

## Local Procedure/Protocol

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| <b>School/Home Name:</b>                        | Queensmead House School            |
| <b>Local Procedure/Protocol Title:</b>          | Curriculum Protocol and Procedures |
| <b>Linked to Group Policy Title &amp; Code:</b> | Curriculum Policy                  |
| <b>Date Reviewed:</b>                           | July 2026                          |
| <b>Next Update Due:</b>                         | July 2027                          |
| <b>Procedure/Protocol Lead:</b>                 | Alan Thomson                       |
| <b>Procedure/Protocol Sponsor:</b>              | Simon Brown – Regional Director    |

### EQUALITY AND DIVERSITY STATEMENT

Witherslack Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

### ENVIRONMENT, SOCIAL, GOVERNANCE (ESG) STATEMENT

Witherslack Group is committed to responsible business practices in the areas of: Environmental Stewardship, Social Responsibility, Governance, Ethics & Compliance. An ESG impact assessment has been completed on this procedure/protocol to ensure it can be implemented successfully without adverse implications on Group goals.

To ensure that this procedure/protocol is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please email the named policy lead.

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|-------------------------------|-------------------|-----------|--------------------|
| Document Number: QHS-V01-0926 | Issue Date:       | July 2026 | Version Number: 05 |
| Status: <b>FINAL</b>          | Next Review Date: | July 2027 | Page   1           |
| Linked to Policy Number:      | OPSP11            |           |                    |

## CONTENTS

1. CONTEXT
2. VISION, AIMS AND INTENT
3. ROLES AND RESPONSIBILITIES
4. IMPLEMENTATION
5. IMPACT, ASSESSMENT AND MONITORING
6. CURRICULUM MODEL
7. REFERENCES
8. ASSOCIATED FORMS
9. APPENDICES

### 1. CONTEXT

- 1.1** Queensmead House School is an independent specialist school and part of the Witherslack Group. Our students are aged between 5 and 16 years old with many strengths, talents and interests which we seek to celebrate and develop. Our students also have a range of complex educational needs, including those which impact on social communication, interaction and behaviour, view of the world, flexibility and ability to cope with change. Many students have formal diagnoses such as autism, ADHD, ADD, OCD, PDA and ODD. Pupils who attend Queensmead House School have invariably experienced disrupted education placements with some pupils also in the care of their local authorities. Pupils have often had limited positive experiences of education and may be working below age-related expectations when they join us. All pupils have an Education, Health and Care Plan.
- 1.2** Queensmead house school benefits from fantastic grounds on the outskirts of Windsor, with views of the castle. This contributes to making school a positive and happy place in which to learn, work and live and we make full use of the environment. Queensmead house school is well-resourced and has a comprehensive range of facilities including a science laboratory, a food technology room, a DT workshop, and a Salon. Class sizes are deliberately small in order to ensure pupils feel well supported by a highly-skilled staff team of education, pastoral, care and therapy staff.

### 2. VISION, AIMS AND INTENT

- 2.1** We are committed to helping pupils to flourish and achieve their aspirations through approach to education and care. Queensmead house school provides a curriculum which is pupil-centred, ambitious, engaging, and relevant. We have high expectations of all pupils, with the aim that they leave us with qualifications, accreditation and experiences which will prepare them for the next chapter of their lives. We aim to do this by:
- Inspiring pupils to develop a love of learning, experience success and achieve positive outcomes
  - Helping pupils to remember what they learn and make progress in all subject areas
  - Supporting pupils to be ready for the next stage of learning
  - Ensuring every pupil leaves a reader
  - Enabling pupils to achieve qualifications and accreditation reflective of their strengths, needs and interests
  - Engaging pupils to raise their career aspirations
  - Providing pupils with knowledge and experience of the workplace
  - Developing pupils' employability skills, including literacy, numeracy, IT, motivation, perseverance, creativity, innovation, leadership and enterprise
  - Supporting pupils to develop their independence
  - Ensuring pupils are ready for transition and life beyond Queensmead house school
  - Encaging pupils to develop a positive perception of themselves and a sense of belonging
  - Supporting pupils to optimise their health and well-being, manage their emotions effectively and develop their resilience
  - Enabling pupils to understand their rights and responsibilities and appropriately express their views
  - Helping pupils to develop spiritual, moral, social and cultural (SMSC) awareness, preparing them for life in modern Britain, including respect for diversity, British Values and protected characteristics

|                               |                   |           |                    |
|-------------------------------|-------------------|-----------|--------------------|
| Document Number: QHS-V01-0926 | Issue Date:       | July 2026 | Version Number: 05 |
| Status: <b>FINAL</b>          | Next Review Date: | July 2027 | Page   2           |
| Linked to Policy Number:      | OPSP11            |           |                    |

### 3. ROLES AND RESPONSIBILITIES

#### 3.1 *Leaders at Queensmead house school ensure that:*

- Staff in the school are involved in decision-making processes that relate to the vision, intent and development of the curriculum
- Regular monitoring activities are carried out to ensure that the curriculum offered is progressive and appropriate, enabling all pupils to achieve positive outcomes
- All teaching staff fulfil their roles and responsibilities, including high quality planning and teaching methods, use of regular assessment and consistent implementation of the agreed school policies and procedures
- Teachers are provided with opportunities to sustain strong subject knowledge and pedagogy as required and the whole-staff team remain upskilled in supporting the needs of pupils
- Parents/carers receive regular communication from staff, including information about the curriculum and school strategies, their child's progress and next steps

#### 3.2 *The teaching staff at Queensmead house school ensure that:*

- The curriculum is planned and delivered to support pupils to develop skills, knowledge and vocabulary, helping pupils to know more and remember more and to be prepared for their adult lives
- The curriculum is planned and devised to best suit the needs of each individual pupil, and takes account of outcomes and strategies outlined in Education, Health and Care Plans (EHCPs), PEPs and other key documents
- A range of teaching and differentiation strategies are used to ensure all pupils are stretched and able to progress at their own pace
- Pupils are given the opportunity to experience safely planned activities outside of the usual classroom environment
- Pupils know their next steps and how to get there, with opportunities to discuss their own learning
- Parents/carers are provided with high-quality reports which reflect what their children have been learning and how they will be supported to progress
- The procedures for assessment are used to support the learning and development of the pupils, including identifying gaps in knowledge and next steps

Subject leads provide support and advice for colleagues, and monitor progress in their subject area

#### 3.3 *Clinical staff ensure that:*

- Appropriate clinical support is provided to assess and meet the social, emotional and mental health needs of pupils
- Suggestions, strategies and bespoke interventions are provided to support pupils' learning, competencies, development and preparation for adulthood

#### 3.4 *All staff ensure that:*

- High expectations are maintained for pupils and themselves at all times
- Reading, learning and high aspirations are role-modelled by all members of the school community
- Positive contributions are made to the whole-school Internal Team Around the Child (ITAC) approach
- Pupils are supported to express themselves appropriately socially and emotionally
- Pupils are helped to develop their literacy and numeracy skills and achieve their next steps with increasing independence
- Pupil achievements are celebrated and positivity is promoted in all aspects of school life

|                               |                   |           |                    |
|-------------------------------|-------------------|-----------|--------------------|
| Document Number: QHS-V01-0926 | Issue Date:       | July 2026 | Version Number: 05 |
| Status: <b>FINAL</b>          | Next Review Date: | July 2027 | Page   3           |
| Linked to Policy Number:      | OPSP11            |           |                    |

## 4. IMPLEMENTATION

### 4.1 Curriculum Delivery

Our school timetable comprises of thirty teaching periods per week for each year group. Small class sizes with a high staff to pupil ratio supports effective implementation of the curriculum, along with clinical support from the Speech and Language Therapist, Mental Health Practitioners, Occupational Therapist, Assistant Educational Psychologist and Clinical Psychologist. Most pupils at Key Stage 3 and 4 are taught by subject specialists. Some pupils may have bespoke timetables that take account of particular strengths and areas of need.

Individual interventions are planned as required in order to close gaps in knowledge and skills, supporting pupils to make progress.

Our timetable has been carefully designed to meet the individual needs of existing cohort. This includes careful planning in order to reduce transitions and plentiful opportunities to support sensory, social communication and mental health needs. As such, End of day reflection, Clinical Interventions and Life Skills have all been included in curriculum.

Through high quality teaching of knowledge, skills and vocabulary across core and foundation subjects, all pupils are challenged to achieve the best possible outcomes and make progress across all Key Stages. Detailed schemes of work are used to ensure pupils cover the content for their key stage and close any gaps in knowledge, so they are prepared for the following key stage and transition. The delivery of key focus areas related to learning, work and life are reflective of age, stage, and carefully selected learning experiences based on individual pupil needs. A range of specific approaches are used to implement and deliver the curriculum, such as:

- Learning outside of the classroom and personal development activities
- Interdisciplinary approaches, using strategies from education, care and therapy
- Real-world and functional activities
- Interactive activities and games
- Exploration of new vocabulary and ambiguous language
- Recall tasks
- Worksheets/workbooks/extended writing opportunities
- Role-play and discussion
- Practical activities
- Modelling, questioning and scaffolding
- Inquiry and project-based tasks
- Collaborative and independent learning
- Cross-curricular learning
- Planned opportunities to catch up on core concepts from missed work

### 4.2 Key Stage 2 (Years 4 - 6)

KS2 pupils start their school journey in designated primary classrooms and are taught most of their lessons by their class teachers. Pupils access the National Curriculum, with additional interventions offered as required. There is a focus on reading, including the teaching of phonics to early readers using the Read, Write, Inc. programme.

Pupils access:

English, Maths, Science, Computing, PE, PSHE/Careers/Citizenship (including Relationships and Health Education), Humanities (Geography and History), Arts, Design Technology, Personal Development and Enrichment. Individual pupils access clinical/therapeutic input as appropriate to their needs.

### 4.3 Key Stage 3 (Years 7 – 9)

Pupils at KS3 continue to be taught for most subjects in their own dedicated form classrooms. They access National Curriculum subjects with a continued focus on reading. Pupils are taught by their form teachers for English, Maths and PSHE/Careers/Citizenship but progress to being taught by a wider range of other subject

|                               |                   |           |                    |
|-------------------------------|-------------------|-----------|--------------------|
| Document Number: QHS-V01-0926 | Issue Date:       | July 2026 | Version Number: 05 |
| Status: <b>FINAL</b>          | Next Review Date: | July 2027 | Page   4           |
| Linked to Policy Number:      | OPSP11            |           |                    |

specific teachers for the rest of the curriculum. They visit specialist teaching rooms as appropriate to the subject eg the Science Lab and the DT Room.

Pupils access:

English, Maths, Science, Computing, PE, PSHE/Careers/Citizenship (including Relationships and Health Education), Humanities (Geography and History), Arts award, Design Technology, Personal Development and Enrichment. KS3 pupils continue to access clinical/therapeutic input as appropriate to their needs.

#### **4.4 Key Stage 4 (Years 10 – 11)**

Our current Key Stage 4 offer is a mix of GCSE, vocational and functional skills qualifications, from Entry Level to GCSE, depending on pupils' level of attainment. In Year 10 and Year 11, pupils follow a core curriculum of English, Mathematics, Science, PE, PSHE/Citizenship/Careers (including Relationships, Sex and Health Education), and Enrichment. Pupils select additional 'option' subjects to cater to their individual interests and career aspirations and these include Arts award, Construction, Humanities, Food technology, History, Geography, PE/Sport, and Media. KS4 pupils continue to access clinical/therapeutic input as appropriate to their needs.

#### **4.7 Homework**

At our School, teachers provide opportunities for extended learning and homework when it is appropriate and pertinent to a pupil's needs. For example, a homework 'menu' may be offered where pupils' can choose a range of activities linked in with their learning experiences for the half term. Some pupils may be provided with weekly or fortnightly tasks as linked to the core subjects and some pupils may be provided with revision booklets to complete in preparation for the exam period. All pupils are engaged to read regularly at home.

#### **4.8 Reading**

At our School, reading is integral to curriculum. We are committed to ensuring that all pupils leave us as 'a reader' and we have a robust reading strategy in place to achieve this. For pupils with early reading skills, explicit teaching of phonics is provided. Reading interventions are provided when necessary, in line with a pupil's individual needs. Reading skills are taught explicitly in English lessons, as well as other areas of the curriculum where appropriate. Reading for pleasure is actively promoted through staff and pupil role-models, on-site library, classroom reading areas, class texts and story-time and regular pupil reading challenges.

#### **4.9 Oracy**

*Oracy statement*

*Oracy is a fundamental component of our curriculum, integral to students' cognitive, social, physical and emotional development. It encompasses the ability to communicate effectively using spoken language, engage in dialogue, and listen actively. We recognise oracy as a vital skill that underpins not only academic achievement but also students' ability to participate fully in a democratic society, both within and beyond Queensmead house school.*

*We believe that Oracy skills are essential for students to articulate their ideas, feelings and needs, collaborate with others, and engage critically with diverse viewpoints. Developing these skills prepares students for future personal and professional success, enhances their capacity to learn across the curriculum, and promotes well-being by fostering confidence and self-expression.*

- Develop students' ability to express themselves, speak fluently, coherently, and confidently in a range of formal and informal contexts.*
- Equip students with the skills to use their voice to express ideas and feelings whilst considering the perspectives of others.*
- Teach students to listen actively and respond appropriately to the contributions of others.*
- Encourage students to use spoken language to reason, question, and challenge assumptions and opinions.*
- Provide opportunities for students to present information and ideas clearly, using appropriate language and tone for different audiences and purposes.*

|                               |                   |           |                    |
|-------------------------------|-------------------|-----------|--------------------|
| Document Number: QHS-V01-0926 | Issue Date:       | July 2026 | Version Number: 05 |
| Status: <b>FINAL</b>          | Next Review Date: | July 2027 | Page   5           |
| Linked to Policy Number:      | OPSP11            |           |                    |

- *Work closely with Speech and Language therapists to consider the best approaches for developing confident speakers.*
- *Plan opportunities for integrated structured talk activities, such as discussions, debates, presentations, and role-plays, into lessons and throughout the school day.*
- *Ensure that classroom environments are conducive to effective communication, encouraging respectful dialogue and valuing every voice.*

#### **4.10 Therapeutic Provision**

on-site clinical teamwork with teachers and support staff to provide a 'Zones of Regulation' curriculum, which is delivered by classroom staff throughout the school day. This helps pupils to understand and regulate their own emotions, develop appropriate coping strategies and achieve personal targets as set out in pupil EHCPs, PEPs and Boxall profiles. Pupils have access to on-site sensory areas and safe spaces throughout the school day in order to support their self-regulation of emotions and behaviour. Pupils are offered group or individual therapeutic sessions, as appropriate to their needs.

#### **4.11 Physical Education**

All pupils access PE lessons at our School with physical well-being being seen as a priority. Lessons mostly take place on the Multi-Use Games Area but some may also take place off-site e.g. swimming. We also offer PE as an option subject at KS4 for those pupils who would like to pursue a related qualification.

#### **4.12 PSHE, Citizenship and Careers Education**

All pupils access PSHE and Citizenship at our School and this aims to be needs-led whilst gaining coverage across three core themes:

1. Health and wellbeing (including statutory Health Education)
2. Relationships (including statutory Relationships and Sex Education)
3. Living in the wider world (including Social, Moral, Spiritual, Cultural Education, Economic wellbeing, Careers Education and Citizenship).

Parents have the right to withdraw their child from Sex Education delivered as part of PSHE/Citizenship/Careers up until three terms before a child's 16th birthday (please refer to the school's RSE Policy). RSE lessons are carefully planned and taught in a sensitive and age-appropriate way using a variety of resources.

There is a focus at all Key Stages on the development of skills and attributes such as resilience, self-esteem, risk-management, team-working and critical thinking. Pupils are prepared for life, learning how to become responsible citizens, how to manage their money well and make sound financial decisions. They learn how to keep themselves safe and well.

Pupils at Key Stages 3 and 4 have access to impartial careers advice from IAG. They provide up to date careers guidance which allows pupils to make informed choices about a broad range of career options, helping pupils to fulfil their potential and prepare successfully for further learning and work.

#### **4.13 Handwriting**

In line with Ofsted expectations and the DfE's The Writing Framework (2025), we recognise fluent, legible and automatic handwriting as a foundational skill. Writing depends on both transcription (handwriting and spelling) and composition. When transcription is not automatic, cognitive load increases and limits pupils' ability to communicate ideas effectively. Our aim is for all pupils to develop handwriting fluency, speed and legibility so they can focus on planning, structuring and expressing their thinking.

Handwriting is explicitly taught and practised through a consistent, evidence-informed approach. Pupils will receive short handwriting sessions where needed, beginning with posture, grip and paper positioning before letter formation. Teaching follows a clear progression from motor-skill development and pre-writing patterns to accurate letter formation, legibility, speed and stamina. Dictation activities provide opportunities to practise transcription separately from composition, reducing cognitive demands for developing writers.

|                               |                   |           |                    |
|-------------------------------|-------------------|-----------|--------------------|
| Document Number: QHS-V01-0926 | Issue Date:       | July 2026 | Version Number: 05 |
| Status: <b>FINAL</b>          | Next Review Date: | July 2027 | Page   6           |
| Linked to Policy Number:      | OPSP11            |           |                    |

Adaptations might include sensory-motor activities, specialist equipment and individualised support, with alternative recording methods used where appropriate. High expectations for handwriting are maintained across all subjects, supported by staff modelling.

#### **4.14 Social, Moral, Spiritual, Cultural (SMSC) Education, British Values and Protected Characteristics**

At our School, SMSC and British Values are promoted in so much of what we do, not least during school assemblies and in PSHE/Citizenship/Careers lessons.

We encourage pupils to respect the fundamental British Values of democracy, the rule of the law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. As well as actively promoting British Values in school, the opposite also applies we would actively challenge pupils, staff or professionals expressing opinions contrary to fundamental British Values, including 'extremist' views.

As part of the wider SMSC curriculum, pupils are engaged to experience awe and wonder, act responsibly and support their community. In addition, we help pupils to learn about the protected characteristics as defined in The Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

#### **4.15 COVID-19 Recovery Curriculum**

At our School, we recognise that pupil well-being is at the forefront of recovery from the Covid19 crisis. Specific support from education, pastoral, care and clinical staff is offered to pupils where required. We continue to overcome the impact of any lost learning time and isolation periods by re-visiting key concepts, knowledge and skills in each subject area, provide high-quality learning strategies and personalised support as required.

### **5. IMPACT, ASSESSMENT AND MONITORING**

#### **5.1 Impact**

The impact of the curriculum at Queensmead house school is evidenced by the work that the pupils produce, their progression over time and how well-prepared pupils are for further learning, work and life. We recognise that we may never see the long-term impact of curriculum, but we make every attempt to find out the wider impact using key indicators (outlined below) which relate directly to curriculum intent:

- Pupils will be enthused by learning and achieve positive outcomes
- Pupils will remember what they learn and make progress in all subject areas
- Pupils will leave us with a reading age beyond a functional level and they will be well-prepared for the next stage of learning
- Pupils will achieve a range of nationally recognised qualifications, including English and Maths, and will have achieved the outcomes and targets outlined on their EHCPs and PEPs
- Pupils will have identified possible career pathways in line with their strengths and interests
- Pupils will have an understanding of different workplaces
- Pupils will have developed a range of skills transferrable to the workplace
- Pupils will be far less reliant on adult support and will be working towards independence in many ways
- Pupils will be socially and emotionally prepared for transition to further education, employment or training
- Pupils will feel accepted and valued and will demonstrate improved self-esteem and confidence
- Pupils will know how to keep themselves safe and healthy and they will have developed a range of positive coping strategies

|                               |                   |           |                    |
|-------------------------------|-------------------|-----------|--------------------|
| Document Number: QHS-V01-0926 | Issue Date:       | July 2026 | Version Number: 05 |
| Status: <b>FINAL</b>          | Next Review Date: | July 2027 | Page   7           |
| Linked to Policy Number:      | OPSP11            |           |                    |

- Pupils will have an awareness of their rights and responsibilities, and they will be able to express their own views effectively
- Pupils will demonstrate respect, kindness and pride, an ability to form positive relationships with others and they will be well-prepared to contribute positively to their communities

## 5.2 **Assessment**

We use assessment as a key part of approach to inform the next steps for pupils and to monitor the wider impact of curriculum. Achievement of key concepts and skills are tracked three times a year using assessment system, known as TrackAble.

Wherever possible, we enter Key Stage 2 pupils to sit external tests (KS2 SATs). However, due to the gaps in learning that some of pupils have previously experienced, some pupils may not be yet able to achieve the national expected standard in their tests. If it is felt not to be appropriate for a pupil to participate in the SATs, parents/carers will be notified in writing.

Expectation is that all Key Stage 4 pupils will achieve externally recognised qualifications and accreditation which are both ambitious and reflective of their abilities.

Softer skills are tracked using the Boxall Profile. Experiences related to the teaching of protected characteristics, British Values and SMSC activities are all tracked using SMSC Gridmaker.

## 5.3 **Monitoring**

The school's usual monitoring activities ensure that the curriculum offered is progressive and appropriate, enabling all pupils to achieve positive outcomes. Such monitoring activities include planning and work scrutiny, lesson observations and learning walks, which are carried out by leaders.

Our School will review this local protocol annually to ensure it continues to reflect its best practice and that it meets the requirements of the Witherslack Group Curriculum Policy.

# 6. **CURRICULUM MODEL**

## 6.1 **Academic Pathways**

This focusses on the subject specific learning programmes that young people will study across the key-stages. There is a mixture of National Curriculum subjects, AQA Unit Awards, ASDAN qualifications, Vocational Awards, GCSEs, levels 1 and 2 and other appropriate programmes implemented to reflect the needs of the cohort and the young people. In Key Stage 4, the young people have greater ownership of their curriculum through the options process.

### **Personal Development**

This focusses on the personalised work and interventions required to reduce barriers to learning thereby enhancing the opportunity for our young people to learn and progress. This draws upon the expertise of a wider range of professionals such as the clinical and pastoral teams, external agencies and other Witherslack professionals. The pastoral team follow The Engagement Curriculum which focusses on ensuring that young people can thrive whilst managing the demands of learning.

### **Preparation for Adulthood**

This builds on the foundations for transitions across key-stages and preparation for adulthood providing the young people with the best opportunities to maintain success beyond their time at Queensmead House School. This includes Careers Education, Information, Advice and Guidance (CEIAG), ASDAN Bronze, Silver Gold Personal Development Programme, ASDAN Personal and Social Effectiveness. Yr11 students are given access to Further Education provision where possible.

# 7. **REFERENCES**

|                               |                   |           |                    |
|-------------------------------|-------------------|-----------|--------------------|
| Document Number: QHS-V01-0926 | Issue Date:       | July 2026 | Version Number: 05 |
| Status: <b>FINAL</b>          | Next Review Date: | July 2027 | Page   8           |
| Linked to Policy Number:      | OPSP11            |           |                    |

8. ASSOCIATED FORMS

9. APPENDICES

|                               |                   |           |                    |
|-------------------------------|-------------------|-----------|--------------------|
| Document Number: QHS-V01-0926 | Issue Date:       | July 2026 | Version Number: 05 |
| Status: <b>FINAL</b>          | Next Review Date: | July 2027 | Page   9           |
| Linked to Policy Number:      | OPSP11            |           |                    |