



**SALUTEM CARE  
& EDUCATION**   
*A Salutem Company • We are HumanKind*



# Welcome to Craig Y Parc

2023 - 2024



# Welcome to Craig y Parc!



- ✔ Craig y Parc is an independent specialist school based in Cardiff, South Wales.
- ✔ We provide education for pupils (3-19 years) with a range of additional learning needs.
- ✔ A comprehensive range of specialist services are employed to work closely with pupils, parents and families and in partnership with other carers and professionals, creating an environment where learning, ability, independence and success are central to all that we do.



The school is located on 34 acres of land, comprising of an independent children's home, large sensory gardens, allotments, woodland areas. Situated in the school building is a multi-sensory room, hydro pool, and rebound room. Our school hall is used for, assembly, music, recreation, and physical education.

## Key school contacts



Headteacher



Clair spring



Deputy Headteacher



Julia Roberts



Business Manager



Alex Allen



Divisional Director



Chris Brown



# About Us

Craig y Parc is a wonderfully warm and vibrant community where pupils and young adults come to learn, live and get the most out of life.

Set in 34 acres of land, comprising of large sensory gardens, allotments, woodland areas, Craig y Parc is a wonderful place to learn.

Situated in the school building is a multi-sensory room, hydro pool, and rebound room. Our school hall is used for, assembly, music and physical education activities

## Our staff team includes:

- **Class teachers**
- Teacher of Multisensory Impairment
- **LSWs**
- **Administrative assistants**
- Speech and language therapists,
- Occupational therapist
- Physiotherapist
- Nurses
- Maintenance Teams
- Catering department
- Cleaners

We also welcome other specialist colleagues to provide additional support to our pupils and staff:

- Local Authority Quality Assurance Officers
- Salutem's school improvement officer
- HI services
- VI services
- MSI services
- Educational Psychologists
- Specialist Nurses
- Music therapist
- Touch Trust

# Our Vision, Mission and Values



## Vision

*To give children and young people with additional learning needs every opportunity to pursue their fullest potential, by providing a specialised service through a holistic integrated approach.'*



## Mission

*'To provide a safe, caring and stimulating environment for all pupils, challenging them to achieve their maximum potential through equal access to an appropriate and relevant curriculum.'*



## Values

### Belonging

We are a community with a shared purpose, everyone is accepted, everyone matters.

### Commitment

every day we strive to make a positive difference for the children, young people and their families.

### Ambition

we have high expectations; we will never settle for 'OK'

# Term Dates

Academic Year 2023 - 2024

## Autumn Term 2023

Inset Day: Monday 4th September 2023

Term Starts for pupils: Tuesday 5th September

Half Term: Monday 30th October – Friday 3rd November

Term Resumes: Monday 6th November

Term Ends: Friday 22nd December

## Spring Term 2024

Inset Day: Monday 8th January

Term Starts for pupils: Tuesday 9th January

Half Term: Monday 12th February – Friday 16th February

Inset Day: Monday 19th February 2024

Term Resumes: Tuesday 20th February

Term Ends: Friday 22nd March

## Summer Term 2024

Inset Day: Monday 8th April

Term Starts for pupils: Tuesday 9th April

Term ends: Friday 24th May

Half Term: Monday 27th May – Friday 31st May

Term Resumes: Monday 3rd June

Term Ends: Friday 22st July 2024

# Curriculum Organisation



Each child access a bespoke curriculum tailored to meet their needs as outlined in the statement / EHCP. The curriculum follows a thematic approach, the topics are based on the areas of learning from the Curriculum for Wales.

PSHE and SMSC follow a 4-year cycle and covers a comprehensive range of areas / issues for the pupils to explore across their key stage.

Targets are derived from assessments conducted by the multi-disciplinary team and drive the curriculum.. Pupils between the ages of 5-14 have access to the full range of learning experiences. These fall in line with the Curriculum for Wales requirements under the following headings:

- Language, Literacy and communication
- Mathematics and Numeracy
- Science and Technology
- Health and Wellbeing
- Expressive Arts
- Humanities

## 14-19 Department

As Pupils approach the age of 14, change plays a significant part in life both socially and in education.

A transition to 14-19 curriculum moves pupils from basic learning skills to preparing for life beyond school and involves the pupil, families/carers and professionals.

All pupils are supported to develop communication skills and work cooperatively within the classroom. The pupils will follow an an individual accreditation pathway consisting of Agored Cymru, Duke of Edinburgh award, WJEC entry level pathways. In addition, we have partnered with Whitchurch High School which has enabled enrichment opportunities, providing authentic learning experiences.

Further information can be found in our curriculum policy.





## Sex & relationship education

Sex education is taught throughout the school as an integral part of our Personal and Social Education syllabus. Members of staff teach older pupils about puberty. Our school nurse can also be involved in this process. We would like to reassure parents that any teaching of sex education is implemented within a sympathetic and moral framework.


***Parents have the right to exempt their children from sex education, if they so wish.***

## Careers Education

All pupils over the age of fourteen have access to advice from a specialist careers officer. This person meets our pupils annually until it is time for them to leave school. They are also present at annual review meetings to advise and inform our pupils and their parents.


### Where school leaver's go after leaving?

Learners may attend a college of further education, a work placement scheme or have access to the many opportunities offered by day services management.







# Class Organisation



Class	Key Stage	Teacher	Support Staff
Dosbarth Enfys	3	1	4
Dosbarth Huelwen	2 & 3	1	4
Dosbarth Seren	2, 3 & 4	1	5
Dosbarth Roded	4 & 5	1	6



Our School Day	
09:00am	Registration & Welcome
09:30am	End of Registration
09:30 - 12:30pm	Intergrated Curriculum
12:30pm - 13:30pm	Lunch / Break
13:30pm	Registration
13:30pm - 15:30pm	Intergrated Curriculum
15:30pm	Home time





## Communication


Communication is a basic need and the most important aspect of our curriculum is language development. We use sign language with some of the children who have no speech so that basic needs can be communicated. The school has speech therapist on site for 5 days a week.

## Personal Development

This encompasses the basic skills that an individual must acquire in order to cope with adult life and maintain themselves e.g. dressing. We have shower areas and a mobile kitchen, to help pupils achieve independence in these areas. Interpersonal skills are necessary for meeting people and behaving appropriately at school, at home and in the community. In a special school we have to be aware of the skills that will encourage our children to be accepted in the community. We give them every chance to put these learned skills into practice by creating opportunities for different experiences in their local environment.

## Annual Reviews

Each child's progress is reviewed on an annual basis. Parents are invited to attend their child's Annual Review meeting to discuss goals, areas of difficulty, provision, etc. with the various professionals involved (Speech Therapist, Educational Psychologist, Doctor, Social Services, etc.). A copy of the completed review is sent to parents. Targets are set during the Annual Review meeting, which are then incorporated into the pupil's Individual Education Plan. (MNS) Once the pupil is 14 a transition plan is included in the annual review to plan the student's development into adult life.



## Children looked after (CLA)

We believe we have a special duty to safeguard and promote the education of children looked after (CLA). These are children who are looked after by the local authority. Our vision and aims are the same for all pupils and are captured within our Vision statement. Within this we aim to:

Provide a safe and secure environment; one which values education and believes in the abilities and potential of all children

Bring the educational attainments of our Children Looked After nearer to those of their peers. This said there is no difference between the achievements of any groups of pupils at Craig Y Parc.

Nominated CLA Co-ordinators

Clair Spring (Headteacher)

Julia Roberts (Deputy Headteacher)

## Equality

We recognise the diversity within our school and community that we live in. We promote both inclusion both within the school and within the wider community. We value and utilise the social, linguistic and cultural experiences that our pupils and staff bring to Craig Y Parc. We aim to understand and meet the individual needs of all our pupils, being aware of their ethnicity, cultural, linguistic and historical backgrounds.

All pupils are given the opportunity to access all aspects of our curriculum which is broad, balanced and enables them to achieve their potential and their own individual pace.

## Recording & Assessment

Children in special education have an Individual Education Plan. This enables teachers to target goals for pupils to achieve within a set time. These goals may be National Curriculum or skills based. Every pupil has an e-Portfolio, this includes work and photographs that record a child's progress through their school life.

The Literacy and Numeracy Framework (LNF), Digital Competence framework, B Squared, Routes for Learning (AFL) provide further feedback to pupils on their progress.

## Attendance

Parents are asked to ensure that their children attend school regularly. An explanatory letter must be forwarded or a telephone call must be made to the school **on the first day of any/all pupil absences**.

In line with a new Welsh Government directive on pupils' attendance at school, the Headteacher only may authorise requests for pupils to be removed from school during term time for the purpose of going on a family holiday. This authorization may be given if the request complies with the **'exceptional circumstances'** criteria as laid down by the Welsh Government.

These forms are available directly from school. Your child's education is important; prolonged absences can hamper good progress. The Welsh Government expects all children to achieve a minimum of 95% attendance every term. Please remember that any absence from school (even authorized absences such as medical appointments or illness) will count against your child's overall attendance percentage.

# Parental Contact

It is essential that staff are able to contact parents/carers throughout the day. A landline number and/or a mobile telephone number is therefore required, as is a telephone number that may be used in the case of an emergency (for a relation or trusted adult) and (if appropriate) a works telephone number. In the case of a partnership, telephone numbers are required for both mother and/or father.

Unfortunately, the school does not have the facilities to look after children who are unwell. Parents/carers are therefore asked to have consideration for the other pupils in school (some of whom have quite serious medical problems) and not send children to school if they are unwell.

The decision to send children home is taken by the Headteacher in consultation with the school nurse. The school will provide a home schoolbook when a child starts at school. This will be used for daily communications between home and school.

***Please inform the school immediately if you change any of your telephone numbers.***



is our main communication platform for parents / guardians. If you require any support accessing this essential service please contact either the school office or your child's class teacher

# Health and Safety

All colleagues from other agencies (including contractors) are required to report to the reception desk on arrival at the school, make themselves known, sign the Visitors' Book and wear a visitors identification badge. They are required to return to the reception desk to 'sign out' on leaving the site. The Maintenance team monitors the movement of any contractors. In most circumstances colleagues from other agencies will make appointments to come to school.

All staff are aware of and abide by the content of the school's Health and Safety Policy. This policy incorporates advice/guidance received from Saluitem and changes to relevant legislation and is scrutinised by our Quality Team led by Gary Laville.

All offsite activities are subject to a rigorous risk assessment in order to ensure the health and well-being of staff and pupils.

A record is kept of all accidents and injuries that occur on site with the relevant returns being made to the Local Authority. Risk assessments are also carried out prior to certain lessons being undertaken when it is felt to be appropriate to the materials being used.

The arrival and departure of pupil transport is closely monitored at the start and end of each school day by a senior member of staff. The transport contractors are aware of, and comply with, the arrangements for the safe dropping off and collection of pupils. All contractors are provided by the Local Authority.

All staff receive regular training and updates on a range of H&S issues including manual handling, first aid, and some medical procedures.

The school nurse is on site throughout the day to support pupils with complex medical issues and feeding. Where appropriate, specific training is provided for key staff relating to pupils' individual needs.

# Safeguarding Children

*At Craig y Parc we promote the protection and welfare of all our children and consider this to be a priority.*

Clair Spring (Headteacher) and Julia Roberts (Deputy Headteacher) are the Designated Senior Persons for Safeguarding. They can offer advice, guidance and training to all staff in these matters.



Clair Spring  
Headteacher



Julia Roberts  
Deputy Headteacher

A safeguarding committee meets termly to ensure that our policy is in place and that it complies with all legislation regarding child protection issues. If we believe a child to be in danger or has been harmed in any way, it is our duty to report the matter to the child protection team or the police immediately. We do not have any choice in the matter.

The safety of our children is the most important factor in this school. If we should have any concerns regarding a child, then we would discuss and work with parents to resolve the matter. Having said that, it is possible under certain circumstances, that we may refer the matter to the child protection team first before we consult with parents. This can be a difficult situation, but we must put the child first.

# Governance



**The Proprietors – Salutem provide the governance and accountability for the progress of the school. This group is made up of:**

**John Godden – CEO**

**Chris Brown – Divisional Director for Education**

**Katie Pingree - Quality Team**

The above group holds regular review meetings to discuss progress against recommendations from previous inspection, outcomes of audits, action plans, safeguarding and attendance.

## **School Complaints Procedure**

The school has a complaints policy, the following summarises our processes. .

### **Principles of a complaint's procedure:**

Complaints' procedures should be fair and applied consistently. Complaints should be dealt with in three stages-

**Stage 1** - complaint raised with and resolved with by first recipient within the school.

**Stage 2** - matter referred to head teacher for investigation, decision and resolution.

**Stage 3** - matter referred to the proprietors for investigation, decision and resolution.

At all stages of the complaints process, those responsible for investigating complaints will wish to be sure that the substance of the complaint is not one that falls under another category, i.e., staff capability, staff grievance, staff discipline or child protection.

## **School Council**

The School Council is made up of representatives from each key stage. They meet with the pupil advocate and a learning support member of staff every half term. They produce a report of their activities which is shared with SLT.



## Medical Issues

*Any medical issues will be dealt with by the school Nurse, she liaises with professionals and parents alike to ensure the most up to date medical information is gathered.*

### Medication

Many of our children need to have medication administered throughout the school day. This is undertaken in line with the guidance; Access to Education and Support for Children and Young People with Medical Needs 2010. Medication to be administered in school must be discussed and agreed with the school nurse in advance of the pupil starting school and/or at any time when new medication is prescribed. As a safety precaution, all medication sent to school with pupils must be accompanied by written instructions from the parents/carers and from the prescribing medical doctor.

*It is important that parents/carers contact the school immediately to inform staff of any changes to medication.*

## Manual Handling

We attach great importance to the health and safety of employees, children and young people. The primary intention of our policy on the Moving and Handling of Pupils and Young people have additional learning needs Educational Needs or mobility needs is to prevent employees, pupils and young people getting hurt. All staff have relevant up to date training which is updated annually provided by All Wales Manual Handling Passport.



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