

# School Prospectus 2024 / 2025



## Proprietor details

### **Witherslack Group**

Lupton Tower

Lupton

Cumbria

LA6 2PR

Tel: 015395 66081

Email: [admin@witherslackgroup.co.uk](mailto:admin@witherslackgroup.co.uk)

## Head Teacher's name and contact details

Ms Wendy Yeo

School office: 01454 801890

Email: [castlefell@witherslackgroup.co.uk](mailto:castlefell@witherslackgroup.co.uk)

Gloucester Road

Rudgeway

South Gloucestershire

BS35 3AJ

Website: [www.witherslackgroup.co.uk/castlefell-school](http://www.witherslackgroup.co.uk/castlefell-school)

## Holiday contact details

School office: [castlefell@witherslackgroup.co.uk](mailto:castlefell@witherslackgroup.co.uk)

Tel: 01454 801890


## School ethos/mission statement

We are committed to giving our pupils a creative, caring and innovative learning environment for them to achieve their full potential in their education and social communication.

## Aims of school

- To provide a broad and balanced curriculum designed to ensure pupils can take their desired next step, supporting the development of a happy and fulfilled life.
- To provide encouragement and support with a focus on long term goals by putting in place the smaller steps that lead to success and achievement, enabling pupils to become independent and equipped with the skills and qualities to make a positive contribution to society.
- To provide the highest quality outcomes socially, emotionally and academically through a wide range of personalised opportunities.

## School Values

**Castlefell School**

### Connection

Connection is about belonging, about developing relationships, being part of a community. Connection happens with family, friends, staff, yourself and with the adult you will become.

**I will:**

- Make friends
- Have fun with others
- Allow people to help me
- Support others
- Show kindness, tolerance, acceptance
- Say positive things to others
- Listen to others

- Share feelings
- Link thoughts and feelings to behaviour
- Accept rules – they keep us all safe
- Look after the school and equipment
- Look after myself physically and emotionally

- Attend lessons
- Engage with learning – it creates my future
- Enjoy small steps of progress
- Learn about careers – the jobs I might do
- Share my skills and knowledge with others
- Grow as a learner, as a person

- Attend school regularly
- Wear school uniform
- Be seen



## Courage

Courage is about being willing to have a go, to make mistakes, to try again.  
Courage happens when you are open and let people truly know you.

### I will:

Be honest and open  
Show emotions  
Share feelings  
Say what I believe  
Tell the truth  
Learn about who I am

Be myself  
Trust people  
Ask for help  
Work together  
Report concerns

Engage with learning  
Ask questions  
Take risks  
Know that failure is okay  
Explore  
Try new things  
Aim high  
Persevere

Accept and enjoy new beginnings, new challenges  
Accept and understand that all things end

Make mistakes  
Admit your mistakes – they're okay  
Start again if needed



## Compassion

Compassion is about accepting yourself and others.  
Compassion happens when we understand and support those around us.

### I will:

Be kind to myself  
Be kind to others  
Know that I matter  
Let others know they matter

Speak politely  
Listen carefully  
Do acts of kindness  
Let others learn

Give time and understanding  
Celebrate achievements  
Encourage your friends positively

Forgive people  
Know that everyone has a history  
Accept mistakes  
Help when things go wrong

## Details regarding admission process

We specialise in supporting pupils between the ages of 8 to 16 with a primary need of Social, Emotional and Mental Health needs and/or Autism Spectrum alongside other diagnoses such as ADHD, Dyslexia, Dyspraxia, FASD, and Speech Language and Communication Needs.

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

Castlefell offers day placements. The school is open for 39 weeks every year and terms times align with South Gloucestershire dates.

Applications are considered by our admissions team and a non-prejudicial visit will then be arranged. Following this visit a place may be offered to pupils whose needs can be fully met 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 of a young person starting with us.

Referrals can be made throughout the academic year.

If you wish to discuss making a referral please contact Karen Hunt, Regional Director (Partnerships) on 015395 66081.

The school's Admissions Policy is available on request.

## Our Clinical Offer

Essential to the Witherslack Group Therapeutic Model are our Clinical Services Team who work alongside the wider multidisciplinary team to provide an integrated provision of therapeutic intervention, care and education.

Each of the children's learning environments are supported by a designated and bespoke team of clinicians which may include: Therapists, Psychologists, Speech & Language Therapists, Occupational Therapists and Assistant Psychologists.

Our children, young people and the staff supporting them also have access to other specialist clinicians within the wider group including our Consultant Child & Adolescent Psychiatrist.

All of our practising clinicians are registered practitioners with The Health and Care Professions Council or their appropriate designated regulatory bodies such as The British Association of Counselling Psychotherapists, British Association of Play Therapists, and the

United Kingdom Council for Psychotherapy, and all receive supervision from other senior clinicians within the group or from externally commissioned specialists within their field.

Line management for the clinicians is provided by senior clinical colleagues and the Regional Director Clinical, who in turn is line managed by the group's Clinical Director.

All clinicians are supported to maintain their registrations through Continuing Professional Development opportunities, many being supported by the group to develop specialisms such as Sensory Integration Therapy and Trauma Informed Communication Approaches.

Clinical Governance is the responsibility of the Clinical Director who chairs the quarterly Witherslack Group Clinical Governance Board; attended by external advisors and internal Directors.

## Details of approach to positive behaviour support, exclusions, rewards and sanctions

It is the aim of Castlefell School that every member of the school community feels valued and respected, and that each person is treated fairly. We are a caring community, whose values are built on mutual trust and respect for all. Castlefell 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 individual and group reward systems 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.

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 week where subject and progress awards are presented to pupils in order to celebrate success and achievement. There are regular newsletters/ blogs that celebrate pupil and staff successes.

Some pupils have a Positive Behaviour Support Plan (PBS Plan) and all pupils have 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 PRICE physical intervention techniques. 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 half-termly basis, which helps to identify any patterns of behaviour and develop any necessary intervention strategies to be put into place to 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 Education Health & Care Plans

A Post Admission review meeting will take place within the first 12 weeks after a pupil's admission. This meeting allows for clinical services to share their multi-disciplinary team report and any intervention programmes to be agreed.

Each pupil will 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, clinical service team members and local authorities are all gained to ensure all relevant parties can contribute. Reports presented at reviews are issued to all agencies involved 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 Castlefell School have access to a Complaints Procedure. Informal complaints or concerns will be addressed by the staff in question or class teacher. Formal complaints directly from the child or via a parent/carer or

member of staff should be reported directly to Ms Wendy Yeo, Head Teacher. A copy of the complaints and representations policy can be found on the school website or requested via the school office.

### Statement regarding accessing exam results

Examination results can be accessed from the government website [www.compare-schoolperformance.service.gov.uk](http://www.compare-schoolperformance.service.gov.uk) or alternatively you can contact the school office on 01454 801890 to request a copy of previous examination results.

### Safeguarding Mission Statement

*'The arrangements for safeguarding are effective. All safeguarding arrangements are fit for purpose. There is a strong culture of safeguarding in the school.'* (Ofsted 2019)

Castlefell 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 of protection and how to respond to any concerns.

We have a Child Protection Policy and Procedures and all staff are supported by our Designated Safeguarding Lead Mrs Alex Smith and Deputy DSL (s), Mrs Tracy Jones, Deputy Head and Mr Christopher Russell, Pastoral Manager.

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/carer[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.

Operation Encompass is a unique Police and Education early intervention safeguarding partnership which ensures that a child/ young person's school/ college is informed, prior to the start of the next school day, that there has been an incident of Domestic Abuse or any incident to which the child/ young person has been exposed in which they are considered to be vulnerable to harm, and which might then have an impact on them in school/ college the following day. A nominated member of staff, known as a Key Adult, has been trained to liaise with the police. At Castlefell School our Key Adult is Mrs Alex Smith. They will be able to use information that has been shared with them, in confidence, to ensure that the school makes provision for possible difficulties experienced by children or their families. The Key Adults will keep this information confidential, and will only share it on a need to know basis, for instance, to teaching staff for the child or young person. It will not be shared with other school students.

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



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

Tina Wilson, Local Authority Designated Officer South Gloucestershire – 01454 868508

## Promoting General Welfare

### Uniform & Equipment

We provide each child with a uniform which includes two polo shirts and two sweatshirts. There is also the option of school dresses. Parents/carers provide their child with smart /black trousers or black skirts and black school foot wear (no visible logos).

Personal items or money should not be brought into school unless it is by special request. Mobile phones are left at home.

### 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, some 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, Mr Dave Duff and the Senior Management Team.

Emily Brimson-Keight 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. Pupil's 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

As a part of our education at Castlefell, we promote personal wellbeing and development through a comprehensive Personal, Social, Health, Economic (PSHE) and Citizenship education programme. PSHE and Citizenship are subjects that give young people the knowledge, understanding, attitudes and practical skills to live safe, healthy, productive lives and meet their full potential.

From September 2020, the law relating to some aspects of PSHE changed, with new requirements for Relationships and Sex Education (RSE) and Health Education. All schools must have a policy for RSE and schools must consult with parents on this. The RSE Policy for Castlefell is available on our school website or alternatively you can request a printed copy from the school office. Our RSE Policy includes a curriculum map for RSE so parents can see a summary of the content, which will be taught this academic year. We continue to be committed to working in partnership with parents and carers and as such, your thoughts are valued and feedback will be provided.

## Health and Safety

At Castlefell School Health and Safety is coordinated by Mr Steve Britton, 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 first floor; key staff members complete a 1 day, Level 3 First Aid at Work course. In addition, Mr Nigel Ball and Mrs Jade Glanville have completed

the Emergency First Aid at Work 3 day 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 Mr Christopher Russel and Mr Nigel Ball. All medication is recorded and kept in a locked medical cupboard. Paracetamol and Calpol can only be administered with parents and carers consent, again this is recorded.

Castlefell 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.

## Details regarding staffing and recruitment

Head Teacher	1
Deputy Head Teacher	1
Head of Pastoral/Deputy Head Pastoral/DSL	2
Pastoral Care	3
Administrative Staff	2
Family Liaison Officer	1
Teachers/Instructors	10
Teaching Assistants	10
Head Cook	1
Deputy Cook in Charge/Assistant Cook	1
Occupational Therapists	0.8
Educational Psychologist	1
Speech and Language Therapists	Recruiting 1
Therapists	0.8
Maintenance Staff	2



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