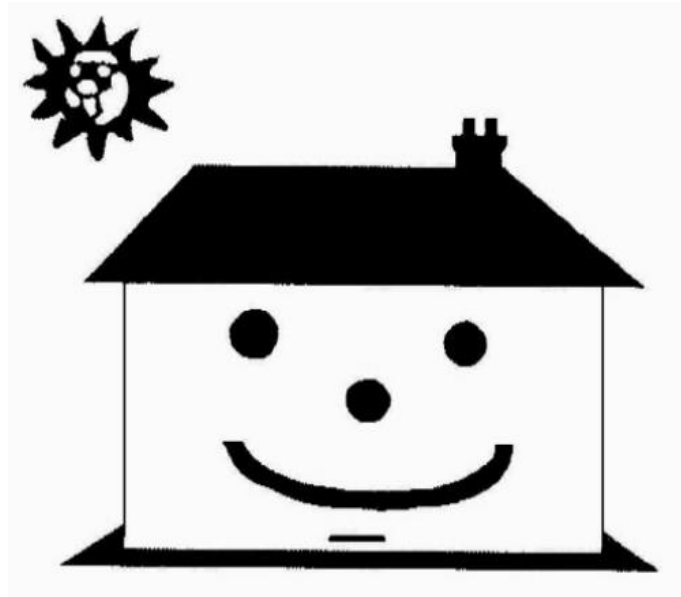


**My Choice School**



**My Choice School  
Arundel  
Prospectus**

**2021 – 2022**

### **Head of Education**

Annie Murphy  
BSc (Hons) Experimental Psychology PGCE  
[a.murphy@my-choice-homes.com](mailto:a.murphy@my-choice-homes.com)  
01444 446920

### **Headteacher**

Clare Wye  
Cert Ed L5  
• DDSL  
[c.wye@my-choice-homes.com](mailto:c.wye@my-choice-homes.com)  
01903 898060

### **Deputy Headteacher**

Thomas Parks  
BA (Hons) Education  
• DSL  
[t.parks@my-choice-homes.com](mailto:t.parks@my-choice-homes.com)

### **Teachers**

Liam Fletcher  
BA (Hons) History PGCE  
• Exam Officer

Clare-Marie McIlwain  
BA (Hons) Mathematics and Teaching

Brigette Restall  
BA (Hons) Science and Education

### **Teaching Assistants**

Jane Marsden  
NVQ L2 Children's Care, Learning and Development  
• Senior TA & Fire Warden

Stephanie Williams  
BSc (Hons) Speech and Language Pathology  
• Designated First Aider

Andrew White  
BA (Hons) Public Policy and Administration PGCE maths

Vacancies

**Address**

My Choice School  
2 Sefton Lane  
Warningcamp  
Arundel  
West Sussex  
BN18 9QY

01903 898060

**Proprietors**

My Choice Children's Homes Ltd  
Unit 3a Mill Green Business Estate  
Mill Green Road, Haywards Heath  
West Sussex, RH16 1XQ

01444 446920

**School Details**

DfE Registration Number: 938/6272  
URN: 135111  
ASDAN Centre Number: 13858  
AQA Centre Number: 65124

Independent SEMH, mixed gender  
Yr7 to Yr11  
Maximum 20 students



### **School uniform**

White polo shirt, hooded sweatshirt in navy.

### **School day**

Morning session: 9am – 12.30pm

Lunch: 12.30pm-1pm

Afternoon session: 1pm – 2:30pm

Students are expected to bring a balanced packed lunch with them. Bottles of water will be provided during the school day however we do not have facilities for re heating packed lunches.

### **Attendance**

Attendance at school prepares our students for their future, including the development of employability skills. Regular attendance and punctuality ensures continuity of learning and enables progress to be made. My Choice School values the educational achievement and development of our students and we work together with parents and carers to ensure each student is supported in their attendance and punctuality.

.

Holidays during term time are not permitted.

**My Choice School term dates 2021 to 2022**

**AUTUMN TERM 2021**

**INSET DAY** 2nd and 3rd September 2021

**TERM STARTS 6th September 2021**

**HALF TERM** 25th October 2021 – 29th October 2021

**TERM ENDS 17th December 2021**

**SPRING TERM 2022**

**INSET** 4th January 2022

**TERM STARTS 5th January 2022**

**HALF TERM** 21st February 2022 – 25th February 2022

**TERM ENDS 8th April 2022**

**SUMMER TERM 2022**

**TERM STARTS 25th April 2022**

**HALF TERM** 30th May 2022 – 3rd June 2022

**TERM ENDS 22nd July 2022**

**Visiting Arrangements**

In the first instance initial referrals should be made to Annie Murphy, Head of Education on 01444 446920.

Visits to the school are welcome and must be arranged in advance with Clare Wye, Headteacher. Visits will be scheduled after the school day. The Headteacher welcomes all enquiries about My Choice School and is happy to discuss student requirements. The Headteacher can be contacted on 01903 898060.



### **Ethos and Values**

My Choice School views each student as an individual with potential to succeed. We have a holistic approach to learning, incorporating their emotional and social development. We provide a curriculum to suit the needs and abilities of each student. We aim to provide a safe environment in which each student can engage in positive activities, develop their social skills, establish a routine that complements their learning style, where they can develop their basic skills and build the foundation on which further learning can take place.

### **Aims of the School**

- To develop the self esteem of all students and encourage sound choices in their behaviour.
- To develop a desire to achieve and learn new skills in all students.
- To involve students and parents / carers in a holistic approach to education and build a successful partnership between home and school.
- To prepare students for adult life.
- To ensure that all Year 11 students achieve a place at post 16 provision or employment



### **Admissions Policy**

Our full admissions policy is available on request. All students must meet the following criteria:

- Students must be unable to access or sustain a place at either a mainstream school or any other type of school or provision for children with social, emotional and behavioural difficulties.
- Assessment of student's needs must indicate that they would benefit academically, emotionally and socially from a nurturing environment with small class sizes (average 5 students to a class) and support.
- Assessment of student's needs must indicate that they would benefit from working with our flexible curriculum.

### **School Organisation**

The school has a Headteacher, Deputy Headteacher and 4 teachers and 4 TAs who work together to ensure effective facilitation and management of the school day.

The Headteacher has an office at My Choice School Arundel.

The school staff are based in the school location Monday to Friday from 8.30am. The teachers have an average of 5 students and the students will be supported during the school day by TAs.

Wherever possible students will be taught within a single year group or key stage however student groupings may sometimes necessitate teachers teaching students across KS 3 and 4.

We do use supply teachers / TAs when necessary.

The Head of Education has an office at My Choice Children's Homes Head Office and is responsible for the education provision for young people across the whole company.

Details of staff qualifications (Headteacher, Deputy Headteacher, teachers and TAs) are available from the Head of Education on request and in this prospectus.

## **Curriculum**

My Choice School uses the **ASDAN awards** and **Functional Skills English and Maths (Entry1, 2, 3; L1 and L2)** as the basis for the curriculum with variations where necessary. Our curriculum is not prescriptive as it is continually being reviewed and adapted for the needs of each student. Each student may commence their IEP from a different starting point depending on ability to engage in the learning process and levels indicated by assessments.

### **Core subjects for all year groups**

#### **Functional Skills**

- English
- Maths

#### **Asdan Short Courses**

- Science
- PSHE
- Sex and Relationship Education
- Careers and Work Experience
- Beliefs and Values
- Citizenship

### **Additional subjects**

#### **Asdan Short Courses**

- Sports and Fitness
- Creative and music
- History
- Geography
- Gardening
- Foodwise
- Hair and Beauty
- Animal Care

- MFL

### **Key Stage 4**

#### **Yr10/11**

- Careers and Work Experience Asdan Short Course
- Asdan Work Skills online

#### **Yr9/10/11**

- Functional Skills English
- Functional Skills maths
- Sex and Relationship Education Asdan Short Course

### **Key Stage 3**

#### **Yr7/8/9**

- Asdan Key Skills
- Asdan Lift Off

**Variations to the curriculum** will be made where:

- students are unable to engage with or see the relevance of learning or routine and are at risk of disengaging from education and becoming long term NEET
- students emotional and behavioural needs overwhelm their ability to engage with learning or with routines and expectations of My Choice School and their home
- students are experiencing a crisis in their time with us and need additional intensive emotional and behavioural support
- students needs are too complex to be met by an academic programme and require a developmental programme that provides opportunity for play and nurture in order to access learning in an academic or social context
- students are placed in Year 11 without a history of previous school engagement or learning to build on

**ICT** is used throughout the curriculum at My Choice School. Internet access is managed and supervised at all times in accordance with our policy.

Community facilities are accessed for **Physical Education** and include swimming, gym and horse riding. The Arundel Lido is used regularly during the Summer term. Student numbers and facilities may restrict opportunity for team games during the school day.

Group lessons for **musical instrument tuition** and practice are available weekly with a visiting music teacher.

**Educational visits** are encouraged to support all areas of the curriculum both academically and socially.

Additional **on line learning** can be used to cover First Aid, Health and Safety, Food Hygiene and any other area that the student is interested in.

**Workshops** are arranged each term for arts and crafts, Fire Safety, PSHE topics such as anti bullying, SRE, teamwork, personal development.

All students' achievements are celebrated at the end of each term with Certificates of Achievement.

### **School Expectations**

- Mobile telephones are not permitted at school. Students who require mobile phones for their journey to school must hand them in to the office and they can access them after school or at break time with prior agreement. Students and parent / carers must agree to the acceptable use policy.
- Smoking is discouraged at My Choice School however some students are permitted to smoke by parents and carers and we recognise the difficulty this causes. Students are expected to be responsible with their smoking materials and must hand them in to the office for safe keeping.
- Students and staff will listen to each other

- Students are expected to maintain a good standard of appearance and wear uniform. We expect parents and carers to support and encourage this.
- Students will work to the best of their abilities and staff will recognise their efforts

### **Complaints Procedure**

My Choice School is committed to the education and development of our students and encourages support and welcomes the views of parents and carers. We listen to the views of parents and carers in order to provide an opportunity to improve our service, learn from mistakes, offer solutions and provide clarification to concerns and complaints.

All concerns and complaints will be dealt with honestly, politely and in confidence and looked into thoroughly and fairly. We will endeavour to deal with concerns and complaints quickly and will keep parents and carers informed of progress and how we will deal with the concern or complaint.

Concerns should initially be raised informally with the student's teacher or, in the event of the teacher being unavailable, with the Headteacher. If the response to the initial concern is not satisfactory a formal complaint in writing should be made to the Headteacher.

A full copy of the complaints policy and procedure is available from the Headteacher.

<b>TERM</b>	<b>NUMBER OF COMPLAINTS RECEIVED</b>
<b>Autumn Term 2020</b>	<b>0</b>
<b>Spring Term 2021</b>	<b>0</b>
<b>Summer Term 2021</b>	<b>0</b>

### **Discipline & Exclusions**

My Choice School seeks to avoid permanent and fixed term exclusions from school by exercising alternatives to maintain inclusion and to support behaviour. Alternatives to exclusion include review of

strategies to support students, adjusted timetables and variations to the curriculum. Full particulars of the My Choice School exclusion policy are available from the Headteacher.

The promotion of positive behaviour is essential to creating a safe and constructive learning environment.

At My Choice School, we use a **Restorative Justice Approach** and use the following key questions (if appropriate) when intervening with young people who have been unable to allow us to manage and support their behaviour:

- What happened?
- What were you thinking at the time?
- How were you feeling at the time?
- Who do you think has been affected by what has happened?
- What needs to happen to put things right?

Rewards take precedence over sanctions in the promotion of behaviour; however, sanctions will be used if appropriate and will be in proportion to the incident. Sanctions are decided by the Headteacher and teacher together. Details of forbidden and permitted sanctions and guidelines for behaviour management are included in the school behaviour policy.

### **Special Educational Needs**

My Choice School accepts the following definition of Special Educational Needs (Children and Families Act 2014, section 20):

A child or young person has Special Education Needs if they have a learning difficulty or disability which calls for special educational provision to be made for them.

A young person has a learning difficulty if they:

- a) have a significantly greater difficulty in learning than the majority of others of the same age.
- b) have a disability which prevents or hinders them from making use of educational facilities of a kind provided for others of the same age in mainstream schools or mainstream post 16 establishments.

The students at My Choice School have SEN as a consequence of their early trauma. Our students are likely to have:

- Complex emotional and behavioural needs due to early neglect and abuse that may or may not have been identified on an EHCP
- Disrupted educational backgrounds due to family changes, placement changes or living in a home environment which has not supported a routine or lifestyle conducive to regular school attendance or learning
- Attachment disorders leading to problems with developing appropriate relationships and working within boundaries set by adults in a school and home environment
- Difficulties with cognitive functioning as a result of neurobiological response to developmental trauma and stresses
- Have other difficulties that may or may not be linked to trauma which may not be identified on an EHCP

All teachers have a responsibility for delivering a student centred and individualised curriculum and planning for participation, progress and development.

The teacher is responsible for the day to day assessment, monitoring and planning of provision for each student.

The Headteacher has responsibility for ensuring that assessment and planning is monitored, evaluated and meets the needs of each student and is conducive to ensuring progress. The Headteacher has responsibility for the statutory reporting, recording and attendance at meetings. The Headteacher is responsible for ensuring that the school is run so that it is conducive to participation, progress and development, that appropriate resources are used and that school improvement is identified and managed.

### **How the school plans for students to participate, make progress and show personal development**

When a student is placed at My Choice School a process of assessment and planning commences. During this period targets set on the EHCP and any other professional reports are considered alongside information from previous education and care placements, including placing authority referral information. Key areas of work are identified and the provision available to undertake these. Targets are set from these for the IEP, in line



with the My Choice School assessment and curriculum policies. These targets are shared with everyone working with the young person, including social workers, parents and carers via the IEP. These targets are further developed via planning and smaller weekly targets for students, ensuring triangulation between EHCPs, IEPs and Medium Term Plans. IEPs are updated at the start of every term and throughout the term if necessary, following further assessment and progress monitoring by the teacher and Headteacher. School reports are written at the end of every term as well as for any statutory meetings during the term.

### **My Choice School Policies**

My Choice School has the following policies:

- Acceptable Use for staff and students
- Admission
- Administration of medication
- Anti bullying
- Assessment
- Behaviour management
- CME
- Child protection and safeguarding
- Complaints
- Computer and internet
- Curriculum
- EAL
- Exam
- Exclusion
- First aid
- GDPR
- Health and safety of students on educational visits
- Health and safety
- Marking
- MFL
- Preventing extremism and radicalisation
- Procedures for managing allegations against people who work with children
- Reading
- Risk assessment
- SEND
- SMSC
- Student complaints
- Whistle blowing

Copies of all My Choice School policies and procedures are available for inspection at each school location and at Head Office and on request from the Head of Education. Policies are reviewed regularly in line with changes in legislation and to ensure best practice.

### **Key Stage 4 Student Performance 2020 to 2021**

**Total Yr11 Leavers: 6**

**Yr11 destinations:**

Plumpton College: Foundation Learning  
Brockenhurst College: Health and Social Care  
Brinsbury College: Foundation Learning  
Crawley College: Health and Social Care  
Buckinghamshire College: Construction studies  
Worthing Met College: L2 IT and Computer Sciences

**Qualifications achieved:**

Functional Skills L1 English: 2 x Yr11s  
Functional Skills L1 Maths: 1 x Yr11  
Functional Skills L2 Maths: 1 x Yr11

L2 Health and Safety x 4  
L2 First Aid x 4  
L2 Food Hygiene x 4

**Additional courses attended:**

Fusion at UpGrade Training

- Grade 1 ASMAA Sports Boxing Award
- Assertiveness Skills
- Grade 3 Kickboxing
- Grade 1 MMA

Chichester College

- BTEC L1 Mechanics

Angling4Education

### **Key Stage 4 Student Performance 2019 to 2020**

**Total Yr11 Leavers: 4**

**Yr11 destinations:**

Worthing Met College – BTEC L1 Music and Media  
Brighton Met College - BTEC L1 Hair and Beauty  
Brinsbury College – Skills for Independence  
Worthing College - L1 Business, Travel and Tourism

**Qualifications achieved:**

Functional Skills L1 English: 3

Functional Skills L1 Maths: 1

Health and Safety

First Aid

Food Hygiene

**Additional courses attended:**

- Fusion at UpGrade Training – martial arts and personal development
- Pallant House Arts Workshop

**Key Stage 4 Student Performance 2018 to 2019****Total Yr11 Leavers: 4****Yr11 destinations:**

Northbrook College L1 Hair and Beauty

Brinsbury College L2 Animal Care

Brinsbury College L1 Bricklaying

Military Preparation College

**Qualifications achieved:****Functional Skills L1 English:**

1 x Yr10

**Additional courses attended during Yr9**

- Fusion at UpGrade Training – martial arts and personal development
- Rap Workshop
- ZooLab Workshops

**Key Stage 4 Student Performance 2017 to 2018****Total Yr11 leavers: 1****Yr11 destinations:** DV8 Mulitmedia course**Qualifications achieved:****Functional Skills L1 English**

1 x Yr11

3 x Yr10

**Functional Skills L1 maths**

4 x Yr10

**Additional courses attended in Yr8, Yr9 and Yr10:**

Angling4Education  
Construction

**Key Stage 4 Student Performance 2016 to 2017****Total Year 11 leavers: 3****Year 11 destinations:**

Northbrook College Foundation Art  
Asphaleia Employability and Functional Skills

**Qualifications achieved:**

Functional Skills L1 English

- 3 x Yr11 student
- 1 x Yr10 student
- 1 x Yr9 student

Functional Skills L1 Maths

- 2 x Yr9

**Additional courses attended during Yr9, Yr10 and Yr11:**

- Japanese for beginners
- Angling4Education: fishing course
- Asphaleia Employability Skills
- Bicycle repair

**Key Stage 4 Student Performance 2015 to 2016**

Total Year 11 leavers: 3

Total positive outcomes: 3

One Yr11 student commenced an apprenticeship at the Jigsaw trust  
One Yr11 student started at Chichester College studying Business Studies, English and maths after being with us for only one term.  
One Yr11 student is completing voluntary work at a horse sanctuary having only been with us for the last few weeks of Yr11.