



# Prospectus 2020 - 2021

**August 2020**

**Date of Next Review: September 2021**

**Person Responsible: Miss Jodie Colbourne**



## Key Contacts

Old Park School  
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Headteacher: Miss Jodie Colbourne  
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## Welcome

This prospectus is intended to give you some background information about us, encourage you to visit and consider the school as a place where your child can develop and thrive. It is also available to all parents and carers in a hard copy form or on our school website and gives an update on the running of the school.

Our most recent Ofsted Inspection in September 2018 was very successful and the school was judged to be 'outstanding' for the third time. Inspectors agreed that the outcomes were outstanding for pupils of all ages.

We have a dedicated and highly skilled team of staff who ensure that every individual reaches their full potential. We believe that 'Every Child Matters' and this can be seen by the care and support we give to all children.

We believe that communication is the key to all learning and we provide for all children a 'Total Communication' environment. This can be seen as you look around our school. We provide training in communication and in particular Makaton across the whole community.

We were delighted to move into our purpose built school in November 2011. The school has been designed to ensure every child can be included and their needs met.

Classrooms are large and spacious and the school is extremely well resourced with sensory, soft play, music, ICT, library and cookery rooms as well as a kitchen for development of independence skills. We also have a swimming pool with lighting and a sound system.

We have excellent outdoor learning areas where we are able to offer 'Forest School' experiences.

At Old Park School we believe that education is a partnership between home and school and we encourage you to be actively involved in the progress of your child. You are warmly welcome to come into school at any time to discuss your child's progress. Throughout the school year there are many opportunities to visit us to enjoy plays, special assemblies, open days, information sessions and family events.


Regular newsletters are sent to parents and carers and we have two parents evenings each year. Parents are also asked to attend the 'Annual Review Education Health and Care Plans which are held throughout the year.

Our school website contains lots of information and we strongly recommend that you pay a visit.

Best Wishes, Miss Jodie Colbourne (Headteacher)

## Our Vision, Mission and Values

At Old Park our vision, mission and values are driven by four key areas: the unique learner, positive relationships, engaging environments, learning and development. These are at the centre of our school ethos and the principles of each are shared by all members of our school community. They are underpinned by our culture of safeguarding. Each area is used to develop the provision we provide now, tomorrow and in the future.



*The Unique Learner*  
Placing the young person at the centre of all that we do.  
We value **individuality** and **inclusion**.

At Old Park we strive to:


- Offer personalised provision that utilises the young person's EHCP to tailor our approach, addressing barriers to learning
- Provide a total communication environment that encourages and values the voice of the individual, their choices and contributions



*Positive Relationships*  
Working collaboratively towards the same goal.  
We value **trust** and **teamwork**.

At Old Park we strive to:


- Foster a sense of belonging for our young people and their family
- Develop and maintain strong partnerships with our school colleagues and those from other agencies including health and social care



*Engaging Environments*  
Utilising our school environment and the community around us.  
We value **responsibility** and **respect**.

At Old Park we strive to:

- Offer opportunities for practical learning, using the local environment to develop and apply skills
- Teach a sense of responsibility and accountability in caring for the world around us



*Learning and Development*  
Fostering a sense of independence, high aspirations and achievement.  
We value **engagement** and **encouragement**

At Old Park we strive to:

- Deliver outstanding teaching and learning, celebrating each achievement and encouraging young people to reach their potential
- Prepare our young people for each transition into adult life, developing confidence, independence and resilience

## School Organisation

Old Park is a community maintained Special School. We offer provision for up to 139 pupils between the ages of 4 to 19 and provide education for pupils with a wide range of learning difficulties.

### *Cognition and learning*

We meet the needs of children and young people with severe learning difficulties (SLD) and profound and multiple learning difficulties. (PMLD).

In addition pupils may have one or more additional needs in the following areas:

### *Communication and interaction*

Pupils at the school may also have speech, language and communication needs (SLCN) and have difficulty communicating with others. Children and young people with Autistic Spectrum Disorder (ASD) who are also likely to have particular difficulties with social interaction, are also provided for by the school.

### *Sensory and/ or physical needs*

Many of our pupils have sensory needs, such as a vision, hearing or multi- sensory impairment. Some pupils also have medical needs or a physical disability that requires additional support and equipment to enable the child to access the curriculum opportunities available at the school.

### *Social and emotional needs*

Pupils with these additional needs may experience a wide range of social and emotional difficulties which may result in challenging behaviours.

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The school is arranged into phases and we strive to make each area of the school age appropriate so that pupils enjoy a different experience as they progress through. Each phase is led by a member of the Senior Management Team and is organised as follows:

- Lower Phase ( Early Years Foundation Stage/ Key Stage 1)
- Middle Phase (Key Stage 2)
- Upper Phase (Key Stage 3)
- 14-19 Phase (Key Stages 4 and 5)

## The School Day

### Lower and Middle Phase

8.45am	Staff prepare for arrival of pupils	
8.50am	School starts	
8.50 – 10.15am	Morning Lessons	9.30 – 9.45am Wed Phase Assembly
10.15 – 10.30am	Snack	
10.30 – 10.45am	Break	
10.45 – 11.45am	Morning Lessons	
11.45 – 12.45pm	Lunch	
12.45 – 2.45pm	Afternoon Lessons	
2.45pm	Preparation for home time	
2.55pm	Parent collection/transport begins	
3.25pm	Staff finish	

### Upper and 14-19 Phase

8.45am	Staff prepare for arrival of pupils	
8.50am	School starts	
8.50 – 10.30am	Morning Lessons	9.30 – 9.45am Tues Phase Assembly
10.30 – 10.45am	Snack	
10.45 – 11.00am	Break	
11.00 – 12.15am	Morning Lessons	
12.15 – 13.15pm	Lunch	
13.15 – 2.45pm	Afternoon Lessons	
2.45pm	Preparation for home time	
2.55pm	Parent collection/transport begins	
3.25pm	Staff finish	

## Curriculum

Old Park School provides a curriculum that is relevant, stimulating and which meets all statutory requirements. We aim to provide a curriculum that helps children to become as functionally literate, numerate, communicative and as independent as possible in an environment that promotes positive learning experiences. We provide access to a high quality education and ensure that we do all we can to meet pupils individual needs.

The National Curriculum is taught and developed by use of multi-sensory experiences, enrichment, inclusion and off-site experiences.

Lower, Middle and Upper Phases use a thematic approach to some subjects. The ethos of Foundation Learning is embedded in the 14-19 Phase of the school and all pupils are entered for accredited qualifications.

Accredited courses and awards are offered to all students in areas appropriate to each individual: functional, vocational, personal and social development. Each pupil in the 14-19 Phase has their own individual learning plan based on a final destination Post 19. This plan is discussed with parents and carers.

The classes throughout the school are organised carefully with consideration of the primary need and learning style of each pupil in mind.

The school benefits from a hydrotherapy swimming pool and swimming teachers who are trained in the Halliwick Method of supporting learning with PMLD pupils. A multi-sensory room is available and designated pupils access this learning environment regularly.

## Total Communication

Communication and interaction is central to all that we do at Old Park School. It enables our pupils to make choices, be informed about what is happening to and around them, express their likes and dislikes, exert their human rights and make a positive contribution to their community.

At Old Park we follow the 'MORE principles'. These focus on ensuring every pupil has the means, opportunities, reason and environment to communicate. This means we consistently provide opportunities for pupils to develop a meaningful and functional system of Total Communication using verbal and / or non-verbal communication. This may include speech, Makaton signing, PECS, use of photographs, pictures, symbols, Objects of Reference, on-body signing, communication aids or AAC equipment.

## Admissions

Admission to Old Park School is through a recommendation from an Education Health and Care Plan. To be considered for a place, a pupil will have, or be in the process of receiving, an Education Health and Care Plan. The plan will identify their complex needs and will include severe learning or profound and multiple learning difficulties.

### Pre-Visits

Before contacting school, parents are required to speak to the Dudley SEN team. They will ensure that parents are signposted to the most appropriate provision within the borough. When it is deemed that Old Park School is a suitable setting, then parents are welcome to contact school to arrange a pre-visit.

### Representation, Referral and Consultation

The local authority is responsible for the Education Health and Care Plan and retains the responsibility for deciding whether to name Old Park School in the plan, based on the individual needs of the child.

Referrals and consultations for admission to Old Park School will arise from a pupil's needs as identified within an Education Health and Care Plan with the recommendation agreed by the Local Authority where Old Park School is named. Referrals can be made from several sources including mainstream or other special schools, pre-school assessment units, enhanced nurseries and pupils from out of borough. Parents may make representations for a placement at Old Park School.

The Local Authority is required to consult with Old Park School before naming it in the child's EHC Plan. The Head teacher will look at a range of information to make an informed decision. The Head teacher has 15 calendar days in which to respond to the formal consultation.

A request for a place at Old Park School must be agreed by the school and the LA SEN panel.

Old Park School will not agree to admission where it is felt that –

- the school is unsuitable for the student's age, aptitude or special educational needs
- attendance at the school would be incompatible with the provision of efficient education for others
- attendance at the school would be incompatible with the efficient use of the school's resources

### Multi-Agency Contact

The Headteacher may contact the previous establishment or agency to discuss the suitability of the placement, and school staff or the Headteacher may make a home or school visit if necessary.



## Admission into School

Documentation including permissions that is needed prior to pupil entry will be sent to parents/carers. Parents are encouraged to complete the forms at the school and discuss any care/medical needs and special requirements with the school nurse and staff. A health care plan will also be completed. We will also send information about home to school transport that is arranged by the Local Authority.

For certain pupils' risk assessments, specialised equipment and training for staff is required prior to the child starting school.

Admissions dates are usually September apart from pupils already in full time education. Transition plans will be made on an individual basis. In some circumstances, phased induction may be necessary.

Parents may telephone or contact the school regularly during their child's initial settling in period. We will also correspond in the Home/ School Book. During the first term, an informal meeting will be arranged by the class teacher who together with teaching assistants and parents/carers, can discuss the placement of the child, progress made and how the child has settled into school. This meeting will normally take place during a home visit carried out by the class teacher and support staff.

Parents and carers may contact Dudley LA SEN Team using the following details

The Special Educational Needs & Disabilities (SEND) Assessment Team  
Ladies Walk Centre,  
Ladies Walk Sedgley,  
Dudley,  
West Midlands.  
DY3 3UA  
01384 814360  
[senteam@dudley.gov.uk](mailto:senteam@dudley.gov.uk)

## Attendance and Absence

Good attendance helps the pupils in our school community to maximise their learning. At Old Park School, we recognise that good attendance is central to raising standards and pupil progress. Consequently, we are committed to promoting excellent levels of attendance in order to enable our pupils to take full advantage of the educational opportunities available to them.

We acknowledge and understand that for some pupils who attend Old Park School, in particular those with complex medical needs, attending school fulltime may not be possible or in their best interest. Where this is the case, School works proactively with families and our nursing team to identify and implement educational provision appropriate to their needs.

We ask parents to -

- Ensure their child attends school regularly and is properly equipped and in a fit state to learn every day that school is open
- Ensure that their child is punctual at the start of the school day
- Notify the school of any absences by 9.15am
- Provide the school with up to date contact details and telephone numbers for every adult with parental responsibility. If contact details change then we must be informed of new details within 24 hours
- Complete a 'Leave of Absence' request form for any time required off school that is not due to illness or medical appointments i.e. exceptional circumstances. This must be made in writing (using the application form available from the school office) to the Headteacher 15 days in advance of the proposed start date of the absence.
- Collect their child on time
- Work with the school to improve matters if attendance becomes an issue

## Keeping Our Children Safe

The school places safeguarding and welfare of pupils at the centre of everything that we do. Our safeguarding procedures are robust and led consistently by the Designated Safeguarding Leads.

Old Park School mission, vision and core values are understood by all. Our core values, agreed after consultation with our school community promote individuality, inclusion, trust, teamwork, responsibility, respect, engagement and encouragement.

The school is highly staffed and all pupils at whatever level have a key person who they can trust and feel secure with. Parents and carers are well-supported by our Family Support Worker.

A school nurse provides medical support across the school, ensuring protocols and procedures are followed and provides support and training to staff.

## **Working in Partnership**

We believe that close working with parents and carers is essential.

All prospective parents are warmly welcomed to visit the school and if it is agreed that this is the school that will best meet your child's needs, a transition plan will be put in place.

We hold termly parents evenings when we discuss your child's achievement and progress and agree PPP targets for the following term. You are also very much encouraged to come along to your child's Annual Review.

We also arrange medical clinics at school for you to see your child's paediatrician or school doctor and we hold regular 'Agreed Behaviour Support Plan' meetings for pupils with behaviours that challenge.

All pupils have 'Home to School' communication books and we ring you if needed.

As well as more formal meetings there are a whole range of informal opportunities available to come in and see us. Parents are always invited to special assemblies and school events such as family learning sessions and coffee mornings.

We do like to keep you well informed about what is happening at the school. We have a website, Facebook page and use the School Life app.

## **Raising Concerns and Resolving Complaints**

Our aim is to ensure that you are happy with the school provision. We would firstly suggest that you contact your child's teacher. If the problem is still not resolved we would ask you to contact your child's phase leader.

A copy of the schools complaints procedure can be found on our website.