



School Brochure 2016-2017



**Welcome to
Keelman's Way School**



2016-17

Vision

At Keelman's Way School we believe in the concept of lifelong learning and the idea that both adults and children learn new things every day. We maintain that learning should be a rewarding and enjoyable experience for everyone; it should be fun. Through our teaching we equip children with the skills, knowledge and understanding necessary for them to make informed choices about the important things in school and in their future lives. When it is required, staff advocate the needs of pupils, parents and carers to help give them a voice in making decisions. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives that maximise their independence. We give our pupils the opportunities they need to become active successful, valued members of the wider community.

Dear Parents and carers,

On behalf of the children, staff and the Governors of our school it is a pleasure to welcome you to Keelman's Way School. At present the school has one hundred and twenty seven pupils but has the capacity for one hundred and thirty.

Keelman's Way School is a supportive nurturing, educational and therapeutic community for pupils and their families. It will provide relevant and stimulation experiences to support pupils progress and personal development. Our young people will leave school having gained skills that allow them to access the adult world confidently with their highest level of independence.

When you visit you will meet pupils working at different subjects and at different levels. You may also meet some of our multidisciplinary colleagues with whom we work closely.

Starting a new school is an important time for children and families. We hope that our school brochure helps you get to know a little about us. Please feel able to ask any questions that will help you to get to know us better. Our website contains much more detailed information about our school, please have a look.

We look forward to working with you to help them to succeed to the very best of their ability.

Yours sincerely

Mrs P Selby
Head Teacher

GENERAL INFORMATION.

Address: Campbell Park Road
Hebburn
Tyne & Wear
NE31 1YQ

Tel: 0191 4897480

www.keelmanswayschool.co.uk

VScott2@keelmanswayschool.co.uk

Type of School: Trust

Membership- Cooperative Trust, South Tyneside
La, South Tyneside College and NHS Trust

Age Range: 2 – 19 Years

Chair of Governors: Mr Phil Johnson

Head Teacher: Mrs Paula Selby

School Admin Staff: Mrs Vikki Scott
Miss Amanda English
Mrs Marilyn Chandler

School Doctor: Dr Ghazarvi

Tel: 0191 4897777

School Nurse: Vicci Gilmartin
Marilyn Eliot

Services for young People: Chris Adie

Tel: 0191 4246303

ADMISSIONS PROCEDURE.

Children and young people who experience severe/profound and multiple learning difficulties can be admitted to Keelman's Way School any time during the academic year. It is the policy of South Tyneside Local Authority that admission will normally be arranged following the finalisation of the Education Healthcare Plan, which now replaces the Statement of Special Education Needs.

ESSENTIAL INFORMATION.

Each parent or carer is asked to complete our Essential Information form. This helps us to ensure that our records are up to date and accurate. It asks for basic information about you and your child, where you can be contacted, an emergency contact, health information and past educational placements. It is essential that parents fill this in and return it to school as soon as possible.

If any of your details change during the year please let us know as soon as possible, particularly telephone numbers and medical details.

All monies sent to school, including dinner money should be in a sealed envelope and clearly marked with the amount, purpose as well as your child's name and class teacher. Please encourage your child to leave other valuables safely at home. It is important that personal property and clothes is clearly marked.

THE SCHOOL DAY

Pupils are welcomed at the beginning of the school day by Teaching Assistants receiving the school transport that arrives between 8.35 and 9.00. Lessons begin at 9.00 am and continue until noon when lunch is served. Lessons end at 3.15 and transport arrives soon after to return pupils home.

TRAVEL

Transport assistance may be provided by the LEA to allow pupils to attend Keelman's Way School. All transport is provided with at least one escort whose duty it is to supervise the children. Parents are expected to have their child ready for the transport and to help their child access the transport.

Pupils are required to wear seat belts at all times.

Occasionally the transport may be delayed. If in doubt parents should contact the taxi company direct to clarify the situation.

If for any reason your child does not need transport on a particular day (e.g. due to ill health or a hospital appointment) please contact the taxi company direct to cancel the transport.

You will need to contact the transport again when your child is well enough to return to school. If a child is absent from school and parents fail to contact school or the transport contractor then after the third day transport will be advised not to call at the

child's home until parents make contact with school.

The transport is contracted by the LA to take your child between your home and school. If you need to vary this arrangement you should contact the Transport Manager, Helen Hutchinson, at the Town Hall. 0191 424700

KEELMAN'S CAFÉ

We hold a Coffee Morning every Friday morning at 10 am until 11 am.

Our students will serve you with tea, coffee, hot chocolate and homemade cakes at a cost of only 50p per item.

Parents and friends are invited to attend this event as this is an ideal opportunity for our students to learn valuable skills such as handling money, serving customers and socialising skills.

EDUCATIONAL PROVISION IN KEELMAN'S WAY SCHOOL

All of our pupils have severe, profound or complex learning difficulties. Class groups are small, usually there will be a teacher and at least one Teaching Assistant in any class. Often there will be more Teaching Assistants in classes where pupils have complex individual needs.

Pupils are aged 2-19 years old. They leave to go to a variety of educational or care settings. We are developing Post 19 provision for young people with profound and complex needs who are unable to access current, local provision.

All pupils have detailed assessments. These are based on their Education Health care Plan needs and refined by the teaching staff who work with them. They may also have additional assessments from specialist staff e.g. Speech and Language Therapists or Physiotherapists. This helps staff to target the support and teaching for the individual child.

All pupils have access to Curriculum, differentiated and adapted to meet their own individual needs. We use Pivats and Routes to learning assessments to secure the detailed knowledge we need to support our pupils and demonstrate their progress.

Social and emotional development sits alongside academic progress and very important to the school. Pupils have a curriculum that takes into account their own pace of learning as well as their strengths and interests. We encourage outdoor learning both on and off site. We recognise that for lots of our pupils firsthand experience in the community is the very best way for them to learn. We seek to provide inclusive activities on and off site that develop pupils' understanding of their role in the wider community.

All children have Personal plans that are regularly monitored and provide information for pupils at Annual Review. Parents, school staff and all other professionals supporting the child are asked to attend, discuss progress and plan for the future with the pupils' best interest at the core of the discussion.

In addition parents are invited to an open day to see pupils at work and to meet staff in a more informal setting.

School offers parents and other professionals the opportunity to meet in a familiar setting. For example Speech and Language Therapists, Consultant Paediatrician and Physiotherapists regularly welcome parents for discussion around the needs of their own child. School staff are happy to contribute to these discussions if requested.

School has a member of staff dedicated to supporting family links with school. The Family Liaison Teaching Assistant can be accessed via the school number and will assist in day to day contact and queries regarding our pupils. We hope through this, parents can have access to information and advice very quickly and any issues can be resolved. Where issues require additional attention parents are welcome to contact the Head Teacher.

R.E. AND COLLECTIVE WORSHIP

Any parent(s) wishing to withdraw their child from religious activities are asked to discuss the matter with the Head Teacher.

SHARING INFORMATION

We encourage all parents to maintain day to day contact through our home school diary. The home school diary has proven to be a very valuable tool for parents and staff to share information. It relies upon all of us making regular use of it for the following

- Give information about the curriculum and events/activities.
- Let parents/carers know how they can help their children at home.
- Celebrate achievements.
- Share special news from the class or school.
- Give information about trips, visits and special events.
- Share information about behaviour.
- Report on incidents or accidents.
- Encourage parents to share information with the school.

We also provide Newsletters for general information about school events.

Parents are always welcome to phone school for information. Please ring to make an appointment if you need to visit school.

Parents and carers are welcome to meet each Friday at our coffee morning between 10.00 and 11.00. Please feel free to join us.

SAFEGUARDING

It is the duty of us all to protect our children. We have a detailed safeguarding policy and we are happy to supply this on request. We wish to work with and respect the wishes of parents and carers but will always take appropriate action if we have any concerns for your child. If you have concerns around your child's safety and well being please let us know as soon as you can.

The school maintains required records showing appropriate checks have been undertaken on all adults working with your child.

If for any reason you ask another adult to pick up your child from school you will need to inform us of this in advance and that person will be asked for some form of identification before we allow your child to leave the premises.

OUT OF SCHOOL ACTIVITIES

The school seeks to offer additional activities to pupils. We offer a number of after school and holiday activities as well as sharing information with parents about other suitable provision for our children. We do need to charge for these activities. Our school admin staff can give you further information about this.

We have a charging policy that covers some out of school activities. As you know parent contributions are sometimes essential to allow some events to go ahead. We will keep these amounts to a reasonable level.

ATTENDANCE

Regular school attendance is essential to help our children make progress. Only sickness, medical appointments, or extreme domestic need are considered reasonable reasons for being absent from school. If for any reason a child is absent on a regular basis or frequently we liaise closely with Services for Young People in order to achieve regular school attendance. Any child who has been absent from school must, on return, bring a note explaining the absence. If you know that your child is to be absent it would be helpful if you could contact school to let us know.

- Parental holidays – parents are required to complete the LEA's form previous to going away.
- Should a child have a minor accident in school we will contact parents to let you know.
- If a child becomes ill whilst in school we will contact parents to arrange for the child to be collected.
- In the event of an emergency children will be taken to hospital and every effort will be made to advise parents as soon as possible. It is vital that parents attend hospital as soon as possible to ensure appropriate treatment can begin.
- Good attendance is recognised and rewarded through our awards scheme

PROFESSIONALS SUPPORTING YOUR CHILD

School has a nurse on site and she can be contacted by the school phone number. We hold regular clinics in school and medical professionals working in school will be happy to discuss your child's progress at your request.

We hope the above information is of use. If we can be of any further help please do get in touch.

