



Welcome from the Head Teacher,  
Melanie Whitfield and her staff  
team

**Brookways School in Sutton, London is a vibrant, safe and welcoming day school and we provide effective education solutions for young people with autism.**

The school follows the national curriculum where appropriate. Each student has their own tailored timetable which takes into account their individual learning needs and this is created in liaison with you and the student.



## Message from the staff team ...continued



Melanie Whitfield,  
Head Teacher

Here at Brookways, our principles and ethos are based around the notions of safety, kindness, individualism and respect. We offer a learning environment and a curriculum that can meet the needs of every learner. We work closely with families and carers to make sure we get the best outcomes for students at Brookways. We want students to ‘learn and grow the Brookways way’ by coaching them to be:

- BRIGHT
- RESILIENT
- OPTIMISTIC
- OPEN
- KIND

Before coming to Brookways, Melanie was the Head Teacher of the Autism Resource Centre (ARC) at our sister school, Leaways, in East London. Below are some of the comments students and families had to say about Melanie and the work of her staff team:

“I would like to say how grateful I am for the excellent work being done, both academically and socially”  
**Parent 2017**

“I have also realised I am brave, as I have done things I didn’t think I would like.”  
**Student 2017**

## About the school...

Brookways is a day school situated in the heart of a bustling and diverse community in South London. Our school will have facilities which will enable your child to learn in a warm, nurturing and safe environment. As we progress, our facilities will include a science laboratory, an art and design room, computing technology, a food technology kitchen, a performing arts space, a therapeutic intervention room and a garden/outside play space. Additionally, our classrooms contain adaptable lighting, workstations and will be equipped with excellent resources and staff. We teach in small groups and every voice is valued and heard through day to day interactions.

The school follows the national curriculum, where appropriate, and each student has their own timetable designed to take into account their individual educational and learning needs. Their timetable will be in the form of a visual timetable.

Students enjoy studying for a wide range of qualifications including functional skills and GCSEs. Trips and off-site learning is a key part of our curriculum and embeds the skills that they have learnt in the classroom, in practice, as well as encouraging their independence and social skills. We celebrate success daily and support young people in their life choices. We help young people find stability and purpose by exploring and helping them do the things they enjoy whilst fostering their learning and academic ability.

The following questions have been developed by parents and may be of interest to Brookways School parents and carers.

## How does the school know if my child needs extra help?

Before your child starts at Brookways, we receive lots of information which is put together by those who have identified your child as needing more support. This information is called an Education, Health and Care Plan (EHCP) and every student at the school has one. We will also meet with you and your child to ensure that we can get to know you before your child joins us and will create a bespoke transition programme to support this.

We will look at this plan before we meet you and your child. We will then begin working on how we can best educate and support your child. Together we will discuss and find out what works best and how they like to learn. We are constantly adapting and tailoring this so that your child can receive the best education and experience possible. Together, we will create a learning and development package which is right for your child.



## How will the school staff support my child?

When your child arrives at the school we will look at where they are up to in their education. We may complete some assessments, and plan realistic targets together with your child. Your child's teacher, tutor and support staff will work with them to set targets for their learning and development. They will keep you well informed of your child's progress throughout the year.

If your child needs extra support, we may seek help from other supportive external agencies, such as an educational psychologist, speech and language therapist or the school nurse. All input from these people is monitored and assessed regularly to ensure that it is the most effective support we can give.

Brookways is part of the Kedleston Group. The Kedleston Governing Body visit the school regularly and make sure that standards in education, safeguarding, welfare and health and safety are compliant at all times.

## How will I know how my child is progressing?

We measure your child's progress against their targets, which can vary from social, academic and emotional targets, and make sure that they are kept up to date in each lesson through personal learning outcomes and annual reviews of their overall progress. You can also see this journey unfold in the form of learning logs, reflection booklets and exercise books. We will ask your child to tell us what they think about their progress.

Each term we send a report home with updated information about how your child is doing. We will also talk with you about their progress at our termly parent's mornings. However, if you wish to speak with a member of staff about your child's progress, we can arrange additional meetings and conversations at mutually convenient times.

## How can I get involved with my child's learning?

It's great to have a proactive attitude when it comes to your child's learning! In the first instance, you are welcome to visit Brookways as part of the placement process. You will be given the name of your main point of contact for the school should you need to talk to someone.

Each year there are termly open days for parents, carers and professionals, to access the school and meet those involved in your child's education. This provides all the people involved with your child an opportunity to discuss personal and social progress. You are welcome to contact the school at any time to discuss the how you can get involved in school life.

## What support does the school offer for my child's wellbeing?

When your child arrives at the school they will be assigned a tutor or key worker who will give your child pastoral support during the school day. They will guide your child to make positive choices about their education, behaviour and planning for their future.

At Brookways, we follow crucial steps to positive wellbeing and, where possible, incorporate them into our curriculum. Our 'learning outside' approach to education means that the students spend time being active, engaging in the community and visiting new and interesting places of cultural significance. Studies show that this approach raises children's sense of personal wellbeing, as well as enhancing their social skills.

If your child is identified as needing some extra support, they will be assessed by one of our therapists as early as possible. The school has many specialist services and expertise they can access such as the school nurse, SRE advisors and career advisors, as well as specialist therapeutic support.

Every member of staff has a wealth of experience in teaching and supporting those with autism. Every member of staff is trained in safeguarding and child protection and are continually supported in their professional development and knowledge of education and autism. Additionally, the school has designated safeguarding leads.

## How will the school support my child to start college or training?

Your child will begin learning the skills required when embarking on a college or training course whilst they are still with us. This makes the change from school to college or training less of a leap. We will make sure that as much help and planning is in place before your child moves on to college, training or the workplace. Every young person who leaves Brookways will do so with a college or work placement in place.



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## Who decides what type and how much support my child will receive?

The support your child will receive at school will be based on the recommendations from their statement or EHCP, your input as parents or carers, the advice from experienced staff members at Brookways and the baseline assessments when your child first arrives at school.

The decision is not just made by the school alone, but with the input from you as parents or carers, and also in consultation with your child. If your child's needs change and are different from the recommendations on their original plan, then we will consult with your local education authority to see how we can access more help.

You will be involved all the way through the process and will receive updates about your child's progress. There will be regular reviews of support plans for your child to assess the impact of the support they are receiving. From these reviews, we can plan whether to reduce support, increase it or make a new plan. The targets outlined in every plan are how we can track the progress being made and are adhered to by all professionals working with your child. Additionally, staff meet daily to ensure continued monitoring of all students on role.

## How does the school deal with poor behaviour?

We will not tolerate behaviour that causes harm or prevents learning. Our policy is clear that we do not seek to 'blame or punish' children but rather to help them learn from their mistakes. We use 'restorative approaches' that give all parties a voice in reflecting on what has happened, who has been harmed and how. We then work together to make agreements that minimise the chance of the mistake being repeated. It is very important to us that our students have the chance to learn about the impact of their behaviour on others and how others feel.

## How will the school deal with bullying?

Whilst we cannot guarantee that there won't be incidents of hurt or upset, we can guarantee that they will be treated seriously, swiftly and effectively. This is so all parties are listened to and all parties are able to move on. We use restorative approaches to deal with all incidents of wrong doing. Parents and Carers may be invited to be a part of this too.

If you have any questions or concerns  
you can speak to us at any time.

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