use in their transport. This is kept in a safe place in the main school office during the school day; pupils collect their items at the end of the day, ready for use during their journey home. For health and safety reasons, jewellery is not permitted under any circumstances (small plain earring studs are permitted for children who have their ears pierced).

### **Home/School Liaison**

We keep in daily contact with our pupils' parents/carers. The Key worker or Form Tutor completes a daily entry highlighting how a pupil's day has gone. Parents can respond to this via the same app. The Pastoral Care Team is available to discuss, via telephone, any issues or concerns that arise, either at school or at home. Parents/carers are encouraged to attend Parents Evenings, Sports Day, Christmas performances and any other events that we hold. Every term our pupils take home an end of term report highlighting their academic progress in each subject and giving grades for effort.

### [Anti-Bullying](#)

We pride ourselves on our warm and caring atmosphere. All members of our community are entitled to safety and protection and therefore bullying will not be tolerated. We have clear policies and guidelines raising awareness in staff, children and young people to signs of bullying.

The school's Anti-Bullying Policy is available on request.

### [Health and Sex Education](#)

All our pupils will receive age and ability-appropriate health, relationship and sex education on an annual basis. Consent is sought from parents/carers prior to these lessons taking place.

### [Health and Safety](#)

At Hartwell School, Health and Safety is coordinated by maintenance supervisor Paul Woodier . The whole site has internal health and safety checks in place for the maintenance staff to complete, with an action plan put in place to rectify any faults. The Witherslack Group's Safety, Health and Environment Team visit and audit the school each term.

## First Aid/Medical Care

The school has a medical room on the first floor. All staff as part of their induction training complete a one day Basic First Aid course for children's services. All First Aid training is followed up with refresher training every three years.

The school is only allowed to administer prescribed medication, this is administered by a member of staff who is trained in the administration of medication. All medication is recorded and kept in a locked medical cupboard. Paracetamol and Calpol can only be administered with parent and carer consent.

## Details regarding staffing and recruitment

Hartwell School follows a rigorous recruitment process in order that we recruit high quality staff and ensure that children and young people are kept safe. Senior Leaders involved in the recruitment process undertake safer recruitment training and all staff employed within the school are subject to an enhanced DBS check.

Head Teacher	1
Deputy Head teacher	1
Assistant Head Teacher	3
Designated Safeguarding Lead	1
Pastoral Manager	1
Deputy Pastoral Manager	1
Pastoral Assistants	4
Administrative Staff	4
Teachers	21
Teaching Assistants	10
HLTA	2
Family Liaison Officer	1
Occupational Therapist	1



Psychologist	1
Assistant Psychologist	1
Speech and Language Therapist	1
Therapist	3
Cooks	3
Maintenance	2

## Attendance Data

Excellent attendance is encouraged for all pupils. We pride ourselves on pupils' attendance records greatly improving from previous schools they have attended.

We work closely with pupils' families to ensure all pupils maintain an excellent attendance record. Our aim for 2024-25 is for our overall attendance to be above 95% as a minimum.

If a child needs to be absent from school for any legitimate reason, a telephone call and notification in writing are required. A copy of Hartwell School's Attendance Policy is available on request.

Great importance is placed on school attendance and we ask that holidays be arranged during school holidays.

## Examinations

Our approach to preparing young people for the adult world is very individual. Initial assessments will identify academic levels and any barriers to learning. Early in a pupil's school career we will seek to identify and nurture their aspirations for the future. The most appropriate accredited route for each individual will then be mapped based on all of these factors. In short we are answering these questions:

What academic level is an appropriate target for this pupil?

What are the pupils preferred options for academic study?

What is the preferred vocational pathway?

Do they have realistic aspirations that determine a particular route or qualification?

The answers to these questions will determine which qualifications they will study and which pathway they will pursue. Currently, we offer GCSE qualifications alongside BTEC, NCFE, Functional Skills qualifications and Entry Level certification. Examination results are available on request from the school office.



[www.witherslackgroup.co.uk](http://www.witherslackgroup.co.uk)