

Welcome to

Oaklands School

2020 - 21

Enjoyment



Included



Challenge



Care



Respect



Potential

Opportunity

Oaklands School,
750 Ferry Road,
Edinburgh
EH4 4PQ

#TeamOaklands

Tel: 0131 315 8100

Email: admin@oaklands.edin.sch.uk

Website: www.oaklandsedinburgh.com



@Team_Oaklands



Handbook 2020 - 21

About our school A Foreword from the Director of Children and Families

Dear Parents

This brochure contains a range of information about your child's school which will be of interest to you and your child. It offers an insight into the life and ethos of the school and also offers advice and assistance which you may find helpful in supporting and getting involved in your child's education.

We are committed to working closely with parents as equal partners in your child's education, in the life of your child's school and in city-wide developments in education.

Parental involvement in the decision-making process and in performance monitoring are now, more than ever, an integral part of school life. We look forward to developing that partnership with your support.

I am pleased to introduce this brochure for this session and hope that it will provide you with all the relevant information you may need concerning your child's school. If you have any queries regarding the contents of the brochure, please contact the Head Teacher of your child's school in the first instance who will be happy to offer any clarification you may need.

Andrew Kerr
Director of Children and Families

Children and Families Vision

Our vision is for all children and young people in Edinburgh to enjoy their childhood and fulfil their potential.

We believe that children and young people do best when:

- they are able to live safely and happily within their own families with the right kind of support as needed
- they attend first class, inclusive schools and early years' settings which meet their needs

We will do all we can to strengthen support for families, schools and communities to meet their children's needs.

Our mission is to place children, young people and families at the heart of our service and provide support when it is needed throughout childhood and the transition to adulthood.

Welcome from the Head Teacher

Dear Parents, Carers and Friends of Oaklands,

A very warm welcome to Oaklands School Handbook for session 2020 - 21.

As I write this, things are very uncertain as to what our next session at Oaklands will look like. What I can promise you though is, that however and whenever your children and young people are in school, they will receive the highest quality experiences and care possible, from our amazing staff.

I will keep you as fully informed as possible and look forward to working with you throughout the year, to make the situation as manageable as possible for all our wonderful children, families and staff.

If you're new to Oaklands, I can assure you, you're in for a treat! Oaklands School provides education for children and young people with complex, long term additional support needs where the presumption of mainstream cannot be met and require a significantly modified learning environment. Needs of learners are primarily associated with learning disability and significant visual / sensory, health and medical needs.

It's an absolute privilege to be Head Teacher of such a wonderful school community and I look forward to meeting and working with you over the course of the year to ensure that your child or young person receives the support and challenge necessary to make this year Oaklands as happy, fulfilling and positive as possible.

If you have any questions or concerns or would like any further information on any aspect of this handbook or the education of your child, please do not hesitate to contact me at school.

Whatever this year holds, all of us at Team Oaklands look forward to sharing every part of it with you!

With very best wishes,

Morna

Morna Phillips
Head Teacher



Morna Phillips
Head Teacher



Quick hello from Kirsti....

Hello! My name is Kirsti Willis and I am the Family Link Worker at Oaklands.

At Oaklands, we are continually developing our practice to better meet the needs of our pupils and families. My role is to help support families, as well as make engagement and communication with school easier. I am also involved in developing further links between Oaklands and the wider community.

I can help with any issues that affect the children and their families.

For example:

- ✓ sign-post parents/carers to relevant services
- ✓ assist with common difficulties such as in form filling, information retrieval, etc.
- ✓ provide a "listening ear"
- ✓ support with benefits and welfare claims

If you have any thoughts, questions or concerns you would like to talk to me about, I can be reached by phone, email and in person. I can also arrange to meet you at school or at your home (if this is more convenient) at school hours or after them. I will be at all family activities at the school, as well as most relevant courses and events in the community.

As the parents/carers of the pupils, you know the children and your own families best, so I would appreciate any suggestions and ideas you might have that we could implement here at Oaklands!

Kirsti.Willis@oaklands.edin.sch.uk

Tel: 0131 315 8100



Kirsti Willis
Family Link Worker

getting
it right
for every child•EDINBURGH•
THE CITY OF EDINBURGH COUNCILgetting
it right
for every child

In Edinburgh children and young people are at the heart of our vision for the future.

As an inclusive community we work with parents, carers and, where appropriate, partner agencies to support all children and young people.

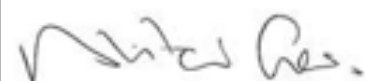
By working together, we help children and young people to develop understanding about relationships, respect, teamwork, honesty, fairness, patience, and compassion. We do this by offering interesting and relevant learning experiences, by providing our staff with the training and resources they need, and by working with the whole community to accept and care for one another. This isn't always easy, but we believe it is essential so that our children and young people understand the people they meet and learn how to work together to handle setbacks and difficult situations throughout their lives.

When children and young people experience adverse events or as a response to their additional support need, they let us know by reacting in different ways. This presents difficulties for those around them. By working together, by understanding the cause and working out solutions, we can find a way to solve or deal with a problem. If it takes time to get over a problem we will work with a child, young person, and their family to work out the best way forward. This may involve making adaptations and providing additional support or in exceptional circumstances identifying a change of environment.

We recognise that we all experience difficult times, and that everyone deserves the best possible care and support. In Edinburgh we support children and young people to learn in different ways according to their needs. As children and young people learn to read, write, and count some require more support than others do. This need for support arises for a variety of reasons learning difficulties, challenges with emotional regulation and social communication issues. We must meet the needs of all our students in a fair, compassionate, and proportionate way.

In considering how to support all children and young people reach their full potential it may not always be possible to arrive at a resolution all parties agree. However, we will listen to any parent, young person, child or member of staff and work together to resolve difficulties.

We are committed to do all we can to make Edinburgh an inclusive place to live and learn.



Alistair Gaw

Executive Director for Communities and Families

getting
it right
for every childgetting
it right
for every child

Contact Details:

Name of Head Teacher	Morna Phillips
Name of School	Oaklands School
Address	750 Ferry Road, Edinburgh, EH4 4PQ
Telephone Number	0131 315 8100
Website	www.oaklandsedinburgh.com
Twitter	@Team_Oaklands
Email Address	Morna.Phillips@oaklands.edin.sch.uk

About the school:

Stages of Education provided for:	Nursery – S6
Present Roll:	52
Denominational Status of the School (if any)	N/A
Gaelic Medium Education if relevant	N/A

Usual Organisation of the School Day: (This is subject to change during Covid19 period)

Start Time:	9.00am – all departments
Morning Break:	N/A (breaks taken as and when pupils require them)
Lunch Time:	Pupil and staff lunches run from 11.30am – 2.00pm
Afternoon Break:	N/A
Finish Time:	3.00pm for nursery / primary (12.30pm finish on Friday)
Finish Time:	3.30pm for secondary (12.30pm finish on Friday)
	Pupils have allocated weekly sessions with the sports coach and pupils follow the MOVE programme where applicable.
	Oaklands Nursery hours: Tue – Thurs 9.00 – 3.00)

Cassie - Michelle B - Jessica - Chloe B - Gail - Ela - Rebecca - Karen S - Youcef - Danielle - Chloe Y - Lauren - Leon
 Kenny - Dawid M - Clare AY - Sinead - Sean - Ele - Filip - Ellen - Subhaan - Michelle M - Louise - Dyanne

Marie - Ava - Jill - Ade - Gillian - Eve - Karen E - Emma - Jen - Emily - Lochlan - Frances - Subhan - Ross - Jack A - Arabella - Narmin - Pat - Ryan - Jennifer - Nora
 Karen F - Subha - Mari - Dylan - Liam - Oliver - Alia - Maria - Bythe - Clare - Sheena - James - Marta - Shakira - Rhian - Dawid S - Laura - David N

Rachel Mc - Lily - Chai moa - Moha med - Francesca - Christian - Kausar - Ruby - Saif - Tracy - Demileigh - Karen K - Lauryn - Moddie - Amanda D - Gary - Sharon C - Leila
 Luli - Izzy - Amanda B - Maureen - Ally - Worna - Rebecca - Carol - Paul - Anke - Lizlie - Mid - Emma - Angela - Meg - Sharon H - Morwen - Claire Mc

Our school
vision:



*"Supporting our children to dream big, go far
and unlock their potential,
with a range of enriching experiences."*

Oaklands
School




A place encapsulating respect, kindness and compassion for all

Fiona - Nicky - Annie - Kirsty Mc - Sarah N - Gail S - Claire - Debbie - Barbara - Dot - Anne - Kirsti
 Jack W - Ruby - Jack C - Rachel E - Charlotte - Jackie - Alistair - Dilruba - Natalia - Caren - Diane - Andrew


Oaklands Aims - Updated May 2018

A place encapsulating respect, kindness and compassion for all.


OUR VALUES:

-  We nurture our learners, staff, parents and partners as central parts of our vision, values and ethos of Oaklands School.


CURRICULUM:

-  We develop a broad and balanced curriculum with an individualised approach that meets the needs of children and young people with complex needs, allowing them to achieve their full potential through a variety of enriching experiences.


CHILD OR YOUNG PERSON AT THE CENTRE:

-  We use inclusive communication; experiential learning and technology to ensure our children and young people are nurtured and supported to develop their full potential. We value their contribution and ensure our children and young people are encouraged to develop their own voice.


PARTNERSHIP:

-  We value the contributions of our school community – learners, parents, staff and therapists - by ensuring that individualised targets are created, shared, evaluated and updated with input from all stakeholders.


SKILLS:

-  We value and promote skills for learning, life and work – recognising the significance of active participation and wider experiences in our local community – for enriching the lives of our children and young people.


ACCREDITATION:

-  We create and develop a multi-sensory curriculum including the MOVE Programme, Visual and Hearing Impairment support and opportunities for personal achievement such as participation in ASDAN, National Qualifications and JASS.

COMMUNITY:

-  We foster a sense of belonging in our local community, as a valued partner and as active participants in our local area.

WHAT WE DO:

-  We embed, enshrine and celebrate health and wellbeing, diversity and equality as the key principles of our school community and as the founding values upon which we develop strong relationships and a sense of belonging.

About our School:

Oaklands School provides education for children and young people with complex, long term additional support needs where the presumption of mainstream cannot be met and require a significantly modified learning environment. Needs of learners are primarily associated with learning disability and significant visual / sensory, health and medical needs.

The school serves a wide area with pupils attending from throughout the City of Edinburgh and the Lothians.



In 2006, Oaklands School moved to its present location on Ferry Road. It is a purpose-built building on one level which caters for children and young people from 3 - 18 years.

Facilities include a hydrotherapy pool, soft play room and multi-sensory room as well as dedicated art, music, drama and Home Economics rooms. An overhead tracking system means that all rooms are accessible for children in wheelchairs. There are medical and dental treatment rooms. A dentist and dental hygienist regularly visits the school.



Keycomm, a citywide resource, exists to help people with communication impairments, make use of technology to contribute to and control their environment. This resource is based and used extensively by our school.

Classes:

This year we have 1 Nursery Class, 4 Primary classes and 2 Secondary classes. Classes are small, (a maximum of 8 pupils), with a high pupil; staff ratio to ensure the needs of our children and young people are met. Typically, a class team might consist of 1 teacher, 1 Nursery Nurses and 3 Pupil Support Assistants. The school currently has a role of 53 pupils.

School Hours – Monday to Thursday:

Primary	9.00am – 3.00pm
Secondary	9.00am – 3.30pm

Nursery Hours: Tuesday – Thursday 9.00am – 3.00pm

School Hours – Friday:

Primary	9.00am – 12.30pm
Secondary	9.00am – 12.30pm

Allied Health Professionals:

Due to the complexity of many of our children and young people, we have several health services based at Oaklands, including Nursing staff, Physiotherapists, Speech and Language Therapists and Occupational Therapists.

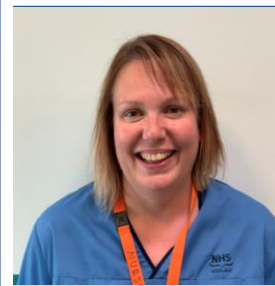
The school doctor, dentist, orthotist and consultant medical and visual paediatricians hold regular clinics in school. Friday wheelchair clinics are also held at here.

Physiotherapy, Speech and Language, Occupational Therapy as well as health and dental services are all based in Oaklands.

Our allied health professionals are critical parts of Team Oaklands. We love working with them. They know our pupils extremely well And they are integral to ensuring that all the needs of our children and young people are met.



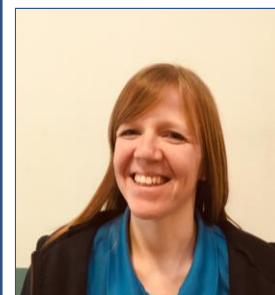
Claire Campbell
School Nurse



Cara McCormick
School Nurse



Graham Clark
Nursing Assistant



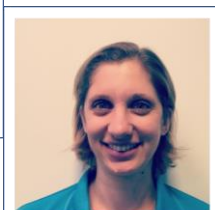
Louise Bowers
School Nurse



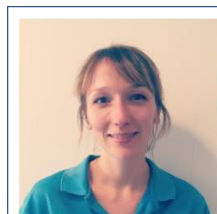
You can contact the school nurses via our school office or on **0131 315 8105**.



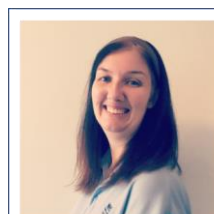
Kirsty McKail
Occupational Therapist



Sarah Nicol
Occupational Therapist



Lizzie Barke
Physiotherapist



Melanie MacLennan
Physiotherapy Assistant



Annie Welsh
Speech and Language



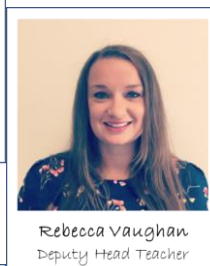
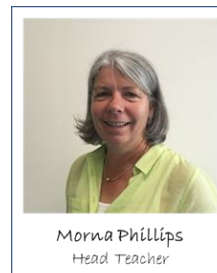
Nicky Ford
Speech and Language

You can contact the therapy base via our office or on
0131 315 8106.



School Staff - Session 2020/21:

Management Team: Morna Phillips Head Teacher
 Rebecca Vaughan Depute Head Teacher
 Carol Swanson Business Manager
 Lucy Smith Principal Teacher (Primary)
 Fiona Smith Principal Teacher (Secondary)



Class Teachers: Lucy Smith (Little Acorns)
 Clare Warwick (Holly)
 Jill Richardson (Pine)
 Michelle McHale (Willow)
 Nora Aranguren (Beech)
 Nancy Dundas (Aspen)
 Ele Arbuckle (Rowan)

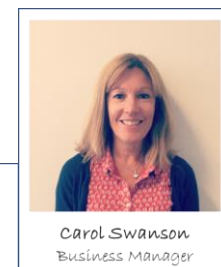


Specialist Teachers: Angela Harrison (Expressive Arts)
 Meg Dowling (Music)



Nursery Nurses: Gillian Reid, Jen Ellis, Michelle Budge, Karen Strathmore,
 Jenifer Anderson, Maureen McMenamin, Kausar Hafiz,
 Diane Reid, Rachel Elam, Jackie McKenzie,
 Dyanne Mudie

Specialist Nursery Nurses: Sharon Humble (Sports Coach)
 Sheena Gannon (Visual Impairment)



Non-Teaching Staff: Kirsti Willis Family Link Worker
 Anne Jameison Administrator
 Paul McKellican SSO (Janitor)
 Barbara Masterson Kitchen Supervisor



Health Service staff: Dr Baxter Consultant Paediatrician
 Dr Cresswell Consultant Paediatrician (Vision)



Parent Council Chair: Marisa Wilson

Admission Criteria:

Oaklands school provides education for children and young people with complex, long term additional support needs where the presumption of mainstream cannot be met and require a significantly modified learning environment. Needs of learners are primarily associated with learning disability and significant visual / sensory, health and medical needs.

Pupil needs may be complex and may include sensory impairments, speech and language delay, behavioural problems, physical disabilities and other health needs.

We can currently best offer an education to:

1. Children who need a **SMALL GROUP** setting offering a high pupil: staff ratio.

- 🌳 We aim not to exceed a ratio of approximately 1:1.5 (i.e. 5 staff and 7 or 8 children).
- 🌳 Typically, our children have very high support needs, requiring 1:1 support at times. Some will need the attention of 2 or 3 staff for positioning and almost all require support with personal care and to ensure that their basic needs are met.
- 🌳 Pupils need space for equipment and for appropriate activities so that room size also controls the size of the teaching group.
- 🌳 Pupils need highly detailed Individualised Educational Programmes requiring high staff ratios to support an individual approach throughout the day.
- 🌳 Many of our pupils have life lasting healthcare needs and health related conditions that may vary every day, such as epilepsy. Because of this, we offer close observation and a highly flexible, responsive and personalised programme.

2. Children who need a very strong and well-co-ordinated multi-disciplinary network on site.



The multidisciplinary team in Oaklands includes:

- 🌳 Education staff
- 🌳 Family Link Worker
- 🌳 Nurses
- 🌳 Physiotherapists
- 🌳 Speech and Language therapists
- 🌳 Occupational therapists
- 🌳 School doctor and consultations with a paediatrician
- 🌳 In-house qualified support for visually impaired pupils



The individual expertise of the members of the multi-disciplinary team contributes to the depth and breadth of support for pupils. The whole team can support less experienced members – ensuring that overall service quality remains high.

Absence and Emergency Contact:



Please keep your child away from school if he/she appears unwell. This helps to keep down the level of minor infection in school. **Please notify us on the first day of absence before 9am.**

We may need to contact you if your child is sick in school or if there is an emergency closure of the school. **Please make sure that we always have an up-to-date telephone number and an emergency contact in case you are not at home.**

Absence & Holidays:

Please make every effort to avoid family holidays during term time as this will disrupt your child's education and reduces learning time. I can approve absence from school for a family holiday in certain extreme situations, for example, in traumatic domestic circumstances where the holiday would improve the cohesion and wellbeing of the family. Please discuss your plans with me before the holiday.



If I cannot give permission before the holiday, it will be recorded as unauthorised absence. I can authorise a holiday if you can prove that work commitments make a family holiday impossible during school holiday times. Normally, your employer will need to provide evidence of your work commitments. Absence approved by me on this basis is regarded as authorised absence.



Any requests for extended absence over two weeks will be referred to the Senior Education Manager: Inclusion who will decide if it will be recorded as authorised or unauthorised leave.

Parents from minority ethnic religious communities may request that their children be permitted to be absent from school to celebrate recognised religious events. Absence approved on this basis is regarded as authorised absence. Extended leave can also be granted on request for families returning to their country of origin for cultural or care reasons.

A supportive approach is taken to unexplained absence. However, the children and families' department has legal powers to write to, interview or prosecute parents, or refer pupils to the Reporter to the Children's Panel, if necessary.

Admission Arrangements:

Enquiries about admission should be through your child's Educational Psychologist.

However, interested parents are welcome to contact the Head Teacher for information that might help them to decide about the placement of their child. They are also very welcome to come to Oaklands and visit the school.

As Oaklands is a school for pupils with **additional support needs**, admission will be by assessment by the City's specialist advisers in consultation with parents and consideration by the appropriate Professional Assessment Group.

Additional Support Needs:

An additional support need comes from anything that is a barrier to learning. All children in special schools have additional support needs. The education authority has many legal duties towards pupils with additional support needs. Information about this is contained in a booklet called *In On The Act: Information For The General Public* which is published on the education authority website at www.edinburgh.gov.uk/inontheact - or contact the additional support for learning team on 0131 469 3444.

Pupils who attend Oaklands School tend to have learning disabilities that are more complex and, often, health related needs.



Assessment:

As pupils' progress through our school, teachers use a range of assessment strategies, including Assessment for Learning strategies.

We recognise that all pupils do not develop and progress at the same rate and, therefore, we use both group and individual methods to ensure that all pupils are given the opportunity to succeed.

Pupil progress is recorded in the pupil's IEP and an annual report is written by the pupil's class teacher. Therapists working with pupils also present parents with a Supported Learning Profile, which is updated annually. Parents are then invited to a Pupil Planning meeting to discuss future learning objectives for their child.

Closures:

In the event of an emergency, such as a power cut or severe weather, that prevents schools from opening in the morning or results in an early closure a range of channels of communication are used to inform parents.

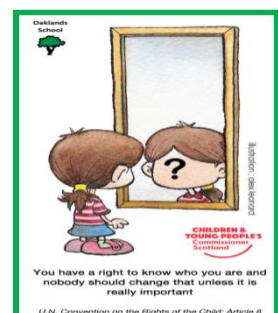
We will post the most up to date information on our school twitter and website:



@Team_Oaklands

www.oaklandsedinburgh.com

In addition, announcements will be made on Radio Forth (Forth 1 and Forth 2) and via the Council's corporate Twitter account www.twitter.com/Edinburgh_CC and Facebook page www.facebook.com/edinburghcouncil. If many schools are affected, or the situation is likely to be prolonged, then the Council's website www.edinburgh.gov.uk will also be used.



Clothing and Footwear Grants:

(Kirsti Willis, our Family Link Worker can help – 0131 315 8100 or Kirsti.Willis@oaklands.edin.sch.uk)

Grants for footwear and clothing for children are available to parents receiving:

- 🌳 Child Tax Credit, but not working tax credit, with an annual income of less than £15,860
- 🌳 Income support
- 🌳 Jobseekers allowance [income-based]
- 🌳 Support under Par V1 of the Immigration & Asylum Act 1999
- 🌳 Income related element of Employment and Support Allowance



Applications for clothing grants can be made by contacting Grants, Awards and Placements, Business Centre 1:1 Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG or on the council website: www.edinburgh.gov.uk website.

Communication:

Inclusive Communication for all (Learners and their families)



Communication

In Oaklands, the development of communication skills is of paramount importance to help enable all pupils to access other areas of the curriculum and allow social inclusion in school, at home and, in the wider world.

The class teacher works with the speech and language therapist, support staff and the child's parents to complete assessments to establish how the child communicates and what communication aids need to be put in place to help progression.

The speech and language therapist will base her assessments on observations in class and may provide communication aids for home/school use as well as in the classroom.

We use an 'Inclusive Communication Environment' to help all the pupils in school to develop an understanding of what is happening around them. A full explanation of this can be found in a separate Oaklands policy document entitled

"Our Inclusive Communication Environment".



The pupils experience song cues, object signifiers and "on-body" or Signalong signing systems used together to help them to begin to build an awareness of the sequence of daily activities.

Have a look on our website to see the staff leading you through some song signifiers we use in school. They may be useful to use at home too. (www.oaklandsedinburgh.com)

Signing Systems:

We base our signing systems on pupils' natural gestures, as well as "on-body" signs, which include Canaan-Barrie signs, and the Signalong system. Only key words are signed e.g. up, down, more, finished. Signing may be "on-body" or "co-active" and each pupil will have a signing system that is personalised to meet their individual needs.

Promoting Positive Behaviour:

Our pupils are unique individuals who have a range of complex health needs and learning difficulties. Many of them have difficulties with communicating their choices and feelings in an appropriate way.

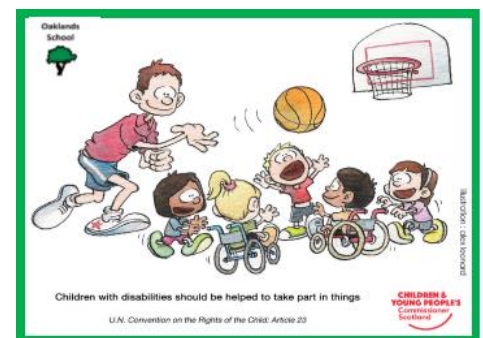


Our teaching areas are organised in a way that helps pupils to make sense of their environment and to enable activities to run smoothly and successfully.

We encourage pupils to form positive relationships with their peers and with members of staff at the school and to express their feelings in a manner that is beneficial and helpful to them and to those around them.

At Oaklands, we use many ways to enhance communication...

- 🌳 Home/school diaries
- 🌳 Twitter and the school website
- 🌳 Family Link worker to support parents and carers
- 🌳 Social events for families including ceilidhs and film nights
- 🌳 Head Teacher's newsletters
- 🌳 Symbolised information
- 🌳 Interpreters for reviews (where English is an additional language or British Sign Language)
- 🌳 Information leaflets and support booklet for families
- 🌳 Verbal support e.g. phone calls to families or Pupil Big Macs for messages between home and school
- 🌳 Text communication for an adult who may be hearing impaired
- 🌳 Large print for an adult who may be visually impaired
- 🌳 Emails
- 🌳 Text message alert
- 🌳 Bag drop mail to parents
- 🌳 Information events at school
- 🌳 Families invited into school for training e.g. AAC, Signalong, how to help their child at home, MOVE
- 🌳 Families invited to special assemblies and events.



Complaints, Comments and Suggestions Procedure:

We are very proud of our school and hope that you will be completely satisfied with your child's education, and we encourage feedback on our services from parents and pupils. We are, therefore, interested in comments of all kinds, whether it be compliments, suggestions or complaints.

If you want to register a comment of any type about our school, you can do this by writing, emailing, telephoning or making an appointment to see someone. All feedback is welcome and keeps us in touch.

If, in particular, you have a complaint about the school, please let us know. It is better that these things are shared openly and resolved fairly, rather than being allowed to damage the relationship between the family and the school. At Oaklands we place the highest value on continued positive relationships with parents, so please do get in touch if you have a concern.

There will be no negative consequences arising from making a complaint and we will deal with the issue as confidentially as possible.

There are some things which you should take note of in relation to making a complaint:

- 🌳 Please make any complaints initially to the Head Teacher. This makes sure that the school knows what is going on and has an opportunity to respond and resolve the issue.
- 🌳 We will try to respond as quickly as possible, but often issues are complex, and we need time to investigate.
- 🌳 If you are still unhappy with the service or with our response, then you will have the right to take the matter further and contact Advice and Conciliation [0131 469 3233].
- 🌳 If you are still unhappy after the further investigation and reply you can take the matter up with the Scottish Public Services Ombudsman, our reply will include the contact details.

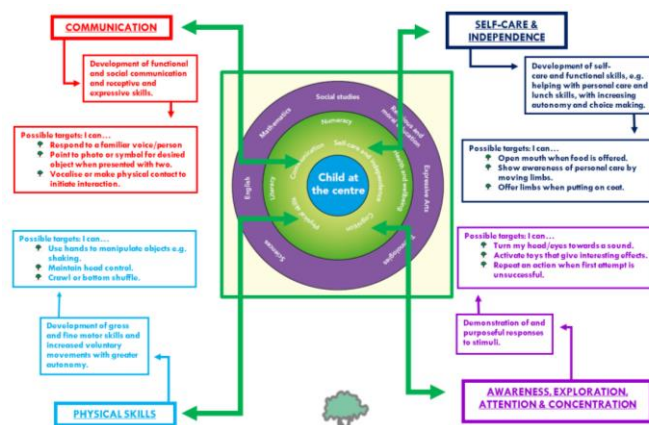
Curriculum:

At Oaklands, the basic aims of our curriculum are the same as in all schools and we acknowledge the broad principles of "Curriculum for Excellence".

Our curriculum however, is specific to the needs of individual pupils and aims to provide a more flexible and enriched curriculum, which develops life skills and promotes experiential learning opportunities including sensory-based learning.

We focus on four key areas:

- 🌳 COMMUNICATION
- 🌳 SELF-CARE AND INDEPENDENCE
- 🌳 PHYSICAL SKILLS
- 🌳 AWARENESS, EXPLORATION, ATTENTION & CONCENTRATION



We use nationally recognised curricular programmes: JASS in the primary and ASDAN and SQA curricular frameworks in the secondary, for all pupils and their progress and experiences are recorded and celebrated. Senior pupils in the secondary achieve externally moderated certificates at all levels of ability. There are also strong links with Edinburgh College (Granton Campus), where pupils in their final years at school have opportunities to attend recreational courses as part of the leavers' programme.

Oaklands had a very positive external verification in recent years, including a whole school Supported Self-Evaluation in June 2018, Authority Inspection in December 2015 and inspection from HMIE in May 2014. This can be found on the HMIE website:

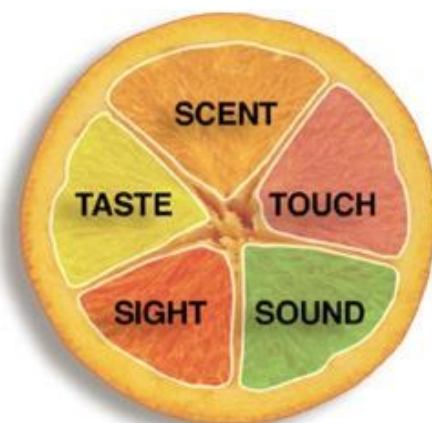
www.hmie.gov.uk.

The Nursery Class use the Birth - 3 Framework and Routes for Learning – promote early social interaction and communication. "Child at the Centre 2" is used as an evaluation tool.

(The nursery has had excellent reports from the Care Commission. The most recent, in October 2016, may be found at www.carecommission.com.)

A sensory approach is used by the staff in Oaklands to enable pupils with multiple disabilities and a visual impairment (MDVI), to follow the same curricular programmes as their peers, offering a wide range of experiences through communication, personal and social development, information technology, expressive arts, home economics, science, hydrotherapy and movement.

These experiences are supported by individual therapy and sensory stimulation programmes.



Getting It Right for Every Child:

Getting It Right for Every Child (GIRFEC) is the foundation for work with all children and young people, including adult services where parents are involved. It builds on universal health and education services, and is embedded in the developing early years and youth frameworks. Developments in the universal services of health and education, such as Better Health Better Care and Curriculum for Excellence, are identifying what needs to be done in those particular areas to improve outcomes for children.

Getting it right for every child aims to improve outcomes for all children and young people. It promotes a shared approach that:

- Builds solutions with and around children and families.
- Enables children to get the help they need when they need it.
- Supports a positive shift in culture, systems and practice.
- Involves working together to make things better.

Taking care of our children's well-being and making sure they are all right - even before they are born – helps us ensure the most positive outcomes for them later in life. It gives them the potential to grow up ready to succeed and play their part in society.



Oaklands adopts the Getting It Right for Every Child in Edinburgh approach to give the right help to children, young people and families, when they need it from a joined up multi agency team.

Individualised Education Programmes:

Each pupil in Oaklands has an Individualised Educational Programme (IEP). The learning outcomes in the IEP are prepared by teachers and therapists and discussed and agreed with parents/ carers at the annual pupil review meetings.

These learning targets are set within our four key focus areas:

- 🌳 COMMUNICATION
- 🌳 SELF-CARE AND INDEPENDENCE
- 🌳 PHYSICAL SKILLS
- 🌳 AWARENESS, EXPLORATION, ATTENTION & CONCENTRATION



Medical Arrangements:

Routine dental checks are carried out annually. The dentist and dental hygienist visit the school regularly and can provide advice to parents/carers on request. No treatment will be carried out without your permission.

The school doctor carries out an annual medical review to which parents/carers are invited. Nursing staff are also available for consultation. The School Doctor is made aware of any possible problems and parents/carers and the family doctor is informed if any further action is considered necessary.

School nurses are also involved with health promotion and education, prevention of ill health, immunisation, health surveillance and screening.

The school nurses link with other members of the health team, in the community or in hospital, concerned with a child's health.

The school doctor or nurse will be pleased to see you and your child at a mutually convenient time if you are concerned about his/her health or general progress at school.

With your consent, the School Health Service Staff also carry out immunisations to protect against various diseases.

Any enquiries concerning the provision of dental services should be made to:
The Director of the Community Dental Service, 16 Duncan Street, Edinburgh, EH9 1SR
(Tel. 0131 667 7114).

Medicine Administration:

At Oaklands, our school nurses administer prescribed and other medications to our pupils. **Please keep the nurses supplied with necessary medication and inform them of any changes.**



MOVE (Mobility Opportunities Via Education):

MOVE (which stands for Mobility Opportunities Via Education) is an activity-based programme, based on team working, which uses the combined knowledge of education staff, therapists and families to teach our children the skills of sitting, standing, walking and transferring to the best of their ability.

Using a goal-based approach the child works towards agreed goals and targets, which can vary and range from being able to raise and hold their head up independently so they can access a communication aid to being able to walk unaided in their home or take steps in a walker, from going up and down stairs to walk on the grass in the garden. Each goal is aimed at teaching functional skills that the child will need as an adult to be as independent as possible.

The school uses appropriate teaching strategies with a wide range of equipment and resources. Parents receive information about the MOVE Programme and are closely involved with the assessment of their child and their goals and aspirations for their future development.



Oaklands School is firmly committed to following the practices of the MOVE programme. There is a dedicated MOVE Team in school that consists of a MOVE Pupil Support Officer and 2 MOVE Coordinators, who are all also MOVE trainers, as well as having another 3 trainers and 4 senior practitioners. This small MOVE team supports the rest of the school staff in implementing MOVE and ensuring that our pupils can work towards their targets. All school staff are trained MOVE Practitioners. The MOVE team also work closely with the therapists as they are considered an integral part of the team around the child that supports them in working towards their skills.

In 2012 and 2016, Oaklands gained and re-gained the MOVE Quality Mark and Centre of Excellence status and it is looking to retain this with another Inspection due in November 2020

We celebrate our children and young people's MOVE successes every year as part of our MOVE day, to which you will be warmly invited.

More information about MOVE can be found at The MOVE Partnership at Enham Trust: www.enhamtrust.org.uk

Nursery Class Provision:

Oaklands Nursery is one of two Bright Start nurseries, which supports children with significant and complex learning disabilities, on full or part time placements.

Pupils attending Oaklands nursery may transfer into Oaklands primary department or to another special school primary department if that is considered more suitable.

On a Monday, the Nursery staff team run a playgroup, to which any parent with a child with a significant and complex learning disability may attend.



You can find out more information via the school office on 0131 315 8100.

Parents:

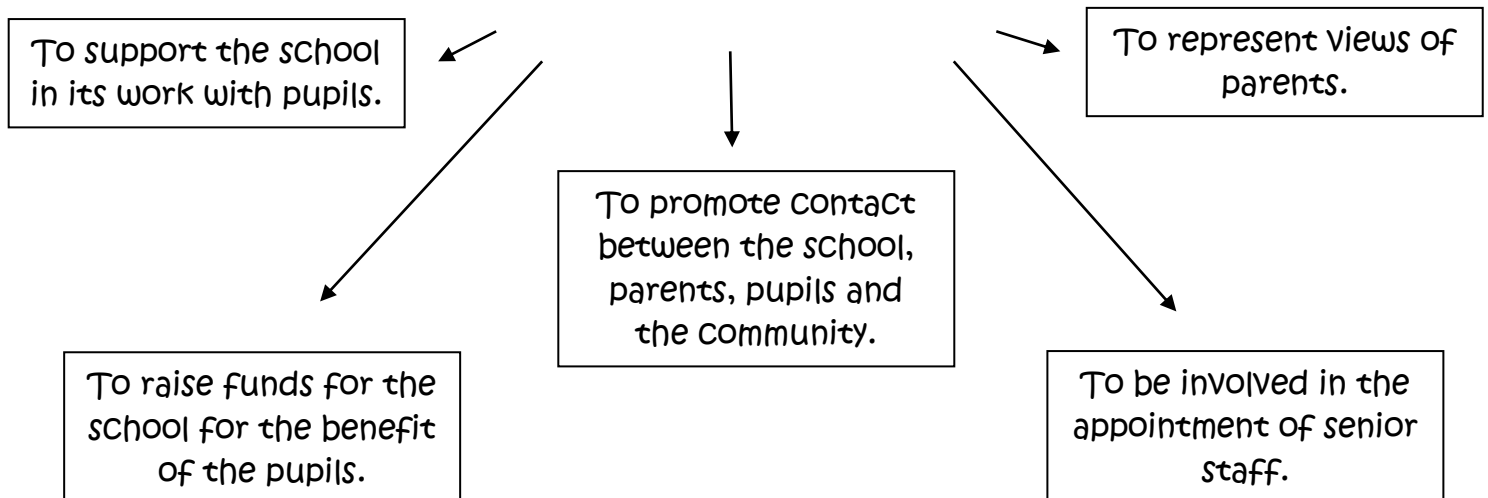
We feel very lucky to have such a supportive and involved parental body, here at Oaklands. We want to work closely with parents and carers to ensure all our children and young people receive the best possible support.

There are many ways you can get involved with the life of the school, including attending social events and review meetings.



- 🌱 **Parent Council:** The Parent Council play a huge role in the life of our school. They meet regularly to discuss all aspects of school life and are very involved in widening access for young profoundly disabled people in Edinburgh and providing support for them and their families.
- 🌱 New parents are very welcome to come along. Some parents, who are not able to make meetings, like to be kept updated via the Oaklands Parent Council mailing list.
- 🌱 The minutes of Parent Council meetings can be found on the school website. (www.oaklandsedinburgh.com)
- 🌱 You can find out everything you might need to know by emailing the chair, Marisa Wilson at:

marisamcinnnes301@hotmail.co.uk



Education Scotland Feedback (2019)

Oaklands parents' views:

- 🌱 FLW post a good addition
- 🌱 EAL parents very positive about support with accessing forms and services
- 🌱 Very positive two-way communication and feel very involved in ongoing developments and feel valued and that they have a voice.
- 🌱 Very positive about staff and management – parents trust that the staff team knows their child so well that 'the school pushes us to improve so that we don't need to push the school!'
- 🌱 Sense that their children participate fully in the same opportunities as their mainstream peers.
- 🌱 Parents feel that Twitter/leaflets/HS diaries etc. are very good forms of communication and feel well informed by the school.

Playscheme:

A council run Playscheme for pupils with complex additional support needs is run at Oaklands during the school holidays.

Playscheme Playscheme@edinburgh.gov.uk

Please contact Karen Japp or Wendy Brown should you require further details.

Karen.Japp@edinburgh.gov.uk

Wendy.Brown@edinburgh.gov.uk



Post-School Provision:

Our Seniors team, led by our Secondary Principal Teacher, Fiona, liaise closely with Social Workers from the Transition Team to help to ensure that an appropriate post-school destination is found for Oaklands leavers. The Transition Team are invited to the planning meetings during a pupil's final years at school. They are involved working closely with the parents/carers and class teacher to choose a post school destination which matches the needs of that pupil.

Once a place has been identified for the pupils a smooth transition of supported visits is made during the pupil's last months at school.

Our Family Link worker, Kirsti, has put together a list of possible transition placements, although demand for these services is incredibly high. We would recommend that parents take the opportunity to visit these locations during the last couple of years of their young person's schooling at Oaklands, to identify potential placements.

Further information can be found via our website under the 'Support for Families' link. (www.oaklandsedinburgh.com)





Religious Instruction and Observance:

Parents who wish to exercise their right to withdraw their child from religious instruction and / or observance should contact the head teacher, in writing, and alternative arrangements will be made for your child.

Oaklands is a non-denominational school. Our school community includes children and staff of different cultures, faiths and those of no faith.

For us, Religious and Moral Education lies in:

- 🌱 first-hand experience of faiths, ceremonies and customs
- 🌱 developing an awareness of self and others – and the world in which we live
- 🌱 developing a caring, sharing attitude to others

We celebrate a variety of religious, cultural and social events together (e.g. Christmas and Eid) and try to share in each other's different cultural backgrounds.

We try to respect and value each other as individuals and teach positive behaviour and attitudes towards self, others and the environment.

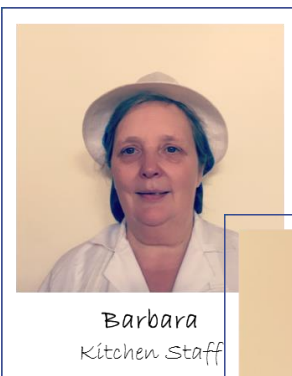
We come together each week for a school assembly. In line with City of Edinburgh policy, this assembly is not an act of worship. Rather it seeks to develop a sense of community and to encourage pupils and staff to relate to one another – to increase sharing, understanding and tolerance in pupils and staff. We exchange news, celebrate achievement and sing together.

School Meals:

Lunchtime is a very important part of our school day at Oaklands. It is the opportunity to develop important life skills and socialise with staff and peers.

Almost all pupils at Oaklands have an Eating, Drinking and Swallowing profile. This ensures they are given the correct support over lunchtime.

Barbara and Dot, our wonderful kitchen team, ensure that each child and young persona receives the correct consistency of food, in line with their E, D, S profile.



School Uniform:

The wearing of school uniform is encouraged at Oaklands School.

Nursery:

Yellow polo shirt with school logo yellow sweatshirt with school logo
Comfortable dark trousers

Primary:

Royal blue polo shirt with school logo
Royal blue sweatshirt with school logo
Comfortable dark trousers / skirt (optional)

Secondary:

Black or white polo shirt with school logo
Black sweatshirt with school logo
Comfortable dark trousers / skirt (optional)

There are royal blue and black reversible fleece jackets available with school logo.

Jackets, sweatshirts, polo shirts and hats may be ordered on line from Border Embroideries.



<https://www.border-embroideries.co.uk/>

Several outgrown good condition polo shirts/sweatshirts/jackets are available for a small contribution.

It would be helpful if parents could send a spare change of clothing in a bag for emergency use at school.

All items of clothing and school bags should be marked clearly with the pupil's name.

Security:

The safety and security of pupils and staff when attending or working at Oaklands is very important to us.

We use many security measures including a visitors' book, badges and escorts, while visitors are within the school building. Normally, anyone calling at a school for any reason will be asked to report to the school office. The school staff then can make the necessary arrangements for the visit.

Telephone calls to school staff should be routed through the school office. It will usually be our administrator, Anne that you speak to. She will help you to ensure your call or message is passed on to the right person. If you want to discuss details of your child's education, the call will be passed on to the class teacher or an alternative arrangement made.



Anne
School Office

Sensitive Aspects of Learning:

Oaklands School uses SHARE as appropriate with our pupils throughout the school. A range of resources has been produced for staff to use sensitively with the pupils.

Swimming:

Swimming and hydrotherapy is one of the highlights of the Oaklands week. Each pupil needs to bring for swimming /hydro sessions in a named bag:

- 2 large towels
- swimming suit
- leak-proof swim pants (available from school sports coach – contact office for form)
- appropriate toiletries – shampoo, body wash, hairbrush etc.

These and any soiled clothing will be returned to you for washing.



Travel to and from school:

For all pupils at Oaklands, arrangements are made by the City of Edinburgh Council Children & Families Department to transport each pupil between home and school.

Parents need to apply for school transport each year. A form will be sent to parents and should be returned directly to the Transport Allocation Panel (see form for address).

Should you have any questions or concerns, please use the following contact details:

School Transport: 0131 469 2950
Travel Hub: 0131 229 2950
schooltransport@edinburgh.gov.uk
travel.allocationpanel@edinburgh.gov.uk

(Kirsti is happy to help with filling in forms/appealing transport decisions etc.
 0131 315 8100 Kirsti.Willis@oaklands.edin.sch.uk)

Each pupil has individual agreed transport requirements, which are followed by contractors bringing them into school.



An escort will travel with the pupils to ensure their comfort and safety. Some parents/carers choose to transport their children to school themselves.

Parents/carers are asked to make sure someone is home to collect pupils from the transport at the end of the day.

If transport finds no one at home to receive a pupil, they will try again at the end of the round. If parents / carers are still unavailable transport advises parents / carers that pupils will be taken to the nearest Social Work Department.

**Twitter and Website:**

Here at Oaklands, we try to find as many ways to keep you informed about what is happening in school as possible.

Two of the best ways to keep up are by following us on Twitter and signing up to our website. These are updated regularly and give you a flavour of what is happening over the course of a week.

@Team_Oaklands

www.oaklandsedinburgh.com

ADDRESSES**Children & Families Department**

4 East Market Street
Edinburgh
EH8 8BG

Tel: 0131 469 3000

Oaklands School

750 Ferry Road
Edinburgh
EH4 4PQ

Tel: School Office: 0131 315 8100

Tel: **Medical Staff:** 0131 315 8105

Tel: **Therapy Staff:** 0131 315 8106

email: admin@oaklands.edin.sch.uk

website: www.oaklandsedinburgh.com

Twitter: @Team_Oaklands

Educational Psychological Services

City of Edinburgh Council
Support to Children & Young People
Waverley Court, Level 1.9
4 East Market Street
Edinburgh
EH8 8BG
Tel: 0131 469 2800

As a school for pupils with additional support needs, Oaklands School is administered by the Pupil Support Service within the Children & Families Department. Parents seeking advice or information should contact the Head of Service or the Special Schools Manager.

Special School Admissions are the responsibility of Pupil Support Services. Enquiries should be referred to your child's Educational Psychologist.

Advice and Conciliation Service – Primary and Secondary Departments

Any parent or carer who has a complaint or problem is encouraged to discuss it with the class teacher or a member of the senior management team and usually it will be quickly resolved.

If you remain dissatisfied with the outcome of an issue dealt with by the school, you can contact the Advice and Conciliation Service, which provides a helpline during office hours to advise you on how to take further action. The helpline number is 0131 469 3000

You may be asked to put the matter in writing addressed to:

Principal Officer

**Advice and Conciliation Service,
Children and Families
4 East Market Street,
Edinburgh
EH8 8BG**

A written acknowledgement will be sent promptly when your letter has been received. Following the investigation of your letter, a full reply will be sent as soon as possible.

The reply will explain the conclusion, the reason for it, any action taken or proposed and any further action you may take if you remain dissatisfied.

Advice and Conciliation Service – Nursery

Nursery complaints should be referred to The Care Inspectorate. (<http://www.careinspectorate.com/>)

The helpline number is 0345 600 9527 <http://www.careinspectorate.com/index.php/complaints>



Oaklands
School

