



PARENTS/CARERS HANDBOOK

Brantridge School

Staplefield Place

Staplefield

West Sussex

RH17 6EQ

Office telephone: 01444 400228

Pupils' telephone: 01444 400315

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INTRODUCTION

This Handbook has been prepared as a supplement to the school prospectus. It is an attempt to provide parents/carers with useful information on the many facets of life at Brantridge, and intended to convey to you more clearly the school expectations and values. Our hope is that this will enable us, the school, and you, the parent/carer, to work together to ensure that your child you are placing in our care, will be happy and successful. We have tried to give as much information as possible, but please feel free to ask questions or come and talk with us personally if you want more information.

OUR DAILY ROUTINE

The school starts at 9.30am on Monday and pupils are expected to return from home between 08.55am and 9.25am. The children are taught for 23.5 hours per week at Key Stage 2 and 24 hours per week at Key Stage 3, excluding break times as recommended by DFES.

TIMING OF THE SCHOOL DAY

<u>a.m.</u>	<u>p.m.</u>	
07.30		Staff on duty – boys rise.
08.15		Breakfast
08.50		Teaching staff briefing
08.55		School starts – Lesson 1
09.30		Lesson 2
10.30		Break
10.45		Lesson 3
11.30		Lesson 4
	12.30	Lunch
	1.00	Lunch break
	1.20	Lesson 5
	2.20	Break
	2.30	Lesson 6
	3.00	Onwards - end of school day, boys return to their Houses
	5.00	Tea
	5.30	After tea activities
	7.00	End of activities, boys return to their House Group
	7.15	Supper
	7.30	Onwards - Junior group (Aladdin Landing) retire to bed
		Onwards - Intermediate group (Jungle book Landing) retire to bed
		Senior group (Top floor) retire to bed
	9.30	Night care staff comes on duty/sleeping in duty starts.

MEAL TIMES

Food is a very important aspect of residential life. Meals are provided from the kitchen by our own catering staff. Vegetarians, health needs and cultural requirements are catered for. During the week breakfast is fruit juice, cereal and toast. At lunchtime there is a choice between a hot 'dish of the day' and a salad. At the end of the school day a piece of fruit is provided. Tea includes a hot dish, bread and cake. Supper is a sandwich and drink. Mealtimes are:

08.15 Breakfast
10.25 Fruit
12.30 Lunch
15.45 Snack
17.00 Tea
19.15 Supper

Drinking water is available throughout the day.

SCHOOL TERM AND HOLIDAY DATES

School term and holiday dates are listed at the back of this booklet. There are five staff training days per year. Note that the school has two weeks holiday during the half terms in May and October.

ADMISSION ARRANGEMENTS

The admissions procedure is usually initiated by the prospective pupil's Local Education Authority, who would have recommended that Brantridge School is the most appropriate school that can meet the child's special educational needs. Children placed at Brantridge School will have been given a statement of special educational needs, under the Education Act 1993.

Following the Local Education Authority recommendation and the school assessment of the child's suitability for placement at Brantridge School, the Headteacher will arrange with prospective parents a visit to the school. Admission arrangements will be discussed at this time.

NEW ENTRANTS

New pupils are usually admitted to school on Wednesdays. Leaving home for a boarding school can be a difficult time for most children. It is often an occasion passed with great anxieties for pupils and their parents. The first few days are very important, and co-operation between home and school is crucial in supporting and helping your child to settle in. Naturally there is often the urge to make daily telephone calls. In the light of our experience we usually suggest that parents ring their son on the Thursday or Friday evening after admission. You are welcome to ring the school office at anytime for news of how things are going.

WHAT TO BRING?

School uniform and leisure clothing is provided at school as detailed under 'Clothing Arrangements' below. However, parents are asked to provide the following items on admission:

Required:

- ◆ Pyjamas (2 pairs)
- ◆ Dressing gown
- ◆ Swimming trunks
- ◆ Slippers

- ◆ Wellingtons
- ◆ Comb
- ◆ Toothbrush
- ◆ Toothpaste

Optional:

- ◆ Pants (4 pairs)
- ◆ Socks (4 pairs)

These items will be named by the school and kept for the school year (September to July). If items need to be replaced you will be advised by the focal worker (see page 9). The school will provide standard underwear but some pupils prefer to have their own pants and socks from home, which is why they are listed as optional.

In addition many pupils like to bring in some personal items, perhaps photographs or a favourite cuddly toy. This is quite acceptable but please see 'Valuables from home' on page 6.

CONTACT DETAILS

Prior to admission you will be asked to complete a contact details form. It is essential that we are able to contact you, or a named relative or neighbour, quickly in an emergency. Every September you will be sent a new form to complete to ensure that our records are up to date. Please notify us immediately of any change of address, mobile number, telephone number, work contact number or people to contact in an emergency.

Although Brantridge is a residential school you maintain parental responsibility for your son at all times. This means that if your son is ill or needs to be sent home for any reason appropriate arrangements must be made. If you go away when your son is at school it is essential that we know and have contact details for the person who will assume responsibility for your son in your absence.

HOME SCHOOL AGREEMENT

You will be asked to sign a Home School Agreement prior to admission. This is an agreement that all schools are required to have and outlines what the school aims to do and how you can support your son's placement at Brantridge School.

TRAVEL ARRANGEMENTS

The majority of pupils travel to and from school by taxi provided by the Local Education Authority (LEA). Travel arrangements and getting pupils to school on time are the responsibility of the LEA and parents. Pupils should normally arrive at school between 9.00 am and 9.25 am on a Monday morning in time for school. They should not arrive before 9.00 am as there will not be staff at school to supervise them. Taxis normally leave school at about 2.45 pm on Fridays and the LEA or taxi company should be able to tell you what time to expect your son home.

It is very important that when your son gets home there is a responsible person available to meet him.

At the end of each half term pupils travel home on the Friday morning. On these occasions taxis leave school at about 10.30 am and you will be sent a letter about a week before to remind you.

KEEPING IN TOUCH

Telephones

After the first few days you are welcome to telephone your son after school, as often as you wish. Many parents find that once or twice a week on days agreed with their son works well. A good time to ring may be between 3.45 pm and 4.45 pm or between 6 pm and 7.15 pm. However, if your son is out on an activity a message will be taken or you will be asked to ring back later. We do ask that parents do not ring boys either before school or during the school day. In exceptional circumstances or in case of emergency please telephone the school office and explain the situation, appropriate arrangements will then be made.

The boys' telephone number is 01444 400315

The office telephone number is 01444 400228

Boys may return mobile telephones to school provided a valuables agreement has been signed. Mobile telephones must be handed in for safekeeping and will be made available on request in the evening and at weekends. Regrettably, for reason of health and safety, mobiles cannot be charged-up at school. However, provided they are fully charged at the beginning of the week this should not be a problem.

Letters and post

Boys enjoy receiving letters and post, they are distributed daily. If items are sent for special occasions please mark on the back the day on which they should be given.

VALUABLES FROM HOME

Pupils may return valuables to school once a '*Permission to return expensive or valuable items to school*' form has been signed by you. This form makes it clear that we are not able to take responsibility for expensive or valuable items, although we will take reasonable care, all such items remain the responsibility of you and your child.

Valuable items should be handed in to care staff on the house area for safe keeping and will be entered in a valuables book. All items should be clearly named and if they are not, the school reserves the right to name and/or identify them appropriately.

With the exception of mobile telephones access to valuables can be grade-related. For example, if a boy returns a 'GameBoy' to school he will have to be on Green grade to be allowed to use it unsupervised.

This is part of the school's social training scheme and relates to responsibility and trust.

NIGHT TIME ARRANGEMENTS

Every night one member of staff sleeps-in on each house area and there is normally a waking member of night staff. This means that an adult patrols the building at night and is available to pupils if needed, for example if they have a nightmare or feel unwell. In addition the sleeping-in staff can be called if necessary and there is a senior manager 'on call' for emergencies.

WEEKENDS

Some pupils stay at school for weekends when the school is open. These tend to be younger pupils who benefit from the additional social interaction with their peers and staff. Arrangements about weekends are agreed prior to admission and reviewed at Annual Reviews.

When pupils do stay at weekends we try to provide a more relaxed atmosphere than is possible with a full school during the week. Weekends are intended to benefit those pupils who stay and are planned to be fun!

SCHOOL JOURNEYS

Each summer term we aim to arrange a school journey (or camp) for each pupil. You will be sent details of the trip in advance and invited to contribute towards the cost. In the past we have had many successful trips including visits to Butlins at Bognor Regis, camping in the New Forest, adventurous activity weeks and trips to France!

POCKET MONEY

Parents provide pocket money on a weekly or fortnightly basis. Boys are allowed £2.50 per week and an additional £5.00 for weekends. Therefore if your son is on weekly board please send the £2.50 into school every Monday. If your son is on fortnightly board please send £10.00 every two weeks. Pocket money must be handed in for safekeeping and is made available to boys on request. Pupils are often encouraged to save for special trips or events and are free to do so if they wish.

INTERNET POLICY

As part of your son's education Brantridge School provides supervised access to the Internet. We believe that use of the World Wide Web is an essential skill for children growing up in the modern world. However, before your child is allowed to use the Internet you and he will be asked to sign a '*Responsible Internet Use – Consent Form*'.

CLOTHING ARRANGEMENTS

The school clothing system is made up of three parts. Leisure clothing is provided free to pupils by the school, school uniform is purchased by

parents through the school by paying a fixed amount each year (currently £96 paid by £32 each term or £5 every two weeks) and parents provide items on the clothing from home list themselves. The items of clothing which are shown on the clothing from home list come into school on admission and are returned home for the summer holiday in July. During the summer holiday parents have the opportunity to ensure that items still fit, check how worn they are and replace them if necessary.

To discourage teasing based on differences in appearance, and to diminish bullying based on style, quality, and cost of items of clothing, the school purchases clothing for its pupils. In order to allow some individual expression, we purchase clothing in small quantities from different sources to give pupils the opportunity for a choice.

We hope to improve on our present approach to the purchase of clothing. In the future senior pupils, under the guidance of a school staff, may be allowed to purchase clothing directly from the local shops. Each pupil would be allocated a budget and care staff would give assistance in keeping him to it. This is a situation we would like to work towards as money and staffing allows.

CARE ARRANGEMENTS

Staffing

Outside of the classroom and in the residential units pupils are looked after by a team of residential child care officers. This team is lead by Mr Godsmark and each of the three House Groups has their own senior member of staff. These are:

Junior Group Leader	Mr Mark Smith
Intermediate Group Leader	Mr Pat Doran
Senior Group Leader	Mrs Elaine Holden

House Groups

The school is split into three House Groups each with their own staff, lounge and bedroom areas. Younger boys normally join the Junior House and boys who are preparing to leave live in the Senior House on the top floor of the school building.

The House system is the central part of virtually all school life outside the classrooms. A major feature of House system is the opportunity for pupils to have a contact for personalised pastoral care. It enables pupils to have a sense of loyalty, offers security and identity in a relaxed social environment and structure within which games and many activities are carried out. It also provides a base for school work and informal group discussions.

The House Team offer continued support, and are responsible for assisting each child to assess his own behaviour, encouraging and motivating those in their house to achieve their potential.

As part of relaxation there are televisions and videos, with age appropriate videos to watch, a range of board games, magazines and books to read. There is provision for pupils to listen to their own music.

In the bedroom each child is allowed and encouraged to personalise allocated bed space with posters, pictures and other things brought from home to create a sense of ownership. At Brantridge pupils are encouraged to believe in themselves as learners who can achieve success, self-esteem, self-worth and self-confidence and be valued in the society they live.

Focal worker

A Focal Worker is an important member of the Child Care Team, and belongs to one of the three House Groups. Every pupil has a named member of care staff who acts as a Focal Worker. This is the person whose role is to take a special interest in the pupils' development and progress, keep records and write reports on the daily observations of a pupil. A Focal Worker is the person who pulls together all of the different threads and weaves a coherent picture from the many strands of a pupil's varied existence at Brantridge, and will be a main point of contact for parents/carers.

ANNUAL REVIEWS

We normally review each boy's placement when they have been with us for a few months. This initial review is to ensure that the pupil is rightly placed and is making progress. If all parties are happy with progress then there is an Annual Review of progress thereafter. Attendance at reviews and Open Day is an expectation and this is reflected in our Home School Agreement.

OPEN DAY

Open Day is normally held on a Saturday in June. All boys stay at school for the Friday night and Saturday (until about 2 pm) but do not return to school until the following Tuesday. Open Day is an important event in the school calendar. It is an opportunity for you to meet and talk with staff about progress and to receive your son's annual education report. There is a presentation ceremony at which all boys receive recognition for their achievements and parents have the opportunity to meet the school governors.

SCHOOL RULES

The school has a high level of expectation in respect of behaviour. It is acknowledged that children who come to Brantridge may have difficulty maintaining certain standards, consequently, we are consistent in our requirements but flexible in our approach. It is important that pupils recognise and understand the need for boundaries in behaviour, respect the needs of others and have opportunity to improve their own self-esteem and self-image.

Examples of agreed policy include:

- Bullying - bullying is not tolerated (see Anti-bullying Policy).
- Classroom - there is a requirement that children attend class and produce a certain amount of work to an acceptable standard.
- Clothing - whether provided by home or school must be treated with respect, and the appropriate clothing worn.
- Damage to Property - accidental damage to property is acceptable, deliberate damage is not.
- Jewellery - pupils are not allowed to wear jewellery at school for reasons of health and safety.
- Night time disturbance - out of respect for others, disturbances at bedtime, during the night or early mornings, are not acceptable.
- Respect - pupils are expected to treat other people (staff, children, visitors and the public) with appropriate respect and courtesy – reasonable instructions and examples from staff should be followed.
- Smoking - because of the age of pupils and for safety reasons children are forbidden to have cigarettes or matches at school.
- Swearing - is considered unacceptable and not permitted in normal conversation. There is, however, a tolerance factor if a child is particularly upset.
- Sweets - sweets are not allowed during the school day and chewing/bubble gum is not allowed at school.

This is not intended to be an exhaustive list but rather it gives a flavour of what is expected.

It is often not appropriate to prescribe exactly what action, if any, will be taken when rules are broken. There is a continuum of responses ranging from counselling, through natural and logical consequences to sanctions. Whilst some misdemeanours carry automatic sanctions e.g. disturbance after lights out = early bedtime, the school treats most seriously those rules which relate to safety, the comfort of others, or loss of trust e.g. bringing cigarettes and matches into the building or absconding results in complete loss of grade. The system errs on the side of being positive in helping each pupil to rationalise his behaviour.

BEHAVIOUR MANAGEMENT

Grades

The grade scheme is based around a traffic light system of: 'Red' being a low grade where boys require close supervision; 'Amber' being an intermediate grade where boys enter the system; 'Green' being a good grade where boys have less supervision and more choice. Each boy achieves a 'grade' for the coming week by members of staff voting them up a grade, down a grade, or to stay on their current grade. The system can be extended at either end as appropriate. Boys quickly become familiar with the grade system and take pride in progression.

B.E.A.M.

Beam is a system operated during the school day where boys are assessed on their **B**ehaviour, **E**ffort and **A**ttitude leading to the award

of a **Merit Certificate**. When pupils achieve a gold certificate they can claim a prize at the end of the week.

Credits

Credits are an immediate way of rewarding particularly good actions, a positive or caring attitude, special effort, hard work or any other behaviour staff feel is worthy of both praise and reward. Credits are recorded and at the end of term can be redeemed for a special treat or outing.

PHYSICAL RESTRAINT

Normally boys will exercise appropriate self-control, or if they don't they will accept the consequences of their actions. However, there are times when a boy's behaviour can be so damaging, dangerous or disruptive that they have to be held, or physically restrained. It should be noted that this is the minority of pupils and staff will do all they can to avoid restraint; nonetheless, if necessary restraint will be used. Staff are trained in positive handling strategies by Team Teach Ltd., the leading national provider of such training.

EXCLUSION

It is part of our ethos and practice that we try very hard not to have to resort to exclusion. We have a very good track record and have not permanently excluded a pupil for many years. However, the right to be included within our school community does carry with it some responsibilities. There are limits to behaviour which it would be in anyone's interests to absorb; for example extreme violence towards people or property is normally unacceptable. We do reserve the right to exclude pupils in line with GGSETL policy if necessary. However, in these unlikely circumstances support would be available and your rights would be fully explained.

HEALTH AND SAFETY

General

In all school activities staff and pupils need to be aware of any Health and Safety issues. We perform regular Health and Safety checks and undertake Risk Assessments as necessary. Our aim is that pupils enjoy safe activities, by identifying any risks and taking appropriate action.

Fire

The school has comprehensive fire protection arrangements and procedures in place. The local Fire Officer visits the school to ensure that all is well. Any recommendations which he may make are implemented as soon as possible.

Protective clothing

Protective clothing is needed for activities such as roller skating, skateboarding and cycling. If these are activities that we arrange in school then any necessary pads, helmets etc will be provided. If a boy is bringing roller skates or a skateboard from home it must be accompanied by the necessary protective clothing. Whilst pupils are at school we cannot allow them to use such equipment without the necessary safety equipment.

CCTV

External CCTV is used at Brantridge in the interests of security and welfare. The purpose is to provide a secure and safe environment; CCTV is not a means of monitoring behaviour. Areas covered are the front door, front car park and drive and rear drive. There is a monitor in the school office and images are recorded onto tapes which are securely stored.

Bullying

We have a comprehensive Anti-Bullying Policy which is known and enforced by staff. However, every school will have occasional problems with some pupils being unkind to others. In practice we have very little bullying at Brantridge because staff keep a close eye on things and the boys are encouraged and quick to tell a member of staff if they are unhappy.

CHILD PROTECTION

The Head of Care is the designated Child Protection Officer. Any member of staff who has a concern regarding a child's emotional or physical well being will report this to the Headteacher or Head of Care. He will take appropriate action which may include a phone call to parents or in more extreme cases to Social Services.

We are required by law to report to Social Services if we believe a child to be at risk of significant harm or suspicious are raised. In most cases this referral is done after consulting with parents. Any action taken is done solely in the best interests of the child and is treated with utmost confidentiality. If a child has had an injury or emotional upset at home, it would be helpful to explain this as early as possible to the Headteacher, Assistant Head, Head of Care, his class teacher or focal worker for them to relate to the cause of the child's situation.

CONCERNS AND COMPLAINTS

Pupils are encouraged to raise any worries or concerns with a member of school staff at the earliest opportunity. Many issues can be addressed and dealt with effectively if reported as soon as possible.

We believe that the parents/carers and the school work in partnership to safeguard the best interests of each and every child in their care. In fulfilling this purpose, the responsibilities of parents/carers, the school and governing bodies are inextricably entwined.

However, we recognise that problems do arise and there may be occasions when dissatisfaction is voiced by one of these parties and arrangements need to be established for addressing these. The school has a complaints procedure setting out a common framework for dealing with concerns and complaints that parents/carers may have with regard to their child's welfare and education. The complaints procedure is intended to ensure that problems and complaints are dealt with appropriately and satisfactorily for everyone. This document will be available to parents/carers on request.

POSSIBLE AREAS OF CONCERN THAT MAY BE RAISED BY PARENTS/ CARERS:

A child's learning and welfare;
What happens in the classroom or around the school;
Bullying;
Racial and sexual harassment;
The conduct of other children or parents in school;
Teachers or other staff;
Any incident affecting relationships in school.

The school hopes it can resolve any concerns that parents/carers might have satisfactorily. Please let us know as early as possible if you have a concern, and when you are pleased about something as well. We will inform you of any concern and special effort.

MEDICAL ARRANGEMENTS

School Nurse

We have our own part time School Nurse at Brantridge who manages medical arrangements for us. She is the main point of contact for all medical and health related matters. Our School Nurse is normally available for you to contact her in school at the following times:

Monday	16.00-17.00 (4 p.m. to 5 p.m.)
Tuesday	09.00-10.00 (9 a.m. to 10 a.m.)
Wednesday	09.00-10.00
Thursday	09.00-10.00
Friday	09.00-10.00.

If you ring at these times and she is busy or out on an appointment she will return your call as soon as possible.

School Medical Officer (SMO) / General Practitioner (GP)

National Health Service (NHS) regulations require that you register with a doctor where you live most of the time. In the case of a school like Brantridge this means locally here because pupils are here for 38 weeks of the year. Consequently all pupils register with the local doctor's surgery in Handcross, the local village about 1.5 miles from the school.

SEEING A DOCTOR AT HOME

If a pupil is unwell at home your family GP should still see him as a visitor. You may need to explain that your son had to be registered in Mid Sussex because he attends a residential school in the area.

NHS School Nurse Service

The local NHS school nurse service is based in Haywards Heath, about 5 miles from the school. The NHS school nurse will see pupils if there are any concerns about hearing.

School Dentist

There is a school dentist in Haywards Heath who undertakes annual checks on behalf of the Area Health Authority. If treatment is needed it can be arranged either at school or at home; as agreed at admission. If it is agreed that treatment is provided by the school dentist and the pupil refuses treatment more than once, you will be asked either to attend the school dental clinic with your son or to arrange the necessary dental work at home.

School Optician

Eye tests can be arranged for pupils who need to be checked or about whom concerns arise.

School Surgery

The school has a surgery for dispensing medication and first aid. This is done by our School Nurse when she is on duty or a competent person when she is not. There are always qualified First Aiders on duty if required.

What happens if a pupil is unwell?

Normally when children feel unwell they are best cared for at home. If your son complains of feeling unwell at home please do not send him back to school unless and until he is feeling better. When a pupil feels unwell at school we will provide care and comfort and monitor the situation. If the child feels better within 24 hours then all is well. If they remain unwell, or it is obvious that they will not be well the following day, then arrangements will be made for them to come home. The school does not have a resident nurse or sickbay facilities.

ATTENDANCE

In order to maintain a child's development and continued progress regular attendance is essential. The taking of holidays during school terms should be avoided. Please make every effort to plan your holidays, outings and visits to friends and relatives etc. during the school holidays to avoid any interfering with your boy's education. Only in exceptional circumstances can absence for annual holiday be authorised.

It is very important for parents to keep the school informed about a child's absence. This can be done by a phone call to the office during the first day of absence or by sending a note into school. Each Monday morning or first day back after school holiday, the school makes efforts to contact parents if a child has not been registered. It would be appreciated if you contact us first and save us time. When you inform us of your child's absence you will be helping us to keep proper records and avoid entering unauthorised absence on your child's record.

PHYSICAL EDUCATION AND OUTDOOR PURSUITS

In balancing the pursuit of academic achievement outdoor pursuits are a vital part of school life. Boys are encouraged to participate in a variety of interesting and stimulating activities which offer them the opportunity to build confidence and self esteem and the chance for new experiences.

Activities include: football; hockey; archery; cricket; swimming; bowling; athletics; cubs; scouts and many others.

SWIMMING

We think that it is very important that all our pupils are competent swimmers. We aim to give each boy regular opportunities to go swimming both for fun and to increase their confidence and ability. If any boy is unable to swim on admission we would hope to get him swimming as soon as possible.

EDUCATION

1. Curriculum Aims:

The curriculum offer is balanced, broadly based and aims to:

- Provide effective and accessible opportunities for all pupils to learn and to achieve;
- Promote pupils' spiritual, moral, social and cultural development and prepare all pupils for the opportunities, responsibilities and experiences of life.

2. Curriculum entitlements & Equal Opportunities:

All pupils are provided with opportunities to acquire, develop, practice, apply and extend their skills in a range of contexts across the curriculum. These skills are also relevant to life and learning outside and beyond the school. Such skills include:

- The key skills of communication (including literacy), application of number, information technology, working with others, improving learning and performance and problem solving;
- Thinking skills (including information processing, reasoning, enquiry, creative thinking and evaluation).

The National Curriculum is central to the educational offer at Brantridge. This offer is considered to be a basic entitlement for all

pupils. Brantridge school shares the view outlined in the foreword to the National Curriculum Handbook where it is stated that:

'Equality of opportunity is one of a broad set of common values and purposes which underpin the school curriculum and the work of schools'.

The curriculum offer at Brantridge is underpinned by the above and is informed by the school's Equal Opportunities Policy.

3. The role of support staff:

Learning support staff add to, and support, the curriculum within joint working practices that help the exchange of information and the discussion of learning opportunities and provide ways to review pupils' progress.

4. Planning the curriculum:

The three principles in the National Curriculum [inclusion statement](#) provide a starting point for curriculum planning. These set out the opportunities and requirements needed for the components, resources and support necessary to meet the needs of all pupils.

RELIGIOUS EDUCATION AND SEX EDUCATION

Parents have the right to ask for their child to be withdrawn from Religious Education and Sex Education lessons if you wish. If you wish your child to be withdrawn from Religious Education and/or Sex Education please contact Mr. Wright in the first instance.

ART THERAPY

Art Therapy is offered to a small number of boys on an assessed need basis. On admission you will be asked to sign a consent for an initial assessment. This will only take place if we think your son could benefit from Art Therapy and there is space available. If the assessment suggested that Art Therapy would be beneficial you would be asked to sign a full consent before regular sessions began.

INSPECTION ARRANGEMENTS

The school is inspected by Ofsted and Placing Authorities. Copies of reports are available from the school or at www.ofsted.gov.uk

SCHOOL POLICIES/DOCUMENTS

The attention of existing and prospective parents is drawn to the following school policies, procedures and other relevant documents which are available and may be requested.

1. Anti-Bullying
2. Child Protection
3. Equal Opportunities
4. Care and Control
5. Complaints

6. Health and Safety
7. Sex Education
8. Religious Education
9. Visitors to school