

Canolfan Elfed Inclusion Centre



Information
for Parents
2022-2023

Queen Elizabeth
High School

General Information

Address: Canolfan Elfed Inclusion Centre
Queen Elizabeth High School
Llansteffan Road
Johnstown
Carmarthen
SA31 3NL

Tel No. 01267 245336

Type of School: Secondary Inclusion Centre

Age Range: 11-19 Years

Main School Website: www.qehs.carms.sch.uk

Welcome to Canolfan Elfed Inclusion Centre



It gives me great pleasure to write a few words to introduce our Inclusion Centre; Canolfan Elfed. Canolfan Elfed is part of Queen Elizabeth High School and is a fully integrated inclusion centre which is run in partnership with Carmarthenshire County Council.

We treat each pupil as an individual who has their own strengths, interests and needs. We celebrate diversity and promote a culture of acceptance, mutual respect and support. Canolfan Elfed has a highly skilled and dedicated staff that provide a 'Person Centred Approach' so that pupils and their parents/carers play an integral part in planning their learner journey and school experiences. Pupils have an individualised programme of study that provides specialist teaching and access to mainstream teaching where appropriate. This allows pupils to benefit from the advantages of specialist and mainstream provision whilst working towards achieving their future aspirations.

We have high expectations of our pupils and all pupils leave with a range of accredited qualifications including; GCSE's, A Levels, WJEC Entry Pathways, ASDAN, and Duke of Edinburgh Awards.

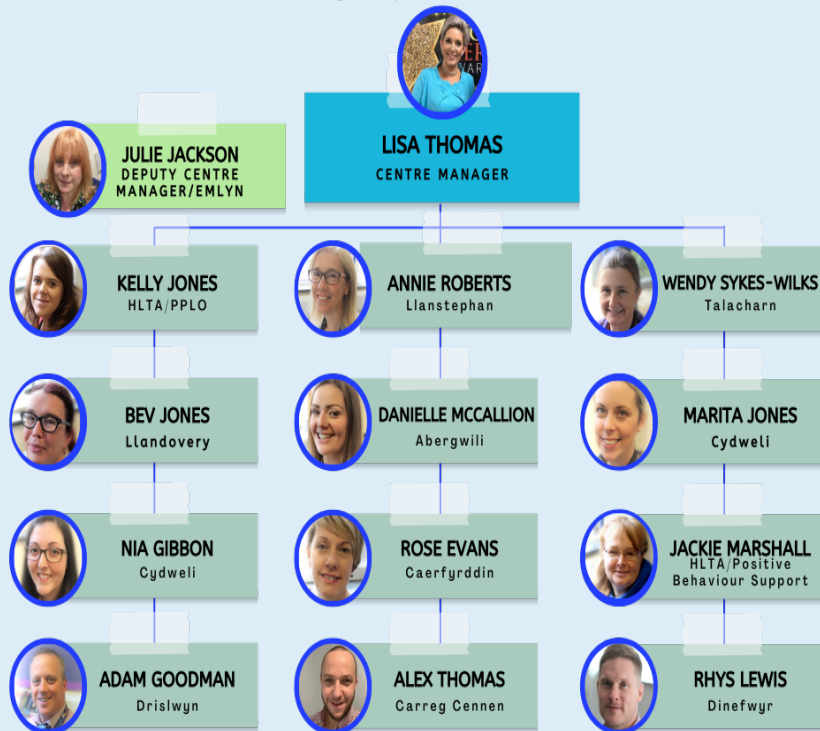
We strive to provide our pupils with rich learning experiences so that they become confident life-long learners and valued citizens within their communities. We offer a wide range of therapies and interventions to develop communication, social, physical and life skills. We have strong links with local businesses and organisations within Carmarthen who support us to deliver an extensive Life Skills programme to further develop our pupils' independence. Pupils in Key Stage 4 and 5 access college visits and work experience placements to prepare them for life beyond school.

We are passionate about inclusion and believe in working closely with parents, governors and professionals to provide the best possible provision for our pupils. Our school motto 'Ymlaen Gyda'n Gilydd' which means 'Forward together' is what we strive to do every day as an Inclusion Centre within Queen Elizabeth High School.

Mrs Lisa Thomas
Inclusion Centre Manager
Canolfan Elfed, Queen Elizabeth High School

Meet Our Staff

MEET OUR TEACHING & MANAGEMENT STAFF



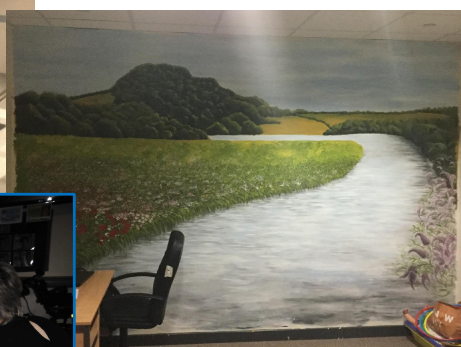
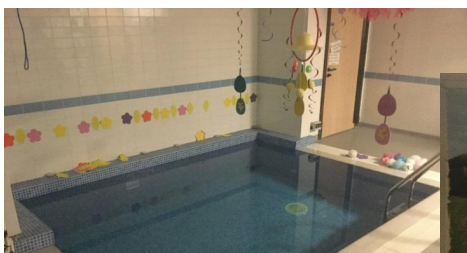
Comment [1]: Dinefwr Dryslwyn

Canolfan Elfed is comprised of an amazing team who all place the students firmly at the centre of the unit. In addition to our wonderful teaching staff, learners are also supported by a number of highly passionate and skilled teaching assistants and administrative staff who not only support the students within the unit, but also accompany those students accessing mainstream classes or on various outings. Each team member within the unit is a valued staff member and plays an important role in the day to day running of the centre.

A Positive Choice

Canolfan Elfed occupies its own purpose-built wing of the school and boasts outstanding state of the art facilities. These include dedicated classrooms, a specialist PMLD base with a hoist system that runs throughout the department, a Hydrotherapy pool and splash pool, Sensory Room, Soft Play room, physiotherapy room, therapy rooms and a Life Skills flat which has its own kitchen. Outside the centre there is an enclosed play area where pupils can socialise and play in a safe, secure setting whilst also having access to the mainstream areas of the school.

Due to the 'on site' facilities pupils are able to have their therapy sessions conducted during the school day which means that this vital work is incorporated and reinforced into their daily routine.



With financial support from local businesses and organisations and fundraising by our friends and families, we are very proud to have been able to invest over the past several years in new technologies

to further aide and support our work within the Unit. Over the past several years, we have been able to invest in an Eye Gaze system, a C Touch Screen White board and an Integrix Interactive Projector, all of which help enhance the learner journey within the Unit.

Our student Morgan and Mrs Thomas demonstrating the use of our new Integrix



A recent generous donation by the Carmarthen Round Table also means that we are going to be able to further invest into ICT and sporting equipment for the coming academic year.

Family Involvement

At Canolfan Elfed we are a person-centred organisation where our students are at the heart of all that we do. All of our pupils and staff have one-page profiles that ensure everybody is aware of how best to support each other. We pride ourselves on our partnership with families and carers and as such we provide many opportunities for discussing how pupils are progressing. These meetings include annual reviews, termly I.E.P¹ reviews either virtually or in person or pupil progress meetings whereby targets for the term are discussed. We follow person centred principles to ensure that everybody has an equal voice during these meetings and families and pupils are well prepared beforehand.

We strongly encourage that the lines of communication are kept open and we encourage parents to share information about their child so that we can meet their needs throughout the day, e.g. if they have had difficulties with sleep, their health, well-being etc.

Within the Centre, we also have an appointed Parent Partnership Liaison Officer (PPLO). The role of the PPLO is to provide pastoral support to parents/carers and to help with any issues that you may have in relation to supporting your child/children; both at home and in school. The PPLO works impartially and confidentially and can provide a 'listening ear' if you ever need advice or support.

Additionally, if appropriate a home visit can be made at the request of the families or may be suggested by a member of staff. Parents / Carers are able to contact the

¹ Over the coming academic year, IEP's will be replaced with Individual Learning Plans (ILP's) as per the new ALN legislative framework.

Parent Partnership Liaison Officer on 01267 245 336 or by directly emailing kelly.jones@qehs.carms.sch.uk

Parents considering the possibility of their child attending the school are also welcome to visit and see the facilities and to discuss their child's education with the Manager and other pertinent staff. Should you wish to arrange this, please contact your Family Liaison Officer (FLO) at the Inclusion Dept at Carmarthenshire County Council.

An A–Z Guide of Canolfan Elfed

ACCREDITATION

Wherever possible pupils are given the opportunity to access mainstream lessons and if appropriate will choose suitable accreditation in relation to their ability.

ASDAN

Pupils in Key Stage 4 and 5 are given the opportunity to work towards the ASDAN challenges awards.

ADMISSIONS PROCEDURE

The criteria for placement of pupils are set out by the Local Authority (LA) and placements can only be made to QEHS via the local Authority's Inclusion Panel.

The Head of Inclusion oversees this process and will mediate on any issues that require resolution. All requests for special provision are considered on behalf of the the Inclusion Panel on a weekly basis. The County's Inclusion Panel recommends placements in its specialist settings and this is the only route by which a child or young person can enter a specialist placement.

Parents, Professionals, the Special Educational Needs Tribunal for Wales and the Ombudsman should all have confidence that the placements made are based on the LA's standardised criteria.

In line with the Authority's placement procedures the entry criteria for pupils accessing QEHS will be the same as that for all children accessing the LA's Additional Learning Needs provision via the Placement Panel.

Within QEHS, Canolfan Elfed has specialist provision for the following:

- Complex and Multiple difficulties (PMLD)
- Severe Learning Difficulties (SLD)
- Autistic Spectrum Condition (ASC)
- Hearing Impairment (HI)

ATTENDANCE

Regular attendance at school is essential. If your child is ill, please inform the school by telephone on the morning of the child's absence. If the illness continues for some time, parents should keep us informed about their child's health. It would also be helpful if parents would ring the transport company that brings their child to school to inform them of their child's absence.

Parents are asked not to send their child to school if they are feeling unwell in the morning. If a pupil falls ill or has an accident in school, then an approved member of the team, e.g. class teacher, ALN admin manager, centre manager, etc., will telephone home and suggest that parents collect their child. In case of an emergency, pupils will be taken to hospital according to medical contact forms.

As per QE Highs policy, parents/carers who intend to take a holiday during term time need to complete the application for annual holiday leave of absence holidays in term time form and return the it to the school's attendance officer, Mrs. Kelly Yamazaki who will then pass it on to the Head teacher, Mr. Dave Williams.

With regards the application, please note the following:

- All applications for holidays in term time will be considered on an individual basis.
- The maximum number of days holiday which can be taken in term time is 10 DAYS between 1st September and 31st August in any academic year.
- Application needs to be completed and submitted at least 10 school days before the intended holiday.

BEHAVIOUR

Pupil's behaviour and social development is a key contributing factor in their acceptance in the community, their continuing development and the quality of their lives. As a school we work to ensure that each pupil is able to reach his or her potential. Every pupil has the right to learn and every teacher has the right to teach in an environment that is safe and secure. To achieve this we have a 'Behaviour, including Anti-Bullying' Policy which outlines the school's positive behavioural management strategies. A copy of this is available on the school website or upon request.

Successful management of behaviour is dependent upon a positive school ethos. We model and reinforce good behaviour and strive to offer pupils appropriate role models. The school has rules, but these are kept to a minimum and are simple to understand. Self-management of behaviour is encouraged.

Adults supporting pupils strive to determine the function of the behaviour, as a means to supporting the pupils in managing their emotions in as positive a way as possible. All staff in Canolfan Elfed have had training in 'Positive Behaviour Management'. This training is updated on an annual basis and is provided by Team Teach. This training also includes legal aspects, the use of de-escalation and restrictive physical

intervention techniques delivered by an organisation accredited under the British Institute of Learning Disabilities BILD Accreditation Scheme. All staff are required to attend an update course at least annually. The school has a policy on the use of Physical Intervention which can be found on the school website or can be provided upon request.

If necessary, a Behaviour Support Plan and/or Risk Assessment is put in place, to ensure that staff working with pupils adopt consistent and agreed strategies to support each pupil. These are created in collaboration with students, families and staff so that we can work together consistently to support individual pupils.

Occasionally, if there is a breach of school rules, reasonable sanctions may be applied. Sanctions are employed with due regard to purpose. We are mindful of short-term and long-term implications and never undermine a pupil's sense of worth. It is the pupil's behaviour, not the pupil, that can be challenging, and we realise that pupil's difficult behaviour often occurs through frustration and communication difficulties.

The centre has a dedicated Positive Behaviour Support Practitioner on staff who works one to one or in class settings with any student should the need arise. The focus of these sessions is always positive and solution focused.

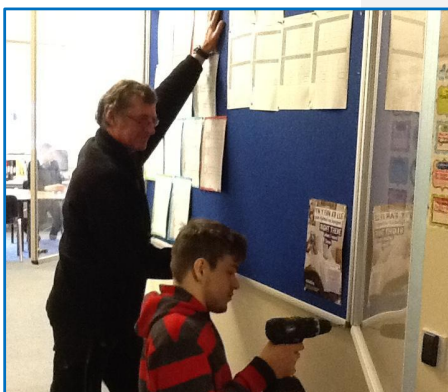
Canolfan Elfed and Queen Elizabeth High School is opposed to any form of bullying and it will not be tolerated in school.

CAREERS EDUCATION

Pupils within Canolfan Elfed are provided with careers advice and experiences throughout their time at school. In Year 9, pupils can access individual Careers Wales guidance sessions as part of their transition to KS4. We have Specialist Careers input and advice from a Specialist Careers Advisor Gwen from Careers Wales. Further discussions will take place during Year 10 and 11 annual reviews so that pupils and parents are aware of all of the options in KS5 and beyond.

We aim to provide pupils in key stage 4 and 5 with work tasters and work experience placements. We appreciate the support of parents in finding appropriate work experience placements. Once a placement is identified the school will ensure that the placement is safe and suitable.

Canolfan Elfed pupils are usually supported by staff during work placements who can also provide work place coaching. Visits to local colleges and taster days are organised in collaboration with Coleg Sir Gar.



Sixth from pupil on work experience with John one of our care takers

CHILD PROTECTION & SAFEGUARDING

Child protection is the most important aspect of school life. Canolfan Elfed staff have all undertaken mandatory safeguarding training and follow the same rigorous safeguarding procedures as that of all staff at Queen Elizabeth High School. The school follows the recommended procedures as set out in the 'All Wales Child Protection Procedures' in the event of a child protection disclosure/concern.

The Designated Senior Person for safeguarding and child protection at our school is: Ms Lisa Jones (Assistant Headteacher).

The following members of staff have specific responsibility for safeguarding and child protection in addition to the above:

- Mr. David Williams – Headteacher
- Ms. Lisa Thomas – Canolfan Elfed Designated Officer (01267 245336)
- Ms. Kelly Jones – Canolfan Elfed Designated Officer (01267 245336)
- Mrs. Bethan Tinney – LA Child Protection/Safeguarding Officer (01267 246154) (County)
- Ms. Rebecca Copp – LA Designated Officer (01267 246595) (County)

For further detailed information please read our 'Safeguarding & Child Protection Policy' on the school website.

COMPLAINTS

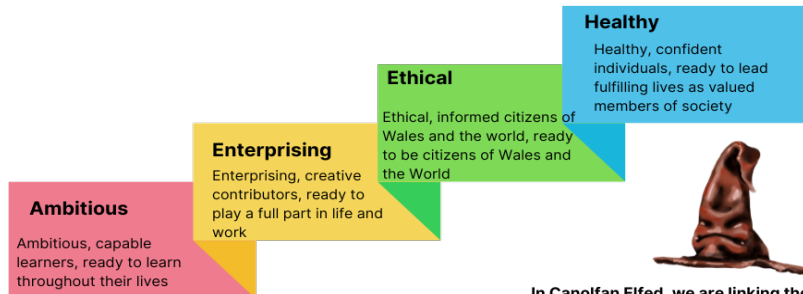
We would encourage complaints or concerns to be raised and discussed in the first instance with the Centre Manager who will make every effort to resolve the issue. If issues cannot be resolved at the centre level, then the matter can be referred to the Head Teacher. Full details of our complaints procedure are available from the school website.

CURRICULUM

Pupils placed in Canolfan Elfed who access mainstream will follow the curriculum as outlined in the school Curriculum Policy. However, the majority of pupils who are placed in Canolfan Elfed will have either all or the majority of their curriculum delivered in Canolfan Elfed. Pupils who are able to access the mainstream curriculum will normally access particular subjects within mainstream with support, this also includes vocational courses in college in Key stage 4. The rest of their time is spent accessing specialist support and interventions within Canolfan Elfed.

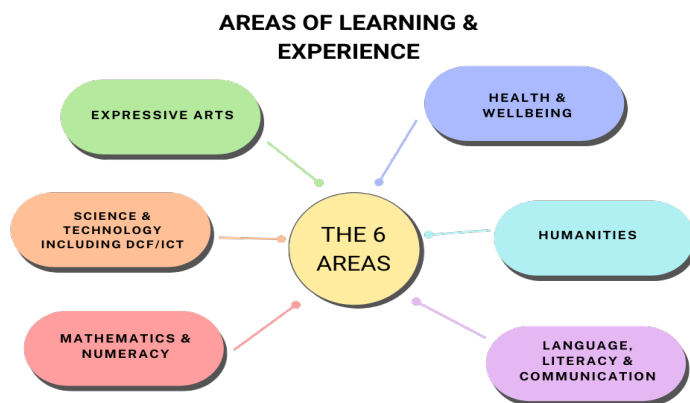
As a unit, we have already started implementing Wales' new curriculum; 'Curriculum for Wales' which encompasses the 4 purposes which will support learners to become:

Curriculum for Wales The 4 Purposes



In Canolfan Elfed, we are linking the purposes to the attributes of the Harry Potter houses in order for pupils to consolidate their understanding of the overarching principle

In order to help learners achieve the 4 core purposes, pupils are now being taught through the following 6 areas of learning experience (AoLe):



Each term, the unit adopts a thematic topic approach to cover these areas of learning and enhance the learner's engagement and experience. Examples of themes that the

curriculum has been developed around are Welsh History, Brilliant Britain and Myths and Legends.

The curriculum delivery differs in Canolfan Elfed to the mainstream curriculum in order to meet the needs of a wide range of learners who are placed within the different classes.

The curriculum in Canolfan Elfed has a great emphasis in developing pupils' independence and therefore there is significant focus on communication, life skills and learning activities within the community.

The Unit utilizes Read, Write Inc – Literacy and Language as a complete literacy program which focuses on supporting our learners to become fluent in reading which in turn helps learners develop their skills in comprehension, vocabulary and spelling.

Maths is accessed through the Hamilton trust model of delivery which takes a scaffolded approach to cover elements of the national curriculum.

Curriculum Stages

KEY STAGE 3

The curriculum for Key Stage 3 is based on the 6 areas of learning and the level is determined by the ability of the pupils. The Literacy and Numeracy Framework (LNF) and the Digital Competency Framework (DCF) is embedded across all subjects where appropriate. The Key Stage 3 classes join together with other classes from Canolfan Elfed for PE lessons including spin biking and team sports.

3

KEY STAGE 4

All Key Stage 4 pupils are taught English and Mathematics within their own class. Pupils follow the WJEC Entry Pathways and ASDAN accredited courses including English and Mathematics. Key stage 4 pupils from across the centre are taught science together and they follow the WJEC accredited Entry Pathways Science Today course.

4

KEY STAGE 5

Pupils in Key Stage 5 are taught alongside pupils in Key stage 4. Most pupils follow the WJEC Entry Pathways accredited courses for maths and English including Additional English and Mathematics, where appropriate.

5



Literacy and Numeracy Framework/Digital Competency Framework

All new schemes of work refer to the LNF/DCF. The allocated LNF/DCF co-ordinators have mapped out the LNF/DCF for each class ensuring that it is covered. Each term each class has an LNF/DCF focus. Pupils can attend the mainstream LNF days where appropriate and all Canolfan Elfed pupils can access the termly Canolfan Elfed LNF day.

Curriculum for pupils with a Hearing Impairment

The majority of pupils placed in the HI provision access the mainstream curriculum with the support of a signer and sometimes a signer and a note taker. The HI pupils usually have a reduced curriculum so that they can be given pre and post tutoring within the HI base in order to be taught key vocabulary etc.

Many HI pupils are taught English within the HI base so that they can be offered a curriculum which best meets their needs, e.g. the NDCS Secrets of Words programme.

Forest School – Living Pictures

Throughout the academic year, pupils in Canolfan Elfed are given the opportunity to experience a Forest Schools curriculum which is a child centred learning process that helps develop confidence, self-esteem, and life-skills through learner inspired, hands-on experiences in a natural outdoor setting.

EARLY SCHOOL CLOSURE

On very rare occasions, severe weather may sometimes require the early closure of the school, and school transport will be summoned to return pupils home. In these circumstances, parents will be contacted via Xpressions or phoned directly before they leave the school premises. Please check the school's website in order to gain additional information. It is therefore essential that parents provide up-to-date contact details. Please contact the school as soon as a number is changed.

EQUAL OPPORTUNITIES

At Canolfan Elfed we believe that it is our responsibility to provide equal opportunities for all, regardless of race, religion, gender, disability, age socio-economic background or ability.

We will encourage our pupils to become confident, competent, caring and self-aware individuals, able to take their place in our increasingly complex, multi-cultural society.

- We believe that every member of the school community is of equal value.
- We believe that every child has the right to equal access to, and participation in, all aspects of school life.
- We will provide equal opportunities to enable all our children and staff to raise their self-esteem, expectations and performance.

- We believe in endeavouring to make the school a place where everyone, irrespective of their race, colour, ethnic, national origin, or disability feels welcomed and valued.

EXTERNAL AGENCIES

There are a range of professionals available to work with Canolfan Elfed staff and pupils to provide specialist advice and guidance on ways to respond effectively to the wide range of additional learning needs of pupils within the setting and support families:

- | | |
|---|--|
| <input type="checkbox"/> Specialist Advisory Teachers | <input type="checkbox"/> CAHMS |
| <input type="checkbox"/> Educational Psychologists | <input type="checkbox"/> Sensory Impairment Service |
| <input type="checkbox"/> Family Support Worker | <input type="checkbox"/> Youth Service |
| <input type="checkbox"/> The Family Support Team | <input type="checkbox"/> Complex Needs Coordinator |
| <input type="checkbox"/> Speech and Language Therapy Services | <input type="checkbox"/> Careers Wales |
| <input type="checkbox"/> Physiotherapy Services | <input type="checkbox"/> Wheel Chair Services |
| <input type="checkbox"/> Occupational Therapy Services | <input type="checkbox"/> Child and Adolescent Mental Health Services |
| <input type="checkbox"/> Community Paediatric Services | <input type="checkbox"/> Specialist Learning Disabilities Psychological Services for children and young people who have behaviour that challenges. |
| <input type="checkbox"/> School Nurse | |
| <input type="checkbox"/> Social Work professionals | |
| <input type="checkbox"/> Children's Disability Team | |

These support professionals will provide advice, guidance, support, mentoring, supervision and training for staff.

EXTRA CURRICULAR ACTIVITIES AND EDUCATIONAL VISITS

The school has two minibuses for educational and recreational trips. Visits are made throughout the year. Pupils have ample opportunities to have social visits out in the community to access projects and life skills activities including visiting shops and cafes. Transition days at Coleg Sir Gar also provide students with a good opportunity to purchase and eat lunch outside of the Unit.

Traditionally with the exception of the past couple of years, due to the pandemic, Canolfan Elfed has every Christmas put on a musical show in the main school utilizing the specialist lighting and sound equipment. The unit is pleased to announce the return of this much-loved practice with the upcoming production of the Wizard of Oz.





Lunch time Clubs

During lunch times, we provide opportunities for our students to attend lunchtime clubs and activities including: Minecraft, art, music, sports, karaoke choir, BSL, eco and gardening clubs.

Community Projects



Key Stage 4 and 5 pupils at Living Pictures community project in Llangain – Creating a Community Garden

INCLUSION

Depending on their level of need, pupils access formal teaching and informal recreational/social activities within mainstream, for example most pupils will go to mainstream registration. This means that pupils placed in Canolfan Elfed are able to form friendships with their mainstream peers. This also benefits our mainstream pupils as they can learn about what it means to live with a disability or learning difficulty. For example, many pupils within Queen Elizabeth High School learn British Sign Language and some of our profoundly deaf pupils have made friends with their hearing peers.

Pupils will access mainstream lessons and subjects depending upon their interests and strengths, pupils may also access mainstream for social reasons and opportunities. A decision to access mainstream will always be done in collaboration with parents/carers and will only be done for the benefit of the individual pupil.

INTERVENTIONS

Pupils in Canolfan Elfed have access to a broad range of interventions and therapies aimed at their level of needs. These are shown in the Provision Maps below:

PROVISION MAP CANOLFAN ELFED

Wave 1 - Universal Provision – These are interventions accessed by nearly all pupils

Concern	Area of Need	Intervention
Cognition and Learning	Literacy	Whole Word Approach Graded Spelling Emergent writing
Cognition and Learning	Numeracy	Numicon Hamilton Trust Dynamo Maths
Communication and interaction	Speech and Language	Drama Express Talkabout (Social Use of Language) Lego intervention (SALT and Social Skills)
Social, Emotional and Mental Health Difficulties	PSHE	Circle Time Positive Relationships Speakr Tool Emotion Coaching Trauma Informed Ethos Team Teach
	Life and independence skills	6 th Form Life Skills Group

Wave 2 – Targeted Provision - These are interventions that are accessed if a need has been identified

Concern	Area of Need	Intervention
Cognition and Learning	Literacy – phonics for HI	Visual Phonics by Hand
	Live English	Secrets of Words (NDCS)
Social, Emotional and Mental Health Difficulties	Emotional well being	Individualised ELSA support ARC(Art to Relax & Create) intervention Mindfulness
	Keeping safe for pupils with HI	Safe (NSPCC)
	Life skills for pupils with HI	Moving on (NDCS)
	Work coaching	Supported work experience
Sensory and/or Physical Needs	Co-ordination	Tac Pac Sensology Atmospherics Sensory Circuits
	Sensory	
Communication and Interaction	Emergent communication	Intensive Interaction
	Non-verbal communication	PECS
	Receptive language	Narrative group
	Functional communication for pupils with HI and SLD	TEACCH SmiLE Therapy

Wave 3 – Targeted Provision - These are interventions are usually provided or supported by Outside Agencies

Concern	Area of Need	Intervention
Sensory and/or Physical Needs	Visual Impairment	Positive Looking
	Physical	Hydrotherapy Physiotherapy
	Sensory Integration	Alert Programme
Social, Emotional and Mental Health Difficulties	Emotional well being	Individualised ELSA support
	Keeping safe for pupils with HI	Safe (NSPCC)
	Life skills for pupils with HI	Moving on (NDCS)
Communication and interaction	Augmentative Assisted Communication	Eye Gaze Switch Technology Communication Aids

JEWELLERY

Pupils are not encouraged to wear jewellery in school. Earrings must not be worn when a pupil is taking part in PE. We also advise that pupils do not bring mobile phones and other expensive hand-held devices to school.

LIFE SKILLS

Pupils of Canolfan Elfed are encouraged where possible to develop independent life skills. Students regularly access the onsite flat facility within the unit to participate in cooking classes. Each class is also tasked on a rotating monthly basis with being responsible for keeping the flat clean and tidy and so are also taught the value of cleaning up after themselves. Skills that are further developed on College transition days.

Specific Asdan courses are also purposefully selected to better prepare students for greater independence.

MEDICINES

All pupils who require medication to be taken in school will require a 'Healthcare Plan' detailing their child's medical needs. Parents/Carers will also need to sign a form that permits meds trained staff members to administer medication in school. The school

nurse can be available to discuss with parents their child's medical needs if necessary. Parents are asked to send all medicine into school safely with their original labels, dosages and in date to ensure the correct dosage is given. Please telephone the school nurse for any health advice. The School's 'Administering of Medicines' policy can be found on the school's website or can be provided upon request.

PASTORAL CARE

Class teachers and teaching assistants are responsible for pupils' pastoral care. The Centre Manager, support staff and teachers maintain an 'open door' policy whereby any pupil who may feel the need to discuss issues has the opportunity to do so at any time throughout the day.

PERSONAL BELONGINGS

Please ensure that all personal belongings are clearly marked with your child's name. Avoid sending in any valuable items to school unless they are necessary for specific reasons. Please note, the school cannot take responsibility for the loss or damage of personal items.

PHYSICAL EDUCATION

Our aim is to provide a sporting and PE curriculum which enables our pupils to participate in a range of exciting physical activities pitched at an appropriate level. The pupils access the Multi Skills Programme and targeted physical literacy sessions within the school.

There is a PE curriculum which is planned out yearly and ensures that all pupils access a broad and balanced curriculum, e.g. netball, football, hockey, tag-rugby, health related fitness, athletics, cricket, orienteering, rounders, all with the aim of being able to work on developing and enhancing individuals skills and mobility.

Indoor activities such as spinathon sessions are organised for when the weather is not conducive to running outdoor PE sessions. Classes are also strongly encouraged to complete a 'mile a day' walk around the athletics track and is an activity that is enjoyed by both students and staff.

Outside of designated PE slots, pupils also have the opportunity to participate in a wide range of sporting activities including golf, surfing, BikeAbility, climbing and disability athletics competitions.

PUPIL VOICE

At Canolfan Elfed we are committed to giving our pupils the opportunity to have a voice. We use a Person Centred Approach to gain pupils views and a selection of pupils form part of the Canolfan Elfed School Council. The student voice is also utilized in nominating our units Head Boy and Head Girl. Students are also given the opportunity to exercise their student voice by having a say in their personalised timetables, and by deciding how they will spend their choice time. Feedback from students is also garnered throughout the day. Students are also able to choose a 'team of 5' staff that are their go-to's within the unit should they need support or wish to discuss things.

For many of our pupils communication can be difficult, therefore staff members use a variety of communication systems such as PECS, Signalong and BSL to ensure staff and management are aware of the pupil's views, feelings and concerns. Where possible, pupils will also have the opportunity to participate in reviews and meetings about their progress.

REPORTING TO PARENTS

Canolfan Elfed reports progress and attainment to parents at Annual Review. Teachers, therapists, Educational Psychologists, parents and pupils are invited to contribute to this process in a Person-Centred approach including a parental questionnaire. Annual reports are sent out at the end of each academic year.

SCHOOL MEALS

Canolfan Elfed believes that the school lunchtime is a great opportunity for all our pupils to sit down together and enjoy a healthy and tasty meal, while developing their social skills. Lunch is prepared on the premises and served in the school dining hall. We encourage pupils to choose their own healthy options.

Special dietary needs for health or religious reasons are catered for wherever possible and a vegetarian meal is always available.

Pupils may bring a packed lunch if they prefer to be eaten in the lunch hall. Please ensure that any drinks are stored in unbreakable containers, no glass bottles please.

The school cafeteria operates via a Parent Pay system which is an online payment service for dinner money and school trips. You can set up and access via the below link: <https://www.parentpay.com>

Any dietary requirements or allergies should be communicated to the unit so that we are able to update relevant personnel and the school cafeteria.



SCHOOL UNIFORM

Girls School Uniform	Girls Sports Kit	<p>Uniform can be obtained from the designated suppliers listed below:</p> <p>Evans & Wilkins, Hall Street, Carmarthen.</p> <p>Tel: 01267 236432</p>
Plain Black V neck pullover with school badge Light blue shirt Blue and red striped school tie Plain black trousers or skirt + black tights (no jeans, cropped or close fitting trousers) Plain black socks Plain black shoes	QEHS PE Polo shirt QEHS PE Skirt QEHS PE Hoody Black socks with red tops Trainers	
Boys School Uniform	Boys Sports Kit	
Plain Black V neck pullover with school badge Light blue shirt Blue and red striped school tie Plain black trousers (no jeans, cropped or close fitting trousers) Plain black socks Plain black shoes	QEHS Rugby shirt Black shorts Black socks with red tops QEHS PE Polo shirt Trainers Rugby/football boots	

SOCIAL MEDIA

Canolfan Elfed has its own Facebook page which is monitored and run by senior members of staff. The page is a great way for us to showcase to family, friends and the wider community what life in Canolfan Elfed is like and more importantly it's also a great way for us to spotlight all the terrific work our students do.

Please note that only students that we have received express permission from parents/carers appear on our Facebook page.

RSE CURRICULUM - RELATIONSHIP AND SEX EDUCATION

Canolfan Elfed has adopted the New Curriculum and therefore RSE is compulsory from September 2022. Relationships and sex education is taught within the Positive Relationships programme in collaboration with other agencies including the school nurse and the school's police liaison officer, in addition parents are provided with information about the programme.

The Fiona Spears programme (A PHSE Programme for Learners with ASD) written for pupils with learning difficulties and other published programmes has been adapted and developed into a bespoke Positive Relationships programme for pupils in Canolfan Elfed. Pupils are taught in groups according to their developmental level and understanding for the Positive Relationships. This ensures that the content is appropriate and relevant to the pupils' needs.

TIMINGS

School operating hours are 8.50am – 3.10pm
Break 10.10 am– 10.25am
Lunch 12.25pm – 1.15pm
1:25pm – 2:10pm

Please be advised that year 7 and year 8 students when accessing mainstream lessons, will have their lunch break during the 2nd lunch sitting in accordance with mainstream timings.

TRANSITION

Ensuring that pupils have a smooth transition to Canolfan Elfed is essential. Canolfan Elfed works very closely with Transition schools and has developed a transition plan involving visits between the schools. An Information Exchange Meeting is conducted to ensure parents and professionals can discuss pupil needs before starting at Canolfan Elfed. The PPLO will support you with the transition process.

In order to support families through transition we hold a coffee morning every summer term for the parents/carers of new pupils who are due to start attending Canolfan Elfed in September. Parents/carers of our current year 7 are also invited so that they can meet with new parents to share their experiences and tips for new parents. These coffee mornings have proved to be very helpful and are therefore well attended by parents.

Pupils also have the opportunity to have taster sessions at the school and are invited to attend our annual Derwin festival held each year towards the end of the summer term.

Students transitioning out of the unit are also fully supported in helping to make decisions about what their next step will be. With this in mind, pupils also have the opportunity to have taster sessions at a local college in the 2 years prior to them transitioning to college.

The Centre in the last academic year has also appointed a dedicated member of staff to oversee the transition of students coming into the unit and also transitioning out of the unit. The transition coordinator works closely with the centre manager and the PPLO in addition to liaising with transition schools and local Colleges to ensure that transition in and out of the unit is as seamless as possible and that students and

parents/carers feel informed and supported in what can be an unsettling time for both students and their families.

TRANSPORT TO AND FROM SCHOOL

Carmarthenshire County Council arranges free transport for many pupils that attend the centre.

The council's Transport Department will assess the transport needs of each pupil on an individual basis, and will also complete a risk assessment and home visit. A representative will also discuss the Transport Department's Code of Conduct. The telephone number of the Council's Transport Department is 01267 231 817.

TRAUMA INFORMED ETHOS

Canolfan Elfed has embraced a trauma informed approach at the unit with our PPLO Ms. Kelly Jones also being a trained trauma informed practitioner. Senior management within the unit are also trained in trauma informed leadership and a significant number of our team have also attended trauma informed school workshops. What a trauma informed school means is that our unit is able to support children and teenagers who suffer with trauma or mental health problems and whose troubled behaviour can act as a barrier to learning.

In addition, all staff within the Unit have undertaken Adverse Childhood Experience(ACE's) training, Emotion Coaching training and several staff members have also undertaken mental health first aid training.

WELL-BEING

Within Canolfan Elfed there is a significant focus upon well-being and therefore all classes within Canolfan Elfed carry out Circle Time most mornings in order to support pupils to develop their social and emotional skills. The staff will join in Circle Time in order to model appropriate social behaviours and to build trusting relationships with the pupils.

Sensory circuit practice has also been built into the units' daily routine with a view to helping facilitate sensory processing for our students. These circuits help students regulate and organise their senses so that they are at an optimum level of alertness for learning. The circuits are an active, physical, and fun way for the whole class including staff to participate together.

Canolfan Elfed employs a full time Emotional Literacy Support Assistant (ELSA). The ELSA intervention focuses on supporting pupils with a range of emotional difficulties such as loss and bereavement, self-esteem, self-image, confidence, managing frustration, anger management and friendships. The main aim of the ELSA is to remove the barriers to learning and to have happy children who are able and ready to learn in school. The pupils' emotional wellbeing is monumental for learning and helping the pupils to develop strategies to develop this is crucial. Pupils usually access the ELSA intervention on an individual basis where an individualised intervention

programme is set in collaboration with parents and the teacher. The ELSA also runs intervention groups to support pupils with friendships and currently there is a group focusing on anxiety as this was an identified need for a group of pupils.

Mindfulness practices are also incorporated into classrooms daily with students in order to direct students to more self-awareness and help calm down often busy minds.

We also offer Drama & Musical experience as an intervention within the unit. During this intervention, pupils have the opportunity to partake in role play and look at different ways of reacting to certain situations that may arise. All pupils within the unit are offered this intervention and it usually involves the whole class working together as a group.

Another intervention that is offered to pupils is ARC, which is Art to Relax and Create. ARC is a programme designed to enhance the emotional wellbeing of pupils by combining the relaxation principles of Art Therapy with the practice of Mindfulness. The aim is to help reduce anxiety and negative emotions in the present but also help individuals develop coping strategies for moving forward. ARC is a unique programme and exclusive to Queen Elizabeth High School.

Canolfan Elfed has also developed links with a local barber in the Carmarthen area; Scott from Onyx Barbershop is our resident barber who attends the unit each term and ensures that the boys are happy with their cuts. Our students are always happy customers and absolutely love the interaction with their friendly local barber.

Notification of Scott's visits are sent out in ample time for parents/carers to be aware of when Scott is due on site.



For further information about Canolfan Elfed and Queen Elizabeth High School, please visit the school website - <http://www.qehs.carms.sch.uk>

