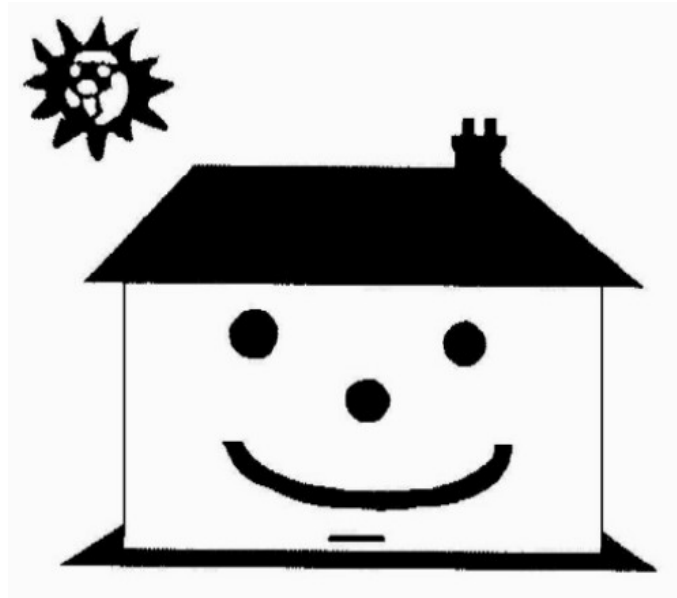


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# **My Choice School**



# **My Choice School Arundel Prospectus**

**2025 – 2026**

**School Address**

My Choice School  
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  
TQUK Centre Number: 10067704930

Independent SEMH, mixed gender  
Yr7 to Yr11  
Registered for 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

**School Staff**

**Head of Education / DDSL**  
**Mental Health Lead**

**Annie Murphy**

PGCE QTS

BSc (Hons) Experimental Psychology  
L4 Certificate in Mental Health Aware Leadership

[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**

**Jemma Hagelburg**

PGCE PE

BSc (Hons) Sport Coaching

**Exam Officer**

[j.hagelburg@my-choice-homes.com](mailto:j.hagelburg@my-choice-homes.com)

01903 898060

**Teachers**

**Rob Gill**

BA (Hons) Primary Teaching QTS

**Sam Roake**

PGCE Post Compulsory Education Art and Design

BA (Hons) Digital Media Design

**Steven Buckfield**

Foundation Degree in Education

BA (Hons) Open Forensic Psychology and Family Studies

**Daisy Walker**

PGCE

BA (Hons) Childhood and Youth Studies

L4 Certificate of Higher Education in Psychology

**Richard Burse**

BA (Hons) Primary Education and Teaching QTS

**Daisy Breed**

Master of Research and Literary Studies  
PGCE Further Education and Training  
BA (Hons) English Literature

**Teaching Assistants**

**Katie Cox**

**Stephanie Williams**

BSc (Hons) Speech and Language Pathology  
**Phonics Interventions**

**Joanne Hayward**

NVQ L3 Children's Care, Learning and Development  
**Fire Warden**

**Amy Langrish**

**Designated First Aider**

**Jade Madeley**

**Sam Greenfield**

**Hannah Crilley**

**Classroom Support Assistant**

**Emma Rintoul**

**Cleaning Operative**

**Kelly Stewart**

**Remote Teaching and Curriculum Support**

**Beth Payne**

PGCE  
BA (Hons) English Literature & Media Studies

### **School uniform**

White polo shirt or t shirt, hooded sweatshirt in navy.

### **School day**

Morning session: 9am – 12.00pm

Lunch: 12.00pm - 12:30pm

Afternoon session: 12:30pm – 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.

**My Choice School term dates 2025 to 2026**

**AUTUMN TERM 2025**

**INSET DAY 3rd September 2025**

**TERM STARTS 4th September 2025**

**HALF TERM 27th October 2025 – 31st October 2025**

**TERM ENDS 19th December 2025**

**SPRING TERM 2026**

**TERM STARTS 5th January 2026**

**HALF TERM 16th February 2026 – 20th February 2026**

**TERM ENDS 27th March 2026**

**SUMMER TERM 2026**

**TERM STARTS 13th April 2026**

**HALF TERM 25th May 2026 – 29th May 2026**

**TERM ENDS 22nd July 2026**

**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.
- 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

### **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.

## **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 (includes RSE)
- Careers and Work Experience
- Beliefs and Values
- Citizenship
- RoadWise
- Geography

### **Key Stage 3**

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

- Asdan Key Steps
- Asdan Lift Off

### **Key Stage 4**

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

- Functional Skills English

- Functional Skills maths

## **Yr11**

Living Independently

The **Duke of Edinburgh Award Scheme** is an additional offer for our Yr10s and Yr11s. Our Yr10s can commence their programme in the latter half of the Summer term and continue until Autumn half term in their Yr11.

The **Duke of Edinburgh Award Scheme** runs from April to October, consistently over a 12 week programme.

Additional **accredited on line learning** can be accessed by Yr11s for **First Aid, Health and Safety and Food Hygiene.**

### **Additional subjects**

#### **Asdan Short Courses**

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

**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

**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 our 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.

Alternative provisions can also be arranged such as college and outdoor experiences and 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. Students will not be permitted into the classroom with mobile phones.
- Smoking and vaping is discouraged at My Choice School however we are aware that some students do smoke or vape. We are concerned about the vaping increase in all young people,

particularly young people who have started to vape and were not previously smokers. Many vapes contain more nicotine than a pack of cigarettes and the sale of vapes to children under 18 is illegal, as is buying vapes for children.

<https://ash.org.uk/law/youth-access>

- In order to safeguard our students we do not allow students to be in possession of vapes or smoking materials at school.
- If a student arrives at school with a vape or smoking materials, they must be handed in to staff and will be returned **only to parents and carers**. They will not be returned to the student at the end of the school day and will not be returned at lesson break times.
- Students will not be permitted to smoke or vape during the school day and students who attempt to do so are at risk of suspension.
- We appreciate that nicotine withdrawal is extremely difficult to navigate and experience.
- **Advice and support for smoking cessation can be found on the following sites:**

<https://www.nhs.uk/conditions/stop-smoking-treatments/>

<https://www.nhs.uk/service-search/other-health-services/stop-smoking-support-services>

<https://www.nhs.uk/live-well/quit-smoking/stopping-smoking-mental-health-benefits/>

<https://healthmedia.blog.gov.uk/2024/04/15/creating-a-smokefree-generation-and-tackling-youth-vaping-what-you-need-to-know/>

- Students are expected to wear uniform; we provide this to all students at no additional cost to parents and carers. The My Choice School uniform policy ensures flexibility and an awareness of students' needs.
- My Choice school will work as a community; students will work to the best of their abilities and their efforts and intent will be recognised and celebrated by staff.

### **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 2024</b>	<b>0</b>
<b>Spring Term 2025</b>	<b>0</b>
<b>Summer Term 2025</b>	<b>0</b>

### **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 suspension or 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 and on the school website.

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 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.

### **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
- Attendance and CME
- Behaviour management
- Child protection and safeguarding
- CIAG
- Complaints
- Filtering and Monitoring
- Curriculum
- EAL
- Examination
- Exclusion
- First aid
- GDPR
- Health and safety of students on educational visits
- Health and safety
- Marking
- Preventing extremism and radicalisation
- Procedures for managing allegations against people who work with children
- Reading
- Risk assessment
- RSE
- SEND
- SMSC
- Student complaints
- Uniform
- 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

<https://www.my-choice-homes.com/my-choice-school/>

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 2024 to 2025**

**Total Yr11 Leavers: 5**

#### **Yr11 destinations:**

Chichester College L2 Motor Mechanics

Chichester College L1 Rotation

Chichester College E3 Rotation

Northbrook College L1 Construction – Carpentry and Joinery

#### **Qualifications achieved:**

#### **GCSE Maths Foundation Grade 4**

#### **Functional Skills L2 English:**

- Yr11 x 1

#### **Functional Skills L2 Maths:**

- Yr11 x 1

**Functional Skills L1 English:**

- Yr10 x 4

**Functional Skills L1 Maths:**

- Yr10 x 2

**Functional Skills E3 English:**

- Yr10 x 1

**Functional Skills E2 English:**

- Yr11 x 3

**Functional Skills E3 Maths:**

- Yr11 x 3
- Yr10 x 1

**L1 Basic Health and Safety for Employees:** Yr11 x 2

**L1 Food Hygiene and Safety:** Yr11 x 2

**L1 Workplace First Aid:** Yr11 x 2

**Dr ABC**

Yr11 X 2

**Yr11 Asdan Short courses:**

Science x 1

Careers x 2

PSHE x 2

Beliefs and Values x 2

Citizenship x 2

Independent Living x 2

Construction x 1

History x 1

**Additional courses attended:**

Angling4Education

Chichester College: NCFE L1 for Occupational Studies in the Workplace: Motor Vehicle Maintenance

Work Experience: Motor Vehicle Workshop

## **Key Stage 4 Student Performance 2023 to 2024**

### **Total Yr11 Leavers: 4**

#### **Yr11 destinations:**

- Itchen College L1 Uniformed Protective Services
- Brinsbury College L1 Game Development

#### **Qualifications achieved:**

##### **Functional Skills L2 English:**

- Yr11 x 1

##### **Functional Skills L2 Maths:**

- Yr11 x 1
- Yr10 x 1

##### **Functional Skills L1 English:**

- Yr11 x 1
- Yr10 x 1

##### **Functional Skills L1 Maths:**

- Yr11 x 1
- Yr10 x 1

##### **Functional Skills ELC Gold English:**

- Yr11 x 2

##### **Functional Skills ELC Gold Maths:**

- Yr11 x 2

**L1 Basic Health and Safety for Employees:** Yr11 x 2

**L1 Food Hygiene and Safety:** Yr11 x 1

**L1 Workplace First Aid:** Yr11 x 1

#### **Yr11 Asdan Short courses:**

Sports and Fitness x 2

Science x 2

Animal Care x 2

Careers x 1

PSHE x 1

Beliefs and values x 1

Citizenship x 1

SRE x 1

Independent Living x 1

**Additional courses attended:**

Angling4Education

Velobuild

Chichester College: L1 Motor Vehicle Maintenance

Work Experience: Charity Shop & Stables & Motor Vehicle Workshop