



ASH LEA

*Working together to be
the best that we can be*

SEND Information Report

Ash Lea is an area special school for the Rushcliffe borough that caters for pupils aged 3-18 with a range of learning difficulties, complex physical and medical needs and autism with associated learning difficulties.

- The school is divided into 3 phases; primary, secondary and Post 16. In each phase the pupils work in appropriate peer groups where staff tailor the teaching to individual need.
- There are currently 99 pupils at Ash Lea and they all have an Education, Health and Care plan.
- All pupils at Ash Lea have special needs and the school's quality assurance programme monitors provision to ensure that it meets needs. Teaching and learning is monitored at least termly by the senior leadership team and school governing body.
- Parents are vital in the education of their child and the school regularly involves them in this process. There are 3 formal meetings e.g. EHC plan annual review, parents' evening, and an Individual Education Plan (IEP) meeting where progress and target setting are discussed. There are also more informal opportunities like open afternoons, daily diaries (where appropriate) termly class newsletters and termly whole school newsletters. Parents have access to class teachers' email, and phone calls also support the partnership. Parent workshops offering information or training are also available across the school year. There is also a parent portal via the 'Evidence for Learning' tool, where teachers and parents share progress and achievement
- All the classes at Ash Lea are small and have a high staff to pupil ratio. The pupils have the opportunity to work as a whole class, small groups and individually. When required, some pupils have more detailed personalised programmes.
- Decisions around provision are made initially at the time of entry into school through consultation with parents and other professionals. Regular review meetings are held to review progress and provision with both the local authority and parents.
- All pupils have access to after school clubs, extended school visits and an opportunity to attend a residential visit at the end of each key stage; however during Covid –19 these clubs have been temporarily stopped. The school has mini-buses and school cars to enable these visits to happen. Staff are fully trained to support pupils' medical needs and a thorough risk assessment / care plan process is undertaken for off-site visits.
- Ash Lea recognises and respects the individual needs of all the pupils. School covers a wide range of ages and abilities and consulting with pupils is based on these factors. Pupil voice is encouraged through offering all the pupils



pupil centred reviews. The school also has a pupil forum which meets to discuss particular issues when they arise e.g. curriculum and environment.

- Pupils formally input into their annual review and their views are sought (where appropriate). The school supports pupil centred reviews and undertakes a review of pupils' views at least once a year. The school also runs a health and wellbeing group which supports the wellbeing of staff and pupils. All pupils have access to a programme of personal, social and health education which is adapted to ensure it meets the needs of all. School has a qualified Mental Health lead as well as two qualified Emotional, Support Literacy Assistants (ELSA) who worked on an individual basis with pupils.
- All staff are highly skilled in meeting the needs of pupils with severe and complex needs. Staff receive training on an annual basis to support pupils' health and safety needs as well as more specialist training around specific conditions. We have staff who are trained in Makaton, Picture Exchange Communication System (PECS), using tablet and eye gaze communication technology and devices, safe moving and handling and Coping with Risky Behaviour (CRB). Staff are kept up to date with new developments and Continuing Professional Development (CPD) is a strength of the school.
- Effective multi-professional working is the key to successfully supporting the pupils' needs at Ash Lea School. We have weekly access to physiotherapy, speech and language therapy, occupational therapy and an occupational therapist employed by the school who is a specialist in sensory processing needs. Other professional support in school includes: paediatricians, general health practitioners, CAMHS, educational psychology service and transition workers.
- Ash Lea School had an extension and refurbishment a few years ago which has enabled the environment to support the curriculum. The main building in Cotgrave is a single storey with the extension being 2 floors with lift and stair access. The lift can be used during emergency evacuation procedures. Access to the building and grounds is through a secure gate and a double door in the main foyer. There are also internal fences which allow the pupils to move freely and safely through the grounds and to the mobile building. The school has a range of specialist equipment including an immersive sensory room, a ball pool and soft play area, hall with hoist, theatre lighting and projectors. The addition of the extension has allowed the school to have 3 rooms with purpose built overhead hoists, a specialist hygiene suite and a common room for our Post 16 pupils. All equipment is modified to meet the needs of pupils. The outside areas are also adapted for all our pupils to encourage physical development, play and a love for the environment. A new outside learning area development was completed in April 2020.
- The school does have a full accessibility plan which can be accessed from the school website.
- The school has a formal complaints procedure but in the first instance getting in touch with the school and discussing the issue with the class teacher is encouraged. Parents can also get in touch with the Local Authority.



- The main responsibility for involving other organisations has been delegated to the head teacher. The school has a Support and Challenge governor committee meeting and holds two full governing body meetings a term as well as a Pay committee meeting in the Autumn term and budget meeting in Spring Term.
- Signposting parents to information is usually undertaken on an individual basis e.g. at review meetings. The school holds some information on targeted support, short break services etc. However, if the school is unable to signpost then they will support by setting up multi-agency meeting. The Nottinghamshire County Council Local Offer / Nottinghamshire Help Yourself web site is also extremely useful
<http://www.nottshelpyourself.org.uk/kb5/nottinghamshire/directory/localoffer.page?directorychannel=10>
- Full admission information can be found on our website; the child's individual SEND needs are taken into consideration to ensure a smooth transition. Once pupils have been allocated a place, we arrange a transition programme. This may involve visits, spending time in class, transition books with photographs, visual timetable, and phased entry, if this is needed.
- Pupils are supported for transfer between different classes and phases within school through a transition morning in the Summer Term where all pupils and staff move to their new classes and further transition time would be arranged if needed for individual pupils. Teachers liaise with the previous teacher to ensure a smooth handover and some staff move classes to ensure appropriate support in a new environment as change and transition can cause extreme anxiety for some pupils.
- Students in the Post 16 phase have a tailored independence life skills programme including independent travel programme, functional maths and English, cookery, shopping, cleaning, access to community facilities and work experience. In their final year, they will also be offered support into their next placement.
- At time of reviewing this document the country is in its second National Lockdown due to the Coronavirus. It is very difficult to have visitors in school so the school has produced a virtual tour to support parents of potential pupils to view the school. [Virtual Tour - Ash Lea School](#)
- Further information can be found on the school website www.ashlea.notts.sch.uk or through contacting the school office 0115 9892744
- Nottinghamshire County Council website – SEND offer
<https://www.nottshelpyourself.org.uk/kb5/nottinghamshire/directory/localoffer.page?newdirectorychannelnew=9>

Last updated: November 2020

Review date: November 2021