

# Orchard Manor School SEND (Special Educational Needs and Disability) Information Report September 2019 - 2020



Orchard Manor School is a special school – This report outlines the key things that we do to meet the needs of the learners in our care. In our specialist setting all our learners have SEN, and the practice of inclusion, equality and accessibility are embedded in to our work and daily practices. The policy and guidelines are summarised in our ‘SEN and Inclusion’ policy and is supported by our ‘Safeguarding’ policy.

<b>Who to Contact</b>	<p><b>Orchard Manor School, John Nash Drive, Dawlish, Devon EX7 9SF</b></p> <p>Telephone Number: 01626 862363</p> <p>Email Address: <a href="mailto:admin@orchardmanor.devon.sch.uk">admin@orchardmanor.devon.sch.uk</a></p> <p>School Website Address: <a href="http://www.orchardmanor.devon.sch.uk">www.orchardmanor.devon.sch.uk</a></p> <p>Executive Principal: Mark Rose</p> <p>Head of Education: Nicola Jones</p> <p>Head of Care: James Watson</p> <p>Chair of Governors: Maggie Carter</p>
<b>Mission Statement</b>	<p>Our pupils are at the centre of everything we do and we consistently strive for high-quality education and care. We understand their individual needs and the importance of positive mental health and well-being, ensuring that they can reach their full potential, be happy, safe and included in school and the community. We enable them to express themselves in the knowledge that they are listened to and that theirs is the most important voice. Together, we support them into employment further education/training or into adulthood which is as independent as possible.</p>

<p><b>The Aims of Our School</b></p>	<p><b>We aim to:</b></p> <ul style="list-style-type: none"> <li>• Create a happy, secure and stimulating environment that actively promote student’s health, welfare and well-being</li> <li>• Support each student in our school community through the understanding of their individual needs</li> <li>• Provide structured and purposeful opportunities, within a broad and balanced curriculum, to learn and develop</li> <li>• Encourage and support students to become independent, responsible, accepting and caring individuals with respect for the beliefs, and values of others</li> <li>• Promote each student’s spiritual, moral, physical, cultural, social and emotional development to prepare them for the opportunities, responsibilities and experiences of adult life</li> <li>• Support each student to develop and achieve their potential</li> <li>• Nurture strong partnerships and positive relationships with parents, carers, professionals and the wider community</li> </ul>
<p><b>Our Vision</b></p>	<p>Our Vision Statement was created in September 2018 by all staff and Governors of Orchard Manor School. Its intent is to showcase the ambitions we have for our school and indicate our position five years hence – September 2023 – this will inform planning, decision making and target-setting. Like all philosophies, it will be revisited and reviewed when appropriate.</p> <p>More detailed information can be found on our website: <a href="http://www.orchardmanor.devon.sch.uk">www.orchardmanor.devon.sch.uk</a></p>
<p><b>Ofsted Rating</b></p>	<p>Orchard Manor opened as a new school in September 2018.</p> <p>Orchard Manor School Social Care Inspection 4<sup>th</sup> – 6<sup>th</sup> Feb 2019 – Good</p>
<p><b>Designation &amp; Type of School</b></p>	<p>The Designation of Orchard Manor School is for pupils with communication and interaction difficulties, Autistic Spectrum conditions and associated learning needs.</p> <p>Orchard Manor School is a Local Authority maintained school in Devon. We are part of the SENTient Trust, a co-operative foundation trust, with 8 other Special Schools in Devon. We are a provision for pupils aged 3 -19 years old, <b>all</b> our learners have EHCP’s. We have Early Years’ provision through all the Key Stages to Post 16 for both boys and girls.</p>

	<p>The majority of our learners are day pupils with a small number being weekly residential (Monday to Friday) during term time only.</p> <p>The learners at Orchard Manor School have a diverse range of special educational needs. We admit pupils with communication and interaction difficulties, an ASC diagnosis and associated learning needs. We provide learning opportunities and experiences within our provision to develop and prepare our pupils for further education, employment and adulthood. Their diagnosis does not define them or limit the educational experiences that we offer. Our learners report that they are happier in our provision, as they have opportunities offered to them that in their past have been unable to access.</p> <p>We work hard with the families of our learners to support their development of life skills, support their educational learning and preparing them for adulthood. We are able to offer our learners access to a wide range of accreditations up to GCSE's that enable many of our young people to access mainstream Post 16 education or the world of work at 16, a small number transition to mainstream education before 16 years old, and other pupils transition to other specialist provisions to further develop their independence skills.</p>
<b>Admission to our School</b>	<p>Every child or young person admitted to Orchard Manor School will have an Education, Health and Care Plan (EHCP).</p> <p>As a maintained school, Orchard Manor is not authorised to offer placements, places are commissioned by the Special Education Needs and Disabilities (SEND) 0-25 team and can only be offered by them.</p> <p>The SEND 0-25 team specify the provision required for individual pupils and how education, health and care services will work together to meet a pupil's needs and support the achievement of agreed outcomes for each pupil.</p> <p>If you have any questions about the admissions to special schools process please contact the SEND 0-25 team at County Hall in Exeter (01392 383000).</p>

**What we do to support our pupils who have Special Educational Needs and our Curriculum for all Pupils.**

At Orchard Manor School we offer all our learners a wide range of experiences and opportunities to be successful. We offer a rich, broad and balanced curriculum to meet the individual needs of our learners.

We aim for all our learners to achieve accreditations at their level. The academic and vocational curriculum learners are able to study a wide range of qualifications up to GCSE, including the core and foundation subjects.

We promote independence for our learners, teaching them life skills and giving the opportunity to practice these skills in a safe environment supported where necessary. Our extensive PSHE programme, covers internet safety, staying safe in the community, health and relationships. Safety in the home is promoted through a range of subjects like Food Technology, Resistant Materials, PSHE and Horticulture.

We offer OCR qualifications in Life and Living skills. These are offered at a range of levels as part of our curriculum. We believe that this is an important part of our pupils' development, preparing our learners for adulthood. Working towards their aspirations is essential to their development to become independent young adults, as is accessing the right level of support.

We offer a wide range of enrichment opportunities like 10 Tors, Jubilee Challenge, Enrichment Week, visits to Poland and France and trips to the theatre, as well as adventurous outdoor activities such as surfing.

Our Thrive Approach is a developmental model to help us understand how our learners develop socially and emotionally from birth through to adulthood. This model gives us a framework for understanding what healthy child development looks like in terms of behaviour and learning. In addition, it clarifies the role of the adult in facilitating a child's development at each of the different stages. The model gives us a lens through which to look at and interpret children's behaviour, enabling us to identify the particular developmental needs being signalled by their behaviour, and to choose appropriate, targeted interventions designed to meet those needs.

Our Thrive Practitioners work across the school supporting the residential staff, teachers and individual learners. Speech and Language Therapy, where needed, is offered to our learners. Our Therapists create programmes for individuals or classes. The Speech and Language Assistants implement these programmes and monitor progress.

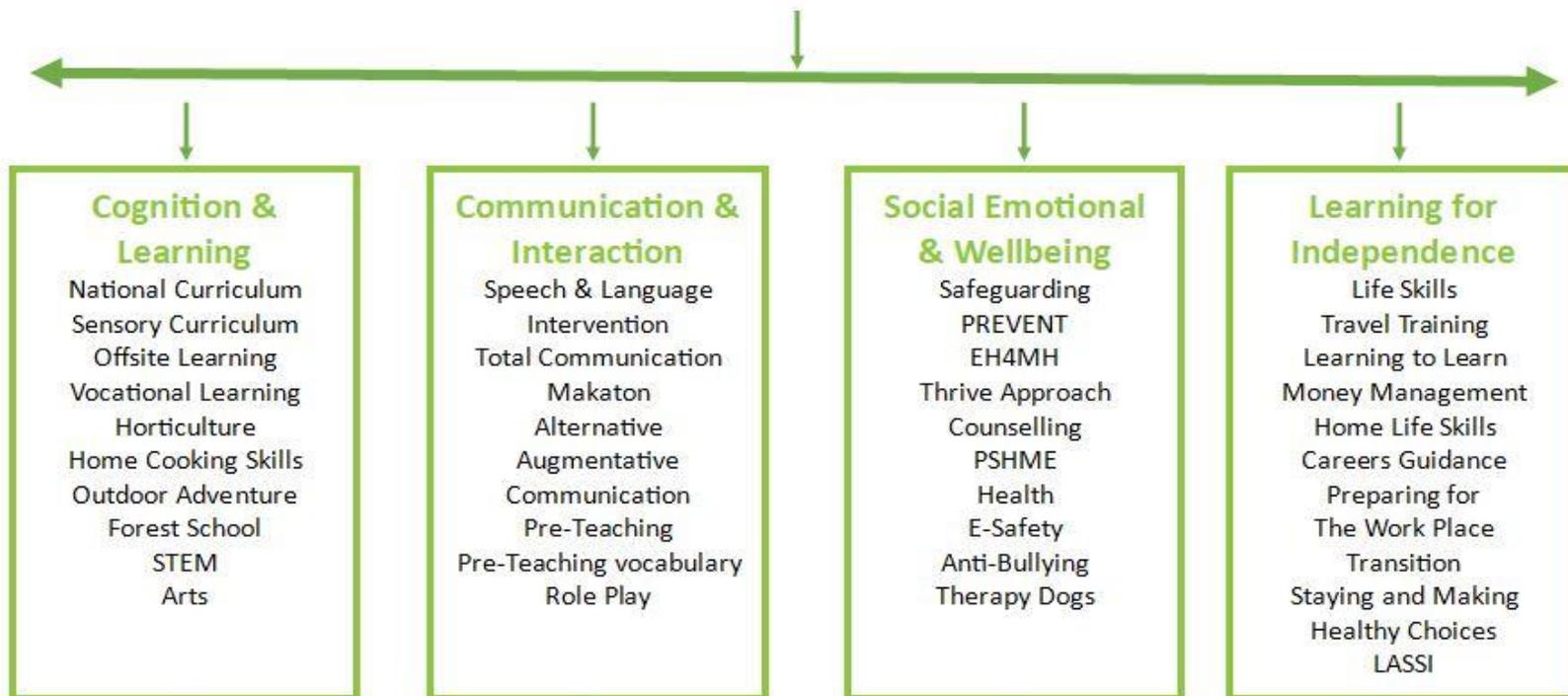
The Speech and Language Team play an important role in supporting our teachers to meet the needs of children with Speech, Language and Communication Needs, supporting good practice across the school with targeted and specialist approaches. The SALT team have a distinct role in assessing, planning, delivering and evaluating support for our learners with a range of speech, language and communication needs. They support staff within the environments which support development of speech, language and communication skills; this can make a difference for typically developing children as well as those with SLCN.

Counselling is delivered to identified learners so they can explore, understand and aim to overcome problems in their lives that are causing them difficulty, distress and/or confusion. Counselling takes place in a safe and confidential space with the aim to improve mental health and wellbeing for learners who need it. This helps learners develop skills to strengthen their resilience and deal with their problems and challenges.

At Orchard Manor we know that the needs of our learners develop and change, and we evolve, make adjustments, differentiate and work hard with parents to develop strategies that best support our individual learners. We have a strong, compassionate and hardworking team who genuinely care for all our learners and their families. We work hard daily to ensure that our learners are given the opportunity to build on their learning, develop new skills academically; socially and in their life and social skills so they can achieve their aspirations.

# Our Curriculum Overview

## EHCP



**Preparing Our Learners For Their Future**

<p><b>How we Adapt our Teaching to Suit the Pupils</b></p>	<p>At Orchard Manor School we have maximum class sizes of 8 pupils. We have trained qualified and experienced staff to support our learners' education and development, breaking down the barriers to learning and building their self-esteem. We personalise learning opportunities so all our learners can achieve and reach their aspirations.</p> <p>At Orchard Manor School, we make reasonable adaptations to ensure that all our learners can be successful and reach their potential across a holistic curriculum. Our teaching staff make learning meaningful and innovative to engage our learners who can be disconnected from school and learning. Within the classroom we differentiate and personalise learning to meet the individual needs. Teachers use strategies such as total communication, modelling, accessible vocabulary, visual prompts, scaffolding, effective questioning and allowing time to practice and master skills and knowledge. We can further personalise learning using strategies such as fiddle toys, sensory breaks, pre-teaching of vocabulary, learning resources such as Numicon and word banks, communication tools and devices, additional processing time and a clear rewards and sanctions strategy.</p> <p>We recognise and reward good learning behaviour. Through monitoring and evaluation of learning and behaviour, we develop interventions to support and challenge our pupils both inside and out of the classroom. Our learning support staff provide encouragement alternatives and direction to help them regulate and access learning.</p>
<p><b>How we Check that a Pupil is Making Progress and How Parents are Kept Informed</b></p>	<p>At Orchard Manor we use formative and summative assessment to inform teaching and learning and assess progress being made. We have regular data drops throughout the year and staff meet with SLT to discuss the progress made by all individuals within their classes.</p> <p>We use life and social skills index (LASSI) and the OCR's Life and Living Skills to track progress and celebrate achievement in this important area as we prepare our young people for adulthood.</p> <p>Our staff have regular contact with parents either by email or telephone to update them on their child's progress and Parents are offered two opportunities to meet with staff in addition to their annual review meeting. Parents are also provided with a yearly school report.</p> <p>Reviews of EHCP meetings take place annually.</p>

**Offer to  
Support Pupil's  
Health and  
General  
Wellbeing**

Safeguarding is our number one priority - from safer recruitment to regular training, to embed effective safeguarding policy, practice and procedure.

Every employee within the school community is employed to support our learners. Good relationships between staff and pupils is a vital aspect of successfully supporting the young people in our school. Staff are skilled in developing good relationships and pupils are encouraged to identify trusted adults who they can relate to.

Supporting positive Wellbeing is part of everyday life at Orchard Manor School and all staff endeavour to maintain a positive ethos throughout school, supporting pupils and each other, ensuring 'wellbeing language' is accepted and valued throughout the school.

Orchard Manor School is currently in the process of working through the criteria of the Wellbeing at School Award (W.A.S. Award) overseen by the National Children's Bureau, and this offers a rigorous framework to build and evidence our wellbeing practice.

Our curriculum also supports pupil's health and wellbeing; directly through PSHE, PE and Outdoor Education/Adventure, through engagement and enjoyment of subjects or lessons and through helping to develop self-esteem, resilience and self-confidence.

Medication is administered by staff who are trained in PPD (Boots Administration of Medication). Medication is only administered when it has been prescribed. In the case of a homely medication and over the counter medication: this is only administered with parents' consent. Training is provided to key staff when children have specific medical needs to maintain safety and enable access to a full curriculum.

At Orchard Manor School we value the importance of positive mental health and wellbeing and engage in a wide range of developmental learning activities and training to support pupils and staff. We have worked closely with the Early Help for Mental Health (EH4MH) team, who have provided training and support for our 'Normal Magic', 'Diamonds', Living Life to the Full (LL2TF), 'From Timid to Tiger' approaches and supported us in developing our Mental Health Strategy.

At Orchard Manor School, pupils engage in activities during timetabled lessons that reference the 'Mental Health Ten-a-Day' to develop their understanding and support their own and their peers' positive mental health. Pupils' wellbeing is monitored and where necessary further support is provided / sought i.e. THRIVE, Counselling, CAMHS etc.

	<p>We engage in 'Mental Health Days' with visitors and staff offering a range of activities for pupils, including Yoga, Massage, Craft, Mindfulness, Bouncy Castles/Activities, Walks, Links to Nature etc. and these have proven very successful and beneficial for both pupils and staff alike. Some of our pupils also benefit from sessions with therapy dogs and donkey therapy.</p> <p>We value our pupils voice and we have 'Smart School Council' that gives learners the opportunity to raise questions and opinions, they are also given the opportunity to vote and have a say in how we improve our school.</p> <p>All pupils are provided a free hot school meal. We recognise the positive impact on wellbeing, behaviour and learning of nutritious healthy meals.</p> <p>Attendance is checked daily and every child is accounted for. Attendance is then reviewed weekly and every half term; when the absence is persistent or low we work supportively with parents and carers to maximise attendance. We engage with the Educational Welfare Service for further support to improve and maximise attendance and we may be required to take steps to formally address absences.</p>
<p><b>Specialist Internal and External Services we use when we think Extra Help is Needed</b></p>	<p>We have a range of internal specialists that support Orchard Manor School.</p> <p>Our two Family Support Workers work hard to build supportive relationships with parents and learners. They are able to offer guidance and advice to families when additional support is needed, assist with pupil welfare checks and can attend meetings to support the families and learners.</p> <p>The Exam Officer ensures that Orchard Manor follows the examination/qualification policy practice and procedure.</p> <p><b>External Services</b></p> <p>We work closely with many other professionals from a wide range of disciplines and services:</p> <ul style="list-style-type: none"><li>• The South Devon Special Care Dental Service offer appointments annually</li><li>• We work closely with colleagues in Social Care</li><li>• Educational Psychology</li><li>• Virgin Care Speech and Language</li></ul>

	<ul style="list-style-type: none"> <li>• Multi-Sensory Impairment Team</li> <li>• Paediatric Doctor</li> <li>• CAMHS service</li> <li>• Virgin Care Occupational Therapist</li> <li>• School Link Nurse who visits for “drop-in” sessions for both parents and our learners</li> <li>• Careers South West</li> <li>• SPA referral service</li> <li>• Education Welfare</li> <li>• Communication and Interaction Team Behaviour Support Team</li> <li>• Local Authority 0-25 Team</li> <li>• Mentoring Service</li> <li>• Early Help for Mental Health Team (EH4MH)</li> <li>• Autism South West</li> <li>• Medical professionals have the opportunity to have medical appointments in the school</li> </ul>
<p><b>Staff Expertise and Training</b></p>	<p>Safeguarding is our number one priority. Policy, procedure and training underpin this, including robust, safer recruitment, regular training and safeguarding themes.</p> <p>All teachers are educated to degree level and beyond. Our wider staff team have a range of qualifications including NVQ Level 3, HLTA, degree and higher degrees. TAs and HLTAs are trained to support our pupils to access educational opportunities and promote holistic development of our learners. We have phase and subject specialist teachers in many areas of the school/curriculum. We have staff that are highly experienced ASC practitioners within the team in all areas of the school.</p> <p>Staff training and personal development is ongoing and part of our daily practice. We offer a CPD programme for our staff. This is time to develop whole school approaches and skills and develop individuals. We are proactive and offer training when an emerging need is identified within the school, to ensure staff are supported.</p>

<p><b>Inclusion in School Activities and Trips</b></p>	<p>Orchard Manor is an inclusive school which offers a wide range of educational, social, cultural and sporting activities both on and off-site to support the learning and development of all.</p> <p>No one is excluded from these and we work hard to prepare our learners for new experiences and ensure that all our learners have access to the opportunities that a young person their age has.</p>
<p><b>How we Prepare for Children and Young People to Join our School</b></p>	<p>Every child or young person admitted to Orchard Manor School will have an Education, Health and Care Plan (EHCP).</p> <p>As a maintained school, Orchard Manor is not authorised to offer placements, and places are commissioned by the Special Education Needs and Disabilities (SEND) 0-25 team, and can only be offered by them.</p> <p>The SEND 0-25 team specify the provision required for individual pupils and how education, health and care services will work together to meet a pupil's needs and support the achievement of agreed outcomes for each pupil</p> <p>Throughout this process, professionals work with the young person and support parents to explore all placement options. Once this process and the paperwork have been completed and the 0-25 Team consult with the placements that they feel can meet the needs. Following consultation, the SEND 0-25 Team make a decision on placement for each young person. Parents will then be written to advising of the decision. Once a pupil placement at Orchard Manor School has been agreed, Orchard Manor will make contact to arrange the transition.</p> <p>All new pupils have a Placement Plan meeting inviting parents, learners and all professionals involved with the child. This meeting is to find out about the child as a whole person: from life at home, the current provision they attend and any other areas of the child's life that needs to be discussed. Pupils and their family will visit the school and meet the tutor. A transition plan for the individual will be agreed listening to the needs and anxieties of the child.</p>

**How we  
Prepare for  
Children and  
Young People to  
Leave our  
School**

Our curriculum supports the holistic development of our pupils and prepares them for their next steps. Through the Key Stages, we have preparing for adulthood embedded in our curriculum. The process for preparing our learners for their next steps is embedded throughout all year groups.

In KS4, learners make decisions on the subjects and qualifications they want to work towards at their level. From year 10 learners and their families work with CSW to help to make informed choices for Post 16 placements. Families are encouraged to visit a range of colleges, Post 16 and specialist provisions.

In year 11 we support our learners to complete accreditation and prepare for any exams they may have. We look at skills that they will need in college, the world of work, living as independently as possible, and develop these so they are prepared as much as possible for the future.

Early in year 11 we have an annual review attended by CSW where Post 16 placement is discussed. We support the application and our SALT Team offers interview preparation.

Our prefect system for KS4 pupils offers the opportunity to take on responsibilities and represent the school. This develops their skills and confidence in preparation for their next steps. Prefects apply, provide references and are interviewed for this position. This gives them an opportunity to experience a formal application and interview within a safe environment.

Many of our students access mainstream Post 16 education, going on to Foundation for Learning courses and Level 1 and 2 courses. Some continue into specialist provisions that continue to support the young person's personal development and to meet their needs. Pupils are encouraged to attend taster days and college representatives come into school to meet the learners. All learners leave us with an identified Post 16 placement.

We work with Devon County Council to support travel training for college.

In year 11 we focus and prepare our learner with how to revise for exams, organise their work, introduce time management and use a diary. We look at skills that they will need in college and the world of work, and develop these so they are prepared as much as possible for the future.

<p><b>What are the Arrangements for Consulting Young people with Special Educational Needs and How do we Involve them in their Education?</b></p>	<p>At Orchard Manor School it is important that all learners have a voice and are listened to. This is done through:</p> <ul style="list-style-type: none"> <li>• Pupil Voice</li> <li>• The Smart School Council which gives every learner a vote in the decisions being made.</li> <li>• Annual Reviews</li> <li>• Personal and small group Interviews and meetings</li> <li>• Prefect meetings</li> <li>• Pupil questionnaires</li> <li>• Care house meetings and Key Worker Sessions</li> </ul>
<p><b>How Parents are Involved in School Life</b></p>	<p>Parents are an important part of our school community and the school has a pro-active approach to involving parents in decision-making and the day-to-day school life. We communicate with them in different ways:</p> <ul style="list-style-type: none"> <li>• We have parent governors.</li> <li>• We have formal meetings for example annual reviews and parent’s evenings.</li> <li>• Our Family Support Team organise a range of parent groups throughout the year so parents can discuss issues and meet other parents.</li> <li>• We have events and school plays where parents are invited to support their children in these activities.</li> <li>• Some classes have home school daily communication books, others make weekly contact with parents through email or telephone.</li> </ul> <p>If face to face meetings are required, parents can request this by phone or email, speaking to the class teacher or Senior Leadership Team.</p>
<p><b>Further Information</b></p>	<p>For further information or to discuss a concern, please visit the school website for details of who to contact.  <a href="http://www.orchardmanor.devon.sch.uk">www.orchardmanor.devon.sch.uk</a></p>
<p><b>Local Offer</b></p>	<p>Information on the local authority and a school’s responsibility and ability to meet your child’s needs please visit:  <a href="https://new.devon.gov.uk/educationandfamilies/special-educational-needs-and-disability-send-local-offer">https://new.devon.gov.uk/educationandfamilies/special-educational-needs-and-disability-send-local-offer</a></p>
<p><b>Date of Review</b></p>	<p>September 2019</p>