

# BEACONSFIELD PRIMARY SCHOOL



## ADDITIONAL RESOURCE PROVISION CLASSES (ARP) PROSPECTUS 2016 - 2017

# WELCOME TO BEACONSFIELD ARP CLASSES

Welcome to the ARP class within Beaconsfield Primary School. We hope that your child will settle quickly into their class and begin to make great strides with their learning.

The ARP classes are an additional feature of our school. There are two (2) classes catering for up to 21 pupils across the age range from Reception to Year 6. Each class is staffed with a teacher and two classroom support staff. During the lunch break, each class also has a dedicated member of the playground supervision team to assist with eating and playing activities.

bienvenidos  
欢迎 **bienvenue**  
**benvenuto**  
يف لكب اب حرم  
willkommen *salve*

## What is an ARP?

ARP stands for 'Additional Resource Provision'. The ARP classes are set up to provide small group teaching for pupils who have a Education, Health & Care Plan an (EHC).

Many of the pupils within our ARP classes will have a diagnosis of Autism or Social Communication language difficulties on the autistic spectrum. The vast majority of our pupils will have adaptations to the curriculum to include a visual, practical and multi-sensory approach.

## Admission criteria for Beaconsfield ARP

- ◆ Children aged 5-11 years of age with a Statement of SEN or Education Health and Care Plans (EHC).
- ◆ A primary need that is one of the following:
  - Autistic Spectrum Disorder (ASD)
  - Pervasive Developmental Disorder (PDD)
  - Social Communication Difficulties
  - Moderate Learning Difficulties (MLD)



And/or

- Possible additional difficulties from the above list and/or social, emotional or mental health difficulties.

And/or

- Higher levels of anxiety, around sensory processing that can be affected by a busy class environment.
- ◆ Evidence that needs that are not met over time in a mainstream or special school placement, despite support from outside professionals and the interventions made by the school.
- ◆ Some children will receive a carefully planned integration programme enabling the child to access mainstream classes regularly.

## Hours

8:50 am - 3:10 pm

## Morning Break

10:30 - 10:45 am (KS1 class)

11:00 - 11:15 am (KS2 class)



## Lunch

12:00 - 12:50 pm (KS1 class)

12:40 - 1:30 pm (KS2 class)

It is very important that children arrive on time each day. We will be open for children to arrive from 8:45 am each morning to enable children to settle at the start of the day.

## Attendance and Punctuality



At Beaconsfield Primary we expect all pupils to maintain attendance levels above 96%. Attendance and punctuality levels are tightly monitored by our school staff and the Education Social Worker (ESW).

No term-time leave is authorised and £120 fines are issued for unauthorised leave.



## SCHOOL DINNERS



Our school meals are provided by Harrison's Catering with all food cooked on the premises. We aim to encourage as many children as possible to take a cooked meal at lunchtime. Meat dishes are served from Monday to Thursday. Halal and Non-Halal meat options are available each day from Mon-Thur. A vegetarian option is available on every day of the week.

Salad and fruit are always available. If you are receiving Income Support you are entitled to free school meals. Please ask at the school office for an application form, as this can save over £437 per year for families.

If your child is in KS2 and you pay for school meals the current price is £2.30 per day (Sept 2016) (£11.50 weekly). Payments can be made by using a debit/credit card by phoning 020 8280 0318 or through the online payment system at [www.ealingmeals.com](http://www.ealingmeals.com). No cash payments are accepted for school meals.

Pupils in our KS1 class are all entitled to eat a school lunch each day. You will need to complete a registration form for your meal choice options. This is a government initiative to provide free meals to all pupils in Year 2, Year 1 and Reception classes.

## HEALTH AND SAFETY



We try to ensure that the school is as safe as possible but with many children playing and working together, accidents do happen. We have qualified First Aiders in school to deal with minor accidents.

If your child falls ill or has a more serious accident, we will contact you. If it is an emergency, we will ensure that the child is taken to hospital immediately and you are contacted as soon as possible.

If your child is absent through illness, **please let the school know by telephone on the day and a note upon their return to school.** Absence messages can be left on the school answering machine using "Option 1".

# INFORMATION TO PARENTS

Each child has a home/school contact book which parents/carers **are asked to read and write in regularly.**



Letters and other information are sent home via your child so please check your child's book bag regularly for information coming from school. Please ensure that you read fully the half-termly newsletter as it has the most up-to-date information on school activities.

Our school website [www.beaconsfieldprimary.org.uk](http://www.beaconsfieldprimary.org.uk) also contains information and policies for parents. You will also be able to view term dates and school newsletters on the site.

## OUR CURRICULUM AIMS:

To provide a broad and balanced curriculum that incorporates all aspects of the National Curriculum and is focussed on the development, progress and achievement of the individual child from their starting points.

We aim to teach the children of Beaconsfield Primary:

- To have respect for themselves and others
- To respect and care for their environment
- To apply themselves to their learning to maximise achievement
- To prepare for the opportunities, responsibilities and experiences of life within modern British society

## Teaching and Learning



The curriculum within the ARP classes is based on the EYFS and the National Curriculum.

The curriculum within the ARP classes is adapted and modified to meet the individual education targets and plans for each pupil within the ARP classes.

Pupils from the ARP classes will have the opportunity, if appropriate to spend

varying periods of time working in the mainstream classes of the school (specific to their needs) as part of an inclusive curriculum.

## AFTER SCHOOL CLUBS (ARP)



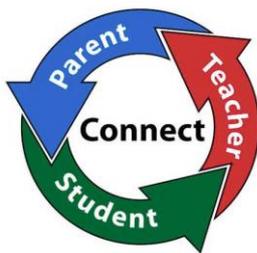
**Clubs** At time we are able to offer after school activities / clubs for ARP pupils from 3:25pm - 4:25pm per term. The cost is very minimal, just £5.00 per term, per child. On these days children who are participating in the club and children who usually take **transport must** be picked up by parents at 4:25pm sharp. Notes will be showed to advice on club activities.

## Swimming



There is opportunity for the ARP children in Year 3 and Year 4 to join the regular mainstream swimming programme. Year 3 are scheduled for Summer Term and Year 4 in the Autumn and Spring Terms. **(Parents would be informed about dates, times and swimming kit requirements).**

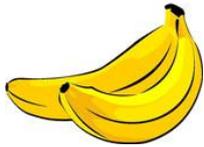
## PARENTAL INVOLVEMENT / COMMUNITY NEEDS



- Parents / carers are invited to **all** school assemblies and may be required to accompany their children on school trips / outings.
- It is crucial for parents to attend the on-going pupil progress meetings and Annual Reviews to share successes and set targets for their children.
- Speech and Language and Occupational Therapists are available for appointments to provide support and share statistics to enable children to continue similar therapy routines at home for progressive outcomes.

- Family learning classes take place during the school year. Please access the newsletter and website for further information.
- Feel free to access our '**Stay and Play**' toddler group (daily) (Monday to Friday) in the school dining room.

## SNACKS/COOKING MONEY



As cooking and sharing snacks is an important activity for supporting the development of speech and language, parents are asked to pay some money each week. This is used to provide a healthy snack on some days and to buy ingredients to do cooking activities with the children regularly. We request a £5 contribution each term towards the costs of the additional ingredients.

Please give this money to your child's teacher each term and ensure you are ticked on the list that you have paid.

## SCHOOL TRIPS



School trips are an important part of the school curriculum and we hope that all children will be able to go on them and we rely on our partnership with parents to help us provide the best learning opportunities for the children in our care. We ask for contributions towards the cost of trips. It is very unfortunate that if we do not receive enough contributions for a particular trip it may have to be cancelled.

Parental permission is always sought before taking children on educational visits. However, the school reserves the right to leave behind any child whose behaviour is a danger to him/herself or others.

We currently provide travel training for KS2 children as part of their transition to secondary school with the support of Ealing Mencap services.

## Senior Leadership Team

Mr Dave Woods	-	Head Teacher
Mrs Helen Tonge	-	Senior Assistant Head Teacher
Ms Tanya Lefort	-	Assistant Head Teacher/ARP Leader



# COMPLAINTS PROCEDURE



We want your child to be happy and safe at Beaconsfield. Most issues can be solved quickly and easily, when and if, they arise and we ask you to follow four steps.

## **Step 1 - Talk to the Teacher**

The first thing to do is to talk to the teacher involved. You will need to make an appointment at the School Office to do this, especially if the complaint is complicated or likely to take a while to resolve. Please do not try to see the teacher during the school day as they will be teaching at the time.

## **Step 2 - Meet an Assistant Head Teacher**

This should only happen if step 1 has been completed, unless the issue is particularly serious or urgent. The School Office will arrange for you to see one of the Assistant Head Teachers.

## **Step 3 - Meet the Head Teacher**

This should only happen if steps 1 and 2 have been completed, unless the issue is particularly serious or urgent. The School Office will arrange for you to see the Head Teacher. Afterwards the school will write to you saying what it has decided. We hope that the decision will satisfy you, but if not you can go to step 4.

## **Step 4 - Go to the Governors**

The complaint can then go to the School's Governors. This can only happen if you have gone through steps 1, 2 and 3. You can ask the School Office to arrange a meeting with the Governors, or you can write to them care of the school. A meeting with at least two of the Governors will follow. They will write back telling you their conclusions

## **Step 5 - Complaint to Secretary of State for Education**

If a matter has not been resolved at Step 4 and you believe the governing body has acted unreasonably or is failing to carry out its statutory duties properly, then you should write to the Secretary of State for Education giving full details of your concerns and the reasons why the complaint is being submitted.



(Please see a copy of the full "Concerns and Complaints Policy" on the school website) - [www.beaconsfieldprimary.org](http://www.beaconsfieldprimary.org)

## And finally .....

We want your child's time at our school to be happy, exciting and educational.

We believe that learning should be fun and that by encouraging respect for each other and valuing the opportunities available, we all grow and learn together



**Mr Dave Woods**  
**Head Teacher**

### HOW TO CONTACT US

**Beaconsfield Primary School**  
Beaconsfield Road, Southall, Middlesex UB1 1DR

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Website : [www.beaconsfieldprimary.org.uk](http://www.beaconsfieldprimary.org.uk)

