



# College Park Prospectus



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## Message from Executive Head of School

Welcome to the Federation of Westminster Special Schools, Training & Outreach Service.



We are a federated group of two special schools, Queen Elizabeth II Jubilee School (for pupils with severe, profound and multiple learning difficulties) and College Park School (for pupils with autism and complex learning needs in the moderate range), as well as a Training and Outreach Service.

The Federation was created in January 2012 between the two special schools. In the intervening years we have developed our Training and Outreach Service, offering training, advice and support to mainstream schools. The team is based at Queen Elizabeth II Jubilee School. More recently, we have opened the Kennet West Skills Centre on the QEII site, in partnership with Westminster Kingsway College, which provides vocationally focused education for young people at post-16 and 19. Together, the Federation aims to provide high quality specialist provision for children and young people aged 4 – 19, as well as offering unique opportunities for professional development to a wide range of interested parties.

The highly specialised work of the Federation is accomplished through the dedication, skill and flexibility of a very committed staff team. We are passionate about ensuring all our children and young people receive the best opportunities we can provide. We are also committed to helping them achieve their best in terms of their learning, independence and confidence and to support and prepare them for the next step in their education and for adult life. We do this in partnership with the many professionals and other organisations that we work with but, most importantly, we aim to work in close partnership with parents and carers who know their children best.

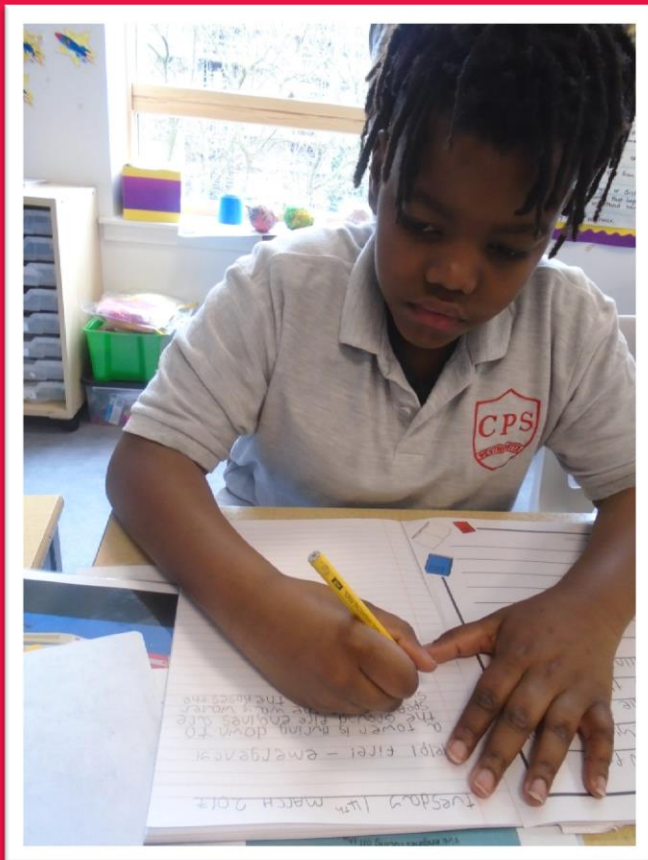
I hope that you will find this brochure helpful in providing information about the Federation and that it fulfils its purpose of enabling parents, carers and professionals to gain an insight into the education, support and training that we provide. If you have further questions then I would encourage you to contact either school for information on our planned visitor sessions.

A handwritten signature in black ink, which appears to read 'Andy Balmer'. The signature is fluid and stylized, with a long horizontal stroke at the end.

**ANDY BALMER**  
Executive Head of School

# Mission & Vision Statement

Federation of Westminster Special Schools and the Training and Outreach Service



## Our Mission

Federation of Westminster Special Schools and the Training and Outreach Service, aims to be a centre of excellence for delivery of dynamic and creative special education to pupils, staff, parents, mainstream schools and the community.

## Our Vision

Is for the Federation of Westminster Special Schools and the Training and Outreach Service to be renowned as a leading provider for special education with commitment, drive, ambition and passion focusing on:

- Integrating all aspects of pupil's learning and development,
- Excellent and creative teaching leading to meaningful outcomes
- High expectations of achievements for all
- High quality support to mainstream and other special schools resulting in positive inclusive practice

## We will achieve this by:

- Creating a learning environment which is safe yet exciting, positive and encouraging, respectful and understanding, inclusive and aspirational promoting health and wellbeing as fundamental to achievement
- Promoting high standards in teaching, learning and leadership through rigorous self-evaluation and shared accountabilities for continuous school improvement
- Effective use of resources, ensuring the money is well spent
- Encouraging all members of the federation to reach their potential
- Valuing the contribution of all, building confidence and self-belief
- Providing a creative, integrated and holistic approach to supporting pupils in developing their knowledge and understanding of the world
- Preparing all pupils for their future role in adult life with successful transitions
- Working in partnership with parents and other professionals both within and beyond the school, including increased involvement with the wider local community
- Moving forward together, ensuring pupils, their families and federation staff achieve the best they can with the opportunities and support available.





## Message from Head of School



I would like to warmly welcome you to our school brochure which will give you an idea of the exciting opportunities we offer at College Park School. We are located in a purpose-built site on Garway road in Westminster. Our school prides itself with a rich and diverse creative arts curriculum that enables students to reach their potential through expression and creativity.

We hope that you will find this prospectus helpful in providing information about the school and that it fulfils its purpose of enabling parents, carers and professionals to gain an insight into the education and care that we provide. We know that our website probably will not answer all your questions. You are therefore most welcome to contact the school for further information. If you would like to visit our school please contact reception for our open days.

College Park School is a maintained local authority school in Westminster for pupils with autism and complex learning difficulties within the moderate range for children and young people between the ages of 4 and 19 years of age. Referrals for admission to College Park School are made via the Tri-borough SEN department which is located at Kensington Town Hall.

As the school caters for pupils with Special Educational Needs, the Local Authority must be satisfied that this school will best meet your child's needs. We offer our pupils a positive and supportive learning environment within which we deliver the best possible education to meet their individual learning needs. We work hard to ensure that all our pupils feel positive about themselves and their learning and consequently acquire a high level of self-esteem and the skills and knowledge to reach their potential. We aim to instil in our pupils an understanding of the importance of being part of our community and of the need to value and respect friends, family and staff. We recognise the special importance of school life for every child and their family and we encourage working in partnership with families to ensure both a productive and happy experience for all concerned.

A handwritten signature in black ink, which appears to read 'Claire Shepherd'.

**CLAIRE SHEPHERD**  
Head of School

# Our Facilities

Westminster Federation of Special Schools Outreach and Training Services

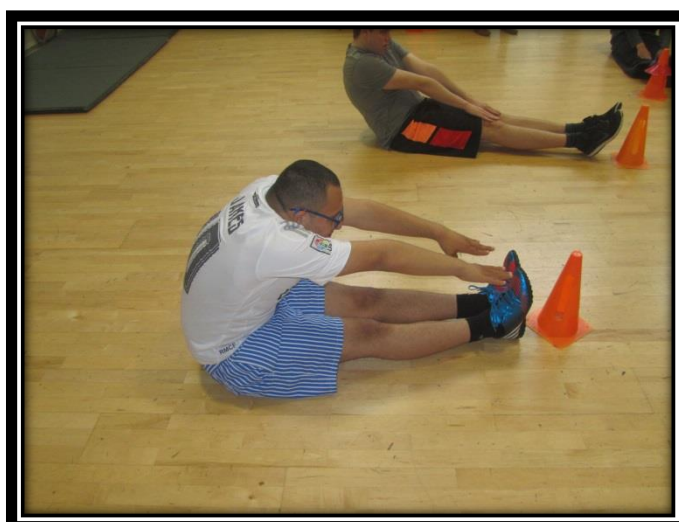


College Park offers excellent educational facilities which include a Computing enriched Sensory Room mainly used to support pupil's experiencing a more sensory curriculum.

We offer a Youth Room used for breakfast and which also provides refreshments for parent's coffee mornings and other meetings, and a School Gym with hard-wood floor. The pupils not only use the Gym for PE, but it is also used for after-school activities and events.

We have a Food Tech room where pupils practice their cooking and housekeeping skills, a dedicated Computing suite with a range of PC and MAC based systems which complement the computer banks found in some classrooms, and a dance studio with a sprung floor.

Last, we offer a well-equipped gym for staff to use at the beginning and end of the day.



# Our Curriculum

Westminster Federation of Special Schools Outreach and Training Services

The curriculum at College Park is designed to be functional, to meet the needs of individual pupils and to prepare pupils for the adult world.

Four broad areas form the basis of our curriculum: Academic Development; Communication and Social Skills; Increasing Independence/Reducing Dependency; Health and Well Being.

We have termly school wide topic themes and class teachers plan these with links to the National Curriculum. We feel it is important for our pupils to practice their skills in real life settings so we try to use community facilities as much as possible.



Termly targets are set for all our pupils taking account of the views of teachers, therapists, parents and whenever possible, the pupils themselves.

Find out more about our curriculum on the Curriculum, Teaching, and Learning pages on our website.

## Creative Arts

The Creative Arts at College Park comprise of Art, Music, Dance, and Drama. College Park has a dedicated art room and a shared performing arts studio. The subjects are taught thematically and are a great vehicle for exploring the various cultures that make up the school and are representative of the schools exciting central London location.

The school has developed relationships with world renowned arts institutions and artists such as the Royal Albert Hall, Royal Academy of Art, the Royal College of Music to name but a few.

As our pupil's progress through their school career they are offered the opportunity to access appropriate examinations that are designed to be meaningful as well as challenging.

We celebrate all students' work in a number of ways, for example, through assemblies to which parent and friends are invited to attend, displays, exhibitions and our website.



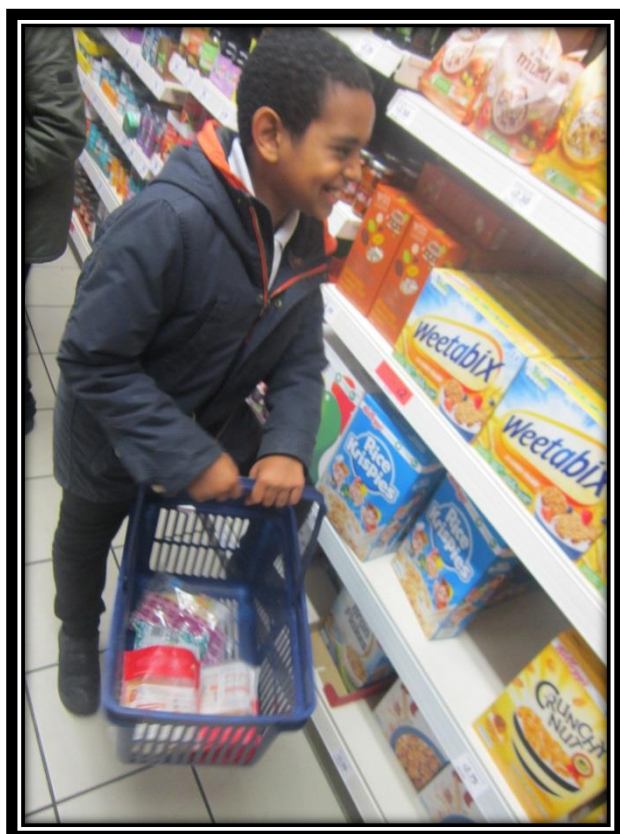




## Admissions Criteria

The Federation of Westminster Special Schools caters for a wide range of need within two schools - Queen Elizabeth II Jubilee School, Kennet Rd and College Park School, Garway Rd. Both schools cater for children and young people between the ages of 4 – 19 years.

College Park School caters for children and young people with autism and complex learning difficulties within the moderate range between the ages of 4 and 19 years of age. Most pupils are functioning between the levels of P2 and NC Level 2/3, depending on their age.





# Partnerships, Community links, and Family Worker

Westminster Federation of Special Schools Outreach and Training Services

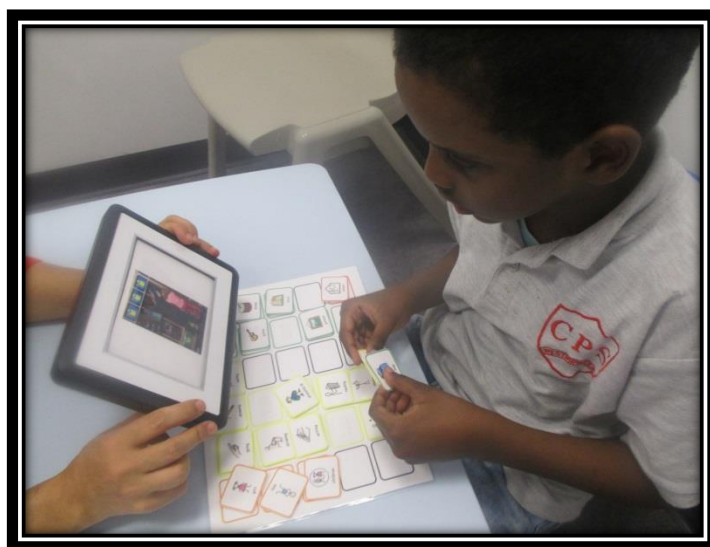
As a parent, you are very important to us. We very much welcome your contribution to our work and look forward to a close relationship with you. We offer families support, information, training, and practical help.

Informal dialogue is encouraged usually by means of Home/School Planners although some parents prefer to communicate via email. Staff will write brief messages in the Planners and parents are asked to write back and let us know what has been happening at home in the evening or at weekends.

Since September 1999 all schools have been required to have a written Home-School Agreement which describes the aims and values of the school and spells out the responsibilities of both school and parents in providing for the children's education. When your child is admitted you will be asked to sign a copy of this agreement to show that you have understood your own responsibilities.

We have links within the local and greater London community. We access Westminster through a number of organisations and use community facilities as well as local businesses. We have partnerships with theatre companies, local parks organisations, and a number of businesses which host work experience for our secondary and Post-16 students.

Westminster Special Schools employs a Family Worker through the Westminster Society. The Family Worker supports parents with all of the non-educational aspects of caring for a child with a learning disability and, as well as offering direct help and support, organise social occasions and training. She organises a Parent Support Group Coffee Morning once a month, when parents can meet to share worries, concerns and successes and be given information about where to get additional support.



# Governors

Westminster Federation of Special Schools Outreach and Training Services

As a Federation, College Park School share a Governing Board which also has oversight of the Training and Outreach Service.

The Governors are similar to Directors in a business or Trustees in a charity, and act as 'critical friends' to the Executive Head of School, Andy Balmer, and Senior Leadership Team. Governors work with the Executive Head of School on strategic and developmental issues, and make the tough decisions about balancing resources and improving the quality of provision.

Governors visit the schools to meet members of the Senior Leadership Team and to carry out their responsibilities in terms of monitoring and providing oversight.

School Governors have legal duties, powers and responsibilities; they can act only together, they cannot act individually.

The Federation Governing Board comprises:

- The Executive Head of School
- One elected Staff Governor
- Two elected Parent Governors
- One Local Authority nominated Governor
- Seven co-opted Governors who are recruited for the skills, knowledge and experience which they can contribute to the Governing Board and the Federation.



Parent Governors:

- Have a child in the school
- Are elected by parents of children in the school
- Serve four years as do other governors

Parent governors bring the views of parents to the Governing Body but they speak and act as individuals. They help to make sure that all communication with parents are informative, easy to read and free from jargon. They have equal status to the other governors and have voting rights.

The chair of the Governing Body leads, manages and supports governors as well as chairing meetings to ensure that statutory duties are met for the benefit of pupils and federation staff.





# College Park School

## Prospectus



### College Park School

Garway Road, Westminster, W2 4PH

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