

# Abbey Court School

Welcome to Further Education



## Basic information

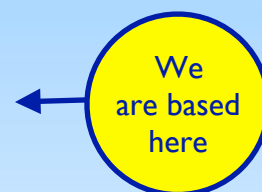
Who is the Further Education Leader?

**Evelyn Charlton**

If you have any worries or concerns at any time, or just want to tell us some important news, you are welcome to telephone the school where the office staff will pass on any messages to the class teacher.

You may want to write to me via the Home School Contact Book, telephone to leave a message and I will get back to you, or send me an email via the office email.

Abbey Court School  
Rede Court Road  
Strood  
ME2 3SP



Cliffe Road  
Strood  
ME2 3DL

Tel: 01634 338220  
Fax: 01634 338221

email: [office@abbeycourt.medway.sch.uk](mailto:office@abbeycourt.medway.sch.uk)

web: [www.abbeycourt.medway.sch.uk](http://www.abbeycourt.medway.sch.uk)

We send information home using the Home School Contact Book at least 3 times per week. From time to time, we may text you or telephone so that we can have a brief chat.

## Telling us

If a student is unable to attend Further Education because they are unwell, parents/carers are asked to telephone the school **daily** to explain the absence and to follow this up with a note in the contact book or a letter. For any other absence, parents/carers must obtain approval in advance. Parents/carers may not authorise any absence—only the Headteacher may do this.

If you have an emergency medical concern about the student, the school nurses have a direct telephone line - designed for these emergencies only.

It is also really important that the school can contact parents/carers quickly in an emergency, so they are asked to let the school office know immediately of any changes to telephone numbers or addresses. In really bad weather, or if the school has to close for some other reason, there is a Traffic Light System on our website. There will also be an announcement on Radio Kent.



## How will the student get there?

Home to school transport and bus escorts are the responsibility of the Local Authority. The SEN Transport Department makes all transport arrangements. The school will advise the Authority about the suitability of practical arrangements for individual students, although this is arranged directly between parents/carers and the SEN Transport Department. Parents/carers can transport children themselves if they prefer.

## What time do we start?

The Further Education Department (FE) at Abbey Court is based at our Rede Court Road site and is for students aged 16 to 19. The Further Education day will begin at 9:00 a.m. The lunch period is from 12 - 1.15pm and the FE day will end at 3.25 p.m. Students are always encouraged to attend FE regularly and must arrive on time to ensure that they receive their full educational entitlement. If they arrive after registration has closed, their lateness will be recorded as an unauthorised absence in accordance with Government Guidelines. In Further Education, students need to attend every day unless they are unwell.

## Uniform

Abbey Court School's Further Education Department has its own identity and student uniform which consists of white T-shirt/polo shirt, blue jumper, sweatshirt, black skirt or trousers or jogging bottoms.

All the uniform, with the exception of shorts/skirts and trousers, can be purchased via the school website. Students require a PE kit (shorts, T-shirt, tracksuit, plimsolls/trainers), a swimming kit, and ideally a pair of outdoor boots, in order to take part in a full range of activities, such as off-site work experience. We usually keep their PE kit at FE, but it can be sent home if requested. Swimming kit will be required only on swimming days (see their timetable). We will put a reminder in the home school contact book when swimming is to occur.

Governors strongly encourage the wearing of named uniform by students. A spare bag of clothes or a change of clothing, should be provided for students (just in case of 'accidents'). Students who may need pads will need to be provided with a pack of pads (of the right size) by you. Parents/ carers of students with disabilities can obtain free disposable pads through the local Health Authority (please refer to the School Nursing Team).

We provide aprons for cooking, art and craft activities and items such as high visibility vests where these are needed.

## What other things will I need?

Students will need to have outer garments such as coats for when we are outside. Some may want to have hats, scarves gloves and outdoor boots. Some may have blankets or covers, if they are in a wheelchair. All these items need to be suitable to

keep them warm and dry. Don't forget to put names in clothes and accessories. If you borrow any of our clothes, please return them promptly. Students need a wallet or a purse so that they can manage their own money effectively.

## Medication

The school nursing team administer essential medication at school. Only prescribed medication will be given at school and parents/carers are required to complete a "Medicine in School" form. The medicine is handed to the teacher by the escort or parent and it is then placed in a locked cupboard in the medical room. Please do not send medicines in the student's bag without telling the escort.

The medicine must always be in its original container with the student's name, the name and dose of the drug and instructions on how it should be given. Wherever possible, please ask your GP for medication to be prescribed in dose frequencies (for example, 10 mg to be given twice a day with food) which enable it to be taken outside of school hours. If this is a new medication, then the pupils will need to remain at home for 24 hours to monitor for any side effects.

## What if a student is ill during school time

If a student becomes ill during the school day, they will be assessed by the school nursing team and Headteacher/Deputy Headteacher. If they are not well enough to stay at school, then their parent/carer will be contacted so that they can be collected from school.

If a student sustains an injury at school, then a Qualified First Aider will assess them. If urgent medical treatment is necessary, then the Head or Deputy will instigate arrangements for the student to be taken to the Accident and Emergency Department with an escort (someone they know from the school). Parents/Carers will be asked to meet them there. If treatment is not urgent, then parents/carers will be contacted to arrange to collect the student from school and to arrange a check-up either with the GP or at the hospital.

Students who are sick should not attend school and will only be fit enough to return when they are free of symptoms. Those with infectious illnesses should not come in to school until 48 hours **AFTER SYMPTOMS HAVE CEASED**.

It is important that parents report absences to the school. The School and Nursing Service work in partnership to meet students' complex needs.

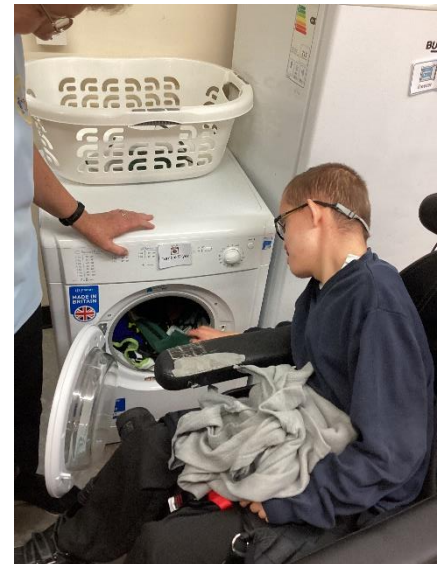
This includes training staff, giving medical advice and the ongoing monitoring of a pupil's needs.

## Our every day routine

When we arrive at school, there will always be a member of staff to greet us at the door and to ensure we make our way to the Further Education Department. There,

we will place items in our personal locker and get ready for the day. If necessary, we may be helped by the teachers and the team of assistants with our coats and unpacking our bags.

We have activities to do when we arrive, prior to meeting altogether and discussing what the day's activities and tasks are going to be. We have our individual schedule within the overall timetable of sessions.



We will be developing our personal and social skills in the Further Education Department, along with life skills associated with developing independence and promoting self-awareness in preparation for adulthood. We will be improving our self-confidence, develop our functional numeracy and literacy skills, and to make our own decisions and choices, as well as cope with change. There are lots of opportunities for us to have a say in how our learning progresses and we are encouraged to give our opinions through the Pupil Voice Group.

There are links with local colleges, and we are also given the opportunity to participate in a range of work experience opportunities within the school and the local community.

At mid-morning, 10:30am, we all have snack time when we have a drink and something to eat.

We are offered a range of healthy snacks, including fruit and vegetables, yoghurts and toast with different spreads, and cereals. A voluntary contribution of £1.50 per week is requested to cover the costs of the snack.

We often prepare our own snacks after shopping for selected items. Snack time helps us to learn about different tastes, cutting and using cutlery, preparing the food and social eating. If we have any special dietary requirements, our own healthy snack should be sent in. After snack, we have a time-tabled lesson activity.

Lunchtime is at 12:00 - 12:45pm, followed by a leisure and recreation time.

Sample Menu					
	Monday	Tuesday	Wednesday	Thursday	Friday
Week 2	Beef Bolognaise with wholemeal pasta Macaroni Cheese Sweetcorn Fresh broccoli Apricot cookie with custard	Chicken and vegetable pie with gravy Quorn sausage Mashed potatoes Peas Fresh carrots Golden Krispie Cake	Roast gammon with gravy Vegetable Hot Pot Roast potatoes Green cabbage Creamed butternut and swede Rice pudding with pears	Creamy chicken casserole Vegetable Goulash Rainbow rice Fresh broccoli Green beans Chocolate Sponge with chocolate sauce	Cheese and Tomato Pizza Breaded salmon and broccoli fishcake Chips Baked beans Peas Ice Cream Fruit Jelly
Week 1	Pork sausages Sweet potato and lentil curry with rice Mashed potato Peas Baked beans Jam Sponge and custard	Lasagne with garlic bread Vegetable chilli with wholemeal penne pasta Fresh broccoli Cauliflower Oat cookie with milk	Roast turkey with stuffing and gravy Crunchy topped cauliflower and broccoli bake Roast potatoes Fresh carrots Green beans Eve's Pudding with custard	BBQ Chicken Quorn Bolognaise Jacket potato Peas Root vegetable mash Cherry pie and custard	Wholemeal Breaded Cod Cheese and vegetable parcel Chips Baked beans Fresh tomato Flapjack

We eat our lunch in the Further Education Department and we are encouraged to help ourselves to the food. We can choose what we would like from a selection of main meals and accompanying vegetables and can serve ourselves bread. The kitchen can cater for dietary requirements if we notify them. If we prefer, we can bring in a packed lunch. On occasions, we cook our own lunch. We go shopping to buy the various ingredients, prepare and cook the food and then eat together. On these occasions, we use the Food Technology area or our own purpose built kitchens in the FE department. We like to be as independent as possible and also help one another.

School meals are an integral part of the school day when valuable opportunities are provided to practise our social and self-help skills. Our school meals are cooked by staff on site and we encourage students to have the varied and nutritious meals provided.

We have indoor clubs, which we can choose to take part in. We can enjoy music and DVDs with others, spend time outside, or simply have a chat. We restart our curriculum activities at 1:15pm.

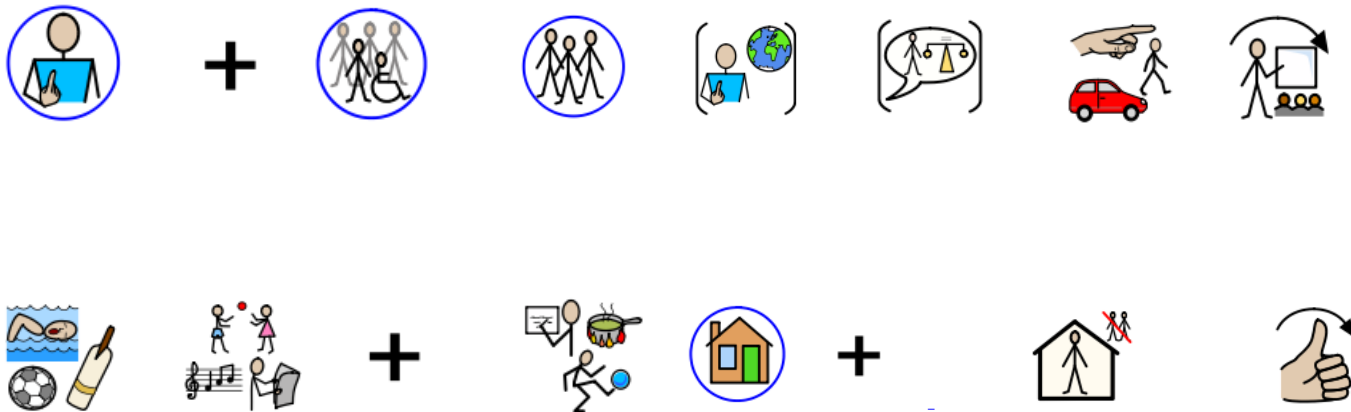




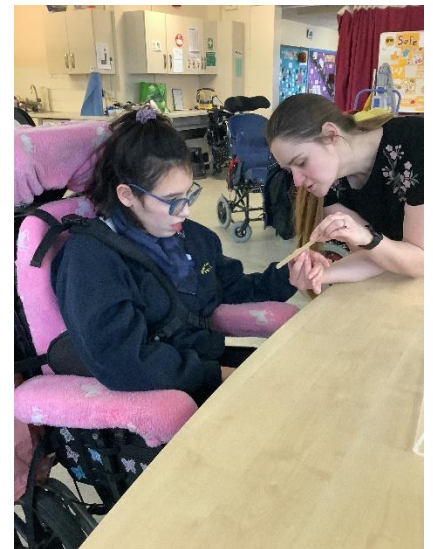
## The Curriculum

The curriculum on offer in Further Education is a three-year course, designed to prepare us for adulthood and focusses on independent life skills, social experiences, community based and work related learning. We like to practise lots of everyday skills and are involved in learning about keeping clean and tidy, washing clothes and using our washing machine and tumble dryer, cooking our own snacks and lunches after shopping for ingredients, and knowing how to support each other. We go out to cafés and eating places and learn about using our money. We also take part in work experience either in school, including at our Farm, or in the community at places like the local park, community café and parent and toddler groups. Our vocational studies help us understand about work and our enterprise scheme lets us produce items to raise funds. We can take part in leisure activities at the gym, swimming pool or leisure centre and go to College for a range of vocational taster courses. Throughout our time in FE, we look to our future, planning next steps and consider options beyond school alongside our parents/carers. Staff work closely with external services to ensure the most suitable post school provision is secured for us

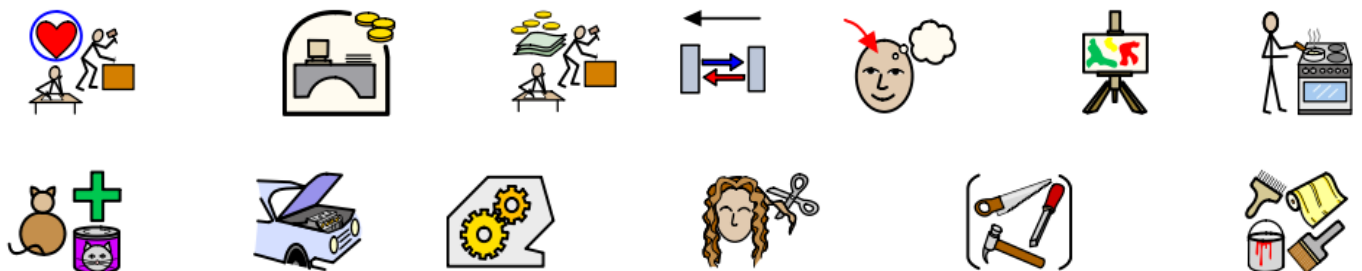
Curriculum coverage at Key Stage 5 includes:



PSHE (including Personal and Social Development; Sex and Relationships/Health Education; Citizenship; Sports, Leisure and Recreation; Home Management and Independent Living Skills; and Community Learning, including travel training) which prepares the students for when they leave school and move on to adult life.

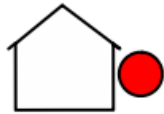


Basic skills delivering functional numeracy, literacy and communication programmes, including ICT/Computing.





Careers Education, including work related learning, Enterprise and vocational learning, which for some of us includes taster courses at the local college focusing on creative arts, design & technology, food technology, animal care, hairdressing and motor mechanics.



Environmental and Outside Learning, including Science, Geography, Horticulture and enjoyment and appreciation of nature and the outside world.



We are placed into Pathway Groups, according to our level of need and ability, and our potential Post-19 destinations. This allows us to access differentiated learning programmes tailored for our individual needs, and focus on the key skills and experiences that we need for the next stage in our adult life. Lessons are delivered either in class or pathway groups. We receive a personalised curriculum, with a bespoke programme of study. Timetables are written focusing on our individual needs and interests to ensure we access the community fully.

We have the opportunity for accreditation with the following organisations:



ASDAN (Towards Independence, Bronze, Silver Challenge); AQA Unit Award Scheme;

Duke of Edinburgh Bronze and Silver Awards (including a one or two-night expedition residential) and we have our own Scout Troop.

## Our groups and facilities

We have tutor groups in our FE department which also has a specialist team of staff including teachers, HLTAs and teaching assistants to support us. We have a main classroom as our base, which includes a kitchen/dining area and is adjacent to a large group room, separated by a movable screen door allowing the area to be opened up into a very large room or two separate bases. The other bases are more general classroom areas.

We can also use the specialist rooms including the Sensory Room, Art Room, Food Technology, Science and Technology Room, ICT suite, the hall and the hydrotherapy.

## Moving on from Abbey Court Further Education Dept

We will have opportunities to think about what we want to do when we leave Abbey Court. This will include looking at what other college placements are available and what courses they can offer.

If we don't want to continue in education or we have met all of our educational outcomes, we will also look at options available to us which could include social care day packages while we live with our families, supported living or even residential settings.