

# Park Lane School Prospectus



**PARK LANE SCHOOL**  
Imagine | Believe | Achieve

Information for Admission in September 2021

# Welcome /Croeso

On behalf of the Governing body and staff I would like to extend a very warm welcome to Park Lane School.

I have had the privilege of working at Park Lane School for the last seven years. Firstly, as a class teacher, progressing onto the Senior Leadership Team, and now currently as acting Head of School. Prior to this I worked at the local Welsh medium school for 12 years. I am very passionate about our school, our pupil's aspirations and how we each have a role to play to ensure every individual reaches their full potential.

My aim is that pupils, staff and visitors feel happy and valued here at Park Lane. The well-being of all is a priority for me, and I work hard to support all involved in the school including the pupils, staff and families. I lead through example and hold the same expectations of all staff.

Our values are based on respect, integrity, enthusiasm and achievement, with relationships at the very heart of all that we do.

We are a child centered school with a curriculum which focusses on what matters for our unique pupils. COVID-19 has enabled us to re-focus on the things that matter and as a result we are building back better. Our individualised Recovery Curriculum has supported our community to concentrate on what is really important for our pupils. We are coming back after lockdown with a new set of visions, value and aims to make Park Lane school even better than before!

We have a high expectation of our staff and all learning experiences need to be exceptional, our curriculum specialist, rewarding and relevant, and the professional development of our staff highly effective. The future is very exciting!

I look forward to welcoming you to our school.

Diane Llewellyn  
Head of School



# School Information

Park Lane Special School is a Local Education Authority Maintained Community Day School, which educates pupils with severe learning difficulties.

Age range of pupils: 3-19 years old  
Pupils on roll September 2020: 95

## **Address**

Park Lane School  
Park Lane  
Trecynon  
Aberdare  
RCT  
CF44 8HN

## **Acting Executive Headteacher**

David Jenkins

## **Acting Head of School**

Diane Llewellyn

## **Chair of Governors**

Mrs Kay Morgan

## **Contact Details**

Tel: 01685 874489

Fax: 01685 883207

Email: [Admin.ParkLaneSpecialSchool@rctcbc.gov.uk](mailto:Admin.ParkLaneSpecialSchool@rctcbc.gov.uk)

# Our Vision and Values



**PARK LANE SCHOOL**

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## 'Building Back Better'

### Our Vision

We aim to use the disruption caused by COVID-19 to reset our school community, galvanise its members and work collaboratively and equitably with a range of agencies to provide outstanding specialist learning experiences for all pupils which enrich their lives and prepares them for next steps!

### Our Values

**INTEGRITY**

**ACHIEVEMENT**

**INDEPENDENCE**

**ZEST**

**DIVERSITY**

**HUMOUR**

**RELATIONSHIPS**

**RESPECT**



### Curriculum Focussing on What Matters for pupils

- Excellent outcomes for all - everyone achieving potential
- Recovery Curriculum - to focus on pupil wellbeing & catch up
- Whole school curriculum review involving all stakeholders
- Learn from practice in other schools to be abreast of developments
- New CfW curriculum framework which Dovetails our design with ALNET
- Specialist interventions, frameworks and approaches
- Embedding 4 purposes and making them PL specific
- Improving assessment for learning to secure progression



### Specialist Teaching

- Reflecting on individual practice
- Learning from/challenging each other to improve
- Pushing boundaries of what's possible using assistive technology and specialist advice
- Resources fit for purpose which keep abreast of latest technology
- Appropriate specialist frameworks to capture progress
- Culture of enquiry and pushing boundaries
- Sharing best practice for the good of all
- Improved work with Agencies to embed specialist advice into the school's performance.
- Secure additional therapeutic support



### Investing in Staff

- Develop high performing TEAMS underpinned by coaching
- Excellent professional learning offer for everyone linked to VISION
- Developing leadership at all levels
- Clear roles and responsibilities
- Developing coaching to improve practice and outcomes for pupils
- Engagement with SLO methodology to continuously challenge each other
- Engagement with internal and external professional learning
- Engagement and training in highly specialist techniques



### Continuous Improvement

- To secure excellent outcomes
- Refine QA systems to promote enquiry and continual evaluation
- Improve the use of real time data/information to continually improve
- Self-evaluative not punitive accountability that encourages reflection and improved outcomes for pupils
- SIP targets SMART and evaluated by published enquiry
- Continuous involvement - constantly asking questions
- Effective moderation/standardised



### The Community as Partners

- Improved communication with families - website, Twitter, SeeSaw
- Develop a suite of family services to support them unconditionally
- Specialist training, workshops and support
- Open Door Policy (after COVID)
- Engagement with the broader community e.g. Sport, Music, Drama
- Support for mainstream schools
- Improved work with Agencies to embed specialist advice into the school's performance.
- 24hr curriculum

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# Home-School Agreement

When your child starts at Park Lane School, you will be asked to complete a home-school agreement. This is an agreement between you and the school, showing how we can all work together for the best interests of your child. The home-school agreement has been adopted by the governing body of the school. We will work together through collaboration and honesty to ensure your child is provided with a range of exciting opportunities for your child in safe environment. The details of the home-school agreement by the parents and carers are as follows:



## The school will make a commitment to:

1. Work collaboratively with the pupil, yourselves and all professionals to ensure receive the best education possible.
2. Provide a safe, well-ordered, happy and caring environment. (enriched, opportunities)
3. Have clear aims and learning objectives for all pupils.
4. Demonstrate that each and every child in our school is valued as an individual.
5. Arrange meetings with you to discuss progress and be available to discuss any concerns you might have (phone calls, through TEAMS or face to face).
6. Keep you informed about school activities through Schoop, Seesaw, texts and phone calls.
7. Enrich the child's education through a comprehensive range of educational visits and links with the community and industry.
8. Support your child in any transition they face e.g. to college, residential or another school setting.

## We agree to:

1. Home and school will work collaboratively to ensure the pupil receives the best possible education
2. I/We will attend, if possible, our child's Annual review, Parents Evening or any other meetings the school deem it necessary to call.
3. I/We will make every effort to get involved in my child's life at school.
4. My/Our child will attend school regularly and be on time for their home/school transport.
5. I/We will inform the school at the earliest convenience if my child is absent due to illness or for any other reason. I/we can do this by telephoning the school or via an online Schoop form
6. I/We inform the school of any forthcoming medical or other appointment that will necessitate an absence from school.

# School Staff 2020-2021

**Acting Executive Head:** David Jenkins

**Acting Head of School:** Diane Llewellyn

**Acting Assistant Head:** Sian James

**Senior Leadership Team:** Nicola Davies  
Megan Gosling  
Fran Reddy  
Fiona Sherif

**Teachers:** Carly Coston  
Nicola Davies  
Megan Gosling  
Sian James  
Laura Murphy  
Fran Reddy  
Alice Raybould  
Fiona Sherif  
Donna Thomas  
Hannah Watkins

**HLTAs:** Hannah Jones  
Julie Taylor  
Jordan Watkins  
Heather Williams

**Support Staff:** Julie Blacker  
Lisa Broome  
Leanne Clement-Williams  
Susan Crudge  
April Davies  
Karen Davies  
Kate Davis  
Kelly Fitzgerald  
Zena Green

Mandy Hodges  
Hannah Jones  
Helen Jones  
Leigha Jones  
Joanna Jones  
Louis Jones  
Jackie Keenan  
Sharon Lake  
Andrea Lewis  
Claire Llewellyn  
Janet Lewis  
Cara Meade  
Tracey Pearce  
Adele Smothers  
Julie Taylor  
Rachel Venn  
Jordan Watkins  
Rebecca Weeks  
Samantha Wickham

**Office Staff:** Deanah Haines  
Anna Murphy

**Caretaker:** Anthony Arthur

**School Nurse:** Ava John

# School Governing Body 2020-2021

Under the 1988 Education reform Act, the Governors take an important role in the running of the school. Our Governors have responsibility for the content of the curriculum, particularly with regard to sex education, the appointment of staff and control of the school finances.

**Chair of Governors:** Mrs Kay Morgan (Parent)

**Vice Chair:** Mr Carwyn Davies (LA)

**Governors:** Mr Stephen K Morgan (Community)  
Mr Spencer Jones (Community))  
Father Richard Green (Community)  
Mrs Janet Lewis (Staff)

# School Day

The times in the school day differ for pupils in the primary and secondary department, however the beginning and end of the school day is the same for all pupils.

Times in the school day are as follows:

	Primary	Secondary
Start of School Day	8.50am	8.50am
Break time	10.30-10.45am	10.30-10.45am
Dinner time	12.00-1pm	12.15-1.00pm
Break time	2.00-2.15pm	n/a
End of School Day	3.10pm	3.10pm

## Admissions

Admission to the school is by the Access and Inclusion Panel of the Local Authority. The panel includes: The Head of Service, System Leaders, Educational Psychologist and Head teacher representation where necessary. Following assessment of pupils if they have a statement of Special Educational needs it states the child's educational needs and identifies the most appropriate school placement for the child. The statement will identify Park Lane School as the most appropriate provision. Parents will then be notified and will have the opportunity to accept the place for the child. Having said this, there is still a great element of parental choice and therefore informal visits are most welcome and encouraged.

Once a place has been accepted school will work closely with the families to ensure a smooth and successful transition. This could include several visits at different times of the day, transition books with photos, meetings with the class teacher to develop One Page Profiles and health meetings with our onsite school nurse Ava John.

## Charging and Remissions

Educational visits/activities covering all aspects of the curriculum are organised to take place largely during school hours and involve all pupils. Events will sometimes be dependent on the schools' ability to attract adequate voluntary contributions to fund

such projects. No child will be excluded from an activity simply on the basis of a non-contribution.

## **Safeguarding**

Park Lane School has, as its priority, the protection and wellbeing of all pupils in the school.

There are three Child Protection Officers in the school, Diane Llewellyn (Head of School), Sian James (Acting assistant head) and Julie Taylor (HLTA). Diane Llewellyn has overall responsibility for safeguarding matters, and acts as a source of advice and support to other school staff.

All school staff have received Safeguarding training from Diane Llewellyn during the past year, and visitors/supply staff to the school are given a copy of the school policy. Our school also has a nominated child protection governor, Mrs Kay Morgan, who has to ensure that the school has a child protection policy in place which is consistent with All Wales Child Protection Procedures (2002), which all staff in the school must follow where there are concerns or suspicions of child abuse.

If we receive information about a child, which suggests that they could be at risk, we have a duty to refer these concerns to the social services dept. or the police without delay. We have no discretion in this matter. This is clearly stated in our safeguarding policy.

Our first concern as a school is your child's welfare and where we have general concerns these will be raised with you, and we would want to work with you to remedy the situation. However, there may be concerns, as listed above, where we would have to talk to other agencies before we contact you. Should this be necessary, we want to reassure you that any concerns we have about your child will then be fully discussed with you in a way which is consistent with your child's best interest.

A copy of the school's child protection policy will be on our website. If you wish a paper copy, then this is available on request from the school office.

## **Children and Young People Looked After**

Our designated teacher for CLA is Sian James, and she is available to support pupils and carers with the transition into school and during their time here. All members of staff receive Level 1 training in CLA on an annual basis.

# Our Curriculum

It is a very exciting time for schools in Wales with the New Curriculum coming into place in the coming year. We have been busy developing our own curriculum in Park Lane, enabling us to ensure that every pupil is receiving the very best education we can offer.

The curriculum is broadly separated into three strands although pupils might be accessing parts of all of these strands – Pre Formal, Semi Formal and Formal. This is to ensure that we are meeting every pupils' individual needs and that the activities are tailored to their cognitive, sensory and communication needs.

The curriculum in our school is closely linked to other initiatives at school – including Trauma Informed School, The Recovery Curriculum and the new ALN bill (looking at Person Centred Practice and Individual Developmental Plans).

## **The Curriculum for Wales guidance sets out:**

- the proposed curriculum requirements set out in legislation for all learners aged 3 to 16, to ensure all schools cover the same core learning and to secure a consistency of approach for learners across Wales
- guidelines for schools in developing their curricula
- expectations around assessment arrangements to support learner progression

## **The purpose of every school's curriculum will be to support our children and young people to be:**

- ambitious, capable learners, ready to learn throughout their lives
- enterprising, creative contributors, ready to play a full part in life and work
- ethical, informed citizens of Wales and the world
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society

Here at Park Lane, we have looked at all that we offer in school and have linked these to the 4 purposes to ensure that we are supporting our pupils as well as we can to fulfill these 4 main aims of the curriculum.

There are six areas of learning to the New Curriculum which all pupils from the ages of 3 to 16 will follow.

- Expressive arts
- Health and wellbeing
- Humanities

- Languages, literacy and communication
- Mathematics and numeracy
- Science and technology

Below is a link for families and young people to familiarise themselves with the New Curriculum. For more information, please contact the school directly where we will be happy to discuss our curriculum further with you.

<https://hwb.gov.wales/api/storage/44b74558-5d89-4a5b-bf54-32bd6dcad1c0/a-new-curriculum-in-wales-a-guide-for-children-young-people-and-families.pdf>

## **14 – 16 Years Old: Years 10 -11**

Pupils are working towards completing units in Mathematics and English through WJEC /OCR/AGORED CYMRU Accredited courses in using money, number, measure, communication, as well as, speaking and listening.

As part of the 14-19 Learning Pathways curriculum, pupils are provided with options choices, and choose from a range of subjects to study in the school year. Courses are provided and pupils achieve accreditation in their chosen subjects, through OCR, WJEC, and AGORED CYMRU. These courses include:

- Participating in Leisure Activities
- Taking part in Exercise and Fitness
- Healthy Eating
- Art and Design
- Duke of Edinburgh
- Cooking
- Dance and Drama
- ICT
- Horticulture

## **Post 16 Years Old: Years 12-14**

Each student has an individual learning pathway, which provides educational and vocational choices, as well as, providing a variety of options for post school life. The learning pathway puts the student at the centre to develop further the 4 purposes, attitudes and values, knowledge and understanding, as well as common experiences and skills for independent living. Learners are encouraged to take ownership of their own pathway.

Pupils in Post-16 receive accreditation with WJEC, OCR and AGORED CYMRU. We currently offer courses which include health and safety awareness, horticulture, health and wellbeing, Art and Design, ICT, Skills for Independent Living and basic money handling. All learners have work experience placements which are dependent upon suitability, ranging from independent work experience, to work experience in a supported environment, both off-site and in school.

During their time here, students are given a variety of experiences, to help them make decisions about what they want to do when they leave Park Lane.

## Interventions

Here in Park Lane School we use a wide range of interventions to ensure that we meet every pupil's needs.

Most of these will take place in the classroom with the class staff, although there will be occasions where it will be deemed more suitable to have sessions out of the class with a trained practitioner e.g. AAC/ELSA. If this is to happen, then the member of staff will work closely with the class teacher to ensure a consistent approach and to support the generalisation of skills

A brief description of each can be found on the website or please contact the school if you require further information on any.

Examples of programmes used in this area include:

- PECS
- TEACCH
- Read Write Inc
- Attention Autism
- AAC
- ELSA
- Story Massage
- Intensive Interaction
- Sensory stories
- Hydrotherapy
- Music therapy
- Tac Pac
- Touch Trust activities
- Rebound Therapy
- Thrive
- Immersive Technology Room
- Horse riding
- Sensory Circuits
- Relationship Based Play

- Trauma Informed Schools
- Talkabout
- Makaton
- Big Maths
- Sensology
- Colourful Semantics
- Move

We are very lucky to have an Occupational therapist on site for two days a week and a member of the physiotherapy team for two days a week. Both of these services are a great asset to the school and alongside staff members ensure that the pupils are receiving the input they require in school to reach their full potential.

## **Personal Development and Relationships**

Personal Development and Relationships is taught throughout the whole school. An information leaflet outlining the scheme is available on request. The context and presentation of the lessons are differentiated in accordance with the needs, age and emotional development of the children.

Parents are entitled to withdraw their child from the Sex and Relationship part of the scheme (only where it isn't covered by the Science and Technology AOLE) if they wish.

## **Religious Education and Collective Worship**

Religious Education is by law a compulsory element within the whole curriculum and is taught in accordance with the school's policy. Emphasis is placed on the educational aspects of the subject and is deliberately free of dogma, doctrine and sectarian influences. The school follows the Agreed Syllabus by SACRE in its content, with the information being delivered in an informative and relevant way to our pupils.

There are daily acts of worship at Park Lane which are largely Christian in character, but throughout the year we celebrate important festivals of other religions e.g. Diwali, Eid, Hannukah.

Parents have the right to withdraw children wholly or in part from religious education and collective worship. Please contact the school to let us know if this is your wish.

## Cymraeg – Welsh

Park Lane is committed to developing a sense of Welsh identity through our new curriculum. This includes incidental Welsh, teaching Welsh as a second language, curriculum Cymreig and our bilingualism policy. Welsh culture is encouraged across the school involving pupils in the learning of Welsh songs, verses, stories and the complete breadth of Welsh heritage.

Every year we hold an Eisteddfod where all pupils are given the opportunity to perform and celebrate with the whole school. There is also the opportunity for some pupils to participate in an Eisteddfod that we organise alongside other Special Schools in the region. This is always a day full of singing, music, celebration and enjoyment.

## Sport

Park Lane School believes that all pupils must be given opportunities to achieve through sporting activities, at a level individual to them, promoting healthy lifestyles and an understanding and awareness of their own bodies. We believe that increased levels of physical ability lead to improved levels of physical wellbeing, positive attitudes and self-confidence.

All pupils take part in PE activities every week. Children should wear suitable clothing for these sessions. For PE the school uses the school hall and our Multi-Use Games area in our playground.

Pupils in the primary department are offered opportunities to take part in Riding for the Disabled in Green Meadows Riding School in Aberdare and all equipment is provided by the stables. Warm, old clothing is appropriate for this activity.

Key Stage 2 pupils have the opportunity to develop confidence and learn to swim at the local Leisure Centre. Pupils, where appropriate and beneficial, have the opportunity to use the school's hydrotherapy pool. Pupils can gain water skills and distance awards as they improve. Your child's class teacher will let you know when your child has swimming. Please send in a swimming costume and towel. These will be returned to you each week.

The school has a sports day which is held each year in Cae Pugh, the field near the school. All pupils are given the opportunity to take part in activities and races, and parents are encouraged to come along to support. The school will let you know when the sports day will be taking place.

We are currently training staff in the MOVE programme, which will benefit many pupils across the school to enhance their movement capabilities. We also work closely with the physiotherapists on site to encourage a culture of 'Movement for all!

## Careers Entitlement Statement

Careers and Work Placement guidance help young people develop the knowledge and learning skills that will enable them to make best use of their abilities and to make best use of their abilities and prepare them for life after school. Park Lane endeavours to support its pupils to play a full part as they are able in society, whether this be through recreational pursuits, community-based opportunities or vocational routes.

At Park Lane, there is a commitment to providing quality careers education and guidance and work placement opportunities to all our pupils in the style and at the level which best suits them as an individual.

All pupils are involved in a transition review at the age of 14 when our careers advisor, Kerry John, discusses options with students and their families. Opportunities for work experience are provided either 'in house' or in local establishments.

## Accreditation

Many of our pupils receive accreditation as they move through 14-19 years old. Each year, pupils complete courses at the appropriate level to them and are successful in achieving accreditation.

**Accreditation results for 2019/2020 are as follows:**

### AGORED Cymru

Level Achieved	Number of Accreditations
Entry 1, 2, 3 & Level 1	Approx. 150

## WJEC

Level Achieved	Number of Accreditations
Entry 1	26
Entry 2	36
Entry 3	7

## OCR

Level Achieved	Number of Accreditations
Entry 1	3
Entry 2	5

## Pupil Destinations

Most of our pupils choose to stay in the school until the end of Year 14, when they are 19 years old. Our pupils leave school generally to go to college or Day Care provision. Information on the last few years of destinations are as follows:

Destination	2017	2018	2019	2020
Specialist Provision	3	1	2	2
College	4	2	5	4
Day Services	1	1	1	1

# Further information

## Strategic Equality Policy & Plan & Disability Access Plan

We are committed to supporting the achievements of each and every person in this school and to develop our pupils as learners, with dignity and self-respect. We are committed therefore to challenging racism, classism, sexism and discrimination based upon sexuality, special educational needs or perceived notions of ability or disability. Copies of our policies on these matters are available at the school on request and will be found on our website.

## School Security

At Park Lane safety and security is very important to our school. All visitors are required to go to the reception area and sign in, showing ID where required. Visitors are requested to make an appointment or phone before coming to school wherever possible. Our office staff will ensure you speak to the right person if possible and visitors will be supervised around the school. Please do not be offended if staff ask you who you are, as they are ensuring the safety of all pupils and staff in the school. You will also be asked if you have a current DBS number.

All doors in school are fobbed (with additional codes on some) to ensure the safety of all of our pupils.

## Emergency Closures for Schools

Situations may arise in the future, as they have done in the past, when it will become necessary to close the school. Reasons may include bad road conditions, failure of water supply or failure of the school's heating system. It is the Headteacher's responsibility to decide whether the school can open, or should close early, in the light of prevailing circumstances.

The school will continue to operate whenever possible providing, of course, that children and staff are not exposed to unacceptable conditions at school or on their way to and from school. We understand the worry, inconvenience and even dangers which can be caused by early closure.

Should conditions be such that it does become necessary to close the school, parents will be informed by Schopp. We ask you to provide us with an emergency telephone

number so that you can be contacted should the need arise. Please do not ring the school during emergencies so that telephone lines may be kept free for vital calls.

## Complaints

If you have a problem concerning your child, please make an appointment to see the class teacher at the earliest opportunity. Most problems can be dealt with informally by the teacher concerned. The Headteacher will normally refer parents to the class teacher if approached in the first instance.

Problems will be referred to the Headteacher when standard procedures have not been effective in resolving the issue.

If the above procedures prove unsuccessful a formal complaint may be made to the Chair of Governors care of the school. It is hoped however that any matters of concern can be resolved by informal discussion at the school in the first instance. Copies of the school Complaints policy can be obtained from the school office if required.

## Attendance

Attendance is very important to us all at Park Lane. We understand that children sometimes cannot come to school due to illness and medical appointments and in these situations we do not expect pupils to come to school. However, we do need to know why they are not in school. Please ring the school to let us know as soon as you can or use the online form on Schoop. If we don't know where they are, we will contact you to find out. When pupils' attendance becomes a worry, we will contact our Attendance and Wellbeing Officer, who will then contact you.

