

Policy No 66

**STATEMENT OF PURPOSE**

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| --- | --- | --- | --- |
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| Publish to  Staff Drive | Publish to Website | Include in Staff Handbook | Included in Starter Pack |
| Yes | Yes |  |  |

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**Charity number: 1118377**

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Governing Body of New College Worcester

Mrs Diana Fulbrook (Chair)

Ms Sue Ayres (Vice Chair)

Ms Sandy Bannister

Mr Noel Duffy

Mr Robert Godfrey

Mr Jesus Fernandez Munoz (Parent Governor)

Mrs Karen Holyoak (Teaching Staff Governor)

Mr Iain Paul

Miss Nicola Ross (Principal)

Mrs Mary Russell

Dr Philippa Simkiss

Mrs Tracey Smith (Non-Teaching Staff Governor)

Mr Steve Tyler

Ms Grace Wright

Senior Leadership Team

Miss Nicola Ross Principal and Deputy Designated Safeguarding Lead (BEd, MEd)

Mr P Marnell Strategic Lead for Student Wellbeing and Designated Safeguarding Lead

Mrs F Madden Strategic Lead for Student Progress (BA Hons Music, PGCE)

Louise Pratt Strategic Lead for Business and Finance (CIMA Ad Dip Management Accounting, Associate of CIMA)

Mrs Victoria Ward Strategic Lead for VI Education (B Mus (Hons), PGCE, PG Dip (VI))

Introduction

New College Worcester (NCW) is a non-maintained special school. The primary aim of the College is to provide an appropriate education for young people with a vision impairment, primarily within the 11-19 age range. All students attending NCW are able to access the National Curriculum. In addition to a full Key Stage 3 curriculum, an extensive programme of GCSEs and A level courses is offered to students. As well as an academic education, the College is committed to supporting the development of independence skills necessary for young people, through the Specialist VI Curriculum, including mobility, independent living skills, ICT skills and access to a wide range of extra-curricular opportunities. Whilst predominantly seeking to respond to the needs of young people with a vision impairment, the College commits itself to supporting young people with some additional disabilities. The College is committed to sharing good practice and working closely with the wider community of vision impaired students and the staff who support them through its Outreach programme.

The College is primarily a residential environment but is able to offer day places to a limited number of children who are able to travel daily. Up to 80 students can be accommodated as residential students. Admission is by extended assessment carried out in the residential and teaching environment and seeks to assess academic ability and potential, alongside independence needs.

Our Vision

To be a nationally and internationally recognised centre of excellence, providing a caring and supportive environment in which students who are blind and vision impaired develop the knowledge, skills and personal qualities they need to succeed in education, work and life.

We aim to deliver an extensive and successful outreach programme providing informed support to vision impaired students in other schools and colleges.

Objectives: How We Work to Achieve Our Mission

At NCW, each individual student is able to achieve their potential in their personal, academic, physical, emotional, moral and spiritual development. Differentiated and rigorous core curriculum and specialist curriculum are an entitlement for all students and stimulate them to work hard and enjoy learning. A strong pastoral structure underpins the curriculum. A wide range of enrichment and extra-curricular activities are provided for enjoyment but also to enable students to achieve and to grow in confidence and self-esteem. Careful and considered support and guidance encourages independence and prepares students for effective transition from NCW.

The College is an orderly and healthy learning environment, where high expectations and standards are always evident. Staff and students take personal responsibility for their actions and progress. The contributions of students and staff are valued and learning and achievements are celebrated. Equality of opportunity is assured and an inclusive atmosphere is created and maintained.

Members of staff are professional, committed and motivated, with opportunities for professional development encouraged and pursued. Honest and constructive self-assessment underpins appropriate development and change, with the student voice being an essential element of College improvement. There is a constructive partnership between students, parents, staff and governors.

Recognising our role in the wider context, a carefully considered and well-resourced outreach programme serves to support the teachers and other professionals who work with vision impaired students in a range of educational environments, sharing the exceptional expertise and experience of staff at NCW.

The values which unite the NCW community are:

* Inclusivity - the uniqueness and value of each individual
* Self-respect and respect for others and our environment
* Relationships based on integrity, honesty and trust
* Commitment, hard work, high aspiration and achievement
* Recognition and celebration of success
* Individual responsibility and citizenship
* Perseverance – determination and optimism when faced with challenges in learning and life
* Developing and supporting life-long learners

Admissions

Process for applications for a place at NCW:

1. Informal visit to NCW
2. Completion of application form
3. Three day assessment
4. Detailed assessment report compiled
5. If the College can meet the individual needs of the student effectively, the Principal offers a place by letter, subject to securing funding

The pre-entry assessment is critically important as it enables staff at the College to assess the individual needs of the student and whether they can be met appropriately at NCW. Therefore, the pre-entry assessment will carefully consider the education, care, health and social needs of each potential student, alongside the support needs detailed in the Statement of Special Educational Needs or Education Health Care Plan (EHCP), to inform the decision as to whether NCW is an appropriate placement.

All students at NCW are blind or vision impaired. The College also has experience in supporting children and young people who have additional needs, including those relating to:

* Hearing impairment
* Autistic Spectrum Disorder
* Epilepsy
* Wheelchair use/mobility difficulties
* Chronic fatigue
* Some mental/emotional health problems
* Some life-limiting conditions

Whilst some limited challenging behaviour can be supported at NCW, children and young people who display very challenging behaviour, posing a risk to themselves or others, are unlikely to be offered a place at NCW. Similarly, the College is not able to support the needs of students with severe learning difficulties.

Annual Reviews

All students at NCW will have an Annual Review meeting. The timing of the meetings is determined by the requirements for each year group. When the student has an Education Health Care Plan (EHCP), the Annual Review meeting will formally review the document to ensure that it, and the placement at NCW, remains appropriate. In all cases, the meeting considers the progress of the student since the previous meeting, looking at their academic progress, the development of skills for independence and their involvement in the wider life of the College. The meeting also reviews targets set at the previous meeting and establishes targets for the next period.

The following people are invited to Annual Review Meetings:

* The student
* Parents/carers
* Representative of the Local Authority
* Local Careers Adviser
* Form Tutor
* Houseparent/Residential Care Tutor

The meeting will be chaired by a senior member of staff.

Facilities/Accommodation

NCW is located on the outskirts of Worcester City, close to the M5 motorway. The campus is well maintained and is subtly adapted to meet the needs of vision impaired students.

The main building houses all classrooms, laboratories and offices, as well as a gym, drama studio, Music Centre, a chapel and a Learning Resource Centre. The dining room, kitchens, surgery and Coffee Bar are located in the Leisure Block. NCW has an indoor swimming pool, playing fields, external play equipment and musical instruments, a multi-gym and an all-weather football pitch.

There are three residential houses for students in Years 7 to 11. These houses are purpose built (Peggy Markes, Dorothy McHugh and Bradnack). All three houses offer accommodation for both male and female students. Senior Houseparents may live on campus. Sixth Form students are accommodated in the Sixth Form Hostel (Phylis Monk Hall). The Hostel is designed to replicate a typical university hall of residence, comprising self-contained units, each with bedrooms, kitchen, sitting room and bathroom facilities. Typically, students in Year 12 will be in double bedrooms and Year 13 students in single bedrooms.

There is also a sixth form house.

Care Staff

NCW has a full time Strategic Lead for Wellbeing and a full time Deputy Head of Care.

Each of the 3 residential houses for students in Years 7 to 11 have a Senior Houseparent, a Deputy Houseparent and at least 2 Assistant Houseparents, working a rota of shifts. For Sixth Form students, there are 6 Residential Care Tutors in the Hostel (5 FTE), supported by 2 AHP posts. All students have a designated keyworker.

There are normally 5 or 6 Gap students, young people from abroad, typically from New Commonwealth countries, who spend a year at the College. Students with particular additional needs may have help from a Personal Support Assistant (Temporary Assistant Houseparent roles).

To support students, NCW employs a full time College Nurse, a Health Care Assistant, a Sports Therapist and a Counsellor.

Whilst Senior and Deputy Houseparents, and Residential Care Tutors all undertake sleep-in duties (as well as Assistant Houseparents if needed), the College does not generally employ “waking night staff”, as students rarely need help during the night. Waking night staff are exceptionally employed to meet the specific needs of individual students and are individually funded accordingly.

All full time care staff have either achieved NVQ3 Working with Children and Young People (or equivalent), the Care Apprenticeship QCF Children and Young People’s Workforce, or are enrolled on the course. This is also offered to part-time staff where possible.

Independent Living Skills

The development of Independent Living Skills (ILS) represents a key component of the programme for students at NCW. As well as training in the college day, students are supported in the residential accommodation to develop understanding of and competence in shopping, budgeting, cooking, laundry and self-care skills. There is careful coordination between the work undertaken in the college day and that in the residential accommodation to map the progress of individual students and to set targets for further development in these areas. In the Sixth Form, students are enabled to cater for themselves over time, some evenings and at weekends, to further develop and practise their skills for independence, in readiness for transition to further or higher education. Students in the junior houses are supported to achieve Bronze, Silver and Gold awards in ILS, to accredit their progress in this area.

Each student has an individual programme of mobility training and support with Information and Communication Technology to become independent travellers and to have effective independent study skills respectively. Support and learning programmes are tailored to the needs of individual students and may include, for example, support with literacy or numeracy, social and communication skills programmes and ASDAN courses.

Extra-Curricular Activities

The availability of a wide range of extra-curricular activities and opportunities is a key part of the offer of NCW. There are a number of reasons why the activities programme is important and these include:

* The enjoyment for students
* Further opportunities for challenge and achievement
* Links with the community
* Practising mobility and other skills for independence
* Development of social skills, self-esteem and self-confidence

Regular activities include:

Music

* Choir
* Folk Band
* Rock Band
* Musical Theatre
* Recorder Group
* Ukulele Club
* Individual Music Lessons
* Singing Lessons

Sport

* Goalball
* Football
* Tandem riding
* Swimming
* Paddle-boarding
* Climbing
* Archery
* Rifle Shooting

Leisure

* Walking
* Ten pin bowling
* Cinema and theatre trips
* Ice skating

Trips

* Foreign Travel – including regular trips to Germany, France and Spain
* Trips to Theme Parks
* Subject-Related Visits

Individual student requests for participation in activities external to College are encouraged and supported where possible.

There is also an Activities Co-ordinator employed at weekends to ensure there is a range of constructive activities for students to engage in on campus.