



Pontville
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

Mrs Justine Sims

School office: 01695 578734

Email: justine.sims@witherslackgroup.co.uk

Black Moss Lane

Ormskirk

Lancashire

L39 4TW

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

Holiday contact details

School office: pontville@witherslackgroup.co.uk

Tel: 01695 578734

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 between the ages of 5 to 19 with a primary need of Autism Spectrum Condition and/or social communication difficulties alongside other diagnoses such as ADHD, Dyslexia, Dyspraxia, FASD, PDA 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.

Pontville offers a range of provision including day and 38 week residential placements. The school's residential accommodation consists of two small provisions within the main school building for young people who are resident from Monday to Friday for up to 38 weeks. The school is also able to offer 52 week residential provision working in partnership with a specialist children's home within the Witherslack Group.

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 Mrs Justine Sims, Head Teacher on the school office number or Janine Drew, Senior Local Authority Partnership Manager on 015395 66725.

The school's Admissions Policy is available on request.

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

“Pupils behave outstandingly well. They are caring, active, responsible citizens who love coming to school and are proud to wear the Pontville badge”. (Ofsted 2019)

It is the aim of Pontville 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. Pontville 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 a reward system 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 term 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 Pontville 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 Mrs Justine Sims, 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 or alternatively you can contact the school office on 01695 578734 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)

Pontville 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 Diane Seddon and Deputy DSL (s), Mrs Cathryn Moore, Residential Care Manager, Mr Steven Emmerson, Deputy Head Teacher and Mr Paul Lyons, Deputy Head Teacher.

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 Pontville School our Key Adult is Mrs Diane Seddon. 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

Tim Booth, Local Authority Designated Officer Lancashire - 01772 536694

Promoting General Welfare

'The school's work to promote pupils' personal development and welfare is outstanding. Pupils' personal development and welfare is at the forefront of everything that staff at Pontville do.' (Ofsted 2019)

Uniform & Equipment

We provide each child with a uniform which includes two blue polo shirts and two navy blue jumpers. There is also the option of school dresses and cardigans. Parents/carers provide their child with smart dark grey/black trousers or dark grey/black 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, 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.

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. Pupil's views are sought in the evaluating and planning of the menus.

Anti-Bullying

'Pupils say that they always feel safe in school. They are adamant that bullying rarely, if ever, happens.' (Ofsted 2019)

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 Pontville, 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 Pontville 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 Pontville School Health and Safety is coordinated by Mr Dave Duff, 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; key staff members complete a 1 day, Level 3 First Aid at Work course. In addition, Mrs Diane Seddon has completed the 2 day first aid at work training with additional defibrillator training and Mrs Anna Maddocks, Mr Dominic Flowers-Cummings, Mrs Jess Jones and Mrs Helen Cunnane 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 John Johnson/Diane Seddon/Cathryn Moore/Stewart Hoyle and/or trained Pastoral staff. 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.

Pontville 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	4
Assistant Head Teacher	1
Head of Pastoral/Deputy Head Pastoral DSL	3
Pastoral Care	4
Head of Care	1
Residential Support Workers Day & Night	6 – 5.20 FTE
Administrative Staff	6
Family Liaison Officer	3 – 2.23 FTE
Teachers/Instructors	31 – 30.22 FTE
Teaching Assistants	55 – 49.80 FTE
HLTA	5
Head Cook	1
Deputy Cook in Charge/Assistant Cook	4 – 3.52 FTE
Occupational Therapists	4 – 3.2 FTE
Educational Psychologist	1 – 0.7 FTE
Assistant Psychologist	2 – 1.2 FTE
Speech and Language Therapists	5 – 3.8 FTE
Therapists	3 Staff – 2.6 FTE
Therapy Assistant	Recruiting 0.6
Occupational Therapy Apprentices	2
Maintenance Staff	4 – 3.81 FTE
Domestic Assistants	5 Staff – 3.34 FTE



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