



Luxborough Court  
School

School Prospectus  
**2023 - 2024**

## Proprietor details

### **Witherslack Group**

Lupton Tower  
Lupton  
Cumbria  
LA6 2PR

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

## Head Teacher's name and contact details

Perry Leeks  
Luxborough Court School  
Chigwell  
Essex  
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Tel: 020 3839 0640 or 07827 054661

[Perry.Leeks@witherslackgroup.co.uk](mailto:Perry.Leeks@witherslackgroup.co.uk)

## Holiday contact details

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## School ethos/mission statement

Luxborough Court is an independent day special school for pupils with a primary diagnosis of ASD. The school caters for autistic children and young people aged 6 to 19.

The school is part of the Witherslack Group who have provided inspirational education and care to children and young people, resulting in life changing experiences and countless stories of success since 1972.

## Exceeding Expectations

The principal aim of our school is to provide a stimulating, challenging and caring environment which allows each student to develop to their full potential educationally, physically, socially and personally. We strive to develop our students towards being valuable and valued members of their community. Luxborough Court will provide an inspirational education that places the student at the heart of each and every decision that is made, taking into consideration the challenges they live with but not allowing them to be defined by them.

## Details regarding admission process

We specialise in providing for pupils with a Primary diagnosis of ASC/ASD who are aged between the ages of 6 years to 19 years. Initial enquiries and informal visits are always welcome; but referrals should come to us directly from the pupil's local authority and we would encourage families to work with their local authority team from the outset wherever possible.

Referrals can be made by the Local Authority throughout the academic year and start dates thereafter agreed by all parties.

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 met by the school. Fees and NASS approved contracts will then be agreed with the placing local authority.

There will be a collaborative decision made between all stakeholders about how a young person should transition into the school which will include a pre admission visit, home visit by two of our members of staff and then a planned transition into the school day. This is all in a personalised way that is based in our best interest approach, in line with the expectations of the code of practice. There will be an initial assessment period followed by a Post Admission Review Meeting after 12 weeks of a placement commencing.

If you wish to discuss making a referral please contact our Head Teacher, via the school office.

The school's Admissions Policy is available on request.

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

### Positive Behaviour Support

The overall aim of Positive Behaviour Support (PBS) is to improve the quality of a person's life and that of the people around them. This includes children, young people and adults.

PBS provides the right support for a person and their family to help people lead a meaningful life and learn new skills without unnecessary restrictions. It is not simply about getting rid of problematic behaviour. With the right support at the right time the likelihood of children exhibiting behaviours which challenge are reduced.

Positive Behaviour Support (PBS) approaches are based on a set of overarching values. These values include the commitment to providing support that promotes inclusion, choice, participation and equality of opportunity. Behaviour that challenges usually happens for a reason and may be the person's only way of communicating an unmet need. PBS helps us understand the reason for the behaviour so we can better meet people's needs, enhance their quality of life and reduce the likelihood that the behaviour will happen.

We aim to help children develop the skills they need to manage their own behaviour and therefore good behaviour patterns are taught, encouraged and rewarded.

In each lesson and in unstructured times such as break, pupils can earn points for displaying positive behaviour; showing resilience, being friendly, working independently and for their work.

Every child has a risk assessment and where appropriate a PBS plan. PBS plans are developed in partnership with the child/young person and their family. A PBS plan promotes pro-active and preventative strategies and includes the teaching of new skills.

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.

## Provision for EHC Plans

We make sure that the work in the classroom is at the right level for each pupil and if a student needs some extra help or additional academic 'stretch', we will arrange this too. This could include;

- Extra support from a teaching assistant or the pastoral team
- Individual interventions to develop literacy or numeracy skills
- Use of our sensory rooms
- Support from one of our therapy team. (Play therapy, speech and language therapy, occupational therapy)
- Additional assessment and support from our Educational Psychologist
- Additional and more complex work being provided
- Extended project work or homework
- The opportunity to explore concepts out of the classroom

All pupils have an annual review of their Educational, Health and Care Plan (EHCP). Family and representatives from the placing local authority are always invited to these review meetings.

The school is able to access support from the wider Witherslack Group to meet a range of additional needs. This includes the additional needs detailed in the EHCP and other issues such as English as an additional language.

## 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 pupils start date. One to one support from a bi-lingual support assistant will be provided if this is an identified requirement in line with the agreement with the placing local authority.

## Details of complaints procedure

In accordance with the Children's Act 1989, all children at Luxborough Court School have access to a Complaints Procedure. Informal complaints or concerns will be addressed by contacting the school office and asking to speak to the Class Teacher. Formal complaints directly from the child or via a parent/carer or member of staff should be reported directly to Geraldine Mendonca, 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.

The number of formal complaints will be updated here year on year.

### Statement regarding accessing exam results

Information about exam results can be obtained by calling the school office.

### Safeguarding Mission Statement

Luxborough Court 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 these concerns.

We have a 'Child Protection Policy' and all staff are trained and supported by our designated Safeguarding Lead (Pastoral Manager) to ensure it is fully and effectively implemented.

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.

If you require further support on safeguarding matters you can contact the school.

If you require further support on safeguarding matters from our corporate team you can contact the Witherslack Group Lead for Safeguarding Mary Aurens at [Mary.Aurens@witherslackgroup.co.uk](mailto:Mary.Aurens@witherslackgroup.co.uk)

## Promoting General Welfare

The pastoral team will link with other agencies such as CAMHs, social care or medical teams. They are responsible for medication in school and can help to resolve any issues with school transport.

The pastoral team are always available to offer support if someone is finding it difficult to manage their behaviour. They are responsible for making sure the school's reward system makes a difference to pupil's progress, behaviour and attendance.

As part of how we look after each other, all staff will complete a standard First Aid course and there are also staff who have been trained to a higher level. Luxborough Court School staff receive regular updates in the use of First Aid and Health and Safety.

Our operational systems are all regularly reviewed by the Witherslack Group Quality Assurance Team.

## 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 Safety

At Luxborough Court School, Health and Safety is the responsibility of Geraldine Mendonca, Head Teacher and operational aspects delegated to the 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 each term.



## First Aid/Medical Care

The school has medical rooms situated at various points around the school. We respond to any first aid incidents with qualified staff and quick treatment. We inform parents of issues arising where necessary and appropriate.

The school is only allowed to administer prescribed medication. All medication is recorded and kept in a locked medical cupboard. Paracetamol and Calpol can only be administered with parent and carer consent.

## Details regarding staffing and recruitment

Luxborough Court 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. Witherslack Group pride themselves on their rigorous induction and probation processes.

## 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 medical rooms 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.



[www.witherslackgroup.co.uk](http://www.witherslackgroup.co.uk)