

Welcome to Mandeville School.

Mandeville School is an Ealing Council community school which provides high quality education for children aged between 2 and 11 years who have profound (PMLD) and severe (SLD) learning difficulties and autism.

Many of our pupils have additional physical disabilities, medical and care needs, sensory and behavioural difficulties.

At Mandeville School we create an environment in which every pupil has opportunity to learn, to take part in enriching experiences and to gain the confidence to take an active part in family and community life.

At Mandeville School we work closely with parents and we realise that the child will achieve more when school and parents work together.

The pupils' well being and learning are central to everything we do in school.

Mandeville School is in Greenford. The school opened in September 2008 and has exceptional, state of the art facilities.



School Ethos

At Mandeville School every child matters and each pupil is valued as an individual. Our school community is culturally diverse and this diversity is valued for the richness it brings.

Mandeville School believes that in a safe, secure and nurturing environment every pupil can enjoy learning and achieve. With support pupils achieve their potential, develop an intrinsic desire to learn and make a positive contribution to school and home life.

Mandeville School believes that working in partnership with parents, carers and other professionals who are significant in the pupils' development and well-being helps the pupils achieve their potential.



School Aims

- ❖ to help every pupil enjoy learning and to achieve their potential
- ❖ to provide personalised learning for pupils with severe and profound learning difficulties and autism which is based on the Early Years Foundation Stage, the National Curriculum and other relevant curricula
- ❖ to help pupils develop communication and social and emotional skills so they can enter into meaningful and fulfilling relationships with others
- ❖ to help pupils develop a sense of self worth and self esteem
- ❖ to help pupils learn by providing a range of teaching approaches which respond to how each pupil learns best
- ❖ to provide a curriculum which includes developmental, sensory and therapeutic approaches
- ❖ to provide extended school opportunities which enrich pupils' lives and extend their learning

Our details:

Mandeville School
Horsenden Lane North
Greenford
Middlesex
UB6 0PA

Tel: 020 8864 4921

Fax: 020 8426 5594

Email: admin@mandeville.ealing.sch.uk



Pupil Numbers

There are 90 places for pupils aged 2 years to 11 years.

Transport to school

The London Borough of Ealing provides SEN transport in line with the Ealing SEN Transport Policy. Please contact Ealing SEN transport for further details.

Location

Mandeville School is situated in Horsenden Lane North.

Bus routes 92 passes nearby.

Greenford Tube station (Central Line) is a 15 minute walk away.
Sudbury Hill Tube station (Piccadilly Line) is a 10 minute walk away

School Uniform

The School uniform is dark blue jogger bottoms, shorts or skirt with a white t-shirt or polo shirt and a blue sweatshirt. Sweatshirts with the school logo are available to buy via the school office. In the summer, girls can wear blue gingham dresses. Footwear, coats, jackets and hats are not part of the uniform.

School Facilities

The award winning school is purpose built and opened in 2008 and is fully accessible for those with disabilities.

The school's facilities include: a light room, a dark room, a playroom and specialist teaching rooms for music, art and food technology. There are also specialist facilities for speech and language therapy, occupational therapy and physiotherapy. School also benefits from a hydrotherapy pool and a spa pool. There is a medical room staffed by a full time paediatric nurse and a health care assistant.

There is only one main entrance to the school and access to all areas, including the car park, main entrance and classrooms is restricted by security coded doors.

There are canopied outdoor learning areas outside each classroom and expansive playgrounds with a variety of play equipment including climbing frames and a wheelchair roundabout. There are also designated areas for ball play and bikes.

Each classroom has its own height adjustable interactive plasma screen where pupils can access the internet and a range of computer programs, including specialised programs. Classrooms also have a side room for small group work.

Hot dinners are cooked on the premises each day and dietary needs are catered for.

School hours

School starts at 9.15 am and ends at 3.30 pm each day.

Pupils have a 20 minute playtime in the morning and 30 minute midday playtime. Pupils attend for 38 weeks each school year.

The number of teaching hours during a normal week is 27hrs. This total includes time spent on the act of collective worship required by law, registration and breaks.

Information on term dates is distributed by the school office on an annual basis.



Admission Policy

Mandeville School is a school for pupils with profound and severe learning difficulties and autism. Children are referred to the school via the Ealing Council SEN Panel. School then decides whether or not it can meet the child's needs. If Mandeville School can meet the child's needs an admission date is discussed. If a place is not available a child may be placed on the school's waiting list. For the majority of children entering at Reception age admission will be at the beginning of the autumn term. Occasionally, and only when a place is available, pupils may be admitted during the year.

Nursery children may be referred without a Statement of Special Educational Needs on an assessment placement.

Prospective pupils and their parents/carers are welcome to visit the school.

Prior to admission teachers will usually arrange to see the child and parents at home to gather as much information as possible about the child. This supports the child's move to school. When the child starts school, parents are invited to come along with their child on the first morning.

After their child has started school parents have an opportunity to meet informally with class staff and other staff at a new parents' and carers' coffee morning. Here parents have an opportunity to meet all the staff involved with the pupils, to ask any questions and to hear more about the work of Mandeville School.

Attendance

It is very important that children attend school every day, unless they are ill or have a medical appointment.

Parents are asked to keep their child at home if s/he is too ill to join in the usual activities (including swimming and outdoor play) or if s/he could spread infection to other pupils and to staff.

Should a pupil become unwell at school, his/her parents will be contacted immediately to arrange for the pupil to be collected.

We ask that family trips and outings be kept to weekends and school holidays. Parents are discouraged from taking pupils out of school for holidays during term time.

All absences are recorded and must be explained to the school, either by phone or in writing. School monitors each pupil's attendance and liaises with parents where there are concerns.



Organisation

There are two departments in the school for pupils aged Reception to Year 6. One is for pupils with profound or severe learning difficulties (PMLD or SLD) and the other is for pupils who have severe learning difficulties and autistic spectrum disorder (ASD). There is also a nursery which caters for pupils with PMLD, SLD and ASD on a session, part time basis.

Pupils' safety is paramount and we want pupils to feel safe and secure in their class group. We also consider pupils' needs, ages and peer group role models when deciding the department and class for each child.

Class sizes vary from 6 to 8 pupils and are staffed on a ration of 2 pupils per adult. All classes have a class teacher supported by Nursery Nurses and/or Teaching Assistants.

The classes are named by the room in which they are based. The PMLD/SLD department classrooms are based on sea life and the ASD department classrooms on species of birds.

The Nursery

Nursery places are part-time. Most children are admitted on an assessment basis and may move on from Mandeville School when they are statutory school age.

The nursery is led by a senior teacher experienced in special educational needs and the early years and qualified Nursery Nurses complete the team.

Children have an allocated Key Worker from the Nursery team to ensure effective communication and sharing of information with parents and other professionals around the child.

Nursery children receive speech and language therapy, occupational therapy and physiotherapy according to their needs. The therapists work closely with the Nursery staff and with parents so that activities can be carried out as frequently as possible.

Children in the Nursery and Reception classes follow activities outlined in the Early Years Foundation Stage document.



Enjoyment and achievement

Teaching and learning

Mandeville School curriculum is based on the NC subjects for primary aged pupils and learning opportunities are presented in ways which are relevant for each individual pupil. The curriculum for Nursery and Reception aged pupils is based around the areas of EYFS.

At Mandeville School the priorities for teaching and learning are communication, literacy, numeracy, personal and social development, science, ICT and PE. Our curriculum is also developmental whereby pupils learn skills in a small step by small step way.

Each pupil has a personalised learning plan which includes learning targets in an Individual Education Plan (IEP).

Pupils are taught using a variety of teaching approaches. Younger pupils learn through play and a functional curriculum helps older pupils learn to use their skills.

We use a number of specialist approaches such as Applied Behaviour Analysis (ABA) and Team Teach to help pupils with behavioural needs and ASD. We support pupils' communication using Picture Exchange Communication System (PECS), Makaton sign and symbol language and Intensive Interaction. Some pupils learn to use voice activated communication aids (VOCA) such as palm held devices.

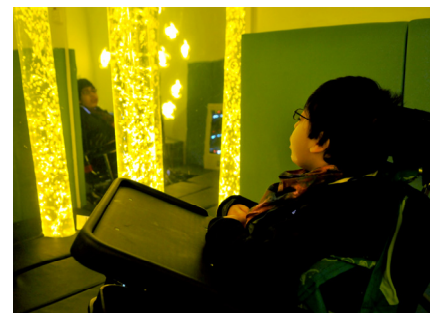
The modern and purpose built resources enable the curriculum to be delivered in exciting and fun ways for all pupils. The specialist teaching rooms are timetabled for class groups and individual pupils.

Assessment

Pupils' progress is regularly assessed and recorded using the B² assessment tool which enables teachers to record pupils' progress in small steps. Pupils' reports describe in detail their progress in different subjects and a P Scale level is attributed the pupils' achievement. The P Scales are a national assessment.

Homework

Homework is set at the request of parents and where school feels it will benefit the pupil. Homework is varied. For example, it may involve the sharing of a book, practicing writing skills or learning to play with a toy.



Other activities to support the curriculum

The school has two pools with special effects to stimulate pupils' interests and their imagination. The qualified swimming instructor takes pupils through the Beaver Award Scheme which celebrates pupils' participation in swimming at all levels. Pupils gain certificates and badges.

Senior pupils attend weekly horse riding lessons and they also participate in outdoor pursuits such as sailing.

The school has frequent visitors from the community, such as faith leaders, storytellers, dancers and other performers, and pupils regularly participate in local and regional sports for the disabled tournaments. Class trips to the theatre, parks, museums and farms make the curriculum come alive!

Inclusion

Mandeville School has very good links with the other special schools and the local primary school which is situated adjacent to Mandeville. We believe that inclusion is a two way experience and pupils from other schools are invited to Mandeville to share activities with our pupils. Where it is agreed that a Mandeville pupil would benefit from activities at another school, arrangements are made in discussion with the host school and the pupil's parents. There are clearly stated educational aims for such arrangements.

Pupils also have opportunities to make friends with and to work with pupils and staff from other classes within school for a range of activities such as drama, dance, social experiences etc.

Pupils for whom English is a second language are supported by a variety of communication systems and there are a number of bi-lingual staff.

Health Education (including sex education)

Mandeville School provides sex education in ways which respond to pupils' ages and special educational needs. Lessons may be on a gender, individual or small group basis. The sex education curriculum aims to prepare our pupils for life and to promote health and safety. It addresses things such as changes at puberty, gender differences and the concepts of public and private. Lessons are taught by staff who know the children well with the assistance of our specialist teacher. Parents are invited to discuss the content of the lessons and they are required to sign permission forms for their child to participate. Parents wishing to withdraw their child from these lessons should inform the Headteacher in writing.

Mandeville School is an accredited Healthy School.



Extended Schools

Various activities are arranged from time to time, such as after school yoga and cookery. The Log Cabin provides a play scheme for Mandeville pupils at Mandeville School during the summer holidays and some half terms. Parenting classes and English classes are also provided.

Details are available on request.

Religious Education

Religious education at Mandeville is concerned with the basic moral standards which are common to all faiths. We aim to promote the ideals of caring for each other, mutual respect and non discriminatory attitudes and practice. Concepts such as birth, death and family life are addressed in ways in which our pupils can experience and understand. This may be through religious and cultural artifacts, stories, drama, experiential activities and special assemblies.

Parental requests of a cultural and religious nature such as dietary needs, clothing and jewelry are always respected.

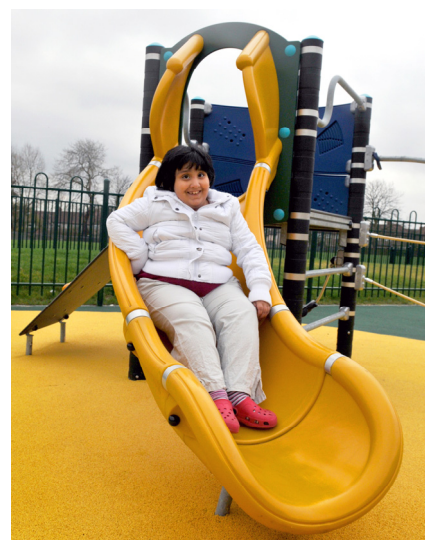
Daily Act of Worship

Each class says a prayer at the beginning and end of each day. The prayer is relevant to all religions and it is non denominational. The prayers are accompanied with Makaton signing and symbols. The morning prayer celebrates the new day and all that it holds and the end of day prayer gives thanks for the gifts of the day and those who are special in our lives.

Parents are entitled to withdraw their child from the Daily Act of Worship and assemblies. Parents are asked to inform the Head Teacher.

Toy Library

The Toy Library is organized and run on similar lines to a book lending library. This facility provides opportunities for play and leisure at home. It offers a large range of toys that can be borrowed on short term loan to encourage and enhance skills outside the school environment as well as offering activities which may involve other family members. The Toy Library staff will be happy to offer advice on suitable toys and equipment and also offer ideas for play activities and games



The Staff Team

Mandeville has a highly committed and trained staff team. The school is led by the Head Teacher, the Deputy Head, Assistant Head Teacher and three department leaders. Class teachers, Nursery Nurses and Teaching Assistants comprise the class teams. There are specialist subjects teachers including PE, swimming, art, drama and music. There is also a team of a teacher and a bi-lingual teaching assistant who support pupils for whom English is not their first language.

There is an on-going programme of training for all staff including training in Makaton sign and symbol communication, Picture Exchange Communication System (PECS), Team Teach (working with pupils with behaviour difficulties) and moving and handling (for pupils who are physically disabled) and TEACCH and Applied Behaviour Analysis (ABA) (working with pupils with autism).

Therapy Team

The staff team are supported in their work by expert advice and input from the therapy team which includes Speech and Language Therapists, Occupational Therapists and Physiotherapists. Each week a Music Therapist from the Ealing Music Therapy Project visits the school to work with individuals and small groups of pupils.

Medical Staff

The School Nurse and her assistant look after the care and medical needs of all pupils.

Psychology Team

Clinical psychology is provided by two part time psychologists from the Ealing NHS team offering support and advice for pupils with behavioural needs. The Educational Psychologist from Ealing SEN department will assess pupils and offer advice on request. A referral to the Educational Psychologist can be requested by parents or by the Head Teacher for a re-assessment of a pupil's educational needs. Such requests usually arise from the annual review of the pupils' statement of special educational needs.

Education Social Worker

Mandeville School has a full time Social Worker based at the school. Looking after a child with a severe disability can put a lot of strain on families. The Social Worker is able to offer advice and support on a range of issues including welfare benefits, housing problems and respite care. The Social Worker also has a duty to monitor pupils' attendance and will discuss with parents any concerns regarding attendance.



Admin, Site and Premises Team

The School Business Manager, Bursar Senior Admin Officer and Clerical Assistant attend to the administration and business management aspects of the school. Our Site and Premises Manager, the Assistant Caretaker and a team of cleaners ensure the building is safe and well maintained.

Catering Team

Harrisons Catering company provide the school meals at Mandeville School. The cook and her two assistants provide a choice of two freshly cooked meals each day. Parents are encouraged to purchase school meals for their children as all meals comply with government nutritional requirements, are very tasty and reflect the cultural background of our pupils. Special diets such as gluten free may be catered for in discussion with the school cook and Harrisons.



The Governing Body

Staff, local authority representatives, interested members of the local community and four parent Governors comprise the Governing Body. Governors meet on a regular basis to oversee the strategic development of the school and to monitor the school's effectiveness.

Each Governor serves for a four year period and is elected by the people they represent or are co-opted by the Governing Body.

Governors are members of Governing Body committees which include Curriculum and Assessment, Site & Premises and Personnel, and Finance.

Governors also make regular visits to school to report on a given focus which is decided at full Governing Body meetings.

A list of Governors is available from the school office.



Parents are welcome

Children learn best when parents and school work together in partnership so that the child is helped to transfer his/her learning from school to home and visa versa.

We welcome parents to Mandeville School. As a school our priority is to keep lessons running as smoothly as possible and to minimise interruptions. Therefore we do not routinely allow parents to visit classes - this is in the best interests of all pupils. We ask that parents contact school beforehand if they wish to meet with the teacher, so that arrangements can be made. It is very difficult to take a teacher out of class without prior notice and this causes disruption for all the pupils.

Each pupil has a home-school book to encourage communication between home and school and parents. In the early days of starting school and when pupils are younger parents and teachers may write every day, but over time it often becomes unnecessary to write every day and we find that both parents and teachers prefer to write when something significant happens, eg when a pupil achieves something new. Staff may also make home visits to support parents to teach their child at home.

Parent/teacher consultation evenings are held each term. This is an opportunity for parents and teachers to discuss and agree the priorities for the pupil in the coming term. Parents receive a copy of their child's IEP.

There is an established programme of parents' coffee mornings covering a range of topics which are decided by the parents. Typically topics would include managing difficult behaviours, feeding difficulties, communication systems and information about the curriculum. There are also weekly social coffee mornings where parents can drop in to the Family Room, have a coffee and a chat with other parents. Parents have told us that this is an informal way to meet other parents and share problems and ideas to help each other.

We have a parent/staff association known as The Friends of Mandeville. This is a registered charity to which all parents automatically belong. The Friends have a lively range of fundraising and social events which support the work of the school.

A school newsletter is sent home to all parents at the end of each term to update them on what has been happening in school and to give information about forthcoming events. The newsletter often includes information from parents which they think may be helpful to other parents.



Staying healthy and safe

Safeguarding

Mandeville School takes the safeguarding of all pupils very seriously. The school policy follows Ealing Council and national guidelines in respect of child protection. The School has a designated Child Protection Officer and a full time Education Social Worker with whom staff can discuss concerns. The Head Teacher, Education Social Worker and relevant school staff involved would meet to discuss concerns and agree appropriate action. Referrals would be made to social services as appropriate. A copy of the Safeguarding Policy is available on request.

Dental Checks

Occasionally an NHS dentist holds a clinic in school and parents can choose for their child to attend or not. However, as the school dental clinic is infrequent parents are advised to make their own arrangements for regular dental checks for their children.

Medication

All prescribed medications required during the school day are administered by the School Nurse or the Health Care Assistant (HCA) under the supervision of the School Nurse. Parents complete a comprehensive health questionnaire when their child starts Mandeville School and parents are required to keep school informed of any relevant changes to their child's medical condition or medication.

All prescribed medicines must be in the original bottle or box with the prescription label on the bottle or box showing the child's name, date of birth and dosage. The School Nurse will contact the parents if there are any queries.

Over the counter medicines, eg Calpol, will be administered by the School Nurse or HCA in discussion with the parents and only with parental permission. Parents **MUST** advise the School Nurse if they have given their child over the counter medication in the morning before coming to school. This is very important to avoid overdoses of non prescription medicines.



Illnesses and accidents in school

If a child becomes ill during school time, the School Nurse will contact the parents to inform them and if necessary to arrange for the child to be collected.

Cuts and grazes sometimes occur due to minor accidents, often at playtimes as is common for all children in all schools. Wounds will be assessed by the School Nurse or HCA, bathed with water and dressed, if necessary. All parents will be informed through the home school book or via a phone call if first aid has been administered.

If the School Nurse decides that a pupil requires hospital treatment the parents will be contacted immediately. If parents cannot be contacted school will act in 'loco parentis' in the best interests of the child.

Behaviour and discipline

Mandeville School caters for a wide range of pupils' needs within the PMLD, SLD, ASD description. All our pupils are respected as children with rights and needs and an entitlement to education. All pupils are valued members of our school community.

Pupils' challenging behaviours are seen as part of their learning difficulties and developmental delay. Due to the nature of our pupils' needs and their communication difficulties some pupils behave in ways which are perceived by others as aggressive. For example, biting or hitting out. Staff are trained to help pupils learn more appropriate behaviours and do all that they can to minimise the difficult behaviours.

Mandeville School has a behaviour and discipline policy which outlines the school's positive approach to behaviour. It describes the sanctions school will and will not use. A copy of the policy is available on request.

Anti bullying

Due to the severity of their learning difficulties the majority of our pupils have no concept of bullying and incidents of bullying are therefore very rare. However, school will not tolerate bullying and has an anti-bullying policy which sets out how school will respond to bullying. A copy is available on request.

The Personal and Social Development curriculum helps pupils learn how to make friends, to develop empathy and behave appropriately towards others.



Special Educational Needs

Each pupil's Statement of Special Needs is formally reviewed every year, as required by the SEN Code of Practice. Parents and professionals are invited to attend the annual review meeting. The outcomes of the review are used to help plan the pupil's IEP.

Parental involvement in the review process is vital and we believe that parents have a valuable part to play in the annual review process.

Equal Opportunities

Mandeville School embraces Ealing Council's Equal Opportunities Policy and follows all its non-discriminatory practices. School aims to provide an appropriate education for each pupil regardless of race, gender, religion and disability.

Charging Policy

The School Governors have adopted a policy of voluntary parental contributions towards the cost of trips and activities. A letter is sent to parents with details of such trips but no pupil is prevented from participating for financial reasons.

Complaints Procedure

From time to time parents may have concerns or worries. It may be appropriate for complaints to be initially referred to the class teacher, but parents may also make an appointment to see the Head Teacher to discuss their concerns. Most complaints can be settled informally, however if the parent then wishes to take the matter further full details of the complaints procedure can be obtained from the School Office or from the Clerk to the Governing Body.

Serious complaints may need to be set out in writing and submitted to the Chair of Governors. In such a case, a copy of the school's Complaints Procedure will be made available to the person making the complaint.



Privacy Notice under the Data Protection Act 1998

Mandeville School is the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. School will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. School is required by law to pass some of your information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about you then please contact the School Business Manager. If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

http://www.ealing.gov.uk/services/education/your_child_at_school/privacy_notice/

<http://www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc>

If you are unable to access these websites, please contact the LA or the DCSF as follows:

Data Protection Officer,
Perceval House
14-16 Uxbridge Road
Ealing
W5 2HL.
Tel: (020) 8825 8282
Email: dataprotection@ealing.gov.uk

Public Communications Unit
Department for Children, Schools and Families
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
www.dcsf.gov.uk
Tel: 0870 000 2288
Email: info@dcsf.gsi.gov.uk



Useful Telephone Numbers

❖ Mandeville School	020 8864 4921
❖ Mandeville Fax	020 8426 5594
❖ Mandeville Education Social Worker	020 8966 1282
❖ Occupational Therapist	020 8966 1283
❖ Speech and Language Therapist	020 8966 1285
❖ Physiotherapist	020 8966 1284
❖ School Nurse	020 8966 1281
❖ Ealing Council SEN Department	020 8825 5000
❖ Educational Psychology Service	020 8825 5050
❖ SEN Transport	020 8825 6214

