

# Westhaven School



## Parents' and Carers' Handbook and Prospectus



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# A letter from the Headteacher...

Dear Parents and Carers,

On behalf of the Governors, staff and students I am pleased to welcome you to Westhaven School – A Specialist Business and Enterprise College and a WW Trust School.

Starting a new school can be a worrying time, but we will make the transition for your child as smooth as possible.

Westhaven is a calm school where high standards, hard work and appropriate behaviour are expected of all students. The quality of education offered by Westhaven was recognised as “Outstanding” in all aspects in the school’ OFSTED report in March 2011. This ensures a safe and happy environment and also encourages your child to have a positive attitude to achievement. A WW Trust School, we are partners with Worle School and have five external partners: University of the West of England, North Somerset Local Authority, North Somerset Primary Care Trust, The Human Givens Institute and ViTaL Partnerships, an education research charity. Working together, the schools and partners aim to improve the emotional health and wellbeing and therefore achievement of all our students and also their families. As a Business and Enterprise College we ensure that all our students participate fully in a wider range of Business and Enterprise activities to prepare them for life in the ‘real’ world after their statutory education. In addition we are also able to offer other schools and community partners access to our Business and Enterprise activities and expertise.

This booklet has been designed to help you find out about Westhaven School, the staff, Governors and students. I hope that you will find it informative and that it will give you a “flavour” of our school.

Obviously no booklet will convey all you might wish to know, so do feel free to ask questions, make comments, and come and see us and talk to the staff. The happiness and success of your child depends on the trust and the partnership between home and school.

We hope that your child will enjoy and benefit from the educational opportunities and challenges offered by Westhaven School and that you will join us in cementing our educational partnership in the years to come.

Yours sincerely

*Ms Tracy Towler*

Tracy Towler  
Headteacher

# School Information

Address:	Westhaven School Ellesmere Road Uphill Weston-super-Mare BS23 4UT
Telephone:	01934 632171
Fax:	01934 645596
E-mail:	<a href="mailto:westhaven.spec@n-somerset.gov.uk">westhaven.spec@n-somerset.gov.uk</a>
Website:	<a href="http://www.westhaven-special.n-somerset.sch.uk">www.westhaven-special.n-somerset.sch.uk</a>
Type of School:	Foundation Trust Key Stage 2 – Key Stage 4 Mixed
Age Range:	7 – 16 years
Chair of Governors:	
Headteacher:	Ms T Towler
Administrative Officer:	Mrs T Hudson
Clerk to the Governors:	Mrs S Spiers
Education Welfare Officer:	Mr M Ali
School Nurse:	Ms H Stairs
Family Support Advisor:	Mrs S Tuttiett
Careers Advisor:	Ms L Frampton
SEN Officer:	Mrs M Plumridge

# School Staff Team

<b>Headteacher:</b>	Ms Tracy Towler	
<b>Deputy Headteacher:</b>	Mr Jamie Peacock	
<b>Assistant Headteacher:</b>	Mrs Susan Cantello Mrs Zoe Payne	
<b>SENCo:</b>	Mrs Susan Cantello	
<b>Teachers: (13)</b>	Mr Tommy Barlow Mr Peter Browse Mrs Susan Cantello Miss Tammy Chaplin Mr Michael Humphreys Mr Darren Burgess Mr Peter Midgley	Miss Jacqueline Morley Mrs Zoe Payne Mr Matthew Vincent Mrs Sarah Vincent Miss Eleanor Constable Mr Jamie Peacock Miss Anita Gardner
<b>Teaching Assistants/Learning Support Assistants: (20 + 2)</b>	Mr Christopher Ashworth Mrs Kath Bailey Mr John Bevan Ms Suzanne Clark Mrs Christine Billett Mr Endre Gal Mrs Erzsebet Gal Miss Kirsty Garrett Mr Alun George Mrs Cathy Hicks Miss Nancy Hurman Mrs Wendy Kirk	Mrs Anne Milton Ms Jayne Parker Mrs Alison Potts Miss Ziba Rautenbach Mrs Sarah Roberts Mrs Clare Sampson Miss Elli Tripp Mrs Wendy Vincent Mrs Donna Watterson
<b>Family Support Advisor/Learning Mentor:</b>	Mrs Sarah Tuttiett	
<b>Careers Advisor/College Link:</b>	Mrs Lucy Frampton	
<b>Healthcare Assistant:</b>	Miss Alex Jones	
<b>Administration Team: (4)</b>	Mrs Karen Corfield (Business Manager) Mr Mark Elwell (Network Manager) Mrs Trudy Hudson (Admin Officer) Mrs Sam Spiers (Exams Officer) Mrs Fiona Smith (Admin Assistant)	
<b>Site Manager:</b>	Mr Joseph Turner	
<b>Cleaner:</b>	Mr Lloyd Pearson	
<b>School Midday Supervisory Assistants: (8)</b>	Mr Christopher Ashworth Mrs Kath Bailey Mr John Bevan Miss Kirsty Garrett	Mrs Jayne Parker Mrs Sarah Roberts Miss Elli Tripp Mrs Donna Watterson
<b>Edwards &amp; Ward Catering Team:</b>	Mrs Susan Stark (Catering Manager)	

# Our Vision

At Westhaven School our purpose is to ensure that all our students receive a personalised education in order for them to increase self-esteem, reach full potential and emerge to become valued and valuable members of the community.

As a specialist Business and Enterprise College we understand that the driving forces of the modern economy are innovation, competition, skills and enterprise. We provide our pupils therefore with rich, creative and enjoyable learning experiences, which enhance and support independence and raise aspirations for life long learning, thus creating healthy, safe, happy, confident individuals, resilient and able to flourish in a competitive and challenging world.

We have high expectations of our pupils and strive to keep our excellent reputation. We work in collaboration with parents/carers and other wider community partners to ensure that together we can prepare our pupils appropriately with the knowledge, skills, aptitudes and understanding required for a successful life as a responsible citizen in the wider community.



# Our Vision, According to Our Students

## Westhaven School

Educates us  
Prepares us  
Inspires us  
Cares for us  
Helps us  
Values us  
Challenges us  
Works hard  
Gives us opportunities  
Builds our independence  
Has High Expectations of us  
Keeps us safe at school  
Teaches us right and wrong

### We have:

#### **Help to learn and do our best:**

Smaller classes, lots of adults to teach us and help us learn  
Help to focus  
Teachers who know us  
Help so that we can go to college or get a job when we leave  
Chance to prepare for the next stage in our life with transition  
days, work experience, college and life skills  
Exams so we get qualifications  
Chance to go to college in year 11

#### **Help with friendships, personal and social skills:**

Freedom of Self Expression  
Residential trips, which give us the chance to visit places we  
would not otherwise be able to.  
Help us to look smart  
Help to feel happy and included  
Help to become confident  
“I am proud” certificates, which value our achievements

# Our Vision, According to Our Students

## **Help for our future:**

Cooking lessons and healthy eating  
E-Safety for life  
PSHE and life skills which prepare us for life  
ICT to help us be computer literate  
Sports to develop physically and our team player skills  
Opportunities to grow in independence  
Lessons to learn about the world of work and find out about careers.

## **We get to do lots of special things:**

Chance to do lots of nice things like swimming, sports, cooking, driving lessons and music lessons  
Interesting activities  
After school clubs  
School council and pupil voice  
Trips and visits  
Chance to play instruments  
Fun! Fun! Fun!

## **Westhaven wants us to be:**

Prepared for life  
Healthy  
Computer literate  
Looking smart  
Well mannered  
Able to work with others  
Competitive  
Enterprising  
Skilled  
Celebrated  
Independent  
Happy and safe

# A Positive Choice



Westhaven School – a WWTrust School and a Business and Enterprise College - is a purpose built school for students aged from 7 – 16 years with a wide variety of barriers to their learning. Situated in Uphill Village to the south of Weston-super-Mare, the school caters currently for approximately 96 students, all of whom have a Statement of Special Educational Need or an Education Health Care Plan.

Built in the late 1960s the school has four general classrooms in the main building, plus a newer building, one room of which is a Science Laboratory, and two classrooms, plus two double Elliot buildings – one is the Lower School block and one is for Business and Enterprise and Horticulture. There is also an Art Room, Drama Room, Resistant Materials Workshop, Hall and a library, plus additional rooms used for life and social skills, as well as the Administrative offices.

In addition, there is a computing suite with 13 networked computers, all with Broadband Internet access, fitted with a variety of suitable software packages. The Food Technology Room has four kitchens, one of which is height adjustable. Our facilities also includes a large glasshouse, which has fully computerised equipment and is dedicated to the delivery of horticulture skills for not only our students, but for students across North Somerset. Horticulture activities are also business oriented with students preparing plants for sale to customers, which include North Somerset Parks Department and local nurseries.

In addition to being a WWTrust School, Westhaven is part of the Weston Excellence Cluster which is a group of schools that work in collaboration to ensure high quality Teaching and Learning activities and Inclusion opportunities. There is a grassy PE area to the front of the school, which is used for football, athletics and rounders. The rear playground has an adventure playground and grassy area. We have a specialised primary play area for the smallest children in our school. The site manager lives on site, in a house adjacent to the school. Westhaven School enjoys very positive relationships with many agencies and other schools including Mainstream and Special Schools.

# So, What is Special?

As with any school, our chief aim is the education of all students within a positive, secure and caring environment. Students at Westhaven have a Local Authority Statement of Special Educational Need or an Educational Health Care Plan. Students have access to a broad, balanced, differentiated and relevant curriculum, which includes full National Curriculum entitlement.

The needs of the individual are paramount and are catered for in classes with a preferred number of 12 students. Each class has a qualified teacher with special needs experience and also a support/teaching assistant. It is therefore possible to afford students more individual attention than can normally be afforded in a mainstream school and also provide programmes of study based on the National Curriculum tailored to meet the particular needs of each student.

The small class sizes enable individual programmes to be devised to meet the needs of each student and personal as well as academic skills are nurtured to encourage the development of confident, well adjusted, sensitive and independent young people able to achieve economic well-being. Students are taught in ability groups in Key Stages 2 and 3 for both Literacy and Numeracy and in Key Stage 4 students are entered for externally accredited qualifications, including GCSE and Entry Levels, plus appropriate vocational qualifications including National Vocational Qualifications (NVQs), some of which take place at Weston College.

Every student has an Individual Education Plan or Provision Map with short-term learning targets, which are set by all the teachers who teach each student. The targets are reviewed three times each year and new targets are based on progress made and the objectives of each student's statement. Parents are invited to contribute to the targets during the year. In addition subject targets are set annually.

Other professionals regularly visit the school including the Educational Psychologist, the Speech and Language Therapist, the Physiotherapist and the Occupational Therapist. Westhaven also has a Family Support Advisor who offers support and social skills strategies to small groups of students as well as working with parents to support them and their children in school and at home. We also have a Speech and Language Therapy Assistant who undertakes programmes set up by the Speech and Language Therapist. Westhaven will also refer students, with parental permission, to other professionals such as the Child and Adolescent Mental Health Service, to meet specific needs.

## Lower School

Westhaven is separated into 3 Phases. Lower school is a department for primary aged children and Year 7 children. They are generally taught by their own class teacher, as is the practice in mainstream junior schools, but they have access to specialist areas of the school as appropriate and are also taught by some subject specialist teachers.

Careful planning from the National Curriculum Programmes of Study ensures that every student receives their full entitlement, according to their individual needs. In addition, great emphasis is placed upon the development of social and interpersonal skills. The student's progress is carefully monitored and parents are kept informed and consulted through the use of a daily Home/School Diary, telephone contact, Annual Review meetings and Parents Evenings.

## Middle School

Middle School generally houses students in Year 8 and 9. As in every secondary school, the secondary curriculum is generally organised so that students receive most of their tuition from specialist teachers. Full National Curriculum entitlement forms the basis of study in Key Stage 3.

We are very keen to ensure our students become independent learners, enjoy learning and achieve success in a wide variety of areas. We have therefore changed our KS3 curriculum so that the transition into a full secondary curriculum is at a pace that secures success. In Years 7 and 8 pupils experience 50% of their timetable at secondary level, but in a primary class-based setting.

Due to the nature of our complex pupils, sudden change can impact on progress. By reducing the anxiety of the constant lesson changing at KS3 we anticipate that progress will remain on a steady upward trajectory. By Year 9 in KS3 pupils experience a full 'moving' timetable in preparation for KS4.

## Upper School

Upper School is for our Students in Year 10 and 11. Additional subjects, such as Careers Education become very important parts of the curriculum. Emphasis is placed on the preparation for life after school and the two blocks of work experience and the link course at Weston College are an excellent precursor for independent life after leaving Westhaven School.

External examinations are available in an increasing number of subjects in both the Entry Levels and the General Certificate of Secondary Education (GCSE), plus some vocational qualifications in association with Weston College. Every student leaves Westhaven with a National Record of Achievement, which summarises all they have achieved during their school experience.

# Our Curriculum

We see our curriculum as the core of our outstanding school.

It is set into three sections to enhance every pupil's life opportunities. In the centre of our curriculum entitlement the offer is very similar to all schools across the country.

On one side of the core curriculum there is a life skills offer. This enhances the independence of all pupils when they finish school and adds to their resilience in adulthood.

On the other side of the curriculum is our vocational offer. We work with our pupils to expect them to work and take part in society. Through this life wide, challenging offer we aim to launch young people into early adulthood with high self-esteem, good qualifications on which to build and a resilience and belief in themselves to be an active contributor in the community they live in.



# A Broad Curriculum, Giving Life-Long Learning

Life Skills Curriculum	Academic Curriculum	Vocational Curriculum
ASDAN Life Skills Sporting Events PSHE Key Steps Swimming SMSC	Maths and Numeracy English and Literacy Science Physical Education Art Drama Photography Design and Technology Food and Nutrition French Geography Music Religious Education History Information Technology (ICT)	Horticulture and Land Based Studies ASDAN Work Experience Careers Enterprise Workplace Curricular Visits College Placements and Level 1 Vocational Courses Duke of Edinburgh Award
<b>Extended Curriculum</b>		
Breakfast Club Lunch Clubs After School Clubs Trips "WOW" Days Youth Club Team Events House System Pupil Voice Groups School Council SMSC – Celebration Assemblies		

# Wider Curriculum Information

## Religious Education



Religious Education is an important part of the curriculum at Westhaven. It follows the locally approved syllabus, which is non-denominational and multi-faith in character. RE has a special status as part of the basic curriculum and equal standing in relation to the core and other foundation subjects and the fostering of spiritual and moral values permeates all aspects of the curriculum. Full assemblies are held two days a week, plus one House Assembly and these assemblies are broadly moral and mostly, though not exclusively, Christian in nature. Parents who wish to exercise their right to withdraw their child from religious activities are asked to arrange an appointment with the Headteacher before doing so.

## Sex and Relationships Education (SRE)

The Department for Education (DFE) requires sex education to be provided as part of the National Curriculum and it is taught with due regard to moral considerations and an emphasis on the value and importance of family life. The programme is part of the framework of a personal development programme dealing with many aspects of growing up. Parents have the right to withdraw their children from sex and relationship education lessons and should discuss the matter with the Headteacher if they wish to do so. They are also welcome to discuss policy matters in this area with the Headteacher and to view teaching materials, as well as look at the policy documents.



## Careers Education and Guidance

Careers Education and Guidance is an essential part of every student's curriculum entitlement. It aims to foster development of the knowledge, skills and attitudes necessary for individual students to make well informed educational and vocational choices. Aspects of Careers Education are embedded throughout the curriculum from Year 4 onwards. However, in Years 10 and 11 students also have timetabled Careers Education and Guidance lessons. Parents are encouraged to become fully involved with their child's career and future choices and are able to discuss these matters at Annual Review meetings and other Parents Evenings. The specialist Careers Adviser visits the school on a regular basis as do other members of Lifetime Careers and the Connexions Service.

## Business and Enterprise Education

Business and Enterprise Education prepares students for life after school by raising their awareness of the world at work and enabling them to participate in enterprise activities that foster independent employability and social skills with challenges. All classes in all key stages participate in Business and Enterprise activities, which are not only greatly enjoyed, but also cross-curricular using Design Technology, Art, Horticulture, ICT, English and Maths as part of projects. Students participate in Young Enterprise activities and take part in Enterprise competitions involving other mainstream schools and colleges.



# The House System

There are three Houses at Westhaven named after National Trust properties: **Barrington** Court – the Green house, **Montacute** House – the Red house and **Tyntesfield** – the Yellow house.

Students are assigned to a House on entry to school according to vacancies, however siblings are always placed in the same House. Within each House each student has a member of staff as a House Personal Adviser (HPA), who may be a teacher or a Teaching Assistant (TA). Only staff who are in school for a minimum of four days each week act as HPAs because it is important for students to feel secure in there being an adult with whom they can talk available for most of the time. For one Assembly time each week each House meets with all staff and all student members and on another day students meet in their mixed age HPA groups where they may discuss their targets, things which are going well for them or things with which they may need support.

The development of a House system was in response to the Children Act, Every Child Matters, as each student now has a “key worker” in the form of their HPA who will get to know them as they move up the school, will be their key worker and will also be a point of contact for parents.

As part of the Reward system when a student gains ten personal merits these are added to the House total as well as counting towards their own personal totals. At the end of each school year the winning house chooses a day trip for the whole school as a reward for their hard work and commitment.

## Pupil Voice

Pupil Voice is very important at Westhaven and we actively listen to our pupils' views and ideas. We do this through school council and through our Pupil Voice groups.

Each week during these groups the pupils also have a topic to discuss; this might be related to the time of year, a special day or might be related to a school value, activity or improvement. Staff running these groups return information to the SLT which is termly reviewed and, if necessary, acted on. Our Pupil Voice groups are also times where students are able to share concerns or worries.

School council are voted for by their classmates, there is one representative from each class. They meet regularly at lunchtimes and discuss issues brought to them by their peers.

# The Westhaven School Day

Students are allowed on site from 8.30 every morning to either play or attend our free daily breakfast club.

## Monday and Friday

8.45 – 8.55	.....REGISTRATION AND TUTOR TIME
8.55 – 9.20	..... ASSEMBLY
9.20 – 10.00	..... LESSON 1
10.00 – 10.40	..... LESSON 2
10.40 – 11.00	.....BREAK
11.00 – 11.40	..... LESSON 3
11.40 – 12.20	..... LESSON 4
12.20 – 1.00	..... LUNCH
1.00 – 1.40	..... LESSON 5
1.40 – 2.20	..... LESSON 6
2.20 – 3.00	..... LESSON 7

## Tuesday, Wednesday and Thursday

8.45 – 8.55	.....REGISTRATION AND TUTOR TIME
8.55 – 9.20	.....TUTOR/PUPIL VOICE/HOUSE MEETINGS
9.10 – 9.30	.....PHONICS
9.35 – 10.05	..... LESSON 1
10.05 – 10.40	..... LESSON 2
10.40 – 11.00	.....BREAK
11.00 – 11.40	..... LESSON 3
11.40 – 12.20	..... LESSON 4
12.20 – 1.00	..... LUNCH
1.00 – 1.40	..... LESSON 5
1.40 – 2.20	..... LESSON 6
2.20 – 3.00	..... LESSON 7

# Parental Involvement

We like parents to visit Westhaven School. It is good for children to know that their parents are interested in the school and their education. We ask parents to visit before their child is admitted into school, as we believe the best team consists of the child, the parent and the teachers all working together to meet the specific needs of each individual. A home-school agreement will be discussed and started before a child starts the school. Parents are welcome to visit the school and can do so by telephoning to make an appointment.

You will be invited into school for your child's Annual Review meeting, which discusses their progress in detail. In addition there is a Parents' Consultation Evening when you can visit the school to talk to all the teachers who teach your child about progress in different subject areas. There is also a coffee morning where you can contribute to setting IEP targets. We will always contact parents immediately if we are concerned about any aspect of their child's welfare, progress or behaviour and we hope that similarly parents will let us know of any problems or anxieties that might affect their child. All students have a Home/School Book or Diary in which both parents and staff may write. This book helps to encourage communication and increases parental involvement in their child's education. It also highlights home learning tasks.

## **FRIENDS OF WESTHAVEN SCHOOL PARENT TEACHER ASSOCIATION**

The Friends of Westhaven PTA is a group of interested parents (past and present!) and staff who are willing to give a little of their time to support Westhaven school. You are always welcome to just come along to the meetings, which are every month. You can also volunteer to help with the many fundraising events - a good way to meet other parents and staff on a more informal basis.

## **TIME OUT – PARENTS SUPPORT GROUP**

'Time Out', our Parents Support Group meets on Friday mornings approximately once a month. It is organised by our Family Support Adviser who plans activities and speakers as requested by parents. We urge parents/carers to join the group as it is a good source of mutual support and information on available services.

## **GOVERNORS OF WESTHAVEN SCHOOL**

The Governing Body of Westhaven School, organised by the Clerk to the Governors, comprises 4 Trust appointed Governors, 5 parent Governors, 1 LEA Governor, 3 Community Governors, 2 staff Governors and the Headteacher. The Full Governing Body meets 11 times during the school year on one Thursday each month at 4:30pm. The Governing Body considers, advises and ratifies decisions on all areas of school management including Health and Safety, including Safeguarding, Asset Management, Curriculum, Finance, Personnel & Student Welfare. The Governing body is actively involved in the life and work of the school and is very supportive of the ethos<sub>19</sub> of the school and student needs.

# School Uniform

The Governors of Westhaven School expect all students to wear the school uniform. The wearing of uniform is helpful in generating a feeling of "belonging" and has been chosen in part by our students. Sending your child to school in uniform sets a standard in appearance of which both parents and the school can be proud. Lower school have a different uniform to middle school.

**It is essential for articles of clothing to be clearly marked with the student's name.**

## Lower School

Navy, black or grey skirt or trousers  
Royal blue polo shirt  
Navy sweatshirt with school logo  
Black, brown or navy sensible shoes  
Navy, black, grey or white socks/tights

## Middle and Upper School

Navy, black or grey skirt or trousers  
White shirt with a school tie and blazer with school logo  
Black, brown or navy sensible shoes  
Navy, black, grey or white socks/tights

## PE Kit

House polo shirt  
Black or navy shorts and/or track suit  
White socks  
Trainers/plimsolls/daps  
Swimming trunks/costume  
A towel and a change of socks are needed for every PE/swimming session. Students are not expected to shower after PE and games lessons.

- Blazers, sweatshirts and polo shirts can be ordered online at [www.schooltrends.co.uk](http://www.schooltrends.co.uk) or ordered via the school.
- Ties can be purchased from school at a cost of £3.50 each.

## Jewellery

Students are not encouraged to wear jewellery for reasons of Health and Safety. Each student may wear:

One pair of stud earrings  
A watch  
Any item relating to a student's religion, e.g. cross and chain, etc

Also, for Health and Safety reasons, the above items may need to be removed in particular lessons, such as PE and Food Technology, when they may be given to a teacher for safekeeping.

# Personal Equipment and Medicines

## Stationary and Equipment

All students should come to school equipped to undertake a day's work. They will need a pen, HB pencil, colouring pencils and a small ruler. It is helpful if these items can be labelled and kept in a pencil case or tin. It is important that students learn to take responsibility for bringing the right equipment to school, as this forms an important part of becoming independent.

## Personal Belongings

All personal belongings should be clearly marked with the owner's name. Any money should be handed into the class teacher or admin officer for safekeeping. Valuable items, such as iPods, MP3 players and computer games, must **not** be brought into school unless specified for a particular lesson or club.

Any mobile phones, tablets or other devices which can take pictures **must** be handed in to the admin officer at the start of the school session for safekeeping. Any mobile phone found in the possession of a student during school time will be taken into safekeeping and only handed back directly to the student's parent.

**Parents should note that the school cannot accept liability for the loss or damage of personal property.** Anything found should be handed in to a member of staff or the school admin officer. A lost property box is kept in the school office.

## Medicines

Students may bring medication into school whether it is for long or short-term use. However, we do require parents to complete a special form to request the school to undertake this task.

The medication must be in its original container, complete with the medication information leaflet and it is helpful if a responsible adult can bring the medication into school to give to the Healthcare Assistant. Asthmatic students must keep an inhaler in school at all times.

No medicines of any type can be given without parental permission.

# Behaviour and Discipline

At Westhaven we expect high standards of behaviour and work at all times. We take a positive approach to discipline and in matters of behaviour encourage students to show consideration and care for people and property. Appropriate behaviour and active participation in the maintenance of high standards are our aims.

Clearly we have rules, but these are kept to a minimum and are based on common sense and have been agreed by students. We expect students to be eager to learn, prompt, neat in appearance, courteous and considerate, to move around the school sensibly and with purpose and to bring nothing into school that could be harmful to themselves or others. Self discipline is encouraged and good behaviour and work is rewarded by Merit points, which lead to Merit Certificates and once 100 Merits have been achieved a Gift Voucher is awarded at a special assembly to which parents are invited.

If there is a breach of school rules, sanctions may be applied. Discipline is considered a matter for joint co-operation between school and home, thus ensuring consistency of approach and action.

Minor misdemeanours will be dealt with by the subject or form tutor, though these will usually be logged. More serious or persistent problems will be referred to the Deputy Headteacher/Head of School. Where work or behaviour is found to be consistently unsatisfactory students may be required to make up the time at breaks, lunchtimes or even after school hours. Parents will always be informed in advance and will be asked to make arrangements to collect their child.

In cases where serious problems occur, students may be withdrawn from normal lessons and set to work under the direct supervision of a Deputy Headteacher/School Leader. In extreme cases students may be temporarily (fixed term) or permanently excluded. It should be noted that there have been no permanent exclusions for over twelve years.

# General Information

## Admissions Procedure

Admissions may be made any time during the school year, but the majority take place in September. Westhaven School provides education according to the Special Educational Needs Code of Practice (2001) for students whose areas of need are:

- Communication and Interaction
- Cognitive and Learning
- Emotional and Social Development
- Sensory and/or Physical

All the students at Westhaven experience a learning difficulty that is significantly greater than other students of the same age or they may have a disability which prevents or hinders them from making use of educational facilities found for children of the same age in a mainstream school.

All admissions are made in accordance with the current school criteria and the appropriate legislation. Students who attend Westhaven School have an EHCP. Before entry their parents, and then the student, usually have visited the school. Places are offered subject to availability and suitability and only if parents feel that they can support the recommendations set out in this booklet. Mutual co-operation between parents and the staff of the school is seen as the key to a successful educational experience for each child.

## Pastoral Care and Support

We aim to ensure that all pupils additionally enjoy a wide variety of interesting and challenging experiences, including residential visits. We provide a high quality of education, which will enable our pupils to achieve success in learning beyond their original expectations and is valued by the pupil, their parents and the local community. As well as our Pupil Voice groups and Tutoring system we also have a Learning Mentor who is able to support students pastorally. In addition, the Headteacher maintains an "Open Door" policy whereby any student who may feel the need to see her may do so at any reasonable time.

## Safeguarding Children—Child Protection Procedures

Westhaven School follows the North Somerset Child Protection guidance and has designated teachers for safeguarding. All staff are aware and trained on the necessary procedures and every reasonable step is taken to ensure the well being of all students in our care.

## Curriculum Complaints

In accordance with the 1988 Education Act (Section 23), complaints about the curriculum and related matters may be made in the first instance to the Headteacher. Full details of the complaints procedure are available from the school.

# General Information Continued

## Parental Entitlement

All parents/guardians connected with the school have a right of access to all documentation specifically relating to their child. Parents also have a right of access to the following documents:

- The School Curriculum
  - The National Curriculum and other associated documentation
  - Any published HMI and Ofsted reports that refer expressly to the school
  - Any syllabuses followed (whether for public examinations or otherwise)
  - The arrangements for the consideration of complaints about the school curriculum
  - School policies concerning RE and Sex and Relationship Education
- Enquiries about any of the above should be made to the Headteacher in the first instance.

## Attendance

The total number of students on roll is 96. Regular attendance and punctuality is essential. Only illness is considered a reason for absence from school. Headteachers are not allowed to authorise holidays during term time. If there are exceptional circumstances in regards to an absence request on rare occasions the headteacher may be able to authorise the absence. It must be remembered that schools are closed for 14 weeks each year and it is therefore possible and preferable for all holidays to be taken during these breaks so educational continuity is maintained during term time. If a parent takes holidays which have not been authorised it is likely the Education Welfare Service will become involved and penalties may be issued.

If your child is going to be absent from school would you please inform the school by telephone first thing in the morning. Our telephone system has an automated absence line, where messages can be left. All unexplained absences are always followed up. We also check on lateness. If a student is late too often without good reason this also has to be noted as an unauthorised absence. All absences are noted on a computer programme and the Education Welfare Service becomes involved with any student who has less than 90% attendance.

Parents are asked not to send children to school who are feeling unwell in the morning. If your child has had sickness or diarrhoea they must not return for 48 hours. If a child falls ill or has an accident at school we use our Emergency Contact phone number(s) to inform you and ask you to collect your child if possible. In the case of an emergency children will be taken to hospital.

All students are expected to take part in the Physical Education programme and either a note or a medical certificate should be sent prior to any withdrawal from these activities.

# General Information Continued

## Changes of Personal Details

Parents are asked to inform the school immediately of any changes of address or telephone numbers.

## Transport Arrangements

Free transport may be provided for students who meet the Local Education Authority criteria. There is generally an escort on each larger vehicle, but it is the parents' responsibility to deliver the student to the vehicle. It is not part of the escort's duties to knock on doors for students.

When the student arrives home, it is for the parents to decide if their child will be met at the bus/taxi point. The escort will not bring the student to the door. The transport will rarely run early, but may occasionally be delayed by traffic conditions, breakdown or weather. Should the transport fail to arrive, it is the responsibility of parents to make sure the student is able to return home or to a relative or friend.

If a parent wishes their child to be dropped off at a different address after school, notice must be given and the school must be informed in writing. If a student is to go to the house of another student, then permission of both sets of parents is needed in writing. This can only extend to a change of vehicles if the vehicle is not already full with its normal load of students and the taxi company is in agreement. This will need to be checked with the Special Needs Transport Department at the Town Hall.

Appropriate behaviour is expected on school transport from all students at all times. Should there be any problems parents are asked to contact the Special Needs Transport Department in the Town Hall on 01934 888 888.

When students are old enough they are encouraged to travel to school using public transport. A free bus pass is provided. Students are also allowed to ride bicycles to school when they have written parental permission, however we cannot accept any responsibility for the safety of bicycles and have no bicycle sheds. Any bicycle brought to school must be roadworthy and students should wear cycling helmets.

## Equal Opportunities

It is Westhaven's intention to develop attitudes and ways of behaving which respect individuals regardless of their ability, ethnicity, gender or social circumstances. The school is unequivocally opposed to any form of harassment or discrimination and it seeks to form a partnership with Students, Staff, Governors and Parents to combat ignorance and prejudicial attitudes, both in school and in the community as a whole.

# General Information Continued

## Anti-Bullying Policy

Westhaven is totally opposed to bullying in any form and it will not be tolerated in school. Students are encouraged to talk to a teacher or a teaching assistant immediately if they have any worries and parents should contact school as soon as possible if they have any concerns. Anti-bullying policies are available on the school website.

## School Meals

Breakfast Club takes place every morning between 8.30 and 8.45 am and juice, toast, beans, cheese and cereals are available. There is currently no charge for breakfast. Lunch is prepared on the premises and served in the school hall. Dinner money is collected on the first day of each week for the whole week. Arrangements can be made for students requiring a special diet for health or religious reasons. Students may bring packed lunches if they prefer, to be eaten in the hall. Please ensure any drinks are stored in unbreakable containers. Packed lunches should include a well-balanced lunch with no fizzy drinks. All students remain on the premises at lunchtimes. There are a variety of activities available for all students at lunchtimes, these may include: quiet games, "chill out" club, watching a DVD, reading, computer games or activities in the ICT room.

## Home Learning

Home learning on a regular basis is available for students. It is particularly important that parents encourage their children to read as much as is possible. In lower school all students have weekly spellings and in middle and upper students are set regular home learning from most curriculum areas. Other home learning will be set at the teacher's discretion, or at the request of parents, in gradually increasing amounts as students move up the school. In upper school home learning will be set on a regular basis, due to requirements for external examinations. There is also a list of home learning tasks available on the website that can be encouraged at any time. We ask all parents/carers to support their child in managing their home learning.

## Smoking and Illegal Substances

Smoking is strictly forbidden for students, staff and Governors. Parents are requested to refrain from smoking in all areas of the school and its grounds. Any students found in possession of cigarettes, alcohol or illegal substances will be fixed term or permanently excluded.

## Confectionary

Chewing gum is not allowed in school and other confectionery may only be eaten at play times.

# General Information Continued

## Community Links

Westhaven is proud of its record of working within the community seeing it as an “outdoor classroom”. The school makes many educational visits within the local area and beyond. Such experiences are seen as vital to widen students’ appreciation of different people and their environment. Upper School students generally undertake two work experiences each of two weeks duration, one in Year 10 and one in Year 11, with a wide variety of local employers, which can include experiencing industrial catering to working in the local hospital. The school enjoys very positive links with a large number of local businesses and schools. In addition, Westhaven is a partner school with Hans Price Academy, a PE Specialist School, Worle School and Community Arts College and Broadoak Maths and Computing College. These partnerships offer our students opportunities for curriculum enrichment.

## Extra Curricular Activities

Good use is made of the school minibus with sporting and curriculum related activities. Visits are made throughout the year including some residential experiences, both in this country and in France. All students have the opportunity to represent the school by participating in inter-school sporting activities including swimming, football, etc, which are organised by the Somerset Special Schools Sports Association.

## Charges for Activities

The Governors support the policy that, within the resources available, education should be free and to that end will use available funds to the full. Parents may be requested to make a nominal voluntary contribution towards certain activities, but no student will be excluded from any activity through failure to make such a contribution and it is anticipated that this will continue to be so in the future. In the case of materials for Food Studies, Design Technology and Art, if parents wish to own the finished product then materials must be paid for. Parents are asked to pay board and lodgings on residential trips. Traditionally, parents have been pleased to support the various fund raising activities and we do appreciate the fund raising help we receive, which helps us to run the minibus and finance trips. The school will pay any fees incurred when students are entered for external examinations.

## Extended Activities

Extended activities are offered for all students from 3.00 pm – 4.00 pm. Please see our website for the most up to date list of these activities.

# Outside Agencies

The school has strong ties with many outside agencies affecting the health, welfare and future of our students. The professionals involved with the health and welfare of your child may discuss your child and inform you if they have any concerns.

## Speech Therapist, Occupational Therapist and Speech Therapist

The occupational therapist and physiotherapist visit the school regularly to set up programmes, which are implemented by staff. The therapists will monitor and assess students to evaluate their individual progress and set new targets.

## Careers Advisor

A specialist careers adviser visits the school regularly and interviews students in Key Stages 3 and 4 in preparation for their transition from school to Further Education, training or work.

## Education Psychologist

The educational psychologist visits the school and may meet with parents to discuss their child, which is an important facet in making any assessments.

## Links With Weston College

The school enjoys very strong links with Weston College of Further Education, particularly for some Year 10 and all Year 11 students who access it on a weekly basis. This enables them to gain extra skills and supports with transition at Post 16.

## Family Support Advisors

We employ a Family Support Adviser who supports parents, liaises with other agencies and works with any students who request emotional or social skills support. This role is very supportive of parents and is greatly valued by parents.

This document relates to the school year commencing September 2015, although the information and particulars herein were correct for this year at the date of publication. It should not be assumed that there could be no change affecting the relevant arrangements or some matter particularised before the start of, or during, the school year in question.

**Date of Publication: September 2015**

*The Freedom of Information Act requires publicly funded bodies, including schools, to be clear about the information they publish. We have produced a publication scheme setting out all the information we publish on a regular basis and where to find it. Please contact Mrs Hudson if you wish to see our scheme, or she could provide you with a copy free of charge.*