

Local Offer: Guidance for High Schools/Academies

Teaching and Learning

- What additional support can be provided in the classroom?
- What provision do you offer to facilitate access to the curriculum and to develop independent learning? (This may include support from external agencies and equipment/facilities)
- Staff specialisms/expertise around SEN or disability
- What ongoing support and development is in place for staff regards supporting children and young people with SEN?
- What arrangements are made for reasonable adjustments in the curriculum and support to the pupil during exams?
- How do you share educational progress and outcomes with parents?
- What external teaching and learning do you offer?
- What arrangements are in place to ensure that support is maintained in "off site provision"?
- What work experience opportunities do you offer?

At Oakwood Academy we provide full access to the National Curriculum with a wide variety of subjects on offer including accreditation to GCSE and A' Level standard.

We have specialist areas in Art, Technology and Sport, which provide a wide range of experiences for our students.

Class sizes vary but are considerably reduced because of the needs of the children.

Class sizes are rarely above 12 or 13 per class and are staffed by experienced SEN teachers.

We have a range of expertise including speech, language and communication, ASD, Specific Learning Difficulties and Complex/Severe Learning Difficulties.

The whole school is on floor level so there are no stairs or lifts to navigate. We also have wide corridors and doorways for children who require wheelchairs.

There are disability toilets and appropriate changing facilities. There is also a hydrotherapy pool with lifts/hoists and a PCT Team offers us additional OT, Physiotherapy and SALT.

All staff are Team Teach trained and we have 2 trainers on site. Our SENCO has completed the National Award for SEN Co-ordinators as well as a Masters level qualification in Dyslexia.

We have a range of additional in class support provided by Teaching Assistants. 6 are HLTA's with a range of TA3 and TA2's.

We also have staff qualified to use British Sign Language for hearing impaired students and a Learning Mentor or Counsellor for behaviour/mental health support.

We have 2 staff undergoing Elklan training to support speech and language needs.

Our Disability Team offer support to students with physical disabilities and these students will have a personal care plan which outlines the support they need and how that is to be delivered.

We use a wide range of ICT to encourage and support learning within classes and around school. Banks of iPads, media equipment and computers are readily accessible.

All work is planned by the Teacher who takes into account the robust assessments used to baseline the children. Work will be well differentiated and all barriers to learning will be taken into consideration.

Some children may require particular pieces of equipment to help them work and learn more independently.

In our school we have: A range of different pens and grips to help with handwriting.

Alternative means of recording such as iPod or laptop.

Sets of coloured overlays that help children see more clearly.

Devices are used to promote posture.

We have weekly staff meetings and 5 INSET training days each year, which will focus on an area of SEN or the curriculum.

We ensure that children taking exams have special dispensation applied to them to give them every opportunity to succeed.

Annual Reviews

- What arrangements are in place for review meetings for children with Statements or Education, Health and Care (EHC) Plans?
- What arrangements are in place for children with other SEN support needs?

Every child placed at Oakwood Academy will have an Annual Review held each year.

Parents will be notified at the start of the school year when this will be by the SENCO/Assistant SENCO.

Interim reviews can be called during the year to discuss any areas of concern.

Students will be included in the review process and we will ask them to complete a questionnaire in their preferred style prior to the review meeting.

Other professionals who work with the student will be asked to attend also.

A representative from the Local Authority will be present to note any additional support that may be required or changes that they need to be made aware of.

This process is an important part of the partnership we want to develop with parents to ensure we are meeting their child's needs.

If there are any causes for concern we take this very seriously and will endeavour to try to resolve any issues as quickly as we can.

Throughout the year there will be regular home school contact by school to ensure that students have the right care package and that their needs are being met.

We also hold an annual parents evening and give an end of year report as well as the annual review process.

All students on transition to Oakwood in Y7 will have the opportunity of a week long induction during the first week of the summer holidays.

There are other opportunities for visits and trips.

From Y9 to & Y10 we support parents and students over their choice of courses and which accreditation they would like to follow. We have links with Connexions and various Further Education providers to help students make the right choice as they come to the end of Y11.

Keeping Children Safe

- What handover arrangements will be made at the start and end of the school day? Do you have parking areas for pick up and drop offs?
- What support is offered during breaks and lunchtimes?
- How do you ensure my son/daughter stays safe outside the classroom? (e.g. during PE lessons and school trips)
- What are the school arrangements for undertaking risk assessments?
- Where can parents find details of policies on bullying?

Most students are transported to and from school and home by Local Authority transport via taxi or bus.

As children develop the skills required we will encourage independent travel and will support students in getting ready for this by undertaking travel training with them.

A small number of parents transport children to and from school.

Members of staff are on duty ready to receive students on the school playground from 8.15am.

All students line up and are collected for tutorial time by their form tutors at 8.30am.

At home time all students meet in the school hall and are escorted in their groups by staff to their transport.

During lunch and break times there are large numbers of staff on duty to supervise students. Football, basketball, refreshments from the school restaurant and Y11 common room are available as well as our SMART room for vulnerable students who would like to engage in quieter therapeutic activities.

All of our Safeguarding policies can be found on our school website.

Thorough risk assessments are carried out for all trips and activities that require physical activity where a child could be injured.

These risk assessments are checked by senior staff and reviewed regularly.

For all activities that take place we ensure there are adequate staffing ratios, if we are not happy with the level then the activity will not be allowed to go ahead.

Health (including Emotional Health and Wellbeing)

- What is the school's policy on administering medication?
- How do you work with the family to draw up a care plan and ensure that all relevant staff are aware of the plan?
- What would the school do in the case of a medical emergency?
- How do you ensure that staff are trained/qualified to deal with a child's particular needs?
- Which health or therapy services can children access on school premises?

It is the responsibility of parents/carers to inform Oakwood Academy of any medical conditions and the need for taking medication within the day.

Consent forms must be completed by parents/carers prior to medication being given out within Oakwood.

Where possible short term medication should be given at home. If a pupil requires long-term medication this can be stored at Oakwood by prior consent with the Headteacher.

Medication brought into Oakwood must be handed to the Disability/First Aid Team.

All medication taken within Oakwood will be recorded in the medication file and kept in the First Aid room.

Medication must be:

In the original packaging from the Doctor or Chemist.

Clearly labelled with pupil's name.

Timing, side effects and dosage must be clearly shown on the consent form.

Care Plans are drawn up with the Parents and the School Nurse/Disability Advisor.

Care Plans are kept on the wall in the First Aid room.

All Disability/First Aid Team will have a copy of these Care Plans. These are regularly reviewed and updated as necessary.

School Nurses/Disability/First Aid Team would call paramedics/parents in the event of an emergency.

The Headteacher will always be informed.

The Team would treat as necessary and stay with the casualty until help arrives.

Staff would go with them to hospital until parents arrive.

Staff involved must always complete the report form for major accidents.

The Nurse at Oakwood is able to offer advice and information to staff and pupils on health related issues.

First aid will be administered by the school Nurse or one of our 5 suitably trained first aiders.

Children can access a wide range of health services within school. This includes school Nurses, Physiotherapists, Occupational Therapists, Speech Therapy, Hearing Impaired Team, Visually Impaired Team, Doctor, Podiatry, Dietician, Wheelchair Service, EP and CAMHS.

42nd Street spend one day a week at Oakwood offering individual Counselling for identified students who require support with their emotional health and well being.

Communication with Parents

- How do you ensure that parents know “who’s who” and who they can contact if they have concerns about their child/young person?
- Do parents have to make an appointment to meet with staff or do you have an Open Door policy?
- How do you keep parents updated with their child/young person’s progress?
- Do you offer Open Days?
- How can parents give feedback to the school?

Every new parent receives a school prospectus, which has names and photographs of key staff within school and their contact details.
We have parent evenings, coffee mornings, termly newsletters, concerts and shows that parents are invited to attend.
We conduct an annual parental questionnaire to gather views from parents and request their feedback during the annual review process.
Any concerns are collated by the Headteacher who will arrange for the appropriate person to address the key issue.
Some students will have a home-school communication book.
We are always happy to take phone calls or emails from parents and appointments can be booked if parents would like to meet a particular member of staff.
Our website is updated on a regular basis and items for celebration are put on to share with all parents and students.

Working Together

- Do you have home/school contracts?
- What opportunities do you offer for pupils to have their say? e.g. school council
- What opportunities are there for parents to have their say about their son/daughter’s education?
- What opportunities are there for parents to get involved in the school or become school governors?
- How does the Governing Body involve other agencies in meeting the needs of pupils with SEN and supporting their families? (e.g. health, social care, voluntary groups)

We have a pro-active school council who meets twice every half term with key staff to discuss their views and voice any concerns.
Our Chair of Governors meets with the school council to make sure the students are happy with the care and education they are receiving.
We have 2 parent governors on the Governing Body and The Friends of Oakwood is a support group run by parents to promote school and raise money.
We work with a wide range of agencies from health and social care to ensure we can sign post services to parents and ensure children get the wrap around care they and their families need.

What Help and Support is available for the Family?

- Do you offer help with completing forms and paperwork? If yes, who normally provides this help and how would parents access this?
- What information, advice and guidance can parents and young people access through the school? Who normally provides this help and how would they access this?
- How does the school help parents with travel plans to get their son/daughter to and from school?

We liaise with a range of external agencies to help support families.

Through working with EWO, Educational Psychology Service, SEN Department, Social Services, CAMHS, Health and a range of other practitioners we can ensure that a package of support is put in place for the family to help meet their needs. Our School SENCO who is our Assistant Headteacher would be a key person along with our Disability Advisor and Deputy Headteacher.

If parents would like any help or support then they can contact school direct on 0161 921 2880 to arrange an appointment to discuss with us their requirements.

Transition from Primary School and School Leavers

- What support does the school offer for year 6 pupils coming to the school? (e.g. visits to the school, buddying)
- What support is offered for young people leaving the school? (e.g. careers guidance, visits to colleges, apprenticeships, supported employment etc)
- What advice/support do you offer young people and their parents about preparing for adulthood?

The process for Y11 transition will begin in the autumn term before the student is due to leave us.

In collaboration with Connexions options will be discussed, open days at other establishments will be arranged and we will outline what courses we can offer in our 6th form.

Once all information has been provided a pathway for our students can be agreed and then work around planning for change can commence to help the student prepare.

Some students might require a social story and visits.

Our Head of Upper School will help plan this transition with our SENCO.

Extra Curricular Activities

- Do you offer school holiday and/or before and after school provision? If yes, please give details.
- What lunchtime or after school activities do you offer? Do parents have to pay for these and if so, how much?
- How do you make sure clubs, activities and residential trips are inclusive?
- How do you help children and young people to make friends?

Oakwood Youth Club offers a wide range of after school activities, weekend trips and residential. These activities would incur a minimal cost.
Oakwood Academy runs after school clubs at no cost on 3 nights after school.
All school trips and residential will be subsidised by the school to ensure minimal cost is passed onto parents.
We provide many sporting activities for the students after school and they enjoy a range of activities.