



**We are all very proud of our school
in King's Lynn.**

**We are here to serve all children and
young people in the area of West
Norfolk who have special needs.**

Welcome to Churchill Park Academy

Dear Parents and Carers

Welcome to Churchill Park Academy we want to ensure that close links are developed and maintained between us, so that we can work together to ensure that your child has the best education possible.

This handbook is designed to provide helpful and essential information about our school.

We are very proud of our school and we are passionate about learning. We are very lucky to have some of the best facilities available in the whole of the county.

We hope you find this information useful and we would welcome any comments you may have.

If we have not already met, I look forward to meeting with you in the near future at one of our community events.

Best wishes

Ellie Weatherall

Headteacher



Our School

We are very lucky because we inhabit purpose built accommodation with fantastic facilities to help us meet a wide variety of individual needs for children and young people from Early Years through to Year 14.

Children and young people are admitted to our school at any time between these ages, all children and young people attending our school will have a current statement of special needs or a current Education Health Care Plan (EHCP).

We offer a wide variety of educational experiences both within and beyond the classroom, including access to all areas of the National Curriculum. We have an emphasis on preparing our children and young people for life after school where we expect them to become as independent as possible with the desire to contribute fully to the wider community in which they live.

You will see in our literature that we have five key themes and these are:

Independence:	<i>Do it myself</i>
Community:	<i>Learn anywhere</i>
Inclusion:	<i>Learn together</i>
Capacity:	<i>Try my best</i>
Excellence:	<i>For the future</i>

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Please visit our website for further information.

Contact Information

Address: Winston Churchill Drive, Kings Lynn, Norfolk,
PE30 4RP

Telephone: 01553 763679

E-mail: office@churchillpark.co.uk

Website: <https://www.churchillpark.co.uk/>

Headteacher: Mrs Ellie Weatherall

Class	E-mail Address
Avocet	avocet@churchillpark.co.uk
Beech	beech@churchillpark.co.uk
Dolphin	dolphin@churchillpark.co.uk
Frog	frog@churchillpark.co.uk
Juniper	juniper@churchillpark.co.uk
Kangaroo	kangaroo@churchillpark.co.uk
Larch	larch@churchillpark.co.uk
Maple	maple@churchillpark.co.uk
Meerkat	meerkat@churchillpark.co.uk
Oak	oak@churchillpark.co.uk
Owl	owl@churchillpark.co.uk
Panda	panda@churchillpark.co.uk
Penguin	penguin@churchillpark.co.uk
Puffin	puffin@churchillpark.co.uk
Rabbit	rabbit@churchillpark.co.uk
Robin	robin@churchillpark.co.uk
Rowan	rowan@churchillpark.co.uk
Seahorse	seahorse@churchillpark.co.uk
Turtle	turtle@churchillpark.co.uk
Zebra	zebra@churchillpark.co.uk
Sixth Form	sixthform@churchillpark.co.uk

Class Teams:

Our Commitment

We are committed to the principle that all students have the right to the widest range of learning opportunities possible. We will recognise and develop each individual's capacity to the full and value and celebrate the contribution that they make to everyday life and society. We will strive for excellence in all we do.

Organisation

The **school day begins** at 8.50am and ends at 3.00pm.

The **morning session** is divided into two lessons with a break in between.

Lesson 3 takes the students up to lunch.

There are three **lunch** sittings, at 12.00pm, 12.30pm and 1.00pm.

Lesson 4 ends at 3.00pm, when the students begin leaving for home.



We are divided into three departments:

Primary – Lower school ~ Early Years to the end of Year 6

Secondary- Upper school ~ Years 7 – 11

6th Form – Years 12- 14

Each department is divided into 'Key Stage' teams. The term 'Key Stage' refers to the way the national curriculum is divided.

Key stage 1 ~ Reception - Year 2

Key stage 2 ~ Year 3 - 6

Key stage 3 ~ Year 7 - 9

Key stage 4 ~ Year 10 - 11

Sixth Form (Key stage 5) ~ Year 12 – 14

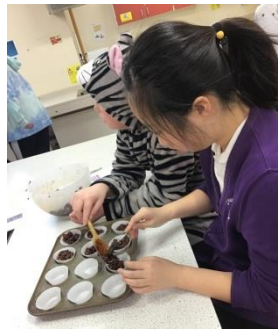
Classes are determined by 'Learning Pathway'.

Class sizes : EYFS – Maximum 8

Pre formal classes – Maximum 8

Semi-formal classes – Maximum 10

Formal classes – Maximum 14



The Curriculum

At Churchill Park Academy we offer a developmental curriculum that leads on from the Early Years Foundation Stage [EYFS]. It allows teachers to plan topic based activities that are engaging and stimulating and can include all our pupils. Some students access learning through a structured approach whilst others have a more sensory approach. All students work in mixed ability classes with differentiated plans to meet their individual needs. We have high expectations and offer a wide variety of educational experiences including access to all areas of the National Curriculum. All pupils have Personal Learning Goals (PLGs) that are based on Educational Health and Care plan outcomes, which are shared and updated regularly. Educational Health and Care Plan review meetings are held in school annually.

In our school there is an emphasis on communication from the very beginning of our pupils' school careers. We have a 'Total Communication' approach [spoken word supported by signing, symbols and electronic aids] and we assess pupil's communication on entry, working closely with Speech and Language Therapists to meet individual needs.

In Key Stage 4 pupils work at their own level in the core subjects [English, Maths and Science] as well as studying their choice from 'Options' that are offered. All pupils follow accredited courses including some accessing GCSE courses.

Students in the Sixth Form are encouraged to create their own learning pathway based on what they would like to do when they leave school.

We are currently exploring a business enterprise which will enable us to setup a shop and learn about all that running a business entails. The students will have the opportunity to work across all aspects of the retail business.

We have an emphasis on preparing our children and young people for life after school where we expect them to become as independent as possible with the desire to contribute fully to the wider community in which they live. Students are offered taster days at College of West Anglia and other placements. This allows students to make choices about the options that are open to them from the end of Key Stage 4.

Courses available to pupils at Key Stage 4

- Functional Skills Maths – Level 1, Entry Level 1,2,3
- Functional Skills English – Level 1, Entry Level 1,2,3
- BTEc Food Studies
- BTEc Performing Arts
- BTEc Construction
- BTEc Hair and Beauty
- BTEc Sport and Active
- Open Road – Motor Vehicle Maintenance
- BTEC Workskills
- Entry Level Science Award

Further information about the school's approach to the curriculum can be found in the Curriculum Policy on the Policies page of the website.
For details about the curriculum taught in a particular class, please contact the individual class teacher.



Forest Schools

“This is the best kind of classroom,

**It’s a journey through time and space,
From the smallest seed to the largest tree,
This is a Forest and a learning place.**

**This is the best kind of classroom,
Where the seasons don’t happen in books.
Where the learning is watching and thinking and talking
And everyone notices, everyone looks.”**

From ‘The best Kind of Classroom’ by Ian MacMillan



What is a Forest School?

Forest Schools have been developed from the Scandinavian education system and is about young people building self-esteem and independence through exploring and experiencing the natural world. Forest Schools is a long term programme delivered by trained practitioners within a natural environment. Each Forest School programme is tailored to meet the needs of individuals within that group and is continuously developed as the children/young people grow in confidence, skills and understanding.

The ethos of Forest Schools allows learners the time and space to develop skills, interests and understanding through practical, hands-on experiences. It also allows practitioners to step back and observe the young people in order to then encourage and inspire individuals to achieve through careful scaffolding and facilitating.

Sessions are planned around the individuals’ and group’s needs, and built upon each week. All Forest School Leaders are qualified through nationally recognised and accredited training, therefore ensuring Forest Schools are a high quality learning experience. The earlier sessions will concentrate on safety; establishing boundaries and routines. As the children develop in confidence and familiarity with the environment the sessions focus on the development and consolidation of skills and understanding.

A Parent's Guide to Forest School

Forest School at Churchill Park takes place at Reffley wood, a beautiful ancient woodland teeming with flora and fauna. Learners get the opportunity to experience this natural environment all year round, whatever the weather!! The learners will learn and develop new skills such as, shelter building, using tools for a purpose, bush craft, natural art pieces, bug hunts, fire lighting and camp fire cooking, coppicing, outdoor health and safety, risk management, tree climbing, flora and fauna identification, knot and rope skills and much, much more. Forest School is an excellent experience for our young people and those taking part already are really enjoying themselves and learning some valuable life skills as well as a respect for nature and the elements, self-reliance, self-esteem, problem solving, social communication, and resilience which will have a positive impact on their learning and life skills.

How does Forest School benefit my child?

Forest Schools supports the holistic development of the child:

- Health and fitness – Being active in an outdoor, natural environment.
- Increased emotional wellbeing – There is research available supporting this.
- Social development – Communicating, and negotiating with peers and adults to solve problems and share experiences.
- Skills development – Developing fine and gross motor skills and coordination for real purposes.
- Gaining knowledge and understanding – Multi-sensory, real-life learning.
- Individualised learning – Careful observation allows adults to tailor support to children's own interests and stage of development.
- Curriculum Links – Forest Schools supports many areas of the Early Years Foundation Stage framework, National Curriculum and the Every Child Matters agenda.

Churchill Park Academy – Year 10 pupils

“I like climbing trees. I like to learn to do knots and building dens and I like doing the fires. I like to use the tools”.

“We made a campfire we walk and played hide and seek, we had food around the campfire”.

Health and Safety

The health and safety of all participants is central to everything done within a Forest Schools programme. Forest School leaders are fully trained in risk assessment and emergency outdoor first aid. Every Forest School will have; a Health and Safety policy; a seasonally and daily risk assessed site; risk assessments for activities;

trained adult helpers; first aid and emergency equipment. Some of the activities the children may participate in are 'higher-risk activities' (such as campfire cooking or tool use). However, these activities are not available to the children until certain behaviours and boundaries are established. Children are encouraged and supported in recognising and managing risk for themselves, through real life situations and experiences



Learning outside the Classroom

At Churchill Park we provide all Learners with the opportunities to grow and develop their personal skills, gain in independence, self-control, problem solve, manage risk, embrace challenge, grow in confidence, increase self-esteem, develop sensitivity and consideration for others, have pride in themselves and in their school and an interest in their activities.

These personal skills will then become transferable skills for the learners to build upon in their activities and experiences in their journey through school and link back into the classroom and into the wider world.

Outdoor Learning is a continuous journey throughout school life, scaffolding experiences for the learners to build upon. We believe that it is paramount that these experiences are intrinsically motivated, and Learner led, whilst guided, if needed and planned into the curriculum and takes place both offsite and on the school grounds, it can happen anywhere outside the class from a maths trail in the corridor to a residential abroad, we strive to ascertain, "where, will this learning best be learnt?".

Already we have an offsite allotment site, Forest School and Beach School providing a rich resource of LOtC. Session and topic based visits are a continuous feature in our curriculum as well as residential experiences and visiting experiences to our school, for example a Circus that visited for a week and stayed on the school field. We continue to grow in these areas and will continuously investigate new experiences for our Learners to learn outside the classroom.

Swimming and Hydrotherapy

The Students are able to attend swimming and hydrotherapy sessions. For swimming we go to St James' swimming pool or Greyfriars pool. For specialist swims we use the hydrotherapy pool in school. You will be advised of the arrangements made for your child.

Please ensure all items of clothing and bags are marked with your child's name.



A Healthy School!

We have a strong commitment to maintaining ourselves and our school in a healthy manner.

We work in partnership with parents and carers. We ask for support in the following ways:

- By encouraging your child to “think healthily” at all times
- By encouraging your child to choose healthy snacks
- By encouraging your child to drink plenty of water
- By encouraging your child to eat five portions of fruit and vegetables each day
- By encouraging your child to take regular exercise

We do not encourage biscuits, crisps, chocolate or fizzy drinks to be brought into school for break times. We do, however, welcome fruit or vegetables as healthy snacks.



Uniform

All pupils at Churchill Park Academy wear a uniform (with the exception of 6th Form) which can be ordered through My Clothing.

Uniform:

Black shoes

Black or grey trousers (or skirt)

White polo shirt (with or without school logo)

Purple sweatshirt or cardigan (with school logo)

In summer pupils may wear:

Black or grey shorts

Purple and white summer dresses

Closed toe sandals



P.E. Kit:

Non marking trainers or plimsolls

Black shorts

White or purple t-shirt (with or without logo)



Additional items available from office include:

Fleece

Book bag

P.E. bag

Pupils may wear a watch and small stud earrings, but these must be removed before P.E.

Please ensure all items of clothing are clearly named.

We also have a small supply of second hand uniform which has kindly been donated to us; if you would like to purchase any of these items (for a minimal charge) please contact the school office.

Support Networks



Home / School Liaison

We want to encourage good communication between home and school. We welcome parents to come into the school at any point in the school day or year. Please phone to arrange an appointment. This will enable us to ensure that adequate time and attention can be given by the most appropriate staff in order to meet your needs.

Parent Support Advisor:



Mr Carl Harris

I am available to offer all parents and carers support when you need it.

Email: charris@churchillpark.co.uk

Mobile (Call or Text): 07788953408

Partnerships with external agencies

Staff from Churchill Park work in partnership with external agencies. If you wish to make contact with any of them you can do so via the school office. They will be pleased to assist in any way they can. Physiotherapy is provided by Lynsey (senior) and Gill (assistant). Occupational Therapy is provided by therapists from The Queen Elizabeth Hospital and Sarah Marshall. Speech and language therapy is provided by Lois. Members of the Starfish team also provide support.

Useful Telephone Numbers

Free School Meals	0344 800 8003
Transport	01603 224352 / 223901
County Education Office Priory House	01553 669200
Starfish	01553 668514
Speech Therapy	01553 668544
Additional Needs Coordinator	01553 669200
Educational Psychologists	01553 669200

Useful Information

Safeguarding Children Procedures

The Local Authority requires Head Teachers to report any obvious situations where children might be deemed to be at risk. These procedures are designed to protect the interests of all parties. When a school refers a concern, it is usually requesting that further clarification is sought as to whether a child is at risk. It is hoped that parents will understand that the Head Teacher is acting in the best interests of all parties, and that the happiness and well being of the child must always be the prime concern within school.



Change of address/Telephone number

Parents are asked to inform the school immediately of any change of address or telephone number (including emergency contact numbers).



Personal belongings

All personal belongings should be clearly named. We cannot be responsible for money or valuables left in the pupil's care. Money (including dinner money) and valuable items should always be clearly labelled so that they arrive safely at the right destination.



Promoting Positive Behaviour

At Churchill Park we strive for high standards of behaviour at all times and do this by actively teaching our pupils to manage their own behaviour.

We are aware that some of our pupils can exhibit some challenging behaviours and staff work closely with parents/carers to have strategies that can be used both at home and school to minimise these.

All staff are trained in Team Teach which enables them to plan for any behaviours understanding the reasons they may exist. Staff develop early intervention strategies and a reflective approach to managing them.

Some of our pupils have a Behaviour Transformation Plan which will be written in consultation with you and other professionals who work with your child. This ensures there is a consistent approach when supporting your child.

Please see the Behaviour policy on the school website for further information.



School Administration



Attendance

Where attendance is a concern we work closely with parents and give as much support or advice as we can. Recent government legislation includes the use of penalty notices for poor attendance, which incur a fine. We work with parents/carers to try to resolve any problem without having to issue these.



Illness

We recognise that children may be ill at some point and therefore some absence is unavoidable.. Children may be away from school for a block of time due to a serious illness and, if appropriate, school will support your child with work to do at home. At other times children have odd days of absence from school due to illness – usually they catch up on work missed but regular days off can impact on their educational progress.

In all cases of absence parents should:

- Only keep your child away from school if really necessary.
- Telephone school on 01553 763679 on the first day of absence, as early as possible.

Please leave a message on the answer phone if no one is available to take your call.

- Keep school informed if there will be more than one day of absence.
- If medical appointments are necessary in school time; please bring your child to School for the remainder of the day.
- Speak to the class teacher who will be able to provide you with work for your child, if appropriate.
- If you child has sickness and diarrhoea they will need to be absent for 48 hours from the last episode of illness.

Holidays in term time

It is less disruptive to a child's education if holidays are taken during school holiday periods. We understand that in some instances taking holiday during term time is unavoidable. If families are considering taking their child out of school during term time, they will need to complete a holiday request form, available from the office. The Head Teacher will consider each request individually. Any holiday taken without the Head Teacher's written authorisation will be classed as unauthorised absence.



Punctuality

The majority of pupils travel to and from school on County transport. If a pupil is late because of transport we will investigate the reason with them. Please make sure your child is ready when the bus or taxi comes to collect them.



Money

If you are sending money into school for any reason please make sure you place it in a sealed envelope / purse / wallet which is clearly named with a note as to what the money is for and the amount, e.g. John Smith – Trip to Trues Yard - £5.00. If you have any concerns sending money in with your child please let the bus escort know and they will pass the money to the office. This process is to make sure all monies find the right destination and is to avoid any confusion.

Dinner money

It is essential that dinner money is sent into school on Monday mornings. Parents may, if they wish, pay for meals in advance. If there are difficulties in paying dinner money, please do let us know so that we can offer appropriate support.



Medication

Medication can only be administered in school if it is sent in original bottles or packaging as given by the pharmacist. Medication forms giving consent must be completed by parents / carers; these can be obtained from the school office or from the school website.

Please see the school website for policies relating to administering medication and the appendices for further information on roles and responsibilities.

Security

The health, safety and well - being of all staff, pupils and visitors is paramount. We have structures in place to ensure that there is careful monitoring of who is on the premises at any given time.

Please report to reception when you visit school, where you will be asked to sign in. This enables us to make an accurate check of who is on the school premises in the event of an emergency.

No child will be allowed to leave the premises without the direct written permission of his / her parent. All pupils must be signed in / out if taken or brought into school outside of normal session times.

No smoking policy

Churchill Park Academy operates a no smoking policy. This includes the buildings, the grounds, school vehicles, and any school activities that occur off-site.



Transport

School transport is arranged by Travel and Transport department at County Hall. Should you have any problems please contact them direct on 01603 224352

Complaints

1. We aim to make our school a happy, safe and caring place so that pupils may benefit from the best possible education. All of our staff, both teaching and non-teaching, are dedicated to this aim. If you think we are not living up to your expectations of us we want to know about it so that we may have the opportunity to put things right. On the other hand, we would also like to hear about the things you think we do well!
2. If you have a concern or a complaint, speak to your child's class teacher. If he / she cannot resolve the matter you should then please phone the school office and speak to the Assistant Head Teacher for either upper or lower school. If this is still unresolved please discuss your concern/complaint with the Head Teacher.
3. Most complaints will normally be resolved at this stage but if this is not possible, you should write to the chair of the Learning Improvement Team, at the school address. She / he will contact you to find out more about your concerns and will then investigate your complaint. She / he will write to you on behalf of the governing body with the results of her / his investigation.
4. If you are still not satisfied you may appeal to a committee of the governing body which will listen to your complaint. This committee will be made up of governors who have not had any previous involvement with your complaint. You will be able to attend a meeting of the Trust to put your case. The Trust will write to you after listening to all parties with their conclusion.
5. If you are still not satisfied then you may complain to the Local Authority (LA).
6. After the LA has carried out its investigation it will write to you. In the very rare case that you remain dissatisfied you may pursue your complaint with the Secretary of State for Education.