



Queensmead House
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 details

Queensmead House School

Kings Road
Windsor
Berkshire
SL4 2AX

Executive Head Teacher: Francesca Arocas

Email: francesca.arocas@witherslackgroup.co.uk

www.witherslackgroup.co.uk/queensmead-house-school/

Holiday contact details

School office: Helen Smith, Zahra Chaudhry & Lesley Watson

Queensmead-house@witherslackgroup.co.uk

Tel: 01753 989100

School vision

At Queensmead House School we ensure that everyone is valued for who they are and what they contribute to our community.

Our values and personalised approach will maximise individual potential and ensure everyone is empowered to meet the challenges of education, work and life in a rapidly changing world.

Our values

- To be respectful
- To be aspirational
- To be independent
- To be safe
- To be resilient

Welcome from the Executive Head Teacher

It is with great pride that I welcome you to Queensmead House School. We are an independent specialist school for children and young people aged 5 to 16 supporting a range of needs including, ADHD, ASD, Asperger's, attachment, SEMH and social communication difficulties. We believe in working hard to give our young people the very best education and care we can and we value everyone for the individual they are. Throughout our children's time at Queensmead House we aim to increase their knowledge and understanding of the world so they can reach their true potential. We do this through a high quality and stimulating curriculum in a caring and secure environment where everyone works together and is valued. I am honoured to lead a team of incredibly dedicated and hardworking staff. It is our staff, children and their families that make Queensmead House School the inspiring place that it is. Working closely with our families is a real priority for me and I look forward to celebrating our children and young people's success together.

Francesca Arocas
Executive Head Teacher

Our admission process

At Queensmead House we welcome informal visits to the school by families and carers. These can be booked through our admissions team through the main school office. Referrals will generally come to us directly from your child's local authority. 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 where we really get to know your child 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 Susan Lawson Partnerships Manager on 07442559690 or at susan.lawson@witherslackgroup.co.uk

The school's Admissions Policy is available on request.

Times of the school day

Primary	Secondary
8.50am Pupils arrive to school	8.50am Pupils arrive to school
9.20am Lesson 1	9.10am Lesson 1
9.40am Lesson 2	9.55am Lesson 2
10.20am Snack	10.40am Break
10.30am Lesson 3	11.00am Lesson 3
11.15 Break	11.45am Lesson 4
11.30 Lesson 4	12.30pm Lunch and activities
12.15pm Assembly	1.10pm Form time/assembly
12.45pm Lunch and activities	1.30pm Lesson 5
1.30pm Lesson 5	2.15pm Lesson 6
2.00pm Lesson 6	3.00pm School day finishes
2.30pm DEAR – Reading	
3.00pm School day finishes	

School uniform

Primary	Secondary
White shirt/blouse	Light blue shirt
School tie (provided)	School tie (provided)
Navy jumper school logo (provided)	Navy jumper school logo (provided)
Grey/Black skirt or grey trousers	Grey/Black skirt or grey trousers
Navy and white gingham dress (Summer provided)	Grey socks
Grey sock/grey tights	All Black shoes/trainers
All Black shoes/trainers	Navy/black coat
Navy/black coat	
PE	PE
Grey t-shirt logo (provided)	Grey t-shirt logo (provided)
Navy or black shorts	Navy or black shorts/tracksuit bottoms
Trainers	Trainers
Navy drawstring logo PE bag (provided)	

Provision for Education Health and Care plans

A post admission review meeting will take place within the first 12 weeks after a pupil is admitted. This meeting allows assessment results to be shared and intervention programmes and support 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, therapists, 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 SEND Code of Practice.

Safeguarding Mission Statement

Queensmead House 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 all staff are supported by our Designated Safeguarding Lead Ms Donna Keane, and Pastoral Manager Charlotte Hill.

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]/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.

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

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

Jackie Allsop and Hazel Gilbert, Local Authority Designated Officer, Richmond, Kingston, Windsor and Maidenhead LADO Service – 0208 891 7370 / 07774 332675 or at LADO@achievingforchildren.org.uk

Promoting General Welfare

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.

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 including defibrillator training. 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.

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.

Health and Sex Education

All our pupils will receive age and ability appropriate Relationship and Sex education on an annual basis. Parents have the right to withdraw their child by notifying the school of their decision to withdraw.

Positive Behaviour Support, suspensions, rewards and sanctions

It is the aim that at Queensmead House 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. Queensmead House 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. At Queensmead House School and in conjunction with BILD, we have a whole school approach of Positive Behaviour Support. PBS is a framework for understanding behaviours that concern or challenge families and professionals. By understanding the messages that a behaviour gives us we can adjust the young person's environment, our responses and teach the young person new skills to enable them to access the things that they need to remain more in control of their emotions. All young people will have an individual Positive Behaviour Support Plan.

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 'E Praise and a points 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 and social 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. Families and carers are invited to join us for these celebration events. There are regular newsletters and blogs that celebrate pupil and staff successes also.

At times when the usual school approaches to maintaining discipline have failed or when children or young people are placing themselves or others at risk of harm or danger, staff may use physical intervention to keep children safe. This is used alongside agreed guidelines using a Department of Education recognised course (PRICE – Protecting Rights In a Caring Environment). Staff receive regular training in de-escalation strategies and management techniques. The school's leadership team monitors any use of physical intervention through data on a day to day, weekly and monthly basis, which helps to identify any patterns of behaviour and develop any necessary intervention strategies to be put into place. If your child has been involved in any physical intervention you will be informed of this on the same day.

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 it is intended to help correct inappropriate behaviour and assist in social learning.

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' behaviours; 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 and 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 Carel Fisher and the Senior Management Team. 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. Witherslack Group's Management and Risk Assessment Teams visits and audits the school annually. Witherslack Group has a senior leader who is responsible for risk management within Witherslack Group.

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.

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 01753 989100 to request a copy of previous examination results.

[Details of complaints procedure](#)

In accordance with the Children's Act 1989, all children at Queensmead House School have access to a Complaints Procedure. Informal complaints or concerns will be addressed by Assistant Head Teachers or Deputy Head Teachers. Formal complaints should be reported directly to Mrs Francesca Arocas, Executive Head Teacher

[Details regarding staffing and recruitment](#)

Queensmead House 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 have undertaken safer recruitment training and all staff employed within the school are subject to an enhanced DBS check.



www.witherslackgroup.co.uk