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**My Choice School  
Arundel  
Prospectus**

**2022 – 2023**

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**School Address**

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

01903 898060

**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 25 students

**Proprietors**

My Choice Children's Homes Ltd  
Unit 3a Mill Green Business Estate  
Mill Green Road, Haywards Heath  
West Sussex, RH16 1XQ  
01444 446920

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## **School Staff**

### **Head of Education / DDSL**

**Annie Murphy**

PGCE

BSc (Hons) Experimental Psychology

[a.murphy@my-choice-homes.com](mailto:a.murphy@my-choice-homes.com)

01444 446920

### **Headteacher / DSL**

**Clare Wye**

Certificate in Education L5

[c.wye@my-choice-homes.com](mailto:c.wye@my-choice-homes.com)

01903 898060

### **Deputy Headteacher / DDSL**

**George Nicholl**

MSc Educational Leadership and Management

PGCE

BA (Hons) History

[g.nicholl@my-choice-homes.com](mailto:g.nicholl@my-choice-homes.com)

01903 898060

### **Teachers**

**Liam Fletcher**

PGCE

BA (Hons) History

- Exam Officer

**Brigette Restall**

BA (Hons) Science and Education

**Christina Sarakanidi**

Higher Education Diploma QTS

English Language and Literature

**Jemma Hagelburg**

PGCE PE

BSc (Hons) Sport Coaching

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**Teaching Assistants**

**Jane Marsden**

**Senior Teaching Assistant**

L4 HLTA

NVQ L2 Children's Care, Learning and Development

- Fire Warden

**Stephanie Williams**

BSc (Hons) Speech and Language Pathology

- Designated First Aider

**Andrew White**

PGCE maths

BA (Hons) Public Policy and Administration

- Library and Resources

**Daisy Grattan**

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**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.

We recognise that some students may find consistent attendance at school challenging and we work together with parents and carers to ensure that each student is supported; this may involve flexibility in the timetable and include Blended Learning and Alternative Provision.

Holidays during term time are not permitted.

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**My Choice School term dates 2022 to 2023**

**AUTUMN TERM 2022**

**INSET DAY** 1st and 2nd September 2022

**TERM STARTS** 5th September 2022

**HALF TERM** 24th October 2022 – 28th October 2022

**TERM ENDS** 16th December 2022

**SPRING TERM 2023**

**INSET** 3rd January 2023

**TERM STARTS** 4th January 2023

**HALF TERM** 13th February 2023 – 17th February 2023

**TERM ENDS** 31st March 2023

**SUMMER TERM 2023**

**TERM STARTS** 17th April 2023

**HALF TERM** 29th May 2023 – 2nd June 2023

**TERM ENDS** 21st July 2023

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**My Choice School** works together to create an ethos that is relevant to the needs and unique life experiences of our young people.

We aim to reflect the values of

- Democracy
- Rule of Law
- Individual liberty
- Mutual respect and tolerance of those with different faiths and beliefs
- Respect for other cultures and their values
- Responsibility
- Tolerance
- Belief in personal and social responsibility

We promote these values through our curriculum and through our school community, in assemblies and in the Student Council.

We have a creative and flexible approach to learning, providing an appropriate level of challenge while supporting emotional needs and encouraging responsibility for actions and behaviour.

We aim to provide a safe environment in which each student can achieve personal progress both academically and socially, develop resilience to success and failure and believe in their own worth to enable them to move onto the next stage in their life

### **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.

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- To engage students and parents / carers in our 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



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### **Admissions Policy**

Our full admissions policy is available on request from the Head of Education and on our website.

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 mental health 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.

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## **Curriculum**

My Choice School uses the **ASDAN Short Course 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 has an Individual Education Plan relevant to their 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

### **Key Stage 3**

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

- Asdan Key Steps
- Asdan Lift Off

### **Key Stage 4**

#### **Yr10/11**

- Careers and Work Experience Asdan Short Course

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

- Functional Skills English

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

### **Additional subjects**

#### **Asdan Short Courses**

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

#### **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
- 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 join us in Year 11 without a history of previous school engagement or learning to build on

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**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 can be accessed for **Physical Education** and include swimming, gym and outdoor exercise equipment in local parks. Arundel Lido is used during the Summer term. Student numbers and facilities may restrict opportunity for team games during the school day.

Group and individual lessons for **music** with 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 and include nature walks and exploration, visits to places of interest and dog walking at a local dog sanctuary.

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.

Alternative provisions can also be arranged such as college and outdoor experiences and would usually commence in Yr10.

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. 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 and manage this risk at school. Students are expected to be responsible with their smoking materials and must hand them in to the office. They will not be permitted to have them freely in the school. They may access them at breaktimes and must return them to the office. Students are not permitted to share their smoking materials with other students. Parents and carers must have a plan to reduce their child's smoking. This expectation includes vapes and lighters. If this expectation is not met then the student will not be permitted to have their smoking materials at school.

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- Students are expected to wear uniform; we provide this to all students at no additional cost to parents and carers.
- Students will work to the best of their abilities and staff will recognise their efforts, students and staff will listen to each other and the school will work as a community.

### **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 on our website.

<b>TERM</b>	<b>NUMBER OF COMPLAINTS RECEIVED</b>
<b>Autumn Term 2021</b>	<b>0</b>
<b>Spring Term 2022</b>	<b>0</b>
<b>Summer Term 2022</b>	<b>0</b>

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## **Discipline & Exclusions**

My Choice School seeks to avoid permanent exclusions and suspensions from school by exercising alternatives to maintain inclusion and to support the students. 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.

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- 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 differentiated 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.

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## **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 via the IEP with everyone relevant to the young person, including social workers, parents and carers. 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
- CIAG
- Complaints
- Computer and internet
- Curriculum
- EAL
- Exam
- Exclusion
- First aid
- GDPR
- Health and safety of students on educational visits
- Health and safety
- Marking



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- MFL
- Preventing extremism and radicalisation
- Procedures for managing allegations against people who work with children
- Reading
- Risk assessment
- RSE
- SEND
- SMSC
- Student complaints
- Whistle blowing

Copies of all My Choice School policies and procedures are available on request from the Headteacher or Head of Education. Policies are also available on our website. Policies are reviewed annually and in line with changes in legislation.

### **Visiting Arrangements for parents and young people**

In the first instance initial referrals should be made to Annie Murphy, Head of Education on 01444 446920. This should be discussed with the SENAT caseworker however the Head of Education is happy to take enquiries and talk through options.

Our referral process will include visits to the school. An initial visit will be arranged with the Head of Education and Headteacher and will take place after the school day; this will include meeting the staff and viewing the school. A second visit will take place during the school day and will be a taster session for the young person in a class.

Visits to the school from professionals are welcome and must be arranged in advance with Clare Wye, Headteacher. Visits will be scheduled after the school day. The Headteacher can be contacted on 01903 898060.

### **Key Stage 4 Student Performance 2021 to 2022**

**Total Yr11 Leavers: 6**

**Yr11 destinations:**

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**Northbrook MET College** L1 Games Development x 2

**Worthing MET College** L2 Business, Travel and Leisure Studies

**Bristol City College:** L2 Mechanics

**Chichester College:** L2 Mechanics

**Chichester College:** Foundation Learning

**Qualifications achieved:**

Functional Skills L2 English: 2 x Yr11

Functional Skills L2 Maths: 2 x Yr11

Functional Skills L1 English: 4 x Yr11s and 2 x Yr10s

Functional Skills L1 Maths: 4 x Yr11s and 2 x Yr10s

Functional Skills ELC Gold English: 3 x Yr11s and 3 x Yr10s

Functional Skills ELC Gold Maths: 3 x Yr11s and 3 x Yr10s

Functional Skills E3 maths: 1 x Yr11 and 1 x Yr10

Functional Skills E2 English: 2 x Yr11s

L2 Health and Safety in the Workplace: 4 x Yr11s

L1 Food Hygiene and Safety: 5 x Yr11s

L2 Food Hygiene and Safety for Retail: 4 x Yr11s

Workplace First Aid: 5 x Yr11s

CPR: DR ABC x 12 (Yr11 and Yr10)

**Yr11 Asdan Short Courses**

Careers and Experiencing Work x2

Expressive Arts x2

PSHE x2

Citizenship

History x2

**Yr10 Asdan Short Courses**

Foodwise x 2

**Additional courses attended:**

Fusion at UpGrade Training

- MMA and ASMMA Sports Coaching

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Chichester College

- BTEC L1 Mechanics

Angling4Education: taster sessions

## **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 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:**

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Functional Skills L1 English: 3

Functional Skills L1 Maths: 1

L1 Health and Safety

L1 First Aid

L1 Food Hygiene

**Additional courses attended:**

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