



Middleton Prospectus

MIDDLETON SCHOOL



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Headteacher: Mrs Deborah Hartley



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Chair of Governors: Mrs Gemma Jeffrey



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Welcome to Middleton School

You may be reading this booklet in order to help you come to a decision about the future school for your child, or you may already have a preference for our school. In either case we hope that you will find the information useful.

If you need any further help or advice please do ask. We will do our best to help and you can be certain of a warm and friendly reception.

Middleton School was formed by the amalgamation of Broxbournebury and Hillside schools in September 1990. We moved to our new premises in September 1993 and the school was officially opened on 24 March 1994 by Mr. C. Hart, our former caretaker. The school is located in the town of Ware. The pupils come from the whole of East Hertfordshire and beyond, the majority travelling to school by bus or taxi.

We have had four Ofsted inspections in recent years, one in 2006, 2009, 2013 and 2017. On all occasions the school achieved a grade of 'outstanding'. A copy of the most recent report is included in this folder.

We are very proud of these achievements and staff work very hard to maintain high standards.

The school caters for children with learning difficulties in the age range 4 to 11. There are places for a maximum of 90 children including provision for children with autism and speech, language and communication needs.

Although the children at Middleton School have learning difficulties, all pupils make good personal progress in their learning, which is meaningful and relevant to the individual. The Middleton Curriculum addresses key aspects of the National Curriculum such as Literacy and Numeracy through direct, discreet, planned learning opportunities. However, additional aspects of the National Curriculum are taught through a range of teaching and learning experiences, including aspects of the Middleton Curriculum, such as; Offsite Learning, Creative Arts, Humanities and 'Jolly Time'.



It is our aim that every child will enjoy being a member of Middleton school and parents/carers



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can support their children by working closely with the school to celebrate all achievements, however small or large!

School Times

8.50	Registration
9.00	Session
10.30	Break
10.45	Session
12.00	Lunch
1.00	Session
1.50	Break
2.00	Session
3.15	End of School

Teaching time, excluding assemblies, playtimes and dinner break: 23 hours per week

Organisation

The school is organised into three main departments; Lower school (EYFS and KS1), Middle School (lower KS2) and Upper School (upper KS2).

Lower School

The Lower School caters for pupils in Foundation Stage and Key Stage One. The aim is to provide a secure and stable environment in which children can develop their full potential. Pupils in the EYFS follow the National Strategy and are assessed against this accordingly.

The youngest pupils are in classes which aim to provide an environment where children can be educated at an appropriate level whilst at the same time allowing a further assessment of future educational needs to be made. It is not always possible to be certain about the educational needs of very young children and this period of assessment is very important. It does mean that not all children in the Lower School will necessarily move up to the Middle School. For a small number of children some other form of provision may be more suitable.

It is our policy to keep class sizes as small as possible and each class has one teacher and at least three teaching assistants. There are additional adults who may also support including permanent members of staff as well as visiting students and volunteers. Access to a Speech and Language therapist is available if required, although speech and language development is delivered through our curriculum in all classes across the school. Therapists work alongside classroom staff and set targets that can be worked on generally within the classroom setting. We use 'Makaton' as part of an holistic approach to language development.

Teaching broadly follows the key themes of the National Curriculum however there are other aspects of learning which are equally if not more important for pupils at Middleton School. These include developing their skills in: Communication, Attention, Turn Taking and Sharing, Tolerance,



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Emotional Well-Being and Emotional Regulation, Independence (including toileting) and Manners and Social Etiquette.

The classrooms have access to a common multi-purpose activity area where children can take part in art, technology and cookery activities in small groups. Pupils also have access to a range of outdoor learning spaces.

Key Stage 2

Key Stage 2 is divided into two areas, Middle School and Upper School, each with three classes and also with their own department leader.

Pupils in Key Stage 2 continue to follow the key elements of the National Curriculum content across all subjects. However, they may not be delivered as a discreet subject specific lesson, but via the 'Middleton Curriculum' which offers a more kinesthetic and practical approach to learning. The one exception to this being Modern Foreign Languages. Modern Foreign Languages are not required to be taught until Year 3 (H3). All of our children are working below the age related expectations for Year 3 and therefore we deem it inappropriate for them to follow a formal programme of study in MFL.

We do however recognise the importance of providing experiences which develop an understanding of other cultures. We provide appropriate opportunities to learn about a range of cultures and countries and this may include exposure to and experience of the language of that country.

In addition to the National Curriculum there are other skills and traits which are important for our children to learn at this stage in their school life. We are committed to developing the following as part of our Key Stage 2 curriculum: Independence, Self-Confidence and Self-Esteem, Interpersonal Skills, Sympathy and Empathy, Decision Making, Risk Taking, Assertiveness and Conflict Resolution, Safety and Citizenship.

We encourage pupils to take part in offsite learning and there are opportunities for pupils to engage in extra-curricular activities which may also involve short term residential experiences.

Within Middle and Upper School there are six classrooms as well as a common multi-purpose activity areas where pupils take part in practical activities such as cookery and design and technology in addition to other areas suitable for small group work. There is also a covered outside area in Middle School for outdoor learning.



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Pupils in their final year follow a transition programme in preparation for transfer to secondary education at age eleven. Teachers work very closely with staff in the receiving schools in order to promote a smooth transition.

Class Organisation 2019 – 2020

Name	Robin s	Penguin s	Owl s	Toucan s	Puffin s	Swift s	Eagle s	Kingfisher s	Kestrel s
Pupils	8	9	9	11	10	11	12	12	12
Staff	4	4	4	4	4	4	4	4	4
Year Group s	R/1	1/2	2	3/4	3/4	3/4	5/6	5/6	5/6

Admission

Pupils are admitted to Middleton only after a full assessment leading to an Education Health and Care Plan as set out in the *Code of Practice*.

This can be a worrying time and parents/carers are very welcome to visit the school on an informal basis even before the assessment procedure has begun. We will then have an opportunity to explain the aims and vision of the school, the way we teach and some of the complexities of the procedure for admission.

We are fortunate in having a purpose built school and can admit children who have physical impairments.

Attendance

We ask parents/carers to inform the school office on the **first day** if their child is absent through illness to let us know what is wrong. This is to be followed up by a phone call/ e mail for each subsequent day of absence. We do request that a child remains absent from school for 48 hours following a bout of sickness/ diarrhea When the child returns to school this explanation should be



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confirmed in writing. This can be done in the home/school book if a child has one and we photocopy it for the registers or else by email to the admin address. It is not acceptable to simply inform the transport operators of your child's absence.

Attendance is monitored initially by the Family Liaison Officer (FLO) who meets with the county Attendance Improvement Officer. Where there are continued concerns it is likely that parents/carers will be contacted. We would ask that parents/carers support us in continually raising the levels of attendance by ensuring children are only absent when unavoidable.

Holidays during term time

There is an expectation that pupils will attend school every day. Leave of absence is **NOT** a right. Taking time out is disruptive to learning as they will miss lessons, events and trips. Any follow-up activities subsequently prove to be challenging for children who have missed days in school. As our children already find learning difficult this is an additional barrier to achievement and is further disadvantaging them. As a school we have a responsibility to remove barriers to achievement. Nationally there is pressure to reduce the amount of time pupils miss in school due to holidays taken in term time. We do recognise that occasionally leave of absence during term time is unavoidable. The Headteacher is not at liberty to authorise any 'in term' absence unless there are exceptional circumstances.

Child Protection Procedures

This is a very sensitive area and we undertake our role within it very seriously. We are duty bound by procedures as outlined within 'Keeping Children safe In Education' DFE Sept 2019, and will take action where we deem it necessary. Our prime concern will always be the safety of the child. We are required to report any obvious or suspected cases of abuse. This will include anything disclosed to us by the children. Incidents will include: non-accidental injury, neglect, emotional or sexual abuse.

Behaviour

In order for staff to ensure engagement in learning for all, a high standard of behaviour is expected. We are very proud of the standards of behaviour exhibited by our pupils. We regularly receive positive feedback about the behaviour of our pupils from both external providers and visitors.

Children in every school and home however make the wrong choice from time to time. Where a problem arises pupils can expect to participate in a discussion matched to their level of understanding and where appropriate a consequence to follow. We aim to ensure that each incident is treated fairly and consistently. Just as we do not expect parents/carers to inform us of every minor misdemeanour at home we will consider any minor matter at school to have been dealt with and will expect children to put it behind them and move on.

Where incidents recur or are more serious in nature parents/carers will be informed as soon as possible. This will either be by letter, email or telephone.

In order to preserve the health and safety of our pupils and staff all teachers and teaching assistants are trained in 'Hertfordshire Steps' which encourages pupils to develop their own



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internal discipline and empathy and understanding for others (STEP ON). Hertfordshire STEPS contains a recognised form of restrictive physical intervention (STEP UP) which preserves the dignity of the child at all times and is only used as a last resort measure. There are a very small minority of pupils who will require such intervention on rare occasions.

Once again parents/carers will be informed if restrictive physical intervention has to be used. We are also duty bound to officially record all restrictive physical interventions.

Tolerance

As a school we aim to recognise and value diversity by ensuring that:

- All pupils have an equal and strong sense of belonging within the school community.
- We endeavour to develop and promote understanding and respect for social, moral, spiritual and cultural diversity.
- Any incidents of bullying will be dealt with in an appropriate manner in line with our Anti-Bullying Policy.

All members of Middleton School have a right not to experience any form of discrimination or verbal abuse. Bullying of any description is not tolerated at Middleton School and incidents will be dealt with in the appropriate manner in line with our policy.

Administering Medicine

There are occasions when pupils have to take medicine during the school day. In order that this is carried out in a safe way we adhere to DfE guidance *'Managing Medicines in Schools and Early Years settings'* (2005).

Medicines should only be brought to school when essential; that is where it would be detrimental to a child's health if the medicines were not administered during the school day. We will only accept medicines that have been prescribed by a doctor, dentist, nurse or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

We do **not** accept medicines that have been taken out of the container as originally dispensed or make changes to dosages on parental instructions.

Medicines will only be given to children if we have clear written instructions from parents/carers. Under no circumstances will medicine be given to children without parental consent.

All parents/carers should be aware that we do not have medically qualified staff on the premises. We will try our best to carry out the instructions of parents/carers but there may be occasions where a dose of medicine could be missed. If this is likely to have serious consequences then the child should remain at home until the course of medication is complete.

Valuable

Personal toys and electronic games are not permitted in school. The school cannot accept



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responsibility for the loss of valuables and money brought into school.

If children do need to bring money to school it should be passed to the office in a clearly marked envelope. We encourage the use of the online facility - Gateway - for payments into school. We do not permit children to buy or sell items in school, unless as part of a structured fund-raising event. Similarly they are not allowed to swap items.

Religious Education and Collective Worship

Middleton school is not affiliated to any religious denomination, and the Governors have agreed the following policy regarding religious education and collective worship:

This will be taught by a nominated member of staff and will be broadly Christian in nature. The school will take for guidance, the Hertfordshire recommended syllabus, modified to meet the needs of the pupils. The approach will be cross-curricular and the proportion of time spent on religious education will vary at different times of the year, being greater at times of major Christian festivals.

Currently the school holds a whole-school weekly assembly. Departments also hold assemblies for smaller groups of children. Parents/carers may request that their child does not take part in either religious education, or collective worship. Parental permission will be sought in advance of any visit to a place of worship.

Transport

Arrangements for home to school transport are made when the pupil is first admitted to the school and is usually funded by HCC. If, however, parents/carers choose to send their child to Middleton School and it is not geographically the nearest offering the education described on the child's EHCP, the Local Authority is not obliged to provide free transport.

It should be pointed out that the school is not directly responsible for transport and cannot be held accountable for children before they arrive at school in the morning, or when they leave school in the afternoon. The school does however work very closely with transport operators to promote positive pupil behaviour when in cars/taxis/buses.

Problems related to transport should be first discussed with the Head Teacher or Family Liaison Officer, but they may be referred to the Passenger Transport Unit at County Hall.



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Uniform

We have a school uniform and we hope that parents/carers will co-operate and ensure that pupils are suitably dressed for school. The uniform is very simple and, apart from the sweatshirt and polo shirt, items may be purchased from any supplier. School sweatshirts and polo shirts are available for purchase from school.

In the summer months the polo shirt may be worn without a school jumper. Blue denim is not considered suitable for school. We believe personal appearance to be an important element of each child's education and encourage pupils to take good care of themselves and pride in their appearance.

To avoid damage to floors we do not permit any pupils to wear metal studs or heels. All children should have a pair of plimsolls or trainers to change into for some physical activities. We also ask that the children are provided with a pair of wellingtons to wear when the weather is wet. This helps to keep pupils dry and the inside of the school clean.

We rely on the co-operation of parents/carers to make sure that each child arrives at school clean, tidy and suitably dressed for all the activities in which they take part.

Uniform

- ✚ Grey skirt, pinafore or trousers
- ✚ Sensible black school shoes with low heels
- ✚ Plimsolls or trainers for specified physical activity
- ✚ Blue Middleton polo shirt or white traditional shirt.
- ✚ Royal blue Middleton sweatshirt or cardigan
- ✚ In summer grey or black shorts or a simple blue and white checked school dress may be



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worn as an alternative

P.E. Kit

All pupils in the school take part in physical education activities and should have the following kit:

- ✚ PE Shorts
- ✚ T-shirt or top (with Middleton logo)
- ✚ Trainers or plimsolls
- ✚ Swimming trunks or costume and towel
- ✚ Tracksuit bottoms (optional)

School Trips

We believe that educational trips and visits are an important element of the curriculum. Many of our trips out are funded by the school, however on occasions we may ask for voluntary contributions from parents/carers. Even large scale trips are subsidised and we keep requested contributions as low as possible. We do ask for a small contribution towards 'practical learning'. This may include support for some offsite learning, topic resources or cooking ingredients. We will do all we can to help a parent/carer who is facing particular difficulties and any request to the Headteacher will be dealt with in strictest confidence.

Pupils whose parents/carers do not make a voluntary contribution will take part in the activity, the shortfall being made up from school funds. If a high proportion of parents/carers do not contribute then we may have to cancel the trip.

Non-residential trips and visits outside school hours

The Governing Body reserves the right to charge in full for any activity taking place outside school hours.

Residential Trips

As part of the Middleton Curriculum we encourage all pupils to attend residential trips. Parents are asked to contribute towards the costs of these activities.

Swimming

All pupils in the school will attend swimming lessons. This is an important part of the curriculum and potentially a life saving skill. All children are expected to participate in swimming unless they are ill (and therefore off school) or have been signed off from swimming by a GP. There is often no safe viewing area, and as staff will all be involved with the children in the pool there will be no capacity to supervise a non-swimming child safely. Contributions are requested to pay towards the cost of professional tuition

Other Equipment

All pupils in the school will be provided with the books, pens pencils and resources that they



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need. Many children do bring their own equipment to school and this is acceptable. The following items are desirable for children in the Upper School and would make good birthday or Christmas presents: Pen, pencil, rubber and ruler, simple calculator, coloured pencils or felt tipped pens, pencil case, school bag or case.

Homework

Pupils at Middleton School have very individualised learning needs and so are not set generic homework tasks. However, it is helpful to practice current targets, explore topic content and share books with children at home. In addition it is beneficial to offer opportunities to explore numbers in a fun and practical way. If a family requires specific homework tasks for their child, then this may be discussed with the class teacher on an individual basis.

School Meals

All pupils will require a meal in the middle of the day. This may be a packed lunch provided by parents/carers or it may be a meal provided by Hertfordshire Catering Limited. We work closely with Hertfordshire Catering to provide healthy options. We also work closely with families to deliver and expand upon the limited diets of some of our pupils. All pupils eat together in the dining room.

If parents/carers opt for a school meal then money must be paid in advance. Payment can be made on line through the School Gateway on the school website.

The meals provided at school represent excellent value and a choice is available.

Parents/carers on income support may be eligible for free school meals. Applications can be made online and details of how to apply are available from school.

Family Support

At Middleton we recognize that having a child with additional needs can be challenging. We employ a Family Liaison Officer whose role is to support parents and carers. This includes:

- ✚ Providing a first point of contact for parents and carers, establishing positive supportive relationships between home and school,
- ✚ Looking to source and create opportunities for pupils to participate in activities after school in a range of provisions,
- ✚ Providing and promoting a programme of learning opportunities, workshops and social experiences to support parents and carers.

We ensure that all details of after-school clubs and adult learning classes are distributed to parents/carers.

Friends of Middleton

We have a very active Parent Teacher Association who co-ordinate a range of fund raising events and social activities throughout the year. Meetings are very friendly and informal. All parents and carers of pupils at Middleton are automatically members of FOMS. Children at Middleton benefit from many extra activities and resources paid for by the FOMS

School Governing Body



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The school governors hold responsibility for the effective management of the school, acting within a framework set by national legislation and the policies of the Local Authority. They are not expected to make detailed decisions about the day-to-day running of the school.

The governors do, however, work with the Senior Leadership Team to decide on the general policies of the school, curriculum and conduct, managing the budget, staffing, behaviour and attendance and community use of the school.

Parents/carers are represented by up to three elected members. Notification of the election and results are sent to all parents/carers in one of the regular newsletters. We are often looking for new governors so please let us know if this is something you might be interested in. Minutes of full governing body meetings are available on request and on the website.

Annual Reviews

We hope that these notes will help parents/carers to understand how we carry out annual reviews on each child.

What is the annual review for?

When children come to Middleton school they have a document called an **Education Health and Care Plan** which lets everyone know what kind of special needs the child has and how these needs are to be met.

Each year we are expected to look carefully at each child to see if their needs have changed and to make sure that we are still providing the best education possible.

How is the review carried out?

- ✚ We let everyone know that we are carrying out a review (parents/carers, teachers, medical practitioners, additional professionals etc.)
- ✚ We write a detailed report on each child and this is sent home to parents/carers with a sheet for them to make comments if they wish.
- ✚ The family and child are asked to complete an 'All About Me' information sheet which then informs us of their views and wishes.
- ✚ We hold a consultation appointment when parents/carers can talk with staff about their child's educational needs.
- ✚ If a change of schools is being considered then the attached educational psychologist will be asked to help with the review. Parents/carers may ask to see the educational psychologist even if a change is not being considered.
- ✚ After we have spoken to everyone the school will write a review document which will be sent to County Hall.
- ✚ Parents/carers will get a copy of the review and will be given a chance to comment before it becomes part of a new EHCP.

Where can I find out further information?

If you would like to know more about annual reviews or Education Health and Care Plans then please contact the school.



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We will do our best to help and we may be able to lend you a book explaining everything in more detail.

Year 5 Reviews

We hold an annual information evening, in the summer term for all parents/carers of Year 4 pupils. This is followed in the spring term of year five by an early EHCP review. This enables families to name a school for Secondary transition.

We support parents/carers and pupils through the transition process into KS3.

Reassessments

There may be occasions when either the parents/carers feel that a full reassessment of a pupil's needs is required. This may include a potential change in provision. This will involve further examinations and reports by the school and the educational psychologist. Parents/carers are kept fully informed and are expected to contribute to the reassessment. It is not uncommon for pupils to transition to a new setting. This may be a supported return to mainstream or a move to a setting for pupils with more severe learning difficulties.

What can parents/carers do to help?

Parents/carers can assist children in their progress by communicating effectively with school and supporting the attainment of targeted goals both at home and at school. It is important to attend the Parent Consultation and then let your child know that you are pleased with the progress that has been made. If you have any problems or worries then talk to your child's teacher or contact our Family Liaison Officer. We will always do our best to help and reassure.

Complaints

The school has a 'Complaints Policy' which is available on request and can also be found on the website.

These arrangements have three stages. In the first instance any complaint should be discussed informally at the school with the Head Teacher, alternative staff or a school governor. Secondly, if necessary, a formal complaint may be made to the governing body and thirdly a formal complaint may be made to the Local Authority.

A full document setting out the arrangements is available for inspection at school.

Communication

Information is circulated to parents/carers via home/school books where appropriate, letters, newsletters, text message and website. The school often receives letters and flyers from organisations, agencies and charities that are coordinating activities for children. From time to time we send these letters/leaflets home, or mention the event in our fortnightly Middleton News.

This does not mean we are approving or recommending the activity. We are **only** simply acting as the distributor.



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Middleton Staff List

Senior Leadership Team

Mrs Debbie Hartley	Head Teacher
Mr Matthew McLoughlin	Deputy Head Teacher
Mrs Lisa Cox	Assistant Head / Middle School Manager / Outreach Leader
Miss Fiona Mills	Upper School Manager
Miss Jackie Otley	Lower School Manager
Mrs Diane Hart	School Business Manager

Class Teachers

Miss Olivia McCarthy	Robins
Miss Jackie Otley	Penguins
Mr Matthew McLoughlin / Mrs Paula Smiton	Owls
Mrs Lisa Cox / Miss Kelly Maisary	Toucans
Miss Emily Burns	Puffins
Mr Luke Shasha	Swifts
Mrs Karen Morgan	Eagles
Miss Alison Crumpton	Kingfishers
Miss Fiona Mills	Kestrels
Miss Charlotte Glynn	Currently on Maternity Leave

Specialist Teachers

Mrs Rachel Hart	Dance / Music / Drama
Mrs Gill Cherry	Higher Level Teaching Assistant
Ms Fiona Sale	Learning Facilitator
Mrs Sharron Graffato	Family Liaison Officer
Mrs Julia Cowell	Data Support Coordinator

Support Staff

Mrs Helen Joseph	Resources Assistant
Mrs Natalie O'Neill	Finance and Data Administrator
Mrs Cara Wilson	Finance Assistant
Miss Molly Evans	Office Apprentice

Teaching Assistants

Mr Ben Andrews	Miss Jade Benson	Ms Joanne Block
Mrs Kayleigh Bracaliello	Ms Susan Burdick	Mrs Joanne Bushnell
Ms Laura Chant	Mrs Ann Cook	Mr Danny Cox
Mrs Margaret Goodall	Mrs Angela Graves	Mrs Tracey Greenhill
Mrs Meriel Hargraves	Mrs Jane Hartfield	Mr Calum Hartley
Mrs Claire Hope	Miss Angela Hornsey	Ms Natalie Kendall
Miss Francesca Larkin-Collins	Miss Abbie Lawrence	Miss Louise Manley
Mrs Paulene Mansfield	Ms Esther Mason	Mrs Sarah Mason
Miss Kelly Matthews	Mrs Michelle Monckton	Mrs Karen Moss
Miss Samantha Notley	Miss Kerry O'Smotherly	Miss Stephanie Parkes
Mrs Ruth Paul-Willis	Mrs Carla Perkins	Mr Ethan Perkins
Miss Claire Reid	Mrs Kerry Reilly	Miss Wendy Saint
Mrs Emma Saunders	Mrs Marisa Skrjanec	Miss Chrisanthi Stavrou
Mrs Karen Stockwell	Mrs Penny Theodossiou	Ms Julia Thurlow
Mrs Lisa Want	Mrs Grace Ward	Mrs Stacey Ward
Mr Thomas Wildey	Mrs Lisa Wilkinson	Mrs Jill Wood
Mrs Sarah Wood		



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Premises Support**Caretaker**

Mr John Hayes

Cleaner

Miss Tracy Sagers

Lunchtime Support**MSA**

Miss Dora Aggudey

Play Leader

Mr Jonathan Boyden

Hertfordshire Catering Staff

Ms Zoe Deards

Miss Kizzi Hampton

IT Support

Mr Matt Farmborough

Governing Body 2019 – 2020

Name	Designation
Mrs Gemma Jeffrey	Co-Opted Governor, <i>Chairman</i>
Mr Ben Riley	Parent Governor, <i>Vice-Chairman</i>
Mrs Pauline Wallace	Co-Opted Governor
Mr John Glover	Local Authority Governor
Ms Kelly Maisary	Staff Governor, <i>Health and Safety Governor</i>
Mr Roger Hawkins	Co-Opted Governor
Mrs Debbie Hartley	Headteacher
Mrs Caroline Ronsley	Parent Governor
Ms Melanie Tilbury	Parent Governor
Mr Malcolm Dorling	Parent Governor
Mr Barrie Anderson	Clerk to the Governing Body