



# St. Anne's School, Sixth Form College and Residence

Statement of Purpose: Prospectus 2018-2019



**ST ANNE'S SCHOOL AND SIXTH FORM COLLEGE**

**St. Helen's Drive  
Welton, Brough  
East Yorkshire  
HU15 1NR**

Tel: 01482 667379

Fax: 01482 334691

Residence Tel: 01482 666217

Designation: A day school for children with severe learning difficulties with residential provision.

Age range 2-19 years

Co-educational

Number of pupils on roll 144

The Residence has places for a maximum of 18 pupils a day.

**Headteacher:-** Lesley Davis

**Chair of Governors:-** Geoff Ogden

**Assistant Headteachers:-** Christine Lee – Lower School  
Hendi Longman – Upper School  
Vicky Hubbard – Sixth Form

**Child Care Manager:-** Kay O'Neill

**School Business Manager:-** Sara Tharratt

**HR Officer:-** Kate Burgess

School hours for pupils 9.15 a.m. – 3.30 pm

The Residence is open 24 hours a day, 48 weeks of the year.

**School terms are as follows:**

<b>AUTUMN TERM 2018</b> <b>RE-OPEN</b> Tuesday 4th September 2018 Monday 5th November 2018	<b>CLOSE</b> Friday 26th October 2018 Friday 21st December 2018
<b>SPRING TERM 2019</b> <b>RE-OPEN</b> Tuesday 8th January 2019 Monday 25th February 2019	<b>CLOSE</b> Friday 9 <sup>th</sup> February 2018 Thursday 22 <sup>nd</sup> March 2018
<b>SUMMER TERM 2019</b> <b>RE-OPEN</b> Tuesday 23rd April 2019 Tuesday 7th May 2019 Monday 3rd June 2019	<b>CLOSE</b> Friday 3rd May 2019 Friday 24th May 2019 Friday 19th July 2019

## SCHOOL STAFF TRAINING DAYS

Monday 3rd September 2018

Monday 7th January 2019

Friday 5th April 2019

Monday 22nd July 2019

Tuesday 23rd July 2019

### Residence dates:

<u>December 2018</u>	Residence Closes – Sunday 23rd
<u>January 2019</u> *with school staff	Residence Opens – Wednesday 2nd
	Residence Closes – Sunday 6th
	*Staff Training Day – Monday 7th – <i>Safeguarding (Mercure Hotel)</i>
	School and Residence Opens – Tuesday 8th
<u>April 2019</u>	Residence Closes – Wednesday 17th
	Staff Training Day – Thursday 18th - <i>(subject TBC)</i>
	Residence Opens – Tuesday 23rd
<u>May 2019</u>	School and Residence Closes – Friday 3rd
	School and Residence Opens – Tuesday 7th
	School and Residence Closes – Friday 24th
	Staff Training Day – Tuesday 28th - <i>(subject TBC)</i>
	Residence Opens – Wednesday 29th
<u>August 2019</u>	Residence Closes – Friday 9th
	Staff Training Day – Tuesday 27th - <i>(subject TBC)</i>
	Residence Opens – Wednesday 28th

# St Anne's School, Sixth Form College and Residence

## Statement of Purpose

The ethos at St Anne's is that every person employed, paid or voluntary, wherever they are, whoever they are with, whatever they are doing, has these fundamental responsibilities in their involvement with children and young people are:-

- valuing pupils as individuals
- treating children with dignity and respect
- caring for pupils first
- keeping pupils safe.

## Our Principles and Practice are to:

- enable pupils to communicate and interact with others
- enable pupils to express preferences, communicate needs, make choices, make decisions and choose options other people act on and respect.
- prepare pupils for adult life in which they have the greatest degree of autonomy.
- increase pupil's awareness and understanding of their environment and of the world.
- encourage pupils to explore, to question and to challenge.
- provide a wide range of learning experiences for each pupil in each key stage suitable for their age.

## Accreditation

Across the School and Residence we offer the following qualifications for young people:

### KS4

Examination Board	Awards and Qualifications
AQA	Skills for Life ( Maths, English and Communication, ICT, the Workplace, Independent Living, Social Well Being, Leisure)
ASDAN	Expressive Arts
ASDAN	Workright

### KS5

Examination Board	Awards and Qualifications	External Providers
AQA	Skills for Life (Maths, English and Communication, ICT, the Workplace, Independent Living, Social well Being, Leisure)	
Archbishop Of York	Young Leaders Award	
BSA	Sailability	Welton Waters
BSA	Kayaking	Welton Waters
ASDAN	Towards Independence	
Duke of Edinburgh	Bronze Award	
Trinity College London	Arts Award	Castaway

### Residence

Examination Board	Awards and Qualifications	External Providers
Trinity College London	Arts Award - Discover	Dave Watts – Creative Music
Trinity College London	Arts Award – Explore (entry level 3)	Dave Watts – Creative Music
Duke of Edinburgh	Bronze Award	

## Admission arrangements for the school:

All pupil admissions will be made in accordance with Local Authority (L.A.) procedures and school policy. All pupils enter St Anne's School with a Statement of Special Education Need / Educational Health Care Plan. All admissions are made through the LA. Details of the local school offer are available on the school website ([www.stannes-eastriding.co.uk](http://www.stannes-eastriding.co.uk)) Pupils can be admitted to the school from age 2 years following a referral from the special needs section of the L.A. The school admits pupils from other L.A's at the discretion of East Riding L.A. The number of places available varies from year to year and depends upon how many pupils leave at the end of each academic year.

## Admission arrangements for the residence:

Pupils can access the residence following an assessed being identified by an outside panel which then agrees the funding level for a short break stay (ie. an overnight stay). Only children and young people on the school roll can access the residence.

## Anti-Bullying:

The school have an anti bullying policy as part of its Safeguarding commitment, please see our website.

### **Attendance:**

Regular attendance is essential for all pupils. If your child is ill, please inform the school by telephone on the first morning of your child's absence. If the illness continues the parents/carers should continue to update the school about their child's condition. It is the responsibility of parents/carers to inform school transport of their child's illness. Our authorised absence rate for 2017/19 was 6.96% with an unauthorised absence rate of 1.80%. If a child feels unwell in the morning parents are advised not to send them into school. If a pupil becomes unwell at school or has an accident in school, the school will make contact with the parents / carers to inform them and may suggest that their child needs to go home. In case of emergency, pupils will be taken to hospital and parents / carers will be informed.

### **Autism:**

The school and residence was awarded with the Autism Accreditation in June 2017. Further details can be obtained from Assistant Head, Chris Lee.

### **Behaviour:**

At St Anne's we take a positive approach to behaviour and encourage pupils to show respect and care for others and property. The school has a Behaviour Policy, which is in line with the principals of Team Teach, which all staff are trained in. A copy of this is available on the school website.

Self-management of behaviour is encouraged. All staff are encouraged to understand the function of behaviour, and are conversant in diffusion techniques as a means to supporting the pupils in managing their emotions in a positive way. For some pupils, De-escalation Plans (DeP's) are in place, to ensure that all staff follow a consistent and agreed approach, using identified strategies to support each pupil. Incidents are recorded electronically and are monitored for trends and patterns.

### **Breakfast club:**

A free breakfast is available each morning for identified pupils. The club is supported by voluntary donations. To discuss this option please contact the Pastoral Care Co-ordinator.

### **Care Plans: See medicines**

### **Change of Address:**

Parents are asked to inform the school and residence immediately of any change of address or contact details including mobile / landline telephone numbers.

### **Charging and Remissions Policy:**

We do not make a charge for school-time activities. However we may request a voluntary contribution for visits, cookery ingredients, horse-riding, etc. All pupils will participate in such activities, whether or not parents or carers make a voluntary contribution.

### **Children's Commissioner for England**

The Children's Commissioner for England is Anne Longfield OBE.

She has a statutory duty to promote and protect the rights of all children in England in accordance with the United Nations Convention on the Rights of the Child.

The Children and Families Act 2014 gives her special responsibility for the rights of children who are in or leaving care, living away from home or receiving social care services.

It is her job to make life better for all children and young people by making sure their rights are respected and realised and that their views are taken seriously.

### **Childline:**

Childline state – "you can talk about anything. No problem is too big or too small.

Call free on 0800 1111 or get in touch online. However you choose to contact us, you're in control. It's confidential and you don't have to give your name if you don't want to"

### **Child Protection/Safeguarding:**

As a school and residence we will report and record any obvious or suspected case of child abuse to the Social Care Team including non-accidental injury, neglect, emotional abuse and /or sexual abuse. Where appropriate, parents will be consulted/contacted. This procedure is intended to protect children. The named safeguarding officers for St Anne's are Mrs Kay O'Neill, Mrs Deena Lidgett, and Mrs Lesley Davis.

### **Class Organisation:**

Class sizes range from groups of 6-13 pupils. Depending upon need each class has a teacher and two or more support staff.

Classes are organised predominantly by age, all classes are of mixed ability with provision focused on specific individual educational need. There may be 2 and sometimes 3 year groups together in the same class base.

The school day is organised into 2 sessions; 9.15-12.00pm and 1.15-3.30pm.

### **Communication:**

The school and residence use augmentative approach to communication including signing and symbol support to enhance the learning experience of students with communication difficulties.

### **Complaints:**

The school and residence has a complaints, compliments and concerns book located in each of the key areas. This is updated regularly.

Full details of the complaints procedure are available from the school or on the school website.

### **Council Meetings:**

Student Voice – a representative from each class attends a school council meeting once a month  
Residence Council – meetings are held every 6 weeks and include all children and young people staying in the residence that night. An independent visitor from the East Riding Children and Participation Team attends and chairs the meetings, all meetings are documented and available for parents and visitors to see.

### **Curriculum:**

The school curriculum is diverse, challenging and respective of the individuals' interests and ability. We follow the National Curriculum and work with parents and carers to set stimulating and exciting targets for each child as part of their learning profile. Curriculum delivery is carried out in a variety of ways e.g. whole class groups, small groups or one-to-one.

### **Equal Opportunities:**

It is our St Anne's intention to develop attitudes and ways of behaving which respect individuals regardless of their ability, colour, culture, gender or social circumstances. The school is unequivocally opposed to any form of discrimination.

### **Extra Curriculum Activities and Educational Visits:**

The school and residence has its own mini buses, the use of LA mini buses and those of a neighbouring school. These are used to allow pupils access to and the opportunity take part in offsite activities. All visits are in line with curriculum planning.

### **Governors:**

St Anne's is a maintained LA school governed by a Governing Body. The full governing body meet three times a year, with committees meeting at least termly.

The governing body have a section within the website.

### **Home learning:**

Pupils may receive home learning tasks related to topics or specific curriculum areas. Each classes planning (on the school website) may have suggestions for those parents that wish to extend the learning into the home.

**Human Resources:**

The school has a human resources officer who works across the school and residence monitoring staff issues and welfare.

**Inclusion:**

As well as being fully included in all aspects of school life, pupils from all phases are involved in inclusion links with schools from the Hessle Federation of schools and primary schools links with our Hunsley partnership schools. Additional inclusion is also available via work placements and college links.

**Jewellery:**

Pupils are not encouraged to wear jewellery in school and the residence. Staff should keep items to a minimum for safety.

**Medicines:**

All parents/carers are asked to complete a care plan on which medical details including medication is asked for. The school can only administer medicine which is in the original box, has clear in date labels, pupils correct name etc, this is to ensure the correct dosage is given. These are updated throughout the year, with opportunities to update at all parents evenings and parent based events.

**Mobile App:**

We have a mobile app that can be downloaded for free via the app store and typing in 'School Jotter' and searching for St. Anne's. Alerts are sent when the website is updated of events at the school or residence.

**National Curriculum Assessment:**

All pupils follow the national curriculum except the study of a modern foreign language. All pupils have been disapplied from this element of study due to the majority of our pupils having communication difficulties. Assessment is made by teacher observation, scrutiny of pupils work and the use of the B squared assessment tool.

**Ofsted:**

The School is inspected every 3 years, the last inspection was in November 2017, and we were graded as outstanding.

The residence is inspected every year, the last inspection was in November 2017, and we were graded as outstanding.

Ofsted reports can be found on the website [www.stannes-estrading.co.uk](http://www.stannes-estrading.co.uk)

**Other Agencies:**

The school and residence work very closely with other agencies who may be involved with a pupil. This is always with the consent of parents e.g. 0-25 SEND Social Care Team, Educational Psychologists, Dietician, SALT and CAMHS.

**Parents' Support groups:**

The school and residence has two very active support groups based at strategic points of the schools' catchment area. They compliment each other and are always welcoming to new parents. If you would like to become involved please leave your details at the school office and a committee member will contact you.

**Pastoral Care Co-ordinator:**

The school has a pastoral care co-ordinator who works across the school support identified children and their families. Further details can be obtained from the school office. Students requiring more intensive emotional or social input have access to our ELSA suite and our designated member of staff trained in ELSA support (Emotional Literacy).

### **PSHCE:**

This includes all areas of daily living skills e.g. dressing, eating, hygiene, as well as a full range of social interaction skills. We cover work habit, personal organisation, managing own behaviour, independence, co-operation with others, dignity, equality and self esteem. Play and leisure skills are also included. We aim to develop a positive self image. The school have adopted the Jigsaw PSHCE programme of study across the school.

### **Pupil Premium:**

This is a government initiative which drives further funding into schools. One way that the funding is driven by the number of pupils eligible for free school meals, further information can be obtained from the school office. We publish a full report of the pupil premium expenditure on our school website.

### **Residence:**

The Residence is an adjacent but separate building to the school. The residence has 18 beds and is used by over 40 young people over a 7-day period. All stays are subject to agreed funding and available resources for the individual child or young person prior to starting. Young people use the residence according to individual need, subject to suitable bed availability and stays in the same room and on the same nights each week. Overnight stays at the residence are 3.30 p.m. - 9.15 a.m. and all day at weekends and school holidays (when the residence is open).

The residence comprises of a main area and 2 flat areas. The building is over 40 years old, however the décor is kept up to date and bedrooms are individually themed. Areas are comfortable and homely.

There is no cost to parents for the use of residence as this is funded via the placing authority; however pocket money for activities is welcomed to support community activities.

Meals are planned and prepared by qualified catering staff, with the opportunities for young people to have their say on preferences. Themed holidays / events Chinese New Year, national vegetarian week, Halloween, Christmas are taken into consideration when planning, as are special dietary requirements of individuals. Staff take their meals with the young people and the mealtimes are promoted as a social activity with opportunities of gaining independence.

The residence gives parents and carers a break from their caring role, but offering peace of mind that their child is in a safe and caring environment. We promote contact with parents during a child's stay but also respect that some parents may choose not to ring in daily. Contact can be made directly to the child using the residence landline. When staff have concerns they will contact parents as and when and record the formal dialogue.

Independence, social and functional living skills are the key areas of work within the residence; targeted areas of work are identified for each young person during their stay and recorded. Progress is discussed informally during contact with family and formally through the annual review process. Staff regularly monitor and discuss achievement, allowing them to consider the next steps and future targets for the young person.

Activities are planned in advance, and we offer community trips weekly for all age groups. One-off experiences are offered across school holidays and weekends, but these are cost dependent. Staff organise fundraising events across the year to help keep monies topped up.

The Residence has a staff team of: a Child Care Manager, 3 Full-time Senior Child Care Officers, 6 Full-time Child Care Officers, 14 Part-time Child Care Officers, 5 Night Care Assistants, 1 Caretaker, 1 Cleaner and 5 Catering staff. There is also a pool of Assistant Child Care Officers who cover staff absence.

Each shift has a Senior Child Care Officer who is in charge during their allocated shift. All emergencies are reported to them and dealt with as required. The full time Child Care Officers

have keyworker responsibilities for the young people in residence. The Child Care Manager has overall responsibility at St. Anne's Residence.

All aspects of compliance are in accordance with the National Minimum Standards for Residential Special Schools, 2015. We are inspected annually by Ofsted and have regular visits from governors, and Independent Visitors. Visits are planned or unannounced but are all formally recorded.

The residence has a section within the website.

#### **Religious Education and Collective Worship:**

RE is taught in line with the East Riding syllabus, and weekly opportunities for collective reflection and worship occur regularly. The school has the provision for parents to opt-out on personal and religious grounds.

#### **Safeguarding:**

The school and residence has nominated 3 designated safeguarding officers (DSLs). These are Kay O'Neil: Residence Child Care Manager, Deena Lidgett: Pastoral Care Coordinator and Lesley Davis: Head teacher.

The relevant policies are located on our website, and staff receive regular training on all aspects of safeguarding including prevent and Online safety.

#### **Sanctions:**

The school and residence focus on positive behaviour management, but has a specific sanctions policy listed under De-Escalation Policy on our website.

#### **School Meals:**

All school meals are prepared on the school site. The canteen caters for all dietary requirements as long as they are supported by a professional letter.

Currently the cost is £2.30 per day; parents are encouraged to pay dinner money online.

From September 2014 all infant aged pupils are entitled to a free school meal and parents of older pupils may be eligible to apply for free school meals for their child if they are in receipt of certain state provided benefits. Please ask at the school office for further details.

#### **School Organisation:**

At St Anne's we have three phases, Primary (2-11) (the primary phase includes Early Years (EY), Secondary (11-16) and Sixth Form (16-19). Each phase is led and managed by a member of the senior leadership team. We use a variety of teaching strategies dependant on the phase, individual needs of pupils and the subject.

#### **School Uniform:**

Pupils wear grey / black trousers or skirt, with a pale blue polo shirt and a royal blue sweatshirt or cardigan. Sixth form students may choose to wear black trousers and a white shirt or polo neck, with a black jumper. Orders can be placed via the website; all ordered uniform comes with the school logo embroidered on it. A school fleece and coat / bundles are also available to order. We ask all parents/carers to mark all clothes and belongings with their child's name.

#### **Special Educational Needs Policy:**

All our updated policies are displayed on the school website [www.stannes-eastriding.co.uk](http://www.stannes-eastriding.co.uk)

#### **Sex Education (RSE):**

We are required to provide sex education lessons as part of the National Curriculum. We have assigned a member of the Middle Management Team to lead the provision across the school. The RSE curriculum will develop the pupil's and student's skills at levels appropriate to each pupil/student. It will be relevant to everyday life and promote increased awareness and understanding of RSE. We provide enriching experiences that encourage the pupil/student to

interact, be fully accessible to each pupil's individual needs and level of ability, and take into account current safeguarding issues such as Online Safety.  
The school has the provision for parents to opt-out on personal grounds.

#### **Smoking:**

The school has a no smoking policy and in line with the East Riding legislation has provided a designated smoking area away from the school and residence buildings.

#### **Specialist Support:**

St Anne's is supported by a dedicated team of professionals. We have a designated member of staff responsible for Home-School liaison and pastoral care as well as a team of external agencies. Our team consists of Occupational Therapists, Physiotherapists, IPAS (Integrated Physical and Vision service), Speech and Language support (SALT), Educational Psychologists, and a school nurse based on site at all times.

#### **Transport Arrangements:**

Transport to and from school is arranged by application to the Special Needs Department of the Local Authority. If transport is provided, there is an escort on each vehicle, but it is the parents' responsibility to deliver the pupil to the vehicle. When a pupil arrives home, the parents must meet the bus. If parents wish to alter transport arrangements they must contact the Special Needs Transport section on 01482 395522 (Glenda Wilkinson).

#### **Visitors:**

All visitors must sign in at the main school office. Parents requiring a meeting with a teacher/Head Teacher should make an appointment in advance, and then follow the visitor signing in procedure. Parents of pupils in the Residence are asked to contact the Child Care Manager. Visitors to the residence must follow the same signing in procedure to school.

#### **Volunteers:**

The school and residence regularly attracts students and volunteers wanting to learn and share in our good practice. Volunteers may work in any classes but would not be left unsupervised with our pupils. All volunteers are required to have a current DBS certificate, a copy of which is held in the main school office.

#### **Website:**

St Anne's School and Sixth Form College website can be found at [www.stannes-eastriding.co.uk](http://www.stannes-eastriding.co.uk) it is reviewed and updated regularly. All school policies, information about the school and events are available on the website; the calendar informs parents of trips out in school and residence. We welcome feedback or comments of how it can be improved.

#### **Work Experience:**

Pupils in years 10, 11, 13 and 14 have the opportunity to take part in a work experience which can be an internal or external provision. These are individualised and linked to awards and qualifications