

Bath & North East Somerset Council

## **Fosse Way School**

# INFORMATION FOR PARENTS OF RESIDENTIAL STUDENTS



## **Aims of school**

At Fosse Way we seek to provide a high quality, relevant and balanced education for all of our pupils, focussing on individual personal and academic achievement.

The aims we have for all pupils are:

- To develop enquiring minds and a spirit of curiosity
- To develop social and communication skills enabling full participation in society
- To develop self-respect, value others and the environment
- To achieve high standards in all respects of the curriculum
- To become independent, confident, lifelong learners
- To fulfil their potential in the adult world.

The school is committed to:

- Setting high expectations for pupils' personal, social and academic progress
- Providing a broad, balanced and relevant curriculum
- Providing stimulating and challenging experiences which offer each child opportunities to enjoy success
- Providing a happy, caring environment in which our pupils feel secure and are prepared for life outside school
- The promotion of a positive ethos where each child's achievements are valued and celebrated
- Innovative teaching utilising a broad range of modern learning resources
- An effective partnership between school, parents and the community
- A learning experience that contributes to and is enriched by the life of the local, national and international community.

## **Additional Aims of Residential Provision**

To provide a 24-hour curriculum enabling students to: -

- Develop social and communication skills within a residential environment.
- Develop their independence skills (e.g. personal care)
- Develop their use of leisure time

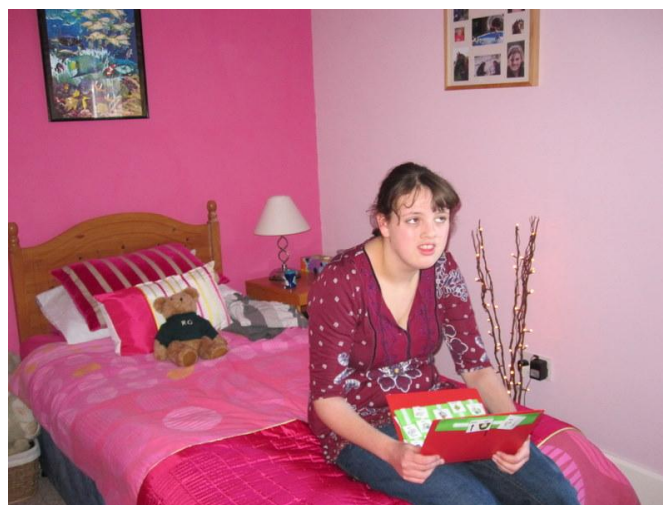
And to ensure a consistent, professional approach to social and behaviour issues within a happy and caring environment that offers structure and continuity.



## Admissions Procedure

- Informal discussions take place between Education staff and parents expressing an interest in a place for their child at Fosse Way House.
- Education staff speak with the Assistant Head to ensure that there is a place available.
- Parents are advised to contact the Assistant Head to meet and discuss the provision.
- At the students' Annual Review the possibility of residential provision is formally discussed.
- LEA are requested to alter the students Statement of Educational needs to include Residential Provision.
- Providing the Panel agree to fund the Educational Residential Placement, parents and the Residential Manager will discuss and arrange the most suitable way to introduce the student to Fosse Way House.
- Once funding has been agreed the start date for the students placement will depend on current staff levels in the residential area, the students already resident there and the most appropriate time for the individual starting.
- Each induction will depend on each individual student. Visits with parents to personalise their room, after school sessions but sleeping at home and part week placements can be used to help students settle. However, most students settle very quickly once they are aware of their routine.  
Too many stages during the induction time can be confusing for the student.

Throughout this procedure Education staff, Residential Staff and the Head Teacher communicate with each other and parents to keep everyone informed.



## **Parental Involvement**

Parents are welcome to phone students between 3.00pm and 9.00pm. The best time to ring is normally before 4.00pm or after 8.00pm.

Families are very welcome to visit Fosse Way house before 8pm. We do appreciate a phone call to arrange this, as the evening programme is full and varied and we are often involved in activities off site. Also some students can be unsettled by unscheduled visits of, their or other student's families. With prior warning we can ensure that visits are as non-disruptive as possible for everyone in Fosse Way house.

After 8pm some students start to get ready for bed, so we ask that parents do not visit at this time, to ensure that the bedtime routine is as calm and uninterrupted as possible.

On special occasions such as birthdays, parents often choose to take their son or daughter out for the evening. Alternatively, some parents choose to celebrate as a family at the weekend and send in a cake and present for the students to enjoy at school.

Each student will be linked to a key worker who will oversee individual files and placement plans. Regular contact will be made with families by Residential staff. Families are able to ring Fosse Way house directly to speak with staff or their child. Students are able to ring home whenever they wish. Staff are able to support students to use the telephone. We have a portable telephone so that Students can speak to their families in the privacy of their bedroom.

We have a Fosse Way house email account, students can communicate with their families through this if they like.

Some students like to write home with letters, cards or postcards.



## ILLNESS

The system for students who are taken ill in the residential area is exactly the same as it is during the school day.

- If your child is ill you will be contacted.
- If it is considered to be a serious illness a doctor would be called or the student would be taken to casualty.
- If it is considered to be a minor illness the student would be collected by parents and taken home, as soon as possible
- It is of vital importance that the residential and school staff have current emergency contact numbers and that parents inform the school of emergency arrangements for their child should they be away from home

There is no facility or staffing for 'nursing' students with minor illnesses either in the residential area or the school.

## FIRST AID

We aim to ensure all staff have a minimum of 'Basic 1st Aid' training, both in school and the residential area. This training is updated regularly and new members of staff receive the training as soon as it is possible. Some staff have also undertaken 'First Aid at Work' training in line with Health and safety regulations 1981.

## MEDICATION

Staff are able to administer medication in tablet or liquid form with written confirmation from your doctor. The doctor must confirm any changes in dosage.

Home remedies (over the counter medication) can be administered by staff with written permission from the students' main carers/parents.

There is a recording system used between the school and the residential area to ensure your child receives the correct medication.

Staff are unable to administer medication without written consent from parents and the doctor who prescribed the medication.



## REWARD SYSTEM

Rewards in the residential area are designed to motivate each individual student. These rewards will change as the students' interests change.

Regularly used rewards are

- Watching a favourite video
- Time on the computer
- Watching a TV programme of their choice
- Accumulative sticker or smiley face chart leading to a treat.

## STAFFING

- During the early part of the evening there would normally be five staff on duty. This enables a range of activities to take place in small groups.
- After 9pm students are finishing supper and preparing for bed. At this point and throughout the night there are three members of staff on duty.
- From 10.15pm – 7am two members of staff will be 'sleeping-in' with our Night Waking officer being awake at all times.
- At 'Hand-over' times, in the morning and at the end of the school day, members of staff from the school work alongside residential staff. To ensure the smooth hand-over of students from one area to another. Information logged in school link books enhances this further.
- The Head Teacher and/or the Deputy Head Teacher are on call 24hrs a day to advise or, if necessary, come in.
- Your child will be assigned a 'Key worker', who will fill feedback sheets in with your child to encourage them to talk about how they feel about Fosse Way House and if there is anything that can be done to make their time with us more beneficial. A copy of this will be sent home in the link book.
- The Residential Manager will contact you whenever is convenient to you, to liase with you. Some parents like weekly phone calls other prefer monthly calls or just an occasional chat. Parents can ring at any time , the best time to ring to speak to staff is after 9pm. Parents can also be sent text messages if they would like to be updated, though do not feel the need to talk directly.
- Parents of new students can be rung daily initially.
- Students are encouraged and supported to ring home regularly.



## **ROUTINES**

The residential provision operates from 3pm till 8.45am the next day, each weekday. All students go home on their usual transport on Friday, at the end of the school day and return to school on Monday morning.

In general the evening is divided into three sessions.

### **Session 1**

3- 4 pm	Students change out of their school clothes and relax with a drink and snack. They have time to unwind and watch TV, play board games, play on the games console, read or draw. This time is an opportunity for students to make their own choices as to how they wish to spend their free time. Staff also use this session to work 1:1 with students on skills such as conversation, telling the time and using money.
4- 5pm	Students take part in small group activities, which may include riding bikes, using the computer, a walk to the shops or playing social games. There is usually an element of choice in this session. Students are able to choose which activity they would like to participate in.
5pm	The evening meal is taken in the small dining room used by the students during the school day. A small group of students eat in a separate area without direct supervision as part of their independence skills programme
5.35 – 6pm	Free time. Students are encouraged to spend a short period of time directing their own individual activity. Those students who find this difficult will be taught how to occupy themselves during this time.  A variety of books, tapes, games and art activities are available to enable students to choose how they would like spend their time



## Session 2

6-8.30 pm

During this time students will participate in one or two activities on offer.

Students work in groups of 5 – 6, supervised or led by 2 or 3 members of staff.

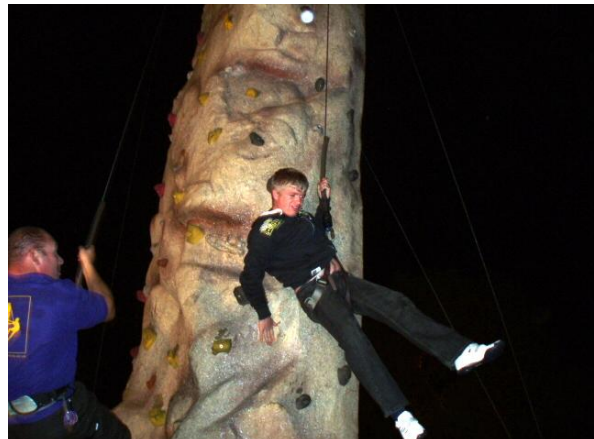
Residential staff, alongside specialist subject teachers from within the school, design the activities, which aim to meet the needs of both the whole group and the individual. Records of progress towards Individual Education Plans (IEPs) and Placement Plans are kept by residential staff and used with tutors to negotiate new targets

Activities range from working on the computers, using a video camera, cooking and the safe use of equipment, art and craft to communication skills and the development of self-esteem.

We have many trips off site each week to sports centres, shops and local places of interest.

Students currently attend a local sports centre to learn trampolining. They partake in a Youth club in Bath, which has led to performing in the Music festival in Bradford upon Avon, contributing to animation used in the Theatre Royal and working alongside Sports Specialists from Bath University

Approximately once a term students have the opportunity to go to the cinema, ten pin bowling and to a restaurants, (Chinese, Italian, fast food or a 'child friendly' pub/ restaurant such as Hungry Horse.)



## Session 3

8.30 - 9.30pm	Supper and preparation for bed. Students are taught to be as independent as possible in their 'personal care' routines. This is considered to be a fundamental part of their '24 hour education' and many students have targets on their IEPs and placement plans related to this area of work
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In the morning students are woken at 7.15am. Breakfast is in the small dining room at 8am. There are opportunities for students to take it in turn to prepare and eat their own breakfast in the residential kitchen, supervised and supported by staff.

At 8.45am students join 'day-pupils' in a short break before registration at 8.55am.

## Meals

All meals are cooked on site. Special diets and 'fads' can be catered for. Students are encouraged to lay and clear their table.

Students are encouraged to prepare drinks and snacks independently, e.g. toast, sandwiches. They are also taught to wash, dry and put away items used.

Family service is the focus for all meals. With turn taking, sharing and good manners being praised and encouraged.

Students eat breakfast at 8am. Fruit juice, Toast and cereal. Most students eat in the small dining room. 2 or 3 students prepare breakfast in the Residential kitchen as part of their independence programme.

After school students are able to choose a healthy snack such as fresh fruit, dried fruit, crackers, toast a cereal bar or rice cakes.

Tea is at 5pm. There is a choice of 2 meals. Students eat with staff in the small dining room, those students working towards independence eat in a separate area.

For students who are hungry later on in the evening there is an opportunity for them to prepare themselves a snack before bedtime. E.g. toast, cereal, fruit.

The emphasis during all meals is on family service, social interaction and good manners. There is always a vegetarian option.





## Fosse Way House Weekly Planning

Sample of weekly activities.

	Mixed groups 3-4	Mixed groups 4-5pm	Group 1 6.00-7.00	Group 2 6.00-8.00
Mon	Change into casual clothes.  Clean uniform out ready for the next day.  Change sheet or duvet weekly.	Group 1 Prepare tea  Group 2 Bath sports centre Swimming (Late tea)  2 students literacy skills	Trampolining Norton Hill Sports centre	Local walk or Site Based Activities
Tues	Snack Students choice, TV, Wii, games, books. In own room or lounge	Small group activities Yoga Sensory room Local walk	Teenage Rampage Youth Club: Circus skills	Swimming and Hydrotherapy School pool
Weds	Independence skills e.g vacuuming using telephone	Small group activities Prepare tea Bikes Computers	Walk at Ammerdown woods Tesco trip	Trip to Weston Super Mare.
Thurs		Small group activities Art Board games Local walk	Trip to Clarks Village	Design Technology project

Students who are set homework will be given time and support to complete it during the evenings.



## CLOTHING LIST

All clothes should have a name tag or label.  
Some students may need more changes of clothes.

### **BOYS**

#### School wear

3 jumpers/sweatshirts  
5 T shirts/polo shirts  
4 pairs school trousers  
8 pair's pants/socks  
1 pair school shoes  
School coat

#### Leisurewear

3 jumpers  
4 pairs jeans/trousers  
4 T-shirts  
Coat  
Swimming Kit  
Trainers/Shoes/Wellies

#### Nightwear

2 pairs pyjamas  
Dressing Gown  
Slippers

#### Winter wear

Gloves, Hat, Scarf  
Waterproof Coat

#### Summer wear

Sunglasses  
Sunhat  
Sun cream

### **GIRLS**

#### Schoolwear

3 jumpers/sweatshirts  
5 T shirts/polo shirts  
3 pairs school trousers/skirts  
5 pair's socks/tights  
3 bras  
8 pairs of pants  
1 pair school shoes  
School coat

#### Leisurewear

3 jumpers  
4 pairs jeans/trousers  
5 Tops/T shirts  
Coat  
Swimming Kit  
Trainers/Shoes/wellies

#### Nightwear

2 pairs pyjamas  
Dressing Gown  
Slippers

#### Winter wear

Gloves, Hat, Scarf  
Waterproof Coat

#### Summer wear

Sunglasses  
Sunhat  
Sun cream

2 sets of Towels and bedding are provided and allocated to individual students.

Students often choose their own bedding and staff support them to shop for it when they start at Fosse Way House to help them personalise their rooms.

Students are welcome to bring 2 sets of bedding from home if they prefer.  
Bedding and towels are washed weekly at school.

All worn clothes are sent home on Fridays for washing. Unworn clothes are kept in bedrooms for the following week.

### PERSONAL ITEMS

BOYS	GIRLS
Electric Toothbrush	Electric Toothbrush
Toothpaste	Toothpaste
Deodorant	Deodorant
Shower Gel/Soap	Shower Gel/Soap
Bath Foam	Bath Foam
Shampoo & Conditioner	Shampoo & Conditioner
Hairbrush/Comb	Hairbrush/Comb
Electric shaver	Sanitary Towels

Students are encouraged to bring in personal items from home to personalise their rooms and create a home from home. Items such as family photos, pictures, favourite toys and books and any comforter they have will help them to settle in. All items need to be named.

Students can bring in a radio/tape or CD player and/or a television and video if parents feel it is appropriate



## POCKET MONEY

There are opportunities during visits to shops or other venues for students to spend their own money. We believe that an understanding of the value of money is another aspect of a young person's education. Students usually bring in to £3-£5.00 per week pocket money. If preferred, pocket money for a whole term can be sent to the school.

Please place the money in an envelope clearly labelled 'pocket money' and marked with the students' name.

Students usually go to local shops once or twice a week and may choose sweets, a comic or favourite snack. Once a week students go on a trip further a field to encourage socialisation, involvement within the community and using money. Typical trips include McDonalds, cinema, bowling, shopping and walks and café visits in local towns. There are opportunities for students to visit shops to buy presents for family birthdays or choose items of clothing for themselves. If parents would like their child to buy an item extra money can be sent in and staff will support students to purchase items. Students who are able to care for their own pocket money are encouraged to keep it in a money box in their room. Additional money sent in for shopping and pocket money for students who are unable to care for it independently is kept locked away in the office and staff log when money is spent.

Parents are welcome to send in money to help students choose and purchase their own toiletries and clothes.

Staff are very happy to support students with their Christmas shopping, choosing and wrapping presents for their family.



## **THE ACCOMMODATION**

The current accommodation consists of 1 kitchen, 2 lounges, an activity room, and 12 single bedrooms . There are 5 bathrooms allocated and 1 shower room to specific students. There are 2 staff bedrooms and bathrooms and a staff kitchen. There is a medication room used for administering medication with provision for students who feel unwell to rest whilst waiting for their parents. There is a central office. Evening activities take place throughout the school building, making the best use of available facilities.

The school is locked from 5pm to ensure the safety of our residential students.





## USEFUL CONTACTS

School Contact      Telephone No:      01761 412198  
                                 Fax No:                      01761 411751  
                                 Email:                      [fosseway\\_spe@BATHNES.GOV.UK](mailto:fosseway_spe@BATHNES.GOV.UK)

Fosse Way House Direct:                      01761 404206

<b>Transport</b>	<b>BANES</b>	<b>01225 477000</b>
	Bristol City	0117 971 3341
	North Somerset	01934 412255
	South Glos.	01454 863917

Further information is available in the school prospectus or on the school website. If you have not received a prospectus, please contact the School office and they will be happy to send one to you.

Residential Staff:	Joanna Burton Jason Towells	Residential Education Manager Residential Education Manager
	Toby Alltoft Ann Beacham Mandy Green Jacqui Harris Ben Moon Lee Morris Marilyn Plummer Neil Stockley	R.E.O/Link Worker Residential Education Officer R.E.O/ Link worker R.E.O/ Link worker R.E.O/ Link worker R.E.O/ Link worker Residential Education Officer R.E.O/ Link worker
	Mary Gibbs Kerry Catlin	Night Care Assistant (Waking) Night Care Assistant (Waking)

Residential Education Officers work during the evening with students at Fosse Way House.

Link workers work during the school day with students in lessons, and also in the residential area, ensuring continuity and consistency.

Out of School Hours call Fosse Way House direct on 01761 415256

Fosseway House email address is [fosseway.house@fosseway.bathnes.sch.uk](mailto:fosseway.house@fosseway.bathnes.sch.uk)



