



Cedar House  
School

SCHOOL PROSPECTUS



## Proprietor details

### **Witherslack Group**

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Lupton  
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Tel: 015395 66081

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

## Head Teacher's name and contact details

Miss Kathryn Taylor

[kathryn.taylor@witherslackgroup.co.uk](mailto:kathryn.taylor@witherslackgroup.co.uk)

Cedar House School, Bentham, Lancaster, LA2 7DD

School Tel No: 015242 61149

## Holiday contact details

Office Manager – Ms Sheila Wills

[sheila.wills@witherslackgroup.co.uk](mailto:sheila.wills@witherslackgroup.co.uk)

015242 61149

## School ethos/mission statement

Cedar House is committed to the following principles:

- To respect the value of all individual pupils and staff
- To provide the highest standards of care and education
- To ensure safety, security and opportunities for success

We aspire to be an example of best practice for children locally, regionally and nationally. We have a clear view of our purpose and practice and this is articulated in the theoretical and philosophical basis of our work.

The ethos of the school is geared towards providing a safe, secure and caring environment within which personal growth and development is promoted. Opportunities to experience success, learn from mistakes and build trusting relationships serve to enhance confidence and self-esteem.

## Aims of school

To provide quality care and education, creating an environment to foster resilience, ensure success and provide opportunities for achievement, enabling every child over time to reach their potential as independent, resilient and productive citizens.

## Details regarding admission process

Cedar House is a co-educational, independent, specialist day and residential school providing high quality education and care for children between the ages of 7 and 18. The school meets the needs of a diverse group of pupils exhibiting social, emotional and mental health difficulties, alongside a range of other associated conditions. Initial enquiries and informal visits are always welcome but referrals will come to us directly from the pupil's local authority.

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 addressed by the school. Fees and NASS approved contracts will then be agreed with local authorities.

There will be an assessment period followed by an initial review meeting after 12 weeks.

Referrals can be made throughout the academic year.

If you wish to discuss making a referral please contact Simone Mattinson, Local Area Partnership Manager, 015242 61149, [simone.mattinson@witherslackgroup.co.uk](mailto:simone.mattinson@witherslackgroup.co.uk)

The school's Admissions Policy is available on request.

## Details of approach to behaviour management, exclusions, rewards and sanctions

Cedar House School has high expectations of its pupils in terms of their behaviour.

It is the aim of Cedar House School that 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. Our school's Positive Behaviour Support Policy is therefore designed to support the way in which all members of the school can live and work together in a mutually supportive way. It aims to promote the overall well-being of pupils and staff, and an environment in which everyone feels happy, safe and secure.

Cedar 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, and that through the use of this policy we can 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.

Every child has a Positive Behaviour Support plan (PBS) and an individual risk assessment, which helps identify anxieties and triggers they may have and how we can support them to best effect.

Due to our pupils' difficulties there may be times when rewards and sanctions are ineffective in managing a child's behaviour. On such occasions children may place themselves or others at risk of harm. On such occasions we use the holistic approach to behaviour management as outlined by TEAM TEACH. All our staff are fully trained and refreshed annually enabling potentially volatile situations to be de-escalated safely through use of verbal and non-verbal strategies and as a last resort a range of gradual and graded techniques.

Cedar House School will always strive to retain our pupils 'on-roll'. However, there will be occasions when a professional judgment regarding exclusion will need to be taken. This decision will be made by the Head Teacher. Most exclusions are fixed-term for a short period. Pupils will be supported in their return to school via a re-integration meeting.

There have been no permanent exclusions for the past four years.

## Provision for EHC Plans

An interim placement review meeting will take place at 12 weeks post admission. This meeting allows assessment results to be shared and intervention programmes to be agreed. Each child 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 targets. Transition reviews take place at a child's Year 6 and Year 9 Statutory Annual Reviews where decisions regarding future secondary education and post 16 planning will take place.

At all meetings the views of the child, parents/carers, teachers, speech and language therapist, psychotherapist, clinical psychologist and local authorities are all gained to ensure all interested parties can contribute.

## 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.

## Details of complaints procedure

In accordance with the Children's Act 1989, all children at Cedar House School have access to a Complaints Procedure. Informal complaints or concerns will be addressed by class teachers or pupil key workers. Formal complaints directly from the child or via a parent/carer or members of staff should be reported directly to Kathryn Taylor, 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.

## Statement regarding accessing exam results

School will be open on GCSE examination results day and senior staff will be present alongside our office staff to discuss results and provide advice and support.

If you require results to be sent via email, this can be facilitated.

Previous examination results can be accessed from our school office on request.

## Safeguarding Mission Statement

Cedar House 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.

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.

We have a 'Child Protection Policy and Procedures' and all staff are supported by our designated Safeguarding Leads –

- Kimberley Buchanan (Pastoral Lead – Safeguarding & Attendance)
- Mark Jarvill (Deputy Head, Care)
- Sarah Wild (Assistant Head)
- Stephen Salt (Deputy Head, Education)

If you require further support on safeguarding matters you can contact

Ms Kimberley Buchanan (Pastoral Lead – Safeguarding & Attendance)      Tel: 015242 61149

Mrs Mary Aurens (Witherslack Group Safeguarding Officer – Education)      Tel: 07469 143799

## Promoting General Welfare

There are a number of structures in place to support individual pupils. Upon admission, every pupil is allocated a key worker, whose responsibility it is to ensure that the pupils settle in to the school's routines. After eight to twelve weeks, the school holds an Initial Review, to which parents/carers are invited, in order to discuss the pupil's placement. At the internal review, the pupil's educational and care needs are examined, an Individual Care and Education Plan is written. Key workers and pupils meet on a regular basis and the key worker will maintain regular contact with home.

All new pupils are also assessed by the special needs co-ordinator for learning support. If learning difficulties are indicated, then the co-ordinator for learning support will set up a programme to meet the individual needs. This could be in the form of either in-class support, withdrawal support, the writing of differential material, or a mixture of all of these.

In order to promote good communication, continuity of care and to plan for future needs, the school works with Educational Welfare Officers, Social Workers and Careers Officers. Where appropriate, pupils may also have access to the Cedar House School Educational Psychologist and/other professionals, eg Psychotherapist or Creative Therapist. Your child may be referred on to outside agencies, eg CAMHS if this is felt to be appropriate. Within school at least termly, but often half termly, all internal school professionals working with the child meet to ensure complete coordination of all aspects of care and education. This is called an "Internal Team Around the Child" (ITAC). This is a significant aspect in ensuring the stability of each pupil's placement and clarity about their changing needs and required provision.

A designated Pastoral Team also supports pupils in their progress through school and are available to talk through any issues with parents/carers and can carry out home visits if needed.

## 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.

## Curriculum Offer

The school provides a broad and balanced curriculum, including the full National Curriculum, and will work with you and your child to maximise their ability and potential, which may include studying towards GCSEs or other similar qualifications. All subjects are taught by qualified and trained specialist teachers, who will personalise your child's studies and lessons to best compliment their learning needs.

Our range of vocational options enhances the school's full offer by providing more meaningful learning which equips our young people with vocational skills for life. A wide range of courses and accreditations present experiences and opportunities which will assist them in life beyond school and in employment.

Our excellent on-site facilities include a fully-equipped hair and beauty salon; vocational workshops and poly tunnel. Land-based studies provide the opportunity for pupils to learn about small animal care.

## Health and Sex Education

All our pupils will receive age and ability appropriate sex education on an annual basis. Parents are able to withdraw their children from these lessons, please contact the school to discuss.

## Health and Safety

At Cedar House School Health and Safety is coordinated by Mrs Rebecca Wade. 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 visit and audit the school each term.

## First Aid/Medical Care

The school has a medical room on the main site. We have a trained nurse in school who oversees the medical needs of pupils in our care. All staff as part of their induction training complete a one day First Aid course for children's services. In addition we have four staff members who have completed the four day First Aid at Work training. All First Aid training is followed up with refresher training every three years.

The school is only allowed to administer prescribed medication, this is administered by staff under the direct supervision of Deborah Morris (Nurse in School). 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

Cedar 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 undertake safer recruitment training and all staff employed within the school are subject to an enhanced DBS check.

