

# St John's RC School Prospectus



## **About us**

St John's RC School offers day provision for 100 pupils from between 5-19 years with a wide range of needs including moderate to severe learning difficulties, autistic spectrum disorder (ASD) and those with associated speech, language and communication difficulties. The school is organised into primary, secondary and Sixth form phases. Classes are small, with up to 8 pupils, and have high levels of staff support.

Classes are organised broadly by key stages and curriculum paths, but we do consider a range of criteria when grouping pupils including behavioural needs and peer group.

## **Our Catholic roots**

St John's is part of the Catholic Diocese of Brentwood, as well as belonging to the Order of the Sisters of the Sacred Hearts of Jesus and Mary. Our faith drives through all that we do, and Christ is at the centre of our work. However, you do not have to be Catholic to be admitted and we welcome pupils from all faiths and backgrounds. We would ask that you are in sympathy with our Catholic ethos and supportive of our mission. Pupils take a full active part in the liturgy and sacraments, including being prepared for Baptism, First Communion and Confirmation. During term time, pupils take part in assemblies and collective class worship. We also have access to the convent chapel, which is the setting for many important celebrations and sacraments, including regular whole school worship.



As a Catholic school, we are also subject to Faith inspections. Our most recent Diocesan inspection judged us to be Outstanding.

## **Facilities**

St John's has a spacious setting where pupils can enjoy a variety of activities and resources to enrich their experiences:

- Experience rooms: Soft room, Sensory room
- Specialist subject areas: Music area, Gym/ PE area, Food technology room, ICT suites, Art room, Independence flat, Horticulture centre



- Outdoor areas: bicycle area, Astro-turf football pitch, Two Play areas, Field with a walking track



### Curriculum

Our aim is to equip pupils to be as independent as they can be.

We offer three different curriculum pathways to our pupils, and they follow the curriculum that is most appropriate to their needs. The pathways are not sequential, neither are they linked to chronological age. The pupils follow the pathway that meets their developmental needs rather than age.

- ▶ **Sensory:** A sensory based curriculum with an emphasis on engagement and early development.
- ▶ **Semi-Formal Curriculum:** A process-based curriculum with an emphasis on social-communication and life skills
- ▶ **Formal Curriculum:** A subject-based curriculum with an emphasis on life- and work skills.
- ▶ **6<sup>th</sup> Form:** Preparation for Adulthood curriculum with an emphasis on life-and-skills based work



### **Extended learning opportunities**

Through-out their school career, pupils have the opportunity to take part in a variety of activities off the school premises, e.g. Elhap, Lambourne End, Redbridge Drama centre, football tournaments, Athletic and sport events, theatre, etc. We also have a Fete day every year, which is very popular with our current and previous pupils and parents.



### **Therapies**



We offer Speech-and Language therapy, Occupational Therapy and Music therapy.

### **Our Staff Team**

St John's has a team of staff, class-based and specialist teachers, who are highly experienced and dedicated. They are supported in class by our large team of Learning Support staff.

In addition, we have onsite Speech-and-Language therapists, an Occupational therapist and a contracted music therapist.

We also have a team of Learning- and Behaviour mentors who are always on hand to provide support and guidance to some of our young people who are experiencing particular difficulties.

Our family support advisor works specifically with families to provide practical support and guidance.

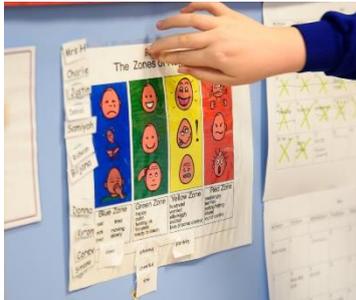
The school is led and managed by the senior leadership team, comprising the head of school and three assistant heads, and supported by our team of admin staff.

We believe in partnership working and are committed to working collaboratively with a range of other agencies across all of our placing authorities, including partners from social care and health. We have input from medical professionals including a school nurse, dentist and opticians.



## **Behaviour**

We believe in setting high expectations for our pupils in regard to their behaviour, including respect for each other, for staff and for our environment. We have clear rules which pupils develop within their tutor groups. The use of the 5P Approach and Zones of Regulation support our pupils with their understanding and developing Emotional Intelligence and Self-regulation. Behavioural incidents are monitored on a regular basis. Pupils who are experiencing particular difficulties may be referred for extra support from our team of learning and behaviour mentors. Parents are involved in the development and implementation of behaviour management programmes. All staff are fully trained in Team Teach approaches to de-escalate situations.



## **Safeguarding**

Keeping our pupils safe, is at the heart of all we do. We follow safer recruitment practices and all staff have comprehensive training on Safeguarding matters. Our Safeguarding team are constantly updated on concerns around our pupils and these are followed up with parents and other relevant parties.

## **Home-School Partnership**

We endeavour to always work in partnership with parents and families, to best meet the needs of our pupils.

- Home-school books are used to inform of daily activities.
- Parents' evening and Annual review meetings.
- Weekly newsletters
- The school website
- Parents training sessions and workshops
- Regular family events such as our long-standing summer fete and Christmas concerts.

In addition, we have a dedicated family support worker who, as part of our learning mentor team, can provide specific help and guidance around issues such as emotional well-being support, liaison between family and school, signposting with regard to local offers. She also conducts home visits when necessary and is always available for scheduled drop-ins. (working days Wednesday- Friday)

## **General information**

### **The School Day**

School starts at 9.00am and finishes at 3.25pm on Monday to Thursday and 2.30pm on Friday. Pupils enjoy a morning break of 15 minutes and a lunchtime break of 1 hour.

Our Primary students have an afternoon break of 15 minutes.



### **Absence**

If your child is going to be late or not attending school, the school needs to be notified before 9am in the morning.

If pupils arrive late, parents should report to the school office with the pupil. Pupils are not allowed to be taken to the classroom by parents.

### **Holidays during Term time**

There is no automatic right to holiday leave during term time and this is only granted at the Head of school's discretion, in line with government legislation and required procedures. Holiday requests should be directed to the Headteacher in written form.

### **Transport**

Most pupils travel by school transport provided by the Authority. Transport must usually be applied for by parents. Further information on this can be obtained from your authority SEN section.

For security reasons, it is essential that school is notified if someone other than the pupil's normal transport/ guardian is collecting the pupil from school. This needs to be done in writing via letter, home-school book or email.

## Uniform

We have school uniform for all pupils and students in the primary and secondary phases.

Girls/ Boys:

- Black skirt/ pinafore or black shorts
- Black trousers/ tracksuit bottoms
- White or royal blue polo shirt
- Royal blue school jumper
- Black shoes/ trainers



Secondary: (not compulsory)

- Black trousers
- White shirt
- Tie
- Black blazer



PE kit:

- Black shorts/ tracksuit bottoms
- White T-shirt
- Plimsoles or trainers

Sixth Form students wear their own clothes.

## School meals

Students can choose between a home-packed lunch or school dinner. All school meals are cooked on site. The cost is £2.00 for a primary pupil meal and £2.20 for a Secondary pupil meal. The menus are available to view on the school website. We are a **nut-free** school; no snacks or food containing nuts should be brought onsite.

## Money to school

If money is sent into school, it should be in a sealed envelope with the pupil's name on the outside.

### **Home-school Communication**

Communication to home from class teachers are via the home-school book, email (see staff emails on our website) or phone call. Letters from the office will be sent electronically to parents. Parent consultations are held twice a year. If you would like to discuss any issues with the class teacher or therapist outside these times, please contact the relevant staff member to arrange a meeting.

### **Medication**

Only medicines prescribed by a student's doctor can be administered in school. Clear, written directions stating dosage, time required and signed by the child's parent or guardian, must accompany the medicine. This must be agreed by the Head of school. On no account must a student be carrying medication on site. Please advise us if your child has any allergies. The school has trained first aiders who are called in the event of an accident or if a young person requires medical assistance. If a situation arises where the student requires hospital treatment you will be contacted immediately. You would be notified of any head injuries sustained by your child. If your child has suffered sickness or diarrhoea we will ask you to keep them at home for two days after they are clear of symptoms.

### **Admissions**

Please contact the school office for an appointment to view the school. Should you wish to proceed with an application, you need to contact your local authority, who will consult us. If we feel that we can meet your child's needs and are able to provide the provision as stated in their EHCP, we will make a formal offer to the Authority. If funding has been agreed, we will be in contact with you to discuss transition. St John's is a non-maintained special school which means we are not managed by, or affiliated to, any local education authority. We are classed as an 'Out-of-Borough' school by the Local Authorities.

### **Smoking policy**

St John's is a no-smoking site. Parents and visitors are not permitted to smoke anywhere within the school buildings or grounds.

### **Community Partners**

We aim that our young people should grow up to live life to the full as valued members of their community.

We work closely with a range of local Catholic and non-Catholic primary and secondary schools to promote links for our pupils, including widening curriculum opportunities.

We take part in many charity and fundraising opportunities, and are proud to be part of the wider community of the Congregation of the Sisters of the Sacred Hearts of Jesus and Mary.



### **Accidents and Emergencies**

All parents receive information forms to be filled out at the beginning of every academic year. Please let the office know if any information changes mid-year so that we can update our information details. In case of an emergency, we always attempt to contact parents and other contacts first. However, if contact is unsuccessful, we will act 'in loco parentis'.

### **Child Protection**

Due to day-to-day contact with the pupils. Staff are particularly well placed to observe outwards signs of abuse, changes in behaviour or failure to develop. School will be in contact with parents if they spot any marks on a pupil's body. Please inform school if you are aware of any marks on your child's body, caused by accidents, e.g. bruises, scabs, scratch marks etc. Parents should be aware that, where it appears to a member of staff that a child may have been abused, **the school has a legal duty**, as part of child protection procedures, to report their concern to Children's Social Care.

### **The Governors**

The Governors at St. John's play an active and supportive role in the life of the school. St John 's governors are a diverse and talented group of people, including staff and parents, representatives from the local community and from our trustees. The Governors help to set the school's vision and strategic aims, holding the head to account. They are a highly visible presence in the school, including through their involvement and support for extracurricular activities.

We are immensely grateful for their support.

*"After visiting St John's, for the first time as a prospective parent, I was so impressed by the caring, family atmosphere that I knew that I wanted my youngest son to come here. ...Recently I became a governor at the school in the hope that I can give back something of what St John's has given to my son and our family."*

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### **Contact Us**

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