

Caithness Early Years Autism Centre



# Handbook 2006

## INTRODUCTION

Caithness Early Years Autism Centre opened in August 2000 to meet the needs of a number of children in the area who had been diagnosed as having Autistic Spectrum Disorders. There are currently 15 pupils attending the centre, either full or part-time, ranging in age from 2  $\frac{1}{2}$  years to Primary seven. The placement of children is considered by the appropriate professionals on a case-by-case basis.

CEYAC is situated in a wing of Pulteneytown Academy Primary School, Seaforth Avenue, Wick, KW1 5ND. The school telephone number is 01955 602649 and the CEYAC telephone number, for use only in emergencies or outwith school hours is 01955 609424. Visitors to the centre, who are expected, should use the CEYAC door and ring the bell on the inside door where they will be asked to sign the CEYAC visitors' book before entry. Unexpected visitors should call at the front door of the school and report to the main office where secretarial staff will enquire if a representative from the CEYAC can meet with them.

The provision for every child is individual and a key tool in the daily work at CEYAC is the home-school diary. This is a jotter in which school and parents write what has been happening. It is also used by the mainstream primary schools pupils may attend. It is a vital means of communication

CEYAC is an EQUAL OPPORTUNITIES SCHOOL offering opportunities for learning to all pupils irrespective of sex or religion.

Pupils come to CEYAC from all over Caithness with transport being arranged for them by the education department. The goal of CEYAC is to help pupils with autism to attend their local primary schools therefore pupils may also attend their local school for part of the week.

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## CEYAC AIMS

In CEYAC we aim

1. to help children with autism to be appropriately included and educated in their local mainstream primary school by

- regular meetings with school staff
- providing Outreach support to the schools and children
- providing autism awareness training to teachers and other adults working in schools
- providing resources to support the children in their learning

2. to meet the individual needs of ASD pupils through

- individually arranged split placements
- regular meetings with parents
- sharing information in weekly staff meetings
- IEPs

3. to work in partnership with parents so that they are central in the planning and decision making with respect to their child's education through

- regular meetings with parents
- open afternoons each term
- the CEYAC handbook
- reporting to parents on their child's achievements and next steps
- implementation of SPELL books and Personal Passports

4. to involve appropriate professionals and promote co-operative planning with other agencies to develop integrated provision for children with ASD through

- multi-agency IEP meetings
- informal discussions with other professionals when appropriate

5. to increase awareness of autism and provide information on autism for primary educational establishments through

- Level one autism awareness training for staff
- Peer awareness training for classmates of children with autism
- Providing books on loan to schools to allow teachers to increase their understanding of autism
- Providing community awareness talks, and talks to local clubs where children with autism attend.

6. to work with ASD children in their mainstream setting to ensure that all children meet their potential by

- regular Outreach visits to schools by CEYAC teachers

## **ADMINISTRATIVE INFORMATION**

### **The Staff**

Principal Teacher	Mrs P Pearson
Teacher	Mrs K Scott
Support Auxiliaries	Mrs C Oliphant
	Mrs V Miller
	Mrs T Whitty
	Mrs J Frame
	Mrs Y Shearer
	Mrs Louise Brown

### **The School Day**

School Times and Breaks are currently as follows

Morning Session	9.30 a.m. - 12.30 p.m.
Interval	10.50 a.m. - 11.05 a.m.
Afternoon Session	1.15 p.m. - 3.00 p.m.

This is under review and may change in the coming academic year.

All pupils are supervised by staff at Interval and Lunchtime either in the building or in the playground. Nursery times are arranged to link in with those pupils attending their local nursery class. At present the nursery session is on a Tuesday afternoon.

### **School Dates for Pupils**

CEYAC	Opens	Closes
Spring	Monday 9 January 06	Friday 31 March 06
Summer	Wednesday 19 April 06	Friday 30 June 06
Autumn	Tuesday 15 August 06	Friday 6 October 06
Winter	Monday 23 October 06	Thursday 21 December 06
Spring	Monday 8 January 07	Friday 30 March 07
Summer	Monday 16 April 07	Thursday 28 June 2007

Mid term break    Thursday 9 February to Monday 13 February 2006

### **In-service Closures**

The teachers and support staff have the same in-service days as all mainstream schools and parents are advised in advance through newsletters.

## LIASION WITH PARENTS

We work hard to ensure that we have a happy and positive atmosphere within the school. Although, due to security issues we have to place certain restrictions on access to school we hope you will still find CEYAC a welcoming place. Open afternoons, at which parents are welcome, are held on a termly basis.

### Visits to CEYAC

Any parent who would like their child to attend CEYAC is very welcome to visit us with their child. This is done by arrangement when other children are not present.

### Newsletters

Parents receive a regular newsletter, which details any forthcoming events and dates and other general information.

### Emergency Contacts

The school keeps a list of emergency contacts so that in the event of a child becoming ill at school, contact can be made quickly with a parent or named emergency contact.

It is essential that this information is correct and up to date at all times. For children living outside Wick the name and address of someone close to the school is required as transport may not be able to convey children home if there is an emergency closure due to severe weather conditions.

### Emergency Closures

In the event of an emergency closure due to severe weather conditions, or heating/power failure, the school will follow Education Authority procedures. If such action is necessary Moray Firth Radio will be informed and will broadcast information on closures **during periods of severe weather**. Please note that information will be about Pulteneytown Academy, but if the school is closed, CEYAC will also be closed.

Parents can get up to date information through the school's emergency phone number. Please call 0870 054 6999 and when prompted the pin number is 042820. Please note that this refers to Pulteneytown Academy but the same conditions apply to CEYAC.

All parents will receive a leaflet with Emergency Closure information during November each year.

# **SCHOOL RULES AND DISCIPLINE**

## **School Clothing**

Although there is no CEYAC uniform, pupils are encouraged to wear the uniform of their local school on days when they are attending it for all or part of the day. This both helps to communicate to the child concerned that they are going to their local school and it reflects the fact that when they are attending the local school they are a pupil of that school.

## **P.E. Kit**

All pupils require shorts, a T-shirt and gym shoes for P.E. Please ensure that your child's name is on all his/her clothing.

## **Indoor Shoes**

All children are required to have a pair of indoor shoes for wearing in school. These may be the same shoes for P.E. if desired. At the end of each term these will be sent home to give parents the opportunity to see if new shoes are required.

## **Attendance**

Pupils who are absent from school should on their return, bring a dated explanatory note. If the child usually travels in transport provided by the education department i.e. the minibus or a taxi, parents are requested to inform the CEYAC staff as soon as possible to prevent the bus or a car sitting outside someone's house unnecessarily.

The Highland Authority discourages the practice of taking children out of school for holidays and parents should give careful consideration to the disruption to their child's education before removing them from school in term time.

Absences for holidays are recorded as unauthorised, but if a child misses school due to respite care this will be classified as authorised.

### ***Attendance And Absence For School Year 2004/05***

<b>Total Number of Possible Attendances(Pupil Half Days)</b>	1,776
<b>Percentage Authorised Absences</b>	8.7
<b>Percentage Unauthorised Absences</b>	0.7

## Behaviour

To ensure that we have a school in which both children and staff are happy we have to have an accepted standard and code of behaviour. Encouraging appropriate behaviour is the joint responsibility of parents and teachers.

With the difficulties pupils at CEYAC may have it is particularly important that the support staff and teachers at CEYAC are working together in partnership with those at home and agree a common approach to dealing with any behavioural issues.

Occasionally a child's behaviour can become more challenging. Both CEYAC teachers and two of the full time auxiliaries are trained in Crisis and Aggression Limitation and Management (CALM). When necessary these staff will restrain a child. If this happens to your child you will be informed in writing. This will include the reason for the restraint and the type of restraint used.

We have a relaxed and pleasantly industrious atmosphere in which pupils are able to function without fear and give of their best. We always emphasise the positive approach to discipline, that of encouragement, praise and good example, rather than the negative one of punishment and criticism. The teacher uses many incentives but the main aid to discipline in the school is the support of parents. If the child sees that home and school intend to work in partnership there is much more likely to be a positive response to any sanctions we may have to impose.

Pupils are introduced to the "Golden Rules."

Do be gentle	Don't hurt anyone
Do be kind and helpful	Don't hurt peoples feelings
Do be honest	Don't cover up the truth
Do work hard	Don't waste time
Do listen to people	Don't interrupt

These rules cover all areas of school life. The staff remind the children of these rules in many ways and they are displayed in classrooms and around the school. It would help greatly if you could discuss these Golden Rules with your child as they apply to everyday life as well as to school.

# CURRICULUM AND ASSESSMENT

## The Curriculum

We aim to ensure that what we teach is both interesting and varied. The curriculum is based on the Scottish Executive Education Department 5-14 Guidelines and Highland Policies. We are part of a continuous process, which sees the child move from nursery through to secondary school.

The areas of the Curriculum covered are:

- English Language
- Mathematics
- Environmental Studies
- Expressive Arts
- Personal and Social Development
- Information and Communications Technology
- Health Education
- Religious and Moral Education

If some children are only here for part of a week consultation occurs between CEYAC and the child's local school to ensure that there is a balanced curriculum.

In CEYAC we follow the National Guidelines on National Assessment. If we are the main school for a child we will take responsibility for testing the child's ability in reading, writing and mathematics when appropriate.

It is recommended that-

Level A should be attainable in the course of P1-3 by almost all pupils.

Level B should be attainable by some pupils in P3 but certainly by most in P4.

Level C should be attainable in the course of P4 - 6 by most pupils.

Level D should be attainable by some pupils in P5 - 6 or even earlier, but certainly by most in P7.

Level E should be attainable by some pupils in P7/S1, but certainly by most in S2.

However it is important to remember that children progress according to their own ability and needs.

## Homework

We believe in a partnership between home and school. Part of this partnership is the support parents give to their children when they are asked to do work at home. Homework also enables parents to know a little of the work their children are doing at school. P1-P7 pupils usually have a small homework task Monday - Thursday evenings.

# **PUPIL CARE, WELFARE AND SAFETY**

## **Health Care**

The school Health Team, working in partnership with parents and teachers, carries out assessments to ensure the best level of health for all schoolchildren. With pupils attending CEYAC these may be carried out either at CEYAC or at their local mainstream primary school.

Children in P1 and P7 are examined by the school nurse or doctor. Parents are notified and may be present at the examination should they so wish. The school nurse also visits to carry out health screening from time to time and to give talks on health matters.

All children are seen regularly by the school dentist for examination and are given a form to take home indicating treatment required. Parents may decide to have this treatment carried out by the school dentist or make alternative arrangements.

In addition, as diet can be an important aspect of life for many children with autism, the dietician (Judy Shallcross) visits CEYAC about once a month to monitor the weight of the children. Usually one of the CEYAC staff will write in the home-school diary the weight recorded.

## **Child Illness/Accident**

The school's paramount concern is for the child to be given First Aid if required. If, in the case of illness, a child is considered unfit to remain in school, every effort will be made to contact a parent or, failing this, the Emergency Contact. If no one is available the child is kept in school until contact is made. In the case of an accident the school will make contact as above but will, if necessary, call on the emergency services.

## **Specific Medical Conditions of Children**

Information on any conditions/allergies should be given at enrolment and parents are asked to ensure that the school is kept up to date with any medical condition which may affect their child's care and welfare in school.

## **Inhalers**

It is essential that children who require inhalers have them in school EVERY DAY. It can be distressing to both staff and pupils if an inhaler is required and has been left at home.

## **Medicines**

Any parent whose child requires prescribed medicine during school hours should bring this to the CEYAC staff (including those on the minibus) where arrangements will be made for this to be given to the pupil. Instructions must be given in writing. Under no circumstances should children be given medication to carry to school themselves. Should treatment involve injections, eye or eardrops, parents will be required to come into school to carry out these actions themselves.

## **Head Lice**

Parents are requested to check their children's heads regularly and take the necessary action should they have been infected with head lice. The school has leaflets, which it will distribute on request.

## **Child Protection**

From time to time incidents can occur within the school setting which cause concern and could indicate that a pupil is suffering from some form of abuse.

In terms of Highland Child Protection Committee Inter-agency Protection Guidelines, Education Service staff have to report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation.

All agencies involved in Child Protection regard the welfare of children as paramount and this will be their priority.

More information about Child Protection Procedures within Highland can be obtained from the *Child Protection Development Officer, Mrs Susan MacLaren, highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness, IV3 8NN - Telephone (01463) 703483*

## **SERVICES AND PAYMENTS**

### **Transport**

Transport to CEYAC is provided by the authority. There is a CEYAC minibus although some children travel to the centre by taxi.

Forms to apply for transport are available from the school and should be returned there.

### **School Meals**

It is the Authority's policy to provide meals and facilities for the consumption of packed lunches in all schools where these are required. Hot meals are provided by Highland Catering Services at the cost of £1.50 per day and are well balanced with a good selection of fruit and vegetables being available. School meals are cooked in Pulteneytown Academy and are collected from the school hall.

There is a six weekly rotating menu and if required adjustments to cater for the needs of the children in CEYAC can be made.

### **Free Meals and Clothing Grants**

Free school meals and clothing grants may be made available to children of families in receipt of F.I.S. or Supplementary Benefit. In exceptional cases of temporary financial difficulty clothing grants may also be available to others. Forms for both are available from the Area Education Office, Rhind House Wick.

### **Budgeted Running Costs**

#### *Budgeted Running Costs For Financial Year 2005-06*

School Roll at September 2004	5
Total School Running Costs at April 2005 (£)	86,691
Cost per Pupil (£)	17,338

### **Complaints Procedure**

The CEYAC operates a complaints procedure and any parent requiring further information about this should contact

Miss L Wark, Head Teacher, Pulteneytown Academy, Seaforth Avenue, WICK KW1 5ND or Telephone Wick 602649.

## **Transferring Educational Data About Pupils**

Education authorities and the Scottish Executive Education Department (SEED) have collected data about pupils on paper forms for many years. We are now working together to transfer data electronically through the ScotXed programme.

### **What pupil data will be collected and transferred?**

Data on each pupil is collected by local authorities and SEED. The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education authority but they are not passed to SEED. Your postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by SEED

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

### **Why do we need your data?**

In order to make the best decisions about how to improve our education service, SEED and education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better exam results. Accurate and up-to-date data allows SEED, education authorities and schools to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors that influence pupil attainment and achievement,
- target resources better.

### **Your data protection rights**

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief

description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website ([www.scotxed.net](http://www.scotxed.net)).

SEED works with a range of partners including HM Inspectorate of Education and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control and prior agreement of the Data Sharing Panel in SEED, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual.

### **Concerns**

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at [Peter.Whitehouse@scotland.gsi.gov.uk](mailto:Peter.Whitehouse@scotland.gsi.gov.uk) or write to The ScotXed Support Office, SEED, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print

### **Want more information?**

Further details about ScotXed data exchanges are available on the ScotXed website, [www.scotxed.net](http://www.scotxed.net).