

# Childwall Abbey School

# Prospectus

Updated: February 2020

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Deputy Headteacher: Mrs Jan Hunt

SENCo: Mrs Pam Shaw

Chair of Governors: Mr Paul Rowlandson

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## 1. Introduction

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

Childwall Abbey School is a community special school for children aged 11-19 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 Educational Health Care Plans (EHCP's) 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 School.

## 2. Mission Statement

*A calm, safe and welcoming place in which to work and learn.*

*A place where everyone supports each other to achieve.*

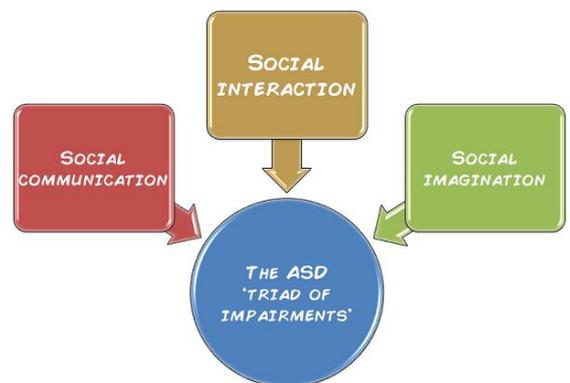
*A place we enjoy coming to each day.*

[ASD awareness is a key part of our school life](#)

### 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 kinaesthetic 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.

### 3. Admissions & Special Educational Needs

#### Admissions

The admitting authority for the school is Liverpool City Council as all our pupils have EHCP's. Admission to the Nurture-based Sixth-form is at the school's discretion based on greatest need and available places.

#### Special Education Needs

All pupils who are placed at Childwall Abbey have an 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 (available on our website) and a strong team of staff to support children with complex learning difficulties. Assessments, carried out in September provides the basis for planning to support pupils' individual needs. At Childwall Abbey we believe strongly that Every Child Matters. There are currently 160 pupils attending Childwall Abbey School, in class sizes of 10-13. Each class has a form teacher and a dedicated Learning Support Officer (LSO).

### 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. Currently our safeguarding Co-ordinators are Mr Maloney (Safeguarding Lead) and Mrs Hunt/Mrs Shaw (Deputy Safeguarding Leads).

## 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, sexuality 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 Cath Piercy	Headteacher
Mrs Jan Hunt	Deputy Headteacher / Deputy Safeguarding Lead
Mrs Pam Shaw	Assistant Headteacher / SENDCo

### Teaching Staff

Mr Rob Blackmore	Year 11 form teacher / Computing Co-ordinator / ASDAN
Mrs Kerri Barrett	Year 10 form teacher / Art Co-ordinator / ASDAN
Ms Beth Bates	Year 7 form teacher / Humanities Co-ordinator / ASDAN
Mrs Cherry Dillon	Year 10 form teacher / Science Co-ordinator / ASDAN / First Aider
Ms Veronica Dixon	Year 9 form teacher / English / ASDAN
Ms Kate Groves	Senior Leader - Curriculum / Year 8 form teacher / Literacy / English Co-ordinator / ASDAN
Mr Alex Jones	Year 9 form teacher / R.E. Co-ordinator / ASDAN
Mrs Jeanette McCombs	Senior Leader 16-19 / P.S.H.E. Co-ordinator / English / ASDAN
Mr Jason Maines	16-19 form teacher / Music Co-ordinator / ASDAN
Ms Lynn Mason	Year 8 form teacher / M.F.L. Co-ordinator / ASDAN
Mr Neil Murray	Year 7 form teacher / D.T. Co-ordinator / ASDAN
Mr Greg Power	Year 6/7 form teacher / Health & Wellbeing Co-ordinator / ASDAN
Mr Mick Turley	16-19 form teacher / P.E. Co-ordinator / ASDAN
Mr Ian Watkins	Senior Leader Attainment (incl. L.A.C. & Exams) / Year 11 form teacher / Numeracy / Maths Co-ordinator / RJ Team / ASDAN

## Learning Support Officers

Mrs Rahema Ali	LSO
Mrs Rebiha Babouri	LSO
Ms Victoria Chalkley	LSO
Mr James Childs	LSO
Ms Liz Craven	LSO
Mrs Janice Cusack	LSO / SLCN interventions
Mr Derek Darby	LSO
Mrs Denise Davies	LSO / ARC 2 Team (part time)
Ms Sofia Dorian	LSO / ARC 1 Team / RJ Team
Miss Julie Drewett	LSO / Nurture 2
Mrs Kathy Grace	LSO / Hair & Beauty / ASDAN
Ms Laura Halliday	LSO
Ms Hayley Jeffrey	LSO / First Aider
Mr Ronnie Maloney	LSO / Safeguarding Lead / Attendance
Ms Lyn McClelland	LSO / A.E.P. / First Aider
Ms Gemma McGinnigle	LSO
Mrs Annette McLoughlin	LSO / First Aider
Ms Fay Mooney	LSO
Mr Ben Moorcroft	LSO
Mr Pete Morrow	DofE / Forest Schools Co-ordinator / First Aider / Mental Health First Aider
Mrs Karla Petches-Kelly	LSO
Mr Jeff Radford	LSO / ARC 1 Lead / RJ Team
Mrs Sue Spencer	LSO / Work Exp support
Mrs Andrea Tootle	LSO / ARC 2 Team (part time)
Mr Cliff Williams	LSO / College links
Mrs Justine Wilson	Cover Supervisor / Work Exp / ASDAN
Mr Liam Wilson	LSO

## **Enrichment**

Mr Don Mills AV / IT / Music curriculum enrichment (part time)

Mr Karl Webb Group and individual music enrichment (part time)

## **Pastoral**

Ms Michelle Mollard Learning Mentor (part time)

## **Technical**

Mr Paul Wood Network Manager

## **Administrative support**

Mrs Laura Churchill Administrator

Mrs Karen Deegan Office Manager / Health & Safety / Off-site visits

Mrs Laura Duffy Administrator

Mrs Benny McHugh Data Administrator Support (temporary)

## **Site management**

Mr Steve Cain Caretaker / First Aider

Mr Jason Emery Caretaker

## **Cleaning and catering**

Leann Caldwell Cleaner

Ms Julie Dally Cook / Cleaner (part time) / First Aider

Mrs Rita Nguyen Cleaner / Catering Assistant

Mrs Chris Wall Catering Assistant

Rumena Began Cleaner

## 7. Governors

<b>L.A. Governors:</b>	Ms Gill Rogerson
<b>Parent Governors:</b>	Ms Julie Cooney Mrs Amy Hitchman
<b>Staff Governor:</b>	Mr Mick Turley
<b>Co-opted Governors:</b>	Mr Paul Rowlandson (Chair) Mrs Anne March (Vice-Char) Mr Jeff Radford Mr Ronan McGrath Ms Siobhan Hughes
<b>Clerk to the Governors:</b>	Mr Darren Tyms
<b>Associate Governors:</b>	Mrs Karen Deegan
<b>Headteacher:</b>	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. Staff are on hand to greet them school transport. At 8.45am, pupils are escorted to their classes for registration and pastoral time (reading, spelling and pastoral activities). A whole-school assembly takes place on Mondays. Key Stage assembly takes place each Wednesday with a Praise assembly taking place each Friday. There are six 40-minute lessons per day, a morning break, one-hour lunchtime/break and a ten-minute afternoon registration.

<b>Registration</b>	8:45 am - 9:20am
<b>Assembly</b>	9:20 am
<b>Lesson 1</b>	9:35am - 10:15am
<b>Lesson 2</b>	10:15am - 10:55am
<b>Break (All Key Stages)</b>	10:55am - 11:10am
<b>Lesson 3</b>	11:10am - 11:50am
<b>Lesson 4</b>	11:50am - 12:30pm
<b>Dinner 1</b>	12:30pm - 13:00pm
<b>Dinner 2</b>	13:00pm - 13:30pm
<b>Lesson 5</b>	13:30pm - 14:10pm
<b>Lesson 6</b>	14:10pm - 14:50pm
<b>Registration</b>	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 two Nurture Groups of vulnerable pupils, who have been identified as requiring a greater level of specialist support in a smaller grouping with a more flexible approach, to support their transition into school. On occasion, when pupils' developmental, emotional or learning needs dictate, a pupil may be placed in an alternative year group as part of their individual programme. Senior Management Team are available by appointment 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 yet 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 is given to those pupils whose learning and other needs are greatest. Sixth form places are heavily oversubscribed. We expect exemplary attitudes towards work, behaviour and attendance. This ensures students can take full advantage of the life-skills and resilience-based curriculum.

### Destination of school leavers

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

### Useful organisations

- The National Autistic Society (393 City Road , London, EC1V 1NG)
- British Dyslexia Association Helpline (0333 405 4567)
- I CAN Children's Communication Charity (8 Wakely Street, London, EC1V 7QE)
- ADHD Foundation (151 Dale Street, Liverpool, L2 2AH)
- Young Epilepsy (St Piers Lane, Lingfield, Surrey, RH 76PW)

Other useful links can be found on the Parents section of the school website.

## 11. Behaviour management

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

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 are rewarded. Behaviour which might prevent this is unacceptable. Staff are trained to recognise the sensitivity with which pupils with additional needs such as Autism Spectrum Disorder, Attention Deficit Hyperactivity Disorder (ADHD), Attention Deficit Disorder (ADD), Downs Syndrome and Mental Health issues need to be supported, so their positive behaviour is reinforced through praise. De-escalation techniques are applied to 'manage' potentially aggressive situations.

All members of the school community work to provide the environment within which pupils can be supported in demonstrating appropriate behaviour. Inappropriate behaviour is challenged firmly (without seeking confrontation), as per the behaviour policy. Pupils are encouraged to "self-regulate".

Form staff maintain a "working document" record of individual pupils needs, sensory sensitivities, preferred support approaches, to encourage a consistent approach.

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 trained in appropriate dignified care and restraint techniques. If staff suspect that a pupil has a prohibited item in school, it may be necessary to screen or search them, in accordance with DfE guidelines, 'Searching, screening and confiscation Advice for headteachers, school staff and governing bodies January 2018'.

### 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.

### Code of Conduct

The Code of Conduct is simple and clear. It applies to all pupils.



## Additional Resource Centres (ARC)

### ARC 1

The Additional Resource Centre can accommodate pupils who:

1. Have repeatedly contravened school rules or;
2. Attend as part of a personalised intervention plan to meet underlying needs, reduce stress and support learning;
3. Who need to make use of the Sensory Base or Calm Base to self-regulate.



ARC 1 gives respite for the school community, provides a period of reflection and de-stressing and allow pupils to learn, in a calm and welcoming environment.

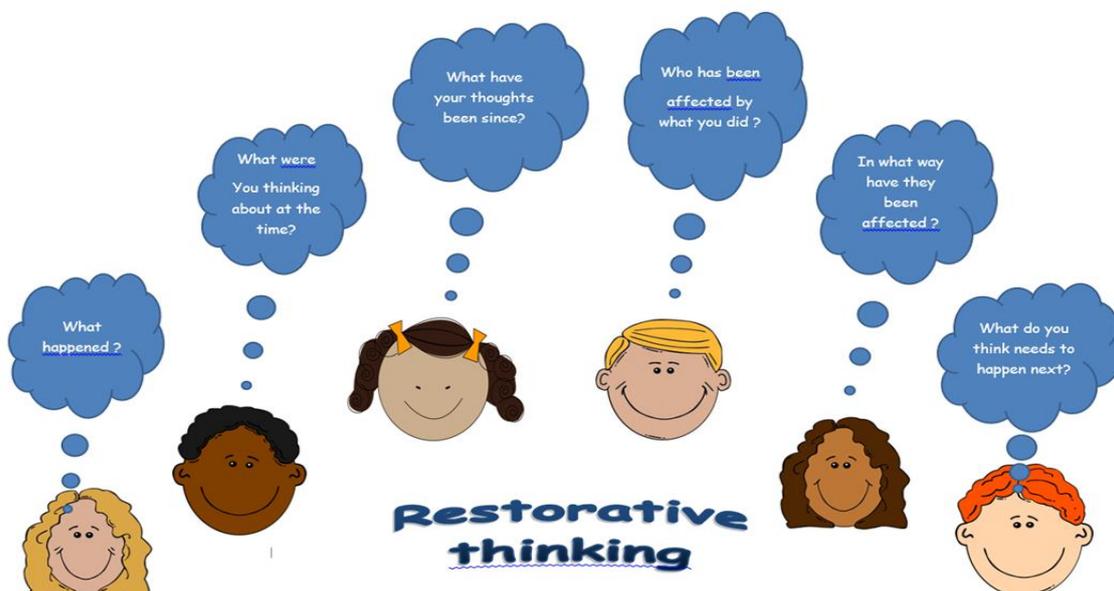
We also have two breakout spaces available for pupils who may need a short time-out to self-regulate.

### 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 needs. This is monitored closely by the Curriculum and Attainment Senior Teachers to ensure that interventions are effective and appropriate. Speech, Language and Social Communication Interventions are managed via ARC 2 and SENDCo.

### Restorative Justice

Childwall Abbey School encourages all members of the community to take responsibility for their actions, to reflect on consequences and to develop the resilience to "make it right" when things go wrong. Our Restorative Justice Team support pupils in developing this vital life skill.



## 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:

**Core Subjects:** English, Mathematics, Science, Computing, Religious Education

**Foundation Subjects:** Design Technology, Music, Art, Humanities (history and geography), Modern Foreign Language (French), Physical Education

**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, Functional skills, JSLA 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 matched to individual pupil's needs and abilities, with a focus on enabling all pupils to achieve their full potential.

Childwall Abbey School has achieved the Silver Eco Schools Quality Mark.

## English/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.

Pupils are 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. Parents and carers are encouraged to take an active interest through reading with their child every night and by contributing to the home-school reading diary/journal when applicable. There is a weekly lunchtime reading club.

We encourage pupils 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 across the school. We focus on four "Literacy Life Skills" to develop in all subject areas.

Childwall Abbey School has achieved the Bronze Reading Quality Mark.

**Childwall Abbey School**  
**Literacy Life Skills**

**Writing for purpose**  
AUTHOR  
AT  
WORK

**Vocabulary**  
since, yet, because, for, but, until, however

**Proof Reading**  
Editing & Proofreading Checklist  
 C = Capitals (at the start of sentences and proper nouns)  
 O = Order & Organization  
 P = Punctuation (at the end of sentences (.), (?! and within sentences (, " ?) )  
 S = Spelling (Use word wall, dictionary)

**Speaking and Listening**

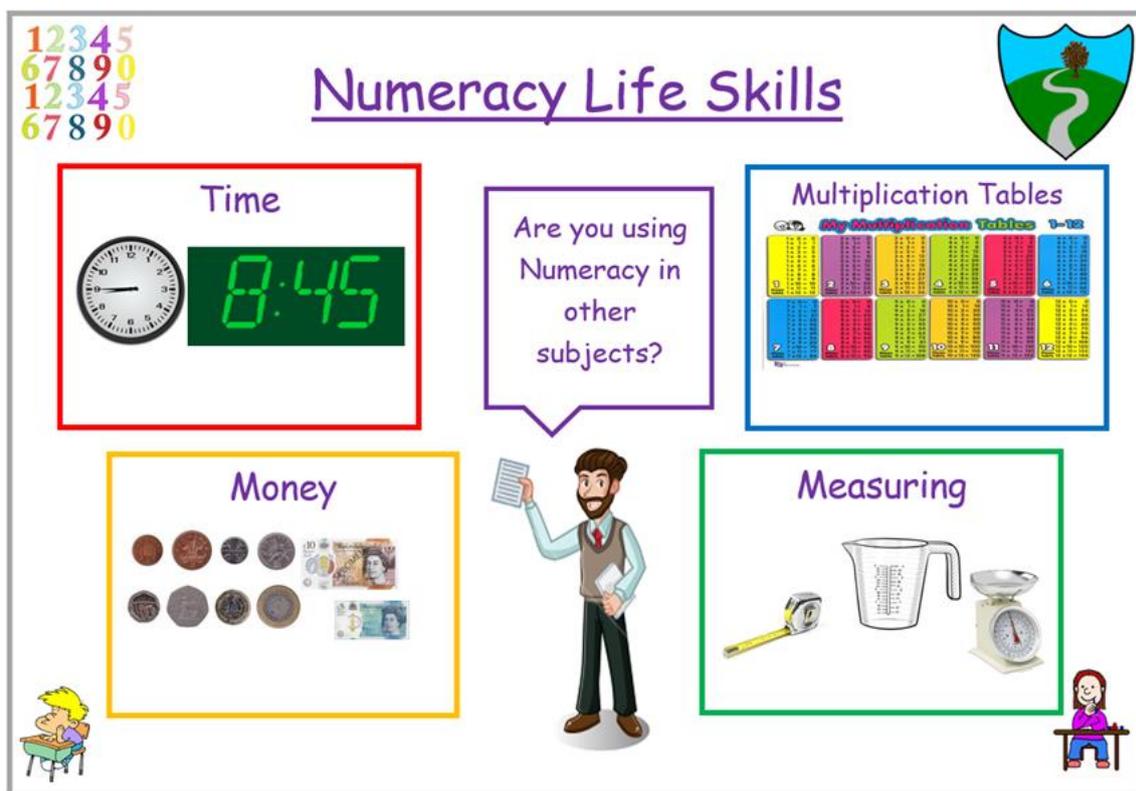
## Maths/Numeracy

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

Pupils 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. We have a weekly Numeracy morning.

Cross-curricular approaches to Numeracy are encouraged across the school. We focus on four "Numeracy Life Skills" to develop in all subject areas.

Childwall Abbey School has achieved the Silver Numeracy Quality Mark.



The poster is titled "Numeracy Life Skills" in purple text. In the top left corner, there are three rows of numbers: 12345, 67890, and 12345, with 67890 repeated below. In the top right corner, there is a shield-shaped logo with a green hill, a white path, and a tree. The poster is divided into four quadrants by a central figure of a man in a suit holding a document. The top-left quadrant is titled "Time" and shows a round clock and a digital display showing "8:45". The top-right quadrant is titled "Multiplication Tables" and shows a grid of multiplication tables from 1 to 12. The bottom-left quadrant is titled "Money" and shows various British coins and banknotes. The bottom-right quadrant is titled "Measuring" and shows a measuring tape, a measuring jug, and a kitchen scale. In the bottom left corner, there is a small cartoon of a boy sitting at a desk. In the bottom right corner, there is a small cartoon of a girl sitting at a desk.

### Numeracy Life Skills

12345  
67890  
12345  
67890

**Time**

Are you using Numeracy in other subjects?

**Multiplication Tables**

**Money**

**Measuring**

## Science

Through science we enable children to discover and investigate aspects of the world in which we live. Pupils are involved in scientific study and investigation. They 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, supported by the Crest materials.

## 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.

Pupils are able to use desktop PCs, laptops and iPads, amongst other devices, to enhance their learning experience.

Pupils are expected to adhere to the following rules which help to 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 email 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.

The [Acceptable Use of Technology Policy](#) is available on the school website. Childwall Abbey School is part of the 360° Safe programme for e-safety issues.



## Religious Education (R.E.)

Our aim is to foster pupils 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.

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



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**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), Music, Physical Education, P.E. Art and design, Modern Foreign Language, Personal, Social and Health and Citizenship Education (P.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.

Childwall Abbey School has achieved the Artsmark Gold Award.

## **Physical Education and Sport**

Childwall Abbey School has a wide range of sports and accreditation available to the children, including Junior Sports Leadership Award (JSLA) and Entry Level. Pupils join in regular inter-school matches for football, basketball, tag-rugby, swimming and athletics.

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

We have an annual School Sports Day on the school field. Pupils also take part in sports competitions at Wavertree Athletics Ground and Greenbank College.

In addition to PE lessons, our 6th Form take part in JSLA, attend local gym facilities and go on regular walks in the local area. Some also do Healthy Pathways PE Accreditation.

All pupils have the opportunity to take part in the "Daily Mile" walk. This promotes good physical and mental health and is a positive start to the day for pupils and staff.

## PE & Games Kit

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

**Swimming:** Trunks or costume (not cycling shorts or bikinis)

Towel and Swimming cap

## 13. Homework

At Childwall Abbey School:

- Tasks will mainly be given to support pupils' work in numeracy and literacy.
- Homework may include reading, 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 whether 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 everyday 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 life skills focus areas)

## 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. Every Friday, we have a Praise Assembly within which teachers identify children in their pastoral group and/or in other groups, who have achieved 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
- Young Person's Advisory Service (YPAS)
- Child and Adolescent Mental Health Services (CAMHS)
- Psychologists
- Transition Team
- Counsellors
- Fusion
- Physiotherapists
- Occupational Therapists

Students from Hope University, Edge Hill University, Liverpool John Moore's University and University of Liverpool visit us to assist with group project work or to spend a more extended period on teaching 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, Palmerston School, Childwall C of E Primary 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.

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** All trainee teachers/other students, visitors and volunteers are required to have a DBS check before joining us in school.**

## 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
- Science club
- Quiet place

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) require 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.

**i** 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.

## 17. 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 Headteacher 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 instalments over several weeks.

## 18. 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 or 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 (no fashion shoes or boots)
- Trainers for P.E. and games
- White t-shirt and black shorts for P.E.

- Black blazer - optional (this can be purchased from Laser if school badge is required)
- Sixth-form - Black and white clothing

## Boys

- Black trousers (no jeans)
- White shirt or polo 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 P.E.
- Black blazer - optional (this can be purchased from Laser if school badge is required)
- Sixth-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 ask that pupils do not wear nail varnish or any make-up. We need parents and carers to support school in this. Neither do we allow jewellery. If ears have been pierced a pupil may wear a **small** stud. Facial piercings are not acceptable. Extreme haircuts and dyes are also not allowed.

## 19. 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 and other personal devices e.g. ipad, mp3, voice recorders 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.**

## 20. Medical appointments and illness absence

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 make hospital appointments, dental checks or doctor's visits out of school hours to avoid disruption to lessons. (We understand that consultant appointments may unavoidably fall on school days and ask that pupils return to school after morning appointments or attend school for the morning before afternoon appointments wherever possible.)

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**i** **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**

## 21. 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 2018- 2019. We also have to provide a figure for unauthorised absences. These are absences when school has not been notified as to the reason.

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**i** **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.**

Childwall Abbey School has achieved the Bronze Attendance Quality Mark.

## 22. Accidents and illness in school

Pupils who are genuinely 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 must 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. Please contact school if medication normally taken at home has been missed.

For accidents or illness 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.

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**i** It is essential that school has up to date emergency phone numbers and that school is notified immediately if these change.

Every parent is required 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 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.

## 23. Emergency procedures

Childwall Abbey School has robust procedures in place in the event of a fire or other emergency. Two Fire Marshalls co-ordinate should the need arise. Everyone on site is required to follow procedures as directed, in order to remain safe. The regulations are contained in the Health and Safety Policy and reviewed annually.

## 24. 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 travel training programme in school so that some pupils can travel independently before they leave school, if they are ready to do so.

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**i** It is essential that school has up-to-date emergency phone numbers in case of any transport issues. Please inform the school of any changes to contact phone numbers.

### School transport contact information

Transport can be contacted directly on 0151 233 6511.

## 25. 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 receive Income Support benefit are entitled to claim for free meals. An application can be made via the Liverpool City Council website. 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.

## 26. Visiting school

Security of the children, staff and the building itself is very important. We ask all visitors to enter by the main entrance, report to the school office and sign in. 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 reception staff. More serious matters will need the attention of a Senior Manager or the Headteacher. For this, appointments should be made via the school office for all except the most urgent cases.

We welcome visitors to school and there are many occasions when we specifically invite parents to attend e.g. parents' evenings, musical events, coffee mornings, sports days 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 staff are always delighted to welcome visitors and request that parents/carers make an appointment to ensure they are available to meet with you.

### School office hours

School Reception is staffed from 8am until 4pm by admin staff. The Office Manager is also available between 8am and 4pm daily.

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.

## 27. Parents' evenings

Parents' Evenings give parents and carers a formal opportunity to meet the teachers to discuss their child's academic, social and emotional 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 EHCP. Other agencies, such as Fusion, local colleges, school police officer, Careers Advisor and School Health attend parents' evenings. Parents are welcome to meet staff at other times by prior arrangement.

## 28. School reports

Written reports are sent home annually. This takes place in July (see above). We report on pupils' progress, behaviour and wellbeing during the whole year. Annual Review reports with regard to pupils EHCP are distributed year group by year group, from the Autumn Term onwards. Parents and Carers are invited to attend the review meeting. Looked-after pupils also have LAC reviews and Personal Education Plan meetings.

## 29. 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 Headteacher. The Headteacher 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 has been resolved 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 procedure is available from the school office and on the school website.

## 30. Term Dates

The term dates for the school year 2019/2020 are as follows:

### Autumn Term 2019

02/09/19: Inset day - staff training (1)

03/09/19: Inset day - staff training (2)

04/09/19: School opens for pupils

25/10/19: School closes for half term - normal time

04/11/19: School opens for pupils

20/12/19: School closes for Christmas - 1pm

### Spring Term 2020

06/01/20: Inset day - staff training (3)

07/01/20: School opens for pupils

14/02/20: School closes for half term - normal time

24/02/20: School opens for pupils

03/04/20: School closes for Spring Break - 1pm

### Summer Term 2020

20/04/20: Inset day - staff training (4)

21/04/20: School opens for pupils

07/05/20: Inset day - staff training (5) (Voting)

08/05/20: May Day - School Closed

22/05/20: School closes for half term - normal time

01/06/20: School opens for pupils

17/07/20: School closes for summer - 1pm



All schools in Liverpool currently set their own academic year dates, please check other schools as dates can vary. School is closed to pupils on Inset days.