

# 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

Mrs Sue Asher

[sue.asher@witherslackgroup.co.uk](mailto:sue.asher@witherslackgroup.co.uk)

Westmorland School:  
Moorland Campus, Weldbank Lane, Chorley, PR7 3NQ  
Woodside Campus, Midge Hall Lane, Leyland, PR26 6TN

## Holiday Contact Details

School Senior Administrator – Mr Martin Keeling

[martin.keeling@witherslackgroup.co.uk](mailto:martin.keeling@witherslackgroup.co.uk)

01257 278899

## School Ethos/Mission Statement

“We learn to live together, together we live to learn.”

## Aims of The School

To provide an outstanding, engaging and innovative education for pupils with autism and for those requiring additional emotional and/or social support. To be recognised as a centre of excellence nationally, where we are mutually sharing our knowledge and experiences with others to help raise standards in education and care for all pupils with additional needs.

## Admission Process

We specialise in supporting pupils between the ages of 5 and 16 who have autism, with communication and interaction needs, or for those requiring additional emotional support. Initial enquiries and informal visits are always welcome but referrals must come to us directly from the pupil's local authority and can be made throughout the year.

Referrals are considered by our admissions panel and, if appropriate, then a non-prejudicial visit will be arranged. Following this visit a place will be offered to pupils whose needs we can meet, at the earliest start date we can facilitate. Fees and NASS approved contracts will then be agreed with local authorities.

There will be an intensive assessment period which will be followed by an Interim Review meeting after 8-10 weeks.

If you wish to discuss making a referral please contact Mrs Mel Adams, Local Authority Partnership Manager as follows:

Office:	01257 278899 Option 1
Mobile:	07741 144832
Email:	<a href="mailto:melanie.adams@witherslackgroup.co.uk">melanie.adams@witherslackgroup.co.uk</a>

The school's Admissions Policy is available on request.

## Details of Approach to Positive Behaviour Support, Rewards/Sanctions and Exclusions

### Positive Behaviour Support

A major aim of our school is to help pupils develop control from within and therefore positive behavioural choices are taught, encouraged and rewarded.

We promote 'Behaviours for Learning' throughout our day by using our 7 'Behaviour Monsters':



We use a whole school reward system which promotes our 7 'Behaviours for Learning' characteristics. As pupils demonstrate any of these behaviours this is supported with verbal praise, postcards home, certificates, vouchers and badges.

Eventually, after repeated excellent behaviour, this could even lead to your pupil becoming a 'Behaviour Ambassador', which means they have greater privileges and independence around school, being a role model to others (see Helping Me to Learn for more details), and with a separate Behaviour Ambassador's uniform being presented in a special celebration with their family.

Every pupil is encouraged to develop these behaviours through a 'Catch 'Em All Tracker' which promotes them to 'catch' or show all of the 7 characters as much as possible each week. Ultimately this programme then helps them to:

- Engage more with their learning.
- Build positive relationships with school, community and beyond.
- Experience progress and success, in small steps or giant leaps.
- Reduce their number of negative incidents.
- Support their social communication.
- Use these behaviours in their future.

Every half term we will focus more on one particular character such as 'Confidence', and during that time, we will promote this behaviour and the pupils' understanding of it more. You will be given suggested activities to do at home with your pupil each half term. Please send in as many pictures as possible of you completing these activities together. If your pupil has completed a special achievement relating to the behaviour you may receive a postcard in the mail explaining what they did as a special mention.

Due to our pupils complex needs there may be times when incidents of challenging behaviour occur.

Every pupil has either a Positive Behaviour Support Plan or a 'One Page Profile', as well as a Young Person's Risk Assessment (YPRA) which helps identify anxieties they may have and how we can best support them.

The Risk Manager for the Witherslack Group is Trish Berry.

At times when pupils 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 RRN and BILD certified framework PRICE. 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 to reduce its use.

### **Exclusions**

We hope that all pupils will benefit from our mutual respect and trust, and our admissions profile is for pupils who will inevitably present in complex and challenging ways. Fixed term or permanent exclusions would only be used in extreme circumstances, and thus we have had no fixed term exclusions in over 15 years, and have never had a permanent exclusion. Our exclusions policy is available on request.

## **Provision for Education Health Care Plans**

An interim placement review meeting will take place 8-10 weeks after a pupil's admission. This meeting allows assessments to be shared and intervention programmes to be agreed. Each pupil will then have their Education Health Care Plan review where their statement/health and care plan will be reviewed and their progress monitored in relation to their objectives. Transition reviews take place during the final year of each key stage.

During meetings the views of the pupil, parents/carers, teachers, Speech and Language Therapist, Occupational Therapist, Mental Health Practitioners (including our Music Therapist), Educational Psychologist and Local Authorities are all gained to ensure all interested parties can contribute. These meetings are minuted in detail, outlining any new assessment findings or where objectives have been achieved and need updating.

Please take time to complete your views on the parent/carer proforma you will be sent prior to these meetings as we really value your input.

## **Clinical Services Team**

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 for Consideration of Pupils/Parents Whose First Language is not English

On admission a pupil's need for additional support is identified and appropriate provision is then established prior to the pupils start date. One to one support from a bi-lingual support assistant will be provided if this is an identified requirement, or an interpreter for meetings/calls with parents where this is a need.

### Details of Complaints Procedure

In accordance with the Pupils Act 1989, all pupils at Westmorland School have access to a Complaints Procedure. Informal complaints or concerns will be addressed with a pupil's classroom teacher/learning mentor. Formal complaints directly from the pupil or via a parent/carer or member of staff should be reported directly to Mrs S Asher or Mr R Lynas (Moorland Campus)/Mrs D Lewis-Guinness (Woodside Campus).

Complaints or concerns arising from adults also follow set procedures. Firstly the concern should be addressed informally with the school. We have had one formal complaint during the last year.

Copies of the complaints policies and procedures are available on request.

## Religious Education

At Westmorland School we pride ourselves in helping our pupils develop a broad understanding of the core values at the heart of all religions and beliefs.

We are fortunate to have a diverse staff team who follow different religions. Staff members voluntarily offer to teach religious topics related to the faith they follow. This allows pupils to obtain a detailed insight about each religion.

If you wish to withdraw from any or all of the religious education lessons, please contact the school.

## Statement Regarding Accessing Exam Results

Our pupils who are academically and emotionally able to access SATS tests will do so in Year 6. This is assessed on an individual basis.

SATS results will be reported to parents/carers via a personal letter on results day for those who have taken SATS. Parents/carers of those pupils who have not taken SATS can request details of SATS results from the School.

Each pupil at Woodside Campus will be assessed on entry and given their own accreditation route most appropriate to their own needs and ability levels. This will include AQA awards, ASDAN, Entry Level and all the way up to subject specific GCSEs.



## Safeguarding Mission Statement

Westmorland School is committed to safeguarding and promoting the welfare of our pupils and young people. We believe in the importance of working with partner agencies to ensure that pupils 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 these concerns.

Where we suspect that a pupil 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.

We have a Pupil Protection policy which is accessible on the school website, and all staff are supported by our Designated Safeguarding Leads and their deputies.

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

Mrs Nikola Felton (Designated Safeguarding Lead). Tel 01257 278899

Mr Rob Lynas (Deputy Head and Deputy Safeguarding Lead, Moorland Campus). Tel 01257 278899

Mr Graham Kirby (Head of Care and Deputy Safeguarding Lead, Moorland Campus). Tel 01257 278899

Mrs Daisy Lewis-Guinness (Deputy Head and Deputy Safeguarding Lead, Woodside Campus). Tel 01257 278899

Mr Jason Lewicki (Head of Pastoral Care and Deputy Safeguarding Lead, Woodside Campus). Tel 01257 278899

Ms Kerry Maynard (Regional Director). Tel 07545 927573

Mrs Mary Aurens (Head of Safeguarding). Tel 07469 143799

## Promoting General Welfare

### Uniform & Equipment

We provide each pupil's uniform and PE kit for indoor sports. Parents/carers can purchase additional uniform items from the school as required, including school cardigans. Parents/carers generally provide swimwear and outdoor clothing for Forest School or outdoor pursuits activities.

Pupils who become Behaviour Ambassadors will receive a different colour uniform.

Each pupil receives their own school rucksack with which they transport items to and from school.

Mobile phones, personal items or money should not be brought into school unless it is by special request and items will then usually be given to a staff member to be locked away for safe keeping.

### Medical Care

The school has a dedicated medical room and as part of their induction training, a high ratio of staff complete a one-day basic first aid course (including defibrillator training) for pupils' services. All first aid training is followed up with refresher training every 3 years.

The school is only allowed to administer prescribed medication, and these are only given by trained staff in the school. 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.

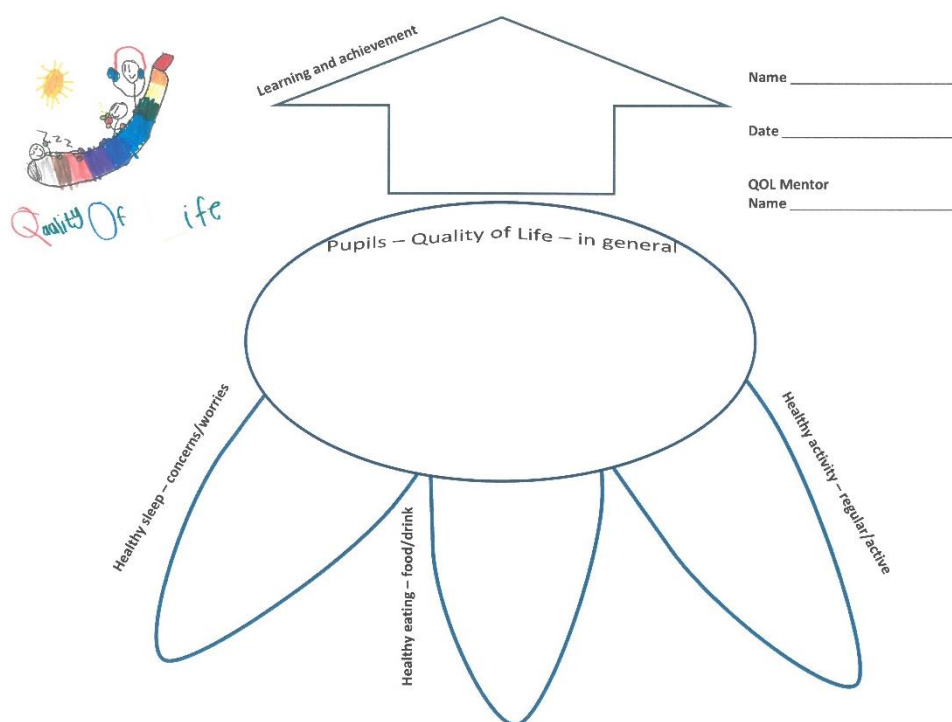
### Risk Assessments

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. Individual 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 are in place and regularly reviewed that cover the environments, lessons, and general activities that take place within the school. Where off site activities are planned, the visit leader would complete a risk assessment and update our Evolve System which ensures all pre-visit checks have been completed and the visit is authorised by a senior member of staff. A fire risk assessment has been undertaken and this is kept updated following any changes to layout, heat-generating activities or fire hazards introduced. An annual review of fire safety is undertaken by a competent person.

## Quality of Life (QOL)

We are ambitious about every pupil's achievements and we support these achievements daily by supporting them with 'healthy sleep', 'healthy activity' and 'healthy eating':



Every day at school start with a QOL session where all 3 of these areas are supported.

Throughout our curriculum we make many connections with these 3 areas to help develop our pupils' understanding of why they are important, to help them make healthier choices every day, and into their future.

Every Friday ends with a QOL session for the whole school, to end their week positively, with activities promoting these 3 areas.

Regular audits are completed with every pupil and actions are agreed to how best support them in these areas. The areas are discussed with parents/carers annually as a minimum, in their annual review, and parent/carer workshops are offered as support to families if wanted.

## Anti-Bullying

We pride ourselves on our warm, caring atmosphere with many activities and events to promote anti-bullying and how we care for each other. 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, pupils and young people to signs of bullying and therefore are confident that instances are rare.

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. Our Sex and Relationship policy and curriculum content can be made available or discussed on request.

## Health and Safety

At Westmorland School we have an ISO 45001 accredited safety and health management system that ensures risks have been identified and effective control measures are in place. Monitoring is undertaken by the Head Teacher, Mrs Sue Asher and the Senior Management Team assisted by the Health and Safety Representatives, Mr James Ross (Moorland Campus) and Mr Kieran Fearn (Woodside Campus). The whole school has internal health and safety checks in place for the staff to complete, with an action plan put in place to rectify any faults.

The school has support from the Witherslack Groups Safety, Health and Environment Team, who are competent health and safety professionals that provide advice, guidance and training to create safe and healthy environments for everyone. They undertake a health and safety audit of the school annually and complete additional visits when needed.

## Staffing and Recruitment

Westmorland School follows a rigorous recruitment process in order to recruit high quality staff and ensure that pupils 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. Our current staffing levels are as follows:

<b>Role</b>	<b>Moorland Campus</b>	<b>Woodside Campus</b>
Head Teacher	1	
Deputy Head Teacher	1	1
Assistant Head Teacher	1	1
Designated Safeguarding Lead	1	
Head of Pastoral	1	1
Senior Administrator	1	
Administration Staff	2	1
Teachers	7	
Teaching Assistants	13	2
HLTA	5	1
Pastoral Care	3	1
Drivers/Escorts	9	6
Chef	1	1
Assistant Chef	1	
Occupational Therapist	3	
Senior Educational Psychologist	1 (4 days)	
Educational Psychology Assistant	1 (2 days)	
Speech and Language Therapists	2 (1 full time, 1 x 2 days)	
Mental Health Practitioner	2	

## Frequently Asked Questions

### What happens if my pupil is unwell?

If your pupil is too ill to attend school, please ring the school office. If your pupil is ill in transport or at school, we will contact you. We have staff who are trained in First Aid. There may be occasions when your pupil needs to come home, and we will contact you to arrange this.

### Who do I send medication in to?

Contact Pastoral Staff who can administer medicines. Please make sure medicines are prescribed by your doctor and clearly labelled with your pupil's name and dosage.

### What do I do if my pupil is being bullied?

Encourage your pupil to talk to you. Establish what has happened, where and who was involved, if your pupil can communicate these details to you. Then please contact us. We take issues of 'bullying behaviour' very seriously. Your concerns will be dealt with sensitively and you will be informed of all steps taken.

### What if I need more information about my pupil?

You will receive a home-school diary or emails for regular contact where you can ask questions. If your question relates to education, then contact the school and ask for the teacher to give you a call. If your question is more behavioural or social, you may prefer to talk to a member of the Pastoral team instead.

### When does my pupil need to bring in money?

All school trips are paid for by school. The only time your pupil should need to bring money in is for charity events. You will be informed by letter and Home/School Diary of these occasions.

### What happens if my pupil does not like the lunches?

School meals are healthy and regularly reviewed, taking into account pupils' preferences. Pupils can choose a sandwich option as well as jacket potato, soup, salad or hot meal. If you would like a copy of our menus please ask us. If we are concerned about your pupil's diet we will contact you.

### When can I visit school?

We encourage all parents/carers to visit the school regularly; you will be invited to review meetings, end of term Open Days in the Autumn and Summer terms. On these days you will have the opportunity to meet class staff and see your pupil's work. If you want to visit more often, just contact your class teacher or a member of Pastoral.

### Why is the school on 2 sites?

We are very lucky to have our Moorland Campus in Chorley, which is for all primary children. The Woodside Campus in Leyland is mainly for secondary children, or older primary children. All pupils on both sites access Forest School, animal care and horticulture on the Woodside Campus which is set in 4.5 acres of land.

