

# SHERINGHAM WOODFIELDS SCHOOL

A Community Special School

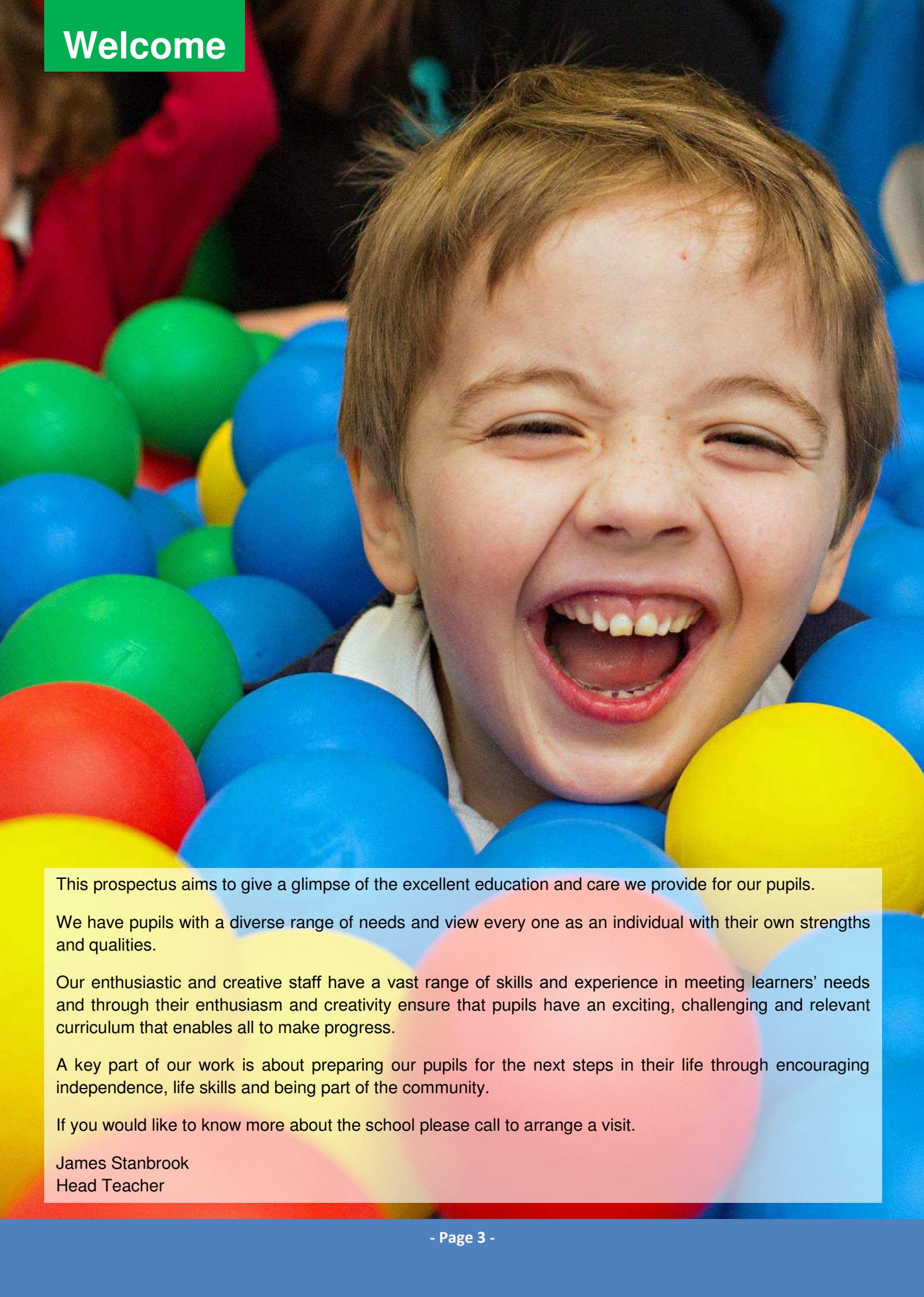
## 2016 / 2017 PROSPECTUS

Head Teacher: Mr James Stanbrook | Deputy Head Teacher: Mrs Rebecca Tate  
Chair of Governors: Mrs Carole Fields



Learning and Growing Together

3	-	Welcome from the Head Teacher
4	-	Our School
5	-	Admissions
6	-	Our School Day
7	-	What we learn
8	-	Enrichment
9	-	Meeting Pupils' Needs
10	-	Speech and Language Therapy and Sensory Support
11	-	Occupational Therapy and Physiotherapy
12	-	Community Links
13	-	Lunch and After School Clubs
14	-	After Woodfields School
15	-	Behaviour
16	-	Uniform and School Meals
17	-	Policies and Sex and Relationships Education
18	-	Safeguarding
19	-	Transport
20	-	The Governing Body
21	-	Friends of Woodfields
22	-	Agencies who work with us
23	-	Useful links
24	-	Contact Details and Directions



# Welcome

This prospectus aims to give a glimpse of the excellent education and care we provide for our pupils.

We have pupils with a diverse range of needs and view every one as an individual with their own strengths and qualities.

Our enthusiastic and creative staff have a vast range of skills and experience in meeting learners' needs and through their enthusiasm and creativity ensure that pupils have an exciting, challenging and relevant curriculum that enables all to make progress.

A key part of our work is about preparing our pupils for the next steps in their life through encouraging independence, life skills and being part of the community.

If you would like to know more about the school please call to arrange a visit.

James Stanbrook  
Head Teacher

# Our School

Our purpose built special school is on the outskirts of the North Norfolk town of Sheringham, surrounded by a beautiful natural landscape of beaches, cliffs, woodland and marshes. We share a campus with Sheringham County Primary School and Nursery and Sheringham High School.

Our pupils range from ages three to nineteen and come from across the county.

The main school building has spacious classrooms, automatic doors, height adjustable furniture, wide doors and corridors, well equipped hygiene rooms, ceiling hoists and many specialist facilities including a music room with resonance board large enough for a whole class, teaching kitchen with adapted equipment to allow all to cook and excellent IT equipment from computers, Ipads, cameras and switch operated toys and equipment. We have a sensory theatre, ball pool, large range of soft play equipment and hydrotherapy pool. Outside there is a school garden and separate playgrounds for primary and secondary pupils with play equipment, bikes, trikes and sports equipment and games.

The Annexe is a part of the High School sixth form building and has two classes for our older pupils. It is designed to offer a curriculum preparing pupils to move on to the next step in their life with an emphasis on life skills. It has an excellent kitchen with dishwasher, washing machine and dryer and a common room for pupils to socialise and relax in. Pupils based in the Annexe also use the specialist areas in the main building.



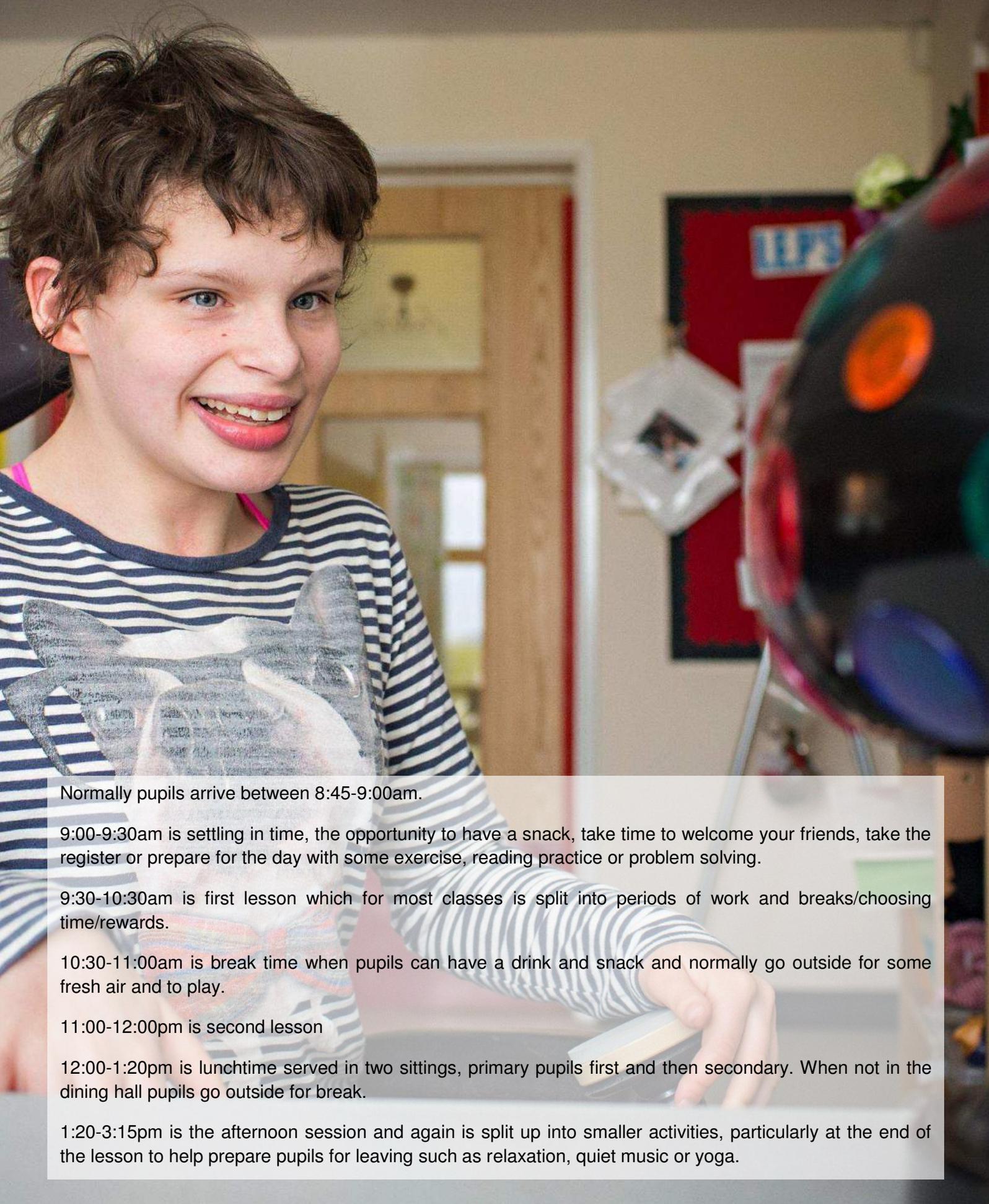


Pupils are admitted to school via the Local Authority's policy for the admission of pupils to special schools. Parents/carers are welcome to visit the school if Sheringham Woodfields School has been suggested as a possible placement for their child.

If a parent wishes their son or daughter to attend Woodfields they need to contact their Education Health Care Plan Co-ordinator via the Area Education Office. Contact details can be supplied through the school or the Education Department at County Hall.

Please don't hesitate to phone or come to school if you have a worry or just wish to visit to see the school in action. Appointments are required if you wish to have a tour of the school.

# Our School Day



Normally pupils arrive between 8:45-9:00am.

9:00-9:30am is settling in time, the opportunity to have a snack, take time to welcome your friends, take the register or prepare for the day with some exercise, reading practice or problem solving.

9:30-10:30am is first lesson which for most classes is split into periods of work and breaks/choosing time/rewards.

10:30-11:00am is break time when pupils can have a drink and snack and normally go outside for some fresh air and to play.

11:00-12:00pm is second lesson

12:00-1:20pm is lunchtime served in two sittings, primary pupils first and then secondary. When not in the dining hall pupils go outside for break.

1:20-3:15pm is the afternoon session and again is split up into smaller activities, particularly at the end of the lesson to help prepare pupils for leaving such as relaxation, quiet music or yoga.

## What we learn



Our curriculum is designed to promote learning and to prepare pupils for the next steps in their lives. Where possible we follow the National Curriculum but adapt it to remain challenging, fun and relevant to our pupils. At all ages there is an emphasis on enabling pupils to be as independent as possible and so much of the learning takes place in practical ways such as cooking, shopping or in the community. We view Personal, Social and Health Education as a core subject along with English and Maths.

For more information about the curriculum, see the separate sheet(s) detailing what we learn within each keystage.

The school provides an enriching curriculum that promotes the spiritual, moral, cultural and social development of our pupils as well as their intellectual development. This includes:

- Understanding of the beliefs, feelings and values of others
- Sense of enjoyment and fascination in learning about themselves, others and the world around them
- Use of imagination and creativity in their learning
- Willingness to reflect on their experiences
- Recognition of the difference between right and wrong
- Understanding of the consequences of their actions
- Showing a wide range of social skills in different contexts
- Willingness to join in a variety of social settings
- Understanding the way communities and societies function
- Understanding and recognition of the wide range of cultural influences that have shaped our own heritage
- Willingness to participate in, and respond to artistic, musical, sporting, mathematical, technological, scientific and cultural opportunities
- Exploring and showing respect for cultural diversity

These themes are studied throughout our curriculum and through a range of themed weeks and days where pupils can try out new and exciting things. Much of this is through educational visits. These have included “Great Woodfields Bake Off”, Pirate Themed Numeracy Day, Music Week and RE days.

# Meeting Pupils Needs



Because we have a mixed intake of pupils we do not organise classes by year but by grouping pupils together who have similar needs and approaches to learning. Normally these pupils will be within 1 or 2 years of each other.

Each class is then set up to use a range of approaches appropriate to that group of pupils including:

- Signalong
- Symbol based communication programmes
- Voice output devices
- Switch operated equipment
- Intensive interaction
- Hydrotherapy
- Rebound Therapy
- Sensory Integration
- Intervenor
- Body Signing
- Sensory approaches
- Care Plans

# Speech and Language Therapy & Sensory Support



The Speech and Language Therapist is available for some pupils within school on a regular basis. Progress is monitored and staff advised on how to help develop communication skills throughout the day. The SaLT is available to staff and parents for consultation on pupils not on the referral list.

Children's Services Sensory Support Team consists of Teachers of the Deaf and Teachers of the Visually Impaired. Their role in school is to:

- provide ongoing assessment
- teaching, advice and monitoring of the skills and specialist approaches to ensure that children with vision and/or hearing difficulties are able to fully access the curriculum.

# Occupational Therapy and Physiotherapy



Occupational Therapists work with children who have disabilities to help them maximise their potential towards independence. They work in partnership with parents, carers, school staff and other therapists to develop and maintain a child's ability to perform everyday tasks both at home and at school. OT assessments enable them to identify areas in which the child needs help and from this they are able to offer advice and ideas. This may involve:

- Looking at ways of adapting specific tasks
- Providing specialist equipment
- Setting up activity programmes
- Liaising with other agencies.

Physiotherapists and Physiotherapy Assistants visit school regularly. Their aim is to help pupils reach their full potential whilst preventing or minimising the effects of injury or impairment.

Following referral, children are assessed and advice is given regarding their management according to medical need. This may include:

- Setting up a programme of exercises
- Postural management
- Advice and support



Sheringham Woodfields School is proud of its community links, seeing the wider community as an extension of the classroom. It is also important that the community is aware of the strengths and needs of our pupils.

The school makes many educational visits within the local area and beyond. Visits are seen as vital to widening pupils' appreciation of different people and their environment but also to learn appropriate behaviours in the community and how to keep themselves safe. Community links are seen as a two-way process; many groups and individuals such as theatre groups, dancers, artists and musicians visit the school in the course of the year.

We also have our own school charity shop, Woodfields Den, in the heart of Sheringham which has raised our profile in the community and has given a whole new range of learning experiences for our pupils.

Pupils are also actively involved in the day to day upkeep of the smallholding project The Patch ([www.the-patch.co.uk](http://www.the-patch.co.uk)). This facility gives pupils amazing opportunities to learn about horticulture and the environment whilst being on our doorstep.

We also work closely with Hilltop outdoor activity centre, Splash local community fitness centre and with the Riding for the Disabled Association.

# Lunch and After School Clubs



Throughout the year a wide choice of clubs is held in school giving pupils the chance to meet socially with other pupils from across the school. In the past clubs have included:

- Gardening
- Film Club
- Sport
- Chillax
- Cookery Club
- Soft play and Yoga
- Art and Craft
- Sensory Stories

# After Woodfields School

The move from Woodfields can be a very worrying time for pupils and parents and all are aware of the need to ensure that all pupils have good information and the opportunity to be involved in making choices about their future. We aim to make a gradual transition to their post school destination at the pace they need.

In recent years, successful transitions have been made to City College Norwich, Easton College and Great Yarmouth College Foundation Studies Departments. Each of these colleges provides courses to increase independence and life skills, literacy and numeracy and develop vocational skills in a range of different areas such as retail, horticulture, catering and woodwork. Woodfields students have also moved to City College & Great Yarmouth College to study accredited courses in motor mechanics, accountancy and health and social care.

Some students who need 24 hour care have made transitions to residential colleges where they follow life skills and independence skills courses with functional English & mathematics.

Students who did not wish to go to college have made successful transitions to daycare provision at The Maltings in Fakenham, Holt Hub and Your Choice in North Walsham. These provide a wide range of activities onsite and out in the community including horticulture, IT, art, cooking, photography, swimming, keep fit, horse-riding and music.

A number of very successful transitions have been made to About With Friends, where our students learn skills for work through real projects in the community such as catering, horticulture, craft and woodwork. This provision can be tailored to suit the educational and support needs of the individual.





We use the 'Norfolk Steps' approach to behaviour management which is endorsed by the Local Authority. Four members of staff are trained as instructors and all staff are given annual training by them. This approach is based on forming positive relationships with pupils, understanding our pupils' difficulties and helping them to manage their behaviour through clear expectations, rewards and consequences. When pupils reach a crisis staff are able to de-escalate using a wide range of positive handling strategies. When necessary staff will use restrictive physical intervention to prevent harm, damage to property or disruption to learning. All incidents of physical intervention are recorded and monitored by a member of the school leadership team. For pupils who may need restrictive physical interventions more often a Support and Intervention Plan is written and shared with all staff working with the pupil and parents. This outlines strategies to manage the behaviour safely and ensure a consistent approach.

# Uniform and School Meals



There is no formal school uniform at Sheringham Woodfields, but we recommend school sweatshirts, t-shirts, polo shirts and fleece jackets which are comfortable, practical and ensure our pupils are easily identified. The uniform is available in two colours, co-ordinated with the local primary and high schools, with our own logo on them – navy for primary and maroon for secondary. There is no uniform for the sixth form.

A two course hot meal is provided by NORSE who are able to cope with most dietary requirements including meals which require liquidising. Meal times are an opportunity for pupils to develop important social and independence skills and so are regarded as part of our curriculum time. Pupils are supported by our midday supervisors and class staff. Parents can send in a packed lunch if they prefer.

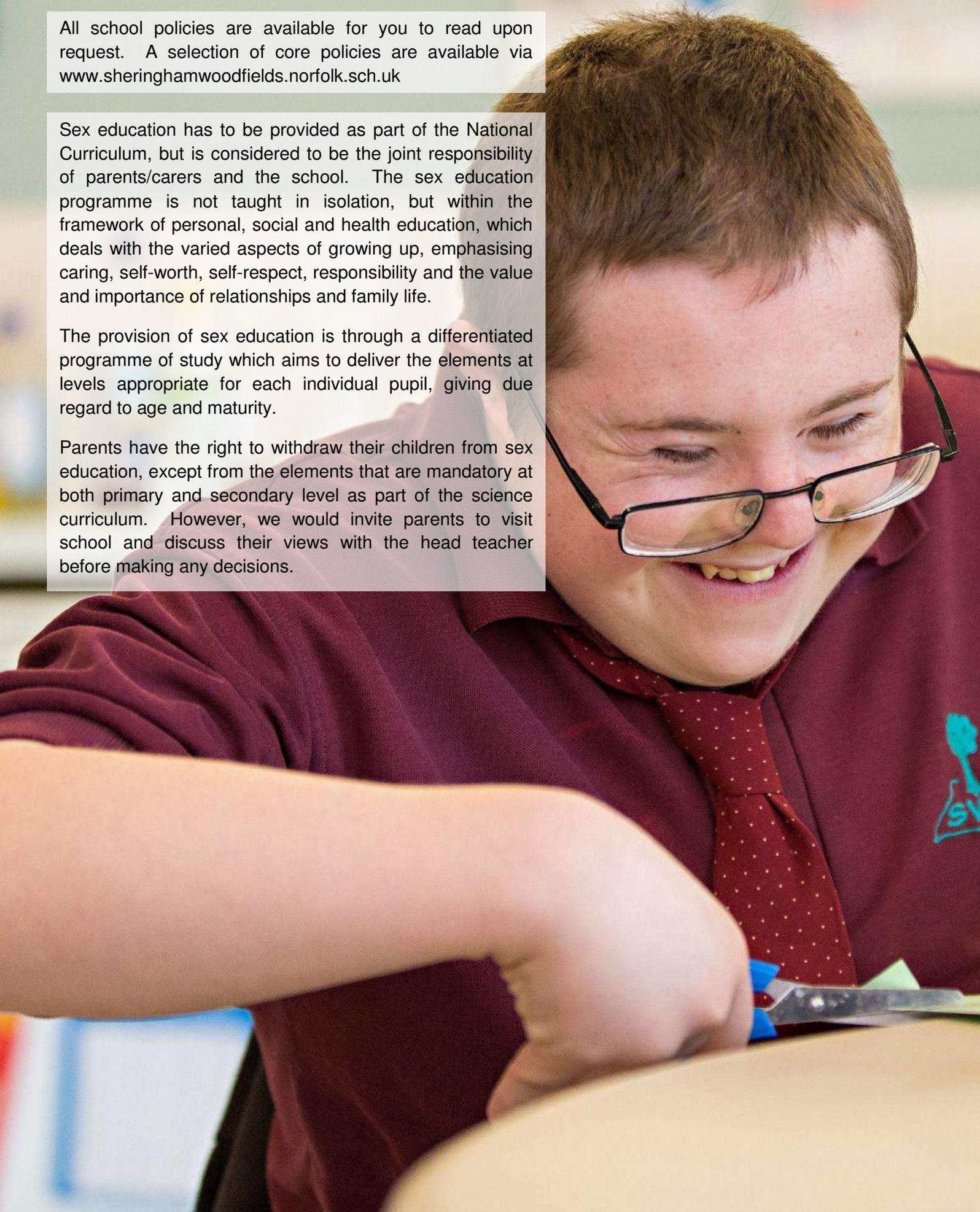
# Policies and Sex and Relationships Education

All school policies are available for you to read upon request. A selection of core policies are available via [www.sheringhamwoodfields.norfolk.sch.uk](http://www.sheringhamwoodfields.norfolk.sch.uk)

Sex education has to be provided as part of the National Curriculum, but is considered to be the joint responsibility of parents/carers and the school. The sex education programme is not taught in isolation, but within the framework of personal, social and health education, which deals with the varied aspects of growing up, emphasising caring, self-worth, self-respect, responsibility and the value and importance of relationships and family life.

The provision of sex education is through a differentiated programme of study which aims to deliver the elements at levels appropriate for each individual pupil, giving due regard to age and maturity.

Parents have the right to withdraw their children from sex education, except from the elements that are mandatory at both primary and secondary level as part of the science curriculum. However, we would invite parents to visit school and discuss their views with the head teacher before making any decisions.



# Safeguarding Procedures



The safeguarding of pupils is our highest priority. We have four members of the leadership team trained as Designated Safeguarding Leads with the lead role being taken on by Nicola Stewart. All staff in school receive safeguarding training with regular updates every term. All staff have a DBS (Disclosure and Barring Service) check.

Norfolk County requires all head teachers to follow specific procedures in any obvious or suspected case of child abuse, including non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse. This is intended to protect children at risk and schools are encouraged to take the attitude that where there are grounds for suspicion it is better to be safe than sorry.



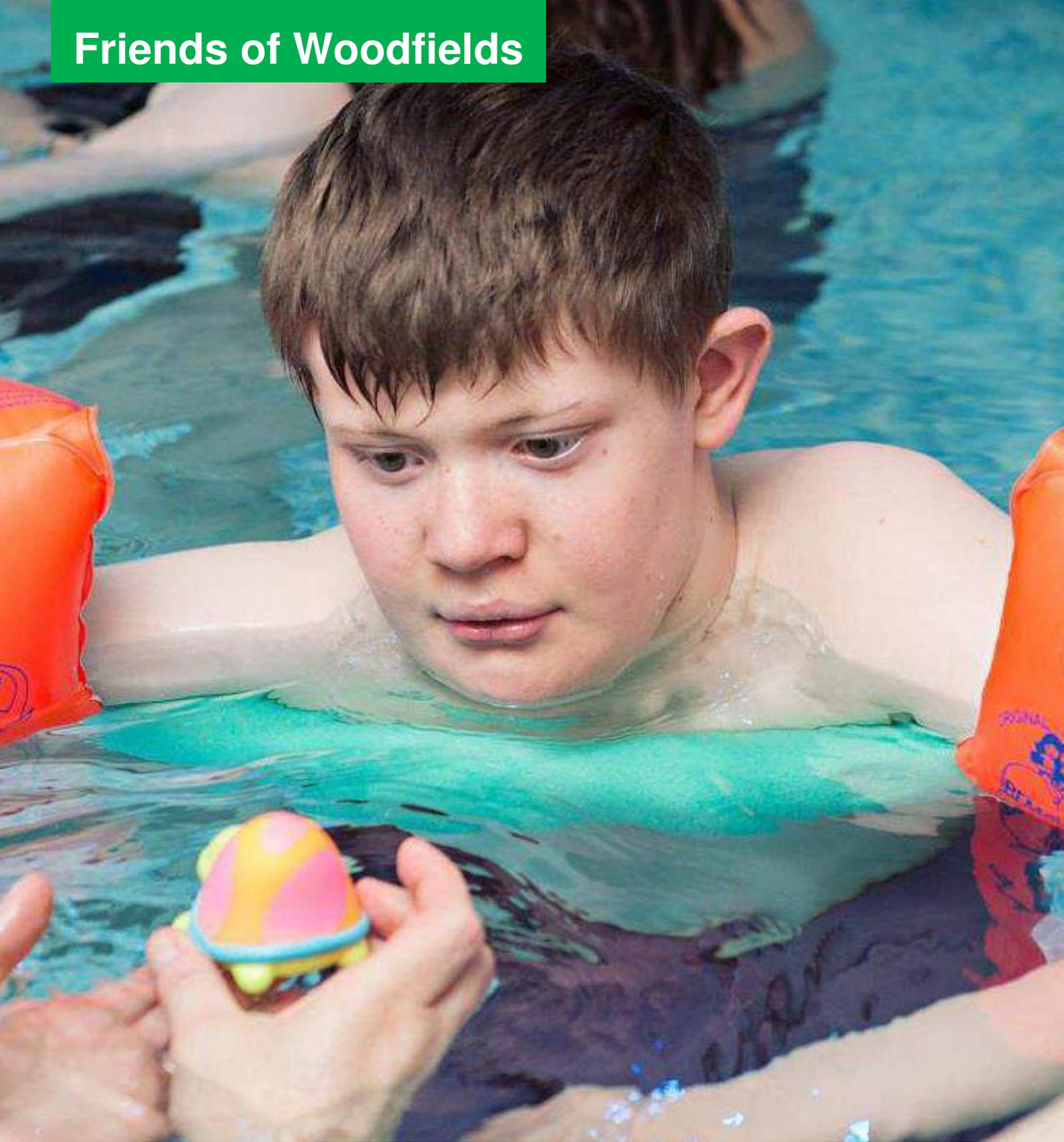
Most pupils are transported to and from school by minibus or taxi. The majority of these have passenger escorts to help supervise the pupils. Transport is arranged centrally by Norfolk County Council Passenger Transport.

# The Governing Body

Our Governing Body meets at least termly and makes decisions about how the school is run. School governors have legal duties, powers and responsibilities. They work together to improve our school. Parent Governors bring the views of parents to the Governing Body; they have equal status in the work of the Governing Body and have voting rights.

Chair (Foundation Governor):	Carole Fields
Staff Governor (Headteacher):	James Stanbrook
Vice Chair (Foundation Governor):	Tim Groves
LA Governor:	Janet Farrow
Parent Governor:	Lisa Harvey
Parent Governor:	Vacancy
Staff Governor:	Lucy Cass
Co-opted Governor:	Carol Evans
Co-opted Governor:	Peter Farley
Co-opted Governor:	Rebecca Tate (Deputy Headteacher)
Clerk to the Governing body:	Matthew Smith

# Friends of Woodfields



Families, friends and staff meet regularly to arrange both social and fund raising events throughout the year to support the school and each other. The Friends have raised funds towards providing equipment and experiences that enrich the lives of our students. Our most recent purchases include the provision of 2 school mini buses, archery equipment, new lighting for the hydro-pool, support towards the new sensory room and state of the art soundbeam equipment. The Friends have also purchased Christmas gifts for all pupils over the past few years as well as taster days and school trips.

The Friends of Sheringham Woodfields School are registered with the Charities Commission – Charity Number: 1127142

# Agencies who work with us

AGENCY	CONTACT	ROLE
School Nurse / Community Nursing Team	Amy Killington	<ul style="list-style-type: none"> <li>• Individual needs, advice, care plans.</li> <li>• Incontinence advice.</li> <li>• Immunisation.</li> <li>• Cover for school nurse.</li> </ul>
Doctor	Dr Bem	<ul style="list-style-type: none"> <li>• In school medicals.</li> <li>• Hospital clinics.</li> </ul>
Physiotherapy team	Annie Rangecroft Jemma Sudlow	<ul style="list-style-type: none"> <li>• Physio/exercise programmes.</li> <li>• Positioning, moving.</li> <li>• General equipment and advice.</li> </ul>
Occupational Therapy	Lesley Brown Amy Barrat Sarah Winters	<ul style="list-style-type: none"> <li>• Specialised equipment.</li> <li>• Positioning, access.</li> <li>• Advice.</li> </ul>
Speech Therapy	Susan McKemmie	<ul style="list-style-type: none"> <li>• Individual needs and advice.</li> <li>• Feeding guidelines.</li> </ul>
Social Services Key Link	Named individuals on file	<ul style="list-style-type: none"> <li>• Involvement in annual reviews from Y9.</li> <li>• Respite care.</li> <li>• Family Support Workers.</li> <li>• Post school funding.</li> <li>• Overview of children living away from home.</li> </ul>
Norfolk County Council Careers Guidance	Lesley Kemp	<ul style="list-style-type: none"> <li>• Impartial and well informed advice for pupils, parents and staff. A bridge between school and life after school.</li> <li>• Wealth of information and access to databases</li> </ul>
Educational Audiologist, Teacher of the Deaf	Liz Reed-Beadle	<ul style="list-style-type: none"> <li>• Functional hearing assessments</li> <li>• Individual assessments and advice</li> <li>• Deafblind assessments</li> </ul>
Teacher of Visual Impairment	Kim Owen	

# Useful links

Ofsted

<http://www.ofsted.gov.uk/>

Ofsted Parent View

<http://parentview.ofsted.gov.uk/>

Norfolk County Council

<http://www.norfolk.gov.uk>

School Finder

<http://www.esinet.norfolk.gov.uk/schoolfinder/>

Sheringham Community Smallholding (The Patch)

<http://www.the-patch.co.uk>

Trust Norfolk-SEN

<http://www.trustnorfolk-sen.co.uk>

Don't forget our school website

<https://www.sheringhamwoodfields.norfolk.sch.uk>

# Contact Details & Directions

## **Sheringham Woodfields School**

Holt Road  
Sheringham  
Norfolk  
NR26 8ND

Tel: 01263 820520  
Fax: 01263 820521  
Web: [www.sheringhamwoodfields.norfolk.sch.uk](http://www.sheringhamwoodfields.norfolk.sch.uk)  
Email: [office@sheringhamwoodfields.norfolk.sch.uk](mailto:office@sheringhamwoodfields.norfolk.sch.uk)

### From King's Lynn & Fakenham

Follow the A148 through Holt and Bodham, following signs to town centre. At roundabout turn left. Take the next left (Holt Road).

### From Norwich & Aylsham

Come in on the A140, turn left at Roughton, through Felbrigg. Left towards Sheringham (A148). Turn right towards town centre.

At roundabout as above.

### From North Walsham & Cromer

From the A149 follow one-way system in Cromer, following signs to Holt & Sheringham (A148). Turn right towards town centre.

At roundabout as above.

The school is situated on the same site as Sheringham High School - just follow the drive to the top where you will see our car park.

