

# **INFORMATION BOOKLET FOR PARENTS/CARERS**

**March 2019**

*The following information is for Rossendale School, which is part of the Priory Group.*

**Head Office:** *Priory Group, 80 Hammersmith Road, London W14 8UD*  
**Telephone:** *0845 2774679*

**School Address:** *Rossendale School, Bamford Road, Ramsbottom BL0 0RT*  
**Telephone:** *01706 822779*

**Proprietor:** *Priory Education Services Ltd*  
*Andy Cobley (COO)*  
*Munstead Heath, Godlaming, Surrey GU7 1UW*  
**Telephone:** *01483 892 061*

**Governance Lead:** *John Anderson*  
*(Managing Director)*  
**Telephone:** *01483 892 061*

**Head Teacher:** *David Duncan*

## **Activity Week**

During the final week of the Summer Term the entire School and staff group are engaged in various out of School activities instead of formal lessons. The week provides an enjoyable end to the School year and lays the foundation, both in relationship and work terms, for much of the progress that can be made in the following academic year. This week is also a significant contribution to the social and emotional needs of our pupils by providing extensive experiential learning opportunities.

## **Admission Process**

Rossendale School provides education for children who have significant social, emotional and behavioural difficulties and who may also be diagnosed as suffering from a variety of syndromes, including those on the Autism Spectrum. The School provides education for young people between the ages of 7 and 18. All admissions are made in accordance with the current school policy and the appropriate legislation. Admissions to School take place at any time during the school year in order to minimise the amount of time children spend out of the classroom.

Requests for places are made in writing by Local Educational Authorities who will forward the child's Statement of Special Educational Needs made under the 1996 Education Act. Much of this legislation has been superceded by the Children and Families Act 2014 and all statemented pupils are in the process of having their statement replaced by an Education, Health and Care Plan under the 2014 Act. Following this an admission interview is arranged allowing parents/guardians and the child to visit the School and discuss the Statemented Needs in full. If Rossendale School feels it can meet the needs of the child the Local Education Authority will be informed and an admission date arranged.

Places are offered subject to availability and suitability and only if parents/guardians feel they can fully support the placement. Mutual co-operation between parents/guardians and staff of the school is seen as a key to successful placement at Rossendale School.

## *After School Clubs*

In line with School policy, every effort is made to address individual needs. As a consequence a network of After School Clubs has been established to meet the various needs of our pupils. After School Clubs aim to teach pupils how to use their leisure time productively by encouraging them to develop skills and talents in a variety of different activities. They are an integral part of the overall "education" package delivered by the School. Parents/guardians are asked to support this programme to which pupils commit themselves to attendance for a half term period after which the situation will be reviewed.

## *Anti-Bullying*

The School places great emphasis on young people being able to feel safe and secure in School. We do this through establishing a network of strong relationships between adults and pupils, pupils and pupils and adults and adults. Staff meet regularly to discuss any concerns or issues and pupils are represented at the School Council where any issues or concerns can be raised. In addition there is a form period twice a week where young people are actively encouraged to raise any issues and concerns and every pupil in School has a Form Tutor, a Special Support Assistant and an individual Keyworker. Access to any or all of these members of staff is available to any young person at any time.

The School does not condone bullying in any shape or form and active measures are put in place immediately should any incident occur. Fortunately as a consequence of our high staff-pupil ratios little opportunity exists for bullying to remain undetected. Issues are always addressed face to face with the victim and the perpetrator and permanent solutions and resolutions are sought. Parents are always informed of any incident through the Keyworker and where necessary parents are involved in the resolution process. Once again a comprehensive policy is available to parents on request.

## *Attendance*

Regular attendance and punctuality is essential for your child's education and also as training for future life. Only genuine illness or extreme domestic emergency are considered authorised reasons for absence from school.

A pupil who has been absent from school must, on return, bring a note explaining the absence; this ensures that no pupil can be absent without the knowledge of parents/guardians. It would be helpful if parents/guardians could telephone School immediately they are aware of any reason for their child being absent rather than waiting for the pupil's return to school, especially if the absence is likely to be prolonged.

The school undertakes to follow up any unexplained absence as quickly as possible and the co-operation of parents/guardians is greatly appreciated.

The attendance figures for the last school year were as follows:

### **2017/2018**

Actual Attendance	:	93.65%
Authorised Absence	:	5.00%
Unauthorised Absence	:	1.34%

Pupils are awarded certificates at the end of each half term for good attendance, which forms part of their Record of Achievement.

Part of the success of Rossendale School is due to the commitment and hard work of the staff group. The average attendance of our staff group was over 96% during the last academic year.

## *Behaviour*

Children and young people need to know the boundaries of acceptable behaviour. Communicating and maintaining these boundaries are integral parts of teaching and caring. One of the principle purposes of control and discipline that is fundamental to the entire ethos of Rossendale School is that it should enable pupils to begin to internalise control so that the need for external control is diminished. If at the same time staff actively work at engendering feelings of self-worth and self-respect in our pupils, they will be motivated towards improved behaviour and enabled to live in harmony within a wider society, without the need for overt and externally imposed controls.

An integral part of the role and function of staff at Rossendale School is to effectively manage the difficult, volatile behaviour exhibited by some pupils. Staff are trained in de-escalation and holding techniques so that pupils whose behaviour can be aggressive and volatile can be dealt with safely and effectively. The School has clear procedures for this which are followed by all staff so that there is consistency throughout the School.

In the event that serious misbehaviour occurs which impacts on the School's ability to provide an appropriate and safe education for a child, then regrettably on rare occasions exclusion may be used. Parents and the placing LEA would be notified immediately and arrangements would be put in place to meet formally at the School with parents, the young person and the LEA to discuss what would need to occur in order for that young person to return to School.

The School has a comprehensive Behaviour Management Policy and a separate Exclusions Policy and these are available to parents and placing authorities on request.

## *Calendar*

Parents/Guardians will be issued with a school calendar annually. This sets out all holiday dates and we would ask parents to try to arrange family holidays during these times.

## *Careers*

Careers Education and Guidance is an essential part of every pupil's curriculum entitlement. It aims to foster development of the knowledge, skills and attitudes necessary for individual pupils to make well informed educational and vocational choices.

Aspects of Careers Education are embedded throughout the curriculum from Year 4 onwards. However in Years 9 and above, pupils also have timetabled Citizenship lessons which encompass Careers Education. Our local Connexions Advisor is directly involved with Year 10 and Year 11 lessons for Lancashire pupils and for pupils from all other Local Authorities, Rossendale School contracts a specialist careers service provider.

Parents/guardians can discuss their child's careers aspirations at any time, either with School staff or appointments can be made for parents to see specialist staff from the Careers Service.

As part of the Annual Review system for Years 9, 10 and 11 pupils these aspects are discussed in detail, with all possible options considered.

A specialist Connexions Advisor visits the school on a regular basis and Rossendale School has a contract with the East Lancashire Careers Service to provide specialist advice and support for our pupils in this area.

Once a year the Rossendale area hosts a Careers Convention at which local companies and training organisations provide young people with information about future opportunities. All Key Stage 4 pupils from the School attend this event as it provides a useful starting point to discussing future plans.

## *Change of Address*

Parents/guardians are asked to inform the school immediately of any change of address or telephone number or emergency contact.

## *Child Protection*

It may be helpful to know that there is a legal requirement for Headteachers to report any obvious or suspected case of child abuse to Social Services including non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse. This procedure is intended to protect children at risk and schools are encouraged to take the attitude that where there are grounds for suspicion it is better to be safe than sorry.

This does mean that Headteachers run the risk of upsetting some parents/guardians by reporting a case which, on investigation, proves unfounded. In such circumstances, it is hoped that parents/guardians appreciate how difficult it is for Headteachers to carry out this delicate responsibility and would accept that the Headteacher was acting in what was believed to be the child's best interests. Wherever possible Rossendale does not take such action without prior consultation with parents/guardians.

## *Collective Worship*

School assemblies take place for upper school, lower school and primary pupils in separate areas of the School so that the focus of each assembly can be tailored to the age of the pupils. Collective worship at Rossendale aims to provide an opportunity for pupils to worship, to consider spiritual and moral issues and to explore their own beliefs. Assemblies are non-denominational and focus on "life issues". If for any reason you do not want your son/daughter to be included in these please contact the Headteacher in writing.

## *College*

In Years 10 and 11 pupils are given the opportunity, where appropriate, to sample Further Education in local colleges to help prepare them more effectively for leaving School. This course of action is generally formalised at Annual Review and would not normally occur without full consultation with parents or guardians.

## *Complaints*

In the event of being dissatisfied with any aspect of School, whether on your own behalf or that of your son/daughter, you should in the first instance contact either your son/daughter's Keyworker or Form Tutor. If this does not provide a satisfactory outcome you should contact Mrs Butler, School Administrator, who will arrange for you to speak to the Headteacher and/or make the School's complaints procedure available to you. In the course of the last academic year (2010-2011) 3 complaints were made. These were fully resolved to the satisfaction of the complainant.

## *Contacting School*

Schools are, as I am sure you are aware, busy working environments. The following has been put together to try to ensure that your telephone messages and enquiries are dealt with as efficiently as possible.

General enquiries, absence, taxis	-	<b>Mrs J Butler (School Administrator)</b>
Classroom issues	-	<b>Form Tutor</b>
Family/personal issues	-	<b>Keyworker</b>
Examinations	-	<b>Mrs E Duncan / Mrs J Slater</b>
Work experience/college placements	-	<b>Mr P McAuley / Mrs C Blackburn</b>

Matters of a more serious nature should be taken to Senior members of staff. Mrs Butler will pass on information if they are not available and ensure that your concerns are dealt with.

School is open for telephone calls from 8.15am on Monday morning right through until 5.00pm on Friday evening.

School's telephone number is: 01706 822779

School's email address is: rossendale@priorygroup.com

## *Holidays*

Parents/Guardians are asked to avoid taking their children out of School during term time as this has a detrimental effect upon their learning. School holidays are identified on the School calendar which is issued in June for the forthcoming year.

## *Homework Policy*

A booklet explaining in detail our homework policy is sent to all parents/guardians following admission.

## *Illness/Accident*

If a child falls ill or has an accident whilst at school we make arrangements for parents/guardians to be informed and the child is collected or taken home where possible. We have qualified first aiders on the staff who will deal with minor problems.

In case of emergency children will be taken to hospital. Parents/guardians will always be notified but it may not be possible for this to occur prior to transporting to casualty. It is therefore vital that Medical Consent documents are completed.

## *Initial Planning Meeting*

An Initial Planning Meeting will be set up within 12 weeks of a pupil being admitted to School A home visit will be made by the School's Head of Care prior to the Initial Planning Meeting, following this further visits can be arranged as necessary.

## *Jewellery*

Pupils are not allowed to wear jewellery, but may wear a watch, and any items relating to the pupils' religion, eg cross and chain, metal Karha etc, girls may also wear one pair of stud earrings. Please note: in the interests of safety, other items of jewellery are not to be worn in school. Parents are expected to fully support School in implementing this policy.

## *Medical Treatment*

There is no legal duty which requires School staff to administer medication; staff within Rossendale School do this on a voluntary basis. As part of your child's admission documents we ask you to sign a consent form for medical/operative treatment. This also covers your child when they are away from home on our residential week. Parents/guardians should provide Rossendale School staff with sufficient written information about their child's medical condition. Sharing information is important if staff and parents are to ensure the best care for a pupil. Within Rossendale School we have a member of staff with specific responsibility for medical treatment. We also have a number of staff who are qualified First Aiders. Rossendale School works closely with our School Nurse and School Clinical Medical Officer who attend School regularly to carry out medicals and give pupils immunisations and vaccinations. They are not employed by Rossendale School but are employees of the local healthcare trust.

## *Medication in School*

Pupils may bring medication into school whether it be for long or short term usage. However, we do require **in writing**, notification from parents/guardians stating the name of the medication and dosage to be administered. No medicines of any type can be given without parental consent.

Medicines **must** be supplied with their **original labels** to ensure the correct dosage is given.

**Asthmatic pupils must keep an inhaler in school at all times.** Please telephone the School if you have any concerns.

## *Parental Involvement*

The School makes it clear right from the initial interview that the relationship between parents and School is an essential one and that we have to work together jointly, with the same agenda, to ensure success for individual children. Parents are regarded as vital partners in our work of educating children and have an important supportive role to play in ensuring that behavioural standards meet the School's high expectations.

We like parents/guardians to visit Rossendale. It is good for children to know that their parents/guardians are interested in the school and their education. We believe the best team consists of the child, the parent/guardian and School staff working together. Parents/guardians are welcome to visit the school at any time although you should telephone beforehand to make an appointment as specific staff are only available at certain times.

We will always contact parents/guardians immediately if we are concerned about any aspect of their child's welfare, progress or behaviour and similarly, we hope that parents/guardians will let us know of any problems or anxieties which might affect their child.

### ***Pastoral Care***

Each pupil has a form tutor who is responsible for his/her pastoral care. Tutor time is built into the timetable enabling each pupil to discuss any worries or concerns. We also have a Head of Care and a team of 12 Care Staff who undertake Keyworker responsibilities and maintain home/school liaison. In addition to this the Headteacher maintains an 'open door' policy, whereby any pupil who may feel the need to see him, has the right to do so at any reasonable time, provided prior discussion has occurred with either the pupil's Form Tutor or Keyworker and a suitable appointment arranged through the School Administrator.

### ***Personal Belongings***

Personal belongings and money should not be brought into School. There is seldom a need for any personal items to be brought into School unless pupils are specifically requested to do so by staff, as virtually all equipment, including classroom equipment, PE kit, food studies aprons, are provided by School. When items are requested they should be clearly marked with the pupil's name.

Parents/guardians 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 Administrator. A lost property box is kept in the main office.

### ***Physical Education***

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

Clothing and equipment for all aspects of the PE and Outdoor Education programme is provided by the School. The only requirement is for pupils to bring in a pair of trainers specifically for PE days.

### ***Religious Education***

Religious Education is non-denominational and multi-faith in character.

We consider that the fostering of spiritual and moral values is the responsibility of every teacher and should permeate all aspects of the curriculum.

Formal assemblies are held three times a week alongside daily acts of worship. These are broadly, though not exclusively, Christian in nature.

Parents/guardians 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.

### ***Reporting to Parents***

There is an expectation that most parents will be in contact with School on a weekly basis by telephone, speaking to Support Assistants, Keyworkers, Form Tutors etc. However, on a formal basis the School is expected to provide parents with an annual written report, outlining their child's progress. At Rossendale we discharge this responsibility through the Annual Review.

## Reviews

A detailed Annual Review is written each year and parents/guardians are invited into school to discuss their child's progress. This is a Statutory process, the aims of which are:

- i) to assess the child's progress towards meeting the targets agreed following the making of the statement in the case of the first annual review, and the targets set at the previous annual review in the case of all other reviews.
- ii) to collate and record information which the school and other professionals can use in planning their support for the child.
- iii) to review the special provision made for the child
- iv) to consider the continuing appropriateness of the statement in the light of the child's performance during the previous year. If the statement is to be maintained, to set new targets for the coming year: progress towards those targets will be considered at the next annual review.
- v) to consider any amendment to the Statement.

## Rewards

All children need to feel valued and perhaps our children more so than most. It is important that their work and their appropriate behaviour is noticed and approved. This can be a major motivating factor for our young people. Frequently increments in improvement seem small to those outside of the School but can be significant steps for our pupils. The recognition and reward should be appropriate and apart from positive reinforcement and praise the use of more tangible rewards eg Certificates of Achievement etc are utilised. Wherever possible external recognition of our pupils' efforts should correspond to any internal sense of achievement within the young person themselves.

## Safeguarding

The Education Act 2002 created a new statutory duty for all schools, including Independent Schools. This was to safeguard children and ensure everyone involved with them plays their full part in protecting them from abuse and neglect and by promoting their welfare.

Rossendale School complies with Section 157 of the Act by ensuring **ALL** staff receive recognised training at 3 yearly intervals. Both the Head of Care and the Headteacher have undergone Designated Person training and this is updated on a 2 yearly cycle. The lead responsibility for Safeguarding lies with the Headteacher, although all Senior Management Team members have had training in this area. The Senior Management Team review the Child Protection Policy and Procedure annually.

## School Day

8.50am	-	9.00am	Registration	
9.00am	-	9.15am	Morning assembly/Form period	
9.15am	-	10.15am	Period 1	60 minutes
10.15am	-	11.15am	Period 2	60 minutes
11.15am	-	11.35am	Break	
11.35am	-	12.35pm	Period 3	60 minutes
12.35pm	-	1.35pm	Lunch	
1.35pm	-	2.25pm	Period 4	50 minutes
2.25pm	-	3.15pm	Period 5	50 minutes
3.15pm	-	3.30pm	Final assembly	



## *Security*

Access to the School building for visitors and parents is through the main entrance only. Bona fide contractors and trades persons are expected to show proof of identity and wear a visitor's badge.

## *Sex Education*

The 1993 Education Act 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, which has been ratified by external advisors, is not taught in isolation but within a framework of a personal development programme dealing with the many aspects of growing up.

Parents/guardians have the right to withdraw their children from sex education lessons and should discuss the matter with the Headteacher should they wish to do so. They are also welcome to discuss policy matters in this area with the Headteacher; to view teaching materials; look at the policy documents; or to submit a discussion item for consideration during parents' evenings.

## *Smoking*

Smoking is strictly forbidden for all pupils. Staff and Parents/Carers are requested to refrain from smoking in all areas of the school. Pupils found with cigarettes in their possession will be asked to hand them to staff. These will not be returned to pupils but will be returned directly to parents. Your full co-operation is requested in ensuring this no smoking policy is effectively maintained. This also applies to the use of E-cigarettes.

## *Syndromes*

The School has extensive experience of dealing effectively with pupils diagnosed as suffering from a variety of syndromes. We maintain membership of various national bodies relating to syndromes and medical conditions eg British Epilepsy Association. Staff stay updated through regular training, both in-house and externally.

Syndromes and conditions that the School successfully and regularly deals with include:

ADD	Aspergers	ADHD	Autistic Spectrum Disorders
Tourettes	DAMP	PDA	ODD
XXY	Dyspraxia	Marfan	Epilepsy

## *Transport/Taxis*

Free transport is provided by the LEA for all pupils attending the school. School is not directly responsible for the transport. There is an escort on most vehicles, but it is the parents'/guardians' responsibility to deliver the pupil to the vehicle. It is **not** part of the escort's duties to knock on doors for children and because of the need to collect other pupils taxis are unable to wait for any extended period of time.

When pupils arrive home, it is for the parent/guardian to decide if the child will be met at the taxi point. The escort will not bring the pupil to the door.

The transport should never 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/guardian to make sure the pupil is able to return home or to a relative or friend and to make representation to the LEA regarding any transport problems.

If a parent/guardian wishes their child to be dropped at a different address after school the school must be informed in writing. If a pupil is going to the house of another pupil the consent of **both** sets of parents/guardians is required in writing. (This can only extend to a change of vehicle if it is not already full with its normal load of pupils and the taxi and LEA is in agreement).

We would, of course, accept a telephone message in an emergency. Sensible behaviour is expected on school transport from all pupils at all times.



## *Uniform*

The School expect every pupil to wear the school uniform, which is provided by the School. It is helpful in generating corporate responsibilities and is a practical outfit. Sending your child to school in uniform sets a standard in appearance of which both parents/guardians and the school can be proud. Although the initial cost of uniform is met by the School, parents and pupils are expected to accept responsibility for maintaining it in good condition.

It is helpful if articles of clothing are clearly marked with the child's name.

### *Girls*

Grey skirt  
White blouse  
Plain royal blue jumper (Primary pupils)  
Navy blazer (Secondary pupils)  
School tie  
Black **sensible** shoes (with low heels)  
Grey or white socks or black tights

### *Boys*

Grey trousers  
White shirt  
Plain royal blue jumper (Primary pupils)  
Navy blazer (Secondary pupils)  
School tie  
Black **sensible** shoes  
Grey socks

## **SCHOOL STAFF**

### **Management Team**

<b>Headteacher</b>	Mr D G Duncan	[Cert Ed, DAES]
<b>Deputy Headteacher</b>	Mrs E J Duncan	[Cert Ed, BEd (Hons), MEd EBD]
<b>Head of Care</b>	Mr S R Jones	[NVQ 4 Caring for Children and Young People, NVQ 5 Reg Mngr's Award]
Assistant Deputy Headteacher	Mrs E Kane	[BA (Hons), PGCE, NPQH]
Assistant Deputy Headteacher	Mr G Mills	[BSc (Hons), PGCE in Secondary Education]

### **Teaching Staff**

Head of English	Mrs E Kane	[BA (Hons), PGCE, NPQH]
Head of Maths	Miss B Wainman	[BSc (hons) Maths with Education, Master in Teaching & Learning]
Head of Art and Food Studies	Miss G Poole	[BSc Sports Performance Coaching, QTS]
Head of ICT	Mr G Mills	[BSc (Hons), PGCE in Secondary Education]
Head of PE & Outdoor Education	Mr S Joesbury	[BSc Sports Science, QTS, BCU Sen Instructor, Eng Basketball Coach Lev 4]
Head of Music and Media	Mr S Cotton	[BA (Hons) Broadcast, Media and Popular Music Production, PGCE]
Head of Science	Mr N Egan	[BSc Biology with Chemistry, PGCE]
Year 10 RC Senior Leader	Mrs A Murphy	[BA (Hons) English and American Lit, PGCE English and Drama]
English Teacher	Mrs J Sweetman	[BA (Hons) English/History, PGCE Secondary English with SEN]
Maths & ICT Teacher	Mr L Holden	[BSc Sport Science (Outdoor Activities), PGCE Mathematics]
Science Teacher	Mrs W Price	[BSc Hons, PGCE]
Science Teacher	Miss S Scales	[BSc Marine Biology and Zoology, PGCE]
PE and Outdoor Education Teacher	Mr C Leach	[BA (Hons) Sport Coaching and Development]
Computer and Bus Studies Teacher	Miss R Jabeen	[PGCE Business ICT Secondary, BA (Hons) Business IT]
Computer and Bus Studies Teacher	Mr D Lomas	[PGCE Business Studies, MA, BA (Hons) Bus Studies]
Design Technology Teacher	Mrs A Hammond	[BSc (Hons) Secondary Design & Technology with QTS]
Psychology and RS Teacher	Miss S Crilley	[PGCE, BA (hons)]
Year 7 Teacher	Mrs K Muller-Hodgins	[BA (Hons) Applied Social Studies, QTS, HLTA]
Head of Primary & Year 6 Teacher	Mrs D Perryman	[BSc (Hons) Environmental Studies, QTS (Primary)]
Year 4/5 Teacher	Mrs R Barrett	[BEd (Hons)]

### **Special Support Assistants**

Special Support Assistant	Miss L Boland	[BA Hons]
Special Support Assistant	Mrs L Bolus	[HLTA]
Special Support Assistant	Miss H Brownlow	[Teaching Assistant Level 3]
Special Support Assistant	Mrs A Durrant	[HLTA, Adv TeamTeach Inst, HND Business Studies & Travel & Tourism]
Special Support Assistant	Mrs V Gordon	[NVQ 3 Health & Social Care Children & Young People]
Special Support Assistant	Mrs M Green	[BA Double Hons, PGCE]
Special Support Assistant	Mrs J Hanlon	[NVQ 3 Health & Social Care Children & Young People]
Special Support Assistant	Ms L Holroyd	[NVQ 3 Health & Social Care Children & Young People, NNEB]
Special Support Assistant	Mrs C Keane	[BA (hons) in Education]
Special Support Assistant	Mrs N Lyons	[BA(Hons) Criminology & Sociology, NVQ 3 Health & Social Care]
Special Support Assistant	Mr P McAuley	
Special Support Assistant	Mr S McNally	[Level 3 Diploma Supporting Teaching and Learning]
Special Support Assistant	Mrs G Nightingale	[BA (Hons) Childhood and Youth Studies]
Special Support Assistant	Mr M Orton	[BA (Hons) History]
Special Support Assistant	Mrs J Potter	[BSc (Hons) Psychology and Sociology, HLTA]
Special Support Assistant	Mr N Powell	[MA Art History, BA (Hons) Community Justice Studies]
Special Support Assistant	Mrs T Powell	[NGPE Level 2, Open University Level 4]
Special Support Assist Apprentice	Miss L Royle	
Special Support Assistant	Miss H Sellars	[BSc (Hons) Psychology]
Special Support Assistant	Miss C Smallman	[BSc Psychology, MSc Developmental Disorders]
Special Support Assistant	Mr J Walsh	[NVQ 3 Health & Social Care C & YP, Advanced TeamTeach Inst]
Special Support Assistant	Miss R Warburton	[BA (Hons) Physical Education]
Special Support Assistant	Miss L Worthington	[BA (Hons) Community Drama]

## **Therapy Team**

Sensory Occupational Therapist	Mrs V Anderson	[BSc(Hons) Occupational Therapy, Post Grad Cert SI],
Art Psychotherapist	Miss L Bagust	[BA(Hons) Fine Art, MA Art Psychotherapy]
Speech and Language Therapist	Mrs L Birtwistle	[BSc Hons Speech Pathology and Therapy]
Art Psychotherapist	Mrs H Hanley	[BA(Hons) Photography, MA Art Psychotherapy]
Clinical Psychologist	Dr N Powell	[Clinpsyd, MSc, BSc Hons]
Neurodevelopmental Support Worker	Mrs D Slater	[CAMHS Practitioner - Variety of qualifications]

## **Care Staff**

Team Leader	Mrs C Blackburn	[BA (Hons) Sociology, NVQ Level 5, NVQ A1 Assessors Awd]
Team Leader	Miss G Harkin	[NVQ Level 5, NVQ A1 Assessor, HND Health & Social Care]
Residential Child Care Officer Coaching]	Mr P Bridge	[CACHE Level 3 Diploma, BTEC Nat Dip in Football
Residential Child Care Officer	Mr D Evans	[NVQ 3 Health & Social Care Children & Young People]
Residential Child Care Officer	Mrs D Honeyman	[NVQ 3 Health & Social Care Children & Young People]
Residential Child Care Officer	Mr S Horner	[NVQ 3 Health & Social Care Children & Young People]
Residential Child Care Officer	Mr G Howarth	[BA Hons, NVQ 3 Health & Social Care C & YP]
Residential Child Care Officer	Mrs T Jeffries	[NVQ 3 Health & Social Care Children & Young People]
Residential Child Care Officer	Mr D Porter	[NVQ 3 Health & Social Care Children & Young People]

## **Essential Services Staff**

School Administrator	Mrs J Butler	[Cert Ed, NVQ Level 4 – Admin, Cert in Personnel Practice]
Administrative Assistant	Mrs K Carswell	[English for Business Level 3, NVQ Admin Level 3]
Administrative Assistant	Mrs A Park	[Business Management and Development]
Administrative Assistant	Mrs J Slater	[RSA Level 1 Pt 1 & Pt 2 – Word Processing, BA (Hons)]
Administrative Assistant/Receptionist	Mrs J Webber Milton	[BSc (Hons) PE & Sport Science, CPP, NVQ4 Quality Assurance]
Site Facilities and Finance Manager	Miss L Treasure	[CIPD Graduate Dip Human Resource Management]
Site Supervisor	Mr J Smith	
Senior Cook	Mr N Godfrey	[NVQ Level 3 – Hospitality and Catering, Advanced Food Hygiene]
Kitchen Assistant	Miss L Houghton	
ICT Technician	Mr K Evans	
ICT and Media Technician	Mr A Ashworth	[BA (Hons) Professional Musicianship]

## **Transport Staff**

Mr S Bright	Mr M Hargreaves	Miss A Taylor
Mrs A Bright	Mr J O'Hanlon	Mr D Taylor
Miss V Catterall	Mrs J Lord	Miss M Taylor
Mrs D Cookson	Mr M McNamara	Mr S Thomas
Mr G Glover	Ms D Reid	Mrs J Thornton
Mr D Halfpenny	Mrs T Stanisauskis	Mrs C Wilkinson

## **Housekeeping Staff**

Miss B Harper	Miss C Taylor
Miss C Smith	Mr N Taylor

## **Trained First Aiders**

Mrs R Barrett	Mrs D Honeyman	Mr C Leach
Miss L Bolus	Mr G Howarth	Mrs G Nightingale
Mr D G Duncan	Mr S Joesbury	Mrs J Potter
Mrs A Durrant	Mr S R Jones	Mr J Smith
Miss G Harkin	Miss C Keane	Mr J Walsh

As you can see we have a highly qualified staff group in order to provide your child with the best possible care and education. Whilst highly qualified, our staff are also very approachable and all, without exception, will work towards ensuring that your son/daughter's needs are fully met.