

School Prospectus

September 2018



*Learning together in a changing world,
creating success for all.*

Croeso i Gae'r Drindod - Welcome to Trinity Fields

Trinity Fields is a Rights Respecting School and a Healthy School.

On behalf of pupils, staff and governors I would like to take this opportunity of welcoming you to Trinity Fields School and Resource Centre. This prospectus has been prepared primarily to tell you about our school and to help you make an informed decision about your child's education.

Trinity Fields School and Resource Centre, situated in the community of Ystrad Mynach, is a busy, forward-looking school that provides education and specialist facilities for pupils aged 3 to 19 with a wide range of learning difficulties. Our school is purpose built school and opened in 1998; it offers pupils many unique and innovative experiences to develop a wide range of skills.

We are committed to providing a safe, stimulating and challenging environment for all pupils. Our curriculum has been tailored to meet the individual needs of pupils, with the emphasis on celebrating individual achievements. This allows all pupils to experience success. All pupils have access to personalised learning opportunities that promote their independence and ownership of learning.

We work with all of our partners to provide an attractive learning environment and we ensure that our dedicated staff team are highly skilled and have access to specialist training and support, equipment and outstanding facilities to meet pupils' diverse needs. Our integrated facilities provide pupils with the very best learning and social opportunities and resources which supports our vision of being a Centre of Excellence.

Staff and governors work in close partnership with the School Council to further develop "Pupil Participation" across all aspects of our work. We are a Rights Respecting School, having gained this prestigious award in January 2017. This award recognises achievement in putting the Convention on the Rights of the Child at the heart of our planning, policies, practice and ethos. Our journey towards achieving this prestigious award has helped us continue to improve our provision and develop pupils' talents and abilities, allowing them to achieve their full potential.

As headteacher I am fully committed to sustaining and enhancing our "TEAM" ethos which will guide all aspects of our work. Visitors to our school say that it's a very friendly place. This is an important and central feature as we believe that when pupils feel secure and valued they can then give their best. We work in close partnerships with parents and carers, the community, social services, health professionals and other agencies to ensure a holistic approach to meeting pupils' individual needs.

I hope that this prospectus gives you some insight into the life and work of our school. However, I would encourage you to visit the school as it is impossible to capture the ethos and unique character of Trinity Fields in words. Should you require any further information about our school and its provision or if you wish to make an appointment to visit us then please do not hesitate to contact me at the school.

On behalf of pupils, staff and governors I look forward to welcoming you to our school.

With my best wishes,

Ian Elliott

**Ian Elliott MBE
Headteacher**



A statement from Caerphilly County Borough Council

In April 1996 at the very first meeting of the newly created Caerphilly County Borough Council, the council members announced their unanimous intention to build a brand new, innovative and pioneering day special school, to replace Cherry Grove. The council's commitment to this project resulted in the present building being completed within eighteen months.

Trinity Fields School and Resource Centre was opened in September 1998 for children and young people aged 3-19 who experience severe, profound and complex learning disabilities. Children attend Trinity Fields from all over Caerphilly County Borough Council.

As will be detailed in this prospectus, Trinity Fields has excellent accommodation and resources, high staff/pupil ratios and is developing many innovative practices. As a council we feel rightly proud of Trinity Fields and would encourage any parent considering specialist school provision to visit.

Philosophy and values

Central to the life-affirming philosophy of Trinity Fields is the strong belief that each child is special, is exceptional and that human relationships are the foundation for all teaching and learning. We value:

- our pupils as children first and their families as the experts and co-educators of their children.
- human relationships as fundamental to the development of our pupils and as the basis for a school community which values others.
- the natural world as a source of wonder and inspiration.
- different professional perspectives- the education and care of our pupils is a multi-professional responsibility.
- teaching as a total approach- it is about everything we do.

Principles

Our work will be guided by the following key principles:

- We are a **Rights Respecting School and a Healthy School**. Pupils are central to all that we do.
- The role of parents/carers as co-educators is highly valued.
- We focus on meeting needs and developing strengths not disabilities.
- The education, care and safety of our pupils are our primary consideration.
- Our pupils will have equal access to a curriculum designed to meet their individual needs.
- Realistic and achievable objectives will be set for all pupils in partnership with their parents/carers.
- We will maintain clear channels of communication and honest exchange of views throughout the school community.
- All staff will be shown a commitment to extending their knowledge, skills and expertise and their training and development will be met on an equal opportunities basis.



School Contact Information

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Key School Contacts

Headteacher

Ian Elliott MBE

Deputy Headteacher

Tracey McGuirk

Assistant Headteachers

Leanne Boardman
Christine Thomas

Assistant Headteacher (CASS)

Michelle Fitton

Chair of Governors

Mike Cook



Learning together in a changing world, creating success for all.

Our commitment to this vision means that we will:

- ensure that all learners have access to innovative learning environments that are pupil centred, flexible and responsive to individual needs;
- ensure that all learners have a “voice” and that their views are taken seriously and contribute to our whole school improvement planning;
- provide an individual and inclusive service to pupils and their families, with an emphasis on meeting individual needs and developing pupils’ strengths; this includes pupils from across the County Borough as well as the pupils of Trinity Fields School;
- provide a broad, relevant, challenging and personalised curriculum that includes all aspects of Routes for Learning, Foundation Phase, National Curriculum and the 14-19 Curriculum;
- acknowledge and respect the individuality of all learners, where everyone is a valued member of the school community;
- ensure that all learners have access to high quality resources, communication systems and expertise. These will be provided within a safe and attractive learning environment that encourages fun, creativity, respect and enjoyment;
- recognise our staff team as an excellent resource and that valuing, supporting and developing them is central to pupils’ achievements;
- work in partnership with parents, carers, governors and other professionals to provide support, guidance and training and extend pupils’ learning and achievements;
- develop and sustain effective links with mainstream schools and with the local community, encouraging participation and extending our inclusive and pupil centred ethos;
- build upon individual and whole school strengths; celebrating and sharing all achievements;
- ensure that all learners have access to multi-sensory learning opportunities that promote communication, self-esteem, motivation and independence, as well as preparing them for adult life;
- work with all partners to ensure that transition arrangements are well planned and take into account the needs of individual learners.

As a Rights Respecting School, we are committed to embedding the principles and values of the United Nation Conventions on the Rights of the Child (UNCRC). Our Vision Statement enables our pupils to access and enjoy the following articles of the convention:

Article 12: Every child has the right to be heard.

Article 28: Every child has the right to an education.

Article 29: Education must develop every child’s personality, talents and abilities to the full.

Article 42: Every child has the right to know their rights.



Rights Respecting School

At Trinity Fields we aim to be a school where pupils are at the heart of everything we do. As part of our aim to promote a happy and successful school we have successfully been awarded UNICEF's "Rights Respecting School Award" (January 2017).

UNICEF is the world's leading organisation working for children and their rights. In 1989 governments worldwide promised all children the same rights by adopting **the United Nations Convention on the Rights of the Child (UNCRC)**. These rights are based on what a child needs to survive, grow, participate and fulfil their potential.

The 'Rights Respecting School' Award (RRSA) helps our pupils become more confident, caring and as independent as possible both in school and within the wider community. By learning about their rights our pupils, your children, also learn about the importance of respecting the rights of others, that is, their responsibilities.

Our pupils are encouraged wherever possible to reflect on how their behaviour and actions affect those around them, which allows us to build and maintain a positive and safe learning environment for all, both in the classroom and around the school site.

Heathy Schools

We are also a Healthy School; having been successfully assessed for this prestigious award in March 2018. Being a Healthy School means that we take responsibility for maintaining and promoting the health and wellbeing of everyone in the Trinity Fields team (pupils, parents/carers, staff, governors etc.). Our approaches include: teaching pupils about how to lead healthy lives by enabling our pupils and staff to take control over aspects of the school environment which influence their health and wellbeing.

Our golden rules

At a meeting of the School Council in autumn 2013 the following "Golden Rules" were decided by pupils and for pupils. Our 5 "Golden Rules" are:

- 1. Always try our best**
- 2. Keep ourselves safe**
- 3. Be helpful**
- 4. Listen to others**
- 5. Be kind**

Inclusion Quality Mark (IQM)

The Inclusion Quality Mark (IQM) Award is a nationally recognised award that shows how inclusive schools are in their practice. Trinity Fields School has been a Centre of Excellence School for 3 years and this year (April 2018) we were awarded Flagship School Status. Further information is available on their website at: www.iqmaward.com

Cwricwlwm Cymreig and bilingualism

Wales is a country rich in cultural diversity and heritage. Cwricwlwm Cymreig is an entitlement of all pupils in Wales. Pupils are made aware of the particular environment, traditions and the



culture in which they live.

All aspects of teaching and learning acknowledge the cultural, economic, environmental, historical and linguistic characteristics of Wales. Cwricwlwm Cymreig is an integral part of school life.

Throughout the year all aspects of Welsh life are celebrated; these celebrations culminate in Welsh celebrations held annually in the first week of March. The annual school Eisteddfod is a popular event which encourages home-school partnership links through various competitions.

Welsh is taught as a second language throughout the school. Incidental Welsh is encouraged throughout the school day. We have regular input from staff who are Welsh speaking and access training and support through the local authority and consortium, as and when required.

Wherever possible a Welsh speaking member of staff will be assigned to a class team if a pupil comes from a Welsh speaking home.

Religious Education and Collective Worship

Trinity Fields is not affiliated with any particular religion or religious denomination.

Religious Education and Collective Worship are delivered to all pupils in accordance with the statutory requirements. Religious Education at Trinity Fields School is an all embracing approach relevant to the multi-cultural society in which we all live. It provides opportunities to explore individual thoughts and an appreciation of the natural world. Our teaching aims to be realistic and relevant to the lives of our pupils and is therefore, related to the nature, experiences and needs of the pupils.

Our provision reflects the Christian ethos and values. However, as part of the broad curriculum offered to all pupils the major festivals from some of the other faith groups will also be celebrated and explored. We recognise that Religious Education and Collective Worship make a significant contribution to the school's aims and ethos.

Religious Education is taught in all classes on a weekly basis and the school day ends in an Act of Collective Worship. In addition we hold weekly School Assemblies where we celebrate pupil achievements and set a focus for the week's collective worship.

Admissions

Admission to Trinity Fields is on the combined recommendations of a multi-professional team. Initial enquiries can be made to the Headteacher or the local authority's Acting Principal Educational Psychologist, Bronwen Cox.

Children can be admitted from the age of three years. Children who experience severe or complex difficulties will be considered as a priority for admission. Referrals must be made through the Educational Psychology Service. Under the regulations of the 1996 Education Act, children with special educational needs may, be referred for a full multi-professional assessment which may result in a Statement of Educational Need. The majority of pupils, post-



5 years of age would be admitted to Trinity Fields with a “Statement of Special Educational Need”.

Parents/carers will be full partners in this assessment process. You may wish to visit the school prior to admission as part of the partnership process. Decisions about admission depend upon the agreement of parents, staff and appropriate professionals. All parents will be asked to complete an ‘admissions’ pack prior to the child starting school to ensure that we have all the necessary information to keep your child safe and provide them with the full range of learning and social opportunities to meet their individual needs.

Annual reviews

In accordance with the SEN Code of Practice for Wales 2002 a child’s Statement of Special Educational Needs is reviewed annually. The Annual Review of Statements is arranged by the school. We will invite parents/carers, as well as all relevant professionals to attend. The review will look at all aspects of your child’s learning. We value a holistic approach to this review meeting, where pupils’ views are central.

Annual reviews may include colleagues from Social Services and the Health Service. At the review meeting targets are agreed which are based on the long term aims for your child as identified in their Statement. These form your child’s Individual Education Plan (IEP) which outlines how the targets are to be achieved and the responsibilities of each person involved.

14+ Annual Reviews for pupils in Year 9 and above are arranged before Easter to prepare and monitor transition plans. Careers Wales and other relevant professionals (e.g. adult services) are also invited to these meetings.

Person Centred Reviews

Person Centred Reviews are being developed in partnership with the local authority’s statutory team, as part of the Additional Learning Needs and Education Tribunal (Wales) Act (ALN and ET (Wales) Act). These are meetings that have a positive focus that help all those who attend identify and build on things that are going well along with planning to improve things that we would want to make even better. At present these Person Centred Reviews sit alongside the Statutory Annual Review process and we continue to ensure our practice continues to put your child at the centre of decision making processes.

Additional Learning Needs (ALN)

You may be aware that the Welsh Government is work with a team of transformational leads to implement a new system of meeting the Additional Learning Needs of children and young people. The Welsh Government proposes that any child or young person (0 – 25) with additional needs, who requires support that is “different or additional to that provided as part of the usual or differentiated curriculum” will have an Individual Development Plan (IDP).

Processes and further details of the ALN and ET (Wales) Act are continuing to be developed at local and national levels. There are some useful video clips on the school website for further information about ALN.



Monitoring and assessment

At the Annual Reviews, new targets are set for your child's for the year ahead. Individual Education Plans (IEPs) break down these targets and are reviewed on a termly basis. Pupil's progress towards these targets is discussed with parents/carers throughout the year and work planned accordingly.

Pupil assessment is ongoing and this information is used to inform the next steps in learning. All pupils have a baseline assessment within their 1st term at Trinity Fields. All pupils are assessed annually, usually in May using the PIVATS assessment package. This assessment package is used in Trinity Fields and across the local authority's specialist resource bases.

Where appropriate, pupils may be involved in reviewing their own progress and are helped to collect evidence of their experiences and work.

At 14+ pupils following a learning pathway which includes accredited ASDAN and Agored Cymru courses where their work is moderated and verified externally.

Leanne Boardman, one of our Assistant Headteachers is responsible for whole school assessment and would be happy to discuss our assessment processes with you.

Record keeping

Our record keeping systems recognise pupils' achievements, progress and experiences; they encourage, as appropriate, the involvement of pupils in planning and evaluating their work. When we talk to you about your child we will always do our best to:

- be clear and not use jargon;
- focus on strengths, progress and achievements;
- indicate any areas of concern or where further development is needed;
- identify current priorities;
- explain how we are meeting your child's needs;
- seek your views and discuss ways in which you can help your child.

We continue to develop and evaluate our record keeping systems and believe it is important that they are relevant, sensitive and flexible. At present our record keeping includes:

- termly individual education plans (IEPs). These specify the aims and objectives for each pupil, based upon their Statements and individual needs;
- "Keys to Success" which is our whole school reward and progress system;
- Annual Review/Transition Plan (14+ pupils) completed for each pupil every year;
- individual PIVATS assessments;
- Behaviour Watch reports; these included individual behaviour plans (IBPs) and positive handling plans (PHPs);
- home-school diaries;
- detailed record of each pupil's achievements.



Parent/carer partnerships

We are Investors in Families School. Our commitment is to ensure all parents/carers receive a warm and friendly welcome at all times. We value parents/carers as partners in their child's education and we will do all that we can to respect your wishes and views, encouraging the sharing of skills, experiences and knowledge with us.

Our aim is to build a positive 2-way relationship with all of our parents/carers within an atmosphere of honesty, mutual respect and working together towards the same goals.

We have an "open door" policy where parents/carers are invited to a wide range of whole school events such as Harvest, Christmas Celebrations, coffee mornings, school fetes etc. In addition parents/carers are invited to Annual Review meetings and termly Parents' Evenings to review their child's progress and discuss future targets.

Parents/carers are free to telephone the school at any time. However, telephone calls will NOT be put through to classes during lesson times unless absolutely necessary. Staff will return your telephone call as soon as practicable.

We have developed a series of "Parent/Carer Guides" on aspects of the school to help support parents/carers understanding of what we do. If you would like to request a particular guide please speak to Tracey McGuirk, Deputy Headteacher.

Parent/carer workshops

We are always happy to organise workshops for parents/carers on any subject or issue. If you would like to know more about a specific issue please contact Leanne Boardman, Assistant Headteacher in the first instance.

Parent governors

Parent governors represent the views of parents/carers on the governing body. Any parent can arrange to see any member of the governing body; in addition, parent governors are always happy to offer advice, support and information about the school or to put you in touch with the relevant member of staff to help you.

Parent Teacher Association (PTA)

We have an active and highly effective PTA which is open to all parents/carers and to anyone else with an interest in the work of our school. The main aim of our PTA is to foster engagement and involvement within the school through a range of educational, social, fundraising activities.

There is a committee of parents/carers and staff who co-ordinate the work of the PTA. Anyone interested in joining the PTA should contact Leanne Boardman, Assistant Headteacher. Further information about the work of our PTA is available on the school website: www.trinityfieldsschoolandresourcecentre.co.uk

Home-school diaries

We make effective use of our home/school diaries to enable parents/carers and staff to communicate about various matters. It can be used to 'talk' about your child's experiences and achievements, to note arrangements for meetings, to give notification of hospital



appointments etc. and forms part of the child's school record. The home-school diary will travel to and from school on a daily basis with the child, but remains the property of the school.

If you wish for any specific information to be highlighted in the home/school diary then please ask the class teacher who will be more than happy to ensure the information you require is highlighted.

Teachers2Parents Texting Service

After consulting with parents/carers we now use Teachers2Parents which is a text and email service to support our regular communication with you and to keep you in the loop.

In order for us to provide you with the best possible service and to ensure that you have access to all the relevant texts it is **essential** that we have an up to date mobile number for you; if you do change your mobile number then please make sure that we have the new one otherwise you will not be able to receive the relevant messages.

Eco Council and School Council

The Eco-School process is made up of a number of elements providing a structure that enables schools to demonstrate good practice in environmental management. Our Eco Council is the driving force of the Eco-School programme and we are very proud to have received our ECO Schools 2nd Green Flag in summer 2018. We are now working towards our 3rd Green Flag.

The School Council has pupil representatives from across the school. The members are elected by class peers. Our Head Boy and Head Girl are co-opted members of the School Council. Meetings are usually held monthly and include items raised by classes or individuals. The School Council work very closely with the governing body and are actively involved in all staff appointments. The work of the School Council in supporting staff appointments and other whole school developments, such as playground developments etc. is highly valued by governors.

Notice boards which display photographs of the pupils involved in our ECO and School Councils are located at the front of school.

School Curriculum 2021

In March 2014 the Welsh Government asked Professor Graham Donaldson CB to conduct a Review of Curriculum and Assessment Arrangements in Wales from the Foundation Phase to Key Stage 4. The proposals in the report (Successful Futures) are radical and wide-ranging; they build on the many existing strengths of Welsh education and aim to provide a vision for the future and a means of making that vision happen.

The 4 key purposes of the new curriculum will allow **ALL** children and young people to develop as:

- **ambitious**, capable learners, ready to learn throughout their lives;
- **enterprising**, creative contributors, ready to play a full part in life and work;
- **ethical**, informed citizens of Wales and the world;



- **healthy**, confident individuals, ready to lead fulfilling lives as valued members of society.

Successful Futures sets out 3 key competencies and skills which are the foundations for almost all learning. These are essential for our pupils to participate successfully and confidently in the modern world. They are literacy, numeracy and digital competence. Pupils' individual education plans, as well as termly thematic plans already focus on these key areas; we will continue to develop pupils' skills in these areas as new resources are developed to support the new curriculum.

Schools across Wales will have some flexibility in deciding how and when they begin to teach the new curriculum but the Welsh Government's ambition is that by 2021 all schools will be using the new curriculum to underpin learning and teaching for children and young people aged 3-16.

Over the coming months we will be working with colleagues from other schools and the consortium to develop and implement a whole school approach to the new curriculum. We will provide information and support to parents/carers on the new curriculum and assessment arrangements as they become available. We will also develop a "Parents' Guide" to support the new curriculum and assessment arrangements. Further information about "Successful Futures" and the 2021 curriculum and assessment procedures can be obtained by contacting Ian Elliott MBE, Headteacher or by checking the school website.

Current curriculum arrangements

All pupils between the ages of 5-16 have access to the full range of learning experiences which forms part of our whole school curriculum. Pupils under the age of 5 access learning experiences from the "Framework for Children's Learning for 3–7 year olds in Wales", which links into the key areas of the National Curriculum. Pupils who are 14+ follow programmes of work that are externally accredited by ASDAN (Award Scheme for the Development of Accreditation Networks), Agored Cymru and the Duke of Edinburgh Award.

Foundation Phase: Areas of Learning and Experience

- Physical Development
- Creative Development
- Mathematical Development
- Personal and Social Development, Well-Being and Cultural Diversity
- Welsh Language Development
- Knowledge and Understanding of the World
- Language, Literacy and Communication

Successful Futures: Areas of Learning and Experience

- Language, Literacy and Communication
- Mathematics and Numeracy
- Science and Technology
- Health and Wellbeing
- Expressive Arts
- Humanities



Literacy and Numeracy Framework (LNF)

The LNF has been designed by the Welsh Government (WG) to ensure that all pupils are given the opportunity to reach their full potential in the areas of literacy and numeracy. The LNF is designed to help teachers embed literacy and numeracy into all subjects.

The areas of skill development which the literacy framework helps to develop across the curriculum are:

- oracy (speaking);
- reading;
- writing.

The areas of skill development which the numeracy framework helps to develop across the curriculum are:

- developing numerical reasoning;
- number skills;
- measuring skills;
- data skills.

Teachers use the LNF to:

- develop curriculum content to ensure that literacy and numeracy skills are embedded in all subjects;
- deliver literacy and numeracy in all learning sessions, no matter what the topic;
- inform discussions with parents/carers and all other interested parties concerned with pupil progress;
- help pupils with self-assessment activities in line with their ability and potential for future learning;
- monitor, assess and report on individual pupil performance.

Digital Competence Framework (DCF)

Trinity Fields is part of the Pioneer School network for digital competence. The DCF is the third of 3 cross-curricular responsibilities, alongside literacy and numeracy. It focuses on developing digital skills which can be applied to a wide range of subjects and scenarios. The DCF has been developed by practitioners from Pioneer Schools, supported by external experts; it has 4 strands of equal importance, each with a number of elements.

Citizenship which includes:

- identity, image and reputation;
- health and well-being;
- digital rights, licensing and ownership;
- online behaviour and cyberbullying.

Interacting and collaborating which includes:

- communication;



- collaboration;
- storing and sharing.

Producing which includes:

- planning, sourcing and searching;
- creating;
- evaluating and improving.

Data and computational thinking which includes:

- problem solving and modelling;
- data and information literacy.

Our staff are already beginning to familiarise themselves with the DCF and senior leaders are working to agree a strategic vision for cross-curricular digital competence and how this will translate into whole school practice. Teachers will use the DCF to plan engaging and innovative cross curricular lessons which will focus on the creative use of ICT across the school; we will continue to develop our use of the highly successful and specialist eye gaze technology to support the progress and achievements of pupils with the most complex needs.

As with the LNF there will be Routes to Digital Competence that will identify progression steps for our pupils with more complex needs, who are functioning at the earliest stages of development.

Curriculum delivery

At Trinity Fields most subjects are delivered through creative topic work that offers cross-curricular experiences relevant to pupils' needs and ages. Topics provide stimulation in a wide variety of situations and provide opportunities for all pupils to develop and use a range of skills. Pupils record their work in a variety of ways; these may include: displays, models, written work, class books, photographs or videos.

Some key skills, such as communication, literacy, numeracy and digital competence are taught alongside topic work, with the topic work providing the focus and context for the skills to be used and developed. Topics differ depending upon the age range of the pupils. Occasionally there may be whole school topics. An overview of the topics/themes across the age ranges can be requested from Leanne Boardman, Assistant Headteacher.

Other curriculum areas that may be taught outside topic work include PE and music. All pupils are encouraged to participate in a range of physical activity from physiotherapy through to joining clubs out of school such as the Disability Sports Club. Swimming and outdoor activities using community facilities are pursued as well as school-based physical education. PE and music are taught by specialist teachers who work across the school.

For some pupils with additional impairments and very complex needs the curriculum is delivered through a therapeutic, developmental and sensory approach. This is supported by occupational therapists, physiotherapists and speech therapists, as well as teachers from the VI, HI and MSI Services. We have a range of specialist resources to support this work and include: a sensory room (Enfys), soft play room, light and dark rooms, rebound therapy room



and hydrotherapy pool.

Teaching approaches and strategies

Our teaching approaches and strategies are based on the individual needs of pupils and therefore class groups are small. Teaching is carried out in one-to-one, paired, small group and whole class situations. Our highly skilled teaching assistants provide valuable support for the pupils and teacher.

There are also regular opportunities for classes/groups and whole school to combine for various such as whole school celebrations, assemblies, educational visits, visiting theatre groups etc.

At Trinity Fields the content of the curriculum is delivered as far as possible at an age-appropriate level. This will be re-visited as new resources and information become available to support the new 2021 curriculum.

Full details of our Teaching, Learning and Curriculum Policy will be found in the “Policies” section of the school website. There is also a pupil friendly version of this policy.

Extra-curricular activities

We value the different experiences that extra-curricular activities offer to pupils and endeavour to provide a range of opportunities, wherever possible. Educational trips may include cultural or outdoor activities in Wales, England or abroad.

The health and safety of pupils and staff is of paramount importance when organising trips and extra-curricular experiences; this determines which pupils participate in the activities. All of our trips are risk assessed and processed through a local authority management system (EVOLVE).

Creative arts

Trinity Fields is a Lead Creative School. The Lead Creative Schools Scheme has been developed in partnership with the Arts Council for Wales and the Welsh Government; the scheme aims to promote new ways of working, providing the opportunity to develop innovative and bespoke programmes of learning designed to improve the quality of teaching and learning.

Creative arts in Trinity Fields includes: music, drama, dance, art and design. All pupils are given the opportunity through the curriculum, after school clubs and partnership projects to develop their creative skills through a wide range of activities. The creative arts have a very positive impact on motivation, imagination, confidence, collaboration and thinking skills.

The school works in partnership with organisations such as the BBC National Orchestra of Wales, Live Music Now and the local cluster schools. Pupils have many opportunities to perform to different audiences and share their creative talents.

We also have visiting music staff from the local authority who develop individual talents in keyboard, guitar, drums and singing. Weekly music therapy, rebound therapy, story massage



and Touch Trust sessions also supports the development of pupils' interaction, independence and communication skills.

Our exciting work in this area has been published as a case study on the Arts Council for Wales website. See www.arts.wales for further information.

Sport and physical development

All pupils have access to a wide range of experiences and activities to promote their physical development, health and well-being. These experiences and activities include:

- swimming and hydrotherapy
- football, cricket, rugby, golf
- gymnastics
- trampolining and rebound therapy
- dance
- team games (including parachute sessions)
- outdoor pursuits and Duke of Edinburgh activities
- Sportsability games
- Boccia

We also hold a highly successful annual Six Nations Tag Rugby tournament involving other special schools and local primary schools.

Behaviour management

We aim to ensure that everyone is happy and able to achieve their potential. We provide opportunities for pupils to work and play co-operatively, to be sensitive to others' needs and to develop the skills of social interaction and independence.

We work closely with the parents/carers to develop and implement our strategies and procedures for behaviour management. Positive reinforcement underpins our whole school approach; our pupils' success and achievements are recognised and celebrated at every opportunity.

The following strategies are used to increase pupils' motivation and raise standards of achievement:

- verbal praise, signing and use of symbols are used to reinforce positive behaviour;
- messages sent home either in the home-school diary, or a special letter, telephone call etc.;
- all pupils are valued and respected irrespective of behaviour;
- personalised songs are sung to younger pupils to record achievement and positive behaviours;
- stickers, badges, stars and certificates to reinforce good work, effort or appropriate behaviour;
- weekly "Star Award" Assembly includes the awarding of special "Star Award" stickers and an invite to a party for their achievement or positive behaviour;



- circle time is used throughout the school as a strategy for discussing and sharing good work and behaviour.

Physical intervention

Some of our pupils may, by the nature of their learning difficulties present a wide variety of challenging behaviours. These behaviours will, without exception affect some aspects of their ability to learn and develop. As a school we believe that often challenging behaviour can be about a breakdown in communication. It can also be, for some pupils, a learnt way of achieving or communicating something they want.

We will work with parents/carers to try and understand your child's communication attempts and develop more socially acceptable ways to communicate feelings and anxieties. Together we will look at the function of the behaviour and teach a more acceptable way of achieving the same outcome before the behaviour occurs.

It is essential that any strategies for managing challenging behaviour are well planned and targeted specifically for individual pupils. It is important that information that affects the behaviour is shared and that pupils are supported in a consistent manner. Staff are trained to support pupils in managing their behaviour in a variety of ways. Pupils who have challenging behaviour in school will have an Individual Behaviour Plan (IBP) developed by the class teacher, but in partnership with parents/carers and our behaviour co-ordinator, Tracey McGuirk, Deputy Headteacher.

We use the Team-Teach principles to train staff to manage and support challenging behaviour. Team-Teach is a UK based organisation which supports schools in delivering training for staff who work with pupils who have challenging behaviour. The school has Team-Teach Trainers who provide training and ongoing support for all staff in managing challenging behaviour.

We only use physical intervention when there is no other realistic alternative. Staff may have to intervene in order to prevent a pupil from hurting themselves or others. We have a duty of care to keep them safe from harm. If staff need to physically intervene they will use recognised Team-Teach techniques. They will act in the best interests of the pupil at all times.

If there is an identified need that your child may require physical intervention as part of their behaviour plan, the class teacher will also complete a Positive Handling Plan (PHP) for your child. The behaviour co-ordinator or a Team-Teach trainer will show you the techniques that may be used with your child. You will be asked to sign the PHP to say you agree to the use of these strategies. On the very rare occasions when physical intervention has to be used we will notify you by telephone and send a letter to you that will require a response for our auditing purposes. Any physical interventions have to be reported termly to the local authority.

Our calming rooms, soft play room and external areas are fitted with cameras and audio recording facilities. There are also CCTV cameras at all entrances/exits and foyer area.

We use Behaviour Watch as our behaviour reporting system. This system is an on-line database and is designed to celebrate pupils' positive achievements as well as recording any



behavioural issues that might occur. It allows us to check for any triggers and will alert relevant staff if there are any areas for concern.

More information about our approaches to behaviour management, physical intervention and Behaviour Watch can be obtained from Tracey McGuirk, Deputy Headteacher.

Personal, social and health education

This area of the curriculum comes under the new “Health and Wellbeing” Area of Learning and Experience (AoLE) will cover the 5 themes of: Health and Emotional Wellbeing, Moral and Spiritual Development, Active Citizenship, Sustainable Development and Global Citizenship and Preparing for Life-long Learning.

Thrive

The Thrive approach draws upon research into neuroscience, attachment theory and early child development to support children and young people with their emotional wellbeing.

Thrive is supported by licensed practitioners who have undergone training in various methods to support our pupils. After using an initial online assessment tool to look at what a child needs to focus on a practitioner will complete an action plan, may work directly with the child or group of children or may support the class team in working on the essential skills identified that the child needs in order to support them.

Essential skills that Thrive focuses upon include being safe and secure, building resilience, identifying feelings and developing positive lasting relationships with others.

You can find out more about Thrive by looking at their website: www.thriveapproach.com

Better Out Than In (BOTI)

The philosophy behind BOTI is that education is better achieved outdoors in the natural environment or in connection with animals than inside a classroom. It promotes better mental and emotional well-being through connecting with the natural environment.

Research has shown that the approach can support the development of good attachments, improve social and emotional well-being, increase motivation and engagement to learn and overall support all pupils.

Our pupils have had sessions with Dr. Coral Harper, one of the leading researchers in this area. She has supported the school by direct teaching groups outside, working with our staff and families to understand the research and elements of learning that can be achieved by doing more activities outside, using the environment around us as a natural classroom, ready to explore.

As a school we are aiming that all classes have at least one session a week of outside learning. To find out more: www.coralharper.co.uk



Trauma Informed Schools (TIS)

A Trauma Informed School is one that is able to support children and teenagers who suffer with trauma or mental health problems and whose troubled behaviour acts as a barrier to learning.

Training of schools in this programme were born out of a response to major public health studies that have shown that when children who have suffered several painful life experiences, with the necessary support, there is a very high chance of them going on to suffer severe mental and physical ill health. (Adverse Childhood Experiences- ACEs).

TIS support in training staff to provide relationships for children that heal minds, brains and bodies. Key conversational skills in addressing and making sense of what has happened are central to the work.

The school has recently started to train staff in this approach. For more information please see their website: www.traumainformedschools.co.uk

ELSA

The school is now part of the ELSA project. ELSA's are emotional literacy support assistants who work in schools to help pupils recognise, understand and manage their emotions, this focuses on the social and emotional aspects of learning. Research shows that pupils respond better to someone they know, and to support this approach ELSA's plan and deliver individual and small group programmes under the supervision of an educational psychologist. The work undertaken may include the development of listening and communication skills, building self-esteem, managing anger, and promoting friendship and social skills.

Sex and relationship education (SRE)

Sex and relationship education is a shared responsibility between home and school and is a feature of our personal, social and health education (PSE) programme within the school. As a special school, working within Welsh Government guidance we will ensure that the content of our SRE programme and the strategies for learning that we use meet the wide ranging and complex needs of our pupils.

We aim to deal with this subject in close consultation with parents/carers, with understanding and sensitivity. Parents/carers are always welcome to discuss their concerns.

It is treated naturally from a very young age and we answer questions truthfully and respond positively to the complex issues with may arise. Parents may request, through the Headteacher, that their child is withdrawn from these lessons.

Careers and work related education

Careers and the world of work is essential learning for all 11-19 year olds and it is also part of the requirements of the Learning Core of the Learning Pathways 14-19 Measure. Nearly all of the pupils in our Post-16 provision participate in work experience activities. We aim to:

- develop the attitudes and values required for employability and lifelong learning;



- manage pupils' individual learning pathways and make help them make effective choices for their lives beyond school;
- help pupils develop the skills required by employers;
- develop pupils' entrepreneurial skills;
- motivate pupils to face the challenges, choices and responsibilities of adult life.
- We hold an annual "World of Work Week" in partnership with Careers Wales and pupils from Key Stage 3 upwards are involved in a range of taster activities and opportunities that explore work and career related subjects.

14-19 Learning Pathways

The Welsh Assembly Government's "The Learning Country (2001)" document provides the framework for our 14-19 provision. All 14-19 pupils will be entitled to a learning pathway framework, which will help them achieve. This has 6 key elements:

- individual Learning Pathway to meet the needs of each learner;
- a wider choice of programmes and ways of learning;
- a learning core which includes skills, knowledge, understanding, attitudes and values and common experiences;
- learning coach support;
- access to personal support;
- impartial careers advice and guidance.

Pupils in our 14-19 learning pathways classes have access to a range of accredited courses including: ASDAN, Agored Cymru modules, Team Enterprise, The Duke of Edinburgh Award as well as opportunities to developing their catering and hospitality skills in Caffi Oren. Further information about all aspects of our 14-19 learning pathways provision can be obtained from Carol Wheelwright, 14-19 LP team leader.

Forest schools

Forest School is an approach to learning and development which offers pupils of all ages opportunities to achieve and develop confidence and self-esteem through hands on learning experiences during regular visits to a local woodland site, which can also include aspects of the school grounds. The activities are supported by qualified Forest School Practitioners who lead sessions.

Caffi Oren

Caffi Oren came about after some great fundraising by our friends at Orangebox. We have developed in partnership with the local authority an industrial kitchen and a café with seating for approximately 25 customers. Caffi Oren is registered as a business and has a hygiene rating of 5. Pupils choosing the catering pathway run the café on a weekly basis. It is open to staff and members of the public.

Pupils who work in the Caffi Oren have made an impressive start to their catering and hospitality accreditation with high quality food being enjoyed by staff and other customers alike. Further information about this can be obtained from our specialist catering and hospitality teaching assistant, Angela McCauley.



Curriculum modifications and disapplications

Any modifications/disapplications to the curriculum are agreed with parents/carers at the Annual Review meeting; these will be noted on the child's Statement, whilst ensuring that each pupil continues to have access to a broad, balanced and engaging curriculum.

Access to the school's curriculum and policy documentation is via the Headteacher or Deputy Headteacher. All paperwork remains the property of the school and must be viewed on school premises.

Curriculum complaints

In the first instance, any complaints regarding the curriculum should be discussed with the Headteacher. The governing body has a Curriculum and Policy sub-committee that is able to help with any concerns.

Staffing

Trinity Fields is a day school for pupils, aged 3-19 with a wide range of learning difficulties. Our pupils come from all areas of the County Borough of Caerphilly, along with some pupils from neighbouring authorities.

Our staff team includes:

- Headteacher
- Deputy headteacher
- Assistant headteachers
- Class teachers (including specialist teachers for music and PE)
- Specialist teaching assistants (communication, sensory, travel training, catering/hospitality)
- Teaching assistants
- Midday supervisory assistants
- Admin/finance manager
- Office manager
- Administrative assistants
- Finance assistant
- Projects assistant
- IT technician
- Site officer and caretaker

School Leadership Team (SLT):

Headteacher
Deputy Headteacher
Assistant Headteachers

Assistant Headteacher (CASS)
Team Leader: Foundation Phase
Team Leader: School Curriculum (8-13)
Team Leader: 14-19 Learning Pathways

Ian Elliott MBE
Tracey McGuirk
Leanne Boardman
Christine Thomas
Michelle Fitton
Lucy Crimmins
Anthony Rhys
Carol Wheelwright



Admin/Finance Manager
Specialist Teaching Assistants

Deborah Keenor
Sue Williams
Jenny Evans
Matthew Gurmin

IT Technician

Colleagues from other organisations that provide additional support include:

- Local authority officers
- Challenge adviser and consortium officers
- HI service: teacher for hearing impaired
- VI service: teacher for visually impaired
- MSI service: multi-sensory impairment service
- Educational psychologists

Local health board colleagues include:

- Community nurses
- Health care support workers
- Physiotherapists and assistant
- Speech therapists and assistants
- Occupational therapists
- Consultant paediatrician
- Clinical psychologist
- Specialist nurses for children with learning disabilities

Specialist facilities offered at the school include:

- Hydrotherapy pool and splash pool
- Sensory studio
- Soft play room
- Wheelchair accessible swings/roundabout and sunken trampoline
- Light room
- Dark room
- Industrial kitchen and café
- Conference/training facilities
- Assessment room
- Trampolining facilities and rebound therapy room
- Outside gym equipment and a multi-use games areas

We are committed to being a community school and continue to work towards extending the resourcing capabilities of our school in partnership with the local community. Close links have been established with:

- Welsh universities
- Caerphilly sports
- Arts Council for Wales
- BBC National Orchestra for Wales



- Social services
- Cross Keys College and Coleg Y Cymoedd (previously Ystrad Mynach College)
- Health services: paediatric, mobility and orthotic clinics held regularly at school
- Careers Wales

Special Education Needs (SEN)/Additional Learning Needs (ALN)

In line with the Additional Learning Needs and Education Tribunal (Wales) Act 2018 the term Special Education Needs (SEN) will be replaced by the term Additional Learning Needs (ALN). Our policy and practice has been developed to ensure that:

- all pupils have their SEN/ALN needs met through the provision of trained staff, specialist resources, adapted equipment and differentiated curriculum and;
- close working partnerships with other agencies support improved pupil outcomes and well-being.

A few pupils may be considered as “More Able and Talented” in relation to the majority of pupils with SEN; these pupils may show greater ability in one or more subject area or they may show talent artistically, in sports or in performance. These pupils will have access to additional resources and bespoke provision to ensure that they continue to extend their skills and talents in the area(s) where they are considered to be more able and talented.

The Headteacher is responsible for ensuring that pupils’ Statements of SEN are reviewed annually and that the allocation of staff and other resources meets the needs of the pupils. For more information about ALN and the new Act (2018) please ask for our Parent/Carer Guides on this area of our work.

Looked after children (LAC)

We believe that as corporate parents we have a special duty to safeguard and promote the education of looked after children (LAC). These are children who are looked after by the local authority. Our vision and aims are the same for all pupils and are captured within our Vision Statement. Within this we aim to:

- provide a safe and secure environment; one which values education and believes in the abilities and potential of all children;
- bring the educational attainments of our Looked after Children nearer to those of their peers. This said there is no difference between the achievements of any groups of pupils at Trinity Fields.

Nominated LAC co-ordinators:

- Ian Elliott MBE (Headteacher);
- Tracey McGuirk (Deputy Headteacher).

Equality

We recognise the diversity within our school and the community that it serves. We promote inclusion both within the school and within the wider community. We value and utilise the social, linguistic and cultural experiences which our pupils and staff bring to Trinity Fields. We



aim to understand and meet the individual needs of all our pupils, being aware of their ethnic, cultural, linguistic and historical backgrounds.

All pupils are given the opportunity to access all aspects of our curriculum which is broad, balanced and effective, and enables them to achieve their full potential at a pace that matches their ability.

Equality of opportunity will be shown to all individuals (pupils and staff), irrespective of their abilities, gender, sexuality, race, religious beliefs or age. We view this policy as an integral part of our whole school approach and it is reflected in the way other policies are developed and implemented.

We are committed to ensuring equal treatment for everyone (pupils, staff, parents/carers and any others involved in the school community), with any form of disability.

We aim to develop a culture of inclusion and diversity in which individuals feel free to disclose their disability and to participate fully in school life.

All of the pupils at Trinity Fields have a disability (learning, sensory, physical). The achievement of all pupils will be monitored; we will analyse assessment data in order to raise standards and ensure inclusive practice across the school. We will make reasonable adjustments to make sure that the school curriculum/environment is as accessible as possible.

At Trinity Fields, we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here. Our current Equalities Plan (2016-2020) will be found on the school website.

Charging and remissions policy

Our 'Charging and Remissions Policy' operates under the CCBC Guidelines taken from the Welsh Office Circular 4/89.

1. No charge is made for any activity that takes place during school hours except for cookery where a child will take home what he/she has cooked.

Parents are invited to make voluntary contributions towards trips and other school-time activities to help cover costs of transport, admission, break time snacks etc.

No child will be left out of an activity if his/her parents cannot or will not make a contribution but, in common with other schools, if insufficient contributions are made then the trip or activity may not take place.

2. Pupils may be charged for board and lodging for residential trips.

Parents should seek advice from the Headteacher for information on remission of charges for board and lodging if they are in receipt of Working Families' Tax Credits, Income Support, Job Seekers Allowance or Disability Working Allowance [Section 457 (4) 1996 Education Act].



Class fund

A voluntary contribution of £1.50 weekly for class money (cooking, outings, drinks etc.) should be sent in a sealed envelope, clearly marked with your child's name.

School security and use of CCTV

Every effort is made to ensure the security and safety of all pupils, staff and visitors to Trinity Fields.

A controlled access security system operates at the main entrance ensuring the main doors are kept locked. Visitors need to follow the instructions on the main front door in order to gain access to the foyer area.

All visitors must report to reception office and sign the visitors' book on arrival and departure. Visitors are asked to wear a badge during and throughout their visit within the school. On the back of the badge there is health and safety and safeguarding information for visitors. You will also be asked to read our safeguarding poster as you sign in at reception.

CCTV cameras operate in the car park, playgrounds, in our calming rooms, soft play room and at all entrances/exits, including the main foyer. They are used to ensure everyone is kept safe and free from harm. Our CCTV is used to:

- Help maintain an environment for pupils, staff and others, which supports their personal safety;
- Deter against crime – to persons, school buildings and property;
- Assist in the identification and prosecution of persons having committed an offence.

The Headteacher and Business Manager, on behalf of the school are the Data Controllers and have responsibility for the control of images and deciding how the CCTV system is used. The school has notified the Information Commissioner's Office of both the name of the data controller and the purpose for which the images are used. All operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images.

Images will be stored for a period of 30 days unless an incident arises which requires longer retention in line with the specified purposes of the CCTV system. Once the retention period has expired, the images will be erased.

Health and safety (H&S)

Our health and safety officer is Tracey McGuirk, Deputy Headteacher. A copy of H&S policy is available from H&S officer; further copies are located within the school. All staff receive regular training and updates on a range of H&S issues, including manual handling, first aid and some medical procedures.

Nursing staff are on site throughout the day to support pupils with complex medical issues and feeding. Where appropriate, specific training is provided for key staff relating to pupils' individual needs.



All areas of the school are secure and all visitors are required to sign the visitors' book on arrival. All visitors, including governors and contractors have to wear a Visitors' Badge, on the reverse there are details about the child protection lead for the school, as well as details about our H&S procedures.

Staff driving the school minibuses have undergone special training and have met the appropriate standards. Risk assessments are carried out for all activities to ensure the safety of pupils and staff whether they are on or off-site.

The school's H&S officer is supported in her work by a governing body H&S subcommittee and a local authority H&S officer.

Any H&S concerns may be raised with:

School H&S Officer: Tracey McGuirk

H&S Governors: Bleddyn Hopkins, Helen Muscat, Brian Witchell, Barrie Jones, Ian Elliott MBE, (site staff in attendance).

Data protection

Trinity Fields School and Resource Centre collects and uses personal information about staff, pupils, parents/carers and other individuals who come into contact with the school. This information is gathered in order to enable the school to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.

All schools have a duty to be registered, as Data Controllers, with the Information Commissioner's Office (ICO) detailing the information held and its use. These details are then available on the ICO's website. Schools also have a duty to issue a Fair Processing Notice to all pupils/parents/carers; this summarises the information held on pupils, why it is held and the other parties to whom it may be passed on.

Please see our "**General Data Protection Regulation**" notice which can be found under the "Policies" section of the school website for further details.

Community focused schools

Schools play an important and pivotal role in the community; they not only provide education for pupils and create a community spirit amongst parents/carers, but they also have the opportunity and facilities to reach out to the community.

As a community focused school we aim to provide a range of services and activities, often beyond the school day, to meet the needs of our pupils, their families and the wider community. It is our aim to make Trinity Fields the focus of the local community.

Parent/carer training workshops will continue to be organised at Trinity Fields not only for parents/carers of pupils who attend the school, but an invitation to such workshops will be extended to the local authority's specialist resource bases, local schools, social services staff and other partner agencies. Information about such events will be advertised through: home-school diaries, newsletters, school website and display boards, emails and flyers etc.



The innovative facilities and resources that Trinity Fields offers are available for hire by community groups and other schools. We offer a range of resources that can make a difference to pupils, families and the wider community which include:

- Saturday and holiday clubs
- 'One stop shop' for pupils/families in partnership with education, health and social services
- Parent/carers workshops and training

We are grateful to all the money that individuals and groups in the community raise for us. We also aim to put something back into our community by raising money for local and national charities on an annual basis; every year we raise money for Macmillan through their coffee mornings, BBC Children in Need, as well as collecting food at our annual harvest services for the local food bank.

School organisation

Our class groupings are intended to be flexible; pupils are grouped to ensure they have the correct levels of staffing and resources to meet their individual needs.

We currently have 19 classes. This includes satellite classes at Cwm Ifor Primary School and St. Cenydd Comprehensive School. In addition to this we have also developed some specialist bases for pupils with autism and also for pupils with more complex learning and medical needs.

Foundation Phase/School Curriculum classes			
Daisy	Nursery - Reception	Snowdrop	Reception - Year 1
Tulip	Years 1 - 4	Daffodil	Reception - Year 3
Bluebell	Years 2 - 4	Rose	Complex needs (Years 3 - 7)
Carmarthen	Satellite class Years 5 - 8	Sunflower	Specialist Base (Years 4 - 8)
Rowan	Years 4 - 6	Chestnut	Years 6 - 10
Elm	Years 7 - 9	Willow	Years 5 - 9
Cenydd	Satellite class (Years 8 - 12)	Cherry	Years 2 - 7
14-19 Learning Pathways classes			
Hawthorn	Years 10 - 13	Pine	Years 12 - 14
Cedar	Complex needs (Years 6 - 14)	Beech	Years 11 - 13
Birch	Years 12 - 14	Oak	Years 11 - 14
Maple	Specialist Base (Years 10 - 13)		



Staffing

All classes have 1 full-time teacher and a minimum of 3 teaching assistants. Where pupils have additional physical or behavioural needs extra support will be allocated to these classes.

Pastoral care

High quality pastoral care and support is fundamental to our work; it is the responsibility of every member of staff to ensure that pupils' needs are met through effective approaches that support their holistic development. If you have any concerns please contact the Headteacher.

Pupil welfare

Our pupils' vulnerability is clearly understood by parents/carers and the school has robust procedures to ensure that all pupils are safe and well supervised. However, we know that accidents can occur and we will ensure you are informed if your child has a fall, or has had a minor accident. Equally when we see unexplained marks or bruises we will discuss these with you. Good, open and honest communication will ensure that there are no misunderstandings.

Safeguarding

There are standard procedures that we must follow if any concerns are raised about the safety and wellbeing of a child. These are documented in the **All Wales Child Protection Procedures**.

These are designed to look at your child's needs and make sure that if circumstances have arisen where some extra help or support is needed, that we do our best to ensure that this is provided.

If school staff have concerns about a child, the Designated Senior Person (Ian Elliott, headteacher) or a member of the school leadership team will follow the procedures in the All Wales Child Protection Procedures. These procedures are the same for all schools in Wales. We have a duty to act promptly to ensure pupils are safe and free from any harm.

If you have concerns involving a member of staff, you should speak in the first instance to the Headteacher. If you feel unable to discuss your concern with the Headteacher you can contact the **"Information, Advice and Assistance Service" (IAA) (0808 1001727)**.

Our Safeguarding Policy applies to all staff, governors and volunteers working in school, without exception. For further information regarding our Safeguarding procedures please refer to the school policy and/or "A Parent/Carers' Guide to Child Protection and Safeguarding". Details of these are also on the school website.

Medical matters

When a pupil becomes ill or unwell at school we will do our best to contact you and ask you to collect your child. Because of the vulnerability of some of our pupils parents are asked not to send their child into school when suffering from colds, flu, throat infections etc.

If your child has sickness or diarrhoea then we ask you to ensure that your child has been clear of the symptoms for 48 hours before they return to school. This is to stop other pupils



from being exposed to any problems that could have serious effects on their health and wellbeing.

Medication and medicines can be administered in school following the receipt of a medical consent form. All requirements must be clearly noted in writing with bottles labelled with the pupil's name, the name and strength of the drug and the dosage.

In order to avoid the need to send bottles of medicine to and from school each day, it is helpful if we have separate bottles to be kept at school. The school nurses are responsible for co-ordinating the administration of medicine in school. Alterations in medication must be notified in writing by parents/carers.

Pupil's health care plans are reviewed by the school nursing team and queries regarding any medical issues should be, in the first instance addressed to one of our nursing team.

Family details

It is vital that we have up-to-date records of telephone numbers, emergency contacts etc., should we need to contact you during the day. A form is issued to parents/carers as part of our admissions pack and will be updated annually. Parents moving home or changing phone numbers should let us know as soon as possible.

When parents are separated or divorced and both partners have parental responsibilities, we will need to have details of both parents' addresses and telephone numbers.

Pupil absence

We are committed to pupils achieving their full potential. Regular attendance is linked to pupil achievement. Whenever a child is off school for sickness, appointments, family reasons, we require a short note or phone call outlining the reasons for the absence. Failure to supply us with that information results in an unauthorised absence which may be investigated by the local authority's Education Welfare Officers.

We have set an unauthorised absence rate of 1%; please help us to achieve this target.

When your holidays do not coincide with the school term dates it is necessary to complete a "Holiday Request" form asking for permission to take your child out of school during term time.

Outreach

We offer an outreach service to mainstream schools where there are pupils with additional learning needs. This service is available to schools across the local authority. Staff from Trinity Fields visit the schools, carry out observations and discuss individual needs with staff. They can offer advice on a range of issues including behaviour management, curriculum differentiation and resources.

We welcome visits from staff from mainstream schools as part of the outreach service and integration links can be set up for individual pupils who might benefit from the specialist teaching, facilities and resources available at Trinity Fields.



Caerphilly Autistic Spectrum Service (CASS)

CASS is an initiative, which was developed in partnership between the local authority and Trinity Fields School. The aims of CASS are to:

- form a single co-ordinated service to support pupils (3 - 19) with ASD or other similar communication/behavioural disorders, their families and professionals working with them;
- work with social services, health services and voluntary organisations to develop close interagency approaches and to seek to attract additional resources from these sources to further develop the services;
- promote the inclusion of pupils in mainstream education and within their communities;
- develop the knowledge and expertise of professionals in all agencies relating to the needs of pupils with ASD and to promote ASD friendly schools.

The CASS team includes:

- Assistant headteacher
- ICT/communication support worker
- Home support workers

Further information about the services offered by the CASS team can be obtained by contacting Michelle Fitton, Assistant Headteacher (CASS).

Leisure services and holiday playschemes

Trinity Fields Leisure Services is registered with Care and Social Services Inspectorate for Wales (CSSIW) to provide high quality, short time respite care for children 8- 17 years old with severe and complex learning and physical disabilities and difficulties.

We provide a safe and stimulating environment for children to have fun participating in activities of their choice. The highly skilled team support children to further develop their social and independence skills whilst accessing a range of opportunities within the resource centre and local community.

The Children with Disabilities Team (Social Services) refer children who live in Caerphilly County Borough to access services from Trinity Fields School and Resource Centre having carried out their own assessments.

Please contact Geraldine Smallman on 01443 866000 or email smallg@caerphilly.gov.uk for further information

School information

School Times

The school day starts at 8:45am and finishes at 2.55pm. Break-time is at 10:45am and lunchtime is organised into two sessions: primary pupils eat at 12:00 noon and secondary pupils eat at 12:30pm. Afternoon registration is at 1.15pm for primary pupils and 1.00pm for secondary and tertiary pupils.



School meals

All school meals are cooked on the premises and all specialist preparation of food and dietary requirements can be catered for.

Dinner money is paid in advance for the week or term. All money sent into school needs to be in a sealed envelope, clearly labelled with the date, amount and your child's name and class.

Enquiries regarding free schools meals should be made to Caerphilly County Borough Council. Young people who receive Income Support or Income Based Job Seekers Allowance in their own right are also entitled to receive free school meals.

We will ensure that information regarding the pupils who have free school meals is treated with the strictest confidence and handled sensitively.

Currently, as a result of Welsh Government financing for every parent that claims free school meals this provides additional funding for our school. The amount per pupil entitled to free school meals (aged 5-15 years for 2017-2018) is currently £1,150.00 per year. Details of how we spend this additional funding can be found on the school website.

School uniform

We have a non-compulsory school uniform which consists of grey/black trousers, skirt or jogging bottoms, red polo shirts and red school sweatshirts. Uniforms can be purchased from a local company called 'Ruggerbugs'. Information on how to order uniform can be obtained via the school office.

Pupils who are entitled to receive free school meals can apply for a school clothing grant at Year 6 to Year 7 transfer.

Pupils over 16 can apply for welfare benefits in their own right. If they are eligible for benefits then they are also entitled to a clothing grant; this is available through social services.

It is very important that all clothing is clearly and permanently marked with your child's name. For PE and swimming, children will need shorts, jogging bottoms, T-shirt, plimsolls or trainers, a towel and a swimming costume.

Swimming

In order to comply with health and safety regulations and minimise the risk of leakage and potential contamination of our hydrotherapy pool, as from September 2013, any pupil who wears nappies or incontinence underwear during the day will be required to wear protective swimming nappies and specialist swimwear when using our pool.

Further details, including suppliers are available from our Assistant Headteacher, Leanne Boardman.

School transport

The majority of pupils travel to and from school on local authority provided transport, with escorts provided by contractors to Caerphilly County Borough Council. Parents who do not



wish their child to be brought to school on this transport may make other arrangements.

Any issues with transport should be raised initially with **Ruth Evans on 01495 235151**.

We have a team of staff who support the smooth transition from school to home at beginning and end of day. These arrangements are currently co-ordinated by one of our specialist teaching assistants, Tonia Sparey.

Parents are asked to inform the class teacher or the office well in advance should they need to take their child out of school before the end of the school day. It is also **very important** that we are informed if someone different will be collecting your child.

Some older pupils may be encouraged to use public transport as part of their social skills education. This would always be fully discussed with parents/carers before any programme is undertaken.

Adverse weather

There are a few times in the year when bad weather and the condition of the roads have an obvious effect on our transport arrangements. During these times common sense must prevail, and we ask you to always err on the side of safety and caution if you are unsure.

When there is heavy snowfall during the school day, transport will be asked to collect pupils early and every attempt will be made to contact you or one of your nominated contacts before your child leaves school.

Information on the status of school (i.e. whether we are open or closed) during severe weather can be found on CCBC website where there is a dedicated section for each school to list any instructions to parents. This site will be updated on a regular basis during severe weather problems. We ask that you check the website or speak to the bus contractor who will also have information of the status of the school.

As from autumn of 2016 we will also be making full use of our Teachers2Parents texting service to keep you informed about any closures, particularly in the winter months; for this reason it is essential that we have an up to date mobile telephone number for you.

Governing body

Governors make decisions about how the school is run. They meet at least once a term at school. There are currently no vacancies on our governing body.

Governors are appointed to help:

- ❖ decide what is taught;
- ❖ set standards and guidelines on behaviour and discipline;
- ❖ interview and appoint staff;
- ❖ decide how the school budget is spent.



School governors have legal duties, powers and responsibilities. Governors are:

- ❖ Parents
- ❖ Teachers/staff at the school
- ❖ Council representatives
- ❖ Community representatives, business people etc.

Parent governors:

- ❖ have a child in the school;
- ❖ are elected by the parents of that school;
- ❖ serve like other governors for 4 years.

The governors meet every term and report to the parents/carers in the autumn term. Any member of the governing body may be contacted through the school. Minutes of all governors' meetings are available for parents/carers to see.

For further information please contact the Headteacher, Ian Elliott MBE or the chair of governors, Mike Cook.

Name	Governor
Mike Cook (Chair)	Local Authority
Brian Witchell (Vice Chair)	Local Authority
Ian Elliott MBE	Headteacher
Anthony Rhys	Teacher
Helen Muscat	Staff
Heather Morgan	Parent
Ruth Seymour	Parent
Deborah Sapey	Parent
Amanda Hurst	Parent
Cllr. Hefin David	Local Authority
Angela Kenvyn	Local Authority
Barrie Jones	Co-opted/Community
Bleddyn Hopkins	Co-opted/Community

Complaints procedures

The governing body recognises that it is important that concerns and complaints are dealt with appropriately and aims to ensure that if anyone has a concern or complaint it is taken seriously and is dealt with quickly, fairly and thoroughly.

If you have a concern about something which you think is happening, or not happening, in school, you are encouraged to take this up informally with the Headteacher who will usually be able to resolve your concern immediately, rather than use this procedure. However this policy and procedure is in place for you to use if your concern is not resolved informally, or the matter is more serious.



If your complaint or concern is about a safeguarding issue then it will be dealt with under the All Wales Child Protection Procedures (2008).

Support services

Educational psychologist

We have access to the local authority's Educational Psychologists (EPs), many of whom are experienced in working with pupils with severe and complex learning difficulties. EPs support school staff in reviewing pupil progress, identifying strengths and weaknesses in addition to the many statutory functions such as formal assessments for Statementing.

Anyone wishing to contact one of the Educational Psychologists can do so via the school (01443 866000) or at Inclusion Services, Ty Penallta (01443 815588).

Training

Trinity Fields has a training room to provide a training and support for staff, mainstream teachers and other professionals as well as offering a range of parent workshops. Many of our parent workshops are offered by the CASS team. Please check with the school for details of any upcoming training and support.

Medical services

The school has a full time qualified and experienced nurse; a qualified nurse is always available on the school site during the normal school day. The nurse is supported throughout the day by a team of experienced and qualified health care support workers. The nursing team co-ordinate all medical aspects of our pupil's care including the administration of medication, oxygen, suction (as required). The Paediatric Consultant, Dr Chris Wooley is our school medical officer and arranges regular medicals at the school. Several specialists visit Trinity Fields providing advice in orthopaedics, orthotics, dentistry and oral hygiene, audiology and orthotics.

If you have medical concerns of any kind please don't hesitate to phone our nursing team on 01443 866030.

Specialist support teaching

Pupils who may have additional sensory impairments will receive input from the local authority's peripatetic services for Hearing Impaired (HI), Visually Impaired (VI) and Multi-Sensory Impaired (MSI).

We also have music peripatetic for guitar, singing and drums. Teachers and trained teaching assistants spend regular sessions at Trinity Fields either working directly with individual pupils or providing support and advice to our class-based staff.

Support from social services

Social services provide support and assistance in many different ways for parents/carers and families. If you don't have a named Social Worker, please ask to speak to a duty social worker.



Further information can be obtained from Lynne Jay, the Team Manager for children with disabilities on: **029 20849470**.

Voluntary agencies

The school works with a wide range of local charities and voluntary agencies who may be able to offer advice or support to families. Please contact the Headteacher for further details.

Public access to school documents

Parents/carers and the public can have access to the following documents and information held at the school:

- Prospectus
- Governing body's annual report to parents
- Curriculum policy
- Circulars and documents issued by Welsh Government
- Estyn reports
- Schemes of work
- Complaints procedure

The school can charge to recover the cost of copying any document if you wish to have a copy. Naturally documents under copyright cannot be copied for parents. If you want to read any documents and they are not available on the school website then please contact our Administrative/Finance Manager, Deborah Keenor.

Quality assurance

We regularly ask pupils, parents/carers and other stakeholders for their views on our school. We also aim to keep in touch with ex-students so that we can learn from their experiences after Trinity Fields. We see review as a continuous process to enable us to constantly develop and change. We use this information to help us set targets within our school development plan.

School calendar

The calendar for the current school year, including staff training days is included within the information pack. Further information is also available on both the school and CCBC websites.

We will also use our Teachers2Parents texting service to send you reminders about any upcoming dates and events.

*Learning together in a changing world,
creating success for all.*

