



## WELCOME TO CHERRY TREES SCHOOL

We are a happy, caring and successful school where children will be encouraged to achieve their full potential both academically and socially.

Confidence in a school comes from knowing and understanding what is happening within it so to this end we always encourage parents and carers to come and see us while the school is in action. We look forward, therefore, to seeing you at our school, so that you can find out more about us.

We hope that you find this information useful and we are happy to provide more information and answers on request.

I can assure you of a warm welcome.

**Mr P. Elliott**  
**Executive Head Teacher**

## SCHOOL DETAILS

<b>Address</b>	Cherry Trees School Giggetty Lane Wombourne Nr. Wolverhampton West Midlands WV5 0AX
<b>Telephone/Fax No.</b>	01902 894484
<b>Chair of Governors</b>	Mr David James
<b>Education Authority</b>	Staffordshire County Council Children and Lifelong Learning Tipping St Stafford ST16 2DH

Cherry Trees Community School is situated in South Staffordshire in the large village of Wombourne. It is within a few miles of Wolverhampton, Dudley, Stourbridge and Bridgnorth.

The school provides education for children aged 2-11years with a range of special needs, autism, challenging needs, learning disabilities and those whose needs cannot be met in a mainstream school.

Each pupil has an Individual Education Plan [I.E.P.] which ensures a pupil's personal educational needs are identified and met.

As well as all pupils having access to the National Curriculum they may benefit from other curriculums and approaches offered in school. These include developing interaction skills, speech and language skills and using approaches such as multisensory, TEACCH and PECS. Outside agencies and professionals are consulted on a regular basis and school staff are all involved in continued professional development to ensure they are up to date with new initiatives.

Staff work closely with mainstream schools to provide inclusion programmes which have enabled some pupils to eventually access mainstream education on a full time basis.

Wightwick Hall School a Business and Enterprise College is the schools secondary provision.

Facilities at Cherry Trees include 6 classrooms, a purpose built play area, a swimming pool, multisensory room, interaction room, nurture room and a small ICT suite. The school also has its own minibus with tailgate lift which enables all pupils to access facilities and practise transition skills in the local community and travel to activities.

Cherry Trees welcomes parents, carers and friends to visit the school and are grateful for the continued support that is given to school events.

# Cherry Trees School

## Vision

To provide an inclusive education which inspires individuals to achieve.

**Working, Learning, Achieving Together**

## Values

Every child has the opportunity to access an enriched and differentiated curriculum.  
Every child's individual needs will be met to ensure they reach their full potential.  
Every child is valued and encouraged to grow as an individual.

## Aims

To ensure a safe, caring, happy environment for all.  
To enable children to develop positive attitudes and become independent learners.  
To develop and nurture a respect for all.  
To provide a stimulating environment motivating all to succeed.  
To encourage, welcome and value involvement from parents and carers in all aspects of school life.  
To encourage and develop contacts with the wider community.

## **INCLUSION**

The school has a firm belief that not only does it offer all pupils an inclusive education, but it also provides opportunities for pupils to undertake inclusion programmes or activities in other schools and into the local community where appropriate.

## **EQUAL OPPORTUNITIES**

Cherry Trees has a policy of equal opportunity regardless of sex, race and ability.

Every effort is made to ensure equality of opportunity across the spectrum of school life

## **THE CURRICULUM**

All pupils at Cherry Trees have access to a broad, balanced and relevant curriculum which includes full National Curriculum entitlement

Speech, language and communication are given high priority.

All pupils work on the basic skills as part of their curriculum. Included in this are interaction and communication work as well as numeracy and literacy.

Within the first 7 weeks of entering school children will be given a Baseline Assessment using EQUALS. From this targets will be set for their I.E.P.'s.

Each child will have an Individual Education Plan with termly targets set by their teachers and agreed with parents.

Class sizes are small, enabling individual programmes to be devised to meet the needs of each pupil. Personal as well as academic skills are encouraged.

All pupils have an L.A. Statement of Educational Need or are in school on an assessment placement.

## **CURRICULUM FOR AUTISTIC PUPILS**

The curriculum is broad and balanced and fulfils the requirements of the National Curriculum designed to motivate and support pupils.

Our curriculum is differentiated to take account of pupil's very different learning styles.

Some of the work has been influenced by TEACCH - highly structured approach to individual timetables, teaching of choice, independent work and the use of symbols. Symbols provide a progressive system which leads naturally into a reading scheme of words.

Social interaction skills are promoted through activities taken from the Interaction Curriculum written by Staffordshire teachers.

All programmes adopt a very positive approach of frequent and relevant reward.

The Picture Exchange Communication System (PECS) is used as an alternative/augmentative communication system for children with autism and other social communication deficits.

## **ADMISSIONS**

Admissions to Cherry Trees School are determined by the Local Authority

Pupils enter Cherry Trees with a Statement of Educational Needs made under the 1981 Education Act, or are in the process of being statemented.

Places are offered subject to availability and suitability after parents and children have visited the school. Please contact the school if you are unsure about the statementing process.

## **TRANSPORT ARRANGEMENTS**

Development Services Directorate of the Local Authority may provide transport for pupil's journey to and from school. There is usually an escort on the taxi, mini bus or coach.

It is the parent/carers responsibility to take the young person to the transport and on return to collect the young person from the transport as the escort must not leave the vehicle.

It is the parent/carers responsibility to notify the transport company if the young person will be absent from school.

In bad weather parents are advised to look at the Staffordshire website where school closures are listed. This link will take you to the relevant page:

[www.staffordshire.gov.uk/schoolclosures](http://www.staffordshire.gov.uk/schoolclosures)

## **CHILD PROTECTION PROCEDURE**

We follow the procedures as laid down by Staffordshire LA. Our first concern is the child's welfare. We are required to operate a "better safe than sorry" policy regarding child protection. This means that if staff have significant concerns about any child which may indicate physical abuse, emotional abuse, sexual abuse or neglect then the nominated member of staff for child protection is required to discuss these concerns with agencies responsible for investigation and child protection.

## **HOME/SCHOOL LINKS**

### **Pastoral Care/Parental Partnership**

The school encourages parents and carers to become involved in school life and to feel able to contact school when they consider it necessary.

Parents and Carers are welcome to visit school or telephone at any time. An appointment to visit would help but is not essential.

All pupils, parents and carers will be required to sign the Home School Agreement; anyone not wishing to do so will be invited into school and given the opportunity to discuss their reasons. The agreement will be signed by the Head teacher on behalf of the school.

The pastoral care of each pupil is firstly the responsibility of the class teacher. All class teachers are supported in this role by the Senior Management Team.

## COMMUNICATION DIARIES

These diaries are written in daily. It is a simple way of sharing daily events, pupil behaviour or any information parents/carers may have requested e.g. a pupil's food intake.

Diaries need to be a truthful report but also positive.

A trusting open relationship between home and school is crucial.

We encourage parents and carers to also write in them daily.

It is an excellent way to let school know of any worries, successes, problems etc that might affect your child. We are always pleased to hear what has been happening out of school so we can talk to your child about it or reinforce it in school.

## BEHAVIOUR AND DISCIPLINE

We work with parents to promote acceptable and appropriate behaviour at all times.

We value parent partnership and work with parents should any problems arise. Some pupils have Individual Behaviour Plans (IBPs) if there are behavioural problems.

## ANTI-BULLYING

Cherry Trees is opposed to bullying in any of its forms and will not be tolerated in school.

Pupils are encouraged to be caring and respectful towards each other.

Measures for dealing with bullying, may vary, dependent on the individual child and after consultation with class teacher and other relevant staff.

## SEX EDUCATION

Health and Sex education is taught through the Science and Personal, Health and Social Education. It is undertaken in conjunction with the school nurse and the pupil's developmental needs. Permission is requested from parents as to whether they wish their child to take part

## ATTENDANCE

Regular attendance and punctuality is essential if your child is to gain the optimum benefits of school education.

If your child is sick please telephone school between 9.00 a.m. and 9.30 a.m. the **first** day of absence. If we do not hear from you school will contact you at home or work to ensure that absence is unavoidable. Please also ring the escort to cancel the transport if your child is ill.

On returning to school it is a legal requirement that a note is sent in to confirm the reason for absence.

If you intend to take your child on holiday during term time it will be necessary to complete a form, which may be obtained from the School Secretary. It is recommended

that holidays should not be taken in school time and then the recommendation is a maximum of 10 days in any one academic year.

If a child falls ill or has an accident whilst in school we will inform parents as soon as possible.

We are obliged by law to publish attendance figures so it is essential that parents support us in the aim of encouraging children to miss a little school as is reasonably possible.

## **MEDICATION**

No medication can be given without parental consent.

Any medication brought into school must be accompanied by a signed note giving permission to administer dosage, and when it needs to be given, medication is administered by school nurse or senior teacher.

It must be handed to the escort who will in turn give it to the nurse or a member of the Senior Management Team and will need to be signed in and out of school. Please also let us know if medicines need refrigeration otherwise they are kept in a locked medical cabinet in the Head teacher's Office.

## **UNIFORM AND BELONGINGS**

Our school has a dress code/uniform. Recommended items of clothing are as follows:

- White/dark green polo shirt
- Black/grey trousers/skirt
- Dark green sweat shirt
- Suitable school footwear

Sweat shirts, polo shirts, t-shirts and fleeces with the school logo are available through the school office.

For PE we ask that children have:

- T shirt
- Shorts
- Pumps
- Bag to keep PE kit in

For swimming

- 1 Piece costume/trunks - not shorts
- Towel

**All articles of clothing should be clearly marked with the child's name. School takes no responsibility for any unmarked items.**

## **JEWELLERY**

No jewellery should be worn in school at any time, except watches.

Apart from the danger aspect of earrings and rings, the loss of such items can cause unnecessary upset to the child.

## **R.E.**

Religious Education is based on the Staffordshire Education agreed policy.

Cherry Trees is not affiliated to any particular religious denomination. School has an assembly at the end of each day, it is broadly Christian in character but is mainly a celebration of good work done during the school day.

An awareness of other faiths and beliefs is also taught and different festivals celebrated.

## **HOMEWORK**

Homework plays a vital part in the education and development of children.

During the time pupils spend at Cherry Trees School the amount and regularity will vary according to need and ability.

Homework may take many forms:-

- Completing or consolidating work done in class.
- Learning and remembering.
- Looking for information for the next topic.

Parents are encouraged to help by:-

- Providing encouragement and support.
- Listening to their child read/reading with them/sharing books.
- Help with spelling - testing if the words are to be learnt.

We are conscious that this takes time and energy but it will certainly contribute to a child's success and building up their confidence.

If parents have any concerns or are unsure what is expected of them please do not hesitate to contact school.

## **SWIMMING**

The School has its own purpose built swimming pool, which plays an integral part of the physiotherapy and the interaction programmes. The pool area also helps with P.S.H.E. skills - dressing and undressing as well as children being able to learn to swim.

A number of staff hold the R.L.S.S. Rescue Test for Teachers and Coaches.

## **PARENT, TEACHERS AND FRIENDS ASSOCIATION**

We have an active P.T.F.A. which organises fund raising events throughout the year. Please contact school if you are interested in joining.

### **CHARGES FOR ACTIVITIES**

Regular educational visits are arranged to enrich pupils' experiences of the world and to support the curriculum. School has its own mini bus to help support this.

For many visits a voluntary contribution is requested to pay for organised activities, but pupils are not excluded if a contribution is not received. However, trips may be cancelled if enough funding is not received.

Voluntary contributions are also requested to cover expenses of food technology and enrichment activities.

### **MEDICAL**

When a child starts at Cherry Trees, you will be asked to complete medical forms giving details of any medical conditions.

There is a medical room where children go if they are taken ill to await collection by parents/carers.

If your child becomes ill during the school day you will be contacted by school.

We have a nurse who visits school regularly who oversees the medical, health and care plans if needed for your child.

### **OTHER PROFESSIONALS**

Speech and language therapists visit regularly to oversee pupils and advise teachers on individual programmes.

Other professionals who visit include: Orthoptist, Physiotherapist, Educational Psychologist and Sensory Impairment team.

### **ACCIDENTS**

There are a number of staff who are trained in first aid procedures. In the case of more serious accidents pupils will be taken to hospital. You will be informed immediately in this instance. School keeps a record of all accidents.

### **COMPLAINTS PROCEEDURE**

There is a complaints procedure which is available in school. In summary, complaints should initially be made to either the Head teacher or pupil's teacher. If the Head teacher or teacher cannot resolve the issue to your satisfaction, then the Governors should be consulted. If you still have concerns then we will direct you to the appropriate officers from the Local Authority.

Parent Partnership is set up to support parents and can be their advocate in all matters to help with the children's welfare. They can be contacted directly on 01785 356921.

## **COMMUNICATION**

We use several methods of communication to inform parents of either events or issues with their sons or daughters.

We have already mentioned the home school diary but we also supply newsletters and have recently added a texting service. We are also planning to develop our web site and Learning Platform.