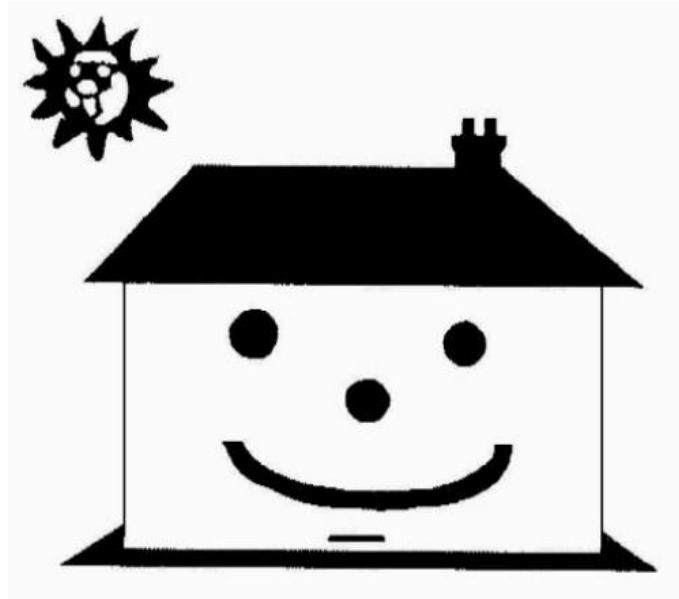


My Choice School



**My Choice School
Oak House
Prospectus**

2021 - 2022

Head of Education

Annie Murphy
BSc (hons) Experimental Psychology PGCE
a.murphy@my-choice-homes.com
01444 446920

Headteacher

Post vacant

Teacher

Beth Payne
BA (hons) English Literature Cert Ed

DSL

Declan Lola
Registered Care Manager Oak House

Head Office Address

Unit 3a Mill Green Business Estate
Mill Green Road
Haywards Heath
West Sussex
RH16 1XQ

01444 446920

Proprietors

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

Telephone No. 01444 446920

School Details

Children's home with education
DfE Registration Number: 845/6057
URN: 135766

School uniform

White polo shirt, sweatshirt in grey.

School day

Morning session:9am – 12pm

Lunch: 12pm-1pm

Afternoon session:1pm – 3:15pm

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 and My Choice Children’s Homes Ltd Values the educational achievement and development of our students and we work together to ensure each student is supported in their attendance and punctuality.

All student appointments should be made outside school time where possible however discretion will be used to accommodate essential appointments and attendance at CLA reviews, ARs and PEPs.

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 Dawn Ives, Director or Annie Murphy, Head of Education on 01444 446920.

Visits to the school are welcome and must be arranged in advance with the Head of Education. The Head of Education welcomes all enquiries about My Choice School and is happy to discuss student requirements. The Head of Education can be contacted on 01444 446920

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 resident at My Choice Children's Homes (Oak House).
- 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 3 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 management team is the Head of Education, the Headteacher and the Care Manager. The Headteacher and the teacher work with the Care Manager of Oak House to ensure effective facilitation and management of the school day.

The school is based at Oak House, a My Choice Children's Home.

The Headteacher leads on Teaching and Learning at the school.

The Head of Education has an office at My Choice Children's Homes Head Office and is responsible for ensuring the provision at My Choice School Oak House and My Choice School Arundel meet the Independent School Standards April 2019.

The Care Manager of Oak House is based in the home & school Monday to Friday 9am to 5pm and is responsible for the management of the home and is the DSL for the school, DSO for the home.

The teacher is based in the school location Monday to Friday 9am to 5pm. The teacher will have an average of 4 students and will be supported during the school day by Residential Support Workers providing behaviour support where necessary and supervision on activities.

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

We do not use supply teachers.

Details of staff qualifications (Headteacher, teacher, Care Manager and RSWs) 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 Asdan Short Courses for all year groups

- English
- Science
- Maths
- PSHE
- Beliefs and Values
- Citizenship

Additional Asdan Short Courses

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

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 and each school location has access to a computer. Internet access is restricted and supervised at all times in accordance with our policy.

Community facilities are accessed for **Physical Education** and include swimming, gym, and kick boxing. Student numbers and facilities may restrict opportunity for team games during the school day.

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 a **Certificate Day**, where students receive Certificates of Achievement.

Key Stage 4 Student Performance 2020 to 2021

No Year 11 leavers
No students on roll

Key Stage 4 Student Performance 2019 to 2020

No Year 11 leavers

Year 9 courses

- **Food Hygiene**
- **First Aid**
- **Health and Safety**
- **Asdan Short Courses in Animal Care; Beliefs and Values; FoodWise; Sports and Fitness**

Key Stage 4 Student Performance 2018 to 2019

Total Year 11 leavers: 1
Total positive outcomes: 1

Functional Skills English L1

1x Yr11

Functional Skills maths L2

1 x Yr11

Additional courses

- ASMAA Sports Leadership Award

Key Stage 4 Student Performance 2017 to 2018

Total Year 11 leavers: 3
Total positive outcomes: 3

4 students on roll: 3 in Yr11 and 1 in Yr10

Destinations: Plumpton College - Animal Care; Kingston College - Early Years Childcare and Education; Croydon College – Public Services.

Work experience:

1 Yr10 student achieved: Work experience at a gym

1 Yr11 student achieved: Continued work experience at a Primary School and completion of a TA course

Qualifications:

Functional Skills English L1

1x Yr11

Functional Skills maths L2

1 x Yr11

Additional courses

- **Food Hygiene**
- **First Aid**
- **Health and Safety**
- **Fire Safety**

Key Stage 4 Student Performance 2016 to 2017

No Year 11 leavers

4 students on roll: 1 in Year 9 and 3 in Year 10

Qualifications

Functional Skills L1 English

1 x Yr9

2 x Yr10

Functional Skills L1 Maths

2 x Yr 10

Functional Skills L2 English

1 x Yr10

Work Experience

1 x Yr 10 student completed work experience at a primary school supporting pupils' reading

All 4 students complete a one day barista course

School Expectations

- Mobile phones are not permitted in the classroom. Students 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 they may hand them in to the office for safe keeping. Smoking materials are not permitted in the classroom.
- 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.

| TERM | NUMBER OF COMPLAINTS RECEIVED |
|-------------------------|--------------------------------------|
| Autumn Term 2020 | 0 |
| Spring Term 2021 | 0 |
| Summer Term 2021 | 0 |

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 lesson plans and smaller weekly targets for students, ensuring triangulation between EHCPs, IEPs and lesson 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
- Work experience

Copies of all My Choice School policies and procedures are available at each school location and at Head Office and on request from the Head of Education. Policies are reviewed at the end of each academic year and when necessary in line with changes in legislation and to ensure best practice. My Choice School policies operate in conjunction with the My Choice Children's Homes policies.