

living and learning together

BRADSTOW SCHOOL

within a Culture of Gentleness



1. Welcome To Bradstow School

Bradstow School is a busy and exciting place that provides education and care to children with autism, severe learning difficulties and challenging behaviour. The school is maintained by Wandsworth Borough Council.

~~~ PLEASE DRIVE CAREFULLY ON SCHOOL GROUNDS ~~~

### SECURITY

On arrival please report to the main office situated in the main school building where you will be asked for identification. Please ensure you sign in when you arrive at school and sign out when you leave. You must wear your Visitors Pass around the building and grounds. Wandsworth Borough Council staff should wear their ID badge. Parking is available at the school on a first come first served basis. Please use allocated spaces only. Please be aware that if you leave your vehicle in the school grounds, you do so at your own risk. Valuables should be kept with you at all times.

### GENERAL

The atmosphere in our school is usually informal and friendly, with good relationships between pupils, their peers and staff. However, due to the special needs of our pupils, we sometimes have to give them extra support in order for them to manage a situation they are in, or their emotions. If you see anything that gives you pause for thought, please share it with a member of staff, who will be happy to clarify the situation. We are very proud of the pupils, their achievements and our staff, and we are keen to share this with visitors to the school.

Whilst you are with us, we should be grateful if you would bear in mind the following guidelines:

- Please do not be concerned if a pupil approaches you. Show an open, friendly face, and if asked a question, please reply, but use short simple sentences.
- You will receive a welcome wherever you go. If, for any reason it is not appropriate for you to enter an area, your guide will explain the situation to you.
- If a pupil behaves inappropriately towards you, draw the situation to the attention of a member of staff who will be in the vicinity.
- Please do not engage a member of staff if you see them concentrating upon a pupil, simply ignore the situation, move past without giving eye contact or acting if you are aware of the situation. **You are not being rude; you are helping us to help a child.** If you have any questions for anyone, they will be answered later.

### HEALTH AND SAFETY

- A fire alarm test is carried out every **MONDAY** at **9.15 a.m.** (the fire alarm will sound for a short time).
- Instructions for evacuating the building, in the event of an emergency, are displayed in each room.
- Please report any hazard or accident to a member of staff.
- There are trained first aiders throughout the school. An up-to-date list is displayed on notice boards. If you require first aid please alert the main office (Extension 201).

MESSAGES - messages received for visitors will be held at the main office. Urgent messages can be brought to you. Please inform the office if you are expecting an urgent message and would like to be disturbed.

LOST PROPERTY - please hand in any lost property to the main office. If you have lost any property please enquire at the main office.

COMMENTS, SUGGESTIONS & SURVEY - in order to improve our service we welcome your comments. You may be asked to complete a Visitor's Survey where you can comment on your visit to Bradstow School. If you have cause to make a complaint, would you please direct your query to the main office initially, who will be able to direct you to the most appropriate person. Equally if you have a comment to make on the things that have gone well, please direct this to the main office and this will be directed to the appropriate person.

## 2. Directions For Travel To Bradstow School By Car

### 34 Dumpton Park Drive, Broadstairs, Kent CT10 1BY

|                       |                                                                                                                                   |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>From London</b>    | Take A2, then M2                                                                                                                  |
| <b>From M25 North</b> | Cross Queen Elizabeth Bridge (Thurrock Crossing),<br>Leave M25 at Junction 2<br>Take A2, then M2                                  |
| <b>From M25 South</b> | Leave M25 at Junction 5<br>Follow M26, then M20<br>Turn off M20 onto A249 towards Sittingbourne.<br>Turn off A249 onto M2 (Dover) |

#### All routes

At the end of the M2 (Junction 7), ensure that you keep in the right-hand lane and take the A299 (Margate, Ramsgate). This is the new Thanet Way and provides a motorway standard road most of the way to Thanet. The road is uninterrupted dual carriageway for many miles until you reach a series of four roundabouts at approximately mile intervals. Follow the signs for **Ramsgate**. After the fourth roundabout stay in the left hand lane and continue to follow signs for Ramsgate.

After a short distance and after passing through a short tunnel move into the right hand lane and follow signs to Ramsgate. At the roundabout **ignore the signed Broadstairs route (1<sup>st</sup> exit)**. Follow the Ramsgate signs which is the 2<sup>nd</sup> exit.

At next roundabout, take 2<sup>nd</sup> exit sign-posted A255 Ramsgate Town Centre, St Lawrence.

At next roundabout, take 1<sup>st</sup> exit sign-posted A255 Broadstairs. Continue to follow this road, carrying straight on at a mini-roundabout and three junctions with traffic lights. **Ignore all signs indicating left turns to Broadstairs.**

After the third junction with traffic lights the road rises sharply. At the top of the hill, **ignore** the narrow road to the left **before** the church. **Turn left** immediately **after** the church (Bellevue Road).

You are now on the road on which the school entrance stands, but still more than a mile away. Continue on this road until the road drops quite sharply. At the bottom of the hill there is a sweeping bend to the right. The road then widens and there is a sweeping bend to the left. Almost immediately at the end of this bend, our entrance is on your left. The entrance is narrow; there is a post box in the wall to the left of the entrance and a maroon "Wandsworth" school sign to the right. Please drive slowly up the drive; there is a car park at the top. Beware if using a satellite navigation system this may direct you past the School entrance to David Close which is very near but from which there is no access to the school. May we suggest you use the post code for the houses at the bottom of the drive: CT10 1RQ?

**If you become lost, please telephone us on 01843 862123. Tell us where you are and we will be happy to give you further directions.**



### **3. Directions For Travel To Bradstow School By Train**

The quickest services from London is from St Pancras. This is the London to Margate train which stops at Broadstairs

There is also service from Victoria to Broadstairs. This service also calls at Bromley South, approximately 15 minutes after leaving Victoria. There are no other stops in the London area, although the train makes regular stops at all the main stations from the Medway Towns to Broadstairs. The journey takes about 1¾ hours.

There is also a service that starts from Charing Cross. This calls at Waterloo East and London Bridge; there are no other stops in the London area. The train then runs fast to Tonbridge and thereafter stops at main stations. This is a longer journey, taking slightly over two hours. However if Charing Cross, Waterloo or London Bridge is more convenient for you, it will probably be a quicker overall journey than if you first go to Victoria. In the off-peak a few of the services from Charing Cross terminate at Ramsgate. It is then probably easier to get a taxi from Ramsgate Station rather than to wait for a connecting train.

**Services from Victoria** - trains leave from low numbered platforms, i.e. 1 - 7

You need to take the Ramsgate service. Most of the trains split at Faversham; please make sure that you get in the correct portion of the train (usually the front).

**Services from Charing Cross** - trains leave from platform 5 or 6

You need to take the Margate service. These trains normally leave on the hour. Again many of them split at Tonbridge, so please ensure you get in the correct portion of the train (usually the front).

You can check the train times on both lines by ringing National Rail Enquiries on 08457 48 49 50.

#### **Directions from the Station**

It is probably easier to take a taxi from the station. It is not too far to walk but it is quite difficult to explain the directions - the way that locals would walk you will never find. If you do want to walk it is about 1 mile and will take you 20-30 minutes.

Leave the station and walk along the High Street towards the sea. This is the easy bit; it is downhill all the way. When you get down to the very bottom of the hill the road turns sharply to the left. Leave the road here and walk through the passageway in front of you towards the sea. As soon as you reach the road (Victoria Parade), turn right and walk along the right hand side – there is no pavement on the left. At the end of Victoria Parade you have to do a little zigzag to the right into Westcliff Avenue. At the give-way lines go straight on into Dumpton Park Drive. It is all uphill from here! We are no.34 on the right – the driveway is between the maroon “Wandsworth School” sign and the red Royal Mail box in the wall. The drive is uphill as well - I bet you wish you had taken a taxi by now.

**If you become lost, please telephone us on 01843 862123. Tell us where you are and we will be happy to give you further directions.**

## 4. The Enrolment Process

Pupil Papers, with a request for placement at Bradstow School are sent both to the school and the Wandsworth Special Needs Panel by the referring authority. At Bradstow they are examined by the Headteacher and appropriate staff to ensure that:-

- That the criteria for admission are met.
- In the staff's view there is a match between the needs of the pupil, and the provision of the school.
- An appropriate level of need is indicated.

The parents/carers are invited to come and view the school and meet the Headteacher and staff. The aim is to ensure that the parents see the school and feel the placement would be appropriate. Also, that they understand what the aims of the establishment are, and what is going to be required of the child and themselves. It also provides the receiving staff with the opportunity to meet the parents and start to assess needs.

If the family agree to the placement, the child's Local Education Authority are advised and the present school/provision is then contacted and a date is arranged for the Practice Development Manager or other senior staff to carry out an assessment visit. The aim of the visit is to see the child without impinging on his/her space, and to speak to appropriate staff, and to undertake a preliminary assessment for appropriateness of placement, level of need, and whether any special arrangements need to be made in order to support the child. An estimate of the child's requirements is then made, and a judgement arrived at as to the ability of the school to meet those needs.

If the school feels that special resourcing arrangements need to be put in place in order to meet the needs of the pupil, then a special Resourcing Agreement is negotiated with the referring education authority.

In many cases referring authorities are asked to supply extra resourcing for a three month period immediately following induction, in order to settle the pupil into the school. This will be reviewed at this time and extension may be requested or reviewed annually, as appropriate.

If the parents/carers are agreeable, and the rest of the admission criteria are met, then Wandsworth and the referring Education Department are contacted to suggest an admission date. When confirmation is received from the placing borough that they accept the terms and conditions of the placement the parents will then be sent a 'Welcome Pack' which will provide various bits information including a start date and time.

The "Welcome Pack," consists of:-

- A welcome letter from the Headteacher.
- A form giving information to the parents about the childcare and teaching teams such as names, activities, where the child is sleeping etc.
- A pupil information form, which we ask parents to complete and return. This gives the school all the information we need to know about the child. It also enables the parents to complete a number of "permission boxes", giving the school permission to cut hair, go swimming etc.
- A suggested clothing list
- A suggested "other items" list e.g. toys, pictures etc.

The parents are given a list of items that they will need to ensure accompanies their child on the first day. Ideally, some of the items, such as personal possessions, posters, equipment etc., should be sent to the school earlier in order that the child's room can be properly prepared with things that are familiar.

It is requested that prior to the day of arrival the parents and school staff should meet to complete the child's personal profile form, prepare the young person's room and complete any required paperwork. Parents can ask and answer questions, give information, permission for activities and talk about the things they are anxious about.

Transport arrangements will need to be made by the child's LEA.

### **Enrolment Day**

The first day at a new school can often be a worrying time for both parents and child. At Bradstow, we try to minimise this concern by giving as much information as possible in our welcome pack, and generally try and support families through this period.

We may also offer parents the use of the Parents Flat for a few days in order that the family can settle their child into the new routine, see that routine for themselves, and meet the people who will be working with their child. It has been found in the past however, that it is often better for parents to settle their child into the school, and then leave, thus avoiding a long drawn out and possibly traumatic farewell to the child on the first day.

### **The enrolment process is important because:**

- It facilitates confidence in the parents for the school.
- It enables the staff to begin to build up the relationship with parents. This, in turn, further encourages parental confidence.
- Barriers are broken down which creates a less formal relationship between the staff and parents.
- An effective partnership with parents enhances the education of the child.
- It familiarises the parents with how the school works.
- It enables the staff to personally find out important details/information about the child and home, which in turn helps to fill out the pupil's personal profile.

### **Clothes and School Uniform**

During the school day our young people will be required to wear school uniform consisting of sweatshirt, tee / sports shirt. This can only be bought from the school but is very competitively priced. Parents are encouraged to provide as many clothes as possible for their child, bearing in mind how long they will be away from home. **Each item of clothing must be clearly, but sensitively, marked.** Great care is taken to ensure that pupil's clothes do not get lost or damaged, but parents should be aware that on the odd occasion this can happen,

### **Special Needs Policy**

The Special Needs Policy is a statutory requirement placed upon the school. It can be found in a separate document, and is available on the school website. Parents are given a report upon its success at the Annual School Report to Parents, held each December.

### **Unofficial Visits**

The school also operates a policy of unofficial visits. These are visits by parents/carers of a child who may be considering Bradstow for placement. These visits may be self-referrals, or referrals from their Education Authority. The assessment process may or may not have been completed or the child may be newly diagnosed. The parents/carers may be in need of information, support, reassurance, help etc. and for these reasons a visit may be requested.

It is always emphasised to parents and carers that these visits are **not** part of the induction process. A placement for their child cannot be guaranteed until the enrolment process is complete and agreement is made with Wandsworth Special Needs Panel as they must be involved in the process.

## 5. School Details

|                  |                                                                    |
|------------------|--------------------------------------------------------------------|
| <b>Address</b>   | Bradstow School, 34 Dumpton Park Drive, Broadstairs, Kent CT10 1BY |
| <b>Telephone</b> | 01843 - 862123                                                     |
| <b>Fax</b>       | 01843 – 866648                                                     |
| <b>E-Mail</b>    | info@bradstow.wandsworth.sch.uk                                    |
| <b>Website</b>   | www.bradstow.wandsworth.sch.uk                                     |

|                                  |                         |
|----------------------------------|-------------------------|
| <b>Chair of Governors:</b>       | <b>Mr Andre Haynes</b>  |
| <b>Head Teacher:</b>             | <b>Mrs Sarah Dunn</b>   |
| <b>Deputy Head Teacher:</b>      | <b>Mrs Sarah Adams</b>  |
| <b>Head of Residential Care:</b> | <b>Mr James Borland</b> |
| <b>School Business Manager:</b>  | <b>Mr Mike Kemlo</b>    |

**Location** Bradstow is set in 14 acres of parkland, a few hundred metres from the sandy beaches of Broadstairs.

A main line rail service to Canterbury and London runs from Broadstairs Station just about a mile away in the town.

The town itself is a typical holiday resort but one which still retains much of its Victorian heritage. Leisure facilities of all kinds are available within a few miles drive of the school.

**Transport** The pupil's LA provides transport to and from school at the beginning and end of each term and half term. The opportunity for children to travel home between these times (the 'optional weekend') is also available. All transport arrangements should be discussed with the pupil's LA.

**Finance** The school is part of the local education authority structure (London Borough of Wandsworth) and is therefore fully maintained, and the bulk of the budget has been devolved to the Governors and is therefore controlled locally.

**Attendance** The school is very proud of its excellent attendance rates. Like any school, permission must be sort in advance should a child be removed for family holidays, hospital/dental appointments etc.  
As a result of good communication with our current pupil parents, our attendance rates for the academic year 2018-2019 were 95.28 % (0.11% Unauthorised Absence and 4.61 % Authorised Absence).