



Pwll CP School



Autism Teaching Facility

Welcome Pack



General Information

Address: Pwll Primary School
School Road
Pwll
Llanelli
SA15 4AL

Tel no: 01554 773962

Type of school: Primary School (Autism Provision)

Age range: 3 -11 years

School website: www.pwllprimary.com

School email: admin@pwll.ysgolccc.cymru

School Day:

School hours are 9.00am – 3.15pm

Break 10.45 am – 11.00am

Lunch 12pm – 1.00pm

Welcome to Pwll Autism Teaching Facility



I am delighted to write a few words of introduction to our ATF.

The ATF is an autism specialist teaching facility which provides a more individualised service to children with developmental delays and communication difficulties with a diagnosis of Autism.

We currently have 14 pupils allocated in 3 different classes, with 6 new pupils joining us over the coming term. We have 14 staff consisting of 2 teachers and 12 teaching assistants that support our pupils.

Teaching approaches are very flexible, depending on the needs of the pupils, a blend of whole class, small group, paired and individual teaching is evident in both classes. Pupils who require work stations have them in their classrooms with visual timetables to support them.

Personalising the needs of the pupil is of paramount importance to us. The school curriculum is tailored to the pupil rather than expecting the pupil to fit in with the curriculum. We aim to offer pupils a broad, balanced, relevant and differentiated curriculum, which includes the National Curriculum; and which places the pupil at the heart of their learning.

We use autism specific programmes to work with the pupils at the ATF. Curricula used in the ATF include Applied Behaviour Analysis (ABA) based programmes. PECS and TEEACH as well as recommendations from agencies involved with the different pupils such as Speech and Language Services (SALT) and Occupational Therapy (OT).

Wherever possible, we integrate our pupils into mainstream, starting with appropriate sessions.

We see our pupils' time at Pwll ATF as just the first part of their learning journey and we want them to leave us happy, confident individuals.



ATF Class 1

ATF Class 2



ATF Class 3

We have three main classes, however there are additional smaller classrooms which are used if pupils require a short term quieter environment.

Extra-Curricular Activities and Educational Visits

We have a school minibus which is used for educational and recreational trips. Visits are made throughout the year. Pupils have opportunities on a weekly basis to have social visits out in the community to access shops and cafes.

Within the ATF, staff are constantly aiming to improve and widen the diets of the pupils. In addition to café visits, the pupils take part in weekly food tasting or cookery sessions. We ask for a contribution of £1 per week to go towards ingredients etc.

School Uniform

The school has a uniform of black/ grey trousers or skirt with a blue polo shirt and maroon jumper / hoody (please do NOT have your child's name printed on the back of their jumpers)

Some pupils like to wear uniform as it helps them to understand more about which days are school days and which are weekends and holidays. Parents are asked to mark all clothes and belongings with their child's name. Please speak to a member of staff if you have any concerns about the uniform.

School uniform is available from most school shops in Llanelli.



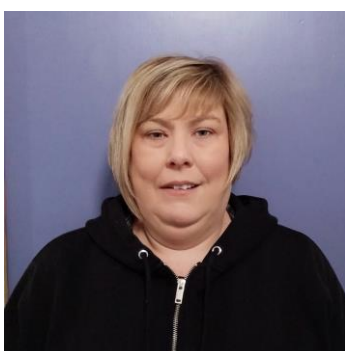
Meet our team



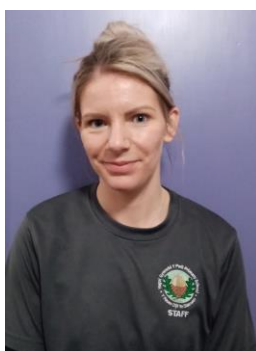
Miss Nicola Lewis
Teacher
ATF 1



Mrs Rhian Davies
Teacher
ATF 2



Mrs Clare Soady-Jackson



Miss Heather Small



Mr Jake Parsons



Mrs Melanie Harding



Mrs Fiona Ring



Mrs Leanne Lloyd



Mrs Nicola Eedy



Miss Lindsey Rosser



Miss Evey Carpenter

We also have supply staff that provide services to the ATF as and when needed!

What skills will my child be learning whilst in the ATF?

We will focus on teaching skills around the following areas:

- Cooperation
- Toilet Training
- Speech
- Communication Skills
- Social Skills
- Motor Skills
- Tolerating medical procedures
- Academic skills
- Play Skills
- Safety Skills
- Independent Living Skills
- Eating



Pwll ATF also offers a wide range of experiences outside the classroom with visits to the local community, shopping, swimming and local sporting events.



What happens after my child is placed in the ATF?

1. We will visit your child where they are currently based.

We will arrange to visit your child in their current school and discuss their current provision and needs with the relevant professionals working with them.

2. A transition plan to the ATF will be put in place.



A transition plan means that your child will start having regular short sessions in the ATF, whilst they are still based in their current placement (unless it is at the start of a new school year), so that they start getting used to a new environment and get to know staff and other pupils. These transition sessions consist of initial one hour visits to the ATF once or twice a week. There will then be an opportunity

for them to spend a full morning or afternoon session with us for a few days before full time transition happens.

We will be liaising with your child's current school and making the necessary arrangements with them.

3. We will ask for your child's current Statement of Special Educational Needs and any other relevant current information and reports.

We will ask your child's current school for their information to be sent over to us.

We will also ask you relevant information about your child so that we provide them with what they need whilst they are in school. This information will include:

- Feeding habits
- Any medication your child is taking
- Any relevant reports from assessments carried out in the last 12 months
- Your main difficulties at home
- Any other information about your child or home that you would like to tell us

See Pupil Information questionnaire. Please complete it and hand it to your child's teacher.

4. Your child will fully transition to us and skill assessments will start.

We will carry out a thorough assessment of your child's skills within the first two weeks they are placed with us full time. These assessments are based on autism specific curricula such as the Verbal Behaviour Milestones Assessment and Placement Programme (VB-MAPP) and the Assessment of Basic Language and Learning Skills (ABLLS) along with PECS if required.

5. We will be contacting any agencies involved with your child so that they can provide recommendations e.g. Speech and Language Services (SALT) and Occupational Therapy (OT).

We will continue recommendations for any other services that your child may be receiving (e.g. SALT and OT) or refer your child to these services as they are needed.



6. Within two weeks of being full time with us, your child will have completed their assessments and an individualised programme will be put in place.

After we assess your child's skills, we will know what they can do and we will also have identified areas that we will need to work on with your child. We will use their strong areas and teach them new skills via child centered programmes and using their motivation to learn.

7. Our first parent/carer meeting will happen after 6 weeks of your child being placed full time in the ATF.

During this visit, we will update you on your child's progress and any areas where your input will be needed. We will also hear about any comments or concerns you may have.

We will keep regular contact with you in between parent/carer meetings via Class Dojo but please feel free to contact us in person or by giving us a ring if you need to speak with us.



8. Communication will happen on a frequent basis via an app – Class Dojo

Class Dojo is where we will communicate with you on your child's progress, behaviour and any additional information relevant to you. We also ask that you update us with any relevant information that school staff need to be aware of e.g. unusual sleep pattern or any change in behaviour at home.

Class Dojo is also the main form of communication as a whole school. Letters/messages from the Headteacher or admin staff will be added to the School Story section.

As a school, we work with parents and carers so that programmes that are being taught in school are being transferred to different environments and continued after the school day is over.

Family Involvement - Keeping us updated

We pride ourselves on our partnership with families here at Pwll.

We have numerous opportunities throughout the school year for families to come into school to discuss their child's progress, e.g. Parents evening meetings and Annual Reviews. We also write a termly newsletter to keep parents informed of planned trips and educational activities off site. Families can phone the school at any time and the admin officer will pass a message on for the class teacher to return the call as soon as possible.

At the end of the welcome pack, you will find a Pupil Information Questionnaire where we ask for some information about your child. Please detach the questionnaire from this document and hand to their teacher as soon as your child starts their transition sessions with us.

Please note that we do not always receive reports and documents after your child's appointments with other agencies or health professionals. We would be grateful if you would give us a copy of any reports you receive after your appointments.

Attendance

Regular attendance to school is essential. If your child is ill, please inform the school by telephone on the morning of the child's absence. Please do not pass a message via transport escorts. If it is possible, we would be grateful of a short message on Class dojo to inform us in the ATF. If the illness continues for some time, parents should keep us informed about their child's health. It would be helpful if parents would ring the transport company that brings their child to school to inform them of their child's absence.

Parents are asked not to send their child to school if they are feeling unwell in the morning. If a pupil falls ill or has an accident in school, the class teacher/ manager will telephone home and suggest that parents collect their child.

In case of emergency, pupils will be taken to hospital according to medical contact forms.

Medicines

We ask all parents to complete a form detailing their child's medical requirements. The school nurse is available to discuss with parents their child's medical needs if necessary. Parents are asked to send all medicine into school safely with their original labels to ensure the correct dosage is given. Please telephone the school nurse for any health advice.

Parents are also required to complete a consent form if they require the school to administer medicines.

Behaviour

At Pwll we take a positive approach to behaviour and encourage pupils to show consideration and care for people and property. The school has a Behaviour Management Policy, which has been formulated during a process of consultation, discussion and staff training. A copy of this is available on request.

Pupil's behaviour and social development is a key factor in their acceptance in the community, their continuing development and the quality of their lives.

Successful management of behaviour is dependent upon a positive school ethos. We reinforce good behaviour and strive to offer pupils appropriate role models.

Self-management of behaviour is encouraged.

Adults supporting pupils strive to determine the function of the behaviour, as a means to supporting the pupils in managing their emotions in as positive a way as possible.

Behaviour Support Plans are in place if necessary, to ensure that staff working with pupils adopt consistent and agreed strategies to support each pupil, which may then be shared with and reinforced by families.

Our Anti-Bullying Policy is available on request.

Pwll Primary is opposed to any form of bullying and it will not be tolerated in school.

Child Protection/Safeguarding

It may be helpful to know that the Local Authority requires Head teachers to report any obvious or suspected case of child abuse to Social Services including non-accidental injury, neglect, emotional abuse and /or sexual abuse. Where appropriate, parents will be consulted/contacted. This procedure is intended to protect children. All schools are encouraged to take the attitude that where there are grounds for suspicion it is better to be safe than sorry. This does mean that Head teachers run the risk of upsetting some parents when reporting a case. In such circumstances, it is hoped that parents accept that the manager acts in what she believes is in the best interests of the child.

Pwll Primary's designated Safeguarding Officers are;

Mr Paul Trotman - Head teacher

Mrs Michelle Knott – Deputy Head

Pupil Information Questionnaire

We will use this questionnaire to find out some initial information about your child.

1. Personal details

1. Child's full name: _____

2. Age: _____ Gender: _____

3. Parent(s)/Carer(s) name(s): _____

Full address: _____

_____ Post code: _____

E-mail address: _____

Phone numbers: _____

Preferred method of contact: Phone () E-mail ()

Change of Address

Parents are asked to inform the school immediately of any change of address or telephone number so that records can be updated.

2. Child's Current placement:

Name of current placement: _____

Contact name: _____

E-mail address: _____

3. What does your child like? Write any toys, games or activities your child enjoys.

4. How does your child communicate with you and others?

Tick the ones that apply:

By pulling me () Using speech () Using Sign Language ()

PECS () By pointing ()

Additional information:

5. Does your child take any medication? Please describe your child's condition and what medication they take.

6. Is your child toilet trained? Tick the ones that apply:

Yes () No ()

In nappies day and night ()

In nappies at night time only, pants in the day ()

In pants with occasional accidents ()

Additional information:

7. Does your child eat well and a variety of different foods?

Please write below the foods your child will eat and whether they eat these foods everywhere (e.g. at home, in school, in a café).

8. Does your child have any known allergies (e.g. to foods or medication)?

9. What is your child's behaviour usually like? Please describe below.

10. What are your child's main difficulties at home?

11. Please use this space to give us any additional information about your child (use a separate sheet if needed):

Please hand the completed questionnaire over to your child's teacher ASAP. Thank you!