



WELCOME



to Footsteps at All Saints C of E Primary school

Long Street, Wigston, Leicestershire, LE18 2AH

Tel: 0116 2880013 Fax: 0116 2570446

Head Teacher: Mrs Julie Wright Chairs of Governors: Mrs J Hancock

office@aps.learnat.uk www.allsaintscofe.leics.sch.uk T:@All_SaintsCofE

Deputy Head Teacher: Mrs Lucy Boulger. Assistant Head Teacher: Mr Andy Owens.

Footsteps Unit Lead and SENCO: Mrs Amy Vickerman, SENCO Assistant Mrs Emma Roberts

We hope that you and your child are excited about your journey with us. This booklet aims to provide you with an overview of our provision, our curriculum and extras, and some helpful bits of information to help you consider if Footsteps might be a suitable provision for your child, as well as provide you with guidance when starting.

Footsteps story – opening to now

As a mainstream setting we have always taken great pride in the 'additional and extra' that we provide our children with to ensure they are successful in school. Starting with their emotions, self esteem and feelings of safety, we then build up to academic input. Whilst we have consistently high expectations of all pupils, we understand that this path isn't always going to look the same for every child.

In order to ensure we are able to support all children, we have always had a Nurture class and base which provides support for our mainstream SEN children who are not able to attend the mainstream classroom full time. Children with ASC (Autism), Communication needs and Social, Emotional and Mental Health needs are supported through interventions such as Thrive and ELSA (Emotional Literacy Support Assistant), using specialist approaches including Emotion Coaching and Autism Education Trust materials to enable them to engage and flourish. This approach combined with a conversation with SENA and the Local Authority prompted us to look at how we could support a wider range of children and families and in 2017 we proposed our ASC Designated Specialist Provision, and Footsteps opened in August 2018.

Initially we wanted Footsteps to be a ASC Centre of Excellence for 10 pupils with Autism diagnosis and EHCP (Education, Health and Care Plan) who are high functioning but are unable to cope with the demands of a mainstream experience. We wanted the provision to be 'nestled' within a mainstream school, with continuous opportunity for integration with peers, and within the community/locale of where they are growing up as members of the community and wider society, and with this vision we have run successfully for almost five years, recently increasing expanding to be able to accommodate 20 children.

In 2022 we consulted with the local authority and changed our core offer to reflect the changing needs of the children we were being consulted about and we are proud to have diversified our offer to ensure that we are able to support the widest range of children and share the wonderful expertise we have built. With this in mind we have officially moved from being an ASC only Designated Specialist Provision to become a 'Communication and Interaction' (C&I) Designated Specialist Provision, which still encompasses supporting children with ASC but broadens our reach to those who are on the pathway too, and widens our skill set as professionals.

Admission and transition

Although Footsteps is an integral part of All Saints School, admission is through SENA and all children require an EHCP with a specialist designation and a diagnosis of communication and interaction needs.

We are consulted by SENA as to our suitability based on your child's EHCP. As part of the decision process we do like to speak to current settings and parents where possible to help us to get the fullest view of your child. We then look at our offer, the current cohort and available spaces.

Once your child has a confirmed place at Footsteps sent by SENA we will work closely with you to put together an induction timeline. This is unique to each child depending on their needs, their experiences and our timetable but may include you and your child visiting us, staff visiting your child in their current setting, your child visiting us with their current trusted adult, short setting sessions/part time visits and then a date for a full time start.

Time during these visits will be used to get to know your child, help them get to know their peers, learn the rules and routines to enable them to feel safe and secure and begin baseline assessments both academic and holistic.

If your child requires transport to Footsteps this has to be sorted between yourselves and transport at the local authority.

Our staff

Our Early Years (EYFS) and Key Stage 1 (KS1) class is led by class teachers Lucy Cole-Lenton and Katie Pollock, and our Key Stage 2 (KS2) class is led by Shannon Taylor. The Footsteps Lead and SENCO is Amy Vickerman.

Both classes are supported by a wonderful team of staff who aid lessons, personal care, interventions and regulation. Current staff include:

- Julia Moore – Family liaison, Speech and language intervention lead
- Ewa Casey - Forest School Lead, Occupational Therapy intervention lead
- Plus additional specialist SEN staff to support learning and self-regulation

Additional staff from the main stream school, including members of the Senior Leadership Team, also work alongside staff to ensure that the children receive a stretching curriculum alongside high level of support and adult interaction to meet their holistic and academic needs.

The unit

Footsteps offer children a variety of low sensory spaces to work in including two bases classes with interactive white boards, a communal eating area, two kitchens, a number of quiet working rooms, a soft play space, a sensory room/therapy space and an enclosed outdoor area. All of this is situated within the mainstream school but access to the DSP and some of the enclosed spaces is via fobbed entry for the safety and privacy of all children.

Some photos of our unit:



Above: KS2 teaching base

Right: soft play and ball pit

Below: communal eating area

Below right: learning space (themed to interest/topic)

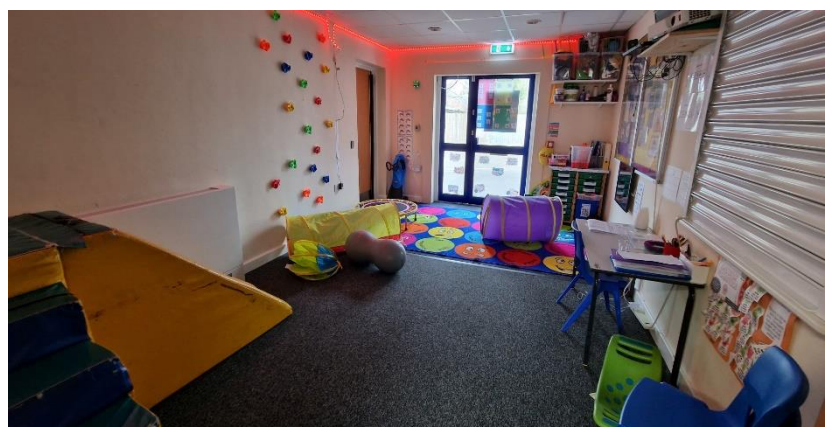


Above: one of our school halls set up for lunch

Top right: enclosed outdoor area

Below: communal eating area

Right: sensory and therapy space



Children are invited and encouraged to use spaces within the mainstream such as the halls, the library, the family kitchen, the field and outdoor play areas, and forest school. Use of these areas is supported by trusted adults. Where possible, we also join with mainstream peers to join in collective worship, local visits such as All Saints Church and event days. Please see the curriculum area for more details.

Although Footsteps DSP is within the main school but is accessed via its own entrance doors, one for each class (see photo below).



Footsteps EYFS/KS1 entrance KS2 entrance Access route from main school gate

Curriculum and extras

Our curriculum offer in Footsteps is theme based following the EYFS and national curriculum. English, Maths and the wider subjects are taught, as well as catering or individual needs based on their EHCP outcomes and therapy targets. Where applicable, children are taught phonics using Read Write Inc, and all work is scaffolded to need to needs of the learner and not their year group and supported by high adult ratios.

Once the children are ready, the curriculum is enriched by swimming at a local specialist provision and community skills visits. These visits are linked to the theme being taught or are focused on a key skill such as road safety, budgeting and money, managing sensory experiences, exercise etc. These visits are a key part of the curriculum encouraging socialisation, communication and the development of wider life skills.

If identified as a need in your child's EHCP or by professionals working with your child, we offer additional interventions and therapies including Speech and Language (SALT), Occupational Therapies (OT), ELSA and Autism Outreach strategies delivered by both local authority providers but also private providers.

After settling into the routine of Footsteps, children who are able will spend time with their mainstream peers either by inviting them into Footsteps for breaks, lessons, activities etc, or

joining with lesson in mainstream classes. These sessions are well supported by trusted adults who know the children well, and the appropriateness of this, and how this is structured is dependent on each individual child.

All children will be taught in a way which promotes spiritual, moral, social and cultural understanding in line with our Christian ethos.

Tracking and progress

We have high expectations of all children and strive to provide them with the best opportunities for growth and development in all areas. Children are observed and assessed to inform their next steps in learning and progress is tracked using a number of methods, dependant on you child's individual targets.

You will be invited to parents' evenings across the year to discuss learning and next steps, and will receive a report/summary of progress at the end of the academic year.

As part of our statutory duty you will also be invited to a yearly review ('Annual Review') of your child's EHCP. The completed paperwork from this, including the observations and assessments taken across the year, is sent to SENA to update the EHCP.

If your child receives support from other agencies such as Speech and Language Therapists or Occupational Therapists as identified in their EHCP provisions, you will also receive updates from them.

Keeping in contact

There will always be a member of our team to meet your children at the door in the morning and to release them at the end of the day, although we understand that there is not always time for more than a quick comment and that some children we will escorted by transport.

Across the school we use 'Dojo' which is an app that allows you to contact your child's teacher via private messaging and for us to message you in the same way. Please be aware that staff are not on call to answer messages outside of their working hours and therefore may not reply instantly. If you feel a message is urgent please email the school office office@aps.learnat.uk who will pass this on.

We also use Dojo to inform you of whole school events on our 'school story' that can be seen by all parents, and post on class pages which can only be seen by parents of children in that class. It is an important and useful method of communication so please ensure that you download the app and log in.

Please also keep us up to date with changes to your address or emergency contact details for you child.

Uniform

Children are required to wear the school uniform at All Saints Church of England Primary School; it overcomes the need to worry about a child's everyday wardrobe and also gives the school an identity of which the children can be proud. It should be worn as intended: to look smart and to be safe.

Uniform - Royal blue sweatshirt, fleece or hoody, white/pale blue polo shirt, long or short trousers, or a grey skirt or pinafore. A blue checked dress may be worn in the warmer terms.

School shoes should be black or plain black trainers, no coloured logos and no open-toed sandals please.

Jumpers, cardigans and other items with the school logo can be bought from Trinity School Wear, who are based in Wigston.

Children may be asked to come in 'PE kit' which is black or navy leggings, joggers or shorts, a white t-shirt and a royal blue hoody or plain dark hoody, and plain black trainers.

Similarly, on the days they go to forest school they may be asked to wear suitable clothing for exploring in the cold, wet and sometimes muddy forest school.

Plain black or navy tracksuits/ jogging bottoms and jumpers and Wellington boots. The children are outside in all weathers so old clothes may be better. Very occasionally it is sunny in forest school so please send a hat and sun cream on these days.

We are aware that some children's sensory needs may mean they require some alterations to the uniform and can discuss this on an individual basis. Previous adjustment have included wearing joggers instead of school trousers and non-collared t-shirts initially.

The Wearing of Jewellery - Children are not to wear jewellery for school as it can present a danger to themselves and others. If earrings must be worn they should only be studs, and must be removable by the children themselves for PE and swimming. This is a health and safety requirement.

Hair - Hair, which is long enough, must be tied back off the face at all times for safety as well as good hygiene.

Safeguarding

It is everybody's responsibility to keep a child safe. At All Saints we provide a safe environment which nurtures the welfare of every child. Our safeguarding procedures are rigorous and all visitors are informed of them via our Safeguarding Information Leaflet on arrival. The school is a secured area and access during the school day is only available via the school office. All visitors report to Reception on arrival and if granted access must wear clear visitor labels.

Our designated Safeguarding Leads are Mrs J Wright, Mrs L Boulger, Mr A Owens, Mrs A Vickerman, Mrs L Frith, Mr B Cutler-Thomas and Mrs E Roberts. Our Safeguarding Governor is Mrs K Harvey. Our Child Protection Policy and Safeguarding Policy, along with a variety of other informative and useful policies, are available on the school website and by request from the school office.

Our first concern is always your child's welfare and there may be occasions when we have to speak with you or consult other agencies regarding information they have shared with us. The procedures we follow have been laid down by the Leicestershire Area Child Protection Committee.

Illness

If your child is ill at home, please telephone the school office (0116 2880013) and let us know by 9.30am. Contacting the school is vital as we have a duty to safeguard children during school hours, therefore if you do not contact us, a member of the office team will call you to check in. You can also send a Dojo message to class teachers alongside calling the office.

If your child is ill whilst at school, we may telephone and ask you to collect them. A list of home and work telephone numbers, and emergency numbers of other trusted adults who can collect your child are kept in the office. Please inform us if there are any changes. It is vital we hold up to date contact numbers.

Infectious diseases - Some childhood diseases are contagious and have various periods of absence from school in order to protect other children. Please check with us if you are unsure and we will advise you of the recommended course of action. Following the last episode of sickness and diarrhoea children cannot attend school for 48 hours.

Headlice - If you discover that your child has head lice you must treat the hair yourself, but please inform the school. We ask you to do this so that we can inform other parents to check their children's hair to avoid an outbreak. Information on treatment is available in school. Lice like clean hair so there is no reason for embarrassment. Nevertheless, the information we receive is treated in confidence.

Medicines in school - Where prescribed by a GP we are able to administer medicine in school. In such cases, a form will need to be completed and signed with at the school office to allow medication to be administered.

Photographs

As part of your admission paperwork we ask you to give consent to your child's photo being taken in school and used for a variety of purposes (Class Dojo, Twitter, our website or through the media etc.). There are times when you attend events where we will ask you either to not take photographs or give permission but as that you do not share them as they are likely to contain images of other children whose parents will not have given permission for them to be filmed or photographed. Such images must not be circulated more widely than the family, i.e. they should just be for the family's use.

A photographer also visits the school each year to take individual, family groups and class photographs. There is no obligation for parents to buy the photographs.

Moving on from Footsteps

We hope that Footsteps meets all of children's needs and they flourish and grow with us until their natural transition at the end of year six. As all of our children's needs are unique, we don't have a direct school that Footsteps children feed into for year seven, however we have experience of working with a number of mainstream and specialist secondaries and will work with yourselves, SENA and SENDIASS to find the right school for the next part of your child's journey. In the first half term of year six we hold a transition review of your child's EHCP outcomes and use this information to inform the next steps.

Occasionally we may decide between us that the provisions in place are not fully meeting your child's needs and we may need to call an emergency annual to look at what's working well and areas we need more support with. In these circumstances it may be that we ask SENA for support to adapt our offer to better fit your child's needs, or we may have passed this stage and begin to look at alternative provision options that could better support your child. This is always done as a shared process with parents.

Thank you

We hope that you have found this information useful. We really value your input as your child's first teachers and the people who know them best and want to continue to work with

you on this journey. You can ask any questions or voice your opinions through our open door policy, use of Dojo to send messages or by asking for a call from our parent liaison team. You can also use these channels to speak to our SENCO and the senior leadership team.