



School Prospectus



Y – YOU & ME

M – MAKING A DIFFERENCE

C – CREATING OPPORTUNITIES

Main Road, Bryncoch, Neath, SA10 7TY

TEL: 01639 643648

E-mail: maesycoedspecial@npt.school

Head teacher: Mrs Helen Glover

Chairperson of Governors: Mrs Hayley Hall

**Welcome to Ysgol Maes y Coed, a Community Special
School**

Welcome to Ysgol Maes y Coed

As the Headteacher I am very proud to welcome you to the website / prospectus for Ysgol Maes Y Coed.

Ysgol Maes Y Coed is a very welcoming school with 100 staff to support the education of our pupils.

We have a warm, caring and supportive atmosphere. We are a place where pupils can be safe & happy and can learn & play.

We value & encourage the support of parents, professionals & friends.

We have 100 pupils from 2 to 19 years old all with a statement of severe or Profound learning needs.

At our school we:

- Have small classes with high staffing ratios
- Focus on the individual needs of our pupils
- Have a highly experienced and qualified staff to give high quality learning experiences
- Provide opportunities for our pupils to experience the community safely and successfully
- Use the outdoors to deliver lessons– not just classrooms
- Raise pupil self-esteem and confidence
- Work with Speech & language therapists, physiotherapists, occupational therapists, psychologists and other professionals for the personalised education of each pupil

- Help prepare our pupils for life, to enable them to be as successful as possible in the outside world
- Have wonderful facilities including a hydrotherapy pool, sensory rooms, a wheelchair swing, basket swings, climbing frames, sensory gardens and beautiful grounds all in a secure and safe environment
- If you would like to have a chat about the school or visit us please contact us on the school number 01639 643648

LOCATION

Ysgol Maes y Coed is in Bryncoch in the County of Neath Port Talbot. The school is next to the grounds of another special school, Ysgol Hendrefelin, local houses and open land. The view from the school is very pleasant, looking towards hills and woodland.

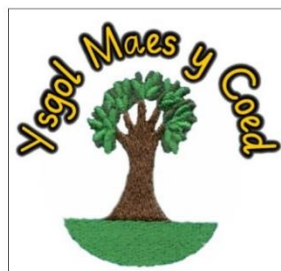
THE GOVERNING BODY

Ysgol Maes y Coed is managed by a Governing Body of nine people with a wide range of experience who represent the Local Authority, the school staff, parents and the local community.

The Governors meet regularly throughout the year to discuss all aspects of school life. During the school year, the Governors present their Annual Report to Parents and parents have the opportunity to discuss any aspect of school life with them.

A list of members of the Governing Body is available in school.

SAFEGUARDING STATEMENT



Safeguarding & Child Protection.

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe welcoming environment where children are respected and valued.

We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

Designated Senior Teacher for Safeguarding & Child Protection:
Helen Glover

Deputy Designated Person for Safeguarding & Child Protection:
Cath Tucker

Nominated Governor for Safeguarding & Child Protection:
Rhodri Jones & Kalene Golding

Safeguarding & Child Protection Policy available on request. It can also be accessed on the school website.

STAFFING

Head-teacher	Deputy Head	3 x TLRs
Teachers	Teaching Assistants	Lunchtime Assistants
Curriculum Resources Manager		Pool attendant
Office Staff	Caretaker	

- Pupils are taught in small class groups organised as far as possible according to age.
- This gives the best chance for individual attention so that all pupils feel important members of their class.
- There are 13 classes each with a teacher and teaching assistants who work closely with physiotherapists, speech therapists and occupational therapists to meet the pupils' very special needs.

THE SCHOOL DAY

8.50am	– School begins / Registration
10.30am	– Break
11.45am	- Dinner for primary pupils
12.30pm	- Dinner for secondary pupils
1pm	– Afternoon school begins
3pm	– School ends – taxis arrive.

Lists of term times and holidays are available each year.

SCHOOL UNIFORM

If pupils want to wear uniform, our polo shirts are turquoise or navy blue, sweatshirts are navy blue. Uniform showing the school badge can be seen at school and bought from the school office, or from Macron Store Neath Abbey or online from Tesco's.

ATTENDANCE

Parents should tell school the reason for absence as soon as possible on the first day that their child is away. All absences are checked on the first day of absence. Staff telephone parents to discuss any concerns.

TRANSPORT

Transport for pupils to and from the school is provided by the Local Education Authority. This may be by taxi or specially adapted vehicle for pupils who use wheelchairs. Escorts are provided by the Authority and special seating can also be arranged.

PUPIL REVIEW PROCEDURE

Each pupil's progress is reviewed at an annual review meeting to which parents and other professionals are invited.

Annual Reviews are pupil focussed; the pupil's statement of educational need is reviewed to check that each pupil's needs are met.

During the meeting reports are discussed, aims and objectives are set for the forthcoming year.

Annual School Reports are sent to parents and associated professionals before the meetings and parent's comments are actively sought. Parents are also invited to visit school during 'Parent's Week' to discuss their child's Individual Education Plan with the class teacher.

INDIVIDUAL EDUCATION PLAN

- We provide each pupil with an individual education plan, which is continually updated and reviewed.
- Every pupil is assessed and then an individual education plan is designed.

- Parents are invited to comment on and contribute towards this plan, this is very important to us.

ADMISSIONS POLICY AND PROCEDURES

The local Authority funds a set number of places at the school, this is reviewed annually. Pupils are referred to the school through the L.E.A.'s Additional Learning Needs Panel which meets regularly.

All pupils have their additional learning needs protected by a full statement which names Ysgol Maes y Coed as the best school to meet their needs.

When a new pupil starts at Ysgol Maes y Coed, an information exchange meeting is held for school staff, parents and any other agencies involved. Parents are welcome to visit the school at any reasonable time, by appointment with the Head teacher.

Pupils may start at school at any time throughout the school year.

PARENTAL PARTNERSHIP

- Contact with parents is made on a regular basis either through home-school books, telephone calls or parental visits to the school. All members of staff value their contact with pupils' parents.
- Partnership with parents helps to inform day to day teaching as well as to plan individual teaching programmes.
- Parents are welcome into school at any time although they should check first that the particular member of staff is available.

PARENTS MEETINGS

- The school has a P.T.F.A. which meets regularly to organise social events and fundraising events.
- Parents meet informally and have a 'parent's room' in school for meeting, making coffee and chatting.

INCLUSION

Our pupils have opportunities for inclusion by:

- Joining mainstream pupils for playtime
- Regular time in mainstream classes at nursery, primary or secondary level with support from staff from this school.
- Working with mainstream pupils on projects

We have also developed links with Neath Port Talbot College and older pupils (16+) spend time there every week.

THE LOCAL COMMUNITY

- The school makes use of the facilities of Bryncoch village and the town of Neath, which is only five minutes away.
- The school has its own adapted vehicles with wheelchair access and wheelchair space so that all pupils can travel safely.
- Pupils visit shops, cinemas, sports facilities, swimming pools etc. as well as taking part in many local events.

SCHOOL SECURITY

The school ensures pupil safety at all times. There is a coded entry system to the school and pupils are always closely supervised.

SCHOOL MEALS

School meals are cooked in our own kitchen and are interesting and appetising. We can also provide for pupils with individual dietary needs.

Dinner money should be sent into school on Monday mornings. Many pupils are eligible for free school meals and the forms to apply are available from the school office.

CHARGING AND REMISSIONS POLICY

All pupils spend some time out of the school on visits each week. We believe that pupils learn best from first hand experiences.

Parents are invited to make a voluntary contribution to cover the cost of drinks or other items bought on visits and sometimes, entrance fees.

EQUAL OPPORTUNITIES

- Our pupils have the same rights as any other child and have access to the same experiences and facilities.
- Our pupils have equal opportunities regardless of disability, sex, religion, colour or background.
- So that all pupils can take part in all aspects of school life, each pupil is treated equally and fairly.

COMPLAINTS PROCEDURE

- If parents have a problem with anything that happens in school they need to talk with the Head teacher or other members of staff.
- We will try our best to solve any problems.
- If the problem is not solved then an official procedure may be followed as detailed in the School Complaints Policy.

SCHOOL NURSE

- This school has a full-time nurse who can support pupils, staff and parents with any medical issues.
- The nurse develops a Healthcare Plan for each pupil needing one.
- The nurse will give medication to pupils as necessary.
- Parents are asked to complete a form listing any medication, and must tell school if there are any changes.
- Medicines are kept in a locked cupboard or fridge in the nurse's room

MEDICALS

- Regular medical appointments are arranged in school for pupils and parents are asked to attend.
- Multi-disciplinary clinics are also held at school on a regular basis. These meetings involve a wide range of professionals who may be involved with a particular pupil.

BEHAVIOUR

At Ysgol Maes y Coed we set high standards for behaviour:

- Staff use praise and reward not punishment.
- Pupils are encouraged to work hard, to identify behaviours and set personal targets for improved behaviour.
- Pupils are rewarded for their achievements.
- If behaviour difficulties arise, they are dealt with on an individual basis and an Individual Behaviour Plan is devised.
- If necessary, school staff can call upon the educational psychologist or other professionals to help us assess and design a programme to help manage a pupil's behaviour.
- Parents are involved at an early stage as co-operation between home and school will increase the chances of success.

Policy available on request & can be accessed on school website.

THE CURRICULUM

- The curriculum is broad based and designed to meet pupils' individual needs and to offer relevant experiences including the National Curriculum (although most pupils will be working at levels earlier than their mainstream peers).
- Many pupils access learning through a sensory curriculum. This learning gives them the basis on which to understand their world.
- We provide activities to develop the senses, touch, taste, smell, hearing and vision. Through the sensory curriculum we enable our pupils to gain access to those experiences which provide the basis of learning.

COMMUNICATION

- Communication is a very important area of our curriculum.
- We help our pupils to develop a means of communication which is appropriate for them.

- Pupils have opportunities to communicate using spoken language, signing systems, symbols, photographs and gestures.

FOUNDATION PHASE

- Children may start school from 2 years of age.
- Early Years pupils will usually start attending school part time, moving gradually to a full school day, with agreement with their parents/carers
- There is a very close working partnership between the parents, teachers, the physiotherapist, occupational therapist and speech therapist to be sure that individual needs are met in these important early years.

INFORMATION TECHNOLOGY

- Pupils have access to a range of technology across all lessons.
- We have specially designed switches, computer programmes and software as well as communication aids and mobility aids.
- We have a switch operated Guided Mobility System, a Sound Beam and an Eye-Gaze system.
- We keep up to date with our technology.
- We work closely with parents so that technology can also be used at home.

PERSONAL AND SOCIAL EDUCATION

- Personal and social development is very important for our pupils and links to all aspects of school life.
- Due to their disabilities, many pupils will be dependent on others, but we give them a sense of achievement, dignity and pride.
- Personal and Social Education covers the whole area of personal development and a pupils awareness of him / herself as a member of society.
- Sex & Relationships Education is an important part of Personal and social development. It is taught when appropriate, in a sensitive manner, and always in agreement with parents.

RELIGIOUS EDUCATION

- Ysgol Maes y Coed is a Community Special School and is not affiliated to any particular religion.
- R.E is a way of providing experiences to develop knowledge and understanding appropriate to each child's individual need.
- R.E. is taught in whole school assemblies and in class lessons, sometimes as part of other lessons.
- R.E. reflects pupils experiences of life, celebrating, exploring, caring, sharing, feeling, loving and encouraging the development of pupils individual personalities.
- Parents may request to withdraw their child from some or all aspects of R.E. The Head-teacher will discuss this with parents.

P.E. – MOTOR DEVELOPMENT (SPORT)

- Movement and motor development are very important to our curriculum.
- P.E. and sporting activities are promoted throughout the school.
- All pupils are involved in Physical Education on a weekly basis with an emphasis on Swimming, Games, Gymnastics and Athletics.
- Pupils take part in a range of sporting activities and competitions including inter-school competitions and swimming galas.
- There are regular P.E. sessions to develop gross motor skills.
- Pupils have individual physiotherapy programmes drawn up by the physiotherapist and teacher.
- Physiotherapy is carried out through individual sessions but also throughout the school day in positioning and seating correctly for all activities, including lunchtime.
- School staff work very closely with the physiotherapist and occupational therapist.



HYDROTHERAPY/ SWIMMING

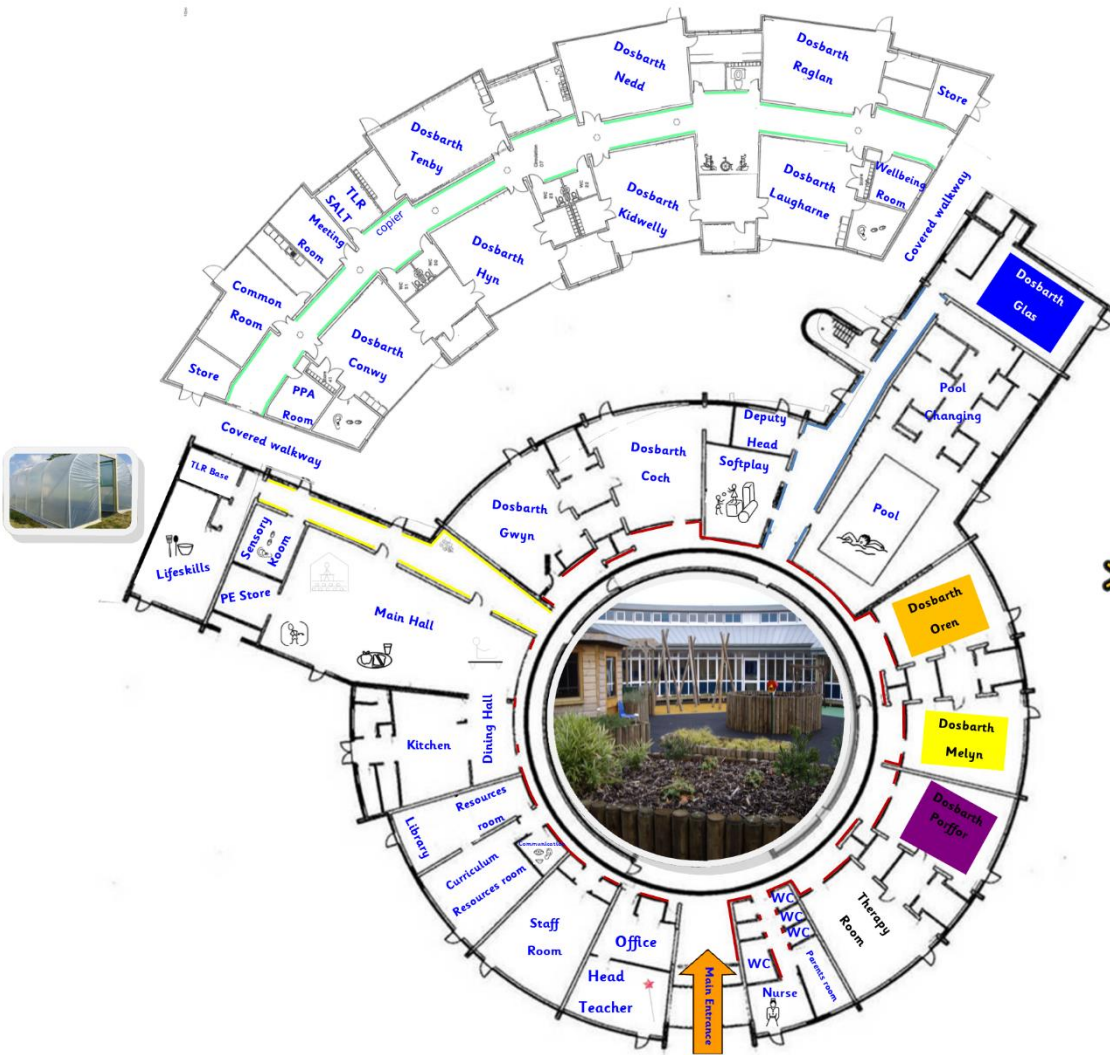
- The school has a hydrotherapy pool, supervised by a full time instructor. There is hoist access to the pool and risk assessments are in place for all pupils.
- Pupils use the hydrotherapy pool regularly during the week and these sessions form part of the pupils' education plan.
- For those pupils who are developing swimming skills two local swimming pools are used.
- Pupils can achieve S.T.A. swimming awards which are presented in assembly.

TRANSITION PLANNING

- Pupils may stay in school until the July following their 19th birthdays.
- It is important to plan for post school life.
- Teachers, parents and other professionals work closely together to ensure that decisions are made about a pupils future needs and to prepare pupils for the transition to life after school
- When a pupil reaches Year 9, representatives from other services are invited to attend reviews. This may include:
- **Careers Wales** – offer advice about specialist college placement for pupils 16+ with severe learning difficulties. They also provide information about possible supported work experiences or give information about post school opportunities.
- **Adult community Service Managers** –Provide information about Social Services provision for young adults.
- **Social workers with responsibility for pupils aged 18+ -** Gather information about individual pupils needs and liaise with the relevant service. They will also provide information about benefit entitlement as benefits change.

POST 16 CURRICULUM

- The curriculum for older pupils develops skills to prepare for life after school.
- The Leavers curriculum is broad in order to provide for the different needs of our pupils.
- Pupils can attend NPT College on a weekly basis supported by school staff.
- The leaver's curriculum is accredited by Agored Cymru. All pupils, where appropriate leave school with recognised accreditation for their achievements
- Work experience placements are arranged for some pupils. They are fully supported by school staff so that they gain positive benefits from the experience.
- Pupils visit a variety of places of work to experience 'World of Work'.
- Our pupils' personal and social development is very important and we prepare our pupils to live as fully as possible within the community and society at large.



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 Bryncoch
 Neath
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Ysgol Maes y Coed is situated within the community of Bryncoch in the County Borough of Neath Port Talbot. The school site itself is bounded by the grounds of another school, Ysgol Hendrefelin local houses and open land. The outlook from the school is very pleasant, looking towards hills and woodland.