

Dawlish Federation of Special Schools

**Ratcliffe School,
John Nash Drive,
Dawlish,
Devon EX7 9RZ**

Tel: 01626 862939
Fax: 01626 888101

email: admin@dawlish-ratcliffe.devon.sch.uk



**Oaklands Park School,
John Nash Drive,
Dawlish,
Devon EX7 9SF**

Tel: 01626 862363

email: admin@oaklandspark.devon.sch.uk

Executive Principal: Mr M Rose - M.Ed., B.Sc., (Hons.), N.P.Q.H.

The Merge – Update 3

Dear Parents and Carers

We are excited to share with you some more news and updates about how we are working towards our new school, Orchard Manor. We have already shared some of this with the parents who attended a briefing led by Mr Rose.

Logo

Firstly, we are thrilled to share with you our new school logo. This logo is inspired both by the wonderful woodland that surrounds our sites and the joining together of our schools. The different shaped leaves represent the diversity and inclusivity of our school family. It will appear on all our stationery and will be used to create a badge for the pupils' school uniform.



School Uniform

As an important step to creating our identity as one school, we are pleased to tell you that after forming a working party of pupils and staff from both schools, we have agreed on a new uniform.

The top will be grey with a choice of sweatshirt, smart V neck jumper or cardigan with optional blazer and tie for the older students. A white collared polo shirt or shirt will complement the uniform which you will be able to purchase with or without the logo.

The new school logo will be added to the tops and you will be able to order them online from Tesco and another supplier when they are available.

We will be showcasing the full uniform at our next parents evening where you will have the opportunity to see it in full. We will send out a fully itemised list when one is available.

The Sites

The two sites of our new school will be named Upper School and Lower School. The majority of EYFS to KS2 classes will be taught on the Lower School site although there will be some static KS3 and KS4 classes educated on this site. These will be classes of pupils whose needs will be better met alongside peers with similar social, emotional and developmental needs. The Upper School site will provide a more secondary style curriculum for KS3 and KS4 classes. Pupils on this site will be supported to increasingly

transition between lessons to access subject specialist teaching. One KS2 class will also be based at Upper School alongside peers who will better support their on-going holistic development. All parents and careers of pupils who will be based on a different site in September have been contacted by the school individually.

Reception for Orchard Manor School

The Manor building on the current Oaklands Park site will be our centralised reception for Orchard Manor School from September. Our merged administration team will also be based in the same building.

Pathway

The new pathway connecting our two sites was built during the Easter holidays. It has lighting for the winter evenings and cabling has been installed for the superfast broadband and telephone connections which will support the sharing of our information across the new school. Currently the gate separating the upper and lower site is manually locked but it will eventually be operated by a fob system enabling easy access for staff and students. The children have helped to landscape the area with the trees donated by the Woodland Trust and we have re-seeded the edges with new grass. When everything beds in it will be a lovely woodland walk between the Upper and Lower school.

School Timings

The term times for our new school have been aligned, with the term dates remaining the same – you can find these on either website.

Orchard Manor School Day

We have decided on the school day times for Orchard Manor. Our two schools currently have different start and finish times so aligning them has been essential. The new times for September will include a later start on the first day back of every week. This later start will enable our residential pupils, some of whom live a considerable distance from school, to leave their family home at a reasonable time before starting their week with us. Some pupils currently attending our school have up to a 2 hour 40 minute journey on a Monday and Friday.

The decision to start later on the first day back and to finish each half term at 1.00 has also been made to enable us to provide all the required staff training that cannot be fitted into our staff training days.

This training will include:

- Communication and Interaction
 - Speech and Language
 - Makaton
 - Attention Autism
 - Total communication
- Wellbeing
 - Early Help for Mental Health
 - De-escalation and Physical Intervention
 - Thrive
 - Mentoring
 - Demand Avoidance

- Health
 - Managing Medication
 - First Aid
 - Epilepsy
 - Asthma
 - Resuscitation
 - Dysphagia
- Safety
 - Safeguarding
 - Prevent
 - FGM
 - Online Safety
 - Moving & Handling
- Education
 - Dyslexia
 - Autism Awareness
 - and all aspects of Teaching and Learning

This training is required to ensure we are best able to meet the range of complex needs of our school population. The later start on a Monday will provide these essential training opportunities.

The start and finish time for the school day from September:

Monday (the first day back of each week)	10.40 School starts 3.35 School finishes
Tuesday - Friday	9.10 School starts 3.35 School finishes
Last day of every Half Term	9.10 School starts 1.00 School finishes

Taxi Drop Off and Pick Up

Devon County Transport has agreed that taxis will continue to collect and drop off to the two sites of our new school. Other than the usual annual changes to taxi routes due to leavers and new starters, county transport do not anticipate any significant changes to their existing provision. They will, as always, be in contact with parents and careers to advise of any changes to routes and timings.

Residential Update

New friendships have been formed across all our residential houses, helped by all the fantastic activities which have been organised by our Care Team. We continue to run our varied activities and entertainment every evening - every Monday is Social night and all houses get together for an evening of fun and games. There have been swimming trips, cinema trips and dinners enjoyed by the residents and staff alike. Every night there is something going on – from craft classes to Red Rock Youth Club and our newest members have settled in very quickly, making their residences a real home from home.

To celebrate the merge we organised a lovely evening for the children and we invited governors, parents, staff their family and friends. It was a super evening, helped by the perfect summer weather and the young people had great fun with the bungee jump racing and the inflatable sumo wrestling suits. The evening ended with a wonderful BBQ buffet of burgers, sausages and fizzy pop which was enjoyed by everyone.

New School and New Term in September

We know how important personal relationships between our young people and our staff are. As usual, our children will be well prepared before the new school year and will have a chance to meet their new tutors and build relationships with key members of staff well before the new term starts.

In addition to this we have planned a joint whole school day in July. This will give the opportunity for children to take part in fun activities and get to know each other better. This is part of a carefully thought through plan to ensure that children feel as positive and comfortable with the new school as possible. This will follow a series of opportunities for pupils to share their thoughts feelings and questions with their tutors either directly or anonymously through a “thoughts and feelings box” which will be situated in an accessible place throughout the next few weeks. We will endeavour to answer all questions put to us in order to reassure and promote the exciting opportunities ahead.

Here are more of our Team

Graham Tolliday – Assistant Principal of Care



I am the Assistant Principal of Care for our newly merged residential provision and also the present Chairman of the Parents Staff and Friends Association (PSFA). I have worked in SEN Care since 1996 and started working here at Oaklands Park School in 2011 having previously worked here some 20 years before.

I am wholly committed to the Federation and our new school, focussing on the health, wellbeing and happiness of all children and staff who attend, helping them to reach their full potential. Additionally I work with the development of the magnificent site and buildings we have at our disposal.

Betsy Binyon - Pupil and Family Support Worker.



I am the Pupil and Family support Worker at Ratcliffe School. At present I work four days a week Monday to Thursdays. I have been in this role since 2008 after working within the Care Team since 1996.

My role was the first of this type in a Devon school. The post quickly developed and proved to be beneficial and has led to other schools appointing a member of staff to the same role.

One of my many duties is to help support pupils and families at times of transition or need, liaising with our partner agencies and making referrals if needed. The most important and enjoyable part of my job is to foster positive links with parents and carers. One of my aims is to help facilitate a support group within the school, for families to feel that they are not on their own and be able to seek support and advice from each other as well as us. This could in turn lead to family social and fund raising events alongside our Parents Staff and Friends Association (PSFA).

As we merge with Oaklands School I am looking forward to working alongside Mandy McVitty -Pastoral Support Worker, and for us to develop a team that can offer support to students and Families. The support will come from liaising with outside agencies as well as drawing on the wealth of experience we have within the staff team at our new Orchard Manor School.

Josie Parkin - Speech and Language Therapist



I am the Speech and Language Therapist at Ratcliffe School and I look forward to working across our newly merged school in September, as part of a larger Speech and Language Therapy team. I began working at Ratcliffe in December 2014 after graduating with a degree in Speech and Language Therapy but have previously worked at Oakland's Park School as a supply TA.

As I am employed by The Federation I am able to offer advice and therapy for speech, language and communication difficulties which are not always supported by community therapists in Devon. For example: selective mutism.

I support pupils with a range of needs including speech difficulties, receptive and expressive language difficulties and a variety of social interaction needs. I offer one to one sessions to assess skills and deliver therapy. I also run group sessions which include Lego Therapy and Attention Autism groups. I work closely with teaching staff to ensure a whole school approach is used to improve pupil's communication and to provide targets and recommendations for EHCPs. I also run the School Makaton choir where pupils are invited to sing and/or sign along to different songs.

New Governing Body

From September 2018 our new school Orchard Manor will have a new governing body. We need a parent governor to join the team and we have added an application form at the end of this newsletter. Being a part of the Governing Body you will have a key role in the strategic leadership of the school. You don't need to know lots about education but you do need to care about making a difference for children.

Being a governor is interesting, challenging and satisfying and as well as attending meetings you will be able to be involved in the school in other ways. If you want to know more please get in touch with the clerk to governors at Lindijknight@aol.com.

New Leadership Team

Finally we are pleased to announce the appointment of Nicola Jones as Head of Education. Nicola has been with us since February in a seconded role supporting both schools. She is delighted to be taking up this role on a permanent basis. We are equally delighted with her appointment and that of our Assistant Principals:

Adele Thomas – Assistant Principal Empowerment

Bryan Webster – Assistant Principal Curriculum

Rowena Schofield – Assistant Principal Progress

Paul Giles- Phillips – Assistant Principal Personalisation

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Dear Parent or Carer

PARENT GOVERNOR ELECTION

There is a vacancy for a parent governor on our school's governing body and I am writing to invite nominations to fill this vacancy. Please think about becoming a governor, or encouraging others to volunteer.

Parent governors are welcomed as valued members of the governor team and play an important role; the governing body works together as a group, meeting at least once every half term. Together they are responsible for the strategic direction of the school, promoting high standards of educational achievement and ensuring our resources are used to maximum impact. Life as a governor is interesting and varied and we feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance.

In looking to fill this vacancy the governors of the school have identified the following skills, experience and attributes that they feel would help strengthen the governing body:

Safeguarding, Residential Care, Accountancy, HR & Personnel, Family & Education Law

Training and support will be available to help you develop into the role. This will include in-house mentoring and support as well as access to external governor training. Those new to being a governor are expected to attend induction training. The term of office for parent governors is **4** years. For further information about the role please get in touch with mcarter@oaklandspark.devon.sch who will be happy to help.

If you would like to stand for election, please complete and sign the enclosed nomination form and return to the Oaklands Park School office no later than 12 noon on 8th June 2018. If you wish you can include a few details about yourself and why you would like to become a governor (not exceeding 100 words). This will then be circulated to all parents to help them decide who to vote for if an election is required. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. An election, by secret ballot, will be held if more nominations are received than the number of vacancies. If an election is needed details of the procedure will be sent to all parents.

Nominations must be from parents or carers with children at the school on the day that nominations close. The enclosed sheet summarises the disqualification criteria to serve as a governor. Anyone standing for election must certify that he/she is not disqualified for any reason. Parents/carers who have paid employment in the school for 500 hours per academic year or more or who are elected members of the Local Authority are not eligible to stand in these elections.

Yours sincerely

Chair of Governing Body

Disqualification criteria

A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:

- fails to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio governors);
- is subject to a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;
- has had his or her estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- is subject to:
 - a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
 - a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order);
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of anybody;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002;
- is disqualified from registration for child-minding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
- has received a prison sentence of two-and-a-half years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of five years or more;
- has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor;
- refuses to allow an application to the Disclosure and Barring Service (DBS) for a DBS check.

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PARENT GOVERNOR NOMINATION FORM

Election for a Parent Governor at Dawlish Federation of Special Schools

Full name: _____

Children in year(s): _____

Pen Portrait (maximum 100 words) *

I wish to serve as a Parent Governor and to be a candidate if an election is necessary. I have read the rules regarding the eligibility to become a governor which I received with the nomination form and I confirm that I am eligible to serve as a School Governor.

Signed:

Date:

Please return this form to **Julie Trick, Oaklands Park School Office** no later than 12 noon on **Friday, 8th June 2018**.

** If you wish you can include a few details about yourself and why you would like to become a governor (not exceeding 100 words). This will then be circulated to all parents to help them decided who to vote for if an election is required. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election.*

Dawlish Federation Full Governing Body Dec 2017