

## Residential Department

### Improved attitude to learning through experiencing success

#### Information for new students, parents and carers

This document should be read alongside the school's Statement of Intent

We provide residential placements for up to 23 students per night, Monday to Thursday inclusive, for both boys and girls. Residential placements are provided specifically for students who require additional '24 hour curriculum' support to enable them to reach their full potential in all areas including academic, emotional and both life and social skills. We offer extra-curricular and social opportunities in order to ensure their special educational needs are met.

#### Our aim is to help students recognise that:

**I can achieve**

**I can be successful**

**I can build and maintain appropriate relationships**

**I can achieve a level of independence and self-reliance**

**I can behave appropriately**

**I can communicate my needs, thoughts and feelings**

**Recognising that they can be successful improves confidence, self-esteem and their general attitude towards learning.**

#### Residential Staff

**Day/evening:** A Residential Team Leader and five Residential Child Care Officers assist the Head of Care in the day-to-day running of the department.

**Overnight:** Two members of staff are on 'sleep in' duty with a senior member of staff 'on call' on site every night.

#### Departmental Security

The department is secured overnight by a door alarm system and bedroom windows are restricted to ensure, as far as possible the safety and security of all students. The main doors into the boarding houses and the bedroom doors are alarmed as soon as the students have settled down for the night. If any of the doors are opened it activates the alarm in the staff area. We also have fire safety doors fitted within the department which automatically close as soon as the fire alarm sounds.

#### New residential students

On the first day of boarding, students will be met and shown to their boarding house (either Abbey House or Priory House). Both boarding houses are of mixed gender and follow the same house routines and policies.

**Link students:** This a planned, 6 week programme for students who are a little unsure or worried about fully committing to a residential placement. It enables them to get to know the staff and students they will be sharing their time with and have an understanding of the department prior to staying overnight. Students join the department at the end of the school day, take part in a variety of activities and have tea before being collected later on in the evening. At the end of the six week introduction parents/carers, the student and residential staff will decide if an overnight placement is in the best interests of the student at this time.



## Meals

Residential students and staff have breakfast together either in the school dining room or within the residential department. In the main we choose our tea times to fit in with our evening activity programme and three out of four evenings a week this will be a cold, buffet style tea prepared in the school kitchen. A variety of fruit and snacks are available throughout the week in each house.

## Activities

Each boarding house has a 'catch up' meeting at 15.00 every afternoon. This is designed to welcome everyone into the department, have a chat about their day and sort out any issues they may have. We chat about the plans for that evening and the students are encouraged to chair these meetings with a little help and guidance from staff.

Our evening activity programme is designed to improve attitudes to learning through experiencing success and students take part in a variety of activities during the evenings, organised and run by staff.

Examples of activities on offer are: various art and craft sessions, yoga, baking, swimming and gym games. We mark the end of each term in a variety of ways, for example parties, discos, film evenings or outings.

We also deliver our **DREAM TEAM** Programme two days every week, enabling all students to take part, dependent on need and on a rota basis. These are small group sessions, led by adults and focus on the following areas.

### **DREAM**

**D**eveloping positive relationships: **R**espect (for ourselves and others): **E**mootional well-being: **A**nger management skills: **M**anaging my own behaviour

### **TEAM**

**T**ime to Talk: **E**ngaging in learning: **A**ccepting responsibility: **M**aking a positive contribution

All residential students are expected to read to an adult and complete homework on the evenings they stay with us.

## The Residential Council

The residential students run their own council meetings, held every half term (with a little guidance from staff, if required). During the meeting, they have the opportunity to discuss the residential department and any new ideas or issues they may have. We encourage their participation in activity choices, redecoration or refurbishment within the department and any new equipment we may need.

## Complaints

'I want you to know' forms are available in the boarding houses for students to use as a means of passing information on to adults or making a complaint. All complaints will be taken seriously and acted upon. Students will always be encouraged to voice their concerns or worries to residential/school staff and parents/carers. If parents or carers have any concerns or complaints they should contact the residential department or the Head teacher. Alternatively, any serious concerns can be taken to the Local Authority or Ofsted.

## Rewards and sanctions



Merit stickers may be given for reading/homework, healthy eating and looking smart. The Residential Department award a 'Star of the Week' in each boarding house. This is presented to the students during the Friday afternoon assembly.

Students may miss activities or have time out if their behaviour is unacceptable. All sanctions will be recorded in the residential sanction book and parents/carers will always be informed of any serious incidents.

#### **Illness:**

If a student is unwell we will contact parents/carers to collect and take home. **It is very important that we have day and evening contact details for residential students and for parents/carers to have arrangements in place to collect a student if the need arises (this could be a parent or carer, a relative or friend).**

**Residential Assessment and Progress:** We will measure the progress made by every student, from their starting point when they join the department until they leave us in the following areas

**Independence skills**  
**Personal care and hygiene**  
**Organisation**  
**Communication**  
**Behaviour**  
**Social interaction**  
**Leadership**

This data will indicate when it is no longer an appropriate or necessary placement, that the student has reached their full potential in this setting.

#### **Review Process:**

Student progress within the department will be regularly reviewed and parents/carers will be offered opportunities to discuss progress termly, and more often than that if it is required. We also contribute to student reports and update the individual targets termly.

#### **Daily schedule for residential students:**

07.00/07.15 Students are woken. Wash, dress, daily 'house' jobs, administer medication  
08.00 Breakfast  
08.40 Return to houses, make beds, clean teeth and prepare for school  
08.55 School  
15.00 House meeting  
15.30 Optional exercise session  
15.45 Changing/Beds/Homework & Reading  
16.45 Activities/Tea time (the order depends on the activities offered)  
19.00 Evening routines (free time, baths, showers, supper, TV)  
  
20.30 Bedtime for Key Stage 2  
20.45 Bedtime for Key Stage 3  
21.00 Bedtime for Key Stages 4/5.

#### **Clothing list:**



**Required if staying 1 night per week;**

One additional uniform (trousers or skirt, polo shirt, sweatshirt)  
Two sets of underwear  
One set of casual clothes (suitable for wearing during activities)  
Pyjamas  
Dressing gown  
Slippers

**Required if staying 2 nights per week;**

One additional uniform (trousers or skirt, polo shirt, sweatshirt)  
Four sets of underwear  
Two sets of casual clothes (suitable for wearing during activities)  
Pyjamas  
Dressing gown  
Slippers

**Required if staying 3/4 nights per week;**

One additional uniform (trousers or skirt, polo shirt, sweatshirt)  
Six sets of underwear  
Two sets of casual clothes (suitable for wearing during activities)  
Pyjamas  
Dressing gown  
Slippers

**It is very important that all residential students have slippers and a dressing gown. In the event of overnight evacuation we may be outside for a period of time**

**Toiletries**

Face cloth, towel, soap, toothbrush, toothpaste, shampoo, bubble bath/shower gel, brush/comb (roll on deodorant, talc, conditioner, sanitary towels etc if required - **Aerosols are not permitted**).

**Medication:**

Please refer to the 'First Aid and Medication' school policy. **In addition;** if regular/daily medication is required we feel it is safer to deliver the medication to school yourself. If this is not possible then please contact the Head of Care or Residential Team Leader to make alternative arrangements. If we require further supplies we will contact you by phone and/or email.

**In addition to the above:**

Please ensure PE kits/swimming kits are in school for the appropriate days and a coat and suitable footwear for the evenings.

**Transport:**

When a student commences boarding we will rearrange the transport to and from school. If for any reason you wish to alter these arrangements e.g. a special family occasion, medical appointment etc. it is your responsibility to organise the additional travel arrangements. This may mean you collecting and returning your child to school or organising and possibly paying for the additional transport costs.



**The Local Authority meets the full cost of a residential placement although parents/carers are expected to provide the necessary clothing and toiletries and cover the costs of additional activities, as and when they happen.**

*Child benefit is not affected although parents in receipt of the Disability Living Allowance (DLA), Personal Independent Payment (PIP) and various other benefits should seek advice from:  
Head of Care at Priory School  
Social Worker (if applicable)  
The Citizens advice Bureau 01284 753675  
DIAL (West Suffolk Disability Resource Centre) 01284 748888*

**We hope the information included here is useful. Please let us know if you have any unanswered queries.**

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