



Where every person matters

Welcome Pack



@rochdaleredwood



RochdaleRedwood

Tel: 01706 750 815

Email: info@redwood-school.com

www.redwood-school.com



Redwood Secondary School

Welcome

Welcome from Ms Clare John, Headteacher

Welcome to Redwood. Whether you are visiting the school with a view to your child attending next year, or you are finding out more about the existing opportunities available at Redwood, I hope that you find this document interesting and informative.



We believe that our transition programme for young people from our feeder primary schools, Newlands and Springside and for students from mainstream schools is comprehensive, informative and planned in such detail to meet the needs of every parent and carer, but most importantly every young person.

The information following will only provide a brief overview of some aspects of Redwood School. The Redwood Tours, meetings with staff and transition visits, sampling a variety of enrichment activities will give a true flavour of the 'Redwood Way'.



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Redwood Secondary School

About Us

Location

Redwood is located across 4 sites within the Borough of Rochdale.

- Our main hub is co-located with Oulder Hill Secondary School on Hudson's Walk, Rochdale.
- Redwood Education and Enterprise Centre is located on the Middleton Technology School Campus on Kenyon Lane, Middleton.
- Redwood's Internship Programme is co-ordinated from a unit within Rochdale Infirmary and from Rochdale Football Club.



Facilities

We offer an inclusive broad and balanced curriculum working towards independence.

We pride ourselves for having a communication rich environment with state of the art specialist equipment and facilities. We provide a personalised offer, where approaches to Teaching and Learning are differentiated accordingly to need. Our pathways ensure aspiration for all.



Values

Our values and ethos are to become a centre of inclusive excellence that fosters relationships and builds partnerships in order to meet the diverse needs of the whole school community.



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The School Day

Timings of the day

8:00	Breakfast Club (Optional)
8:45	Start of the School Day
8:45	Form Time
9:10	Lessons
10:50	Morning Break
11:05	Lessons
11:55	Lunchtime
13:00	Form Time
13:10	Lessons
14:50	Form Time
14:55	Transport Arrives (Students who travel independently will be released from class at 3pm)
15:10	End of the School Day

Getting to and From School

Applying for Transport

Children and Young People with an EHCP can apply for home to school transport from Rochdale Council's Transport Department. Applications must be submitted electronically following the link below:

<http://www.rochdale.gov.uk/Pages/parent-portal-account.aspx>

The council hold panel meetings throughout the year to assess new applications. The criteria they base their decision on is as follows:

- (i) **Children unable to walk to school** by reason of their Special Educational Needs (SEN), disability or mobility problem (including temporary medical conditions);
- (ii) **Children living beyond the statutory walking distances** to the nearest suitable school;
- (iii) **Children unable to walk in safety to school** because of the nature of the route; and
- (iv) **Children from low income families** (children entitled to free school meals, or whose parents/carers are in receipt of their maximum level of working tax credit).

All enquiries regarding transport applications should be directed to Rochdale Council. The contact number for transport is 01706 922033/922035





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The School Day

Breakfast Club

For students who do not use the LA transport, we offer a breakfast club to help families and working parents. The breakfast club will commence at 8am runs Monday to Friday, term time only. The cost for each session is £2.00 per student which is payable on either a weekly or half-termly basis. Students will receive breakfast consisting of cereal, toast, hot drinks or juice. For students who are nil by mouth, the charge is reduced to £1.00 per session. There is a range of activities provided for the students.

If you feel that you would like your child to use this service at any time, please complete and return the attached registration form.

Unfortunately students that have not registered will not be allowed to attend – this is for safeguarding and medical reasons; however if your circumstances change you can register at any time and then begin to use the club.

School Dinners

Your child may bring to school a packed lunch or school dinners are provided by GFM, our facilities management company. Dinners cost £2.40 per day and **must be** paid at least a week in advance (£12.00).

Dinner payments should be made using our parent communication app, School Comms. If you would like to pay for the term in advance, the amount you pay is entered in our system, and then simply decreases by £2.40 each time a meal is ordered.

If your child is off school for any reason, goes on a school trip or brings a packed lunch then the money simply stays there until required. You can ask for your child's credit balance at the office.



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The School Day

To be eligible for free school meals you must receive any of the following benefits:

- Income Support (IS).
- Income-based Jobseeker's Allowance (IBJSA).
- An income-related employment and support allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit (provided you aren't entitled to Working Tax Credit and have an income that doesn't exceed the current year's level).
- The guaranteed element of state Pension Credit.
- Working Tax Credit during the 4-week period immediately after your employment finished.
- Universal Credit - please see information on rochdale council website on eligibility

If you think, you may fall in to one of these categories, please complete a free school meals application form and return to the address given on the form. Until you claim is approved, we require you to either provide your child with a packed lunch or pay for meals provided. For back dated claims, money will be refunded.

Uniform

Redwood School uniform consists of:

Black sweatshirt (with school logo)
White T- shirt (with school logo)
Black trousers / jog pants/ black skirts
Black shoes / trainer

PE Kit

Red Polo T-shirt (with School logo)
Black short/ jog pants.



The Redwood sweatshirt and school logo polo shirts can be purchased from Monkhouse Schoolwear.

All other items of uniform can be purchased from any store of your choice.



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The Curriculum

At Redwood School we aim to provide an enriched, challenging and personalised curriculum within an immersive active learning environment. Our engaging curriculum is delivered through a holistic flexible approach that ensures our students receive challenging and supportive experiences that develop their knowledge, skills and attributes in ways that will guarantee that learning is relevant. Our curriculum unashamedly promotes student health and wellbeing with a driver being enhancing self-esteem and self-worth, enabling them to celebrate in their individual progress and unique achievements gained.

Our curriculum is at the heart of Redwood School; and as a school we are totally committed to the development of all our students. We utilised every opportunity throughout the school day, including non-structured time, to explore valuable learning and development as our students are all different and learn in unique ways. Our curriculum enables us to facilitate learning by personalising experiences and offering an active environment in which to learn. We strive to encourage and develop a strong sense of achievement for all our students. Through our nurturing environments we build each individual's potential to succeed in life and become valued members of their community. We believe in having a positive approach towards school life and our students are encouraged to become motivated and confident young people both in and outside of the classroom.

We put everyone at the centre of his or her own learning journey and take into account their personal special needs, adapting our teaching approaches to meet those needs, fully optimising their potential. With Aspiration for all we deliver a rich curriculum, which promotes academic development, but more importantly ensures that all students are socially, emotionally and spiritually secure in themselves before they leave Redwood.

With a pathways approach, students are offered a stimulating and challenging curriculum focused on supporting each students individual development and achieving the outcomes within their EHCP (Education, Health and Care Plan). Where relevant students will study towards accreditations (including GCSE's) as they progress through the school. Our curriculum pathways are driven by the identification of need and as the needs of our students evolve, we continually assess the most appropriate pathway for them. Students can move between pathways to achieve a personalised model to meet their needs. This offers a degree of flexibility for students to progress into more appropriate pathways as they develop and acquire their learning skills.



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Extra Curriculum

Extra-Curricular Activities

Across the academic year, young people take part in a number of school trips to enhance their classroom learning. In addition, they are offered the opportunity to participate in a variety of extra-curricular clubs, after the school day. Our clubs take place on Monday, Wednesday and Thursday during term-time.

Extra-curricular sessions in subjects such as Swimming, IT and Hair and Beauty help extend our children's confidence beyond the classroom. Each individual has the opportunity to develop their strengths and to discover new talents and interests. Activities vary each term and students have the opportunity to sign up to new clubs or swap sessions. Registration forms are sent home in pupil post or can be requested from the school office. There is a minimal fee for clubs to cover the cost of materials, which is due when registering for the term.

Residential trips are also a great way to form new skills. Young people gain a whole range of interpersonal skills including leadership abilities, team building, trust and respect which leads to greater self confidence, self-esteem and resilience. We find that some young people who don't have much confidence in their abilities in class may excel on a residential trip which will improve their performance and friendships back at school.



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Keeping Children Safe

Ensuring the safety of all young people and staff at Redwood School, is paramount. Redwood School has a dedicated Safeguarding Team who are fully trained to ensure that Safeguarding procedures are followed. Please see the attached poster (Safeguarding team)

Because of our day-to-day contact with students, school staff are particularly well placed to observe any signs that may lead to concerns about child protection and safeguarding. As in every school, parents should be aware that where it appears to a member of staff that a child may have been abused, the school is required to report their concerns to Children's Social Care immediately. In such situations, it is likely that a social worker and/or school will contact the parents/carers. This requirement forms part of the local Safeguarding and Child protection policy (available in School and on our website) which applies to all schools. As some of our students have difficulties with communication, it is very helpful if parents keep us informed of any problems or injuries that occur outside of school. Likewise, we will keep parents informed of any such problems that happen in school.

Medical Issues and Medicines

If your child takes medicine or if they become unwell we want to make sure we do our best to help. Please follow our guidelines below to help us. If your child becomes ill during the school day we will contact you to come and collect them. Please ensure we have current numbers on which we can contact you and other family members. We have a number of staff who are trained through a rigorous training process to administer medications. A trained member of staff will take responsibility for receiving the medication together with parental/carer consent. All medicines are logged and locked away in a medicine cupboard.

We will not give medication to a child without written consent from a parent or guardian. Written consent can only be given by a person with parental responsibility. Where clinically possible medicines should be prescribed in dose frequencies that allow them to be taken outside of school hours. Where there is any doubt about the correct dosage to be administered, advice must be obtained from the child's GP or the pharmacy team before the medicine is given.

Infectious Diseases

In a close community it is important that we adhere to the guidance provided by Public Health England to prevent the spread of any illnesses. If your son or daughter contracts an infectious disease (eg chicken pox, etc) details of the time they should stay away from school are available from your GP or School Health.

If your child has sickness or diarrhoea, please note that they should stay off school until they have been free from symptoms for 48 hours.



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Our approach to behaviour

Whole School Approach

All staff at Redwood use positive reinforcement and high expectations as their main driving force in creating a learning environment where all young people can thrive. Students at Redwood are supported to engage and learn with reminders when they are losing focus or disengaging with their learning and work. A range of strategies are utilised by staff within the classroom environment and the wider school with a common approach using a “C” system. The “C” system is focused around promoting choice before consequence.

Restorative Approach

At Redwood we believe in a restorative approach to correcting unacceptable behaviours. This is part of helping our students to take responsibility for their behaviour. We actively encourage them to choose the right thing to do, by explaining the consequences of their choices, both good and bad. Reparation means repairing relationships, or ‘making good’ in some way.

We believe that students should always be given the opportunity to repair, and that they want to do this. We do not believe in the concept of punishment, because it focusses the students’ mind on the punishment, rather than what they did. This frequently leads to students feeling angry about the punishment, rather than thinking about the effect of their behaviour on others.

We support pupils to take responsibility for what they have done and to repair it with the other person(s) involved/affected.

Supporting Pupils causing concern

The form tutor team will work closely with the student, parents/carers and other staff, to identify any barriers to learning and implement supportive strategies to re-engage the student in their learning.

Strategies may include:

- Positive Impact Report
- Form Tutor Report – Individual Targets around specific behaviours causing concern
- Take up time – Paying lost learning time back during social time
- Parental Meeting
- Additional EHCP review
- Referral to Learning Mentors for behavioural intervention
- Referral to external agency for further assessment of need



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Attendance

At Redwood School we recognise the clear link between consistent attendance and academic achievement. The whole school community has a responsibility for promoting excellent attendance; parents, students, governors and all school staff. Regular attendance at school is a legal requirement. As a school, we expect the highest possible level of attendance from all students.

Attendance rates for special school are generally below those of mainstream schools because of the complex nature of some of our pupils' special needs. Unfortunately, some of our pupils are more prone to illness and hospitalisation and of course we recognise and support families with this. We also recognise the importance of close home-school partnerships in supporting our pupils' optimum attendance

Reporting Absences

If your child is going to be absent from school, please ensure you telephone the school office. You will also need to contact transport if applicable. The school will try to contact families where no information regarding the absence has been shared. This is to ensure the child's safety as well as their regular school attendance. If we are concerned about aspects of a child's attendance or punctuality we will contact the family to discuss the best way forward.

If you know in advance that your child is due to be absent for a medical appointment for example, you can write a note in the home school diary and provide us with a copy of the medical letter for our records.

Authorised Term Time Absences

In exceptional circumstances, families may need to request permission for their child not to be in school during term time. These requests will be made directly to the Headteacher via a leave of absence form, which can be obtained from the school office. Permission will be given at their discretion following careful consideration of the child's age, the time of year, overall attendance pattern and the circumstances given.

Unauthorised Absences

The school will not authorise absence for day trips, visiting relatives, shopping or birthdays – unless in exceptional circumstances.



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Annual Review

Annual Review

All students attending Redwood should now have an EHCP 'My Plan'

The EHCP is reviewed every year through the annual review process. The annual review looks at the progress the child/young person has made towards their outcomes on their EHCP.

It is also to check that the EHCP accurately reflects their special educational needs, health & social care needs and that the support and provision (what they need in order to meet their outcomes) is still correct.

All professionals involved with your child/young person will need to contribute an updated picture of where the child/young person is up to.

In September we will put your child's review date in the front of their new home school planner to give you plenty of notice.

Four weeks before the review date you will receive a letter giving you the option to attend the meeting in school face to face or virtually via TEAMS and a paper copy of the Parental Questionnaire which gives you the opportunity to have your say. You will also receive a parental questionnaire electronically through school communication and you may choose the option best suited to yourself to complete and return this.

Two weeks before the date of the review you will receive a pack in the post enclosing the Annual review report and copy of your child's pupil participation.

You will receive a personal invite made by your child and also a text message sent through 'schools' coms' as further reminders running up to the meeting date.

If you are unable to make the date set please contact the EHCP team at Redwood ASAP and we will do our very best to reset the date at a time mutually agreeable.

Once the review has been held we have 14 days to complete the document and send it to the Local Authority. They will then look at all the information provided and decide whether to amend your child's EHCP.



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Communication

Contacting the school office

You can contact the school office between the hours 8am and 4pm, Monday to Friday on 01706 750 815

Home School Planner

Every child and young person will be issued with a home school diary. This can be used to maintain contact between families and class tutors on a daily basis.

School Comms/Gateway App

We send out news and information using the school gateway app. This is the same app that you can use to view and pay for dinners, clubs and trips. The app can be downloaded from your phone's app store if you search for 'School Gateway.' Once your child is on roll, you will be able to create an account providing we have your correct email address and mobile number on file.

Online

You can keep up to date with news and events via our social media pages and the school website. Find us at:

www.redwood-school.com

www.twitter.com/rochdaleredwood

www.facebook.com/rochdaleredwood



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