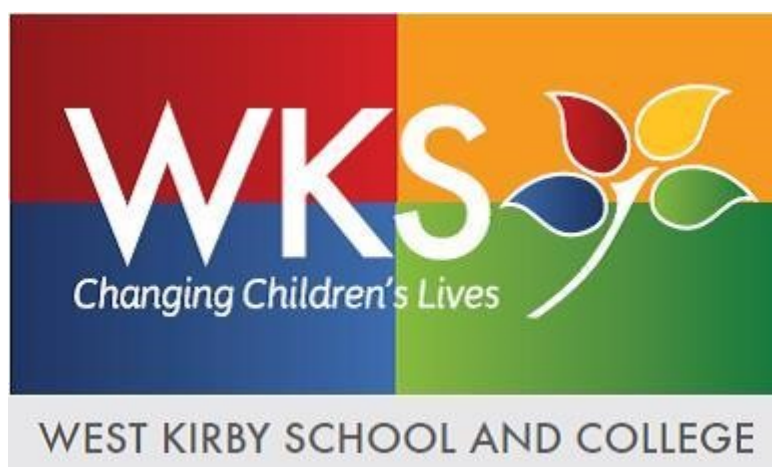




Personal Development, Inclusion, SEND and Admissions Policy Handbook

2026 – 2027

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West Kirby School and College

Admissions Policy/ Arrangements

Overview

West Kirby School and College is a non-maintained special school catering for young people with a range of difficulties from age 5 – 19 years.

All pupils have an EHCP or an IDP. Approximately 80% of pupils have a diagnosis of Autistic Spectrum Condition (ASC) often this is co-occurring with other conditions such as Attention Deficit Hyperactivity Disorder (ADHD), Attention Deficit Disorder (ADD), Obsessive Compulsive Disorder (OCD), Demand avoidant profile, Speech and Language difficulties, Sensory Processing difficulties and anxiety related conditions.

All staff are highly experienced and well trained in working with young people with a range of Special Educational Needs.

Referrals for placements come from Local Authorities, however, parents, carers and other interested parties are welcome to visit prior to a referral being made and request information about the school and its operations.

The range of services to children and young people can be found on the school website, in the school prospectus or by contacting us directly.

Our admissions procedure is as follows:

1. A referral for the consideration of a placement is made by the Local Authority Education Department. As the Local Authority must pay due accord to parental preference, parents may request the Local Authority to initiate this process.
2. On receipt of a referral the referring Local Authority will be expected to forward all relevant documentation to enable the school to consider the referral and make an informed decision as to whether the admissions procedure should continue.

Relevant documentation will include:

- Education, Health Care Plan (EHCP) / Individual Learning Plan (IDP) and appendices.
- Recent school reports

- Recent assessments/ reports from other professionals e.g. Educational Psychology, Social Care
 - Diagnostic assessments
3. The Admissions Officer will review the paperwork provided relating to the child or young person and make the decision whether or not to continue with the admission process. The Local Authority and parents/ carers are then notified of this decision.
 4. The admissions process will not continue if it is felt a placement would **not** be appropriate and needs could not be met.

A placement will be determined as not appropriate if:

- it would be unsuitable for the age, ability, aptitude or SEN of the child or young person, or
- the attendance of the child or young person would be incompatible with the efficient education of others, or the efficient use of resources

The school will comply with the relevant requirements of the Equality Act 2010 and will ensure the admissions process does not discriminate against pupils or their families because of their protected characteristics:

- Age
- Sex
- Race
- Disability
- Religion or belief
- Gender reassignment
- Pregnancy or maternity
- Marriage or civil partnership
- Sexual orientation

5. The admissions process will continue if it is felt a placement may be appropriate.

The Special Educational Needs Co-ordinator (SENCO) or Admissions Officer will request to visit/observe the young person in their current educational placement, if this is not appropriate a home visit will be arranged. A member of the Home School Liaison team may also attend home visits.

The admissions process will not continue without the opportunity to visit or observe the young person.

Contact will also be made with other agencies involved with the young person to develop a greater understanding of the needs of the young person.

6. Once all the information collated has been reviewed and visits completed the Local Authority will be notified of the decision whether to offer a placement or not. If a placement is to be offered costs will be provided to the Local Authority. If a placement is not to be offered reasons will be provided in line with the SEND Code of Practice (2014).
- 7. The Local Authority need to confirm in writing if they wish to accept the placement at the costs provided for the admissions process to continue.**
8. Parents/carers, and the young person are then invited into school for a look round and discussion relating to expectations and level of support needs.
9. The school will provide the start date to parents/carers and the Local Authority including any transition/taster days which may be phased according to the needs of the young person. An induction pack is sent to parents/carers containing essential consent forms. **These must be completed and returned to school prior to the start date. A delay in returning completed forms will delay the start date.**
10. All key staff in school are notified of the placement start date, relevant paper work is shared and an induction programme is developed.
11. The Local Authority is responsible for providing transport for the child or young person and therefore should liaise with parents/carers to arrange this once WKS has supplied the start date.

The school is committed to make the admission process as transparent and as quick as possible.

Each referral received is considered on an individual basis. Start dates will be dependent on identifying the most appropriate peer group and consideration will be given to the impact on existing pupils of introducing new peers.

Reviewing provision:

When children and young people start at WKS they will undergo baseline assessments from all departments as is appropriate. This provides a greater

understanding of the young person's needs and enables school to adjust their approach and resources as needed.

Whilst every effort is made to match provision and resources to the needs of the young people prior to admission, there are occasions following admission when the provision available needs to change.

An induction meeting at school is arranged for all new pupils 10 weeks after the first full week of attendance. The Local Authority, parents/carers, external professionals and school professionals are invited to attend and reports are provided prior to the meeting. The purpose of the meeting is to provide updates regarding any assessments completed and to confirm the level of support and provision in place. A summary report following the meeting is circulated to all invitees outlining what was discussed and any outcomes.

If it is felt the level of support or provision in school needs to be changed to reflect the level of need of the young person, an evidence-based rationale will be provided including cost implications.

Provision and progress of the young person is reviewed annually through the Annual Review process as outlined in the SEND Code of Practice (2014).

If it is felt a placement at WKS no longer meets the needs of a young person the Local Authority will be informed in writing and an emergency Review meeting called.

Expectations:

From School

Parents/ carers, Pupils, Local Authority and other interested parties can expect:

- High quality education with work and tasks appropriately differentiated to support the needs of individual pupils.
- The delivery of a curriculum which allows progression, the opportunity for pupils to develop their culture capital and provide a positive contribution to society.
- High quality pastoral care with the individual needs of pupils recognised and appropriately catered for.
- High quality clinical input from clinical professionals in school as and when needed.
- Good communication so parents/carers, Local Authority and other interested parties are kept informed of progress and all other relevant information regarding the young person.
- The opportunity to discuss pupil progress and any other concerns at parent's evenings, Annual Review meetings and other requested meetings.
- A commitment to work in collaboration with parents/carers, the Local Authority and other interested parties to provide the best provision for the young person.

- A commitment to providing a safe, purposeful, aspirational, engaging and enjoyable school experience for all pupils.
- Adherence to the responsibilities and duties outlined in the SEND Code of Practice (2014).

From Parents/ Carers

School, Pupils, Local Authority and other interested parties can expect:

- Good communication so school is fully informed of changes in circumstance or any relevant information which may impact on a pupil's ability to manage or function in the school day.
- A commitment to work in collaboration with the school to support the upholding of school rules and expectations including supporting pupil attendance in school of no less than 95%.
- Attendance at parent's evenings, Annual Review meetings, school events and other requested meetings.
- A commitment to ensure their young person arrives at school on time, appropriately dressed and ready to learn.

From Pupils

School, Parents/ Carers, Local Authority and other interested parties can expect:

- A commitment to want to engage with school and attend every day.
- A willingness to communicate with key staff in school, parents/ carers or other key adults to enable the best provision and support to be in place.
- A willingness to follow the school rules and expectations.

From Local Authority

School, Pupils, Parents/ Carers and other interested parties can expect:

- Good communication so school and parents are fully informed of any planned changes or decisions involving the provision for the young person.
- A commitment to work in collaboration with the school and parents/ carers to ensure the best provision is in place for the young person.
- Attendance at Annual Review meetings or other requested professional meetings.
- Adherence to the responsibilities and duties outlined in the SEND Code of Practice (2014)



West Kirby School and College

SEND Policy

Section 1: School beliefs

At West Kirby School and College, we believe all pupils regardless of SEND have the right to an outstanding education and the opportunity to achieve their full potential. In addition to achieving the best possible educational outcomes their education at West Kirby Residential School should enable them to:

- Become confident.
- Be able to communicate their own views and needs effectively.
- Be ready to make a successful transition to adulthood (whether this is into employment, further or higher education or training).
- Make a positive contribution to society.

We recognise that whilst pupils may experience significant barriers to learning it is the duty of all staff members to find ways to overcome these barriers and enable all pupils to make progress. All staff members have high aspirations and expectations for all pupils and are committed to supporting pupils to achieve their goals and develop independence.

This policy has been developed in consultation with the Senior Leadership Team and School Board. It is available on the school website and reflects the SEND Code of Practice 0 – 25 guidance 2014.

West Kirby School and College is a non-maintained SEND school for pupils from primary age to post -16 who have an IDP or an EHCP.

This policy should be read in conjunction with the other policy documents referenced throughout including:

- Admissions policy and procedure
- Behaviour policy
- Anti-Bullying policy
- Managing Medical Conditions of Pupils policy
- Data protection and confidentiality policy
- Complaints policy

This policy adheres to and reflects the guidelines outlined in the following Acts and reports:

- Disability Discrimination Act 1995 and 2005

- School Inspection Act 1996
- 'Excellence for all children' DCFS 1997
- School Standards and framework Act 1998
- Human Rights Legislation 2000
- SEND Code of Practice 2014
- SEN and Disability Act 2001
- Every Child matters 2003
- The Children's Act 2004
- Aiming High for Disabled Children 2007
- 'Working in partnership with parents/carers' DCFS 2008
- Lamb Inquiry review of SEN 2009
- Education act 2011
- 'A Good Education for All' (Ofsted) 2012
- Schools White Paper, *Every Child Achieving and Thriving*, 2026
- New Inclusion Framework 2025
- Equality Act 2010 and does not discriminate against pupils or their families because of their protected characteristics:
 - Age
 - Sex
 - Race
 - Disability
 - Religion or belief
 - Gender reassignment
 - Pregnancy or maternity
 - Marriage or civil partnership
 - Sexual orientation

Section 2: Aims

At West Kirby School and College, we aim to provide a broad and balanced curriculum which can be accessed by all pupils. This is achieved by the careful planning of activities and lessons so potential areas of difficulty can be addressed and barriers to pupil achievement removed.

The broader aims of this policy are to ensure that:

- Age, gender, race, disability, religion or belief, gender reassignment, sexual orientation, pregnancy, family circumstances or individual needs will not constrain any educational entitlement.
- The SEND Department will support all staff in the delivery of educational entitlement.
- Independence, respect for others and the development and maintenance of self-esteem are integral parts of the curriculum.
- Assessment and testing will be appropriate to the needs of the learner with clear outcomes. It will be delivered in an environment and in conditions to elicit the best response from the learner.

- The atmosphere in school will promote a happy, sensitive and secure environment to ensure the most effective learning.
- Equality of opportunity will be integral to the planning of educational provision.
- Parents and families are encouraged to engage in the learning process of their children.
- The views of young people, parents and their families are taken into account when decisions are made.
- Collaboration with partners in education, health and social care takes place to provide support.
- Young people are prepared appropriately for adulthood.
- Teaching strategies are responsive to different learning styles.
- It is recognised that achievement can be made by all learners and this is celebrated and recorded.
- A total commitment to the principles of education entitlement is the responsibility of all staff.

Objectives:

1. To recognise, identify and provide for pupils who have special educational needs.
2. To work within the guidance provided in the SEND Code of Practice, 2014.
3. To operate a whole school approach to the support and education of young people with special educational needs.
4. To provide a Special Educational Needs Co-ordinator to work within the SEND policy.
5. To provide support and advice for staff with the implementation of the SEND policy and deployment of SEN resources.

Section 3: Identifying Special Educational Needs

All pupils who attend West Kirby School and College have an IDP (Wales) or an EHCP identifying their special educational needs.

The SEND code of practice describes a young person as having SEND where their learning difficulty or disability calls for provision different from or additional to that normally available to pupils of the same age.

The broad areas of need, as identified in the SEND code of practice are:

- Communication and interaction
- Cognition and learning
- Social, emotion and mental health difficulties
- Sensory and/or physical needs

When pupils start at West Kirby School and College due regard is paid to the assessments completed pre-admission. These assessments allow the school to identify if a young person is suitable for admission (see Admissions Policy and Procedure). In addition to this, assessments are completed by Clinical Services and Education staff in house and baseline assessments recorded in core subjects. This

can lead to the identification of additional needs and forms the basis for the provision and input in place for individual pupils.

As a school we recognise that other barriers to learning in addition to SEND may inhibit progress and provide support accordingly.

These may include:

- Disability
- Attendance and Punctuality
- Health and Welfare
- English as an Additional Language (EAL)
- Being in receipt of Pupil Premium Grant (PP)
- Being a Child who is Looked After (CLA)
- Being a child of Serviceman/woman

Behaviour is recognised as a response to an underlying need. Changes in behaviour or challenging behaviour is identified and monitored through the whole school behaviour management system (Going for Gold); walk outs; individual monitoring sheets; incident reports and bullying reports (refer to behaviour policy and anti-bullying policy). When a pupil's behaviour is causing concern key staff analyse the reports and meet to determine the causes and identify solutions.

Section 4: Graduated response to SEND provision

All pupils at WKS experience high quality first teaching from an appropriately qualified teacher; small class sizes; the additional support of an appropriately qualified teaching assistant; input from the Pastoral Care Team, Clinical Psychologist, Speech and Language and Occupational Therapy as appropriate. As an autism accredited school all staff use autism friendly strategies through the delivery of lessons and support provided to pupils.

All teachers are responsible and accountable for the progress and development of all the pupils they teach. All teachers have access to previous data were available (e.g. KS2 SAT's results, baseline assessments), results of CAT 4 assessment and performance indicators.

Where a pupil is not making the expected progress for their cognitive ability the teacher is responsible for initiating an intervention and monitoring the success and impact of the intervention (this may be carried out by a teaching assistant but overseen by the subject or class teacher).

The standard of teaching throughout school is regularly monitored through formal lesson observations and informal observation (e.g. learning walks, Pupil Progress conversations). Pupil progress is monitored and challenged through regular pupil progress meetings between teaching staff and senior staff.

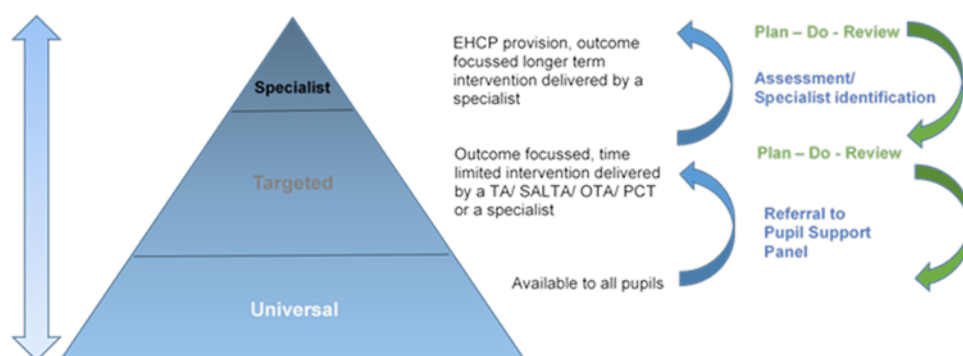
Where assessments completed internally or externally suggest additional support is needed Clinical Services and the SENCO will provide advice on the nature and level of additional support required and who will deliver it.

All school staff are able to make a referral to the Pupil Support Panel for additional support. This is an internal panel chaired by the SENCO. It meets fortnightly and considers if additional support from SALT, OT, PCT, ELSA or Clinical Psychologist is required.

Additional support from external providers may be commissioned if required e.g. Play Therapy, Music Therapy, Physiotherapy. The SENCO and Clinical Team is responsible for referring to these external providers and monitoring the review and delivery of these services.

The necessary provision needed will be discussed with the SENCO, parents/ carers, SLT, other key professionals involved and the Local Authority if additional funding is needed to provide the support.

Provision follows the 3-tiered approach in line with the assess, plan, do review cycle.



Managing pupils needs

All pupils have an Individual Education Plan which is reviewed regularly as a working document.

Short-term outcomes are reviewed termly by the member of staff responsible for setting the outcome to ensure continued progress is made.

All IEPs are monitored by the SENCO on a termly basis to ensure they have been reviewed and short-term outcomes are appropriate.

Outcomes and progress towards the short-term outcomes are discussed with pupils as appropriate termly and then shared with parents.

The SENCO provides training and advice on the writing and reviewing of IEP's.

IEP for an Educational Health and Care Plan, Individual Development Plan:

The short-term outcomes listed in the EHCP or IDP will form the basis of the IEP. If no short-term outcomes are listed, the key member of staff responsible for monitoring progress within the identified area of need (e.g. cognition and learning – teacher) should derive appropriate short-term outcomes which are achievable within a term from the long-term outcomes listed on the EHCP.

If the short-term or long-term outcome requires specific input from Clinical Services, an appropriate member of staff needs to be identified to take responsibility for allocating support/provision, monitoring, reviewing and feeding back progress with further suggested short term outcomes.

The SENCO is available to provide advice on the wording and monitoring of short-term outcomes.

Pupils and their families should be aware of the short-term outcomes, and where appropriate be involved in setting and monitoring them.

Provision and support needed to meet the short-term outcomes should be recorded and progress reviewed regularly (at least once a term) by the class teacher and/or other identified staff.

Suggestions for short term outcomes for the following Annual Review cycle need to be prepared by the member of staff responsible ready for discussion in the Annual Review meeting.

Pro-active Behaviour Plan

All pupils have a PBP. This is initially drawn up from admission notes by a key member of staff. Amendments are suggested by key staff working with the young person (e.g teaching assistant, class teacher, clinical team) as and when required.

The requirements of a PBP may have an implication on the level of support/provision needed by pupils.

PBP's are reviewed on an ongoing basis based on needs by the teaching assistant for the class and updated, if needed, by the Pastoral Care Team. All staff have access to PBPs for pupils.

One Page Profile

A one page profile is an important element of a person centred plan. All pupils have and contribute to the production of a one page profile.

Parents/Carers are given the opportunity to see and contribute to their child's one page profile.

The one page profile details the needs of the young person and how best to support them.

The one page profile is reviewed regularly by pupils, class teacher and teaching assistant.

Annual Reviews

All IDPs and EHC plans are reviewed annually. The process at WKS is designed to be as person centred as possible.

Pupils, Parents, the Local Authority, School staff, other key professionals (including social workers and health professionals) are invited to attend and provide written contributions at least 4 weeks before the date of the meeting.

A report compiled by school including contributions made by the young person, parents, class teacher and other school professionals involved is sent out to everyone invited to the meeting at least 2 weeks before the date of the meeting.

The SENCO will read the report prior to distribution and is available to provide advice to staff, parents or pupils asked to contribute.

The meeting is chaired by the SENCO or SEND Team and the focus is on the child or young person's progress towards achieving the Long-Term Outcomes specified in the IDP or EHCP and what changes may need to be made to support progress.

The appropriateness of current provision, future planning, preparation for adulthood and suggested outcomes and targets are also discussed. Where there is a perceived funding need this will be discussed post meeting with the Local Authority.

When the young person is nearing the end of their time for education at WKS the Annual Review will consider good transition planning.

The school prepares and sends a report of the review meeting to everyone invited within 2 weeks of the meeting. The report includes a summary of what was discussed at the meeting and set out recommendations for action or amendments needed to the IDP or EHCP.

Following an EHCP review the report will also include agreed short-term outcomes for the next 12 months.

Section 5: Planned Transition

When pupils are ready to move from WKS to an alternative provision a transition plan is put in place. This may involve transitional visits and meetings with staff from the new provision.

The plan will be individual to the needs of the young person and will involve close liaison between school staff at WKS, the staff at the new provision, parents/carers, the young person and the Local Authority with responsibility for the young person.

All relevant information about the achievements and needs of the young person will be passed onto the new provision as soon as is possible to aid a smooth transition.

Section 6: Early Transition

Very occasionally there are times when despite the high level of support and provision at WKS a pupil continues not to make progress.

In these situations, close liaison is maintained between parents, the Senior Leadership Team, other key professionals (e.g. Social Workers) and the Local Authority. When a solution that is in the best interests of the young person concerned is agreed upon, transitional arrangements are made.

The school is committed to make any transitions to another establishment as smooth and as positive as possible.

Section 7: Supporting pupils and families

The school acknowledges the important role parents and carers have in the education of their children. As such close contact is maintained between home and school.

The initial main point of contact should be the class teacher and/or teaching assistant.

All pupils who attend WKS have an IDP or an EHCP. Referrals are only taken from the Local Authority with responsibility for the education of the young person (refer to WKS Admissions Policy).

All new pupils follow an induction programme, which involves assessment and observations by teachers and other professionals within school. This helps determine the level of support and provision the young person will need to make successful progress. This influences the level of funding required.

Pupils follow externally accredited courses such as GCSE, Functional Skills, Technical Awards, ELC and City and Guilds where appropriate. To make sure pupils have the best possible opportunities to perform at their full potential during external assessment, special access arrangements are arranged for pupils who need it.

This can include:

- Extra time
- Use of a laptop
- Modified language papers
- Reader
- Scribe
- Oral modifier

The SENCO is responsible for collating information received from subject teachers, SALT, Educational Psychologist, Reading Support and other professionals along with information contained in the IDP or EHCP to support an application for special access arrangements with the Joint Council for Qualifications (JCQ).

As a school we recognise that there are many transition points that our pupils find difficult. We aim to reduce the anxiety caused by changes in class, changes in staffing, movement between establishments by using transitional documents.

New pupils are provided with induction booklets which include pictures of key staff, the names of pupils in their new class and pictures of key rooms.

When pupils change class they are given a sheet with the names and pictures of their new staff and the names of pupils in their new class.

When pupils move to Post-16 or start at College they follow an induction programme supported by staff.

Micro- transitions are supported by the use of visuals within class and teaching assistants.

Some pupils require more support than others with regard to transition. As part of our individual response to pupils' individual need this is catered for.

Further information for parents can be found:

- in the School SEN report

http://www.wkrs.co.uk/website/sen_report/68807

- Wirral Local Offer

<http://localofferwirral.org/>

Section 8: Supporting pupils at school with medical conditions

At WKS we recognise that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

The school complies with its duties under the Equality Act (2010) and the SEND Code of Practice (2014).

The School Nurse oversees the medical support and provision for all pupils at school with medical conditions. She is available to provide and/or organise training and guidance for staff working with pupils with medical conditions (refer to the Managing of the Medical Conditions of Pupils Policy).

Section 9: Monitoring and evaluating SEND

SEND provision throughout the school is regularly monitored and evaluated. Ultimate responsibility for making sure the provision is appropriate for the needs of the young person lies with the SENCO and SLT.

Monitoring takes place through:

- Lesson observations
- Pupil progress meetings
- Monitoring of IEPs
- Review of PBPs
- Monitoring and moderating of teachers planning and marking
- Annual Review process
- Review of clinical profiles

Pupil, parent and staff views are sought through annual questionnaires.

Pupils have the opportunities to put forward their views and suggestions during school council and pupil voice meetings.

Parents and pupils are encouraged to contribute to the Annual Review process.

The School Board has input around SEND from the SENCO.

Section 10: Training and Resources

As all pupils have identified SEND, all staff have expertise in working with young people with special educational needs.

Training needs of staff may be identified during the staff appraisal stage, or through audits of staff skills and knowledge.

Whole school training is provided if it is decided there is a specific need that is not being met.

In order to maintain and develop the quality of teaching and provision to respond to the strengths and needs of all pupils, all staff are encouraged to undertake training and development.

All teachers and support staff undertake induction on taking up a post and this includes a meeting with the SENCO to explain the systems and structures in place around the school's SEND provision and practice and to discuss the needs of individual pupils.

The school is a member of the National Association of Special Schools (NASS) and senior staff attend conferences and training recommended by NASS.

The SENCO has close links with all the Local Authorities who place young people at WKS and regularly attends any training provided.

Section 11: Roles and responsibilities

The Designated Safeguarding Lead is the Deputy Headteacher with support from additional Deputy Designated Safeguarding Leads.

There is a member of staff with responsibility for Pupil Premium (available on request).

There is a team of staff with responsibility for CLA children (available on request).

There is a member of staff responsible for meeting the medical needs of pupils (the school nurse).

Section 12: Storing and managing information

All staff are aware of the highly confidential nature of the information held on young people with SEND. As such all information is stored in line with the school policy on Data Protection and Confidentiality policy and GDPR.

Section 13: Reviewing the policy

This policy will be reviewed annually from the date of writing and the date of subsequent reviews. This will be the responsibility of the GDPR lead

Section 14: Accessibility

The school follows the statutory responsibilities placed on it by the DDA, as amended by the SEN and Disability Act 2001, to plan to increase over time the accessibility of schools for disabled pupils and to implement their plans.

The accessibility plans and strategies are available on request.

The school operates a whole school inclusion ethos regardless of disability. The school recognises that each young person is different, and this demands a curriculum which is differentiated – a curriculum that meets the needs of the individual young person.

It is inherent to the delivery of this policy that all departments accept and carry out their responsibilities to ensure that all pupils have full access to the curriculum.

At WKS parents are able to communicate regularly with key members of staff through their preferred method of communication. This can be via home/school books, email, telephone conversations or face-to-face meetings at a time agreed by the member of staff so as not to disrupt their duties with pupils.

Section 15: Dealing with complaints

WKS prides itself on having close communication with parents and other professionals.

In the unusual event that someone is not entirely happy with something related to school practice, initially the normal first point of contact should be informed (i.e. class teacher, teaching assistant or key worker). Alternatively, if the concern raised is in regard to a staff member contact should be with the Headteacher.

If they are unable to resolve the dispute then the complaints procedure should be followed (refer to Complaints Policy), this is available on request, or accessible through the school website.

Section 16: Bullying

WKS operates a zero tolerance to bullying. It is recognised that bullying can take many forms including name calling, physical bullying, emotional bullying and cyber bullying.

Staff are also aware that the perception of being bullied is as real to the young person as being bullied.

All staff receive training on the signs of a pupil being bullied including being the victim of cyber bullying.

All incidents of bullying are recorded and reported to parents (refer to anti-bullying policy). The anti-bullying co-ordinators work with the victims and perpetrators of bullying to find a resolution.

The zero tolerance to bullying has a high profile throughout school, particularly during anti-bullying weeks.

School staff are available to provide advice about e-safety and staying safe on social media.

Section 17: The use of AI (Artificial Intelligence) within our organisation.

All staff are responsible for ensuring AI is used safely, ethically, and effectively to support pedagogical, administrative, and operational functions, while rigorously upholding our duties regarding student well-being, data protection, and professional standards.

As a specialist provision for children and young people who have complex social and emotional needs, children with

SEND and who may be particularly vulnerable; the application of AI requires heightened consideration of individual

communication styles, sensory needs, processing differences, and potential vulnerabilities.

This aligns with statutory guidance including Keeping Children Safe in Education (KCSIE), the UK General Data

Protection Regulation (UK GDPR), the Data Protection Act 2018 (DPA 2018), and the SEND Code of Practice.

For the purpose of this policy, AI refers to systems performing tasks typically requiring human intelligence (e.g., Large

Language Models (LLMs), chatbots, AI-powered assistive technology, content generators).

H&S Policy (BC)

Pupil Welfare and Safeguarding: The safety, well-being, and emotional regulation of students are paramount. AI use

must not introduce safeguarding risks or cause undue anxiety or distress.

Unacceptable Use

The following uses of AI by staff are strictly prohibited:

- Inputting PII or sensitive pupil data into non-approved/public AI tools (Critical Breach).
- Using AI to generate personalised pupil plans (e.g., EHCPs, Individual Education Plans (IEPs),

Behaviour Support Plans, Risk Assessments). Professional judgement and knowledge of the

individual student remain essential for these documents.

- Employing AI to make high-stakes decisions regarding pupils (e.g., assessment outcomes,

placement decisions, disciplinary actions).

- Relying on AI for real-time interpretation of pupil's behaviour; communication or emotional

states. This requires nuanced human understanding and established relationships.

- Substituting essential human interaction, teaching, or therapeutic support with AI.

- Using AI tools without due care to potential errors and inaccuracies.

- Violating academic integrity or professional standards by presenting AI-generated content as

original work without appropriate acknowledgement or adaptation.

AI: Staff Responsibilities & Training

All staff must read, understand, and adhere strictly to this policy.

Staff must complete mandatory training provided by the school on the safe, ethical, and data-

compliant use of AI tools in our specific educational context.

Staff must exercise professional judgement and extreme caution regarding any data input into AI

tools, particularly concerning student information. The default position must always be maximum data

privacy.

Staff must consult the AI Lead, HT, DSL, DPO or DDSL if they are in any doubt about the appropriate, safe, or

compliant use of any AI tool.

Organisational Responsibilities

The School (Senior Leadership Team - SLT) will ensure appropriate and relevant training on this

policy and AI use is provided to all staff.

The HR Team, School, via the Headteacher and DSL, will undertake necessary due diligence and vetting

processes, including data protection impact assessments where required.

Non-compliance with AI policy, particularly breaches relating to data protection and unacceptable use, will be treated extremely seriously and may result in disciplinary action in

accordance with the Trust's Disciplinary Policy and Procedures, up to and including dismissal. Breaches

involving personal data may also need to be reported to the Information Commissioner's Office (ICO).



Special Educational Needs (SEN) Report

West Kirby School and College

West Kirby School and College (Opened by West Kirby Residential School Charity)

Meols Drive, West Kirby, Wirral, CH48 5DH

Email: schooloffice@wkrs.co.uk

Telephone: 0151 632 3201

Website: www.wkrs.co.uk

Key contact for enquiries:

PA to the Headteacher, Samantha Stephens 0151 632 3201,
schooloffice@wkrs.co.uk

Age range, gender and specialist provision:

5-19 mixed gender

West Kirby School offers specialist provision for children who have an EHCP or Statement of SEN with communication and interaction difficulties such as Autistic Spectrum Condition. This can be co-occurring with other conditions such as ADHD, ADD, OCD, demand avoidant profile, speech and language difficulties, sensory processing difficulties, attachment difficulties and other anxiety related conditions.

Due to the vast range of specialisms present in the staff team a wide range of cognitive ability and need can be catered for.

However, the school is not suitable for PMLD (profound and multiple learning difficulties) (Non-ambulant) or severe learning difficulties (SLD).

Capacity:

115 across KS1-4 and Post 16.

Contact details:

<http://www.wkrs.co.uk>

<http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/105137>

Twitter - @westkirbyschool

Facebook – West Kirby School and College WKS

Any other important information:

The school has continued status as an Outstanding Provider, Ofsted, 2021.

The on-site provision includes Education, Speech and Language Therapy, Occupational Therapy, Clinical Psychology, Reading Support, Learning Mentors, School Nurse led Medical Team and a Pastoral Care Support Team.

Extended day provision delivered on the school site between the hours of 15.30 and 18.30. This provision requires advance booking and additional payment.

The school has been awarded and retained the Autism Accreditation by the National Autistic Society and has been successful in gaining a commendation in recognition of the outstanding practice in place to support pupils on the Autistic Spectrum.

In October 2019 the school achieved ADHD Foundation Friendly School status.



West Kirby School and College

English as an Additional Language Policy (EAL)

Overview

Everyone at West Kirby School has the right to an outstanding education.

This policy is a statement of West Kirby School's aims and strategies to ensure that all EAL pupils fulfil their true potential.

Introduction/Mission statement

All pupils need to feel safe, accepted and valued in order to learn effectively and become successful members of society. For pupils, who are learning English as an additional language, this includes:

- Recognising and valuing their home language and background.
- Creating awareness that bilingualism can be a useful learning tool.
- Recognising that all EAL pupils can make a valuable contribution to their school community.

We take a whole school approach through the curriculum to support EAL pupils.

Aims of the EAL Policy

The policy aims to raise awareness and to support planning, organisation, teaching and assessment procedures to meet the needs of pupils who have English as an additional language (EAL); therefore, raising pupil achievement and aspirations.

The key principles are:

1. Equality

To be proactive in removing barriers that stand in the way of our EAL pupils' learning and success.

2. Diversity

To meet our responsibilities to EAL pupils by ensuring equal access to the National Curriculum and the achievement of their educational potential.

3. Belonging and Cohesion

To provide our EAL pupils with a safe, welcoming, nurturing environment where they are accepted, valued and encouraged to participate.

Objectives of the EAL Policy

- To assist all EAL pupils to become fluent English speakers as quickly as possible.
- To assist and support all EAL pupils in their acquisition of English language skills.
- To develop staff expertise to ensure that all EAL pupils attain levels of achievement appropriate to their cognitive abilities.
- To develop rigorous monitoring, evaluating and review systems.

Key Principles of Additional Language Acquisition

- EAL pupils are entitled to the full National Curriculum programme of study and all their teachers have a responsibility for teaching English as well as other subject content.
- Access to learning requires attention to words and meanings embodied in each curriculum area.
- Meanings and understanding cannot be assumed, but must be made explicit.
- Language is central to our identity. Therefore, the home language of all pupils and staff should be recognised and valued. Pupils should be encouraged to maintain their home language.
- Although many pupils acquire the ability to communicate on a day to day basis in English quite quickly, the level of language needed for academic study is much deeper and more detailed, and can require continuing support for up to ten years.
- Language develops best when used in purposeful contexts across the curriculum. The language demands of learning tasks need to be identified and included in planning. Teaching and support staff play a crucial role in modelling uses of language. Knowledge and skills developed in learning the first language aid the acquisition of additional languages.
- A clear distinction should be made between EAL and Special Educational Needs.

The Context of West Kirby School

At our school, there are very few pupils where English is not their first language.

Through the admissions procedure, information is gathered about:

- Pupils' linguistic background and competence in other language/s
- Pupils' previous educational experience

The SENCO has responsibility for ensuring the right level of support is in place to support a pupil where English is an additional language. The level of support in place will be determined by the stage of language acquisition the pupil is at.

5 Stage Model for Language Acquisition

A. New to English

A child may:

- Use first language for learning and other purposes.
- Remain silent in the classroom.
- Copy/repeat some words and phrases.
- Understand some everyday English expressions but have minimal or no English literacy.
- Follow day-to-day social communication in English.
- Begin to use spoken English for social purposes.
- Understand simple instructions and follow narrative/accounts with visual support.
- Develop some skills in reading and writing.
- Become familiar with some subject specific vocabulary.

A child at this stage needs significant support.

B. Early Acquisition

A child may;

- Participate in learning activities with increasing independence.
- Express themselves orally in English but structural inaccuracies are still apparent.
- Requires ongoing support in literacy, particularly for understanding text and writing.
- Follow abstract concepts and more complex written English.

A child at this stage requires support to access the curriculum fully.

C. Developing Competence

A child may:

- Developing oral English well, allowing successful engagement in activities across the curriculum.
- Read and understand a wide variety of text.
- Written English may lack complexity.
- Demonstrate evidence of errors in grammatical structure.

A child at this stage needs support to access subtle nuances of meaning, to refine English usage, and to develop abstract vocabulary.

D. Competent

A child at this stage can operate across the curriculum to a level of competence nearing to that of a pupil who uses English as his/her first language. They may still make grammatical errors and need support to develop their linguistic skills.

E. Fluent

A child at this stage can operate across the curriculum to a level of competence equivalent to that of a pupil who uses English as his/her first language.

Assessment

- All EAL pupils are assessed in line with the school's assessment procedures.
- Progress in the acquisition of English is regularly assessed and monitored.
- Assessment methods are checked for cultural bias which may cause results to be inaccurate and action is taken to remove any that is identified.
- Consideration and sensitivity is given to the appropriateness of testing EAL pupils at the earlier stages of English acquisition.



West Kirby School and College

Children Looked After (CLA) Policy

Statement of intent

Educational achievement and subsequent life chances for CLA and previously-CLA are of real concern. Pupils who are looked after require special treatment and additional attention in order to improve their situation.

West Kirby School endeavours to provide positive experiences and offer stability, safety, and individual care and attention for all our pupils. With this in mind, we aim to:

- Encourage pupils to reach their potential and to make good progress in relation to their professional, social and emotional development.
- Ensure that pupils enjoy high quality teaching and a curriculum which meets their needs and the requirements of legislation.
- Plan support for CLA realistically and use the school's resources efficiently to ensure the school meets their needs.
- Promote a positive culture in all aspects of school life.
- Help pupils develop their cultural, moral and social understanding.

1. Legal framework

1.1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Children Act 1989
- The Care Planning, Placement and Case Review (England) Regulations 2010
- Children (Leaving Care) Act 2000
- Children and Young Persons Act 2008
- Children and Families Act 2014
- Children and Social Work Act 2017

- DfE (2018) 'Promoting the education of looked-after children and previously looked-after children'
- DfE (2018) 'The designated teacher for looked-after and previously looked-after children'
- DfE (2017) 'Exclusions from maintained schools, academies and pupil referral units in England'
- DfE (2024) 'Keeping children safe in education'
- DfE (2018) 'Working Together to Safeguard Children'
- Equality Act 2010 and does not discriminate against pupils or their families because of their protected characteristics:
 - Age
 - Sex
 - Race
 - Disability
 - Religion or belief
 - Gender reassignment
 - Pregnancy or maternity
 - Marriage or civil partnership
 - Sexual orientation

1.2. This policy operates in conjunction with the following school policies and documents:

- Admissions Policy
- One-to-One Tuition Policy
- Behavioural Policy
- Home School Agreement
- Anti-Bullying Policy
- Equal Opportunities Policy
- Child Protection and Safeguarding Policy
- SEND Policy

2. Definitions

2.1. "Children Looked After (CLA)" are defined as:

- Children or young people who are the subject of a Care Order or Interim Care Order under the Children Act 1989.
- Children who are placed in foster care, children's residential homes, with relatives or friends, in semi-independent or supported independent accommodation.
- Children subject to a Care or Interim Care Order whilst placed with a parent, where the LA has parental responsibility.
- Children who are not subject to an order, but are accommodated by the LA under an agreement with their parents.

2.2. "Previously-CLA" are defined as:

- Children who are no longer looked after by an LA in England and Wales because they have either been adopted or are the subject of an adoption, special guardianship or child arrangements order.
- Children who were adopted outside England and Wales from 'state care' (care that is provided by a public authority, religious organisation, or other organisation whose main purpose is to benefit society).
-

3. Roles and responsibilities

3.1. The Headteacher is responsible for:

- Ensuring the school has a coherent policy for CLA and previously-CLA.
- Reviewing the school's policies and procedures in conjunction with legislation and statutory guidance.
- Ensuring the designated teacher for CLA and previously-CLA has received the appropriate training.
- Ensuring that appropriate staff have the information they need in relation to each looked after child's:
 - Legal status (i.e. whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility.
 - Care arrangements and the levels of authority delegated to the carer by the LA.
- Ensuring that staff have the skills, knowledge and understanding to keep CLA and previously-CLA safe.
- Ensuring CLA and previously-CLA have equal access to all areas of the curriculum and that reasonable adjustments are made, if necessary.
- Reviewing the annual report produced by the designated teacher to evaluate the progress of CLA in the school.
- Ensuring they receive feedback from the Designated Teacher regarding the effectiveness of the policy on an annual basis.

3.2. The virtual school head (VSH) is responsible for:

- Monitoring the attendance and educational progress of the children their authority looks after; this includes children who have left care through adoption, special guardianship or child arrangement orders, or who were adopted from state care outside of England and Wales.
- Ensuring that arrangements are in place to improve the education and outcomes of the authority's CLA, including those placed out-of-authority.

- Building relationships with health, education and social care partners, as well as other partners, so they and the designated teachers understand the support available to CLA and previously-CLA.
- Working with the school to ensure all CLA in attendance are fully supported in reaching their full potential.
- Acting as the educational advocate for CLA.
- Acting as a source of advice and information to help parents of previously-CLA as effectively as possible.
- Ensuring there are effective systems in place to:
 - Maintain an up-to-date roll of the CLA who are in school settings, and gather information about their educational placement, attendance and progress.
 - Inform the Headteacher and designated teacher if they have a pupil on roll who is looked after by the LA.
 - Ensure social workers, schools, designated teachers, careers and independent reviewing officers understand their role and responsibilities regarding a pupil's Personal Education Plan (PEP).
 - Ensure that up-to-date and effective PEPs that focus on educational outcomes are maintained for all CLA.
 - Avoid delays in providing suitable educational provision.
 - Ensure the education achievement of CLA is seen as a priority by everyone who has responsibilities for promoting their welfare.
 - Report regularly on the attainment, progress and school attendance of CLA through the authority's corporate parenting structures.

3.3. The Headteacher is responsible for:

- Appointing the designated teacher for CLA and previously-CLA.
- Allowing the designated teacher the time and facilities to succeed in carrying out their duties.
- Overseeing this policy and monitoring its implementation, feeding back to the governing board annually on the following:
 - The number of CLA and previously-CLA in the school
 - An analysis of assessment scores as a cohort, compared to other pupil groups
 - The attendance of CLA and previously-CLA, compared to other pupil groups
 - The level of fixed term and permanent exclusions, compared to other pupil groups
- Ensuring all members of staff are aware that supporting CLA is a key priority.
- Promoting the advantages of actively challenging negative stereotypes of CLA.

3.4. The designated teacher for CLA and previously-CLA is responsible for:

- Building relationships with health, education and social care partners and other partners so that they and the VSH understand the support available to CLA and previously-CLA.
- Promoting the educational achievement of CLA and previously-CLA at the school; this includes those that left care through adoption, special guardianship or child arrangement orders or were adopted from state care outside England and Wales.
- Acting as the main contact for social services and the DfE.
- Promoting a culture of high expectations and aspirations.
- Ensuring CLA are involved in setting their own targets.
- Advising staff on teaching strategies for CLA.
- Ensuring that CLA are prioritised for one-to-one tuition and support.
- Leading on how the child's PEP is developed and used in school to ensure the child's progress towards targets is monitored.
- Liaising with the SENCO to ensure all pupil needs are met.
- Working with the child's VSH and social worker to develop and implement their PEP.
- Working with the Headteacher to submit an annual report to the governing board, which details the progress of all CLA and previously-CLA.

3.5. The DSL is responsible for:

- Keeping up-to-date records of CLA's respective social worker and VSH.
- Where a child ceases to be looked after and becomes a care leaver, keeping up-to-date contact details of their LA personal advisor and liaising with the advisor as necessary regarding any issues of concern affecting the care leaver.

3.6. The SENCO is responsible for:

- Ensuring they are involved in reviewing PEP and care plans for CLA and previously-CLA.
- Liaising with the class teacher, designated teacher, specialists and parents when considering interventions to support the progress of previously-CLA.

3.7. Staff are responsible for:

- Being aware of CLA and previously-CLA and providing them with support and encouragement.
- Preserving confidentiality, where appropriate, and showing sensitivity and understanding.
- Being vigilant for any signs of bullying towards CLA and previously-CLA.
- Promoting the self-esteem of CLA and previously-CLA.

4. Personal Education Plan (PEP)

4.1. All CLA must have a care plan; PEPs are an integral part of this care plan.

4.2. The PEP is an evolving record of what needs to happen for a pupil to enable them to make the expected progress and fulfil their potential.

4.3. The PEP will reflect the importance of a personalised approach to learning which meets the identified educational needs of the child.

4.4. The school with other professionals and the child's carers will use the PEP to support the child's educational needs, raise the child's aspirations and improve their life chances.

4.5. All relevant bodies, such as the LA, the designated teacher and carers, will involve the child in the PEP process at all stages.

4.6. The PEP will address the pupil's full range of education and development needs, including:

- On-going catch-up support, which will be made available for children who have fallen behind with work.
- Suitable education provided by the LA, where the child is not in school because of suspension or exclusion.
- Transitional support where needed, such as if a child is moving to a new school.
- School attendance and behaviour support, where appropriate.
- Support to help the child meet their aspirations, which includes:
 - Support to achieve expected levels of progress for the relevant national key stage and to complete an appropriate range of approved qualifications.
 - Careers advice, guidance and financial information about FE, training and employment, that focusses on the child's strengths, capabilities and the outcomes they want to achieve.
 - Out-of-school hours learning activities, study support and leisure interests.

5. Working with agencies and the VSH

5.1. The school will ensure that copies of all relevant reports are forwarded to the CLA social workers, in addition to carers or residential social workers.

5.2. The school will coordinate their review meetings; for example, hold their annual review of CLA with their statutory care review.

5.3. The school will work with other agencies to exchange information, such as changes in circumstances, exclusions or attendance issues, taking prompt action, where necessary, to safeguard CLA and previously-CLA.

- 5.4. Behaviour management strategies will be agreed between the VSH and the school, to ensure challenging behaviour is managed in the most effective way for that individual child.
- 5.5. The designated teacher for CLA and previously-CLA will communicate with the VSH and child's social worker to facilitate the completion of the PEP.
- 5.6. Through the designated teacher, the school will work with the VSH, social worker and other relevant agencies to monitor any arrangements in place so that actions and activities recorded in the child's PEP are implemented without delay.
- 5.7. The designated teacher will communicate with the VSH and agree on how pupil premium plus (PP+) can be used effectively to accommodate the child's educational attainment and progress.
- 5.8. PP+ for previously-CLA will be allocated directly to, and managed by, the school.
- 5.9. The school will work with the VSH to manage allocation of PP+ for the benefit of our cohort of CLA, or previously-LAC, and according to their needs.
- 5.10. If deemed necessary, the school will allocate an amount of funding to an individual to support their needs.
- 5.11. The designated teacher will ensure consistent and strong communication with the VSH regarding CLA who are absent without authorisation.
- 5.12. The school will share their expertise on what works in supporting the education of CLA and previously-CLA.

6. Training

6.1. The designated teacher and other school staff involved in the education of CLA and previously-CLA have received the appropriate training, this includes information about the following:

- School admissions arrangements
- SEND
- Attendance
- Exclusions
- Homework
- GCSE options
- Managing and challenging behaviour
- Promoting positive educational and recreational activities
- Supporting pupils to be aspirational for their future education, training and employment
- Safeguarding

7. Pupil mental health

7.1. CLA and previously-CLA are more likely to experience the challenge of social, emotional and mental health issues which can impact their behaviour and education. Designated teachers will have awareness, training and skills regarding a child's needs and how to support them in relation to behaviour management and mental health.

7.2. The designated teacher will work with the VSH to ensure the school is able to identify signs of potential mental health issues, understand the impact issues can have on CLA and previously-CLA, and knows how to access further assessment and support, where necessary.

7.3. A strengths and difficulties questionnaire will be used as directed by social workers to help social care and other relevant professionals to form a view about CLA and previously-CLA's current emotional wellbeing. Teachers will complete their element of the questionnaire to assist social workers in their assessment.

8. Exclusions

8.1. Past experiences of CLA and previously-CLA will be considered when designing and implementing the school's Behaviour Policy.

8.2. The school will have regard to the DfE's statutory guidance 'Exclusions from maintained schools, academies and pupil referral units in England' and, as far as possible, avoid excluding any CLA.

8.3. Where the school has concerns about a child's behaviour, the VSH will be informed at the earliest opportunity.

8.4. Exclusion will only be used as a last resort, after the school and VSH have considered what additional support can be provided to prevent exclusion, and any additional arrangements to support the pupil's education in the event of exclusion.

8.5. The school will inform parents that they can seek the advice of the VSH on strategies to support their child to avoid exclusion.

9. Pupils with SEND

9.1. Support for CLA with SEND, who do not need an EHC plan, will be covered as part of the child's PEP and care plan reviews.

9.2. The SENCO, class teacher, designated teacher and specialists will involve parents when considering interventions to support their child's progress.

9.3. If appropriate, the VSH will be invited to comment on proposed SEND provision for previously-CLA.

10. Information sharing

10.1. Appropriate and specific arrangements for sharing reliable data are in place to ensure that the education needs of CLA and previously-CLA are understood and met.

10.2. The arrangements set out include:

- Who has access to information on CLA and previously CLA and how data will remain secure.
- How pupils and parents are informed of, and allowed to challenge, information that is kept about them.
- How carers contribute to and receive information.
- Mechanisms for sharing information between the school and relevant LA departments.
- How relevant information about individual pupils is passed between authorities, departments and the school when pupils move.

11. Monitoring and review

11.1. This policy will be reviewed on an annual basis by the designated teacher and the SENCO.



West Kirby School and College

Pupil Premium Policy

Statement of intent

At West Kirby School, we believe that the highest possible standards can only be achieved by having the highest expectations of all learners. Some pupils from disadvantaged backgrounds require additional support; therefore, we will use all the resources available to help them reach their full potential, including the pupil premium grant (PPG).

The PPG was created to provide funding for three key areas:

- Raising the attainment of disadvantaged pupils and closing the gap with their peers.
- Providing funding for CLA and previously CLA.
- Supporting pupils with parents in the armed forces.

This policy outlines the amount of funding available, the school's strategy for spending the PPG effectively, and the procedures for ensuring the funding is allocated correctly.

1. Legal framework

1.1. This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children Act 1989
- Equality Act 2010 and does not discriminate against pupils or their families because of their protected characteristics:
 - Age
 - Sex
 - Race
 - Disability
 - Religion or belief
 - Gender reassignment
 - Pregnancy or maternity
 - Marriage or civil partnership

- Sexual orientation

- ESFA (2019) 'Pupil premium 2019 to 2020: conditions of grant'
- DfE (2018) 'Promoting the education of looked-after children and previously looked-after children'
- NCTL and the Teaching Schools Council (TSC) (2018) 'Effective pupil premium reviews'
- MoD (2019) 'The Service Pupil Premium: what you need to know'
- Education Endowment Foundation (EEF) (updated 2022) 'The EEF Guide to the Pupil Premium'

2. PPG allocation rates

2.1. For the academic year 2025 to 2026, grant allocations are as follows:

Disadvantaged pupils	PPG amount per pupil
Pupils in Reception to Year 6 recorded as 'Ever 6 FSM'	£1,550
Pupils in Year 7 to Year 11 recorded as 'Ever 6 FSM'	£1,100
LAC as defined in the Children Act 1989 – children who are in the care of, or provided with accommodation by, an English LA	£2,690
PLAC who have ceased to be looked after by an LA in England or Wales because of adoption, a special guardianship order, a child arrangements order or a residence order	£2,690
Service children	Grant amount per pupil
Any pupil in Reception to Year 11 recorded as an 'Ever 6 service child' or in receipt of a child pension from the MoD	£360

3. Objectives

- 3.1. To provide additional educational support to raise the achievement of pupils in receipt of the PPG.
- 3.2. To narrow the gap between the educational achievement of these pupils and their peers.
- 3.3. To address underlying inequalities, as far as possible, between pupils.
- 3.4. To ensure that the PPG reaches the pupils who need it most.
- 3.5. To make a significant impact on the education and lives of these pupils.

3.6. To work in partnership with the parents/carers of pupils to collectively ensure pupils' success.

4. How PPG can be spent

4.1. Under the terms of the PPG, the funding may be spent in the following ways:

- For the purposes of the school, i.e. for the educational benefit of pupils registered at the school.
- For the benefit of pupils registered at other maintained schools or academies.
- On community facilities, i.e. services whose provision furthers any charitable purpose for the benefit of pupils at the school or their families, or people who live or work in the locality in which the school is situated.

4.2. If the PPG is not used within the academic year, some or all of it may be carried forward to the following year.

5. Our long-term strategy for success

5.1. We maximise use of the PPG by:

- Assigning a pupil premium lead to champion the educational needs of PPG recipients and ensure the implementation of this policy.
- Ensuring PPG funding and spending can be identified within the school's budget.
- Consulting the pupil premium lead, trustees, staff and parents/carers when deciding how funds are spent.
- Assessing the individual provisions required for each pupil in receipt of the PPG.

5.2. We will be adopting a long-term three-year strategic plan from 2025, aligned to the wider school improvement strategy, which contains the following considerations:

- Expenditure
- Recruitment
- Teaching practice
- Staff development

5.3. We will conduct light-touch annual reviews to inform the plan and form the school's pupil premium statement.

5.4. We explore evidence-based summaries of PPG use, such as the EEF's Teaching and Learning Toolkit, to determine the best use of the funding.

5.5. The EEF's Families of Schools Database is consulted to learn about effective practice in similar schools.

5.6. We focus on approaches that:

- Are individually tailored to the strengths and needs of each pupil.
- Are consistent (based on agreed core principles and components) but also flexible and responsive.
- Are evidence-based.
- Are focussed on clear short-term goals providing opportunities for pupils to experience success.
- Include regular, high-quality feedback from teaching staff.
- Engage parents/carers in the agreement and evaluation of support arrangements (e.g. via pupils' personal education plans (PEP)).
- Support pupil transition through the stages of education (e.g. from primary to secondary).
- Raise aspirations through access to high-quality educational experiences.
- Promote each pupil's awareness and understanding of their own thought process (metacognition) and help them to develop problem-solving strategies.

5.7. We choose approaches that emphasise:

- Relationship-building, both with appropriate adults and with their peers.
- An emotionally-intelligent approach to the setting of clear behaviour boundaries.
- Increasing pupils' understanding of their emotions and identity.
- Positive reinforcement.
- Building self-esteem.
- Relevance to the learner – the approach relates to pupils' interests and make success matter to them.
- A joined-up approach involving the pupil's social worker, carer, VSH and other relevant professionals.
- A child-centred approach to assessment for learning.

6. A tiered approach to PPG spending

6.1. We operate a tiered approach to PPG spending to ensure spending is both balanced and focussed. Spending priorities are as follows:

1: Teaching

2: Targeted academic support

3: Wider strategies

6.2. Ensuring effective teaching in every classroom is the priority for PPG spending. To achieve this, we may spend the PPG in the following ways:

- Professional development
- Recruitment and retention
- Supporting early career teachers

6.3. Evidence shows that targeted support has a positive impact and is a key component of effective PPG use. We may spend the PPG on targeted support in the following ways:

- Structured interventions
- Small group tuition

6.4. Wider strategies are used to overcome non-academic barriers to success. We may spend the PPG on the following wider strategies:

- Behaviour support
- The breakfast club
- Attendance initiatives

7. Use of the CLA and PCLA (previously looked after child) premiums

7.1. The CLA premium is managed by the LA's designated virtual school head (VSH).

7.2. The premium is used to benefit a pupil's educational needs as described in their PEP.

7.3. To avoid any delays in providing support, the school works with the VSH to ensure that funding allocation is as simple as possible.

7.4. The CLA premium is used to facilitate a wide range of educational support for CLA.

7.5. The designated teacher and carers work with the VSH to gain a full understanding of each pupil's needs and to determine how to use the premium to effectively support each pupil.

7.6. The designated teacher works with the VSH to ensure that all available funding is spent.

7.7. PCLA premium is allocated directly to the school.

7.8. PCLA premium is not a personal budget for individual children; however, the VSH and the school may choose to allocate an amount of funding to an individual to support their needs.

7.9. CLA premium is allocated for use with individual children.

8. Example interventions

8.1. We may utilise the following achievement focussed interventions:

- Providing small group work to address pupils' specific knowledge gaps
- Creating additional teaching and learning opportunities using TAs
- Targeting English and maths teaching for pupils who are below target.

- Targeting pupils who require additional help to reach their expected progress that academic year.
- 8.2. We may utilise the following teaching focussed interventions:
- CPD training for staff
 - Teaching development programme delivered by external experts
 - Courses that support teacher development.
- 8.3. We may utilise the following wellbeing focussed interventions:
- One-to-one counselling sessions
 - Access to pastoral activities to support wellbeing.
 - Allocating funds to enable pupils to participate in extra-curricular activities
 - Allocating funds to enable pupils to experience a broad range of SMSC activities.
- 8.4. We may utilise the following communication focussed interventions:
- Vocabulary interventions for pupils with poor oral language and communication skills
 - 1:1 and small group activities led by an experienced member of staff and supported by SALT to develop communication skills.
 - SALT programs designed to support interaction and social skills.
 - Support for pupils to access a range of offsite trips and experiences
- 8.5. We may utilise the following independence focussed interventions:
- Work experience opportunities
 - Opportunities to buddy other pupils.

9. Use of the service pupil premium (SPP)

- 9.1. The SPP is provided to allow the school to provide pastoral support for service children during challenging times and to mitigate the negative impact of family mobility or parental deployment.
- 9.2. Pupils qualify for the SPP if they meet the following criteria:
- One of their parents is serving in the regular armed forces
 - They have been registered as a 'service child' on the January school census at any point since 2014 (known as the 'Ever 6 service measure')
 - One of their parents died whilst serving in the armed forces and the pupil receives a pension under the armed forces compensation scheme or the war pensions scheme
 - They have a parent who is on full commitment as part of the full-time reserve service
- 9.3. The school does not combine the SPP with any other form of PPG.

- 9.4. SPP spending is accounted for separately to any other form of PPG.
- 9.5. The school may use the SPP for:
- Providing pastoral support in the form of counselling, nurture groups, clubs, etc.
 - Improving the means of communication between the pupil and their deployed parents, such as introducing a 'Skype time club'.
 - Helping pupils to develop scrapbooks and diaries that can be shown to parents on their return.
 - Funding staff hours spent assisting the pupil when they join a new school as a result of a new posting.
 - School trips specifically for service children, such as military specific trips that allow pupils to join a wider community and better understand the role their service parent plays.
- 9.6. The school does not use the SPP to subsidise routine school activities.

10. Accountability

- 10.1. Individual targets are set for each pupil in receipt of the PPG and their progress towards achieving these targets is analysed at the end of interventions.
- 10.2. The progress of pupils in receipt of the PPG is regularly discussed with subject teachers.
- 10.3. Ofsted inspections will report on the attainment and progress of disadvantaged pupils in receipt of the PPG.
- 10.4. The school is held to account for the spending of the SPP through the focus in Ofsted inspections on the progress and attainment of the wider pupil premium eligible cohort.
- 10.5. The school publishes its strategy for using the pupil premium on the school website.

11. Reporting

- 11.1. The Designated Teacher reports annually to the Headteacher, governing board and parents/carers regarding how effective PPG spending has been and what impact has been made.
- 11.2. The impact of PPG spending, in terms of improving educational outcomes and cost effectiveness, is monitored, evaluated and reviewed by the headteacher and the governing board.
- 11.3. The EEF's DIY Evaluation Guide is used to measure the impact of our spending.
- 11.4. Information regarding PPG spending is published on the school website.

11.5. For parents/carers of pupils in receipt of PPG, personal information is sent home in pupils' progress reports. This information informs the development of additional or alternative strategies and interventions to further improve the attainment of these pupils.

12. Pupil premium reviews

12.1. If disadvantaged pupils are not meeting expected levels, or slow progress means they are failing to realise their full potential, the school will consider undertaking a pupil premium review to objectively review the pupil premium strategy and identify ways to use the PPG more effectively.

12.2. If requested to do so by Ofsted, the LA or the DfE, the school will commission a pupil premium review.

12.3. The review will be undertaken in partnership with an experienced, independent system leader with a proven track record in improving outcomes for disadvantaged pupils.

12.4. The cost will reflect the DfE's guideline that day rates for external reviews should reflect pay and expenses for a senior leader, including any costs incurred by their school to release them.

12.5. Where costs are prohibitive, the school will consider the use of a joint review with local schools.

12.6. The school may pay an additional cost for the brokerage service providing the reviewer.

12.7. In advance of the review, the school will complete sections 1-4 of the Pupil Premium Review Self-Evaluation Form available in the appendices.

12.8. At the end of the review, the school will have an improved strategy and plans to implement it.

13. Overpayments

13.1. The school will repay any overpayment of PPG by the LA.



West Kirby School and College

British Values Policy

Definition

The government set out their definition of British values in the 2011 Prevent Strategy. These were reinforced in Sept 2014 due to secularisation in some schools in the U.K.

Here at WKS, we focus on embedding fundamental British values throughout the school within the curriculum, SMSC opportunities and the school ethos.

The five British values are as follows:

- Democracy
- the rule of law
- individual liberty
- mutual respect
- tolerance of those of different faiths and beliefs and at WKS, all are promoted and acted upon in the following ways:

Democracy

Pupil Voice is significant in promoting democracy throughout the school. The pupil PowerPoint documents for annual reviews are at the forefront of pupils having a voice within the school and a say on what goes on within it. Peer and self-assessment give the pupils a part to play within the school in relation to teaching and learning. Resolution slips and incident debriefs let our pupils have the opportunity to voice their opinions democratically and be heard and valued. WKS has an open policy for all staff and pupils to illustrate that we all have a part to play in the school.

The Rule of Law

The understanding of the importance of rules is consistently reinforced through assemblies and our cross curricular approach. The involvement of all our pupils in the formation of the school rules helps them to understand the reasons behind the rules and the causes and consequences of actions. PRICE, the Going for Gold System and various policies, including the WKS anti-bullying policy all contribute to the rule of law and how and why it should be upheld. Throughout the year we

welcome visits from members of the wider community including police, the fire brigade and those who work in the justice system and social care. At WKS, we emphasise the importance of upholding the law to create a harmonious society for all.

Individual Liberty

WKS invests a great deal of time in creating a positive choice-making culture in our school, so that children are in a safe environment where choices and freedoms are encouraged. The importance of adhering to human rights is taught throughout the school, especially within History, PSHE (Personal, Social and Health Education) and R.E. (Religious Education.) Our E-Safety policy, and its emphasis on anti-bullying strategies and in keeping all our pupils safe at WKS, personalised learning, individual timetables, travel training, options and entitlements all foster WKS' belief that individual liberty for our pupils should be encouraged and celebrated in a respectful and safe environment.

Mutual respect

Mutual respect is at the forefront of life at WKS. Pupils and staff alike are encouraged to foster a mutual respect approach to all areas of school life. Our Going for Gold System and peer assessment focus on the need for mutual respect within the school and out into the wider community. Staff are encouraged to sit with pupils at lunchtime, our buddying policy encourages respect with peer groups. Pupils are challenged if the ethos of mutual respect at WKS is not upheld.

Tolerance of those of different faiths and beliefs

At WKS, we offer a culturally rich and diverse curriculum in which all major religions are studied and respected. We have themed days focusing on a particular religion or belief and challenge any language or action that shows intolerance of other faiths or beliefs. Our cross curricular approach all encourage and promote tolerance of other faiths. Challenges are made when a pupil is deemed to be acting in an intolerant manner.

WKS is committed to promoting democracy, the rule of law, individual liberty, mutual respect and a tolerance of those with different beliefs or faiths throughout the school.

At WKS, we believe that promoting the five British values in a positive and celebratory way leads to a harmonious and forward-thinking school and fosters well-balanced, tolerant and forward-thinking young people of the future.



West Kirby School and College

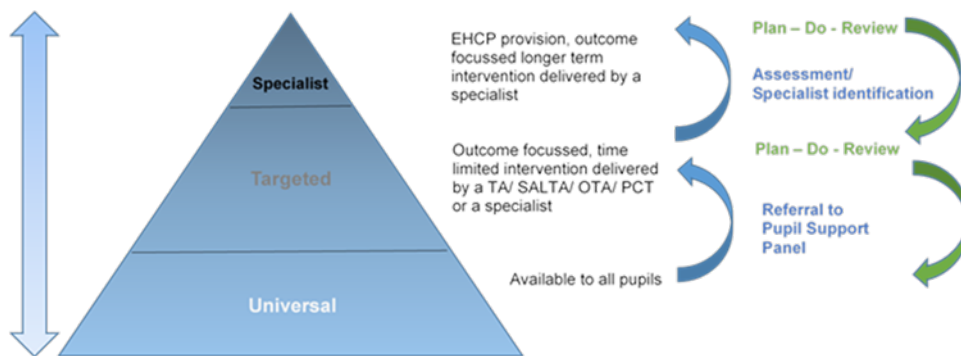
Provision Statement

The staff team comprises of:

Specialist Teachers
Higher Level Teaching Assistants
Teaching Assistants
Speech and Language Therapists and Therapy Assistant
Occupational Therapist and Therapy Assistant
Learning Mentor
Pastoral Care Team
Reading Support (includes dyslexia screening)
School Nurse and Assistant
Transitions and Pathways Officer
Clinical Psychologist
Assistant Clinical Psychologist

Provision

Provision at West Kirby is provided in 3 tiers:



Universal provision

Universal provision is available to all pupils at WKS.

Targeted Provision

Targeted provision is short-term, outcome led interventions which can be delivered by:

- Teaching Assistants supervised by specialist staff
- Pastoral Care Team
- SALT
- OT
- Clinical Psychologist/ Assistant Clinical Psychologist

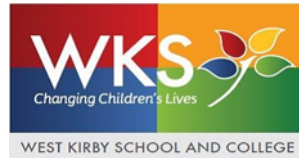
Pupils requiring targeted provision are referred via the Pupil Support Panel. The level of support, who delivers it and the time-scale it will be delivered over is agreed by the Panel and reviewed every 6 weeks.

Specialist Provision

Specialist provision is identified in the pupils' EHCP/ Statement of SEN. This is provided by the specialist staff as required in the EHCP/ Statement of SEN.

If an additional need is identified by the therapists in school requiring specialist provision this is put in place via the Panel process. This is followed up with a request it is included in the EHCP/ Statement of SEN during the Annual Review process.

As with targeted provision, this is outcome led and progress is reviewed regularly by the delivering specialist staff.



West Kirby School and College

RSE and Health Education Policy

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- DfE (2024) 'Keeping children safe in education'
- DfE (2019) 'Relationships Education, Relationships and Sex Education (RSE) and Health Education'
- DfE (2015) 'National curriculum in England: science programmes of study'
- The Relationships Education, Relationships and Sex Education and Health Education (England) Regulations 2019
- Children and Social Work Act 2017

This policy operates in conjunction with the following school policies:

- Behavioural Policy
- Inclusion Policy
- SEND Policy
- E-safety Policy
- Equal Opportunities Policy

- Anti-Bullying Policy
- Child Protection and Safeguarding Policy
- Harmful Sexual Behaviour Policy
- Pupil Confidentiality Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Records Management Policy
- Acceptable Terms of Use Agreement

2. Roles and responsibilities

The governing board is responsible for:

- Ensuring all pupils make progress in achieving the expected educational outcomes.
- Ensuring the RSE and health education curriculum is well-led, effectively managed and well-planned.
- Evaluating the quality of provision through regular and effective self-evaluation.
- Ensuring that teaching is delivered in ways that are accessible to all pupils with SEND.
- Providing clear information to parents on the subject content and the right to request that their child is withdrawn.
- Ensuring RSE and health education is resourced, staffed and timetabled in a way that ensures the school can fulfil its legal obligations.

The Headteacher is responsible for:

- The overall implementation of this policy.
- Ensuring all staff are suitably trained to deliver the subjects.
- Ensuring parents are fully informed of this policy.
- Reviewing all requests to withdraw pupils from non-statutory elements of the RSE and health education curriculum.
- Discussing withdrawal requests with parents, and the child if appropriate, to ensure their wishes are understood and to clarify the nature and purpose of the curriculum, including the benefits of receiving the education.
- Ensuring withdrawn pupils receive appropriate, purposeful education during the period of withdrawal.

- Encouraging parents to be involved in consultations regarding the school's RSE and health education curriculum.
- Reviewing this policy on an annual basis.
- Reporting to the governing board on the effectiveness of this policy and the curriculum.

The RSE and health education subject leader is responsible for:

- Overseeing the delivery of RSE and health education.
- Working closely with colleagues in related curriculum areas to ensure the RSE and health education curriculum compliments, and does not duplicate, the content covered in national curriculum subjects.
- Ensuring the curriculum is age-appropriate and of high-quality.
- Reviewing changes to the RSE and health education curriculum and advising on their implementation.
- Monitoring the learning and teaching of RSE and health education, providing support to staff where necessary.
- Ensuring the continuity and progression between each year group.
- Helping to develop colleagues' expertise in the subject.
- Ensuring teachers are provided with adequate resources to support teaching of the curriculum.
- Ensuring the school meets its statutory requirements in relation to RSE and health education.
- Leading staff meetings and ensuring all members of staff involved in the curriculum have received the appropriate training.
- Organising, providing and monitoring CPD opportunities in the subject.
- Ensuring the correct standards are met for recording and assessing pupil performance.
- Monitoring and evaluating the effectiveness of the subjects and providing reports to the Headteacher.

Subject teachers are responsible for:

- Acting in accordance with, and promoting, this policy
- Delivering RSE and health education in a sensitive way and that is of a high-quality and appropriate for each year group.

- Ensuring they do not express personal views or beliefs when delivering the curriculum.
- Planning lessons effectively, ensuring a range of appropriate teaching methods and resources are used to cover the content.
- Modelling positive attitudes to RSE and health education.
- Liaising with the SENCO about identifying and responding to the individual needs of pupils with SEND.
- Liaising with the RSE and health education subject leader about key topics, resources and support for individual pupils.
- Monitoring pupil progress in RSE and health education.
- Reporting any concerns regarding the teaching of RSE or health education to the RSE and health education subject leader or a member of the SLT.
- Reporting any safeguarding concerns or disclosures that pupils may make as a result of the subject content to the DSL.
- Responding appropriately to pupils whose parents have requested to withdraw them from the non-statutory components of RSE, by providing them with alternative education opportunities.

The SENCO is responsible for:

- Advising teaching staff how best to identify and support pupils' individual needs.
- Advising staff on the use of TAs in order to meet pupils' individual needs.

3. Organisation of the RSE and health education curriculum Key Stage 2

All aspects of RSE are taught through our Curriculum Dimensions thematic topics or as stand-alone lessons and include;

- Health and Wellbeing
- Living in the Wider World
- Relationships

4. RSE subject overview Key Stage 2

By the end of KS2 pupils should know:

Families and people who care for me:

- that families are important for children growing up because they can give love, security and stability.

- the characteristics of healthy family life, commitment to each other, including in times of difficulty, protection and care for children and other family members, the importance of spending time together and sharing each other's lives.
- that others' families, either in school or in the wider world, sometimes look different from their family, but that they should respect those differences and know that other children's families are also characterised by love and care.
- that stable, caring relationships, which may be of different types, are at the heart of happy families, and are important for children's security as they grow up.
- that marriage represents a formal and legally recognised commitment of two people to each other which is intended to be lifelong.
- how to recognise if family relationships are making them feel unhappy or unsafe, and how to seek help or advice from others if needed.

Caring friendships:

- how important friendships are in making us feel happy and secure, and how people choose and make friends.
- the characteristics of friendships, including mutual respect, truthfulness, trustworthiness, loyalty, kindness, generosity, trust, sharing interests and experiences and support with problems and difficulties.
- that healthy friendships are positive and welcoming towards others, and do not make others feel lonely or excluded.
- that most friendships have ups and downs, and that these can often be worked through so that the friendship is repaired or even strengthened, and that resorting to violence is never right.
- how to recognise who to trust and who not to trust, how to judge when a friendship is making them feel unhappy or uncomfortable, managing conflict, how to manage these situations and how to seek help or advice from others, if needed.

Respectful relationships:

- the importance of respecting others, even when they are very different from them (for example, physically, in character, personality or backgrounds), or make different choices or have different preferences or beliefs.
- practical steps they can take in a range of different contexts to improve or support respectful relationships.
- the conventions of courtesy and manners.
- the importance of self-respect and how this links to their own happiness.
- that in school and in wider society they can expect to be treated with respect by others, and that in turn they should show due respect to others, including those in positions of authority.

- about different types of bullying (including cyberbullying), the impact of bullying, responsibilities of bystanders (primarily reporting bullying to an adult) and how to get help.
- what a stereotype is, and how stereotypes can be unfair, negative or destructive.
- the importance of permission-seeking and giving in relationships with friends, peers and adults.

Online relationships:

- that people sometimes behave differently online, including by pretending to be someone they are not.
- that the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online including when we are anonymous.
- the rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them.
- how to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met.
- how information and data is shared and used online.

Being safe:

- what sorts of boundaries are appropriate in friendships with peers and others (including in a digital context).
- about the concept of privacy and the implications of it for both children and adults; including that it is not always right to keep secrets if they relate to being safe.
- that each person's body belongs to them, and the differences between appropriate and inappropriate or unsafe physical, and other, contact.
- how to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know.
- how to recognise and report feelings of being unsafe or feeling bad about any adult.
- how to ask for advice or help for themselves or others, and to keep trying until they are heard.
- how to report concerns or abuse, and the vocabulary and confidence needed to do so.
- where to get advice e.g. family, school and/or other sources.

5. Organisation of the RSE and health education curriculum Key Stage 3-4

All schools providing secondary education are required to deliver statutory RSE and all state-funded schools are required to deliver health education.

For the purpose of this policy, “**relationships and sex education**” is defined as teaching pupils about developing healthy, nurturing relationships of all kinds, and helping them to understand human sexuality and to respect themselves and others.

For the purpose of this policy, “**health education**” is defined as teaching pupils about how they can make good decisions about their own health and wellbeing, and how physical health and mental wellbeing are interlinked.

The RSE and health education curriculum will be developed in consultation with teachers, pupils and parents, and in accordance with DfE recommendations.

We will gather the views of teachers, pupils and parents in the following ways:

- Questionnaires
- Meetings
- Letters
- Training sessions

The majority of the RSE and health education curriculum will be delivered through PSHE education, with some statutory elements taught via the science curriculum.

The RSE and health education subject leader will work closely with their colleagues in related curriculum areas to ensure the curriculum complements and does not duplicate the content covered in national curriculum subjects.

The curriculum has been developed in line with the DfE’s ‘Relationships Education, Relationships and Sex Education (RSE) and Health Education’ guidance.

The school will consider the context and views of the wider local community when developing the curriculum to ensure it is reflective of issues in the local area.

The school will consider the religious background of all pupils when planning teaching, to ensure all topics included are appropriately handled.

The RSE and health education curriculum is informed by topical issues in the school and wider community, to ensure it is tailored to pupils’ needs, for example, if there was a local prevalence of specific sexually

transmitted infections, our curriculum would be tailored to address this issue.

6. RSE subject overview Key Stage 3-4

By the end of KS4 pupils will know

Families:

- That there are different types of committed, stable relationships.
- How these relationships might contribute to human happiness and their importance for bringing up children.
- What marriage is, including their legal status, e.g. that marriage carries legal rights and protections not available to couples who are cohabiting or who have married, for example, in an unregistered religious ceremony.
- Why marriage is an important relationship choice for many couples and why it must be freely entered into.
- The characteristics and legal status of other types of long-term relationships.
- The roles and responsibilities of parents with respect to raising children, including the characteristics of successful parenting.
- Determine whether other children, adults or sources of information are trustworthy.
- Judge when a family, friend, intimate or other relationship is unsafe, and recognise this in others' relationships.
- How to seek help or advice if needed, including reporting concerns about others, if needed

Respectful relationships, including friendships:

- The characteristics of positive and healthy friendships in all contexts (including online), including trust, respect, honesty, kindness, generosity, boundaries, privacy, consent and the management of conflict, reconciliation and ending relationships. This includes different (non-sexual) types of relationships.
- Practical steps they can take in a range of different contexts to improve or support respectful relationships.
- How stereotypes, particularly those based on sex, gender, race, religion, sexual orientation or disability, can cause damage, e.g. how they might normalise non-consensual behaviour or encourage prejudice
- That in school and wider society they can expect to be treated with respect by others, and that in turn they should show due respect to others, including people in positions of authority and due tolerance of other people's beliefs.

- About different types of bullying (including cyberbullying), the impact of bullying, responsibilities of bystanders to report bullying and how and where to get help.
- That some types of behaviour in relationships that can be criminal, including violent behaviour and coercive control.
- What constitutes sexual harassment and violence and why these are always unacceptable.
- The legal rights and responsibilities regarding equality, with reference to the protected characteristics defined in the Equality Act 2010, and that everyone is unique and equal.

Online and media:

- Their rights, responsibilities and opportunities online, and that the same expectations of behaviour apply in all contexts, including online.
- About online risks, including that material someone provides to another has the potential to be shared online and the difficulty of removing potentially compromising material placed online.
- Not to provide material to others that they would not want shared further and not to share personal material which is sent to them.
- What to do and where to get support to report material or manage issues online.
- The impact of viewing harmful content.
- That specifically sexually explicit material, e.g. pornography, presents a distorted picture of sexual behaviours, can damage the way people see themselves in relation to others and negatively affect how they behave towards sexual partners.
- That sharing and viewing indecent images of children (including those created by children) is a criminal offence which carries severe penalties, including jail.
- How information and data is generated, collected, shared and used online.

Being safe:

- The concepts of, and laws relating to, sexual consent, sexual exploitation, abuse, grooming, coercion, harassment, rape, domestic abuse, forced marriage, honour-based violence and FGM, and how these can affect current and future relationships.
- How people can actively communicate and recognise consent from others, including sexual consent, and how and when consent can be withdrawn (in all contexts, including online).

Intimate and sexual relationships, including sexual health:

- How to recognise the characteristics and positive aspects of healthy one-to-one intimate relationships, which include mutual respect, consent, loyalty, trust, shared interests and outlook, sex and friendship.
- That all aspects of health can be affected by choices they make in sex and relationships, positively and negatively, e.g. physical, emotional, mental, sexual and reproductive health and wellbeing.
- The facts about reproductive health, including fertility and the potential impact of lifestyle on fertility for both men and women and menopause
- The range of strategies for identifying and managing sexual pressure, including understanding peer pressure, resisting pressure and not pressurising others.
- That they have a choice to delay sex or enjoy intimacy without sex.
- The facts about the full range of contraceptive choices, their effectiveness and options available.
- The facts around pregnancy including miscarriage.
- That there are choices in relation to pregnancy, with legally and medically accurate, impartial information on all options including keeping the baby, adoption, abortion and where to get further help.
- How the different sexually transmitted infections (STIs) including HIV/Aids are transmitted, how risk can be reduced through safer sex (including condom use) and the importance of facts about testing.
- About the prevalence of some STIs, the impact they can have on those who contract them and key facts about treatment.
- How the use of alcohol and drugs can lead to risky sexual behaviour
- How to get further advice, including how and where to access confidential sexual and reproductive health advice and treatment.

7. Health education subject overview Key Stage 3-4

By the end of KS4 pupils will know:

Mental wellbeing:

- How to talk about their emotions accurately and sensitively, using appropriate vocabulary.
- That happiness is linked to being connected to others.
- How to recognise the early signs of mental wellbeing concerns.
- Common types of mental ill health, e.g. anxiety and depression.
- How to critically evaluate when something they do or are involved in has a positive or negative effect on their own or others' mental health.

- The benefits and importance of physical exercise, time outdoors, community participation and voluntary and service-based activities on mental wellbeing and happiness.

Internet safety and harms:

The similarities and differences between the online world and the physical world, including the impact of unhealthy or obsessive comparison with others online (including through setting unrealistic expectations for body image), how people may curate a specific image of their own life online, over-reliance on online relationships, the risks related to online gambling including the accumulation of debt, how advertising and information is targeted at them and how to be a discerning consumer of information online.

How to identify harmful behaviours online, including bullying, abuse or harassment, and how to report, or find support, if they have been affected by those behaviours.

Physical health and fitness:

The positive associations between physical activity and promotion of mental wellbeing, including as an approach to combat stress.

The characteristics and evidence of what constitutes a healthy lifestyle, maintaining a healthy weight, including the links between an inactive lifestyle and ill health, including cancer and cardio-vascular ill health

About the science relating to blood, organ and stem cell donation.

Healthy eating:

How to maintain healthy eating and the links between a poor diet and health risks, including tooth decay and cancer.

Drugs, alcohol and tobacco:

The facts about legal and illegal drugs and their associated risks, including the link between drug use and serious mental health conditions, including the link to serious mental health conditions.

The law relating to the supply and possession of illegal substances.

The physical and psychological risks associated with alcohol consumption and what constitutes low risk alcohol consumption in adulthood.

The physical and psychological consequences of addiction, including alcohol dependency.

Awareness of the dangers of drugs which are prescribed but still present serious health risks.

The facts about the harms from smoking tobacco (particularly the link to lung cancer), the benefits of quitting and how to access the support to do so.

Health and prevention:

About personal hygiene, germs including bacteria, viruses, how they are spread, treatment and prevention of infection, and about antibiotics.

About dental health and the benefits of good oral hygiene and dental flossing, including healthy eating and regular check-ups at the dentist.

(Late secondary) The benefits of regular self-examination and screening.

The facts and science relating to immunisation and vaccination.

The importance of sufficient good quality sleep for good health and how a lack of sleep can affect weight, mood and ability to learn.

Basic first aid:

Basic treatments for common injuries.

Life-saving skills, including how to administer CPR.

The purpose of defibrillators and when one might be needed.

Changing adolescent body:

Key facts about puberty, the changing adolescent body and menstrual wellbeing.

The main changes which take place in males and females, and the implications for emotional and physical health.

8. Delivery of the curriculum Key Stage 3-4

The majority of the RSE and health education curriculum will be delivered through the PSHE curriculum.

Through effective organisation and delivery of the subject, we will ensure that:

Core knowledge is sectioned into units of a manageable size.

The required content is communicated to pupils clearly, in a carefully sequenced way, within a planned scheme of work.

Teaching includes sufficient and well-chosen opportunities and contexts for pupils to embed new knowledge so that it can be used confidently in real-life situations.

RSE and health education complement several national curriculum subjects. Where appropriate, the school will look for opportunities to make links between the subjects and integrate teaching.

The RSE and health education curriculum will be delivered by appropriately trained members of staff.

The curriculum will proactively address issues in a timely way in line with current evidence on pupil's physical, emotional and sexual development.

RSE and health education will be delivered in a non-judgemental, age-appropriate, factual and inclusive way that allows pupils to ask questions in a safe environment.

Teaching of the curriculum reflects requirements set out in law, particularly in the Equality Act 2010, so that pupils understand what the law does and does not allow, and the wider legal implications of the decisions they make.

The school will integrate LGBTQ+ content into the RSE curriculum – this content will be taught as part of the overall curriculum, rather than a standalone topic or lesson. LGBTQ+ content will be approached in a sensitive, age-appropriate and factual way that allows pupils to explore the features of stable and healthy same-sex relationships.

All teaching and resources are assessed by the RSE and health education subject leader to ensure they are appropriate for the age and maturity of pupils, are sensitive to their religious backgrounds and meet the needs of any SEND, if applicable.

Classes may be taught in gender-segregated groups dependent on the nature of the topic being delivered at the time, and the cultural background of pupils where it is only appropriate to discuss the body in single gender groups.

Throughout every year group, appropriate diagrams, videos, books, games, discussion and practical activities will be used to assist learning.

Inappropriate images, videos, etc. will not be used, and resources will be selected with sensitivity given to the age and cultural background of pupils.

Pupils will be prevented from accessing inappropriate materials on the internet when using such to assist with their learning. The prevention measures taken to ensure this are outlined in the school's E-safety Policy, and Acceptable Terms of Use Agreement.

Teachers will establish what is appropriate for one-to-one and whole-class settings, and alter their teaching of the programmes accordingly.

Teachers will ensure that pupils' views are listened to and will encourage them to ask questions and engage in discussion. Teachers will answer questions sensitively and honestly.

The curriculum will be designed to focus on boys as much as girls and activities will be planned to ensure both are actively involved, matching their different learning styles.

Teachers will focus heavily on the importance of marriage and healthy relationships when teaching RSE, though sensitivity will always be given as to not stigmatise pupils on the basis of their home circumstances.

Teachers will ensure lesson plans focus on challenging perceived views of pupils based on protected characteristics, through exploration of, and developing mutual respect for, those different to themselves.

In teaching the curriculum, teachers will be aware that pupils may raise topics such as self-harm and suicide. When talking about these topics in lessons, teachers will be aware of the risks of encouraging these behaviours and will avoid any resources or material that appear as instructive rather than preventative.

At all points of delivery of the curriculum, parents will be consulted, and their views will be valued. What will be taught and how, will be planned in conjunction with parents.

9. RSE and Health Education Subject overview Key Stage 5 (Post 16)

RSE and Health Education at Key Stage 5 will be provided to the pupils in topic areas that are pertinent to the needs of the group and will cover the content outlined in this section.

By the end of KS5 pupils will:

Sexual health:

develop a nuanced understanding of how to select appropriate contraception in different contexts and relationships

know how to reduce the risk of contracting or passing on a sexually transmitted infection (STI)

know how to take responsibility for their sexual health and know where, and how, to access local and national advice, diagnosis and treatment

Drugs, Alcohol and Tobacco:

know the impact of and manage alcohol and drug use in relation to immediate and long-term health

understand how alcohol and drug use can affect decision making and personal safety, including looking out for friends, safe travel and drink-spiking

know the impact of alcohol and drug use on road safety, work-place safety, reputation and career

the risks of being a passenger with an intoxicated driver and ways to manage this

Consent:

understand the moral and legal responsibilities that someone seeking consent has, and the importance of respecting and protecting people's right to give, not give, or withdraw their consent (in all contexts, including online)

understand the emotional, physical, social and legal consequences of failing to respect others' right not to give or to withdraw consent

how to recognise, and seek help in the case of, sexual abuse, exploitation, assault or rape, and the process for reporting to appropriate authorities

Contraception and parenthood:

understand the implications of unintended pregnancy and young parenthood; to recognise the advantages of delaying conception, whilst acknowledging the changes in fertility with age

be able to negotiate, and if necessary be able to assert, the use of contraception with a sexual partner

know how to effectively use different contraceptives, including how and where to access them

be able to evaluate the most appropriate methods of contraception in different circumstances (including emergency contraception)

be able to access the pathways available in the event of an unintended pregnancy and understand the importance of getting advice and support quickly

10.RSE and Health Education Programme of Study Key Stage 5 (Post 16)

The school is free to determine an age-appropriate, developmental curriculum which meets the needs of young people and includes the content outlined in section 9 of this policy. The school will endeavour to use current affairs and deliver hot topics as an additional emerging and developmental need.

11.Delivery of the curriculum Key Stage 5

The majority of the RSE and health education curriculum will be delivered through the Preparation for Adulthood curriculum.

Through effective organisation and delivery of the subject, we will ensure that:

Core knowledge is sectioned into units of a manageable size.

The required content is communicated to pupils clearly, in a carefully sequenced way, within a planned scheme of work.

Teaching includes sufficient and well-chosen opportunities and contexts for pupils to embed new knowledge so that it can be used confidently in real-life situations.

The RSE and health education curriculum will be delivered by appropriately trained members of staff.

The curriculum will proactively address issues in a timely way in line with current evidence on pupil's physical, emotional and sexual development.

RSE and health education will be delivered in a non-judgemental, age-appropriate, factual and inclusive way that allows pupils to ask questions in a safe environment.

Teaching of the curriculum reflects requirements set out in law, particularly in the Equality Act 2010, so that pupils understand what the law does and does not allow, and the wider legal implications of the decisions they make.

The school will integrate LGBTQ+ content into the RSE curriculum – this content will be taught as part of the overall curriculum, rather than a standalone topic or lesson. LGBTQ+ content will be approached in a sensitive, age-appropriate and factual way that allows pupils to explore the features of stable and healthy same-sex relationships.

All teaching and resources are assessed by the RSE and health education subject leader to ensure they are appropriate for the age and maturity of pupils, are sensitive to their religious backgrounds and meet the needs of any SEND, if applicable.

Classes may be taught in gender-segregated groups dependent on the nature of the topic being delivered at the time, and the cultural background of pupils where it is only appropriate to discuss the body in single gender groups.

Appropriate diagrams, videos, books, games, discussion and practical activities will be used to assist learning.

Inappropriate images, videos, etc. will not be used, and resources will be selected with sensitivity given to the age and cultural background of pupils.

Pupils will be prevented from accessing inappropriate materials on the internet when using such to assist with their learning. The prevention measures taken to ensure this are outlined in the school's E-safety Policy, and Acceptable Terms of Use Agreement.

Teachers will establish what is appropriate for one-to-one and whole-class settings, and alter their teaching of the programmes accordingly.

Teachers will ensure that pupils' views are listened to and will encourage them to ask questions and engage in discussion. Teachers will answer questions sensitively and honestly.

The curriculum will be designed to focus on boys as much as girls and activities will be planned to ensure both are actively involved, matching their different learning styles.

Teachers will focus heavily on the importance of marriage and healthy relationships when teaching RSE, though sensitivity will always be given as to not stigmatise pupils on the basis of their home circumstances.

Teachers will ensure lesson plans focus on challenging perceived views of pupils based on protected characteristics, through exploration of, and developing mutual respect for, those different to themselves.

In teaching the curriculum, teachers will be aware that pupils may raise topics such as self-harm and suicide. When talking about these topics in lessons, teachers will be aware of the risks of encouraging these behaviours and will avoid any resources or material that appear as instructive rather than preventative.

At all points of delivery of the curriculum, parents will be consulted, and their views will be valued. What will be taught and how, will be planned in conjunction with parents.

12. Curriculum links

The school seeks opportunities to draw links between RSE and health education and other curriculum subjects wherever possible to enhance pupils' learning.

RSE and health education will be linked to the following subjects:

Preparation for Adulthood – pupils are provided with the knowledge, skills and understanding to help prepare them to play a full and active part in society, including an understanding of how laws are made and upheld and how to make sensible decisions.

Science – pupils are taught about the main external parts of the body and changes to the human body as it grows, including puberty.

ICT and computing – pupils are taught about how they can keep themselves safe online and the different risks that they may face online as they get older.

PE – pupils can develop competence to excel in a broad range of physical activities, are physically active for sustained periods of time, engage in competitive sport and lead healthy, active lives.

PSHE – pupils learn about respect and difference, values and characteristics of individuals.

13. Working with parents

The school understands that parents' role in the development of their children's understanding about relationships and health is vital.

The school will work closely with parents when planning and delivering the content of the school's RSE and health education curriculum.

When in consultation with parents, the school will provide:

- The curriculum content, including what will be taught and when.
- Examples of the resources the school intends to use to deliver the curriculum.
- Information about parents' right to withdraw their child from non-statutory elements of RSE and health education.

Parents will be provided with frequent opportunities to understand and ask questions about the school's approach to RSE and health education.

The school understands that the teaching of some aspects of the curriculum may be of concern to parents.

If parents have concerns regarding RSE and health education, they may submit these via email to sthomas@wkrs.co.uk, or contact the school office to arrange a meeting with the Headteacher on 0151 632 3201

Parents will be regularly consulted on the curriculum content, through meetings and letters, and the curriculum will be planned in conjunction with parents' views.

14. Working with external agencies

Working with external agencies can enhance our delivery of RSE and health education, and brings in specialist knowledge and different ways of engaging pupils.

External experts may be invited to assist from time-to-time with the delivery of the RSE and health education curriculum but will be expected to comply with the provisions of this policy.

The school will check the visitor/visiting organisation's credentials of all external agencies.

The school will ensure the teaching delivered by the external experts fits with the planned curriculum and provisions of this policy.

The school will discuss with the visitor the details of how they intend to deliver their sessions and ensure the content is age-appropriate and accessible for all pupils.

The school will request copies of the materials and lesson plans the visitor will use, to ensure it meets the full range of pupils' needs.

The school and the visitor will agree on how confidentiality will work in any lesson and that the visitor understands how safeguarding reports must be dealt with in line with the school's Child Protection and Safeguarding Policy.

The school will use visitors to enhance teaching by an appropriate member of teaching staff, not to replace teaching by those staff.

15. Withdrawal from lessons

Parents have the right to request that their child is withdrawn from some or all of sex education delivered as part of statutory RSE.

Parents **do not** have a right to withdraw their child from the relationships or health elements of the programmes.

Requests to withdraw a child from sex education will be made in writing to the Headteacher.

Before granting a withdrawal request, the headteacher will discuss the request with the parents and, as appropriate, the child, to ensure their wishes are understood and to clarify the nature and purpose of the curriculum.

The Headteacher will inform parents of the benefits of their child receiving RSE and any detrimental effects that withdrawal might have.

All discussions with parents will be documented. These records will be kept securely in the school office in line with the school's Records Management Policy.

Following discussions with parents, the school will respect the parents' request to withdraw their child up to and until three terms before the child turns 16. After this point, if the child wishes to receive RSE rather than be withdrawn, the school will make arrangements to provide the child with RSE.

Pupils who are withdrawn from RSE will receive appropriate, purposeful education during the full period of withdrawal.

For requests concerning the withdrawal of a pupil with SEND, the headteacher may take the pupils' specific needs into account when making their decision.

16. Equality and accessibility

The school will comply with the relevant requirements of the Equality Act 2010 and will ensure the curriculum does not discriminate against pupils because of their:

- Age
- Sex
- Race
- Disability
- Religion or belief
- Gender reassignment
- Pregnancy or maternity
- Marriage or civil partnership
- Sexual orientation

The school will consider the backgrounds, gender, age range and needs of its pupils and determine whether it is necessary to put in place additional support for pupils with the above protected characteristics.

The school understands that pupils with SEND are entitled to learn about RSE and health education, and the curriculum will be designed to be inclusive of all pupils.

The school is aware that some pupils are more vulnerable to exploitation, bullying and other issues due to the nature of their SEND – teachers will understand that they may need to liaise with the SENCO and key stakeholders and be more explicit and adapt their planning or work to appropriately deliver the curriculum to pupils.

Where there is a need to tailor content and teaching to meet the needs of pupils at different developmental stages, the school will ensure the teaching remains sensitive, age-appropriate, developmentally appropriate and is delivered with reference to the law.

The school will take steps to foster healthy and respectful peer-to-peer communication and behaviour between boys and girls, and provide an environment which challenges perceived limits on pupils based on their gender or any other characteristic.

The school will be actively aware of everyday issues such as sexism, misogyny, homophobia and gender stereotypes and take positive action to build a culture within which these are not tolerated. Any occurrences of such issues will be identified and tackled promptly.

The school will make clear that sexual violence and sexual harassment are not acceptable and will not be tolerated.

17. Safeguarding and confidentiality

All pupils will be taught about keeping themselves safe, including online, as part of a broad and balanced curriculum.

Confidentiality within the classroom is an important component of RSE and health education, and teachers are expected to respect the confidentiality of their pupils as far as is possible, in compliance with the school's Safeguarding Policy.

Teachers will, however, understand that some aspects of RSE may lead to a pupil raising a safeguarding concern, e.g. disclosing that they are being abused, and that if a disclosure is made, the DSL will be alerted immediately.

Pupils will be made aware of how to raise their concerns or make a report, and how their report will be handled – this includes the process for when they have a concern about a peer.

18. Assessment

The school has the same high expectations of the quality of pupils' work in RSE and health education as for other curriculum areas.

Lessons are planned to provide suitable challenge to pupils of all abilities.

Assessments are used to identify where pupils need extra support or intervention.

There are no formal examinations for RSE and health education; however, to assess pupil outcomes, the school will capture progress in the following ways:

Written assignments

Self-evaluations

19. Staff training

Training will be provided by the RSE and health education subject leader to the relevant members of staff on a half-termly basis to ensure they are up-to-date with the RSE and health education curriculum.

Training will also be scheduled around any updated guidance on the curriculum and any new developments, such as “sexting”, which may need to be addressed in relation to the curriculum.

The school will ensure teachers receive training on the Social Exclusion Report on Teenage Pregnancy, and the role of an effective RSE curriculum in reducing the number of teenage conceptions.

Appropriately trained staff will be able to give pupils information on where and how to obtain confidential advice, counselling and treatment, as well as guidance on emergency contraception and their effectiveness.

20. Monitoring quality

The RSE and health education subject leader is responsible for monitoring the quality of teaching and learning for the subject.

The RSE and health education subject leader will conduct subject assessments on a termly basis, which will include a mixture of the following:

Self-evaluations

Lesson observations

Topic feedback forms

Learning walks

Work scrutiny

Lesson planning scrutiny

The RSE and health education subject leader will create annual subject reports for the headteacher and governing board to report on the quality of the subjects.

The RSE and health education subject leader will work regularly and consistently with the Headteacher, RSE link trustee and deputy headteacher in charge of personal development, e.g. through termly review meetings, to evaluate the effectiveness of the subjects and implement any changes.

21. Monitoring and review

This policy will be reviewed by the RSE and health education subject leader on an annual basis.

Any changes needed to the policy, including changes to the programmes, will be implemented by the headteacher.

Any changes to the policy will be clearly communicated to all members of staff and, where necessary, parents and pupils, involved in the RSE and health education curriculum.

Letter to Parents Regarding RSHE

West Kirby School and College
Meols Drive
West Kirby
CH48 5DH

RE: Relationship, Sex and Health Education at West Kirby School and College

Dear Parents/Carers

Government guidelines outline that, from the age of 11, it is compulsory for all schools to provide an RSE and health education curriculum.

At our school, we believe that it is important to provide our pupils with a thorough and balanced curriculum, including age-appropriate information about sex and relationships.

The details of what will be taught to the various year groups is detailed in the school's Secondary RSE and Health Education Policy, which can be accessed on our school website www.wkrs.co.uk , or in hard copy via our school office.

Though schools must provide RSE and health education for pupils from the age of 11, up until the age of 19, only aspects of the science national curriculum are compulsory for pupils to learn. Therefore, as parents, you are entitled to request that your child be removed from sex education lessons up to and until three terms before they turn 16-years-old. After that point, if your child wishes to receive sex education, the school will make arrangements to provide them with sex education during one of those terms.

Requests for withdrawal should be submitted in writing to myself, the [principal](#), who will discuss this with you and your child's teacher, and determine an appropriate substitute for these lessons. In most instances, children will be provided with self-directed reading or exercises which they can complete under the supervision of a trainee teacher.

Furthermore, following the government's recent review of Relationship, Sex and Health Education parents are able to access all resources that are taught both internally by our staff and external specialist agencies that we use in school such as Brook Advisory Service. If you would like to request to view these resources please email Mr R Musgrave (rmusgrave@wkrs.co.uk)

If you have any concerns or queries about your child's participation in these lessons, please do not hesitate to contact either myself or your child's class teacher to discuss these.

Yours sincerely,

[R.Hicks](#)

Headteacher



Preparation For Adulthood

Introduction:

- The Buckland Review of Autism and Employment (Feb 2024) identifies that only 3 in 10 working age autistic people are in employment; autistic people face the largest pay gap of all disabled people; autistic graduates are twice as likely to be unemployed after 15 months as non-disabled graduates.
- West Kirby School and College is committed to ensure all pupils are empowered to continue with their education and find gainful employment; live with independence; be included and contribute to their community; experience good health and are fully prepared for life beyond school.
- This policy outlines how West Kirby School and College supports pupils in Preparing for Adulthood from Year 7 onwards.

Legal Framework:

- SEND Code of Practice 2015
- Children and Families Act 2014
- Equality Act 2010

Policy Aims

- Ensure early, person-centred planning for adulthood.
- Promote high aspirations and independent living.
- Equip pupils with the skills needed for employment, further education, and community inclusion.
- Involve young people and families in decision-making.

Intent

The Preparation for Adulthood (PfA) programme at West Kirby supports progress in the four PfA outcomes:

Employment and Higher/Further Education - through career guidance, work experience, vocational training, college taster days.

Independent Living - through travel training, money management, personal safety, accessing services.

Friends, Relationships and Community Inclusion - through the development of social skills, community access, extracurricular participation.

Good Health – through health and well-being education, transition to adult health services and development of self-care skills.

Implementation

Person-Centred Planning:

- Annual reviews from Year 9 include PfA goals.
- EHCP outcomes linked to adulthood preparation.

Collaboration:

- Joint planning with parents/carers, local authority, health and social care services.

Curriculum:

- Discrete Preparation for Adulthood lessons delivered weekly to cover the four PfA outcomes.
- PSHE, RSE and careers education.
- Cross curricular links.

Transition Support:

- Clear transition plan for post-16 and post-19 pathways.
- Supported visits to colleges/apprenticeships or adult provision.

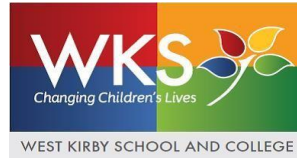
Impact

Progress in each PfA outcome is recorded using the Evidence for Learning app. This ensures even coverage and highlights areas of strength and where further development is needed.

Pupils are better equipped for life beyond West Kirby and able to access appropriate services to further support their development.

Roles and Responsibilities

- **PfA Lead Teacher:** Oversee planning and implementation of PfA curriculum across school.
- **Teachers/Teaching Assistants and other Support Services:** Embed PfA outcomes into daily teaching and experiences.
- **Independent Careers Advisor:** Provides tailored careers support for pupils.
- **School Transitions Officer:** Support with the delivery of work-related learning, work experience and transition plans
- **SENCo:** Co-ordinate Annual Review process and ensure PfA outcomes included in EHCPs.
- **Local Authority:** Ensures access to support services and adult social care transition planning.
- **Parents/Carers:** Key partners in planning for adulthood and transition.



West Kirby School and College

Accessibility Plan

Aims of the Accessibility Plan

This plan outlines how West Kirby School & College aims to increase access to education for pupils with disabilities in the three areas required by the planning duties in the Equality Act 2010 (i.e. the curriculum, physical environment and information).

A person is regarded as having a disability under the Act where they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

This plan aims to:

- Increase the extent to which pupils with disabilities can participate in the curriculum.
- Improve the physical environment of the school to enable pupils with disabilities to take better advantage of education, benefits, facilities and services provided.
- Improve the availability of accessible information to pupils with disabilities.

The above aims will be delivered within a reasonable timeframe, and in ways which are determined after taking into account pupils' disabilities and the views of parents and pupils. In the preparation of an accessibility strategy, the LA must have regard to the need to allocate adequate resources in the implementation of this strategy.

The governing board also recognises its responsibilities towards employees with disabilities and will:

- Monitor recruitment procedures to ensure that individuals with disabilities are provided with equal opportunities.
- Provide appropriate support and provision for employees with disabilities to ensure that they can carry out their work effectively without barriers.
- Undertake reasonable adjustments to enable staff to access the workplace.

The plan will be resourced, implemented, reviewed and revised in consultation with:

- Pupils' parents.
- The headteacher and other relevant members of staff.

- Trustees.
- External partners.

This plan is reviewed every three years to take into account the changing needs of the school and its pupils. The plan is also reviewed where the school has undergone a refurbishment.

The accessibility audit

The governing board will undertake an annual Accessibility Audit.

The audit will cover the following three areas:

Access to the curriculum – the governing board will assess the extent to which pupils with disabilities can access the curriculum on an equal basis with their peers.

Access to the physical environment – the governing board will assess the extent to which pupils with disabilities can access the physical environment on an equal basis with their peers.

Access to information – the governing board will assess the extent to which pupils with disabilities can access information on an equal basis with their peers.

When conducting the audit, the governing board will consider all kinds of disabilities and impairments, including, but not limited to, the following:

Ambulatory disabilities – this includes pupils who use a wheelchair or mobility aid

Dexterity disabilities – this includes those whose everyday manual handling of objects and fixtures may be impaired

Visual disabilities – this includes those with visual impairments and sensitivities

Auditory disabilities – this includes those with hearing impairments and sensitivities

Comprehension – this includes hidden disabilities, such as autism and dyslexia

The findings from the audit will be used to identify short-, medium- and long-term actions to address specific gaps and improve access.

All actions will be carried out in a reasonable timeframe, and after taking into account pupils' disabilities and the preferences of their parents.

The actions that will be undertaken are detailed in the following sections of this document.

Planning duty 1: Curriculum

	Target	Action(s)	Who	When	Outcome(s)	Target
Short term	Staff members know whether the curriculum is accessible	Audit of the curriculum	Headteacher, teachers, SENCO	In place	Management and teaching staff are aware of the accessibility gaps in the curriculum	Ongoing
	Staff members have the skills to support pupils with SEND	INSET provided to staff members both in house and external as part of Induction and CPD	Headteacher, external advisors, SENCO	Ongoing	Staff members have the skills to support pupils with SEND	Ongoing
Medium term	School trips do take into account pupils with SEND	Needs of pupils with SEND are incorporated into the planning process through Risk	Deputy Heads, Teachers, SENCO	In place	Planning of school trips takes into account pupils with SEND	Ongoing

		Assessment and Evolve				
Long term	Pupils with SEND can access lessons	Provide laptops and other adjustments for pupils with SEND	Headteacher, Head of IT, OT, SENCO	In place	Pupils with SEND can access lessons	Ongoing

Planning duty 2: Physical environment

	Target	Action(s)	Who	When	Outcome(s)	Review
Short term	Management know if the school's physical environment is accessible	Audit of physical environment	Estates, Operations and Health & Safety Manager	In place	School is aware of accessibility barriers to its physical environment and will make a plan to address them	Ongoing
	Disabled pupils can be safely evacuated in an emergency	Personal evacuation plans completed for students who are identified as requiring one	SENCo	In place	All pupils who require a PEEP, have an up to date and properly communicated PEEP which has been practised to ensure it can be implemented successfully	Termly
	Ensure all fire escape routes are suitable and safe for all	Monitor success and issues during standard fire practice and amend if necessary.	Premises Manager	In place	All disabled staff, pupils and visitors are able to have safe and independent evacuation in emergency situations.	Ongoing
	Ensure all external doors are secure and prevent unauthorised entry	Electronic fob access control in place on all external / high-security doors	Premises Manager	In place	All external and high-security doors can only be opened by authorised personnel.	Ongoing

	Enable disabled pupils and visitors to park within reasonable distance of the school	All parking zones to include suitably marked disabled spaces.	Premises Manager	In place	Improved parking for people with mobility difficulties	Ongoing
	Ensure all pathways are well maintained, level and do not present trip hazards	All pathways to be regularly inspected, repaired and maintained	Premises Manager	In place	All pupils and visitors are able to move around the school grounds safely	Ongoing
Medium term	Learning environment of pupils with visual impairments is accessible	Incorporation of appropriate colour schemes Regular review of the lighting in classrooms and common areas Installation and use of blinds in classrooms	Premises Manager	In place	Learning environment is accessible to pupils with visual impairments	Ongoing

	Toilets are accessible	Handrails installed Disabled toilets are available	Premises Manager	In place	Access to toilets is increased	Ongoing
Long term	Children with physical disabilities can access school buildings and facilities	Ramps with handrails are installed at main entrance and exit doors Lifts are available between all floors Decked walkway paths in horticulture area	Premises Manager	In place	School buildings and facilities are fully accessible	Ongoing

Planning duty 3: Information

	Target	Action(s)	Who	When	Outcome(s)	Target
Short term	Management staff do know whether school information is accessible or not	Audit of information and delivery procedures	SENCO, Head of IT	In place	School is aware of accessibility gaps to its information delivery procedures	Ongoing
	School is aware how to make written information accessible	Schools seeks advice from external advisors	SENCO	In place	School is aware of local services for converting written information into alternative formats	In place
Medium term	Ensure written information is accessible to pupils with visual impairments	Provide written information in alternative formats Incorporate appropriate colour schemes when refurbishing and install window blinds	SENCO, Head of IT	In place	Written information is fully accessible to children with visual impairments	In place

Long term	School website is fully accessible to children with SEND	Audit of website	Head of IT	In place	Website is fully accessible	Ongoing
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