Welcome

MARYWOOD CENTRE
INTRODUCTION

The City of Birmingham School (COBS) has a dual role: a statutory obligation to teach pupils excluded from school and a preventative role to ensure that a wide range of support strategies are available to all schools for pupils with emotional and behavioural difficulties.

Pupils referred to COBS have a range of behaviour problems resulting in disruption and aggression. We work with schools to address these problems. Where necessary we can provide a Shared Provision placement in Centre to help prevent a permanent exclusion. Pupils will attend the Centre for part of the week returning to their mainstream school for the remainder. We also have a Social Skills Group that meets one afternoon a week and focuses on providing opportunities for pupils to engage in activities that encourage the development of their social skills and the transferral of these skills back into mainstream school. The aim of COBS is to promote the health and well being of all our pupils.

COBS is committed to reintegrating permanently excluded pupils into mainstream school wherever appropriate. Each Centre has a Reintegration Teacher who works closely with parents/carers to identify a school place and support the reintegration process. Some permanently excluded pupils will be reintegrated straight into a new mainstream school, some may attend Centre for an intensive period of guidance and support before being reintegrated and others may attend Centre for part of the week and the new mainstream for the remainder.

SESSION TIMES

Permanently Excluded pupils – All permanently excluded pupils receive an Induction programme, usually two mornings per week. During this programme baseline assessments are completed and pupils are given the opportunity to become familiar with the routines and rules of the Centre before being put in a group.

Times:

Monday – Friday 8.30am - 2.00pm

CURRICULUM

Through the design and implementation of individual education and behaviour plans we aim to ensure that all of a pupil's needs are met and the fullest possible access to a broad and balanced curriculum based on the National Curriculum is achieved. An emphasis is placed on the core subjects – Maths, English and Science. Pupils will also be taught the Foundation subjects – Art, Design Technology, Humanities, Computing, French at KS2, Music, P.E. and P.S.H.E. Physical Education, including Swimming, is organised as part of the weekly timetable with Outdoor Education
An important part of the curriculum is P.S.H.E. and Citizenship. We aim to ensure that pupils receive their Sex Education in the wider context of relationships and are prepared for the opportunities, responsibilities and experiences of adult life. Parents/carers who wish to withdraw their child from the non-statutory element of Sex and Relationship Education need to inform the Centre in writing. B.S.S. has policies regarding Drug Education and the Management of Drug Related Incidents and these are available in Centre. We encourage and support pupil’s development as confident and responsible individuals who understand and respect the needs, feelings and beliefs of other people.

**BEHAVIOUR POLICY AND PRINCIPLES**

Pupils are referred to COBS with a variety of emotional and behavioural difficulties. Staff work to address pupils’ individual needs, devising strategies to help them cope with the expectations of a school environment and thereby learn the patterns of appropriate behaviour. The Centre’s approach is firm, consistent and positive. Praise and positive responses form the underlying principle of our approach. However problems and challenging behaviour are dealt with as they arise and are not ignored and allowed to escalate. Occasionally children in our care lose control and for reasons of safety need to be supported with positive physical intervention. Staff in Centre have received approved training in safe methods of intervention. This is encompassed in a Care and Control Policy. Parents may request a copy of this policy or discuss its implications with staff at the Centre. Expectations are high and wherever possible staff use praise and rewards to reinforce good behaviour and achievement. Staff aim to help pupils to:

- Relate appropriately to teachers and other adults
- Form positive relationships with peers.
- To follow teachers’ instructions.
- To accept help and guidance.
- To enjoy learning and maximise their potential.

A copy of the Behaviour Policy is available for parents in Centre.

**SPECIAL NEEDS**

The SEN Code of Practice sets out how pupils’ special educational needs are identified, assessed and provided for. The specialism of all staff in COBS is the management of children with social, emotional and behavioural difficulties. Baseline assessments are completed, on admission, for pupils where the Centre is the sole provider of their education. Permanently excluded pupils’ educational and behavioural needs are identified and an individual learning plan drawn up which will underpin the process of planning intervention for the individual pupil. The ILP is the structured planning document of the differentiated steps and teaching requirements needed to help the pupil achieve identified targets. It is important that parents play an active role in their child’s education and make their views and concerns known at the ILP Reviews, which are held termly. Should a pupil require an EHCP (Education Health Care Plan) we will work closely with parents/carers and other agencies.
LUNCHTIME/BREAKTIME ARRANGEMENTS

We encourage children to eat a healthy balanced diet. An important role that parents/carers can play is in encouraging their children to have a healthy diet. Foods affect learning just as much as medication, drugs and disease. Proper nutrition can boost learning. Regular intake of fresh water also helps your child to concentrate. Avoid fizzy pop and squash. Please ensure your child eats breakfast before coming to Centre in the morning. In Centre pupils will be offered a piece of fruit at breaktime and water is always available. Parents/carers are asked not to send their child with unhealthy snack foods.

Pupils are able to have a free school meal. Evidence should be provided to prove entitlement to free school meals. A packed lunch may be brought if preferred.

TRANSPORT

It is a parent/carers responsibility to get their child to and from the Centre. However, in exceptional circumstances Education Transport may grant travel assistance. If this request is granted a Pupil Escort will accompany the pupils in the taxi to and from the Centre.

Good behaviour in taxis is clearly important for safety reasons and we ask for parents/carers support in monitoring this. It is a condition laid down by the Local Authority that a responsible adult is at home to put the child in the taxi and receive them when they return. If, on occasions, your child needs to be collected or returned to a different address close to home then this information needs to be given to the Centre at least 24 hours beforehand. If transport is not required on a particular day e.g. because of a medical appointment or illness, please let the Centre know in advance as we are charged for taxi journeys that are not cancelled.

Children must wear seat belts and eating is not allowed in the taxi.

PERSONAL BELONGINGS

Pupils should not bring their own toys, games, money or valuables to the Centre, unless they have been given special permission. This avoids loss and disagreements. The Centre cannot be held responsible for damage to personal property.

DRESS CODE

- Royal blue sweatshirt, pullover or cardigan
- Grey or black trousers, skirts or pinafore
- White blouse, shirt or polo top
- Appropriate footwear – no trainers, fashion wear or heeled shoes
- No jewellery
- Pupils are not allowed to wear caps and hats in the classroom.
- Pupils should bring a coat in the cooler months to travel to and from the Centre and to wear in the playground.
EDUCATIONAL VISITS

From time to time educational visits will be arranged to support and enrich the curriculum. Such visits may include trips to the library, museums, theatre, local parks and countryside. You will usually be informed of such visits when they are planned in advance. Staff cars are usually used to transport pupils to and from a venue. COBS is insured against its legal liability should your child be injured in our care. However, if parents/carers wish, they may arrange additional insurance cover. Occasionally we may ask for a voluntary contribution towards the cost of the visit. Your child will not be prevented from attending such visits if you are unwilling or unable to make such payments. You have signed to give permission for these visits further afield you will be informed.

MEDICAL INFORMATION

Parents/carers will complete a medical information form informing the Centre of any relevant medical conditions and medication. Parents/carers should normally administer medicines at home and should request GP’s to prescribe in a way that avoids the need for medicines to be administered in Centre. When this is unavoidable medicines should be given to the Centre by the parent/carer or via the Pupil Escort. Medication should be in its original container, as dispensed by the pharmacy and clearly labelled with the child’s name and prescription details. Parents should notify the Centre of changes in medication and should ensure that supplies are replenished, if necessary. Parents need to inform the Centre of any new diagnoses.

CHILD PROTECTION

All schools have a statutory duty to follow the Birmingham Safeguarding Children’s Board guidelines. The welfare of the child is the overriding factor guiding child protection procedures. All staff have the responsibility to report children thought to be at risk or who have made a disclosure to the Designated Senior Lead for Child Protection who will then contact MASH (Multi-Agency Safeguarding Hub).

ATTENDANCE

The legal responsibility for regular attendance rests with parents/carers. Regular attendance is vital to educational progress and achievement. The Centre will work with parents to encourage good attendance. If your child is provided with taxi transport it is important that they are ready when it calls. Medical and other appointments should be arranged at times when your child is not expected in Centre. In the event of absence, please contact the Centre so that the reason for the absence can be noted on our records. A written note explaining the reason for the absence should be sent to the Centre when your son/daughter returns.
HELPING YOUR CHILD

Parents/carers are encouraged to telephone or to make an appointment if they wish to discuss their child’s progress or any other concerns they may have. In certain circumstances staff will make a home visit to discuss issues that may arise. In addition, for permanently excluded pupils reports will be sent home and ILP reviews held at the end of each term.

You, as a parent/carer play a really important part in helping your child reach his or her full potential. Children spend about 15% of their waking time in school. If they are to reach their full potential we must engage their interest in learning in some of the 85% of their time spent outside school. How children feel about themselves will affect the way they behave. Draw attention to the behaviours you want your child to repeat. Try to build your child’s self esteem in the following ways:

- Praise them as much as possible. Use positive comments rather than negative ones.
- Avoid calling your child “naughty” or similar comments. It is better to call their behaviour naughty than them as a person.
- Avoid comparing your child to other children, including brothers and sisters. Remember each child is an individual. Stress the importance of improving on personal best.
- Help your child understand that making mistakes can help you to learn.
- Help your child to think positively, especially about their learning and behaviour. Teach your child to turn ‘I can’t’ thoughts into ‘I can’ ones.
- At every opportunity remind your child of things they have already achieved. Celebrate success!

EQUAL OPPORTUNITIES

All children have an entitlement to fulfil their potential and to access the curriculum. The Centre will seek to ensure that this will happen, whatever their gender, educational needs, particularly emotional and/or behavioural difficulties. It is the aim of the Centre to prepare children for life in a multi cultural society and to ensure anti racism is promoted. The needs of all pupils with regard to their racial, ethnic, historical and linguistic background will be given equal importance. The staff will ensure there is no discrimination on grounds of gender, disability or sexual orientation and positive images are promoted.

PHOTOGRAPHS AND VIDEO

During the course of our activities we often take photographs and occasionally videos as a record of pupils’ achievements and for display purposes. If you do not wish your child’s image to be recorded in this way please could you contact the Hed of Centre outlining your concerns.
COMPLIMENTS AND COMPLAINTS PROCEDURE

We always love to hear good news. Let us know when we are doing things well and meeting your child’s needs. It is helpful for staff to know when their work is having an impact and is appreciated. If you are unhappy with any aspect of the Centre or something that has happened there you should first discuss this with the Head of Centre who will do their best to resolve the difficulty. If you wish to make a formal complaint and have this recorded then please ask the Head of Centre for a copy of the complaint form. The complaint form gives a step-by-step guide to the procedure. You will need to write down your complaint. The Head of Centre will write a response. If you are not satisfied with this response the Head Teacher will become involved. If your complaint is about the Head of Centre and you do not feel able to discuss it with them please contact the Head Teacher.

MARYWOOD CENTRE CONTACT DETAILS

Marywood Centre
Gilby Road
Ladywood
Birmingham
B16 8RQ

Tel. No. 0121 464 7338
Fax. 0121 464 4009
e-mail marywood@cobschool.com
MARYWOOD CENTRE STAFF

Pat Yarnold Head of Centre
Richard Upton Pupil Progress Lead Teacher
Farida Khan Teacher
Dallas Walters Additional Needs Lead Teacher
Ian Craig Teacher
Tiffany Ward Teacher
Lisa Poynton Teacher
Gemma Cooney-Folk Family Support Worker
Lindsay Hawes Teaching Assistant
Gaye McGibbon Teaching Assistant
Yvonne Hardman Office Manager
Chris Strickland Site Manager

USEFUL TELEPHONE NUMBERS

Marywood Centre 0121 464 7338
Fiona Wallace - Head Teacher 0121 303 0272
Steve Howell – Deputy Head Teacher 0121 303 0272
SENAR 0121 303 1888 – Option 1
SENDIAS 0121 303 5004
Exclusions Team 0121 303 2685
0121 464 2351
Admissions and Appeals 0121 303 1888 – Option 3