



Dovetree
School

School Prospectus
2023 - 2024

Proprietor details

Witherslack Group

Lupton Tower

Lupton

Cumbria

LA6 2PR

Tel: 015395 66081

Email: admin@witherslackgroup.co.uk

Head Teacher's name and contact details

Rebecca Hill

School office: 01455 243918

Email: rebecca.hill@witherslackgroup.co.uk

Ferness Road,

Hinckley,

Leicestershire,

LE10 0EX

Website: www.witherslackgroup.co.uk/dovetree-school

Holiday contact details

School office: 01455 243918

School ethos/mission statement

Through the development of positive social interaction and communication skills, we aim to offer opportunities to explore emotions and feelings in a secure, non-threatening atmosphere that promotes individual educational attainment.

Aims of school

- To provide a curriculum and educational experience which is broad, balanced and accessible to all pupils
- To enable each pupil to achieve their full potential in the academic, social, moral and cultural sense
- To provide a happy, secure and supportive environment where pupils are valued and can develop their confidence, self-esteem, independence, self-discipline, respect and concern for others
- To celebrate achievement in all its forms
- To develop positive links between home, school and the wider community in order to support pupil's learning
 - To prepare pupils for the demands of adult life in order to maximise their opportunities for personal fulfilment and happiness

Details regarding admission process

We specialise in supporting pupils with Social, Emotional and Mental Health (SEMH) needs between the ages of 8-18.

Initial enquiries and informal visits are always welcome but referrals will come to us directly from the pupil's Local Authority.

Dovetree offers a range of provision to provide a rounded education for young people. A mix of academic, vocational and work related learning is used to allow young people every opportunity to succeed.

Applications are considered by our admissions panel and a non-prejudicial visit will then be arranged. Following this visit a place may be offered to pupils whose needs can be fully addressed by the school. Fees will then be agreed with Local Authorities and will vary dependent on the individual pupil's needs. All placements follow terms and conditions set out by the NASS Contract.

There will be an assessment period followed by a Post Admission review meeting after 12 weeks.

Referrals can be made throughout the academic year.

If you wish to discuss making a referral please contact Rebecca Hill, Head Teacher or our Local Authority Partnership Manager on 07776 651102.

The school's Admissions Policy is available on request.

Details of approach to positive behaviour support,

Suspensions, rewards and sanctions

It is the aim of Dovetree School that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. Dovetree School believes that all pupils should be aware of the standards of behaviour that are expected of them, and takes responsibility for promoting these standards. We hope that by encouraging positive behaviour patterns we can promote good relationships throughout the school built on trust and understanding. We support all of our pupils in developing a high level of social awareness and tolerance. Our aim is to ensure that all our pupils leave the school with the key skills they need to continue to progress to the best of their ability in all areas of life.

The school believes that it is important to encourage good conduct throughout the school by celebrating and rewarding positive behaviour. This includes the use of rewards to praise pupils for positive actions, stimulating a voluntary and progressive improvement in their behaviour and increasing their motivation towards the achievement of academic objectives. The School's House System also rewards pupils for positive achievements.

At our school, we regularly celebrate the success of all pupils in a variety of ways as we recognise that focussing on success and positive outcomes is essential in developing a positive culture and ethos across the school. There is a reward assembly at the end of each term where subject awards are presented to pupils in order to celebrate success and achievement. There are regular newsletters that celebrate pupil and staff successes. Our school house system celebrates success as all achievements are regularly communicated through assemblies, form-time and newsletters.

Pupils have a Positive Behaviour Support Plan (PBS Plan) and an individual risk assessment which helps identify any challenges that a young person may have and gives us and them a range of strategies on how we can best support them.

At times when children or young people are placing themselves or others at risk of harm, staff may need to use physical intervention to keep them safe. This is used within strict guidelines, only as a last resort, and staff are trained in using the BILD accredited framework PRICE (Protecting Rights in a Caring Environment). Staff receive regular training in de-escalation strategies and Positive Behaviour Support (PBS) strategies. The school's leadership team monitors any use of physical intervention through data on a day to day and monthly basis, which helps to identify any patterns of behaviour and develop any necessary intervention strategies to be put into place reduce its use.

Whilst we hope that all pupils will benefit from the ethos of mutual respect and trust, on very rare occasions it may be necessary to exclude a pupil for a short period of time. This extreme action will only take place following serious breaches of discipline on health, safety and welfare consideration and is intended to help correct inappropriate behaviour and assist social learning.

Provision for EHC Plans

A Post Admission review meeting will take place within the first 12 weeks after a pupil's admission. This meeting allows assessment results to be shared and intervention programmes to be agreed.

Each pupil will then have their annual Education Health & Care Plan meeting where their plan will be reviewed and their progress monitored in relation to their targets. Transition reviews take place at a pupil's YR6, YR9 and YR11 Statutory Annual review. At all meetings the views of the child, parents/carers, teachers, speech and language therapists, occupational therapists, educational psychologists, mental health counsellors and local authorities are all gained to ensure all interested parties can contribute. Reports presented at reviews are issued to all agencies concerned with the young person in accordance with the SEN Code of Practice.

Details for consideration of pupils/parents whose first language is not English

On admission a child's need for additional support is identified. Appropriate provision is then established prior to the pupil's start date. One to one support from a bi-lingual support assistant will be provided if this is an identified requirement.

Details of complaints procedure

In accordance with the Children's Act 1989, all children at Dovetree School have access to a Complaints Procedure. Informal complaints or concerns will be addressed by the Key Worker or Class Teacher. Formal complaints directly from the child or via a parent/carer or member of staff should be reported directly to Rebecca Hill, Head Teacher.

Complaints or concerns arising from adults also follow set procedures. Firstly the concern should be addressed informally with the school. Copies of these policies and procedures are available on request.

Statement regarding accessing exam results

Examination results can be accessed from the government website www.compare-school-performance.service.gov.uk or alternatively you can contact the school office on 01455 243918 to request a copy of previous examination results.

Safeguarding Mission Statement

Dovetree School is committed to safeguarding and promoting the welfare of our children and young people. We believe in the importance of working with partner agencies to ensure that children and young people are kept safe, happy and healthy. All staff working here are made aware of the need for protection and how to respond to any concerns.

We have a Child Protection Policy and all staff are supported by our Designated Safeguarding Lead.

If you require further support on safeguarding matters you can contact -

Mary Aurens, Witherslack Group Safeguarding Officer - Education - 07469 143799

Shellie Miskella, Local Authority Designated Officer Leicestershire - 0116 305 5029

Kim Taylor, Local Authority Designated Officer Leicestershire – 0116 3055641

Where we suspect that a child has been abused or neglected, we have a statutory duty to make a referral to relevant agencies. Where local procedures allow, we will inform the parent[s] of the referral. The school will share any information relevant to the referral with those agencies and will contribute to any assessments being undertaken.

Promoting General Welfare

Uniform & Equipment

We provide each child with a uniform which includes polo shirts and a jumper. There is also the option of school dresses and cardigans. Parent/carers provide their child with smart dark grey trousers or dark grey skirts and dark coloured foot wear.

Personal items or money should not be brought into school unless it is by special request.

Risk Assessments

Our role is to support children to lead a positive life, helping them to understand daily risks that they face and to learn how to overcome them safely. Due to our children's difficulties, many of them exhibit 'risk taking' characteristics; we therefore have rigorous procedures to ensure everyone's safety.

Risk assessments will be completed for all pupils during their 12 week assessment period and will form part of the Post Admission Assessment review.

Risk assessments and activity forms are completed by the visit leader before all off site activities are authorised on our Evolve System by a senior member of staff.

The school has a full fire risk assessment which is reviewed annually by the Senior Management Team or should there be a change in the room usage. All parts of the school day are risk assessed by the Health and Safety Co-ordinator and the Senior Management Team.

Colton Huddart is responsible for risk management within the Witherslack Group.

Food/Menus

We provide free meals for all children following national nutritional guidelines. We offer a wide variety of freshly produced meals within a warm and friendly environment where social skills are developed. Each day begins with a breakfast snack option, followed by a selection of fruit and snacks at break and a main meal at mid-day.

Our menus are being continually evaluated and improved to provide children with a well-balanced but enjoyable diet. Pupils' views are sought in the evaluating and planning of the menus.

Anti-Bullying

We pride ourselves on our warm and caring atmosphere. All members of our community are entitled to safety and protection and therefore bullying will not be tolerated. We have clear policies and guidelines raising awareness in staff, children and young people to signs of bullying.

The school's Anti-Bullying Policy is available on request.

Health and Sex Education

All our pupils will receive age and ability appropriate sex education on an annual basis.

Parents are able to withdraw their children from these lessons, please contact the school to discuss further if you require.

Health and Safety

At Dovetree School Health and Safety is coordinated by our Site Manager. The whole site has internal health and safety checks in place for the maintenance staff to complete, with an action plan put in place to rectify any faults. The Witherslack Group's Management and Risk Assessment Teams visits and audits the school annually.

First Aid/Medical Care

The school has a medical room on the ground floor; all staff as part of their induction training complete a 1 day, Level 3 First Aid at Work course. All first aid training is followed up with refresher training every 3 years.

The school is only allowed to administer prescribed medication, this is given by the Pastoral Care Team and/or named trained staff. All medication is recorded and kept in a locked medical cupboard. Paracetamol and Calpol can be only be administered with parents and carers consent, again this is recorded.

Details regarding staffing and recruitment

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| Head Teacher |
| Deputy Head Teacher/Assistant Head Teacher |
| Pastoral manager |
| Administrative Staff |
| Family Liaison Officer |
| Teachers/Instructors |
| Teaching Assistants |
| HLTA |
| Pastoral Care |
| Drivers/Escorts |
| Cook |
| Assistant Cook |
| Occupational Therapists |
| Psychologist |

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| Psychology Assistant |
| Speech and Language Therapists |
| Mental Health Practitioners |

Dovetree School follows a rigorous recruitment process in order that we recruit high quality staff and ensure that children and young people are kept safe. Senior Leaders involved in the recruitment process undertake safer recruitment training and all staff employed within the school are subject to an enhanced DBS check.

Frequently Asked Questions

What happens if...? - Frequently asked questions by new parents.

What happens if my child is unwell?

If your child is unwell at home and won't be attending, please let us know by phoning the school office as soon as possible. You will also need to contact the taxi company if your child uses school transport. Good attendance is important to us, so we will ask you to explain why your child will not be at school.

If your child becomes unwell at school, staff will take care of them and let you know as soon as possible. We have a medical room that pupils can use but we will not give out any medication unless we have your permission. If necessary, we may ask you to come and collect your child.

What happens if my child doesn't want to wear school uniform?

We do expect everyone to wear school uniform in school. The pastoral team will work with you to identify the problem and find a way to overcome it. We have a good track record of convincing some very determined young people that they do need to wear school uniform – and it does make a difference to achieving points and prizes! All pupils are provided with polo shirts and sweatshirts free of charge,

What happens if my child needs medication in school?

Contact a member of the Pastoral team through the school office. If you need to send medication in with the taxi driver, please phone school first and then make sure it is in a sealed envelope with the taxi driver. The Pastoral team will make sure it is collected, logged in our schools medication systems and administered at the right time.

What happens if my child doesn't like school dinners?

Our kitchen staff are happy to prepare food for a special diet. Just let us know the problem and we'll work together to find a way around it.

What can my child bring into school?

Pupils should not need to bring food or drinks into school as all of these are supplied. Fizzy drinks, energy drinks and those high in sugar are absolutely not permitted and will be confiscated as they are damaging to our pupils ability to concentrate and focus.

Electronic toys/ phones / music equipment for use during the taxi journey will need to be handed into staff on arrival. These are then locked safely away until the end of the day. Please let us know if equipment needs charging for the homeward journey and we will do our best to help.

Please don't bring toys or games into school, we have lots of equipment here for you. We don't allow pupils to swap / buy any toys from each other.

Cigarettes, all smoking equipment and vaping equipment are not allowed on site. Pupils should not bring alcohol, illegal substances or anything that could be used as a weapon onto the school site. The school reserves the right to confiscate such items.

If you think your child requires an exemption for some reason to any of the above e.g. a diabetic child needing access to a sugary drink this will be agreed at the point of admission or diagnosis, so don't worry.



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