

Burstow Park School



An independent provision for students
aged 11 – 18 years with SEMH and/or
ASD diagnosis or characteristics

***'Dedicated to improving the education,
achievements and life chances of
vulnerable or excluded children'***

Prospectus

General Information

Address: Antlands Lane, Burstow RH6 9TF

Proprietor:

Dr. Emma Slaughter, EdD, MA, NPQICL
emmaslaughter@burstowparkschool.org

Head Teacher

Mr. Melvin George, NPQH
melvingeorge@burstowparkschool.org

School Office Manager

Lorena Cusano
lorenacusano@burstowparkschool.org

School Hours (pupils)	9:00 am – 3.00 pm M-Th 9:00 am – 1.00 pm Fri
School Hours (office)	8.30 am – 3.30 pm

Head Office:

Cornerways Children's
Services Ltd.
The Annex
Burstow Park, Antlands Lane
RH6 9TF

Email:
admin@cornerways.org
Tel: 01293 826840

Contact Details for Admissions

Day placements:

Parents/carers, Local Authority placing officers, SEND teams are welcome to contact the school directly:

Main school office: 01293 226940

email: emmaslaughter@burstowparkschool.or

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School fees: £53,550 per annum (inclusive *except* for individual 1-1 Teaching Assistant, and Speech and Language Therapy / additional therapeutic support)

Admissions Policy:

The school meets all its obligations under the Children and Families Act 2014 and is compliant with the SEND Code of Practice (2014).

A student may be admitted at any time of the school year, subject to the school not exceeding its roll, and the entry being compatible with the needs of existing class groups and vulnerable individuals.

Consideration and balance is given to:

- whether the SEND needs identified by the EHCP, given reasonable adjustments, can be met
- a pre-entry risk assessment to consider the safety of the whole school community
- a new entry being compatible with the existing client group of students
- a willingness and readiness to re-engage with core behaviour expectations and learning, with support
- commitment and enthusiasm of parent/carer/placing authority

We place great importance on keeping our word to not give up on children or exclude them, so admission is very much a partnership decision with all concerned. Although some placing officers are quite rightly concerned that their child does not feel any 'rejection' if a suitable place and match cannot be found, we hope you will understand that the Head may wish to meet a child in the school context before a firm offer is made - the reason being that we hope this partnership and commitment will thrive until and through sixth form.

Burstow Park School is committed to following Surrey safeguarding, vetting and recruitment procedures in regard to promoting the welfare of children and young people and expects all staff to share this commitment. This policy is available on request for all professionals, parents and carers. All staff have enhanced DBS checks.

ADMISSIONS PROCESS FOR BURSTOW PARK SCHOOL

Burstow Park School receives consultations from placing Local Authorities via each LAs consultation process. As a minimum, this requires provision of the child's EHCP and any recent professionals reports. School responds to state if they feel able to meet needs within 14 days of a consultation being received.

An informal look around the school for a potential pupil with family members is offered where a LA confirms that funding is approved. Previous school history and other records and circumstances discussed; the EHCP, risk assessment, previous attendance.

Transport arranged between parent and LA

Start date determined and a transition plan agreed

Key Staff at Burstow Park School

Dr. E Slaughter	Strategic leadership of school; Designated Safeguarding Lead; policy; referrals/placements; staffing (SLT)
Mr George	Leadership and Management school / staff; quality of education; curriculum, teaching and learning (SLT)
Mrs L Cusano	School Office Manager; Exams Officer, Health & Safety Officer, Data Protection Officer
Mrs Kyalilika	Mathematics Lead
Miss J Mills	Art & Design Lead
Ms T Dyer	Humanities Lead
Mr D Shouket	Science Lead
Ms A Nicholas	Assistant Head
Ms J Mena	Blended Learning Tutor

SOME OF YOUR IMPORTANT QUESTIONS ANSWERED

A new parent/ child will receive the **Home School Agreement** to read at home, sign and return. Your child will be given space and time in the initial induction period to understand and learn how to adjust to the school's 'Nurture through Structure' approach.

WHAT IS THE SCHOOL DAY?

We ask that students arrive between 8.45 am and 9.00 am for a 9.10 a start into school with Tutor time.

Allocated staff meet arrivals, and welcome children individually from 8.45am. Children should wait safely in their taxi if they arrive before staff supervision time.

*Please note that students should come straight into the school building upon arrival. On entry, any phones and media devices **must** be placed in the child's personal locker for the duration of the school day.*

After some whole school-guided socialisation, formal tutor time in class groups takes place at 9.10 am, when registration is taken, targets are set, the school day, school themes for the week and any other information is discussed.

There are two lessons of 50 minutes each, then 20 minutes break at 11.00-11.20 am.

Most students eat a healthy snack during break time, which they bring from home themselves. Please note we ask you not to send children in with pot noodles, sweets or fizzy drinks. On the advice of government, energy drinks are banned and will be confiscated.

There are two more 50-minute lessons before a second break at 1.00-1.30 pm when packed lunches are eaten, again brought from home.

There is no break in the afternoon, which finishes with tutor time at 2.50 pm. Pupils are escorted safely into their taxis at 3.00 pm by designated staff, only after they have attended tutor time and finished off the day with tutor debriefing.

Please note, in line with the law on detention, the school can choose to give a parent notice of an after-school detention should a student's work, homework or behaviour expectations not meet the required standard.

IS THERE A UNIFORM?

There is a basic principle of 'smart black and white' uniform.

The school accepts diversity of individuals and allows students to express their personality to a certain point. It is respectfully required that:

- Students present as smart as possible
 - Parents/ carers take responsibility for how their child leaves the house
 - Uniform is obviously different from home/casual clothes with:
 - White collared polo shirt, t-shirt, or white blouse/shirt
 - Plain jumpers or cardigans (No hoodies)
 - Black formal trousers (No ripped jeans / denim)
 - Black skirts of a modest length **with** black tights
 - Black footwear (No slippers or sliders)
- *Please note that shorts, 'jeggins' or tracksuit bottoms are not considered correct school uniform**

WHAT IS THE MOBILE PHONE POLICY?

Personal phones, iPads and other electronic media devices are **completely forbidden in school**. This has been advised by the latest statutory guidance on Safeguarding, Child Protection and The Prevent Strategy, which safeguards children and young people from extremism and radicalisation. This policy has reduced learning distractions and cyber-bullying, videoing each other and stress by the more dominant students at the expense of the more vulnerable/youngest. This also means that pupils are more likely to talk to one another and interact at break times!

A student will not be allowed to start their school day in possession of their phone or any other electronic device. This rule is strictly enforced.

A young person (or parent) with attachment difficulties will be reassured that a parent can access a child through the school landline numbers.

Any personal laptops provided through PPG grants will be installed with internet filtering software and use in school will be supervised.

There is a bag search policy which permits senior staff to look for contraband items if they have cause to believe any student is in possession of such items. This is always conducted in a respectful way, will be documented by the DSL and parent/ carer notified.

CAN I SMOKE DURING SCHOOL HOURS?

The school is a no smoking site. Pupils and visitors are **not** permitted to smoke **anywhere** in the school grounds or the immediate vicinity.

Enforcing the law underlines the school's commitment to the overall Safeguarding of your child and others.

We expect parents/carers to ensure that your child does not bring smoking materials to school.

Apart from the long-term health evidence, the school's social and academic evidence suggests that those who comply with punctuality, tutor time, uniform and do not smoke achieve and make the best academic progress.

You will be invited into school by the Head if your child persists with a smoking habit. The DSL (Safeguarding) will be notified as a safeguarding cause for concern.

IS THERE HOMEWORK?

The school's view is that all students benefit from homework – it is an academic investment in them.

Our experience is that children and groups who do not get regular homework have lower self-esteem. Most children **enjoy** doing homework, and receiving the praise and satisfaction of it, often for the first time.

One piece of homework in English, Maths and Science is typically set each week. Other subjects may also set homework, depending on the subject being covered. Each piece of homework should take around 30 mins to complete.

I'M WORRIED MY CHILD HAS MISSED A LOT OF SCHOOL - HOW ARE THE CLASS GROUPS ORGANISED?

Depending on numbers, age range and needs in school, there will be between 3 and 6 students in each class groups.

Students will be placed in the most appropriate group, considering gaps in learning, characteristics, and any social vulnerability.

It is *normal* at Burstow Park School that children have missed terms and school years – so please do not worry about this: with willingness and small class groups and a dedicated teaching assistant, they can soon catch up.

Please note however, that GCSE courses are two-year courses, and we do not make unrealistic promises to LAs or social workers that GCSEs can be completed in one academic year (although some have and have gone on successfully to mainstream or further education).

WHAT SUBJECTS DO YOU TEACH? WHAT IS THE CURRICULUM? CAN I SEE THE TIMETABLE? ARE THERE ANY CHOICES?

Our starting point is that each and every child can access the national curriculum, although this may be modified according to an individual's Education, Health and Care Plan and circumstances.

The school promotes community cohesion and prevents any vocal and active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs, as part of promoting the spiritual, moral, social and cultural development of pupils. Consideration and kindness are explicitly role modelled and encouraged.

All students will have access to the full national curriculum, but at their own pace: English (language and literacy); Maths (numeracy); Science; PSHE, Relationship and Sex education; RE; Art; Princes Trust 'Achieve' programme, Life Skills Open Awards accreditation and PE.

Please note Careers and Relationship & Sex Education lessons are part of the National Curriculum. The lesson content in Humanities for the current academic year can be shared with you if you have any concerns.

Burstow Park School is accredited to deliver the full Prince Trust 'Achieve' Programme. All students have access to this each week, and across 38 weeks it can lead to an award that is equivalent to two GCSEs.

Life Skills is accredited through Open Awards. Units consist of various topics that cater to students' individual interests for example: animal care, hair and beauty. Students will receive an accredited certificate at the end of the award units which is a recognised qualification.

Vocational Skills has recently been introduced to the curriculum. It allows students to develop their social and emotional skills in a more formal and relaxed environment by taking part in activities in group sessions such as, The Games, song writing, The Arts and The Build.

Our school and organisation employ qualified/graduate teachers who are also tutors with SEND duties, to deliver a bespoke curriculum experience, mindful of individual EHCPs, for your child.

This means that your child receives a quality of education in school with the core subjects, as well as socialisation and readiness for the next chapter of education.

WHAT HELPS MY CHILD TO DO WELL?

Students do best when they:

- have 95 per cent attendance and above
- follow the published timetables, and engage with teachers and learning
- comply with school rules on uniform and phones
- take and return homework
- keep going in spite of adversity, ask for help and don't give up.

HOW WILL MY CHILD'S SPECIAL EDUCATIONAL NEEDS AND DISABILITY BE MET?

Most children have an Education Health and Care Plan. The school has a pastoral/safeguarding team; a SENCO team as well as a teaching/ teaching assistant team to work holistically and specifically to follow this plan. Examples would be small group teaching; trained staff in ASD and complex behaviour management; consistency of a staff mentor.

The school Inclusion officer and Senior Teachers in English and Maths devise individual literacy and numeracy intervention programmes as well as monitor progress.

We find that most children's social anxieties: worrying about what people think of them, the cyber-world, making and sustaining friendships – all these normal teenage worries will subside in the small, nurturing community that is Burstow Park School.

The school has an openness and strong sense of inclusivity about diversity and disability (and so do our students) Burstow Park School welcomes "otherness".

IS THERE A CHARGING AND REMISSIONS POLICY?

Educational visits are fully funded by the school – e.g., a London Art Gallery, science field trips, PE and extra curricula activities are included in the school curriculum budgets. We may ask for a voluntary contribution towards certain extra-curricular activities, or resources for such.

If your child wilfully and deliberately causes damage to school property (e.g. a school fence, window, door or fire safety equipment), it is expected that any emergency repairs will be billed to you to make reparation. (Please note that the plastic ties around the fire safety canisters can be £70.00 which if tampered with, also involves a call-out charge to replace.)

HOW WILL MY CHILD'S BEHAVIOUR ISSUES BE ADDRESSED?

Our message to students is, "***We chose you, you have chosen us.***" We will support you and challenge you at Burstow Park School until you are 18 and beyond. Education is an important investment in yourself. Education is never wasted.

We are vigilant on anti-Bullying, supervising children on site thoroughly at break and lunchtime.

All students remain on site at break and lunch times.

Please provide healthy breaktime snacks and a healthy packed lunch **Please work with us by not sending your child into school with fizzy/energy drinks, pot noodles, sweets, cigarettes and other unhealthy items – thank you.**

AS A PARENT, I'VE BECOME DISILLUSIONED WITH 'AUTHORITY'. HOW CAN I PARTICIPATE AND BECOME A PARTNER? WHAT IS YOUR POLICY ON EXCLUSION?

We maintain structure with adults setting the boundaries, and the pupil being a child. We believe in safety in these boundaries, consistently and with kindness applied. Ultimately, I am sure you will understand that the Headteacher is in charge of the school and pupils in it – (as you as parents/carers are responsible for guidance and discipline at home). Please see our school **Behaviour Policy** for how undesirable behaviours are sanctioned, and our 4-tiered approach.

We truly see parents as equal partners in supporting your child's learning – we will support you and we need you to support us if we are to enable your child to reach their full potential.

WHAT'S THE ETHNIC MIX OF THE STUDENTS? THE STAFF?

Local Authorities and residential homes ask this question, not children! Both will vary. We do not positively discriminate but see a diverse mix of students and staff from all ethnicities, social and cultural backgrounds, educational need. We routinely audit our curriculum to ensure that it is representative of all gender identities, sexualities and cultures.

Diversity is a bonus. We teach about Diversity and Discrimination in PSE lessons, as well as teaching about different faiths, cultural dress and celebrating our diversity, culture and our 'British Values' in the taught and discreet curriculum. Government Guidance (July 2015) requires us to identify any child at risk of radicalisation and extremism, either inside or outside school, and at home.

Child Protection Policies and Procedures including Missing Persons (MISPER)

The Designated Safeguarding Lead (DSL) in school is Emma Slaughter . She can be telephoned on the school office number 01293 226940 to discuss any concerns you may have - or indeed for any advice. Under the 2022 Keeping Children Safe in Education (KCSIE) document, all school staff have a professional duty to report any child safeguarding and potential child protection concerns to the Surrey Safeguarding team. The DSL will do this in consultation with parent/carer support where appropriate. However, we will always act in the best interests of the child and follow statutory child protection procedures.

Burstow Park School's Child Protection and Safeguarding Policy is available on request.

Our suite of Safeguarding Policies conveys our management of child sexual exploitation, female genital mutilation, the Prevent strategy protecting children from radicalisation, bullying and e-safety.

LEADERSHIP AND MANAGEMENT

Values, Vision and Regular Opportunities for Celebrating our Success

As a therapeutic community, the school has a non-judgemental approach, where it is safe to make some mistakes, and every day is a fresh one. There are regular opportunities for praise and rewards and all staff are keen to recognise all achievements – no matter how big or small.

Our View on Exclusions

Burstow Park School has a strong and unrelenting ethos of inclusion, negotiation and resolution. The Headteacher pledges that any exclusions are kept to the minimum. Usually, a first formal warning to a child, parent/carer and Local Authority, with appropriate support, will result in rapid improvement. However, the Headteacher reserves the right to use this ultimate sanction where all other strategies have been explored, and where there is a real and ongoing threat to the health, welfare and safety of another student or staff member. In the case of fixed term exclusions, the school follows the Statutory Guidance on School Exclusions September 2017, and:

- Section 51A of the Education Act 2002, as inserted by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Sections 100 to 108 of the Education and Inspections Act 2006
- DfE Guidance – the Scandal of Exclusions. July 2018.

Health and Safety: Burstow Park School Is a Safe School

The school is committed to following the law in respect of Health and Safety and in keeping children safe.

Our health and safety procedures will be explained at induction, which include fire evacuation procedures and emergency meeting points, educational and offsite visits, a serious incident/disaster plan and a full risk assessment for each child. These health and safety policies are all available for you to read upon request.

We have a zero tolerance of bullying or physical assault. Burstow Park School is committed to following Surrey Safer Recruitment, vetting and whistle-blowing policies. School staff routinely undertake Team Teach training, including Control and Restraint techniques, where the law allows and as a last resort.

Complaints and Compliments

We have a complaints policy and will do our best to resolve issues to your satisfaction at an early stage. We take safeguarding and protection of pupils very seriously. If you have concerns relating to a child or young person at the school, please contact our DSL.

Communication with Parents

We maintain close links with parents via telephone, text, email and post. Our Office Manager will answer all communications or refer them to the relevant member of staff to respond.

In the event of emergency closures or information, telephone or text is the norm. Communication is at the heart of what we do, and we maintain a live and current partnership with the parent/carer and local authority.

MISSION STATEMENT AND OUR PROMISE TO YOU

'NURTURE THROUGH STRUCTURE'

Burstow Park School is an inclusive school - a school where every child matters.

The learning, attitudes, well-being, achievement and outcomes of every young person matter. This is demonstrated through our policies, outlook and practices – with personalised learning programmes so that each child can develop their full potential.

Burstow Park School is a shared learning community where we all learn for life; you will see and feel the quality of all relationships in our community: students, staff, parents, carers, and other support agencies.

Everyone can access a broad and balanced curriculum and is entitled to thrive and have a happy school experience. We welcome and celebrate diversity and all kinds of “otherness”.

Please come to visit by appointment

As Headteacher I am always delighted to show parents/carers, social workers, commissioning leads and placement officers around our school.

Please do come to see what learning, progress and achievements your child can make.

Mr. George