



Rowhill School  
Prospectus 2016/2017

Dear Parents and Carers

Welcome to Rowhill School.

Rowhill is a community day special school for boys and girls aged between 5 and 16 years of age. We aim to provide the young people who attend Rowhill with a high quality of education, accessible to students of varied abilities and different learning styles, whilst taking into consideration their challenging social, emotional, behavioural and learning needs.

The school is designated for 106 pupils with behaviour and learning, associated ASC and communication difficulties and a small number of primary pupils with BESN. Pupils are given a place at the school following an assessment of their special educational needs, the issue of a Statement and a request for placement by the local authority (KCC).

The school is organised into primary and secondary school departments. The primary aged children are taught by a class teacher in their own classroom for most subjects but may be taught by specialist teachers for PE and ICT. Pupils in the secondary school follow a secondary style curriculum and all subjects are taught by specialist teachers.

The school has good accommodation consisting of a main hall, which is used for assembly, PE, drama and dining; a sports hall; specialist teaching areas for Science, Technology, Food Technology, Music, Art and ICT, and literacy / numeracy/ SALT intervention rooms. The school is situated in very pleasant surroundings with field and outdoor play facilities.

The school is committed to partnership working and the school operates an open door policy where parents and carers or other agencies are encouraged to contact or visit the school at any time.

We look forward to working in partnership with you and your child over the coming years.

### **MISSION STATEMENT**

Developing the responsible citizen for tomorrow by raising self-esteem and independence through education and care.

### **STATEMENT OF PURPOSE**

At Rowhill School we are constantly trying to live up to our Mission Statement. We are seeking to achieve this through our School Aims, which are listed below:

- To provide an inclusive curriculum with teaching and learning approaches that are differentiated to cater for individual need.
- To meet students personal and social development needs and encourage and reward the acquisition of moral values.

- To promote self discipline through a behaviour management system that values positive achievement.
- To prepare pupils and students to cope with the demands of citizenship in their local community and within the world of work.
- To provide access to a wide range of examination opportunities, work experience and vocational guidance.
- To promote a safe and happy environment in which everyone feels valued as an individual and is encouraged to co-operate with others.
- To promote an outward looking culture which actively encourages parental, professional and community involvement in the life and work of the school.
- To provide staff with opportunities to develop skills and accreditation to enhance their performance and career progression.
- To ensure everyone has opportunities to fulfill their potential, regardless of age, sex, colour, creed or disability.

### **ADMISSIONS PROCEDURE**

Admissions to the school are the responsibility of the Local Authority in conjunction with the Headteacher. The County Panel refer appropriately stated pupils to the school via the local authority offices. Children can be admitted at any time in the year within their age group, provided the school has not reached the agreed number in its Service Level Agreement and that the respective year group can accommodate the specific needs of a pupil. Wherever possible, assessment placements and phased transfer programmes are implemented

### **ATTENDANCE**

We believe regular attendance is vital if pupils are to take full advantage of the educational opportunities available to them. The School is committed to maximizing attendance rates and endeavours to work in partnership with parents and the Educational Welfare Service to achieve this aim. Pupils securing high levels of attendance are recognised by public awards of certificates. If your child is absent from school for any reason, it is essential that you let us know the reason by telephone or a short note as soon as possible. This is extremely important as after 3 days we are obliged to inform the Educational Welfare Officer who will visit you to investigate the absence.

### **PARENTS AS PARTNERS**

The involvement of parents within the life of the school is fundamental in developing each child's potential to the full. Parents are seen as partners and they are welcomed in school at all times during their child's education. Such an „open door policy“ enables us to work together on issues as they arise throughout the school year. Parents are encouraged to attend any appointments that are made for them, for example with the School Doctor, the Educational Psychologist or any of the other agencies involved with their child.

Formal communication is through a 'Meet The Teacher' evening during Term 1 , mid-year report in Term 4, and end of year report in Term 6 and a consultation evening. Primary pupils have a daily contact book. In addition there is the annual review process of the child's statement of educational needs. Each pupil's progress is reviewed annually and reported to parents via a detailed report. Parents are encouraged to attend review meetings. At the Annual Statutory Review meeting the child's needs are assessed and the pupils, parents and teachers agree upon targets for the coming year. For pupils in Group 9 a Transitional Planning meeting takes place, which is an opportunity to review pupils' progress, agree future actions, plan for career provision and, if necessary, modify the Statement of Special Educational Needs. This forms the basis for pupils personalised learning plans. In years 10 and 11 multi-agency meetings are held with post 16 schools and colleges.

Pupils are encouraged to become involved and participate in the wider aspects of school life through the School Council. The school is always keen to involve pupils in decision making processes wherever possible.

The class teacher will normally be the first point of contact for parents/carers and will keep in touch by e mail, letter, telephone or home school books to discuss successes or problems that may arise. You are welcome to telephone or email the school to discuss your child's progress with the class teacher or a member of the leadership team at any time and we believe partnership working between home and school is essential.

### **PARENT SUPPORT**

We work closely with other professional groups and often there meetings and information sessions available for support for parents and carers.

### **STAFFING**

Rowhill School is proud of its well qualified and professional staff team that is committed to meeting the needs of children with behavioural, emotional, social, communication and learning difficulties.

The staff team is led by the Headteacher and a Deputy Headteacher and two Assistant Headteachers who in turn co-ordinate the work in the respective primary and secondary sections of the school.

The teaching staff is supported by a team of Learning Support Assistants who also have a mentoring role for identified pupils in their form group.

The school Office Manager, Child and Family Manager, Administration Staff, School Bursar, Site Management and Kitchen Staff are vital members of the staff team and may be contacted via the school office.

A list of all staff working in the school is available from the school website and is updated annually in September.

Rowhill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

## **SPECIALIST SERVICES**

In addition to the individual help provided by the school staff, we are able to call upon specialist help for your child where needs are identified on the Statement or become apparent through the annual review process.

This support may include the help of the medical team attached to the school; the Doctor and Speech and Language Therapists. We are also able to call on the medical services of the Child and Adolescent Mental Health Teams. We have a linked Education Welfare Officer and access to Educational Psychologist support.

Recent developments include the provision of counselling, play therapy, mentoring, talking and drawing, anger management and social skills programmes that can be offered to individual pupils.

## **TEACHING AND LEARNING**

All pupils who attend this school have a Statement of Special Educational Needs specifying social, emotional, behavioural and learning difficulties as the main category of need. Teaching methods will vary according to the age and needs of the pupil. Class groups are small and are usually no larger than 8 pupils in each group.

- A wide range of teaching approaches are used to give pupils opportunities to learn in ways that best suit their learning style.
- Individual, small group and whole class teaching will feature at all ages, the ability to work in larger groups and to work with increasing independence will be developed as pupils move up the school.
- A mix of teacher led and pupil led approaches help to teach necessary concepts and skills.
- Planned teaching activities will be flexible enough to be responsive to changing needs and situations.
- Every pupil in the school has personal targets which form part of the individual learning pathway for that pupil. The targets are monitored by the class teachers and mentors.
- In Key Stage 4 there is a high emphasis on preparation for the world of work and this involves multi-agency planning and delivery and access to externally accredited courses that will form the foundation for future learning as they will be a progression route used by local further education providers.

## **CURRICULUM**

Rowhill offers a broad and balanced curriculum structured to meet the needs of each student. In common with all other schools we follow the full National Curriculum and meet statutory requirements, but attempt to do so in ways that take account of each student's particular difficulties and the fact they may have missed a considerable amount of schooling.

In the primary section of the school subjects are taught specifically and in an integrated way through topic work. As pupils progress throughout the school, programmes become more subject based and in most cases lead to external accreditation. Curriculum maps show the learning

journey that each class will take over the year, giving a brief outline of topics covered in different subject areas.

As pupils enter the senior school an emphasis is placed on preparation for leaving and being fully integrated into society. Careers is taught to all senior classes being an integral part of the programme in years 10 and 11 of PSHCE. Through the options system our young people can follow construction, catering, mechanics, land based studies and hair and beauty pathways. These all offer accredited outcomes.

### **SEX EDUCATION**

Pupils in the school follow a structured Personal and Social Health Education (PSHE) programme through which they discover how the body works and how to look after it. As the children mature, they are given specific instruction regarding the physical and emotional changes they will experience.

Sex Education will be presented in a factual format, set within a framework that advocates the importance and values of stable family life, commitment, responsibility of parenthood, respect both for self and others and an awareness of the law. The programme delivered will be geared to fit the age and understanding of the child and will be delivered in Key Stages 3 and 4 through a number of subjects including Science, RE and PSHE.

Parents are informed, during year 7, that a more formal sex education programme will be delivered over the coming four years and they are invited to contact the school for further information about the programme and resources used.

Parents have a right to withdraw their children from any or all parts of the sex education programme, excepting those elements which are required by the National Curriculum Science orders. Any parent wishing to exercise this right should inform the Headteacher of their wishes in writing.

### **RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP**

This takes place in accordance with the Kent Agreed Syllabus of RE and national guidelines. Although mainly Christian in content, in order to promote tolerance and understanding, other faiths are also included, as are the lives of people from history who have made significant contributions to the present world in which we live. A daily corporate Act of Worship takes place. Parents have the right, under the 1944 Education Act, to withdraw their child from attendance at assembly or Religious Education, provided a written request has been made to the Headteacher. The school has no specific affiliation to any particular religious group.

### **PHYSICAL EDUCATION**

Physical Education plays an important role at Rowhill and in addition to the teaching that takes place in our excellent facilities, pupils are also offered a wide range of offsite sporting activities; these include horse riding, swimming, climbing, fishing and many more. Pupils are also encouraged to participate in lunch time or after school clubs and activities. Opportunities for both

individual and team sports are offered and in all activities self awareness and fair play forms an important part of our teaching.

## **EXAMINATIONS**

At the end of their school career all students have the opportunity to sit external examinations. These are usually a combination of Entry Level, vocational qualifications and GCSEs. The exact combination of examinations will depend on the student's abilities and interests and will be agreed as part of the student's personalised learning plan.

## **CHARGING POLICY**

The Charging Policy of Rowhill School is designed to ensure that activities offered wholly or mainly during normal teaching time should be available to pupils, regardless of their parents willingness or ability to meet the cost of that activity. Rowhill School will invite parents to make voluntary contributions to cover the cost of activities such as swimming or rock climbing, but no discrimination will be made between those pupils whose parents make such a contribution and those whose parents do not. Any parent who would like to contribute but feels unable to meet the full cost of such an activity should contact the school in order that the matter can be discussed in a sympathetic and confidential manner. It should be noted that some visits cannot be funded without voluntary contributions and if financial support proves insufficient, then such a visit may have to be cancelled. The school may charge for the cost of an item made at school if parents have indicated a wish to own the finished product.

## **DISCIPLINE**

At Rowhill we expect pupils to exhibit normally accepted standards of behaviour. The basis of our behavioural system, therefore, is to reward appropriate behaviour so as to encourage the development of self discipline and self regulation.

Where a pupil's behaviour consistently fails to reach acceptable standards or there are particular instances of very bad behaviour, parents and carers will be contacted to discuss the problem. Often in these cases a specific behaviour plan will be agreed in discussion with pupils, parents and carers and school staff. Wilful damage will be charged to the student, the parents or carers. We deplore intimidation and bullying and any cases will be taken seriously and acted upon immediately following the procedures outlined in our Behaviour Policy.

Under the rules of the local authority, corporal punishment is forbidden. However we expect parents to support us in the use of appropriate sanctions including „payback time“ which may be during the school day or after school times.

Where pupils are in danger of harming themselves or others or school property, school staff will use positive handling to restrain a pupil. Such actions will be taken in accordance with national, local and the school's policy and guidelines. The positive handling procedures follow Team Teach procedures.

As in most schools, the vast majority of pupils display excellent behaviour and school staff are always seeking opportunities to tell parents about instances of very good behaviour and outstanding achievement.

### **COMPLAINTS PROCEDURE**

Rowhill School will always attempt to keep parents informed of school curriculum policies, your child's progress and indeed any significant incidences. The Education Reform Act, however, provides parents with the right to register any concerns or complaints regarding the curriculum, or indeed any other aspect of school life. If parents wish to make a complaint, the following procedure should be followed:-

1. An informal approach to the school to ensure that the concern is not a misunderstanding.
2. Make an appointment to see either the Class Teacher, a member of the Management Team, or Headteacher to discuss your viewpoint and hopefully resolve the problem.
3. If parents are not appeased, a formal complaint should be made to the Governors.
4. If the Governors do not resolve the issue, parents should send their complaint to the Secretary of State for Education

Full details of the Complaints Procedure are available from the School Office. The Governing Body will record all formal complaints as well as the outcome of the subsequent discussion and advice. The Leadership Team will implement any improvements that can be made by the school as a consequence of any informal or formal complaint.

### **CHILD PROTECTION POLICY**

Rowhill School has a Child Protection Policy which has been designed to safeguard and promote the welfare of all children in partnership with parents. It is the school's aim to work in collaboration with parents and all other agencies or services to secure the healthy development of our pupils.

- The procedures laid down in the Kent Child Protection Procedure Manual will be followed. This means that the school has a legal duty to report to Social Services any concerns outlined in the manual.

The school's Child Protection Policy is available from the school website or a paper copy can be requested from the school office.

### **SEN POLICY**

The school's SEN Policy is available from the website or school office. It is based on important national and local authority principles and strategies and in particular the 'SEN Code of Practice' and 'Every Child Matters'. It ensures that there is an active partnership with parents and carers and explains how the school supports pupils, raises their confidence and self esteem and prepares them for future challenges.

### **EQUAL OPPORTUNITIES AND RACE EQUALITY**

We believe that equal opportunities are at the heart of good education and our everyday work and practices in school. We ensure that all pupils have access to the curriculum and an equal opportunity to learn and make progress. We believe that any form of discrimination is not acceptable. The school promotes behaviour and attitudes which respect and value individual

differences and the diversity of different cultures, beliefs and ideas. Full details of the school policies are available from the website or school office.

### **SCHOOL ORGANISATION**

The School day starts at 9am and finishes at 3pm. However, a Breakfast Club and other early morning activities are available from 8.45am.

Children are encouraged to have a school lunch, which is cooked on the premises. Dinner money is collected on a Monday morning and the cost of meals is £2.20 per day. Dinner money may be paid half-termly and cheques should be made payable to "Rowhill School". Application forms for free school meals are kept in the school office. Parents should notify the kitchen via the class teacher if a special diet is needed and discuss whether it will be possible to provide this.

Children are expected to observe the rules of safety, courtesy and politeness. There is no corporal punishment, but the loss of the child's free time or privileges is often used as a sanction. Teachers are responsible for the group of children they are working with and the Assistant Headteacher with responsibility for each Key Stage has overall responsibility for the discipline within their department. The pastoral care system is departmentally based and an important function of the Assistant Headteacher with responsibility for each Key Stage.

### **SCHOOL UNIFORM**

**Boys** White shirt  
Black or grey trousers

Royal blue jumper or School sweatshirt  
or Sensible Black shoes (not trainers)

**Girls** White Blouse  
Black or navy skirt or trousers  
Light blue summer dress  
Royal blue cardigan, jumper  
School sweatshirt  
Sensible Black shoes (not trainers)

#### **PE Kit**

**Boys** White school polo shirt or  
Plain white T shirt  
Plain black or navy shorts  
Trainers/plimsolls  
Short white socks (optional)  
Towel

**Girls** White school polo shirt or  
Plain white T shirt  
Plain black or navy shorts/PE skirt  
Trainers/plimsolls  
Short white socks (optional)  
Towel

Sweatshirts are available from school. Sizes from 26" to 32" are £10 each and 34" upwards are priced at £13.50.

White polo shirts for PE with the school logo embroidered on the front are available to purchase from the school office. Small sizes (26" to 36") cost £7.50. Larger sizes (38" to 52") cost £9.

It should be remembered that no denim clothing should be worn at school. High heeled or metal studded shoes are not to be worn as they cause damage to the floor and many accidents have been caused through slipping. No jewellery is allowed in school, which includes earrings, although one stud per ear is permitted. Jeans are not to be worn.

Book Bags and P.E. Bags are also available from the school, priced at £3 and £4.50 respectively.

Please would you ensure that all items of uniform are clearly marked with your child's name.

### **GENERAL INFORMATION**

#### **ACCIDENTS AND ILLNESS**

If your child is unwell during the school day we will make every effort to contact you. It is very important that we have up to date home/work telephone numbers, email addresses or other emergency contact numbers. Until we have contacted you, we will take any action required in the interests of your child.

#### **FOOD TECHNOLOGY AND CHARGING POLICY**

All pupils in KS3/4 have Food Technology lessons; this may include preparing meals or refreshments. You will be informed of this beforehand and of the cost of the article if you wish it to be brought home. Cookery cannot be taken home unless paid for. As this programme is so important we do subsidise it and you are never asked to contribute the full cost of any food produced by your child.

#### **AUTHORISED ABSENCE**

Parents are encouraged to take their family holidays during the school holiday period. The Headteacher will consider each request for holiday absence individually but will only grant such requests in exceptional circumstances. If the holiday is unavoidable, a holiday form must be obtained from the school office and submitted to the school prior to the planned absence. The school will never normally authorise holidays during examination periods (including SAT's, Modular Tests and External Examinations).

Pupil attendance is a high priority and the school's attendance figures are a key indicator for OFSTED and the Local Authority. Parental support over this matter is greatly appreciated.

#### **LOST PROPERTY**

Please do not allow your children to bring large sums of money, toys or personal stereos etc to school. This is a temptation to other children and property may be broken. It is also a great waste of both the staff and children's time if long investigations have to be made following incidents or damage. We cannot accept responsibility for lost articles unless they are handed to a member of staff for safekeeping.

#### **MEDICATION**

Parents should notify the school in writing if children require medication during the course of the school day. Medication should be sent into school in its original container or a container clearly marked with the child's name and the name and dosage of the medication. All medication is kept secure and is administered by staff. Further information is contained in the School Medicines Policy.

## **MOBILE PHONES AND ELECTRONIC GAMES**

Pupils may bring these items into school as they can be especially useful for pupils who have lengthy journeys. Any pupil bringing in mobile phones or electronic equipment such as iPods, DSIs etc are required to hand them into staff for safe keeping. They are then re-issued at the end of the day. No pupil is allowed to carry a mobile phone with them during the school day.

## **PERSONAL ACCIDENT COVER**

The local authority has asked all Headteachers to bring the current position regarding personal accident cover for pupils to your attention:

“The revised regulations state that the County Council’s policy does not cover illness or personal accident for staff or pupils for which there is no legal liability. Information about personal accident cover for pupils may be obtained from the National Confederation of Parent Teacher Associations”.

## **POLICIES**

Full copies of all the school policies, both statutory and non-statutory are available from the school website or the school office.

## **SCHOOL COUNCIL**

The School Council is a pupil body whose aim is to promote the best interests of the school and to provide experience of the democratic process for all members. The School Council comprises of representatives elected from throughout the school. The School Council meets regularly and all students can request issues to be discussed either by contacting School Council . School Council representatives are responsible for relaying the events of the meeting back to class groups.

## **SCHOOL VISITS**

As part of your child’s curriculum we arrange a variety of educational trips and these will always be within school times, unless you are informed beforehand. For any longer visits beyond a period of one school day detailed information and a consent form will be sent to you.

## **TERM DATES**

An up to date list of the school’s term dates and a monthly diary which includes dates of special events are available from the school website

## **TRANSPORT**

If your child is brought to school by taxi or minibus, please make sure that he/she is ready on time.

Taxi drivers will not wait indefinitely for a late child as this means all the children in that taxi are late for school. If your child has been issued with a bus pass it is their responsibility to keep it safely. Should the bus pass be lost it will be your responsibility to replace and pay for it.

### **WEBSITE**

The school website contains a wide range of information and is regularly updated. Copies of school policies and procedures are available on the website. (Paper copies are available on request from the school office).

### **WINTER WEATHER**

When it becomes colder, please send your child in warm clothing as they will be outside during playtimes and lunch breaks. No child should be sent to school without a coat, even if they have door to door transport. If your child wears wellingtons in bad weather, please send indoor shoes so that he/she can change on entering school.

### **CONCLUSION**

We hope this Prospectus gives you some idea of Rowhill School. If there is anything further you wish to know, please do not hesitate to get in touch. If there are matters which we have not included and which you feel it would be helpful to include in future editions, we should be pleased to hear from you. We hope your child will be very successful and happy at Rowhill School.

### **ARRANGEMENTS TO VISIT**

Visitors to the school are always welcome. If you would like to visit the school to see the school in action, please contact the school office to make an appointment ([Tel:01474 705377](tel:01474705377)).