



# Park View School, Coventry

## Prospectus

**Tel: 07385 315208**





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## **Important Information**

### **School Details**

Headteacher: Jesi Dhaliwal

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### **Proprietor Details**

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## Headteachers Welcome

Welcome to Park View School, a highly regarded special needs school in Coventry, West Midlands. Our school provides a comprehensive range of opportunities for children and students between the ages of 7 and 18, primarily focusing on those with communication and comprehension needs. We are proud to have a diverse student body, and our staff are dedicated to creating a welcoming and inclusive environment for everyone.

We understand that selecting the right school for your child is a significant decision, so we invite prospective parents and students to visit us anytime. Our admissions team is available to discuss your child's needs and help you understand how our school can support their learning and development. We encourage you to tour our facilities and meet our highly trained staff members to see firsthand the exceptional education and support we provide.

At Park View School, we prioritise personalised learning to ensure that each student receives the support they need to achieve their full potential. Our curriculum is tailored to meet the unique needs of each student, with a focus on life skills and functionality. A functional education is essential to helping our students prepare for the next stage of their education and adulthood. We support our students in becoming functionally and emotionally literate young adults who can safely navigate and contribute to society with independence appropriate to their needs.

We firmly believe that every child has the right to a broad, balanced education and access to diverse, enriching experiences. Our curriculum includes a range of subjects, including English, math, science, and humanities, as well as practical subjects such as art, cooking, music, and physical education.

Our highly trained and devoted staff members are dedicated to ensuring that our students thrive and attain independence in a caring and supportive environment. We have a team of experienced teachers, therapists, and support staff who work together to provide a holistic education and support our students' mental health and well-being.

Our vision is to equip our students with a sense of purpose and enthusiasm for life, enabling them to leave our school fully prepared for the next phase of their education and future endeavours.

I look forward to welcoming you to our school.

Mrs J Dhaliwal  
Headteacher



## **Aims of school**

- We will prepare our pupils to take their place in an ever-changing world by helping them become confident, independent, self-reliant lifelong learners.
- We care about our pupils and want them to feel safe and supported. We will ensure our school is friendly, welcoming, active, vibrant, and inclusive.
- We want our children to be happy, enthusiastic, motivated, and well-behaved. We will inspire them to be curious, determined, and reflective.
- Our staff are professional, experienced, and supportive. They will always encourage our children to participate fully, learn through their mistakes and always try to do their best.
- We will continue developing the curriculum, so it is creative, challenging and relevant. We will develop our children's critical thinking skills so that they can work using their own initiative.
- We will teach our children to be open-minded, tolerant of other people's differences, responsible, respectful and resilient.
- Our school is a partnership, and we will continue to build our relationships, bringing together teachers, pupils, parents, carers and our governing body with shared goals and aspirations.
- We are an integral part of our local community, with close relationships with other schools and agencies. We aim to give the children at Park View School a window into the wider world.

## **Details regarding the admission process**

Park View School offers a nurturing and stimulating educational environment to pupils between the ages of 7 and 18 with special education needs (SEN) and severe complex learning difficulties. Our school caters to students who cannot maintain a place in a mainstream school due to cognitive limitations.



To initiate the enrolment process, we require a copy of the child/young person's Education, Health, and Care (EHC) Plan and any other pertinent documents, such as previous school reports and Individual Education Programmes (IEP). These documents assist in determining the suitability of the placement and establishing an education programme appropriate to the child/young person's needs.

We welcome preliminary inquiries and informal visits, although referrals must be submitted to us directly from the pupil's local authority. A non-prejudicial visit to the school will be scheduled as

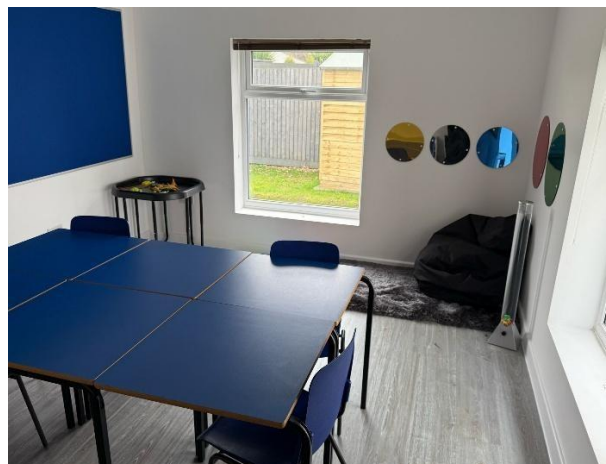
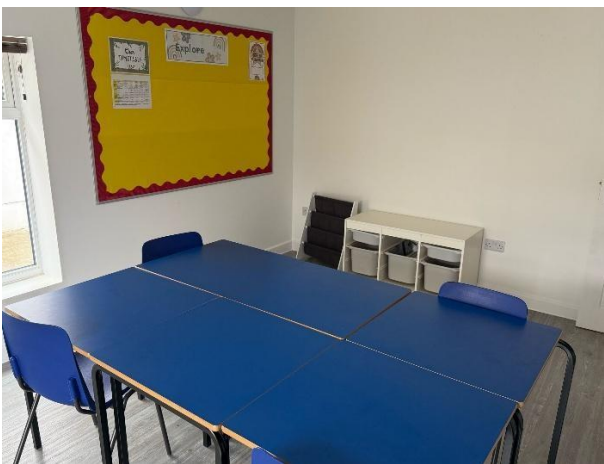
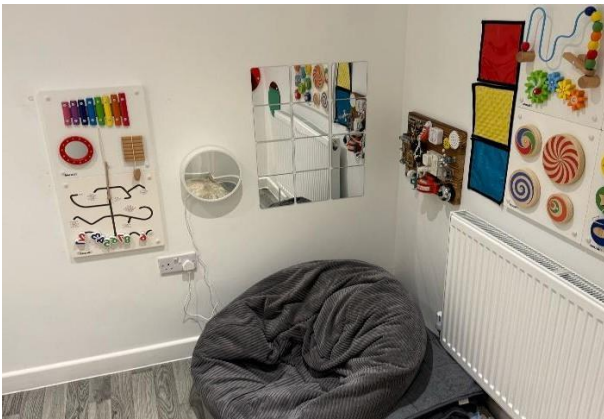




part of the pre-admission procedure. If deemed beneficial, we can also arrange a home visit before the school visit to support the pupil.

After admission to the school, there will be an assessment period followed by a post-admission review meeting lasting 10 to 12 weeks. This meeting will provide a comprehensive assessment of the child's progress and an opportunity to discuss any additional support needs identified during the assessment.

Referrals can be made throughout the academic year. If you have any queries or wish to discuss the referral process, please contact the Headteacher by telephone or email.





## **Details of approach to behaviour management, exclusions, rewards, and sanctions**

### **Behaviour Management**

Park View Education is deeply committed to offering a therapeutic, educational model that caters to individuals who have undergone trauma. We maintain an unwavering belief that behaviour is a form of communication, and we extend our acceptance to even the most challenging individuals. Our overarching goal is to equip young people with the necessary skills to lead a fulfilling life beyond compulsory education, and where possible, reintegrate them into mainstream education to optimise their opportunities.

Our method of approach is based on the PACE (Playfulness, Acceptance, Curiosity, Empathy) framework, which gives rise to a way of thinking, feeling, communicating, and behaving that is designed to engender a sense of safety in children. This approach is rooted in how parents interact with their infants, who, with safety as a foundation, can begin to explore their environment. PACE enables troubled children to introspect and allows others to approach them emotionally, instilling a sense of trust.

To facilitate this, we have an operating token economy system that incentivises students to stay on task and engage in positive behaviour throughout the day. Students accumulate money for good behaviour, which they can save to spend on items or trips that they value. Negative behaviour goes unrewarded and may even lead to delayed reward spending. Once students have earned rewards, they are never taken away.

This system allows for a continuous dialogue between staff and students regarding behaviour and expectations and reinforces positive behaviour while providing negative reinforcement for unacceptable behaviour without resorting to punitive measures.

### **Exclusions**

At Park View School, the sanction of fixed-term exclusion is only ever exercised after careful consideration and consultation with all relevant parties. This measure is reserved for the most severe circumstances, where a child has endangered themselves or others in such a way that their continued presence at the school would pose an unacceptable risk.

The process for invoking fixed-term exclusion involves an examination of all available evidence related to the student's behaviour, including any mitigating factors that may have contributed to their actions. The decision to use this sanction is never taken lightly, and all those involved in the decision-making process are aware of the seriousness of the situation.

We believe that the safety and well-being of our students and staff are of paramount importance, and we will take all necessary steps to ensure that our school remains a safe and secure environment for everyone. While we strive to provide a supportive and nurturing environment for all our students, we recognise that in some cases, tough decisions must be made to protect the greater good.

### **Provision for EHCP Plans**

Our children have an Education, Health, and Care Plan (EHCP). We strive to provide a specific, bespoke curriculum to meet each student's needs by carefully setting pupil-targeted support/intervention, daily structure/routine and detailed assessment procedures. Each pupil has an Individual Education Plan (IEP), reviewed half-termly, highlighting their specific objectives to support progress and achievement.

We have a multidisciplinary team of teachers, teaching assistants, therapists, psychologists, and care workers.





### **Details for consideration of pupils/ parents whose first language is not English**

Any additional support requirements are identified before a student enrolls, and appropriate provisions are established accordingly. If a need for one-to-one support from a bilingual assistant is identified, it will be provided to the student. This ensures that the student's educational needs are met from the outset and that any potential barriers to learning are addressed promptly and effectively.



### **Details of complaints procedure**

At Park View School, in compliance with the Children's Act of 1989, every student can access the Complaints Procedure. Formal complaints must be reported directly to the Headteacher by the child, parent/carer, or staff member. The class teacher or teaching assistant will be able to address informal complaints or concerns accordingly. Similarly, adults with

complaints or concerns should follow the prescribed procedures and bring them to the attention of the school in an informal manner. Copies of the relevant policies and procedures are available upon request, and we encourage interested parties to familiarise themselves with them.







### **Safeguarding & Child Protection**

Park View School is dedicated to promoting the safety and welfare of our children and young people. We recognise the importance of collaborating with partner agencies to ensure that children and young people are safeguarded, content, and healthy. To this end, all staff members receive specialised training in safeguarding and child protection procedures and are well-equipped to respond to any concerns that may arise.

In the event of suspected abuse or neglect of a child, we have a legal obligation to refer the matter to the corresponding authorities. We endeavour to inform the child's parents or other designated adult of such referral where local procedures permit us to do so. We will share any associated information with the relevant agencies, contributing to any assessments that may be carried out.

Our Safeguarding and Child Protection Policy is available upon request. Our Designated Safeguarding Lead and Headteacher provide guidance and support to all staff in fulfilling their duties.

### **Attendance at School**

We recognise how important it is for our students to have excellent attendance levels, as each day away from school is a day of learning and development lost. We work closely with pupils' families to ensure all pupils maintain an excellent attendance record. Our aim for 2024-25 is for our overall attendance to exceed 95% as a minimum.

If a child needs to be absent from school for any legitimate reason, the home will inform the school, and written notification is required. A copy of Park View School's Attendance Policy is available on request.

We ask that parents/carers ensure that all holidays are arranged during school holidays, not term time.

### **Pastoral Support**

#### **Break times**

The school provides fresh fruit and a choice of drinks during the morning break.

#### **School lunches**



The care facility provides young individuals with lunch options to select and prepare themselves. These options can be served either hot or cold, with a vegetarian alternative available. In addition to the main dish, fruit, salad, yoghurt, and cheese are provided as supplementary options. The facility's emphasis on healthy eating is evident through the encouragement of pupils to maintain a balanced diet. Furthermore, water is readily available throughout the day in each classroom.



## **Uniform**

At Park View School, we understand the significance of school uniforms in a child's development. We strongly believe that wearing a uniform cultivates a feeling of togetherness and self-respect among students while also instilling a deep sense of affiliation. Moreover, we believe that this practice prepares children with the essential abilities to excel in their future professions, where following a dress code is frequently expected.

### **The school uniform consists of:**

- Black trousers or plain black tracksuit bottoms
- Black skirts, which need to be below knee length
- A plain white polo shirt or shirt
- Black school shoes or trainers
- Black plain sweatshirt or black plain tracksuit jumper
- In the summer, black shorts may be worn, but they must be tailored instead of sports shorts.

### **Waterproof Clothing:**

- Wellies (any colour)
- Splash Suit or Waterproof Jacket and Trousers – any colour

## **Personal property**

Park View School is not liable for any loss or damage to personal belongings. We kindly request that students refrain from bringing personal items such as electronic tablets, iPods, MP3 players, and other similar items to the school. To ensure the safety and well-being of our students, we strongly recommend leaving these items at home, where they can be accessed as necessary.

It is important to note that, apart from small, plain earring studs for those with pierced ears, jewellery is not permitted on school grounds due to health and safety considerations. We request that all students comply with this policy to prevent any potential accidents or injuries.

We appreciate your cooperation in helping us maintain a safe and secure learning environment for all students. Please do not hesitate to contact us with any questions or concerns regarding this policy.

## **Home/School Liaison**

Regular communication with the parents/guardians of students is a critical aspect of our educational approach. To this end, we utilise the Home-School Diaries, a daily report highlighting the student's progress. Following each school day, the Class Teacher provides an account of the student's academic performance, which is then sent home for parents/guardians to review and provide feedback.

Our class teachers are always available to address any concerns or queries parents/guardians may have, whether at school or remotely.



Students receive a report at the end of each term that overviews their academic progress. These reports include a comprehensive review of their performance in each subject, including grades for effort. At the close of the academic year, a more detailed report is sent home that provides a comprehensive overview of student progress.

### **Anti-Bullying**

Our school fosters a warm, caring atmosphere that promotes inclusivity and acceptance. We strongly believe that everyone in our community deserves to feel safe and protected, free from the fear of bullying and harassment. Our zero-tolerance policy against bullying is strictly enforced and applies to all community members, including students, staff, and young people.

To support this policy, we have established clear guidelines and policies that raise awareness of the signs of bullying and the appropriate steps to take when it occurs. Our staff is trained to recognise the signs of bullying and take necessary actions to prevent it, intervene when necessary, and support those affected.

We understand that bullying can take many forms, including physical, verbal, and emotional, and we take each incident seriously. We aim to create a safe and supportive environment where everyone can thrive and reach their full potential. If you have any concerns or questions, please don't hesitate to contact us. The school's Anti-Bullying Policy is available upon request, and we encourage all community members to familiarise themselves with its contents.

### **PSHCE, including (Relationship and Sex Education)**

At our school, we prioritise the holistic development of our students and ensure that they receive comprehensive citizenship, social, and health education tailored to their age and ability. We believe that education plays a crucial role in shaping the attitudes and behaviours of young people, and we are committed to providing them with the knowledge and skills they need to make informed decisions and lead healthy and fulfilling lives.

Part of our curriculum includes Relationship and Sex Education (RSE), delivered in a sensitive and age-appropriate manner. We recognise that RSE is a sensitive topic, and we seek consent from parents or carers before delivering these lessons to ensure they align with their values and beliefs. Our RSE curriculum covers topics such as healthy relationships, consent, contraception, and sexually transmitted infections, among other important issues.

We aim to create a safe and supportive learning environment where students feel comfortable asking questions, expressing their opinions, and seeking advice. Our teachers are trained to deliver RSE in a way that is inclusive, non-judgmental, and respectful of diverse identities and backgrounds. We are committed to promoting positive attitudes towards sexuality and relationships and empowering our students to make informed choices that respect their and others' boundaries.



## **Health and Safety**

Park View School takes the health and safety of its staff and students very seriously and has appointed Mr Matthew Wakeling to oversee all health and safety-related matters. The school has a comprehensive internal health and safety program, which includes regular checks and inspections conducted by the maintenance staff. Any issues or faults detected during these inspections are immediately addressed through a well-defined action plan, ensuring the school premises remain safe and secure.

## **First Aid/Medical Care**

The school has a designated medical room near the main staff office available for medical purposes. As part of their induction, all staff members complete a Basic First Aid course for children's services which spans a full day. Additionally, appointed individuals receive specialised training. To ensure the knowledge remains current, all First Aid training is followed up with refresher courses every three years.

It is important to note that the school is only authorised to administer prescribed medication, and only staff members who have undergone training in medication administration are permitted to do so. All medication is meticulously recorded and kept in a securely locked medical cabinet. In the case of Paracetamol and Calpol, parental or caregiver consent is required before administration. The care home's staff exclusively carries out the handling, storage, and administration of all medications.

## **Staffing and Safer Recruitment**

At Park View School, the safety and well-being of children and young people are the topmost priorities. To achieve this, the school has implemented a rigorous recruitment process that includes several measures to ensure the suitability and integrity of all staff members.

The recruitment process at Park View School is led by senior leaders who undergo training in safer recruitment to ensure that they have the necessary knowledge and skills to recruit staff safely, fairly, and effectively. This training includes guidance on how to identify and respond to safeguarding concerns and how to assess and verify the qualifications and experience of job applicants.

In addition, all staff members hired at the school undergo an enhanced Disclosure and Barring Service (DBS) check. This thorough background check examines an individual's criminal history, including spent and unspent convictions, as well as any other relevant information. This ensures that only people who are deemed suitable to work with children and who have no history of harm are employed.

By following such a robust recruitment process, Park View School aims to create a safe, secure, and nurturing environment for all students, where they can learn, grow, and thrive without fear of harm or neglect.