



## Prospectus 2018/2019



**Be All That You Can Be**



## A LETTER FROM THE HEADTEACHER

Dear Reader,

Welcome to Riverside School, a school where every pupil is truly valued for who they are; a school that gives every pupil every opportunity to Be All That They Can Be.

We strive for excellence in everything we do, because our pupils and families deserve nothing less.

Our core values are at the heart of everything we do:

*Aspiration Resilience Creativity Humility Integrity Trust Enthusiasm Courage Teamwork*

They make up the acronym ARCHITECT to signify our passion for designing and building a school that will make an indelible mark on the world for generations to come; a school that will impact positively on everyone who enters, on people we may never meet, and in ways we may never know.

We see our pupils' time at Riverside School as just the first part of their journey and we want them to leave us at the age of 19 as confident, lifelong learners. We also want them to remember their time with us with great affection, with memories of life-enriching experiences and enduring relationships.

Our core purpose, our mission, is to transform our children's lives and the lives of their families and our vision is to inspire breakthroughs in the way society enables children with complex needs to find true fulfilment.

Our mission and vision are underpinned by four pledges:

- We will equip our pupils with a bespoke package of profoundly personalised support so that when they leave school, they succeed, flourish and leave their mark on society.
- We will inspire our pupils, families and the wider community to make the seemingly unachievable achievable through the Performing Arts.
- We will ensure current and future pupils make remarkable progress by attracting and training the highest calibre special educators at Riverside School and beyond.
- We will influence the world of specialist education by creating an innovative curriculum framework based around The Pursuit of Happiness.

The best way to learn more about our work is to visit and spend time with our inspirational pupils and dedicated staff. I am confident that when you walk around the school, you will get a sense of The Riverside Way, and once you have experienced our community, you will want to become a part of it.

We look forward to working in close partnership with you as we embark on the next stage of our irresistible journey.

Steve Solomons  
Headteacher



## General Information

<b>Address</b>	<b>Riverside St Paul's Cray</b> Main Road, St. Paul's Cray Orpington KENT BR5 3HS	<b>Riverside Beckenham</b> 2 Hayne Road, Beckenham KENT BR3 4HY
	Tel 01689 870519 Fax 01689 898818	
<b>Website</b>	<a href="http://www.riversideschool.org.uk">www.riversideschool.org.uk</a>	
<b>Email</b>	<a href="mailto:admin@riverside.bromley.sch.uk">admin@riverside.bromley.sch.uk</a>	
<b>Type of School</b>	LA maintained special school	
<b>Age range</b>	4 -19 years	
<b>Chair of Governors</b>	Katrina O'Leary	
<b>Headteacher</b>	Steve Solomons	
<b>Assistant Headteachers:</b>	Clare Collett Charlotte Downs Kerry Reed Amy Skelton	
<b>Primary</b>	<b>Phase Leaders:</b> Amy Skelton & Charlotte Downs	
<b>Key Stage 3</b>	Kerry Reed	
<b>Key Stage 4 &amp; 5</b>	Clare Collett	
<b>Riverside Beckenham</b>	Sarah Stark	
<b>Teaching, Learning &amp; Wellbeing Leader</b>	Holly Wheatley	
<b>Engagement for Learning Leader</b>	Charlotte Parkhouse	
<b>School Business Manager</b>	Sue Crane	
<b>Assistant School Business Manager</b>	Tracy De Freitas	
<b>School Administrators</b>	Emma Buckley Clare Carter Chris Howell Nancy Kadshaw Stuart Lakin Gigi Ghezzi Bernadette Ogg Jane Rumsey	
<b>School Caterers</b>	Nourish Contract Catering	
<b>Site Manager</b>	Dan King	
<b>Assistant Site Manager SPC</b>	Chris Kennedy	
<b>Site Manager Beckenham</b>	John Hynam	
<b>School Doctor</b>	Dr Nitin Maheshwari	
<b>Lead Nurse</b>	Theresa Jessup	
<b>Physiotherapist</b>	Carolyn Thwaites	



### **A Positive Choice**

Riverside School is a day school based on two sites for 270 plus pupils aged between 3 and 19 years. All the pupils have a Statement of Special Educational Needs. The school has centres in St. Paul's Cray (SPC) on the outskirts of Orpington, and in Beckenham. The Beckenham site was fully refurbished during 2009 and opened in January 2010. The school at SPC was built originally in 1976 and has benefited from refurbishment and expansion with the addition of three new blocks and covers about 2.5 acres, including play areas. Facilities include purpose built classrooms, an adventure playground, a gardening polytunnel, multi-sensory rooms, music rooms, two hydrotherapy pools, a sunken trampoline sports hall, a performing arts hall, an art and design room, a cookery room, soft play room, speech and language, physiotherapy and occupational therapy as well as a dedicated medical room. Food is prepared on site for meals. All classrooms are equipped with modern teaching aids, including interactive whiteboards, iPads and computers. Parents considering the possibility of their child attending the school are most welcome to visit and see the facilities and to discuss their child's education with the Headteacher and other staff. Parents' visits are held on Monday mornings at St Paul's Cray and Wednesday mornings at Beckenham. Please ring the school to make an appointment.



### **Family Involvement**

We pride ourselves on our partnership with families and there are opportunities for families to come into school to discuss their child's progress, e.g. Structured Conversations and Progress Reviews. A home visit can be made at the request of the families or may be suggested by a member of staff. Families can phone their child's class teacher about anything concerning their child's education, preferably after 3:45pm.

There are many events in school during the year, including Riverside Connect, coffee mornings, workshops, Summer and Christmas Fairs, Performing Arts productions and Carol Services.



## An A—Z guide

### Accreditation

Pupils in Key Stages 4 & 5 access the Equals 'Moving On' curriculum which includes subjects within Vocational Studies, World Studies and Independent Living, offering a broad and balanced curriculum during their post-14 education. The Equals Curriculum contains five separate one-year programmes of learning: Adventurer, Explorer, Traveller, Voyager and Globetrotter.

In addition, an 'Options' approach allows pupils in Key Stages 4 & 5 to choose which subjects to take, thereby individualising their own learning programmes whilst taking into account their motivations, passions and interests. Options include: Food Technology, Arts Award, Design Technology, Switch Skills, Making Connections, Media Studies, ICT Advanced Skills, Swimming, Physical Education, Rebound Therapy, Health and Wellbeing, Art, Home and Gardening, and Performing/Expressive Arts.

Some pupils will also work towards an English & Maths WJEC Qualification in Personal Progress Entry Level 1.

### Admission Procedure

All pupil admissions will be made in accordance with Local Authority procedures and school policy. All pupils enter Riverside School with a Statement of Special Education Need. All admissions are made through the LA. Details of the local school offer are available on the school [website](http://www.riversideschool.org.uk) ([www.riversideschool.org.uk](http://www.riversideschool.org.uk))

### 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. If the illness continues for some time, parents should keep us informed about their child's health. Parents can telephone the school nurses about anything related to 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.

Our authorised absence rate for 2016/17 was 8.1% with an unauthorised absence rate of 0.8%.

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 school nurse 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.

### Behaviour

At Riverside School 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 the school website at [www.riversideschool.org.uk](http://www.riversideschool.org.uk).

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. The school has rules, but these are kept to a minimum and are simple to understand.



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. For some pupils, Behaviour Support Plans are in place, 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.

If there is a breach of school rules, reasonable sanctions may be applied. Sanctions are employed with due regard to purpose. We are mindful of short-term and long-term implications and never undermine a pupil's sense of worth. It is the pupil's behaviour, not the pupil, that can be challenging, and we realise that pupil's difficult behaviour often occurs through frustration and communication difficulties.

Our Anti-Bullying Policy is available on our website [www.riversideschool.org.uk](http://www.riversideschool.org.uk). Riverside is opposed to any form of bullying and it will not be tolerated in school.

### **Careers Education**

Careers Education and guidance is an important part of every pupil's curriculum entitlement. Aspects of Careers Education are embedded throughout the curriculum from year 7 onwards. However, from year 10, pupils have specific Careers Education and guidance sessions where appropriate. Parents can discuss their child's career aspirations at any time. As part of the Annual Review at year 10 these aspects are discussed in detail, with all possible options considered.

The school organises a family transition forum where we give parents the opportunity to meet and discuss the process with each other and the school.

### **Change of Address**

Parents are asked to inform the school immediately of any change of address or telephone number.

### **Charging and Remissions Policy**

Riverside School does not make a charge for school-time activities. We request voluntary contributions to make school funds go further, e.g. for outings and visits, cookery ingredients, horse-riding, etc. All pupils will participate in such activities, whether or not parents or carers make a voluntary contribution.

### **Remission Charges:**

Where charges are made for board and lodging for an activity which is part of the curriculum and takes place in school time, these charges will be remitted for parents in receipt of family credit or income support (although these parents may choose to make a voluntary contribution). All parents have the right to claim free residential activities if they are receiving these benefits.

## Child Protection/Safeguarding

The Local Authority requires Headteachers 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 Headteachers run the risk of upsetting some parents reporting a case. In such circumstances, it is hoped that parents accept that the Headteacher acts in what he believes is in the best interests of the child. Riverside School's designated Safeguarding Officers are Clare Collett (St Paul's Cray) and Sarah Stark (Beckenham).

## Complaints

In accordance with the relevant Education Acts, complaints may be made in the first instance to the Headteacher. Full details of the complaints procedure are available from the school or on the school website [www.riversideschool.org.uk](http://www.riversideschool.org.uk)

## Curriculum & Assessment

Our Assessment Framework stems from Government's policy to move away from standardised assessment levels as we knew them and a drive towards schools deciding how to measure pupil progress. At Riverside School, we have embraced this opportunity and are proud to have developed and formulated our own holistic and personalised curriculum and assessment framework. We have introduced 'Personal Learning Plans' and 'Unique Profiles' for all our pupils and we have developed our own set of assessment levels which we have named 'R Levels'. Teaching is done in small groups or one-to-one and work is pitched at an appropriate level for pupils of different abilities. We have a very favourable staff—pupil ratio, which works out across the school at about 1:2 respectively.

## Equal Opportunities

It is Riverside School's intention to develop attitudes and ways of behaving which respect individuals regardless of their ability, colour, culture, gender or social circumstances. The school is unequivocally opposed to any form of discrimination and it seeks to form a partnership with pupils, staff, governors and families to combat ignorance and prejudicial attitudes both in school and in the community as a whole.

## Expressive Arts

Our state of the art Performing Arts facilities give us the perfect environment to allow our pupils to build their creativity, confidence and performance skills. We have a dedicated team of industry professionals, specialising in Dance, Drama and Music, working permanently within the school. To support provision and give our pupils the best opportunities possible, we also commission many visiting artist to come to Riverside School. We seize the opportunity to get our pupils performing all over London, to date we have performed at Her Majesties Theatre (in the West End), Richmix Theatre (East London) and Trinity Laban Centre (South-West London), to name just a few.





## **Extra Curriculum Activities and Educational Visits**

The school has a fleet of minibuses for educational and recreational trips. Visits are made throughout the year, including residential experiences for some pupils.

Opportunities to attend lunchtime clubs and activities include: cycling, cooking, dance, aerobics, massage, organised sports and gardening. Some after school activities are organised, e.g. trips to the theatre. Riverside School also runs Saturday and Holiday Clubs at both sites under contract from Bromley Borough. (See Outside Agencies for more details).

Riverside School is a purpose-built special school with excellent facilities including a Performing Arts Hall, Get Connected room, Multi-sensory rooms, hydrotherapy pool and sensory gardens. The classrooms are all on one level and are generously proportioned.

## **Governors**

Riverside School is Governed by a Governing Body, chaired by Katrina O'Leary. The Instrument of Government, which came into effect on 15th January 2015, determines the make up of the Governing Body. It consists of 4 Parent Governors, 1 Governors appointed by the Local Authority, 1 Headteacher, 1 Staff Governors and 4 co-opted Governors. The Governing Body also has power to appoint additional Associate Governors to add to the expertise available. Associate Governors do not have voting rights. The Governing Body appoints Committees to manage their business. The Committees report back to the full Governing Body.

## **Homework**

Homework may be set at the request of parents. Please ensure that your child takes care of school equipment and books.

## **Integration**

Riverside School has strong links with a number of mainstream primary, secondary schools and colleges. Riverside School provides opportunities for its pupils to work alongside children and young people from mainstream schools and colleges (pupils spend time in mainstream classes and children from mainstream spend time at Riverside School).

## **Jewellery**

Pupils are not encouraged to wear jewellery in school. Earrings must not be worn when a pupil is taking part in PE.

## **Medicines**

We ask all parents to complete a form detailing their child's medical requirements. The school nurse will discuss with parents their child's medical needs. 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.

## **Outside Agencies**

### **Disabled Children's Social Work and Short Break Team.**

The school currently provides the Saturday and Holiday clubs for children with complex needs and autistic spectrum disorders. This is operated under contract for Bromley Borough. Assessment is carried out by the Disabled Children's Team which can be contacted on 020 8313-4511

### **School Doctor:**

The school doctor visits regularly. The children will have a school medical once a year, but parents can request a medical for their child if it is thought to be necessary.

### **Sensory Support Service:**

There are peripatetic teachers for pupils who have visual or hearing impairment. The advisory teachers visit the school regularly to provide programmes of work to monitor these and liaise with staff and parents.

### **Social Services:**

The school has strong links with Bromley Social Services including the Community Adolescent Team based at Bassetts Centre. If parents wish to contact a Social Services duty officer, they can be contacted at their local Social Services Office (address in telephone book) or they can contact the school for advice on who to contact. The Community Adolescent Team also provides a service for parents in managing their children's behaviour.

## **Parental Entitlement**

All parents/guardians connected with the school have a right of access to all documentation specifically relating to their child. Parents also have the right to the following documents:

- The School Curriculum.
- Any published HMI and Ofsted reports which refer specifically to the school.
- Any syllabuses followed (whether for public examination or otherwise).
- School policies including Religious Education and Sex Education.

Enquiries about any or all of the above should be made to the Headteacher in the first instance. Many documents are available on the school website at [www.riversideschool.org.uk](http://www.riversideschool.org.uk).





## Parents', Staff and Friends Association

Riverside School has an active Parents', Staff and Friends Association which organises special interest and fund raising events throughout the year. If you would like to become involved with the PSFA, please leave your details at the school office and a committee member will contact you.

## Pastoral Care

Class teachers and teaching assistants are responsible for pupils' pastoral care. The Headteacher, Assistant Headteachers and other members of the Leadership Team maintain an 'open door' policy whereby any pupil who may feel the need to discuss issues has the opportunity to do so at any time.

### School Nurses:

The school nurses are available for consultation by parents on any medical matters concerning their child during school hours.

### Therapy Services:

Physiotherapy, speech and language therapy and occupational therapy are provided by Bromley Healthcare. Details of their services are available from the individual therapists.

## Personal Belongings

All personal belongings should be clearly marked with the pupil's name. Valuable items should not be brought into school. Parents should note that the school cannot accept liability for the loss or damage of personal property.

## Physical Education

Our aims are to provide a sporting and PE curriculum which enables our pupils to participate in a range of exciting physical activities pitched at an appropriate level.

Pupils have the opportunity to participate in a wide range of competitions with other schools throughout the Borough and beyond as well as accessing various coaching from different clubs other organisations. Pupils are also able to gain certificates in swimming, trampolining and football. Many of our pupils represent the Borough in various sporting activities at the Youth Games.

Each pupil should have a PE kit consisting of a t-shirt; sweatshirt; shorts or jogging bottoms; trainers; swimming trunks/costume and towel. Parents are asked to ensure that their child has a swimming costume and towel in school on the day their child goes swimming. The swimming costume and towel will be returned home wet so a waterproof bag is also required. Appropriate swim nappies or adapted swimwear is required if necessary.

## Pupil Premium

Riverside School receives pupil premium funding relating to the number of pupils eligible for free school meals. We therefore encourage all eligible families to register to secure the funding. A report on our pupil premium expenditure is available on our school [website](#).

## Religious Education and Collective Worship

Riverside School follows the approved Bromley Syllabus, which is non-denominational and multi-faith in character. Parents are welcome to see the scheme of work. The fostering of spiritual, moral, social and cultural values permeates all aspects of the work at school. Our Collective Worship policy is available on the school website.

Parents who wish to exercise their right to withdraw a pupil from religious activities are asked to arrange an appointment with the Headteacher before doing so.

## Research

The school actively promotes research and training to evaluate the curriculum and investigate professional practice in the field of severe and complex learning difficulties.

Riverside School provides a number of training courses for teachers and professionals working with pupils with special needs. Its staff are highly trained and have published numerous papers and chapters in leading journals.

Riverside School has been part of a national research project which helped to discover more learning about styles and develop further strategies to teach pupils with complex learning disabilities. The outcomes of the research have been disseminated both nationally and internationally and will inform developments in SEN practice. The school has been awarded a Research Charter Mark in recognition of its achievements.

## School Meals

Riverside School believes that the school lunchtime is a great opportunity for all our children to sit down together and enjoy their healthy and tasty meal, while developing their social skills. Lunch is prepared on the premises and served in the school dining hall. Dinner money is collected on the first day of each week for the whole week or half-termly in advance. The 2016/2017 daily cost of a school meal is £2.20.

Our lunches are currently supplied by Nourish catering and their menus are displayed on our website [www.riversideschool.org.uk](http://www.riversideschool.org.uk). Special dietary needs for health or religious reasons are catered for wherever possible and a vegetarian meal is always available. Pupils may bring a packed lunch if they prefer, to be eaten with their class group. Please ensure that any drinks are stored in unbreakable containers - no glass bottles please.

From September 2014 all infant aged pupils are entitled to a free school meal and parents of older pupils may be eligible to apply for free school meals for their child if they are in receipt of certain state provided benefits. Please ask at the school office for further details.



## School Organisation

The school has the following Phases: Primary, Key Stage 3 and Key Stage 4/5 at St Paul's Cray and Riverside Beckenham. A member of the Leadership Team leads each phase. 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 all classes.

## School Uniform

The school has a uniform of black or grey trousers or skirt with a white top and navy sweatshirt. Polo shirts, sweatshirts and cardigans embroidered with the school logo are available. A school fleece and coat is also available to order. Uniform can only be purchased online from the link on the Uniform page in the Information for Families section of our website [www.riversideschool.org.uk](http://www.riversideschool.org.uk). Uniform is recommended but not compulsory, especially for pupils in Key Stage 5. 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.

## S.E.N. Policy

Riverside School has a comprehensive and rigorous Special Educational Needs policy. This provides the principles which underpin our work, for example, how our statement on equal opportunities works in practice. The S.E.N. policy, as well as all our other policies are available for inspection at the school office or on our website [www.riversideschool.org.uk](http://www.riversideschool.org.uk)

## Sex Education

Education legislation requires sex education to be provided as part of the National Curriculum and it is taught with due regard to moral considerations and an emphasis on the value and importance of family life. Like all teaching at Riverside School, the sex education programme is highly differentiated to the age and abilities of the children. The programme, which has been ratified by the Governors, is not taught in isolation but within a framework of a personal development programme dealing with the many aspects of growing up.

Parents have a right to withdraw their child from sex education lessons and should discuss the matter with the Assistant Headteacher if they wish to do so (please see the sex education policy for further information). Parents are also welcome to discuss policy matters with the Headteacher, to view teaching materials, or look at policy documents.

## Smoking

The school has a no smoking policy and in line with legislation does not allow smoking anywhere on school premises.

## Specialist Support

Bromley Healthcare funds a dedicated team of Nurses, Physiotherapists, Speech and Language Therapists and Occupational Therapists. The school doctor visits the school regularly and an Educational Psychologist also visits. The school has regular visits from the Sensory Support Team who advise on the educational needs of pupils with visual and hearing impairment. The school has good contact with the Community Learning Disability services.

## Transport Arrangements

Transport to and from school is arranged by application to the Special Needs Department of the Local Authority (Civic Centre, Bromley). If transport is provided, there is an escort on each vehicle, but it is the parents' responsibility to deliver the pupil to the vehicle. For safety reasons it is not part of the escort's duties to knock on the door for a pupil. When a pupil arrives home, the parents must meet the bus. The escort will not bring the pupil to the door.

The bus will try to keep to the time given by their company but they may be delayed through traffic conditions, weather or breakdown. Parents are reminded that according to the LA's transport policy, the bus can only wait three minutes for a child at their house. If parents wish to alter transport arrangements they must contact the Special Needs Transport section on 020 8461 7526.

## Volunteers & Work Experience

Riverside School regularly attracts students and volunteers wanting to learn and share in our good practice. Volunteers may work in any classes but would not be left unsupervised with our pupils. A protocol and application form for students, work experience and volunteers is available on our website.

## Website

Riverside School's website can be found at [www.riversideschool.org.uk](http://www.riversideschool.org.uk). The site is a source of information and reference and is regularly updated. Copies of letters sent home are posted on the site and many policy documents are available for inspection. The site is constantly being developed and suggestions for useful additions to the site are welcomed.

