



Westmorland
School Prospectus

Proprietor Details

Witherslack Group

Lupton Tower
Lupton
Cumbria LA6 2PR

Tel: 015395 66081

Email: admin@witherslackgroup.co.uk

Head Teacher's Name and Contact Details

Mrs Sue Asher

sue.asher@witherslackgroup.co.uk

Westmorland School, Weldbank Lane, Chorley, PR7 3NQ

Holiday Contact Details

School Senior Administrator – Mr Martin Keeling

martin.keeling@witherslackgroup.co.uk

01257 278899

School Ethos/Mission Statement

“We learn to live together, together we live to learn.”

Aims of The School

To provide an outstanding, engaging and innovative education for children on the autistic spectrum and for those requiring additional emotional and/or social support.

Admission Process

We specialise in supporting children between the ages of 5 and 11 who are on the autistic spectrum and for those requiring additional emotional and/or social support. 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 an Interim review meeting after 8-10 weeks. Referrals can be made throughout the academic year.

If you wish to discuss making a referral please contact Mrs Mel Adams, Local Authority Partnership Manager as follows:

Office:	01772 284435 Option 1
Mobile:	07741 144832
Email:	melanie.adams@witherslackgroup.co.uk

The school's Admissions Policy is available on request.

Details of Approach to Positive Behaviour Support, Rewards/Sanctions and Exclusions

Positive Behaviour Support

A major aim of our school is to help children develop control from within and therefore good behavioural choices are taught, encouraged and rewarded.

We use a whole school reward system which recognizes appropriate behaviours with verbal praise, 'choosing time', certificates, vouchers, badges and eventually, after repeated excellent behaviour, a separate school ambassador's uniform is presented.

Every child has either a Positive Behaviour Support Plan or a 'One Page Profile', as well as a Young Person's Risk Assessment (YPRA) which helps identify anxieties they may have and how we can support them to best effect.

Rewards/Sanctions

Due to our children's difficulties there may be times when rewards and sanctions are ineffective in managing a child's behaviour. On such occasions children may place themselves or others in risk of harm.

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 RRN certified framework PRICE. 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 to reduce its use.

Exclusions

We hope that all children will benefit from our mutual respect and trust, therefore not require an exclusion. We have had no fixed term exclusions in over 13 years, and have never had a permanent exclusion.

Provision for Education Health Care Plans

An interim placement review meeting will take place 8-10 weeks after a child's admission. This meeting allows assessments to be shared and intervention programmes to be agreed. Each child will then have their Education Health Care Plan review where their statement/health and care plan will be reviewed and their progress monitored in relation to their objectives. Transition reviews take place at a child's year six Statutory Annual review where future secondary placements will be decided.

During meetings the views of the child, parents/carers, teachers, Speech and Language Therapist, Occupational Therapist, Mental Health Practitioners, Clinical Psychologist and Local Authorities are all gained to ensure all interested parties can contribute. These meetings are minuted in detail, outlining any new assessment findings or where objectives have been achieved and need updating.

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, or an interpreter for meetings/calls with parents where this is a need.

Details of Complaints Procedure

In accordance with the Children's Act 1989, all children at Westmorland School have access to a Complaints Procedure. Informal complaints or concerns will be addressed with a child's classroom teacher or learning mentor. Formal complaints directly from the child or via a parent/carer or member of staff should be reported directly to Mr G Kirby, Mrs S Asher or Mr R Lynas.

Complaints or concerns arising from adults also follow set procedures. Firstly the concern should be addressed informally with the school. We have had no formal complaints during the last year.

Copies of the complaints policies and procedures are available on request.

Statement Regarding Accessing Exam Results

Our children who are academically and emotionally able to access SATS tests will do so in Year 6. This is assessed on an individual basis.

SATS results will be reported to parents/carers via a personal letter on results day for those who have taken SATS. Parents/carers of those pupils who have not taken SATS can request details of SATS results from the School.

Safeguarding Mission Statement

Westmorland 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 (DSL), Mr G Kirby, and the Deputy Designated Safeguarding Leads (DDSL), Mr R Lynas and Mr P Henderson.

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

Mr Graham Kirby (Head of Pastoral Care). Tel 01257 278899

Mr Paul Henderson (Pastoral Assistant). Tel 01257 278899

Mr Rob Lynas (Deputy Head). Tel 01257 278899

Mr Michael Webster (Regional Director). Tel 07393 465255

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

Promoting General Welfare

Uniform & Equipment

We provide each child's uniform. This includes two blue polo shirts and a sweat shirt. Parent/carers provide their child with smart dark coloured foot wear and dark grey trousers. PE kits are also provided for both indoor and outdoor sports. Parents/carers can purchase additional uniform items from the school as required, including school cardigans.

Each child receives their own school ruck-sack with which they transport items to and from school. They are also given a small bag containing a tooth brush, toothpaste and a comb or brush which can be used during the school day.

Personal items or money should not be brought into school unless it is by special request.

Medical Care

The school has a dedicated medical room and all staff, as part of their induction training, complete a one-day basic first aid course (including defibrillator training) for children's services. In addition Mr Henderson has completed the 4-day first aid at work training. All first aid training is followed up with refresher training every 3 years.

The school is only allowed to administer prescribed medication, and these are only given by trained staff in the school. 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.

Young Person's Risk Assessments (YPRA)

Our role is to support children to live an ordinary life, helping them to understand daily risks that they face and to learn how to overcome them safely. Due to our children's difficulties, many of them exhibit 'risk taking' characteristics; we therefore have rigorous procedures to ensure the safety of everyone. Risk assessments and activity forms are completed by the party leader before any off-site activities are authorised to go ahead by a senior member of staff.

We have a thorough Covid-19 Risk Assessment that can be seen on request from the school office. All our children have Covid-19 areas covered on their YPRA, with higher risk children being covered in more detail to ensure they are kept safe in school.

The school has a full fire risk assessment which is reviewed annually by the Senior Leadership Team (SLT), or if there is a change in room usage. All parts of the school day are risk-assessed by the Health and Safety Co-ordinator, Mr M Marshall, and the SLT. Mr Colton Huddart is responsible for risk management within the Witherslack Group.

Healthy School

We are a healthy school and aim to provide pupils with healthy, varied and nutritious meals whilst in school. We have a health aware ethos and aim to help our pupils make healthy choices.

Food/Menus

Each day begins with 'breakfast time', followed by a selection of fruit at break, a main meal at mid-day and a snack during the afternoon.

We provide free meals for all children, following national nutritional guidelines. We offer a wide variety of freshly produced meals on a 4-weekly cycle within a warm and friendly environment where social skills are developed. Children can choose from hot meals, sandwiches, soup, jacket potatoes and salad.

Our menus are being continually evaluated and improved to provide children with a well-balanced but enjoyable diet.

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. During the last 12 months there was one recorded incident of bullying; this was monitored and dealt with immediately.

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

Health and Sex Education

All our pupils will receive age and ability appropriate sex education on an annual basis. Our Sex and Relationship policy will be made available on request.

Health and Safety

Westmorland School's Health and Safety is coordinated by Mr M Marshall. 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 each term.

Staffing and Recruitment

Westmorland School follows a rigorous recruitment process in order to 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.

Our current staffing levels are as follows:

Head Teacher	1
Deputy Head Teacher	1
Assistant Head Teacher	1
Head of Pastoral	1
Administrative Staff	3
Teachers	8
Teaching Assistants	10
HLTA	4
Pastoral Care	3
Drivers/Escorts	9
Cook	1
Assistant Cook	1
Occupational Therapist	2
Educational Psychologist	1 (2 days)
Educational Psychology Assistant	1 (2 days)
Speech and Language Therapists	2 (1 x 3 days, 1 x 2 days)
Mental Health Practitioner	2

Frequently Asked Questions

What happens if my child is unwell?

If your child is too ill to attend school please ring the school office. If your child is ill in transport or at school we will ring you. All staff are trained in First Aid. There may be occasions when your child needs to come home. We will ring you to arrange this. If your child is showing symptoms of Covid-19, follow the latest Government advice; do not send your child into school until it is confirmed their test is negative.

Who do I send medication in to?

Contact Pastoral Staff who are able to administer medicines. Please make sure medicines are prescribed by your doctor and clearly labelled with your child's name and dosage.

What do I do if my child is being bullied?

Encourage your child to talk to you. Try not to over-react. Your child is more likely to open up if you can remain calm.

Contact us. We take issues of 'bullying behaviour' very seriously. Your concerns will be dealt with sensitively and you will be informed of all steps taken.

When does my child need to bring in money?

All school trips are paid for by school. The only time your child should need to bring money in is for charity events. You will be informed by letter and Home/School Diary of these occasions.

What happens if my child does something wrong?

We will speak to your child encouraging them to make the right choices. Positive behaviour is rewarded.

There may be a sanction e.g. catch-up time at break/lunch time.

There may be occasions where you wish to impose a sanction at home too - this is always your choice.

What happens if my child doesn't like the lunches?

School meals are healthy and regularly reviewed, taking into account children's preferences. Children can choose a sandwich option as well as jacket potato, soup, salad or hot meal. If you would like a copy of our menus please ask us. If we are concerned about your child's diet we will contact you.

When can I visit school?

We encourage all parents/carers to visit the school regularly; you will be invited to review meetings, end of term Open Days in the Autumn and Summer terms. On these days you will have the opportunity to meet class staff and see your child's work.



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