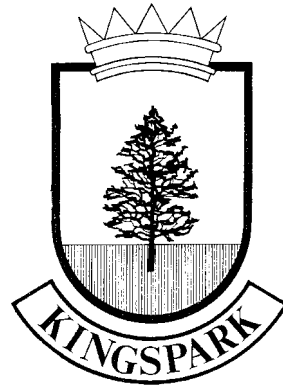


Kingspark School



School Handbook

2014 - 2015

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VISION & AIMS

In 2010, a Vision for taking forward the school in its new building was developed through consultation with pupils, parents/carers, partner agencies and all staff working in the school i.e. Education and NHS staff. It was reviewed in 2012 and will be reviewed again as part of our next School Improvement Plan. Detailed below are the aims which encapsulate the Vision for all those who are part of the Kingspark community.

1. To create a supportive & positive ethos
2. To provide a broad, balanced, child-centred curriculum
3. To value everyone as an individual
4. To support each pupil to reach their full potential
5. To work collaboratively with parents/carers to support learning
6. To give parents/carers opportunities to learn more about the school & contribute to its development
7. To demonstrate high quality leadership at all levels
8. To recognise achievement & celebrate success
9. To ensure learners are safe, happy & supported
10. To develop a high quality educational experience in a purpose built environment
11. To promote effective communication
12. To promote multi-disciplinary communication
13. To have highly motivated staff & pupils
14. To have staff able to deal with change
15. To promote effective transitions
16. To build closer links with the wider community
17. To share resources & recycle materials

SCHOOL VALUES

In Kingspark we aim to ensure that every pupil has access to the provision most suited to meet their needs in order that they have the opportunity to develop to their full potential. We strive to achieve equality by:

- eliminating barriers to achievement
- assessing and providing for the needs of all pupils
- eliminating discrimination
- taking positive action to promote equality.

All pupils, through the varied curricular and social activities they take part in throughout the school day, are encouraged to:

- take an active part in the life of the school
- develop and sustain friendships
- explore a variety of world cultures
- explore and discuss moral dilemmas relevant to their own experience
- consider their individual effect on and contribution to society.

DESCRIPTION OF THE SCHOOL

Kingspark School was purpose-built in session 2009/2010 and is a well-designed building with many excellent facilities including a library with computer suite, soft play room, sensory theatre, large assembly hall, gymnasium, swimming pool and therapy pool, and well-equipped rooms for practical and aesthetic subjects. Together with well-proportioned classrooms with the latest technology, these provide a very bright and pleasant working environment for pupils and staff. The school has a very open aspect, and a large grass area surrounds the building, providing attractive play areas.

Kingspark has approximately 180 pupils, aged between five and eighteen years. All of the pupils have complex additional support needs and many have additional physical disabilities or medical problems.

The main catchment area for the school is the City of Dundee, but pupils also attend from Angus and other adjoining Authorities.

The management of Kingspark School is the responsibility of the Head Teacher, Mrs Laura Smith, together with the members of the Senior Management Team.



The school is currently organised in four main departments - Primary, Secondary, the Enhanced Support Area (pupils aged 5-18), and a department of Practical and Aesthetic subjects which comprises subject specialist teachers in Art, Home Economics, Music and Physical Education. Each department is led by a member of the Senior Management Team as follows:

Enhanced Support Area and
Practical & Aesthetic Dept.

Mr Anthony Revell (Depute Head Teacher)

Primary Dept. and
Secondary Dept.

Mrs Stacey Boylen (Depute Head Teacher)

TRANSFERRING INTO KINGSPARK SCHOOL

The youngest pupils transfer into Kingspark primary provisions from Frances Wright Nursery School, and from other nursery schools within the area or from Armistead Assessment Centre. Decisions regarding the placement of pupils in Kingspark is made by the Education Department. A number of pupils also transfer into Kingspark secondary provision from primary schools in the city and, again, decisions regarding placement are made by the Education Department.

We also have pupils who join us throughout the academic session following an assessment process. These pupils may have moved into the area or they may transfer into Kingspark from a primary or secondary school in Dundee.

Once a decision about placement is made we would encourage all prospective parents/carers to visit the school with a view to seeing the facilities which are available, and to have the opportunity to meet with the appropriate members of the promoted staff and NHS staff. This also affords everyone an opportunity for questions to be answered or concerns to be addressed.

COMMUNICATION WITH PARENTS/CARERS

It is important that school and home work together for the benefit of all pupils, and it is particularly important that there is good communication between school and home. We encourage communication through formal and informal channels and operate an 'open door' policy where we are always happy to speak to parents/carers either by phone or in person if they have any matters they wish to discuss.

The following are ways in which we promote communication with parents/carers:

- Home-School Day Books
- termly School Notes
- annual School Reports
- Parent Contact Evenings
- consultation on targets contained in Additional Support Plans (all targets are sent home for consultation prior to the first Parents' Evening where they will be discussed)
- consultation regarding Behaviour Care Plans (all Behaviour Care Plans are sent home for consultation prior to the first Parents' Evening where they will be discussed)
- CSP/Annual Review/Post 16 School planning meetings
- telephone calls
- informal meetings as appropriate.

If you have any concern, please do not hesitate to contact the school either by phone or in person. Your initial contact should be made with the person who is the appropriate link Depute Head Teacher (see page 4). However, if they are not available the Head Teacher will always be happy to speak to you. It is important to us that any concerns or issues are dealt with quickly and we are always happy to receive information you wish to pass on to us.

The Kingspark Parent Staff Association is open to all parents/carers and members of staff. The PSA organises social functions and also helps the school by raising funds. It is chaired by Mr Gary Simpson, Pool Technician. Contact information e-mail for Mr Simpson is: kingspark@dundeecity.gov.uk

There is a Parent Group who meet fortnightly within the school. It is an opportunity for parents/carers to meet and discuss issues pertinent to the group. They formulate their own agenda for these meetings and the school support this group to take forward any training/talks they would like organised. The Parent Council meets once per term and is open to all parents and members of staff. Dates and times of these meetings, along with dates and times of Parent Council meetings, will be circulated to all parents via letters, flyers and School Notes. The agenda for Parent Council meetings will be circulated in advance so that all members of the Parent Forum have an opportunity to contribute to this. The chairperson of the Parent Council is Mrs Pamela Morris who can be contacted via the following e-mail: kingspark@dundeecity.gov.uk

CURRICULUM

The curriculum provided at Kingspark is designed to allow our pupils the opportunity to reach their full potential. For all of our children the *goals* we set will be reached by small but highly significant steps. The purpose of education for all our children will be the same but the curriculum which individual pupils require may be very different.

As a large Special School we face the challenge of providing a curriculum which facilitates learning and is appropriate to the individual and collective needs of our pupils.

The curriculum at Kingspark is, by necessity, diverse. Routes for Learning is used as an assessment tool to determine targets for those pupils with the most profound barriers to learning while the experiences and outcomes from Curriculum for Excellence form the basis of all curricular experiences. Pupil progress is tracked via the targets set out in the Additional Support Plans as well as through the school's tracking system in order that we get the clearest picture of each pupil's skills and knowledge.



Educational programmes are planned by the class teacher and their team in consultation with other professionals who may be involved in the pupil's programme of work.

Much of the learning involves the pupils experiencing the world at first hand and finding things out for themselves. To this end Kingspark staff are keen that pupils have regular opportunities to move from the school into the wider environment of the local community.

Kingspark has specialist subject teachers of Art, Music, Physical Education and Home Economics who work closely with class teachers to provide a total learning experience for pupils which is *broad, balanced, progressive and relevant*.

Kingspark has developed a specific Senior Phase programme for pupils from S4-S6 which gives them the opportunity to develop skills for adult life as well as giving them the opportunity to gain a range of National Qualifications and other awards.

EDUCATION MAINTENANCE ALLOWANCE

An allowance can be paid to eligible pupils who stay on in education after their 16th birthday depending on their parent's total taxable income. The pupil has to complete a Learning Agreement which is a contract between them and their school. Application forms are available from the Head Teacher or from the Main Reception, Dundee House from the beginning of June each year.

LINKS WITH THE COMMUNITY

As mentioned earlier, school staff are keen to make good use of the wider community when working with pupils. Good links exist with, for example, the local Tesco close to the school, the local and central libraries, and various branches of the Rotary Club, to name but a few. Regular use is also made of the Dundee parks and other outdoor recreational areas. Groups of pupils attend The Brae Riding for the Disabled and regular projects are taken forward with Dundee Rep.



SCHOOL ETHOS

Learning can only properly take place if a suitable atmosphere exists within the school. The responsibility for ensuring this rests with both pupils and staff along with the support of parents/carers. Our approach is one of friendliness and fairness in which children and adults are expected to treat one another with respect, and to take care of the school buildings and equipment.

We are taking forward an exciting three year project entitled 'Helping Pupils Without making them Helpless' with the emphasis being on making the school environment barrier free, providing pupils with choice in their learning and supporting pupils to understand their own behaviour. The ultimate aim is to promote independence in all the young people to an appropriate level for the individual.

TRANSITION PLANNING

All school leavers go through the Post 16 School Planning process. Parents/carers, school staff and partner agencies work together to ensure that a suitable post-school placement is found for each school leaver. The key to the process is the assessment done with the young person and their family in order to ensure that an appropriate placement is secured. The PT Whole School has responsibility in this area.

SCHOOL INFORMATION

Organisation of the School Day

School begins at 9am and ends, for the pupils, at 3pm. There is a morning interval of 15 minutes and a lunch-break of 45 minutes. The day is split into 7 periods, 4 in the morning and 3 in the afternoon.

School Uniform

We feel it is very important in Kingspark, as in any school, to help the pupils feel that they 'belong'. So we encourage all parents to buy a school sweatshirt. These, and other items of school uniform, are available through the school office.

If parents are in receipt of Income Support, Income based Job Seekers Allowance, Income Related Employment and Support Allowance, support under Part VI of the Immigration and Asylum Act 1999, Child Tax Credit or Working Tax Credit and an annual income of less than £16,010, the Authority will consider one application per year for a grant towards the cost of purchasing essential clothing to enable their children, up to the age of 16, to attend school.

The school clothing grant payment will be made through BACS transfer into a nominated bank account or paid by cheque.

Application forms may be obtained from your child's school or Main Reception, Dundee House, or download from the Council website.

Staffing

The teaching staff at Kingspark are all experienced classroom teachers, some with an additional qualification for teaching pupils with additional support needs. All staff are encouraged to take up opportunities to extend their professional knowledge and skills, and many teachers give up their evenings and weekends to attend courses, as well as taking part in training within the school.

Each class teacher is responsible for one class, and all classes have Additional Support Needs Assistants or Early Years Practitioners allocated.

Our facilities staff, administration staff, technician, cleaners, kitchen staff, bus drivers and escorts are all very much committed to doing their best for the pupils at Kingspark.

Several members of staff are employed by the Health Board - nurses, occupational therapists, physiotherapists, speech & language therapists, - and all work very closely with the class teachers to ensure the best possible progress for pupils. The therapists will prioritise their time according to the needs of the individual pupils. Dependent upon need, pupils may be seen regularly throughout the school year, or perhaps have a variable programme of input, where support is provided in blocks, with breaks from therapy in intervening periods.

Our school dental team are in school on a regular basis. Our school doctors are in school at least once a week.

The senior school nurse, Mrs Lindsay Mitchell, who takes charge of any medicines and supervises medical procedures, always sees the parents/carers of new pupils. If a child is prescribed a new medicine, which has to be taken during the day, parents/carers should contact Mrs Mitchell.

In an emergency, if parents/carers or relatives cannot be contacted, the school will arrange for pupils to be taken to Accident & Emergency at Ninewells Hospital. Contact will always be made with parents/carers if such a situation arises.

Attendance

Good attendance at school facilitates the learning process, and so parents/carers are encouraged to ensure that their child's attendance is as good as it can be.

It is important that parents/carers ensure the school is notified of the reasons for absence. This can be done by sending a note into school, or by phoning the school office on the first day of the child's absence.

School Meals

All pupils at Kingspark remain in school at lunchtime when they are closely supervised.

As in all other schools, parents/carers are expected to pay for school meals, except where the family have applied for free school meals.

Free school meals are available to pupils whose parents are in receipt of Income Support, Income based Job Seekers Allowance, Income Related Employment and Support Allowance, Support under Part VI of the Immigration and Asylum Act 1999, Guaranteed Pension Credit, or in receipt of Child Tax Credit only and have an annual income of less than £16,010 or Working Tax Credit and have an annual income of less than £6420.



The kitchen staff, in consultation with the Health Board dieticians, cater for pupils who have special dietary requirements of any kind.

Insurance

The Education Authority insures against its legal liability for:

- Accidental personal injury
- Loss or damage to property of third parties

You are advised that no insurance cover is maintained for circumstances in which the Council does not have a legal liability. You may wish to consider your own insurance arrangements.

CHILD PROTECTION

As one of Dundee City Council's professional services, the Education Department has an important responsibility in keeping the children and young people of Dundee safe from harm. This is an extension of the care and protection which you as a parent/carer provide for your child and so we see our partnership with you as important in meeting that responsibility. Supporting us in this work are inter-agency agreements protecting children with our partner services in Health, Social Work and Police Scotland.

If at any time you have child protection concerns about your child or any other child who attends this school, you are encouraged to talk about your concerns with a member of the school staff. It will also be useful for you to know that in every school there is a specially trained member of staff who is the school's Designated Child Protection Officer. This person takes a co-ordinating role whenever a child protection concern for a child is reported. In Kingspark school we have two Child Protection Officers who are Mrs Marian Mansell (Principal Teacher) and Mrs Laura Hart (Principal Teacher) who can be contacted by telephoning the school on 01382 432650

Where concerns are expressed about a child, those concerns will be considered with our partner agencies in confidence to ensure that the child is kept safe.

ACCESS TO SCHOOL RECORDS

The School Pupil Records (Scotland) Regulations make provision for granting access by parents and pupils (over 16) to manually maintained records held on the pupils. Parents wishing to avail themselves of this service should contact the Head Teacher.

TRANSPORT

The Education Authority provides free transport to and from school for all pupils who need it. All forms of transport have a travel escort present. Senior pupils who are able to make their own way to school, either on foot or by public transport, are encouraged to do so.

School transport is arranged by each of the local Education Offices and not by the school. For this reason, parents are requested to phone the Local Authority from which their child is transported with any issues.



The safety of pupils on transport is of utmost importance and discussions around wheelchair requirements or other specialist equipment needed for transporting pupils will be discussed and agreed with parents/carers prior to pupils being transported. These arrangements will be reviewed on a regular basis. This will be done by the Local Authority from which their child is transported.

SCHOOL SECURITY

In common with other local authorities, Dundee City Council has introduced a range of measures aimed at improving the security of pupils and staff working in schools. We have a duty of care to both pupils and staff working in the building.

All visitors, including parents and carers, will be asked to 'sign in' at reception and wait in the reception area. They will then be collected by the appropriate member of staff. At the end of the meeting or appointment, they will be taken back to the reception area to 'sign out'.

Similarly, parents bringing their children into school are asked to wait in the reception area where a member of the class team will meet the pupil and take them to class.

Kingspark is a special school catering for young people with a range of complex additional support needs. Unexpected visitors can inevitably cause distress to some pupils and the presence of an unfamiliar adult can cause disruption to class activities.

We thank all parents/carers and visitors for their assistance with these processes.

KINGSPARK SCHOOL IMPROVEMENT PLAN 2012-2015

Our current School Improvement Plan (2012-2015) builds on previous work as well as giving us the opportunity to embark on new projects. These projects are:

PROJECT ONE: Fairtrade Status

In order to give all pupils the opportunity to understand how others live around the world and the importance of Fairtrade in other countries, we will be working towards gaining Fairtrade status for the school. This will ensure that in terms of Curriculum for Excellence pupils will be able to meet their goals in understanding global citizenship.

PROJECT TWO: ECO School Status

In order to give all pupils the opportunity to understand environmental issues and how these impact on their lives, we continue to work on ECO issues across the school. We have now gained our Green Flag. This project will address Curriculum for Excellence targets in a number of curricular areas e.g. Health & Well Being, Social Studies, Numeracy, Science.

PROJECT THREE: Helping Pupils Without Making Them Helpless

The aim of this project is to encourage independence in our young people to a level appropriate for their needs by examining the school environment and developing staff skills. Dundee Educational Psychology Service will help us with the staff training.

PROJECT FOUR: Curriculum for Excellence

The newly implemented Science and Social Studies programmes continue to be reviewed and further developed. A new curriculum policy is being developed through consultation and further programmes of study worked on. Planning and tracking processes are currently under review in order that we can provide staff and parents/carers with a clear picture of progress for their young person.

PROJECT FIVE: The Senior Phase

Our new S4-S6 curriculum is now in place in order that it promotes greater independence as well as giving all pupils the opportunity to complete the new National Qualifications at an appropriate level. The experience they will have during these years will better prepare them for adult life. Further links with Skills Development Scotland and our local Community Partnership Group are being developed.

TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS

Education authorities and Scottish Government have collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus Scottish Government has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within Scottish Government itself.

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Careers Scotland 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 examination results. Accurate and up-to-date data allows us 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 which influence pupil attainment and achievement,
- share good practice,
- target resources better

Data policy

The ScotXed programme aims to support schools and Local Authorities by supporting the collection, processing and dissemination of statistical information required for planning, management and monitoring of Scottish education services.

A subset of this information is passed to Scottish Government for research and National Statistics publications. Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be published by Scottish Government.

The individual data collected by Scottish Government is used for statistical and research purposes only. We hope that the explanations contained on the ScotXed website will help you understand the importance of providing the information.

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).

Scottish Government works with a range of partners including HM Inspectorate of Education and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations 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 of Scottish Government, 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. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government.

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** or write to The ScotXed Support Office, 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 are available on the ScotXed website, www.scotxed.net, which contains a section on 'frequently asked questions' at <https://www.scotxed.net/jahia/Jahia/lang/en/pid/220>.

DUNDEE CITY COUNCIL: NO SMOKING POLICY

All Dundee City Council premises operate a policy of NO SMOKING. In relation to the school, smoking is not permitted in the actual building, nor in the grounds of the school including the playground and car parks, i.e., anywhere within the school boundary. This is deemed to be in the health interests of all pupils, staff and visitors. Any parents or family members visiting the school are therefore requested to extinguish cigarettes etc., before entering the school premises.

Laura Smith
Head Teacher
Kingspark School
5 Glenaffric Terrace
DUUNDEE
DD3 8HF

Telephone : 01382 432650
E:mail : kingspark@dundeecity.gov.uk

INFORMATION FOR PARENTS 2012 SPECIAL SCHOOLS

School: Kingspark	Id No.: 180 - 5331749
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School Roll At September (Aged 12 Years And Over At 31 December)

2009/2010	2010/2011	2011/2012
125	132	144

Key to symbols: The symbol (##) indicates that the data are not available. Possible reasons for this include: the school has recently opened or merged with another school or there are no pupils based in the school.

Examination Results (within Scottish Credit and Qualifications Framework)

(2011/2012 Figures are Pre-Appeal)

Number of Pupils with:	School Year		
	2009/2010	2010/2011	2011/2012
1+ @ level 3 or better	0	0	0
1+ @ level 4 or better	0	0	0
1+ @ level 5 or better	0	0	0
1+ @ level 6 or better	0	0	0
3+ @ level 6 or better	0	0	0
1+ @ level 7	0	0	0

Key to symbols:

Counts and percentages for year groups which contain more than 0 but less than 5 pupils are replaced by asterisks (**) because they could be misleading or lead to identification of individuals.

The symbol (##) indicates that the data are not available or comparable with other years. Possible reasons for this include: the school has recently opened or merged with another school; S5 and S6 results for S1-S4 schools; S4, S5 and S6 results for S1-S2/S3 schools; cases where the relevant year group roll figure is zero.

Leaver Destinations**Number Of Pupils Leaving In School Year 2011/2012 And Percentage With Destination As:**

Total Number of Leavers (=100%)	11
Higher Education	0
Further Education	78
Training	0
Employment	0
Other Known	22
Not Known	0

Key to symbols:

Percentages for schools where the number of leavers is greater than 0 but less than 5 have been replaced by asterisks (**) because they could be misleading or lead to identification of individuals.

The symbol (##) indicates that the data are not available or comparable with other years because the school has recently opened or merged with another school, or is temporarily closed.

Budgeted Running Costs For Financial Year 2012-2013

School Roll at September 2011	144
Total School Running Costs at April 2012 (£)	3,512,586
Cost per Pupil (£)	24,393

Key to symbols: The symbol ## indicates that the data are not available.

Attendance And Absence For School Year 2011/2012

Total Number of Possible Attendances(Pupil Half Days)	54905
Percentage Authorised Absences	7.10
Percentage Unauthorised Absences	0.26

Key to symbols:

Asterisks (**) have been inserted instead of figures for some schools and categories:

- Counts and percentages based on data for more than 0 but fewer than 5 pupils, because they could be misleading or lead to the identification of individuals.
- In other cases, it is not possible for the school to have any data for the category, for example, cases where the relevant year group roll figure is zero.

The symbol (##) indicates that the school has recently opened or merged with another school and this information is not available.

For Information:

Scottish Credit and Qualifications Framework (SCQF) levels:	
Level 7	CSYS at A-C; Advanced Higher at A-C
Level 6	Higher at A-C
Level 5	Intermediate 2 at A-C; Standard Grade at 1-2
Level 4	Intermediate 1 at A-C; Standard Grade at 3-4
Level 3	Access 3 Cluster; Standard Grade at 5-6