**Newfield School**

**Prospectus**

**2022-2023**



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| **MISSION STATEMENT**  To promote an atmosphere of good order and consistency of approach which provides children with the opportunity to realise their potential, become aware of their own success and in so doing adjust to the demands of society happily and successfully. |

**Newfield School**

Edge Lane

Crosby

Liverpool

L23 4TG.

Telephone: 0151 934 2991 / 0151 934 2992

Email: [admin.newfield@schools.sefton.gov.uk](mailto:admin.newfield@schools.sefton.gov.uk)

Website: [www.newfieldschool.co.uk](http://www.newfieldschool.co.uk)

**Headteacher:**

Mr. Chris Whelan

**Deputy Headteacher: Lower School**

Mr. Robbie Boardman

**Deputy Headteacher: Upper School**

Mrs. Suzanne Furlong

**Chair of Governors: Clerk to Governors:**

Mr. Martin Fol Mrs. Lynn Daly

**NEWFIELD SCHOOL**

**GOVERNING BODY 2022-2023**

Mr. M Fol (Chair) Co-Opted 22.03.25

Mr Leighton Preston Co-Opted 19.11.23

Mrs Clare Carragher Co-Opted 23.11.25

Vacancy Co-Opted

Jan Copeland Parent 25.03.25

Sandra Eyre Parent 12.10.26

Mr. I Handley Staff 22.03.25

Mr. R Hills LA 10.12.25

Mr. Chris Whelan Headteacher

Mrs. L Daly Clerk to Governors

**FINANCE COMMITTEE**

Mr. M Fol (Chair), Mr. L Preston, Mrs. S Eyre, Mr. C Whelan (Head)

**STAFFING COMMITTEE and STAFFING APPEALS COMMITTEE**

Allocate when required

**PERSONAL DEVELOPMENT, BEHAVIOUR & WELFARE**

Mr I Handley, Mr. R Hills, Mr. L Preston

**QUALITY OF EDUCATION**

Mr. M Fol, Mr. Mr. C Whelan, Mr. Roger Hills, Mrs J Copeland

**SAFEGUARDING/CHILD PROTECTION/CHILD LOOKED AFTER**

Mr M Fol (interim)

**SEN LINK GOVERNOR (including Pupil Premium)**

Mr. R Hills

**Career Connect Link Governor and Mental Health/ Staff Wellbeing.**

Mr M Fol

**Website Governor Arts Mark Governor**

Mrs J Copeland Mrs C Carragher

**HEADTEACHER PERFORMANCE MANAGEMENT COMMITTEE**

Mr. M Fol (Chair) Mr. L Preston (Vice Chair) Mr. Eric Craven

**Staff**

**Teachers: Curriculum Responsibility**

Miss Francesca Crawley Upper School English

Mrs. Suzanne Furlong Additional Funding Coordinator / KS4 Maths

Mr. David Lancashire KS 1,2,3 School Mathematics Coordinator

Miss Amy Ainscough Whole school Science Coordinator

Mr. Michael Bullock Whole School PE Coordinator

Mr. Nicholas Hughes DT and DofE Coordinator

Miss Colleen Russell Lower School English Reading and Assessments

Miss Amanda Grimes Humanities and MFL Coordinator

Mrs. Belinda Stone Art Coordinator

Mr. David Douglas Lower School English Coordinator / Reading and Assessments

Miss Sue Paterson Music Coordinator

Mr. Robbie Boardman Careers Coordinator

Miss Catherine Neeson Whole School PSHE and SRE Coordinator

Mr. Jack Marshall Whole School Computing

Mrs. Elsa White LAC and Mental health Coordinator

Mr. Iain Handley SMSC Coordinator/ RE coordinator

Mr. Gary Heath Travel and Tourism Coordinator

#### Learning Mentors:

Miss Gill Riley Alt Prov / Child Protection Officer

Miss Pamela Robinson Pupil Medicines Coordinator / CP officer

**School Business Manager** Mrs. Lynn Daly

**Secretary** Mrs. Louise Stephens

**Attendance Officer** Mrs. Alison Ruddock

**Premises Officer**  Mr. Paul Masterson

**Teaching Assistants:**

Mrs. Amanda Hutchinson

Mrs. Kim Stanley

Mrs. Lyn Yates

Mrs. Kym Ratcliffe

Mr. James Ellerton

Miss Amy Leach

Mrs. Nicola Mawdsley

Mrs. Jane Lindsay

Mr. Lowell Carragher

Miss Sam Mangan

Miss Madison Donovan

Newfield School is a community day Special School, which provides places for children who have social, emotional, mental and health difficulties (SEMH).

There are a planned places for boys and girls between the ages of five and sixteen. Some children have specific learning difficulties, while others are of average or above average ability.

**What is Special?**

During the year we have many visitors, including teachers and teaching assistants from other schools and from parents with children considered for admission. A frequent comment made by them is that the children at Newfield, and the school itself, appear to be no different than any other; only better! As far as we are concerned this is absolutely true for in most respects we are the same as a mainstream school. There are excellent examples of our pupils work on display throughout the building, school uniform is worn, the National Curriculum is followed and our daily routines and holidays are exactly as others.

The obvious factor however, which makes us different and therefore ‘special’ is one of size. We aim to have classes of no more than eight children. We are, therefore, able to give more time and attention to each child. For children who have experienced learning or behavioural difficulty extra time is often the key to overcoming those problems.

As we have time, we are in a position to know exactly what your child is achieving and to gently but firmly create an atmosphere in which there is good order, consistency and a clearly thought out education programme such that the desire to learn is rekindled.

There are other factors, which contribute to our success. The primary school building is purpose-built. Resources for the school include: two assembly/PE halls, two fully equipped teaching rooms for Information and Communications Technology, Food Technology, Design Technology, Music, Science, and Art rooms. We have two bespoke Nurture bases for lower and upper pupils.

It is a bright, pleasant building, which helps to raise the morale of children and staff alike.

All the Staff have substantial experience of teaching and supporting children who have found it difficult to succeed in school. We are patient, tolerant and understanding but perhaps most importantly we also try to be consistent and honest in our management. If we tell you that your child has had a particularly good day or has completed a satisfactory piece of work, then please add to our praise. We need you to work with us in letting your child see that we care about what is achieved in school.

Since we are dealing with children who occasionally have been unable to cope in a mainstream school we are required to make that extra effort to overcome previous difficulty. We are different at Newfield in that to do this, we regularly enlist the help of other people. The Educational Psychologist, the School Nurse and many others are all prepared to offer advice and support.

We strive to give our children the confidence to cope academically and to build up new relationships. To achieve this, we emphasise desirable actions through consistent praise and reward.

Parents should be reassured that although we are Special, we are only so in positive and helpful ways. Our aim is to secure the very best educational facility to suit the present needs of your child.

**Ofsted Inspections**

Since 1995, Newfield School has had six inspections. Each one has identified the school as being a good or excellent school. Inspections in 2008 and 2011 the school was judged to be ‘Outstanding’. The inspection of 2014 and the most recent inspection of April 2018, deemed the school is still ‘good’. We are constantly striving to achieve Outstanding for the whole school once again.

**Admission Arrangements**

There is a formal procedure for admission, which is explained in detail in the booklet, ‘Special Educational Needs - Information for Parents’. Parents are closely involved in the admission procedure and you will be invited to visit the school before your child’s admission. The booklet is available from the Education Office, Town Hall, Bootle.

**School Organisation**

**Curriculum**

The lower school (up to year 8) and the upper school (from year 9 ) are taught in separate ‘wings’ of the school. All pupils follow the full National Curriculum as in mainstream schools. All pupils who are unable to complete 25 metres unaided are expected to continue to attend swimming lessons in Years 7 and 8.

Many of our pupils come to us with very specific learning needs, some of which may result from incomplete learning at an earlier stage. Our policy has always been to address these needs very thoroughly and we will continue to do so within the framework of the National Curriculum whenever possible. Particular attention is paid to Literacy and Numeracy in both the lower and upper phases. National Curriculum attainment targets are often broken down into small steps to facilitate successful learning in these subjects.

**Lower School**

The teaching is in small classes, usually of no more than 8 pupils, with each class supported by an experienced teaching assistant. Some lower school classes will benefit from the additional support of specialist teachers for DT, Art PE and Music.

**Upper School**

Teaching is in small classes of no more than 8 pupils, each class is supported by a teaching assistant.

Pupils in Years 7, 8 and 9 are taught by a class teacher and will also benefit from specialist teachers for Science, Art, Design Technology and Music.

Pupils in Years 10 and 11 are taught the curriculum by specialist teachers for each core subject and the option subjects they have chosen.

All pupils will have the opportunity to take part in annual SATs at the end of Years 2 and 6. Pupils in Year 11 will have the opportunity to sit external examinations, including GCSE and BTEC in a range of subjects. Additionally pupils who take part in an alternative programme will work towards gaining external accreditations.

**Curriculum for Years 10 and 11**

The curriculum has undergone recent review to enable pupils to make some choices of examination courses. There is a work based element to the Key Stage 4 curriculum which supports pupil’s individual pathway to succeed.

### Work Experience

All pupils in KS4 are provided Work Experience. This happens for two weeks in the Autumn term. During this time they are supported and visited by staff from school.

The placements are arranged with support from the Sefton Education Business Partnership, who ensure that the employers meet all Health and Safety regulations.

Work Experience has proved to be a valuable part of the senior curriculum and helps to increase pupils’ self-confidence, develop social skills and is an important part of coursework for external accreditation.

Some pupils will be given the opportunity to follow an extended work experience programme, which can extend from 1 to four days per week and will form part of their individualised pathway.

### Outdoor Opportunities

At Newfield we very much believe in learning outside the classroom supported by class trips and residential. Residentials for pupils have included trips to Scotland, the Lake District, North Wales and more locally at Crosby Lakeside and most recently Centre Parcs. Class trips involve a lot of activities locally and regionally and the benefits of trips are felt by all. In the majority school will fund these trips fully for our pupils.

**Careers Education and Guidance**

Careers education is an integral part of the Upper School curriculum. Pupils are taught how to write letters of application and how to fill in forms. They are made aware of many opportunities open to them when they leave school by; careers lessons, visits to local colleges and industries and personal interviews and counseling with a Careers Adviser from ‘Connexions’ Service. All pupils in Years 9 - 11 have free access to the school careers library. The school has the CEIG Careers award and is an ASDAN registered centre.

### External Accreditation

All pupils in Years 10 and 11 follow courses, which lead to external accreditation. Courses will be appropriate to the pupils’ ability and currently include:

* GCSEs in Maths, English Language & Literature, Art, Music, PE
* BTEC Science, Travel and Tourism, Digital Media
* ECDL (ICT qualification)
* DT (Entry Level)
* Functional skills – Maths and English
* Entry level – Maths and English
* ASDAN
* Duke of Edinburgh

Individual pupils may have the opportunity to study for additional GCSEs in mainstream schools, for example Drama.

Provision for external accreditation is reviewed regularly to ensure that pupils on a vocational pathway achieve external accreditation.

**Daily Timetable**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Registration | Lesson 1 | Lesson 2 | Break | Lesson 3 | Lesson 4 | Lunch | Lesson 5 | Lesson 6 |
| Time | 8:30 -8:50am | 8:50- 9:40am | 9:40 – 10:30am | 10:30– 10:45am | 10:45 – 11:35am | 11:35 – 12:25pm | 12:25 – 1:00pm | 1:00 – 1:50pm | 1:50 – 2:30pm |

**Lunchtime Arrangements**

We offer a free breakfast to all of our pupils on arrival at school. All children have a cooked school meal at lunchtime.

**Free School Meals**

If you feel your child may be entitled to free meals you should apply to the Education Department, Town Hall, Bootle, telephone number 0151 934 3456

**School and Home**

**Keeping Parents / Carers Informed**

A pupil’s education is a shared responsibility between school and home. We wish to work closely with parents and careers. To this end, we will keep in close contact with home, telling parents all the positive things that have happened in school concerning their child. Equally, we will keep you up to date about any problems. The school operates a direct texting service to parents for emergencies and general updates. We have an open door policy for parents who wish to telephone or come into school, although it is always easier to guarantee the appropriate person is seen if a visit is arranged.

The school produces a termly newsletter, which is sent home with children each term. In addition letters will be sent home to remind parents of important information such as forthcoming holidays.

You will be invited to visit school on several occasions during the year. We usually have Parent Consultative midway through the year. All parents will be invited to attend an individual Annual Review Meeting to review each child’s statement of special educational needs. The Careers Officer will be present at the Parents Consultation Day and the Annual Reviews for pupils in Years 9, 10 & 11.

A written report of your child’s progress will be made available towards the end of the School Year.

From time to time you may be asked to visit School so that we can discuss a particular approach or problem. We are always pleased to meet you and welcome any help that you can provide. If you have any problem, which requires dealing with urgently, please telephone or call.

We now have a small Parent Teacher Association (FUN) and welcome any parents who would like to be actively involved in supporting Newfield School.

**Attendance**

We expect all pupils to attend school regularly. Certificates are awarded for excellent attendance at the end of every term and prizes are awarded at the end of the school year. We ask parents to support good attendance by not taking holidays during term time. It is most important that School should be notified either by phone or letter if pupils are unable to attend school for any reason - illness, dental appointments. A full copy of the Attendance policy is enclosed with this prospectus.

**Charging for School Activities**

**1 General**

In general, no charges will be made for any tuition or materials in connection with the education of pupils during normal school hours. The main exception is in practical subjects where a pupil produces a product and wishes to own that finished product, the school may charge for materials or ask parents to supply ingredients.

**2 Day Visits**

No compulsory charges will be made for either education or transport.

**3 Voluntary Payments**

Any contributions requested are purely voluntary. This will be made clear to parents. On occasions it may be necessary to indicate to parents that an activity will only take place if sufficient funds are available from the voluntary contributions. A child will never be denied the opportunity to participate in any school activity because his parents are unable to meet charges or make a voluntary contribution. Parents may discuss the matter of charges confidentially with the Head Teacher at any time.

**Complaints by Parents**

If a parent is concerned about any aspect of the curriculum or what is taught (including religious education and worship) or with any other aspect of school and wishes to make a complaint, an appointment should be made to discuss the matter with the Head Teacher. It is hoped that all problems can be resolved at this stage. If this does not prove to be possible, a parent has the right to have the complaint investigated and considered by the Governing Body and, if this fails to resolve the matter, by Sefton Children, Schools and Families. The Head Teacher will supply the parent with details of how to proceed in such circumstances.

**Support and Guidance**

Newfield School is a small school in which the welfare of all pupils is a primary consideration.

All pupils are supported by their class teacher / form tutor and support assistant. Three Learning Mentors work with pupils who have been identified as requiring interventions, being at risk of exclusion or who have poor attendance. Interventions for progress both socially and academically are reviewed frequently. We also have our own Attendance Officer, Alison Ruddock who also provides an excellent role in helping our families and pupils improve attendance.

**The named staff for Child Protection are Miss Gillian Riley, Mr. Chris Whelan, Miss Pamela Robinson and Mrs. Alison Ruddock**

The school’s procedures for child protection follow the requirements of the local Area Child Protection Committee. The governing body ensures that these are carried out. The governors with responsibility for Child Protection is Mrs. Erika Rothlisberger.

The governing body ensures that the school meets all relevant health and safety legislation. There is a detailed health and safety policy, a named person with responsibility for health and safety and a named person with responsibility for educational visits out of school.

**Accidents and Emergencies**

There are four identified members of staff to administer First Aid. Several staff hold First Aid qualifications. Parents will be informed immediately, should we feel that a pupil needs further medical attention, or is too unwell to remain in school.

**Mental Health First Aid**

The named staff who have received training for mental health first aid are Pamela Robinson and Elsa White

**School Security**

The school is conscious of its need to protect pupils from harm. Everyone in the School is aware of the policies we have adopted and the measures in force to ensure the security and safety of the pupils whilst they are on the premises or when under our care off the premises. All entrances to school are secured by controlled entry. CCTV ensures that the back of school is monitored.

**Special Educational Needs**

All pupils at Newfield School have a statement of Special Educational Needs and transition to EHCP is supported on an ongoing basis. All have a Pupil Profile, a working document that has replaced the Individual Education Plan in Sefton Children, Schools and Families.

Newfield School has a detailed Special Educational Needs policy, which is freely available on request.

All teachers keep detailed records about pupils in school. Records include assessment results and details of behaviour and attitudes to school.

Each class benefits from the support of a teaching assistant. Some children are withdrawn from lessons to receive additional support from staff within school.

The school continues to work closely with outside support agencies, which include:

* Educational Psychologists
* Speech Therapist
* Art Therapist
* Careers Officer from Connexions Service
* Social workers
* Health Authority
* Education Business Partnership
* Local Police

### Pupils with Disabilities

The school is built on only one level, and has disabled access. We ensure that all pupils are treated equally, including any pupils who may have disabilities, who have equal access to any activities, which are offered in school.

The building work to the school has ensured that Newfield School is now more accessible to people with disabilities, as directed by the Special Needs and Disability Act 2001. This includes the provision of extra wide doorways and Braille signs throughout the building. The school has in place a Disability Access Plan, which details our plans to increase disability access to information, the curriculum and the building.

**Care and Control**

There are occasions when children and young people need to be held by staff in school. The main reasons are when:

* The child, other children or staff are liable to injury
* Property is about to be damaged
* Good order is being prejudiced
* The child is trying to abscond

All staff are trained in the safe care and control of pupils. This training is regularly updated. Copies of the Care and Control policy are freely available on request.

**School Rules**

The following guidelines are a necessary part of school life and should be understood not only by parents/guardians, but by pupils themselves who may need to be reminded about them from time to time.

We could list many dos and don’ts. However, we feel that children should:

1. Attend school every day
2. Always arrive on time
3. Wear full uniform (provided)
4. Always produce classwork and homework of the highest standard possible.
5. Always show respect for all other children and adults in school.

**Jewellery**

Jewellery may not be worn to school for reasons of safety. Plain watches however, are permitted, without alarms. Smart watches are not permitted in school.

**Personal Belongings**

Personal belongings such as toys, iPad, mp3 players, mobile telephones etc. should not be brought to school because of loss and damage. However there may be times when teachers will give permission for certain items to be brought from home. Should valuable belongings such may be brought into school, from Year 7 to Year 11 lockers are provided to all pupils. If pupils persist in bringing inappropriate items they will be confiscated until the end of term or until parents are able to collect them from school.

**Medicines**

The only medication administered will be when the request is accompanied by written medical advice and written parental consent. Our Learning Mentor Miss Pamela Robinson can also help with issues surrounding prescriptions etc., as she has an excellent relationship with our school Nurse Carolyn Robinson and Specialist staff at Alder Hey Hospital.

**School Uniform**

School provides a new uniform for every new pupil starting with us.

School uniform should be worn at all times.

Throughout school we encourage a clean tidy appearance.

All uniform must be clearly labelled with the child’s full name.

Uniform Provided and to be worn

1 x school blazer

2 x white shirts

1 x school jumper (boys) or cardigan (girls) - optional

1 Pair of black trousers (Boys)

1 Pleated skirt (Girls)

1 school tie – lower / upper school

Plain coat or jacket. Denim or leather jackets will not be allowed.

Baseball caps are not part of school uniform and should not be brought to school.

**PE and Swimming**

Plain T-shirt

Shorts

Plimsolls or trainers

Swimsuit /Trunks or shorts (not Bermuda shorts)

Towel

**Here are some views from**

**Parents and Pupils**

**Parents View**

Newfield School is the best choice I have made for my grandson

Placing my son in Newfield was the hardest but best choice I have ever made

The staff all do a fantastic job!

Keep up the Sterling work - thank you!!

Pupil really enjoying school, settling down and growing into a fine young man Thank you all!!

**Pupils Views**

Positive comments about clubs, Friends, teachers, music, trips and feeling safe