



Millcourt  
School

School Prospectus  
**2023 - 2024**

## Proprietor details

**Rob James, Chair of Millcourt School Board**

**Witherslack Group**

Lupton Tower

Lupton

Cumbria

LA6 2PR

Tel: 015395 66081

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

## Head Teacher's names and contact details

Head Teacher

Mr Neil Bourke

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

School office: 01274 924661

Wade House Road

Halifax

HX3 7PA

Website: [www.witherslackgroup.co.uk/millcourt-school/](http://www.witherslackgroup.co.uk/millcourt-school/)

## Holiday contact details

School office: [millcourt@witherslackgroup.co.uk](mailto:millcourt@witherslackgroup.co.uk)

Tel: 01274 924661

## School Vision & Values

*At Millcourt School we prepare our pupils to maximise their individual potential through the promotion and drive of our values of:*

*Respect*

*Resilience*

*Independence*

*We believe that by developing Respectful, Resilient and Independent young people it will empower them to meet the challenges of not only their education whilst at Millcourt, but work and life in a rapidly changing world.*

## Welcome from the Head Teacher

It is with great pride that I welcome you to Millcourt School. We are an independent specialist school for children and young people aged 9 to 18 supporting a range of needs including, Autism, other social communication difficulties and ADHD. We believe in working hard to give our young people the very best education and value each and every one of them for being the individual they are. Throughout every young person's time at Millcourt School we aim to increase their knowledge and understanding of the world so they can reach their true potential. We do this through providing a high quality and stimulating curriculum that taps into their needs and interests, in a caring and secure environment where everyone works together and is valued. I am privileged to lead a team of incredibly dedicated and hardworking staff. It is our staff, young people and their families that make Millcourt School the inspiring place that it is. Working closely with our parents/carers is a major priority and I look forward to celebrating our success together.

## Our admission process

At Millcourt School we welcome informal visits to the school by families and carers. These can be booked through our admissions team through the main school office. Referrals will generally come to us directly from your child's local authority.

Applications are considered by our admissions team and a non-prejudicial visit will then be arranged. Following this visit a place may be offered to pupils whose needs can be fully met

by the school. Fees will then be agreed with local authorities and will vary dependent on the individual pupil's needs. All placements follow terms and conditions set out by the NASS Contract.

There will be an assessment period where we really get to know your child followed by a Post Admission review meeting after 12 weeks. Referrals can be made throughout the academic year. If you wish to discuss making a referral, please contact Rachel Lyne – Admissions Co-ordinator Rachel.lyne@witherslackgroup.co.uk

The school's Admissions Policy is available on request.

### Times of the school day

The school day starts at 8.40 with a 15-minute period in class bases. This provides our pupils with time to regulate with key staff prior to accessing their curriculum and engaging in formal learning. This time also provides opportunity for pupils to engage in additional learning experiences whilst we provide breakfast. This is immediately followed by a 15 minute reading session.

The day consists of six 45 minute lessons with a 15-minute morning break and a 35-minute lunch period.

The final 5 minutes of the school day are spent in the class base to provide a settled end before the transition home.

### School uniform

<u>Boys</u>	<u>Girls</u>
White shirt / Polo shirt	White shirt or blouse / Polo shirt
Navy Sweater school logo (provided)	Navy Sweater school logo (provided)
Black/Grey trousers/Shorts in Summer	Black/Grey skirt/trousers/pinafore/ Shorts in Summer
Plain black shoes / Plain black trainers (no markings)	Plain black shoes / Plain black trainers (no markings)

## Provision for Education Health and Care plans

A post admission review meeting will take place within the first 12 weeks after a pupil is admitted. This meeting allows assessment results to be shared and intervention programmes and support to be agreed.

Each pupil will then have their annual Education Health & Care Plan meeting where their plan will be reviewed and their progress monitored in relation to their targets. Transition reviews take place at a pupil's YR6, YR9 and YR11 Statutory Annual review. At all meetings the views of the child, parents/carers, teachers, therapists, and local authorities are all gained to ensure all interested parties can contribute. Reports presented at reviews are issued to all agencies concerned with the young person in accordance with the SEND Code of Practice.

## Safeguarding Mission Statement

Millcourt 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 any concerns.

We have a Child Protection Policy and all staff are supported by our Designated Safeguarding Lead Mrs Grace Collett, Pastoral Manager and Deputy Safeguarding Lead, Mr Adam Sloane and Head Teacher Mr Neil Bourke.

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]/carer[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.

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

Mary Aurens, Witherslack Group Safeguarding Officer – Education - 07469 143799

Sam Saxby-Brown, Local Authority Designated Officer, Calderdale –  
[ladoadmin@calderdale.gov.uk](mailto:ladoadmin@calderdale.gov.uk)

## Promoting General Welfare

### 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 Safety

At Millcourt, the Site Manager co-ordinates Health and Safety on behalf of the Witherslack Group central team. We have comprehensive internal health and safety checks in place, with audits and action planning to ensure high standards of safety for all. The Witherslack Group's Management and Risk Assessment Teams visit and audit the school each term.

### First Aid

The school has a medical room on the ground floor. We a wide variety of staff complete a 1 day, Level 3 First Aid at Work course including defibrillator training. All first aid training is followed up with refresher training every 3 years.

The school is only allowed to administer prescribed medication; this is given by appropriately trained staff. All medication is recorded and kept in a locked medical cupboard. Paracetamol and Calpol can be only be administered with parents and carers consent, again this is recorded.

### Food/Menus

We provide free meals for all children following national nutritional guidelines. We offer a wide variety of freshly produced meals within a warm and friendly environment where social skills are developed. Each day begins with a breakfast option, followed by a selection of fruit and snacks at break and a main meal at lunch.

Our menus are being continually evaluated and improved to provide children with a well-balanced but enjoyable diet. Pupil's views are sought in the evaluating and planning of the menus.

## Relationships & Sex Education

All our pupils will receive age and ability appropriate Relationship and Sex education on an annual basis. Parents have the right to withdraw their child by notifying the school of their decision to withdraw.

### Details of approach to positive behaviour support, rewards and consequences

It is the aim that at Millcourt School every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. Millcourt School believes that all pupils should be aware of the standards of behaviour that are expected of them, and takes responsibility for promoting these standards. We hope that by encouraging positive behaviour patterns we can promote good relationships throughout the school built on trust and understanding. We support all of our pupils in developing a high level of social awareness and tolerance. Our aim is to ensure that all our pupils leave the school with the key skills they need to continue to progress to the best of their ability in all areas of life. At Millcourt School and in conjunction with BILD, we have a whole school approach of Positive Behaviour Support. PBS is a framework for understanding behaviours that concern or challenge families and professionals. By understanding the messages that a behaviour gives us we can adjust the young person's environment, our responses and teach the young person new skills to enable them to access the things that they need to remain more in control of their emotions, and thus improve their quality of life. All young people will have an individual Positive Behaviour Support Plan.

The school believes that it is important to encourage good conduct throughout the school by celebrating and rewarding positive behaviour. This includes the use of immediate rewards and a tracking system to praise pupils for positive actions, stimulating a voluntary and progressive improvement in their behaviour and increasing their motivation towards the achievement of academic and social objectives.

At our school, we regularly celebrate the success of all pupils in a variety of ways as we recognise that focussing on success and positive outcomes is essential in developing a positive culture and ethos across the school. There are regular newsletters that celebrate pupil and staff successes also.

At times when the usual school approaches to maintaining discipline have failed or when children or young people are placing themselves or others at risk of harm or danger, staff may use physical intervention to keep children safe. This is used alongside agreed guidelines using PRICE – Protecting Rights in a Caring Environment. Staff receive regular training in de-

escalation strategies and management techniques. The school's leadership team monitors any use of physical intervention through data on a day to day, weekly and monthly basis, which helps to identify any patterns of behaviour and develop any necessary intervention strategies to be put into place. If your child has been involved in any physical intervention you will be informed of this on the same day.

## Risk Assessments

Our role is to support children to lead a positive life, helping them to understand daily risks that they face and to learn how to overcome them safely. Due to our children's difficulties, some of them exhibit 'risk taking' behaviours; we therefore have rigorous procedures to ensure everyone's safety.

Risk assessments will be completed for all pupils during their 12-week assessment period and will form part of the Post Admission Assessment review.

Risk assessments and activity forms are completed by the visit leader before all off site activities and are authorised on our Evolve System by a senior member of staff.

The school has a full fire risk assessment which is reviewed annually by our appointed Fire Marshall and the Senior Leadership Team or if there is a change in the room usage. All parts of the school day are risk assessed by the Site Supervisor and the Senior Management Team. 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 Management and Risk Assessment Teams visits and audits the school annually.

## 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 pupil's start date. One to one support from a bi-lingual support assistant will be provided if this is an identified requirement.

## Statement regarding accessing exam results

Examination results can be accessed from the government website [www.compare-schoolperformance.service.gov.uk](http://www.compare-schoolperformance.service.gov.uk)



## Details of complaints procedure

In accordance with the Children's Act 1989, all children at Millcourt School have access to a Complaints Procedure. Informal complaints or concerns will be addressed by the class teacher or Deputy Head Teacher. Formal complaints should be reported directly to Mr Neil Bourke, Head Teacher.

## Details regarding staffing and recruitment

Head Teachers	1
Deputy Head Teachers	1
Assistant Head Teachers	1
SENCO	1
Pastoral Manager	1
Deputy Pastoral Manager	1
Pastoral Assistants	3
Family Liaison Officer	1
Senior Administrator	1
Admin Assistant	1
Teachers	13
Teaching Assistants	17
Cook in Charge	1
Assistant Cook	1
Site Supervisor	1
Site Assistant	1
Occupational Therapist	1

Educational Psychologist	0.6
Assistant Educational Psychologist	0.4
Speech and Language Therapists	1.2
Therapist	1.8

Millcourt 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 have undertaken safer recruitment training and all staff employed within the school are subject to an enhanced DBS check.



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