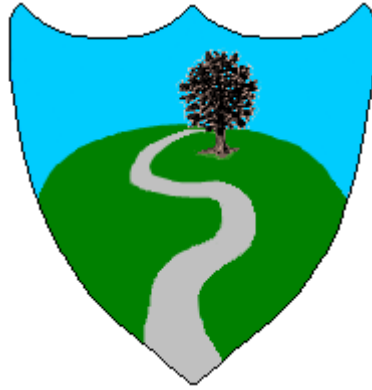


Childwall Abbey School



Head teacher: Mrs.C.Piercy

Deputy Head teachers: Mrs Jan Hunt; Mrs Mary Williams
SENCO: Mrs Pam Shaw

Chair of Governors: Mr. Paul Rowlandson

School Prospectus

Updated November 2017

CONTACT INFORMATION

Address: Childwall Abbey Road
Liverpool L16 5EY

Telephone: 0151 722 1995

Email: info@childwallabbey.school.net

Website: www.childwallabbey.school.net

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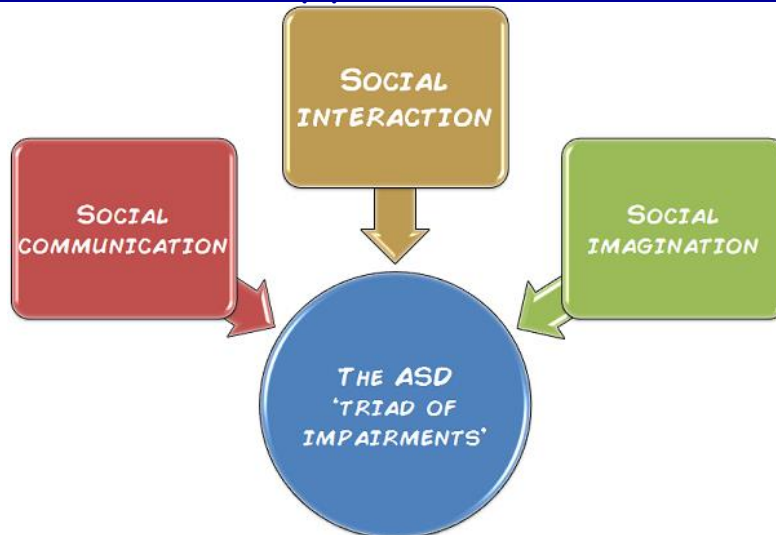
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Welcome to Childwall Abbey School

1) MISSION STATEMENT

*A calm, safe and welcoming place in which to work and learn.
A place where everyone supports each other to achieve.
A place we enjoy coming to each day.*

ASD awareness is a key part of our Mission Statement.



Supporting pupils on the autism spectrum.

We use a range of multi-sensory teaching and learning styles.

We use a number of common fundamental principles that make for successful teaching of pupils on the autism spectrum.

These include:

- Intensive, structured and purposeful teaching.
- Clear, unambiguous and explicit instructions and teaching strategies.
- Use of repetition to consolidate.
- Re-teaching in different contexts and in different ways, not assuming that the pupil has understood because they have repeated or demonstrated something.
- Using a communicative form that the pupil understands and can use to convey ideas to others i.e.: visual, audio or kinesthetic learning, giving students the opportunity for learning to be achieved through experience of the world.
- Giving opportunities for learning with a personal meaning that is interesting and motivating.
- A high level of adult support and tuition.

2) INTRODUCTION

We are delighted to introduce and welcome you to Childwall Abbey School

Childwall Abbey School is a community special school for children aged 11 to 19 years who experience complex learning difficulties.

The information provided in this prospectus gives an insight into the operations and objectives of the school and is intended for parents or carers whose children have, or may be due to have Statements of Special Educational Needs as well as an update for parents or carers with children already attending school. There may, of course, be changes - as we constantly seek to do the best we can for the children in our care. Please do not hesitate to contact us if you have any queries or concerns during your child's years at Childwall Abbey.

3) ADMISSIONS & S.E.N

Admissions

The admitting authority for the school is Liverpool City Council as all our pupils have Statements of Special Educational Need now called EHCP's.

Special Education Needs

All pupils who are placed at Childwall Abbey have a Statement of Special Educational Needs or EHCP - Educational Healthcare Plan. Childwall Abbey School is committed to ensuring that all children achieve their potential. We have a well-developed special needs policy and a strong team of staff to support children with complex learning difficulties. Children's individual learning and behaviour plans are formulated, usually in the autumn term. At Childwall Abbey we believe strongly that Every Child Matters.

4) SAFEGUARDING

Parents should be aware that the school has a statutory duty to protect its pupils. Childwall Abbey School will take any reasonable action to ensure the safety of its pupils. In cases where the school has cause to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow Liverpool (L.A.) Guidelines and consult Social Services. The school has its own safeguarding policy and a copy is available in the school office should parents wish to read it. The safeguarding Co-ordinators are Mrs Williams and Mrs Hunt.

5) AIMS

Childwall Abbey School expects its pupils to be:

- knowledgeable,
- enquiring,
- confident,
- trustworthy,
- respectful.

We aim to make the school environment:

- safe,
- happy,
- secure,
- supportive,
- welcoming to all

We aim to achieve this by:

- encouraging and modelling respect for others irrespective of heritage, religion, gender or capability,
- encouraging confidence and self-respect,
- fostering self-expression and creativity,
- catering for the emotional needs of individual children.

We will not accept:

- racist or sexist behaviour or attitudes,
- disruptive behaviour,
- verbal or physical abuse.

Our educational aims are:

- to provide access to a broad and balanced curriculum for all,
- to make learning an enjoyable and rewarding experience,
- to make learning a shared process between teacher, child and family,
- to give children the knowledge and skills to prepare for life,
- to encourage co-operation by group and team work,
- to offer a broad range of cultural experiences,
- to enable children to realise their full potential in all aspects of school life and beyond

6) STAFF

| Senior Management Team | |
|-------------------------------|--|
| Mrs Catherine Piercy | Headteacher |
| Mrs Jan Hunt | Deputy Head Teacher / Curriculum/ Achievement/Examinations Officer |
| Mrs Mary Williams | Deputy Head Teacher / Behaviour/Attendance/Art KS4/Restorative Justice (RJ) |
| Mrs Pam Shaw | SENCo/Head of 6th Form |

| Teaching Staff | |
|-----------------------|---|
| Mr Rob Blackmore | Year 11 teacher/Computing/DT Co-ordinator |
| Mrs Cherry Dillon | Year 10 teacher/Science Co-ordinator /First Aider |
| Miss Gaynor Jukes | Year 10 teacher/English Co-ordinator/AEP/RJ Team |
| Mr Alex Jones | 6th Form teacher/R.E. Co-ordinator/ECO schools |
| Mr Jason Maines | Year 9 teacher/Music Co-ordinator/KS2/3 Computing |
| Mr Greg Power | Year 6/7 teacher (Lower School Maths Link) |
| Mr Mick Turley | 6 th Form teacher/PE Co-ordinator /First Aider |
| Mr Lee Corr | Year 8 teacher/PSHE Co-ordinator |
| Mr Ian Watkins | Year 11 teacher/Maths Co-ordinator/KS2/3 P.E./RJ Team |
| Ms Kate Groves | Year 8 teacher/Lower School English Link/PE KS2/3 |
| Mr Martin Carey | Year 7 teacher/Humanities Co-ordinator/PE KS2/3 |
| Ms Veronica Dixon | Year 9 teacher/Assessment and Baselining |
| | |
| Ms Helen Campbell | Outreach Teacher |
| Mrs Maureen Fearon | Outreach Teacher |
| Mrs Jeanette McCombs | Outreach Teacher |
| Ms Gaynor Ryan | Outreach Teacher |
| Ms Lisa Seeckts | Outreach Teacher |

| | |
|----------------------------------|--|
| Learning Support Officers | |
| Mrs Janice Cusack | LSO |
| Mrs Denise Davies | LSO-part time |
| Ms Sofia Dorian | LSO-part time |
| Mr Ronnie Maloney | LSO/Pastoral Team/Attendance |
| Mr Jeff Radford | LSO/RJ Team |
| Ms Julie Drewitt | LSO |
| Mrs Annette McLoughlin | LSO/First Aider |
| Mr Neil Murray | LSO |
| Mrs Margaret Gowar | LSO |
| Ms Kathy Grace | LSO/Hair & Beauty/ASDAN |
| Mr Pete Morrow | Cover Supervisor/First Aider/D of E Co-ordinator |
| Ms Linda McClelland | LSO/First Aider |
| Ms Karen Mangan | LSO |
| Mrs Karla Petches-Kelly | LSO |
| Mrs Justine Wilson | Cover Supervisor/ASDAN |
| Mrs Sue Spencer | LSO |
| Mrs Andrea Tootle | LSO -Part time |
| Ms Hayley Jeffrey | LSO/First Aider |
| Ms Lynn Mason | LSO |
| Ms Fay Mooney | LSO |
| Learning Mentor | |
| Miss Michelle Mollard | Learning Mentor/LAC-Part time |
| Technical support | |
| Mr Paul Wood | ICT Technician |
| Administrative support | |
| Mrs Karen Deegan | Office Manager /Health & Safety/Off-site visits |
| Mrs Ann Milne | Data Manager/Clerk to Governors |
| Mrs Laura Duffy | Administrator |
| Site management | |
| Mr John Conlon | Caretaker/First Aider |
| Mr Steve Cain | Caretaker/First Aider |
| | |

Cleaning & Catering Staff

| | |
|--------------------|--------------------|
| Mrs Gill Byrne | Cleaner |
| Mrs Rita Nguyen | Cleaner |
| Mrs Eileen Woolley | Cleaner |
| Ms Julie Dally | Cook/Cleaner |
| Mrs Chris Wall | Catering Assistant |
| Mrs Dot Mulville | Catering Assistant |

7) GOVERNORS

L.A. Governors

Ms. G. Rogerson

Parent Governors

Mr. B. Davies, Mr. Paul Rowlandson (Chair)
Ms Julie Cooney, Mr John Neild

Staff Governor

Mr. Mick Turley

Co-opted Governors

Mrs Anne Marsh (vice-Chair)
Mr. Jeff Radford, Mr. Ronan McGrath, Ms. S. Hughes

Clerk to the Governors

Mrs. Ann Milne

Associate Governors

Mrs Karen Deegan

Headteacher

Mrs Cath Piercy

8) THE SCHOOL DAY

The school hours are: 8.45am to 3.05 pm

The school is opened at 8.30am to allow children into the school hall to greet them from school transport. After staff briefing, at 8.45am pupils are escorted to their classes for registration and pastoral time (reading, spelling and pastoral activities take place at this time). Whole school assembly takes place on Monday, Key Stage assembly on Wednesday and Praise assembly on Friday. There are six 40 minute lessons per day, a morning break, one hour lunchtime/break and a ten minute afternoon registration.

| | |
|---------------------|----------------------------|
| Registration | 8.45 am - 9.20am |
| Assembly | 9.20 am |
| Lesson 1 | 9.35 am -10.15am |
| Lesson 2 | 10.15 am -10.55am |
| Break 1 | 10.40am -10.55am (KS 2/3) |
| Break 2 | 10.55am - 11.10am (KS 4/5) |
| Lesson 3 | 11.10am -11.50am |
| Lesson 4 | 11.50am -12.30pm |
| Dinner 1 | 12.30pm -13.00pm |
| Dinner 2 | 13.00pm -13.30pm |
| Lesson 5 | 13.30pm -14.10pm |
| Lesson 6 | 14.10pm -14.50pm |
| Registration | 14.50pm -15.05pm |

9) SCHOOL ORGANISATION

The pupils are organized into Year Groups and Key Stages i.e. KS3 (Y7, 8, 9), KS4 (Y10, 11), KS5 (Y12, 13, 14). In addition we have a nurture group of younger pupils (mainly Y6) who have been identified as requiring a greater level of specialist support than is available in mainstream and who have Statements of Special Needs or Educational Health Care Plans. On occasion, when pupils' developmental, emotional or learning needs require it, a pupil may be placed in an alternative year group, as part of their individual programme.

The Headteacher and Senior Management Team are available to answer any queries are available to answer any queries concerning the organisation of the school.

10) SIXTH FORM

Childwall Abbey School has a sixth form (KS5) provision for those pupils who are not able to access further education via College at the end of Key Stage 4. Admission to sixth form is by application at Annual Review in Year 11 and is at the school's discretion.

Consideration will be given to those pupils whose learning and other needs are greatest. Sixth form places are oversubscribed; therefore we expect exemplary attitudes of work, behaviour and outstanding attendance. This ensures students can take full advantage of the life skills based curriculum.

Destination of school leavers

The vast majority of pupils at Childwall Abbey go on to take places within our Sixth Form or at local colleges of further education.

Useful Organisations

The National Autistic Society
393 City Road
London
EC1V 1NG

ADHD Foundation
151, Dale Street
Liverpool
L2 2AH

I CAN
Children's Communication
Charity
8 Wakely Street
London
EC1V 7QE

Young Epilepsy
St Piers Lane
Lingfield
Surrey
RH 76PW

British Dyslexia Association
Helpline: 0333 405 4567

11) BEHAVIOUR MANAGEMENT

Good behaviour is the foundation of effective learning and the emotional and social welfare of our children.

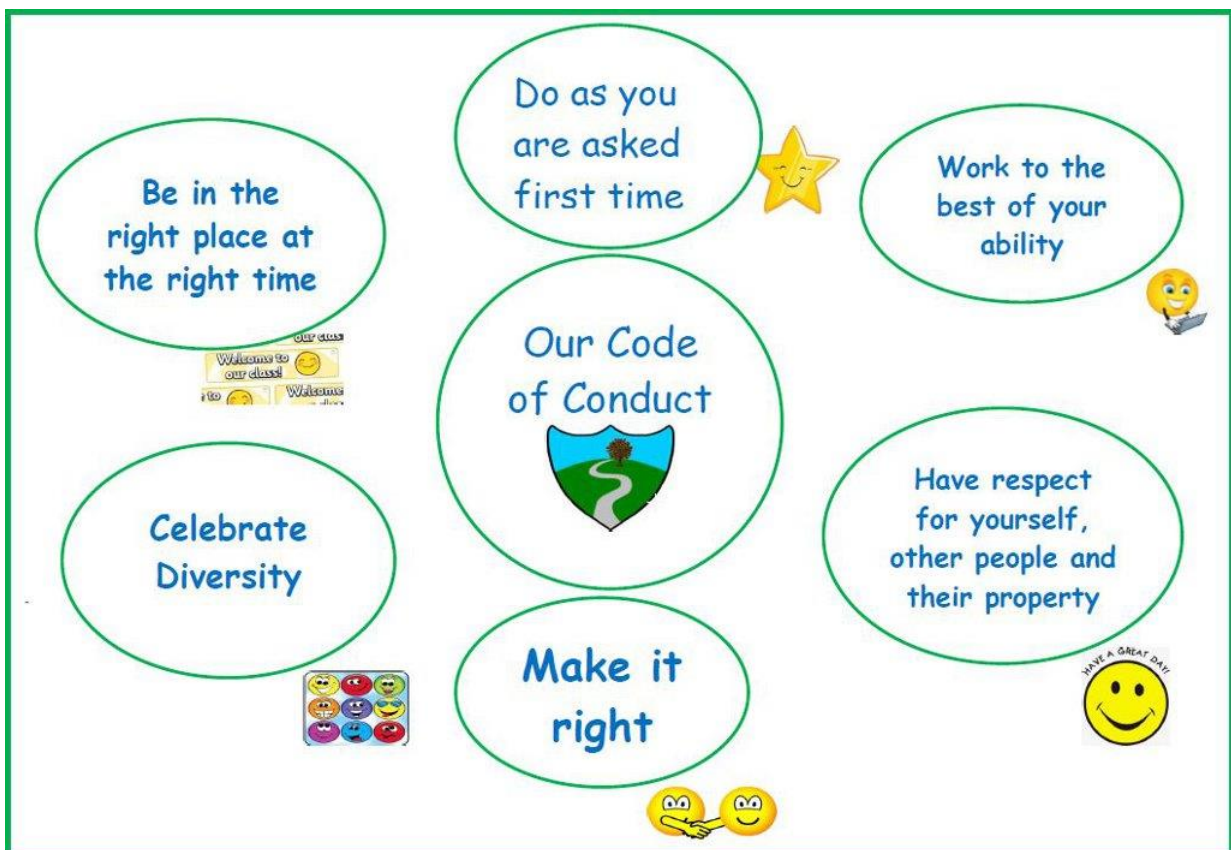
The key to the standards of behaviour embodied in the school's policy document is that education is too valuable an opportunity to waste. Positive attitudes and efforts must be rewarded. Behaviour which might prevent this is unacceptable. However, staff are trained to recognise the sensitivity with which pupils with additional needs such as Attention Hyperactivity Disorder (ADHD) and ADD) will need to be managed, so their positive behaviour is reinforced through praise. De-escalation techniques will be applied to 'manage' potentially aggressive situations.

All members of the school community work to provide the environment and the atmosphere within which pupils may be supported in demonstrating appropriate behaviour.

Inappropriate behaviour will be always challenged firmly, (without seeking confrontation) as per the behaviour policy.

In order to ensure safety of pupils and staff, it may be necessary on rare occasions for staff to physically support a pupil away from a situation. All staff are fully trained in appropriate dignified care and restraint techniques.

Code of Conduct





ARC 1 (Additional Resource Centre)

The Additional Resource Centre can:

1. Accommodate pupils who have repeatedly contravened school rules or;
2. Who attend as part of a personalised intervention plan to meet underlying needs, reduce stress and support learning.

It is intended to give respite for the school community, provide a period of reflection or allow pupils to learn in a calm and welcoming environment.

ARC 2

ARC 2 is a base for planned Interventions to support learning. Individual pupils or small groups attend ARC 2 sessions to target Literacy or Numeracy development needs. Speech and Language and Social Communication Interventions are co-ordinated via ARC 2 and delivered in the Nurture base.

Smoking

Smoking is strictly forbidden for all students.

Staff, parents and visitors are requested to follow L.A. policy and refrain from smoking in all areas of the school and school grounds.

12) THE CURRICULUM

Our approaches to learning and teaching are focused on the pursuit of excellence for each child as he or she gains the skills and knowledge prescribed by the National Curriculum. We have 'whole-school' policies to ensure the continuity and smooth progression of each child's learning so that they receive a balanced curriculum as they progress through the school.

The National Curriculum forms the basis of the school's teaching objectives, schemes of work and means of assessing your child's progress and levels of achievement. Our curriculum is rigorously reviewed annually via planning, maintenance and evaluation, to ensure pupils enjoy, achieve and become confident, well-rounded citizens.

The National Curriculum is divided into the following areas:

- | | |
|-------------------------------|--|
| 1. Core Subjects | English, Mathematics, Science, Computing Religious Education |
| 2. Foundation Subjects | Design and Food Technology Music Art Humanities (history and geography) |

Modern Foreign Language (French) Physical Education

3. Other Subjects

Personal, Social, Health and Citizenship Education (PSHCE)
Including Sex and Relationships Education; Careers
Education and Guidance.

In accordance with the objectives, some attainment targets are achieved through combining a number of study areas into an overall topic.

The school offers GCSE, BTEC, Functional skills, JLSA and Entry level courses in a range of core and foundation subjects. All pupils' access ASDAN award, Stepping Stones courses, Explore my future, My future My choice, Bronze, Silver and Gold, AOPE and COPE to deliver PSHCE (Personal, Social, Health and Citizenship Education). Not all pupils are entered for the same subjects at the same examination level. This is carefully matched to individual pupil's needs and abilities, with a focus on enabling all pupils to achieve their full potential.

School has achieved the Silver Eco Schools Quality Mark.

Literacy

The school places equal importance on the four main areas of literacy development: reading, writing, speaking and listening. Children's abilities in reading and writing are monitored through standard attainment tests and ongoing teacher assessment.

Your child will be encouraged to enjoy reading through access to a variety of books. A structured reading programme is used according to individual special needs. This is based initially on picture books and then on a variety of reading schemes, to develop a child's reading ability. As a parent, you are encouraged to take an active interest through listening to your child read every night and by contributing to the home-school reading diary / journal when applicable.




We will encourage your child to develop a variety of writing skills for practical, imaginative and personal purposes. Emphasis is placed on structure, punctuation, grammar, vocabulary, spellings and neat, joined cursive handwriting is encouraged.

Cross curricular approaches to Literacy are encouraged in all subject areas.

School has achieved the Bronze Quality Reading Mark

Each term we have a "whole school" literacy focus.

WHOLE SCHOOL LITERACY FOCUS

| AUTUMN TERM | SPRING TERM | SUMMER TERM |
|---|--|--|
| <p>Punctuation</p>  | <p>Connectives, extending sentences</p>  | <p>Vocabulary</p>  |

Numeracy

A highly structured programme of lessons following the National Curriculum allows your child to progress from concrete experiences to abstract concepts at an appropriate pace. Importance is given to the relevance of mathematical understanding and its use in practical situations.


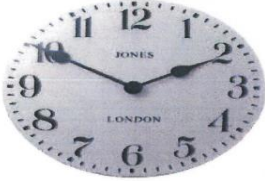

Children are involved in mental mathematics, problem solving activities, mathematical projects, computational skills and the use of mathematical skills in other curriculum areas. When appropriate, your child will use a calculator to support their mathematical development. Computer programmes are also used to generate and reinforce mathematical concepts. Pupils are encouraged to enjoy numeracy.

Cross curricular approaches to numeracy are encouraged in all subject areas.

Each term we have a "whole school" numeracy focus.

School has achieved the Silver Numeracy Quality Mark

Whole School Numeracy Focus

| AUTUMN TERM | SPRING TERM | SUMMER TERM |
|--|--|--|
| <p>Money Handling</p>  | <p>Telling the Time</p>  | <p>Multiplication Tables</p>  |

Science

Through science we enable children to discover and investigate aspects of the world in which we live. Your child will be involved in scientific study and investigation. Children will study four areas:

- Scientific enquiry
- Life processes and living things
- Materials and their properties
- Physical processes

Cross curricular approaches to science are encouraged in all subject areas.

In Key Stage 3, science is also developed through the topic approach.

COMPUTING

Computing skills are promoted through Core and Foundation subjects where the use and application of Computing skills are developed via problem-solving and collaborative learning. At KS3 much use is made of Computing to support Topic. Pupils access the "switched on" scheme of work". At Key Stage 4, Computing is taught to exam level as a separate subject.

Rules for acceptable Internet use

The school utilizes both installed computers and Ipads to enhance learning. These rules will keep everyone safe and help us be fair to others when we use the internet.

- I will ask permission from a teacher before using the Internet
- I will not access other people's files
- I will use the computers only for school work and homework
- I will not bring USB sticks into school unless I have permission
- I will only e-mail people my teacher has approved
- The messages I send will be polite and sensible
- I will not give out my home address or phone number
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like
- I understand that the school may check my computer files and will monitor the Internet sites I visit.

Our acceptable use policy is available on our website in handout form from the school office. Our school is part of the 360 ° Safe programme for e safety issues and has an e safety group coordinated by Mrs Williams and Mr Blackmore.



Religious Education R.E.

Our aim is to foster children's feelings of awe and wonder, to extend their natural curiosity, and to help them order and pattern their experience. We also encourage in children, recognition of their own values and their importance as individuals - to promote their social development, so that they can give as well as receive and value others whose culture and beliefs may differ from their own.

Children are helped to explore the religious dimension of life by reference to the Christian heritage in particular and other world faiths.

Parents have the right to withdraw their child/children from Religious Education after consultation with the Headteacher. Other work will be provided at that time.

Foundation Subjects

These subjects include:

History and Geography - Humanities, Design and Food Technology (DT/FT), Music, Physical Education, P.E. Art and design, Modern Foreign Language, Personal, Social and Health and Citizenship Education (P.S.H.C.E.)

Teachers use their professional judgement to determine in which way children will learn most effectively in these areas, using the National Curriculum Guidance.

Physical Education and Sport

Childwall Abbey School has an excellent range of sports and accreditation available to the children, including the Junior Sports Leadership Award (JSLA) and Entry Level.

Childwall Abbey School participates in regular inter-school matches for football, basketball, tag-rugby, swimming and athletics.

A high priority is given to encouraging all pupils to be swimmers. All children from Year 6 to Year 8 learn to swim and have sessions throughout the year, including an intensive programme for non-swimmers. Swimming sessions, including Aquafit, may take place as part of Key Stage 4 PE coursework.

PE & Games Kit




Pupils will need a white T shirt and black shorts for PE. Pupils will also need parents/carers need to provide shorts, top trainers, sports socks and a towel for PE lessons.

Swimming: Trunks or costume (not cycling shorts or bikinis)
Towel and Swimming cap

We have an annual School Sports Day and an Activity Day for the whole school at I.M. Marsh where pupils learn Team-building skills through physical activity.

13) HOMEWORK

At Childwall Abbey School:

-  Tasks will mainly be given to support pupils' work in numeracy and literacy.
-  Homework may include online tasks, finishing exam coursework, exam preparation and topic research.
-  On a day to day basis it is the responsibility of the class/subject teacher to identify when home study is appropriate and valuable in furthering and reinforcing learning.

Parents should assume that every child should read at home with /to an adult on a daily basis.

It is also highly beneficial if parents take every opportunity to practice every day maths e.g. telling the time, use of money and times tables to 12. We are happy to work with all parents to assist them in this important area.

(Please see whole school literacy and numeracy focus areas on P16)

14) ASSEMBLIES

Children participate in regular assemblies, which focus on their spiritual, moral, social and cultural development (SMSC). Assemblies are closely linked to truth, fairness and respect for others. On a Friday we have a Praise Assembly within which teachers identify children in their pastoral group and/or in other groups, who have done well in their learning, attitudes, behaviour and attendance.

Parents do have the right to withdraw their child/ren from participating, after consultation with the Headteacher, and an alternative activity will be agreed.

15) LINKS WITH THE LOCAL COMMUNITY

We welcome numerous visitors who contribute to the progress of our pupils. These include

HealthLine

School nurse

Dental service

Speech and Language Therapists

ADHD team

YPAS

CAMHS

Psychologists

Transition Team

Counsellors

Fusion

Physiotherapists

Occupational Therapists

Students from Hope University, Edge Hill University, Liverpool John Moores University and visit us to assist with group project work or to spend a more extended period on teaching The University of Liverpool or nursing practice.

The business community in the area is very generous in supporting us in many ways, especially in providing placements for work experience for pupils in Year 10, 11 and sixth form.

Childwall Abbey has recreational and working links with a number of other schools e.g. Bank View High, Lister Drive, Sandfield Park, Palmerston School, Claremount School, Liverpool Community College, Greenbank College, Myerscough College and Hugh Baird College.

As part of our outreach into the community we are happy to provide work experience within Childwall Abbey. We greatly value the support we are given by a growing number of volunteers.

16) ENRICHMENT ACTIVITIES

A number of activities are offered to children both in and out of school hours. Most practices are arranged for lunchtimes and school matches tend to take place during school time. Advance notice is given of each activity, as required.

Lunchtime Activities Include:

- Getting Fit
- Reading Club
- Basketball
- Choir
- Table Tennis
- Trampoline

Daytime enrichment may include library visits, trips to local parks museums and art galleries as well as other schools and colleges.

Activities after school (e.g.: Da Da, singing and drama activities) need a parental consent form which must be returned 2 weeks before the activity. This details the activity, emergency contact, the time and the place etc. and the arrangements for getting the child home safely.

No child will be allowed to take part in any off site or out of hours activities without written parental permission – telephone or text permission is not acceptable.

Charging policy

There are often activities or trips for which we request a voluntary contribution. We will always send you a letter in advance of the activity. This will give details and the amount



that is being requested as payment. This is a voluntary sum, however, if we fail to cover the costs of certain events we may have to cancel them.

Where there are genuine cases of financial hardship we hope that parents will make the Head teacher aware of them and financial assistance may be given.

For all activities where large sums of money are required we give plenty of notice and money can be paid in installments over several weeks.

17) SCHOOL UNIFORM

Governors and staff know that the wearing of uniform is an important part of life at Childwall Abbey School. At all times we aim to maintain a high standard of dress throughout the school and expect support from the parents in this matter.

Many of the items can be found in most children's clothes shops (e.g. dark grey trousers or skirts), but specific items such as the sweatshirt, jumpers and cardigans can be purchased from school. The uniform requirements are:

Girls

Black skirt or black trousers.

White polo shirt/blouse

School tie (optional)

Childwall Abbey School purple sweatshirt, jumper or cardigan

White socks

Black everyday shoes (**heels no higher than 2cms**).

Black or white sandals in summer - not fashion shoes or boots please.

Trainers for P.E and games

White T shirt and Black shorts for PE

Black Blazer - optional. This can be purchased from Laser if school badge is required.

6th form black and white clothing

Boys

Black trousers - no jeans.

White polo shirt/white shirt

School tie (optional)

Childwall Abbey School purple sweatshirt or jumper

Grey socks.

Black everyday shoes (not boots).

Trainers for P.E and games

White T shirt and Black shorts for PE

Black Blazer - optional. This can be purchased from Laser if school badge is required.

6th Form - Black and white clothing



Please could we ask that all items of clothing **MUST** have the child's name inside.
Items of lost property are then easier to reunite with their owners.

We do not allow children to wear nail varnish or any make-up. Neither do we allow jewellery of any kind. If ears have been pierced a child may wear a **small** stud. Facial piercings are not acceptable. Extreme haircuts and dyes are also not allowed.

Personal Belongings

We cannot guarantee the safety of any personal belongings such as mobile phones, personal stereos, mini-computer games etc., therefore we ask parents to ensure that such items **do not come into school**. Similarly, amounts of money, other than school dinner or excursion monies should not be brought into school. Mobile phones are **banned in school**. Phones which are brought into school **must be handed in** to be locked away securely until the end of the day. They are put in the school safe but are not insured if lost. Use of mobile phones by pupils in school is unacceptable - this is a safeguarding issue and is taken extremely seriously.

18) NOTES & ABSENCES

On the first day of your child's absence, please inform the school of the reason by telephone or in person. We operate a system whereby we will ring home, or send a text message in the morning, if a child is absent and we have not been contacted with an explanation. If no information is received, the absence becomes *unauthorised* and may result in a visit from the Educational Welfare Officer, Mrs Anne Marsh.

Please try to make hospital appointments, dental checks or doctor's visits out of school hours to avoid disruption to lessons.

New Government legislation states that no holidays may be authorised during term time and any parent taking their child on holiday during the school term may be fined. Please contact School for further information. Details are on our website.

19) ATTENDANCE

Each year we have to make an attendance return to the Department for Education. We are required to give the percentage absence rate i.e. the number of absences as a percentage of the total for the year. 100% attendance is required for pupils and staff. Currently the school is aiming to achieve 94% overall attendance at least for 2017- 2018. We also have to provide a figure for unauthorised absences. These are absences when school has not been notified as to the reason.

It is imperative that you notify the school of the reasons for your child's absence on the first day they are absent from school.

We will contact Parent/Carer by text or phone call if a pupil has an unexplained absence. School has achieved the Bronze Attendance Quality Mark.

20) ACCIDENTS AND ILLNESS

Children who are generally unwell should not be in school. Where children are fit to attend school yet require medical attention during school hours, parents are requested to inform the school in writing and fill in a medical form giving detailed information and instructions. Any medication should be sent in a clearly labelled container with the child's name and time it is to be administered. Trained first aiders will administer any medication; however parents/carers are reminded that there is no requirement for school staff to undertake this responsibility and staff who do so are acting in a voluntary capacity, therefore you as parents/carers retain the legal responsibility. It is far better, where possible, for medication to be taken at home.

For accidents in school, trained first aiders will deal with the situation. In the case of more serious accidents you will be contacted as soon as possible. It is essential that school has up to date emergency phone numbers and that school is notified immediately if these change.

Every parent will be asked to sign an agreement form giving permission for appropriate medical emergency treatment to be arranged in the event of an extreme emergency. If your child suffers a blow to the head you will always be notified.

Headlice

From time to time the school suffers an outbreak of head lice. If your child has head lice please contact the school for guidance in line with advice from the local authority. We kindly ask that all long hair is tied back to reduce the risk of an outbreak and that parents regularly check their children's hair. Should your child have head lice it is vital to treat the whole family to ensure the outbreak does not continue.

21) TRANSPORT

Free transport to and from school, by school bus or taxi, is available for all pupils via the L.A. and is used by most pupils when they first start at the school. There is an escort on most vehicles, but it is the parents' responsibility to deliver the student to the vehicle. It is not part of the escort's duties to knock on doors for children. Pre-arranged pick-up and drop-off points are negotiated for new pupils by the LA.

Pupils are only allowed the two set journeys to and from school each day. Other arrangements must be made by parents/carers.

School is not obliged to collect pupils who, for whatever reason, miss school transport. Sensible behaviour is expected on all school transport, for all pupils, at all times.

Some of our senior pupils travel independently to and from school on public transport,



using a bus pass provided by the Education Authority. Transfer from school transport to public transport is made after consultation between parents and the school. We have a "bus skills" training programme in school so that some pupils can travel independently before they leave school.

It is essential that school has up to date emergency phone numbers in case of any transport issues.

Contact information

Transport can be contacted directly on: **0151 233 6511**

22) SCHOOL MEALS

The school dinner time lasts from 12.30pm until 1.30pm. The children may have a hot school dinner at a cost of £2 per day (£10.00 per week), or bring their own packed lunch. Parents who are on Income Support are entitled to claim for free meals. The application forms may be requested from the Awards Department, Liverpool City Council. Please ensure that all dinner money is sent into school on MONDAY morning, thank you.

If you have any concerns or questions regarding payment, please contact the school office.

Information about the school menu can be found on our website.

Our pupils are regularly surveyed about the quality of school meals. We encourage all pupils to make healthy choices and to enjoy lunchtime as a relaxing opportunity to socialize with others.

23) VISITING SCHOOL

Security of the children, staff and the building itself is very important, so we ask all visitors to enter by the main entrance, using the intercom system to report to the school office. Your visit may concern a minor problem e.g. lost property, forgotten homework etc or the collection of a sick child. This can be dealt with promptly by a member of staff. More serious matters will need the attention of the Headteacher or Senior Management Team. For this, appointments should be made via the school office for all except the most urgent cases.

We welcome parents into the school and there are many occasions when we specifically invite them to attend e.g. parents' evenings, musical events etc. At these times access to the school is more open however visitors are still required to sign in and out on every occasion.

Sixth-form have an "open door" policy and appointments are not required, however, visitors must always sign in and out at the main office.

School office hours

Mrs Deegan, our office manager, is available between 8.00am and 4.00 pm.



It would be very much appreciated if you could attempt to contact school between these hours. At other times there is an answer-phone service. School welcomes contact with parents before the start of the school day, especially if a pupil has experienced difficulties at home and may benefit from additional support on arrival or throughout the day.

24) PARENTS' EVENINGS

Parents' Evenings give parents and carers a formal opportunity to meet the teachers to discuss their child's academic and social progress. There are two Parents Evenings annually - one in November and one in June/July. All pupils at Childwall Abbey School also have an Annual Review of their SEN Statement. Other agencies, such as Fusion and School Health attend parents' evenings.

25) SCHOOL REPORTS

We send written reports home once a year. This is usually early in July (see above). We report on the child's progress during the whole year. Annual Review reports in regard to your child's Statement of Special Educational Needs will be distributed year group by year group from the Autumn Term onwards. Parents and Carers will be invited in to discuss these reports.

Statements are currently changing to Education Health and Care plans. Our SENCo, Mrs Shaw, will guide you through this process at the appropriate time and can give you further information should you need it.

26) COMPLAINTS PROCEDURE

The first point of contact for any question or query is the class teacher, as they can resolve most concerns.

If it is inappropriate to speak to the class teacher, or if a parent remains dissatisfied and wishes to take the matter further, they should contact the Head Teacher. She will investigate and will give a response as quickly as possible. If this investigation proves to be satisfactory, no further action will be taken.

Should you not consider the concern to have been dealt with satisfactorily, the next stage is to write to the Chair of Governors who will investigate and respond. This may go before a specially convened panel of governors with the aim of reaching a satisfactory conclusion.

If the complainant is still not satisfied then they have the right to complain to Liverpool LA. A copy of the school's Complaints Policy is available from the school office and on the school website.

27) TERM DATES

Childwall Abbey School Term Dates 2017/2018



Autumn Term 2017

| | | |
|----------|---|---|
| 04/09/17 | : | INSET DAY - STAFF TRAINING (1) |
| 05/09/17 | : | INSET DAY - STAFF TRAINING (2) |
| 06/09/17 | : | School opens for pupils |
| 20/10/17 | : | School closes for half term - normal time |
| 30/10/17 | : | School opens for pupils |
| 21/12/17 | : | School closes for Christmas - 1pm |

Spring Term 2018

| | | |
|----------|---|---|
| 08/01/18 | : | INSET DAY - STAFF TRAINING (3) |
| 09/01/18 | : | School opens for pupils |
| 09/02/18 | : | School closes for half term - normal time |
| 19/02/18 | : | School opens for pupils |
| 23/03/18 | : | School closes for Spring break - 1pm |

Summer Term 2018

| | | |
|----------|---|---|
| 09/04/18 | : | INSET DAY - STAFF TRAINING (4) |
| 10/04/18 | : | School opens for pupils |
| 03/05/18 | : | INSET DAY - STAFF TRAINING (5) |
| 07/05/18 | : | MAY DAY - SCHOOL CLOSED |
| 25/05/18 | : | School closes for half term - normal time |
| 04/06/18 | : | School opens for pupils |
| 24/07/18 | : | School closes for summer - 1pm |

All schools in Liverpool currently set their own academic year dates, please check other schools dates can vary