

School Prospectus 2026 / 2027



Education

Therapy

Futures



Proprietor Details

Chair of the Board for Millcourt School

Mrs Marcella Bird

Email: admin@witherslackgroup.co.uk

Tel: 015395 66081

Witherslack Group

Lupton Tower

Lupton

Cumbria

LA6 2PR

Head Teachers Details

Executive Head Teacher

Mr Neil Bourke

Email: neil.bourke@witherslackgroup.co.uk

Head Teacher

Mr Jonathan Payne

Email: jonathan.payne@witherslackgroup.co.uk

School office: 01274 924661

Millcourt School

Wade House Road

Shelf

West Yorkshire

HX3 7PA

Website: www.witherslackgroup.co.uk/millcourt-school/

Holiday contact details

School office: millcourt@witherslackgroup.co.uk

Tel: 01274 924661

Our School's Vision and Values

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



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.

A Welcome to Millcourt School, from Our Executive 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 we value each and every one of them for being the individual they are.

Throughout every child or 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 alongside them, our pupils and their families that make Millcourt School the inspiring place that it is.

We believe in a collaborative approach and working closely with our parents/carers, families and the wider community is a major priority in creating a strong, supportive network around every child. This shared dedication between home and school plays a vital role in nurturing pupils' emotional and social well-being, while providing consistency and clear structure and I look forward to celebrating our successes together.

Our Admissions and Referrals Process

At Millcourt School, we welcome informal visits to the school by families and carers. These can be booked through our admissions team via the main school office and referrals usually come 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. All placements and local authority agreed fees follow terms and conditions set out by the NASS Contract.

There will be an assessment period following admission, where we really get to know your child, followed by a review meeting after 12 weeks.

Referrals can be made throughout the academic year, and the school's Admissions Policy is available on request or on our website here [Millcourt School Policies & Procedures](#)

If you wish to discuss making a referral, please contact our Admissions Co-ordinator;

Rachel Lyne at Rachel.lyne@witherslackgroup.co.uk.

Our School Day

At Millcourt School, the school day starts at 8.40am and finishes at 2.40pm with six 45-minute lessons, a 15-minute morning break and a 30-minute break for lunch.

At 8.40am, when the pupils arrive, there is a 15-minute period in class bases to welcome them into school and provide time to regulate with key staff prior to accessing their curriculum and engaging in formal learning. Classes return to their bases at 10.40am for a period of 30 minutes. This gives us the opportunity to dedicate a section of this time to reading and to deliver aspects of our wider curriculum, such as Protected Characteristics and moral Rachel Lyne at Rachel.lyne@witherslackgroup.co.uk.

Our Uniform

We encourage all pupils to wear their uniform with pride.

Boys

- White shirt or polo shirt
- Navy school jumper and/or $\frac{3}{4}$ zip top with school logo
- Black or grey trousers
- Black or grey shorts may be worn in warm weather
- Plain black school shoes or trainers
- Footwear must be free from visible logos and branding

Girls

- White shirt, blouse or polo shirt
- Navy school jumper and/or $\frac{3}{4}$ zip top with school logo
- Black or grey trousers, skirt or pinafore dress
- Black or grey shorts may be worn in warm weather
- Plain black school shoes or trainers
- Footwear must be free from visible logos and branding

Please note: Each pupil will be provided with either 2 school jumpers, 2 school $\frac{3}{4}$ zip tops, or one of each, every year.

Our Provision for Education Health and Care plans

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

Each pupil will then have an annual Education, Health, and Care Plan (EHCP) review meeting where their plan will be reviewed, and their progress monitored in relation to their targets.

Transition reviews take place at a pupil's Year 6, Year 9, and Year 11 statutory EHCP annual reviews. At all meetings, the views of the child, parents/carers, teachers, therapists, and local authorities are 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.

Our 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 of our staff are made aware of the need for protection and how to respond to any concerns.

We have a Child Protection Policy available on request or on our website [Millcourt School Policies & Procedures](#) and our staff are supported by our Designated Safeguarding Lead Mrs Grace Collett, and our Deputy Safeguarding Leads, Mr Adam Sloane and Mr Jonathan Payne, as well as Executive Head Teacher Mr Neil Bourke.

If and when we suspect a child has been abused or neglected, we have a statutory duty to make a referral to all relevant agencies and where local procedures allow, we will inform the parents/carers 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 -

Head of Safeguarding

Mary Auren

Tel: 015395 66081 / 07469 143799

Local Authority Designated Officer - Calderdale

Sam Saxby-Brown

Email: laloadmin@calderdale.gov.uk

Our Promotion of Pupil Safety and Welfare

Anti-Bullying

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

The school's Anti-Bullying Policy is available on request or can be found on our website here [Millcourt School Policies & Procedures](#)

Relationships & Sex Education

All our pupils will receive age and ability appropriate Relationships and Sex Education (RSE) on an annual basis. Parents have the right to withdraw their child from aspects of this provision by notifying the school of their decision. Our PSHE Lead will contact you throughout the year to inform you of the planned content, offer advice and support you through the process should you wish to withdraw consent.

The school's RSE Policy is available on request or can be found on our website here [Millcourt School Policies & Procedures](#)

Our Approach to Positive Behaviour, Rewards and Consequences

It is our aim that every member of the school community feels valued and respected, and that each person is treated fairly. We are a nurturing community, whose values are built on mutual trust and respect for all.

We believe that all pupils should be aware of the standards of behaviour expected and take responsibility for promoting them. We hope that by encouraging positive behaviour patterns, we can promote strong relationships, built on trust and understanding. We support our pupils to develop a strong level of social awareness and to be able to leave 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 we have a whole school approach to Positive Behaviour Support (PBS). PBS is a framework to support the understanding of behaviours that may concern or challenge families and professionals. By understanding the message behind a behaviour, we can adjust the young person's environment, our responses and encourage new skills to enable our pupils to access the tools they need to gain further control of their emotions, thus improving their quality of life. All pupils will receive an individualised Positive Behaviour Support Plan.

We believe it is important to encourage appropriate conduct throughout the school by celebrating and rewarding positive behaviour which includes the use of immediate rewards

and a tracking system to praise pupils for positive actions. We aim to inspire a voluntary and progressive improvement in pupils' behaviour and an increase in motivation towards the achievement of academic and social objectives.

At times, if the usual school approaches to maintaining good order have failed, or when children and young people are placing themselves or others at risk of harm, staff receive regular training in de-escalation strategies and behaviour management techniques. If this is not successful, we may use physical intervention alongside agreed guidelines using PRICE techniques (Protecting Rights in a Caring Environment), to keep children safe. If your child has been involved in any physical intervention you will be informed of this on the same day.

The school's leadership team monitors all use of physical intervention through data analysed on a daily, weekly and monthly basis.

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 pupils, should one be required, 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 are authorised on our Evolve system by a senior member of staff.

The school has a full fire risk assessment which is reviewed by our appointed Fire Marshall/Health and Safety Officer and the Senior Leadership Team annually 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 undergoes annual internal and external health and safety audits, with an action plan put in place to rectify any faults if required. The Witherslack Group's Management and Risk Assessment Teams visit and audit the school regularly.

Health and Safety

At Millcourt School, 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 middle floor, Some of our staff complete a two-day First Aid at Work course, depending on their role. All staff complete a 1 day 'Emergency First Aid at Work' course, both are refreshed every three years,

All staff have received guidance on how to use mobile defibrillators and adrenaline auto injectors (AAIs) such as EpiPen® for emergency treatment of anaphylaxis and received training around allergies and anaphylaxis, in line with current legislation.

The school is only permitted to administer prescribed medication, clearly labelled; given by appropriately trained staff and all medication is recorded and kept in a locked medical cupboard. Paracetamol and Calpol can 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 and follow the Healthy School Awards Accreditation. We offer a wide variety of freshly produced hot and cold 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 and dessert at lunch.

Chilled drinking water machines are located throughout the school and are readily available throughout the day.

Our menus are continuously evaluated and developed to provide children with a well-balanced yet enjoyable diet; pupils' views are sought regularly when planning our menus.

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.

The school's English as an Additional Language Policy is available on request or can be found on our website here [Millcourt School Policies & Procedures](#)

Our Previous Accreditation Successes

At Millcourt School, we believe in offering a bespoke accreditation pathway starting as early as Year 9. Due to our pupils being introduced to exam conditions earlier and in an approach individual to them, we have seen some really positive results in previous years. For example, in 2025/2026, our Year 11 pupils achieved a total of **121** accreditations, **32** of which were GCSE's. This resulted in all of our leavers securing further education in post-16 provisions.

Our Recruitment Process and Staffing Structure

Millcourt School follows a rigorous safer recruitment process to ensure we recruit high-quality staff and that children and young people are kept safe.

All associated staff involved in recruiting have received safer recruitment training which is refreshed to ensure we are following Keeping Children Safe in Education guidance.

All staff employed within the school are subject to an Enhanced DBS check, including a children's barred list check, prior to commencing employment. These checks are renewed every three years routinely or when required.

Our Team

Staffing structure

Role	
Executive Head Teacher	1
Head Teacher	1
Deputy Head Teacher	1
Assistant Head Teacher	1
Pastoral Manager	1
Senior Administrator	1
SENCO	1
Pastoral Manager	1
Designated Safeguarding Lead	1
Deputy Pastoral Manager	1
Pastoral Assistant	3
Family Liaison Officer	1
Positive Behaviour Support Lead	1
Admin Assistant	1
Teacher	12
Trainee Teacher	1
Instructor	1
Teaching Assistant	18
Cook	1
Assistant Cook	2
Site Supervisor	1
Site Assistant	2

Our Clinical Team

Essential to the Witherslack Group Therapeutic Model are our Clinical Services Team who work alongside the wider multidisciplinary team to provide an integrated provision of therapeutic intervention, care and education.

Each of the children's learning environments are supported by a designated and bespoke team of clinicians which may include Therapists, Psychologists, Speech & Language Therapists, Occupational Therapists and Assistant Psychologists.

Our children, young people and the staff supporting them also have access to other specialist clinicians within the wider group including our Consultant Child & Adolescent Psychiatrist.

All of our practising clinicians are registered practitioners with The Health and Care Professions Council or their appropriate designated regulatory bodies such as The British Association of Counselling Psychotherapists, British Association of Play Therapists, and the United Kingdom Council for Psychotherapy, and all receive supervision from other senior clinicians within the group or from externally commissioned specialists within their field.

Line management for the clinicians is provided by senior clinical colleagues and the Regional Director Clinical, who in turn is line managed by the group's Clinical Director.

All clinicians are supported to maintain their registrations through Continuing Professional Development opportunities; many being supported by the group to develop specialisms such as Sensory Integration Therapy and Trauma Informed Communication Approaches.

Clinical Governance is the responsibility of the Clinical Director who chairs the quarterly Witherslack Group Clinical Governance Board; attended by external advisors and internal Directors.

Our Pupils and Parents/Carers Complaints Procedure

In accordance with the Children Act 1989, all children at Millcourt School have access to a Complaints Procedure. Informal complaints will be dealt with by the class teacher or Deputy Head Teacher; However, all formal complaints should be reported directly to Mr Neil Bourke, Executive Head Teacher.

If you would like to make a complaint, please see our Complaints Policy, available on request or on our website here [Millcourt School Policies & Procedures](#)., for further information timescales and escalation processes.

Final Word

Thank you for taking the time to read all of the information in our Prospectus, hopefully you have found it beneficial. If you require any further information or have any queries, please contact our school office on 01274 924661 or email millcourt@witherslackgroup.co.uk



witherslackgroup.co.uk

