



The Woodlands

Information for Parents and Carers

The aim of The Woodlands is to deliver a personalised academic, social and therapeutic programme to allow every individual to move on successfully to their next steps in education, employment or training



Introduction

The Woodlands is Durham's LA's provision for pupils permanently excluded and those who are close to exclusion from the authority's mainstream schools at all Key Stages.

Provision for Key Stages 1, 2 and 3 prioritises a return to the mainstream setting where possible. Provision in KS4 prioritises accreditations for all young people as well as offering a varied vocational curriculum to help them succeed in Post 16

Our Aims

- To provide appropriate short term educational provision, for up to two terms in Key Stage 1, 2 and 3, to pupils who have been permanently excluded.
- To prepare and support pupils in their next step of education, wherever possible in Key Stage 3, pupils should be a return to the mainstream setting
- To provide a provision at Key Stage 4 which prioritises accreditation and prepare pupils for life after they leave The Woodlands.
- To provide a turnaround provision for those pupils who are at risk of permanent exclusion.

These aims will be realised through

- accessing a child centred, structured environment where students can learn and develop with increased effectiveness
- a thorough identification and assessment of individual needs
- planned programmes of education which respond to those identified individual needs
- access to a broad, balanced, relevant curriculum that supports the personal, social, moral, spiritual, physical and academic development of pupils
- full assessment of progress in learning and recognition of achievement through accreditation
- working in close partnership with parents / carers
- working in close partnership with other key professional agencies
- supporting student transition into the next stage of education

The aim of the turnaround programme at The Woodlands is to:

- Assist in a partnership arrangement that can assess and pull together dynamic responses to improve pupil attainment.
- Offer a pro-active and preventative service of temporary offsite provision with a supported return to school.
- Explore strategies to remove the barriers to learning.
- Develop strategies that enable the young person's learning to be enhanced.
- Identify the pupil's needs and inform referral to other sources of educational support.
- Work in partnership with young person's, parents/carers and associated agencies.
- Provide information, advice and support to colleagues in the mainstream setting.

What type of provision do pupils access at The Woodlands ?

- A behaviour management system that promotes pupils taking responsibility for their own actions.
- Individually relevant targets that are addressed at the end of each session.
- Immediate feedback that gives consequences for positive and negative behaviours.
- A personalised learning environment where a range of academic, social and behavioural needs can be directly addressed.
- Group work and peer support with those experiencing similar difficulties.
- Small group settings that allows a safe and secure way for pupils to re-engage with their learning.
- Continuous support and supervision during the whole school day, to reinforce positive behaviours.
- Reinforcement of positive behaviours
- Specialist contributions towards ongoing assessments.
- Referral to specialist agencies when appropriate.
- Identification of personalised interventions

SEND

For all pupils at The Woodlands who have an additional need we:

- ✓ Value and recognise the expert role families play in their pupil's lives and work closely in partnership with them
- ✓ Deliver high quality teaching, adapting the curriculum and our resources to ensure pupils can access the learning
- ✓ Use pupil-friendly weekly targets and needs-based SEND Support Plans
- ✓ Hold regular pupil progress meetings for staff with the SENDCo, to review pupil, interventions and resources and to adapt provision where necessary
- ✓ We support our families with pupils with SEND formally through review meetings and informally through our "open door" approach. Families are also advised of other services and organisations which may offer further advice and support
- ✓ Our Pastoral Mentors and Parent Support Advisor are available to support families
- ✓ Seek support and advice from outside agencies and other professionals such as Speech and Language Therapy and the Educational Psychology Service to ensure each child's needs are fully identified and understood and to learn from specialists how best to support our SEND pupils
- ✓ Provide on-going training to teachers, learning support assistants and teaching assistants in meeting pupils' needs in the classroom
- ✓ Liaise closely with mainstream and specialist schools at transition times to ensure SEND pupil information is clearly communicated and recommendations heard so that the move is as smooth as possible

The Woodlands is a Restorative school. The aim of restorative practices is to develop the family or school community and to manage conflict by repairing harm and then building or repairing relationships.

Restorative principles will be incorporated into the classrooms including circle time sessions, problem circles, the use of affective statements and questions and a conference approach to manage specific instances of challenging behaviours.

Children are encouraged to own their behaviours and, through discussion, will be made aware of the effects their behaviours have on others around them. They will then be supported in repairing the harm they have caused and the relationships that may have suffered damage.

It is our aim to support the development of **Responsible, Creative, Resourceful** and **Curious** children. At The Willows we provide children with opportunities to learn, develop and respond in a variety of ways.

Cornerstones, a creative curriculum, keeps learning flexible and allows the interests and needs of children to be followed and developed.

- Engage
- Develop
- Innovate
- Express

Numeracy and Literacy

Personalised Learning in Literacy and Numeracy ensures that children have opportunities to revisit past learning, develop new skills and enhance abilities. Regular reviews highlight intervention and support needs.

Children's achievements are celebrated regularly through diaries, newsletters, displays and assemblies.

We want our children to leave school with a 'good heart', sound ethical values and a sense of responsibility combined with the academic and social skills that enable them to make a successful transition into the future. We hope our students will go on to act in ways that benefit themselves, their community and the world at large.

Teaching and Learning at The Woodlands

The ethos and atmosphere underpin the agreed aims of the school. Teachers provide a broad and balanced curriculum, which will develop the skills, concepts and knowledge necessary for future learning. All staff, including support staff, work to remove barriers to learning and support the pastoral needs of learners. In the course of their work, staff will contribute to the development of this ethos through:

- Providing a calm, quiet and effective working environment, in which each learner can achieve his or her maximum potential
- Providing a welcoming environment, in which courtesy, kindness and respect are fostered
- Providing positive role models
- Providing a fair and disciplined environment, in line with the Whole School Behaviour Policy
- Maintaining purposeful and informative planning, record-keeping and assessment documents
- Developing links with the wider community
- Valuing and celebrating learners' success and achievements

Core Curriculum

- Maths
- English
- Science
- PE
- Curriculum Investigation
- PSHCE
- Careers
- Life Skills
- Geography
- DT
- Art

Curriculum Enrichment

Personalised from a range of opportunities:

- Sport
- Right Trax
- Computing
- Hair and Beauty
- Uniformed Services
- Horticulture
- Art
- Animal Care
- Imedia
- Construction
- Craft
- History

The admission document you are required to sign as part of the Admissions process confirms your acceptance of the Woodland's Policies and Procedures:

A General Admission Form.

This provides us with some basic information and contact details. Being able to get messages to you during the working day is particularly important in case the school day doesn't run smoothly or if an emergency occurs. You could leave more than one contact number if you are unsure of who might be able to take our calls.

The Intervention Approval slip.

If an intervention is required to resolve an issue that has occurred in the Woodlands, parents/carers will be notified and arrangements made to rectify the situation as soon as possible.

Parental Consent / Medical Form EV4

For offsite visits from school lasting half a day or less, not involving an overnight stay. This includes visits to other educational establishments which return to school before the end of the school day. This form is to acknowledge that you are aware that adventurous activities outside the classroom take place and that you agree to your child being invited to take part in such sessions. Short, on site activities led by Woodlands based staff are covered by this agreement. Information outlining the type of trip will be provided in advance of each event.

Special Needs Assessment Form.

Special Needs assessment, in some instances, need to be undertaken to help us all identify the kinds of education placement your child requires. This process can be started quite promptly if necessary if you have signed the relevant form.

Handing in of Valuables.

To aid the smooth running of the day and to prevent bullying incidents, pupils are requested at the start of the morning session to hand in mobile phones, MP3 players and other items they may bring into school. These goods are returned to pupils at the end of each day.

The Administering of Medication.

The Woodlands has qualified staff who can administer prescribed medicines to pupils. If your child has to take any medication during their time at the Woodlands can you arrange to consult with one of our dedicated trained staff.

School Uniform

For all pupils, except turnaround pupils, one sweatshirt is provided free of charge by the Woodlands. If you would like to order additional sweatshirts with the school logo on they can be ordered through the school at the cost price of **£7.50 - £8.50** (depending on size)

Attendance Agreement / Contract

At the Woodlands, we have high expectations for the attendance of the young people on roll. This is because we recognise that all absence is potentially detrimental to a child's education.

Missing school can damage children's achievements, disrupt the school's routines and affect other children's learning. It can also leave children at risk of anti-social behaviour and youth crime. Above all, missing out on the opportunities provided in school can have a long-term effect on children's chances in life.

In order for young people to gain maximum benefit from their time at the Woodlands, and to maximise future life opportunities, it is imperative that young people attend every day.

The Woodlands ask parents to support these high expectations by:

- Ensuring their child attends the Woodlands every day.
- Agreeing to a minimum 92% expected level of attendance.
- Contacting the Woodlands on the first day of absence to notify the Woodlands of the reasons for absences, and the expected date of return.
- Where medical absences persist beyond day 1 of illness, keep in regular contact (ideally daily) with the Woodlands.
- Where attendance has fallen below 92%, providing medical evidence to corroborate absences (sight of G.P. appointment card, medication with child's name on it, hospital appointment letter)

Transport

Pupils are offered free transport if they live more than 3 miles away from the Woodlands. If a pupil is unable to attend the Woodlands, parents should telephone their transport contact number, as early as possible, to avoid an unnecessary journey by the taxi company.

A call should also be made to the school stating the reason for absence

Adventure Play Trail / Small Trampoline

We have an adventure play trail and a small trampoline in the school grounds for our younger children. This equipment is used to help our children to be active whilst firing their imagination and creativity. All the materials used are safe, secure and robust.

PG Films

On occasions, as part of the literacy curriculum we show PG Guidance DVD's, such as Roald Dahl's, 'The Witches' and other similar films. We require consent to allow your child to watch PG Guidance films if they are under 12 years old.

Forest Schools

Taking part in Forest School is a regular activity during placement at the PRU. Sessions will be led by a qualified Forest School Leader. Children will, at an appropriate level, have opportunities to work with hand tools and small fires through the course of their Forest School work. Children will work in groups containing adult-child ratios of at least 1:4 at all times. Children may be photographed during Forest School activities for the school's own use.

Cottage Cash Reward Scheme

Pupils are able to earn 'Cottage Cash' through a variety of ways including:

- Full lesson marks throughout the day
- 100% attendance all week
- Full uniform all week
- Completion of homework returned on time

This type of General Rewards System for Effort and Good Work is becoming increasingly popular in schools and this is another aid for your child's transition. With parent and carer help and co-operation we feel the pupils will benefit even more.

Pupils are able to then trade Cottage Cash for rewards from a Cup of Tea or Pot Noodle etc. to activities such as Go Carting or Quad Biking etc.

Homework

Maths and English homework will be given out each week. Each piece should take about 25 minutes to do but obviously some will take a little more time, some a little less. Parents / Carers are asked to encourage their child and help them with the work if necessary. In their future placement, work done at home will be a big part of their timetable.

School Day

Pupils are offered free transport if they live more than 3 miles away from the Woodlands. The school day starts at 9.00am with a mid-morning break, a lunch and afternoon break and school finishes at 2.30pm.

At lunchtime there is a choice of hot school meals or if pupils prefer they can bring their own packed lunch. School dinners are currently priced at £1.95 per day for those not entitled to free school dinners.

Transport Consent

It may sometimes be necessary for the Woodlands staff to transport young people in their own care or act as an escort with another driver. Where this is necessary parents/carers give permission for this to happen according to the policy and guidance relating to the transportation of children.

Equipment

Pupils do not need to bring any writing or stationery items to school, as these are provided. If you child does bring any of these items to school and they are either lost, broken or stolen, we must stress that it is not the responsibility of the school.

We encourage pupils to leave any personal possessions at home, any items such as mobile phones, i-pods, jewellery etc. MUST be handed in on arrival to be picked up at the end of the school day.

If your child has a home/school diary this needs to be brought into school on a daily basis to maintain a high level of communication.

Items not to be worn in school

Pupils should not wear unsuitable jewellery, piercing or outdoor clothing in school. The only jewellery to be worn in school is small studs in the ear. No body or face piercing to be worn in school. Outdoor clothing must not be worn in lessons this includes track suit tops, fleece jackets or half zip tops, jumpers/jackets with hoods and other outdoor coats.

The use of photographic devices at school events

The school is aware that there is a possibility that photographic images can be used inappropriately and/or for illegal purposes.

The school is also aware that families like to record events in the children's school career.

It is the schools understanding that photographs/videos generated by parents at school events are for the sole use of the family concerned. They are not for display, distribution or any other purpose outside that family.

Rationale The Management Committee wishes to make every effort to prevent any inappropriate use of photographic images of the Woodlands, whilst acknowledging that families wish to photograph/film their children throughout their school career.

Aim To protect pupils, families and staff from inappropriate use of photographic images.

Procedure

- Images of pupils which appear on the school website will, whenever possible, be blurred and close-up pictures of individual pupils will be avoided.
- All parents will be required to acknowledge the school statement by signing for the Information Leaflet
- The proforma would be retained on the child's school records for the period they remain in school.

Parents need to understand that:

- Where they feel unable to agree to the statement limiting the taking and use of photographs, it may be necessary to prohibit the taking of photographs by that parent
- Where parents feel unable to agree that the school and/or other parents, in accordance with this statement, should be permitted to take photographs of their child, it may be necessary to consider excluding that child from that particular school activity.

CCTV

CCTV is used in and around the school buildings to aid and improve security of buildings and facilities, and for the security and protection of staff and students.

Parent Support Advisor

Consent & Confidentiality

- To give consent for a Parent Support Advisor to work with parents/carers.
- An understanding that the Parent Support Advisor will record information in the Family Information Form and in a Family Case File. This information will be stored securely and used for the purpose of providing services to me and my family which may include sharing the information with partner agencies, for example School Nurse, Education Welfare Service and additional relevant Children and Adult Services.
- Some general information may be used for quality control purposes and to monitor impact of the Parent Support Advisor. No information that identifies individuals is given for this purpose and family or individual names will be included in reports or data collection systems used by PSAs. Any reports are to ensure that Parent Support Advisors provide the best possible service.
- Information recorded by the Parent Support Advisor may be shared with his/her Supervisor during supervision sessions.
- An understanding that the records contained within the Family File will move between schools according to which school my child attends and this will be discussed with me at the appropriate time.

Durham County Council is the Data Controller for the purposes of the Data Protection Act 1998. Its task under the law is to ensure that any information we collect is only used for the purpose we declare and that it does not go to anyone who is not entitled to see it.

An understanding that the exception to this agreement is if at any point during this support any information shared causes the Parent Support Advisor to be concerned that there may be significant harm or risk of harm to an infant, child or young person the Parent Support Advisor is legally obliged to share that information with appropriate agencies.

Contact Information



**The Woodlands
Broom Road
FERRYHILL
Co Durham DL17 8AN**

**The Willows
Langley Park Primary
Langley Park
DURHAM DH7 9XN**

Telephones:

01740 656040 - Main Office, The Elms

01740 656764 - The Maples

07818 510276 - Pauline O'Brien, Parent Support Advisor

07469 402614 - Michael Burlison, Pastoral Manager

07469 402616 - Sue Hewitson , Pastoral Mentor

07469 402616 - Michaela Fairless, Pastoral Mentor

07469 402610 - Andrew Wilkinson, Pastoral Mentor

07469 402611 - Lisa Mawdsley, Pastoral Mentor

07469 402613 - Jo Jarvis, Pastoral Mentor

07469 402633 - Karen Bloomfield, Pastoral Mentor

07469 402612 - Paul Davison, Pastoral Mentor

07469 402615 - Donna Shaw, Pastoral Mentor

Fax: 01740 656561

email: pru@durhamlearning.net

