



A learning & caring community
where individuals are valued

The Sheiling Ringwood

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The Sheiling Ringwood is a non-profit making limited company No: 08116370
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A member of the Association of Camphill Communities



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Sheiling School

Parent Guide

Introduction

Our Mission

To create an educational therapeutic community and environment, which upholds each person's human integrity and spiritual wholeness and where every child and young person, both because of and despite their individual challenges, has something to give and something to learn through all of their relationships with others.

Introduction

This guide is an introduction into how we care for and educate our students. We hope you find it a useful guide.

Here you will find some essential information and answers to frequently asked questions relating to your child's placement at Sheiling School.

If you have any further questions or require clarification of any kind, please do not hesitate to contact Reception so we can put you in contact with the right person.

Useful Telephone Numbers

Medical

Tricketts Cross Medical Centre,
Corbin Avenue Ferndown
01202 897989

Ringwood Medical Centre,
The Close, Ringwood, Hampshire BH24 1JY
Tel: 01425 478901

Nurse: Catherine Barrett: 01425 482405

Useful policies, procedures and our latest Ofsted and CQC reports, together with further details regarding the information in this booklet, can be found on our website:

www.thesheilingringwood.co.uk

Useful Telephone Numbers

Houses

Martin House: 01425 482414

Sebastian House: 01425 482417

Feirefis House: 01425 482413

Sheiling House: 01425 482418

Reception: 01425 477488

Fax: 01425 479536

Sheiling School Admissions Enquiries:

Juliette Martin - 01425 482406

Chair of the Board of Trustees:

Jeremy Morris

c/o Sharon MacLennan

01425 477488

CONTENTS

Page 3:	House Life
Page 5:	Rhythm and Routine
Page 6:	Our Community
Page 7:	Staying in Touch/Personal Possessions
Page 8:	Pocket Money and Trips
Page 9:	Safeguarding
Page 11:	Behaviour
Page 12:	Clothing
Page 13:	Spiritual Life
Page 14:	School Life
Page 15:	Upper School 16-19 Years
Page 16:	Arrivals, Departures and Parent Days
Page 17:	Admissions and Annual Reviews
Page 18:	Therapies
Page 19:	Approaches to E-Safety
Page 21:	Respite
Page 23:	Concerns and Complaints
Page 25:	Medical Care
Page 26:	Anthroposophical Medicine
Page 27:	Contacts
Page 29:	Useful Telephone Numbers

House Life

Each house community is run under the guidance of the House Manager and Deputy House Manager and a team of dedicated staff, giving each student a secure house base, a sense of belonging and a sense of responsibility.

Students have their own room; a Support Worker will care for the student's needs with basic self-help skills and will be supervised by the House Manager or Deputy, who have overall responsibility for the student's care.

All staff participate in our comprehensive induction and in-service training programmes.

Singing, music, games and craft play a central part in our social and cultural life, including off-site trips. Watching television is kept to a minimum and used in a structured, educational or occasionally recreational way. Computers, iPads etc. are used where appropriate.

Contacts

Focus group

Catherine Barrett - Nurse

Tony Hatcher - Facilities Manager

Heidi Holm Rasmussen - Deputy Head of Residential Services

Geoff Lively - Deputy Head of College

Sharon MacLennan - Executive Assistant to the Principal & Clerk to the Trustees

Andrew Orth - Deputy Head of School

Dan Rolles - Network Manager

Barbara Simmons - HR & Training Manager

Contacts

Board of Trustees

Jeremy Morris - Chair

Jon Freeman

Julian Pyzer

Maggi Rigg

Mark Gleed

Janet Kenward

Jean Jevons

David Keeton

Corine van Barneveld - Principal

Senior Management Team

Corine van Barneveld - Principal

Andy Walters - Head of School

Susan Harvey - Head of Residential Services

Mike Gamble - Head of College

Nick Sabin - Bursar

House Life Cont.

Our healthy meals, prepared where possible using local, organic produce and non-processed foods, are prepared and eaten in the individual houses as part of the student house community.

Students are encouraged to help with meal preparation at the weekends, where appropriate.

Students from the upper school programme who attend the Garden Workshop may also proudly share the product of their labour, whilst others weigh and distribute food to their neighbouring Sheiling houses. Household tasks, from washing up to washing floors, are carried out by everyone on a daily basis.



Rhythm and Routine

Clear routines, celebrating the rhythm of the seasons, along with taking part in household practicalities, help our students make a meaningful contribution to the School community. A secure routine means students also know what to expect and this helps manage their anxieties.

Student house meetings allow students to share their views with regard to their day-to-day activities and the running of the house.

Weekdays generally follow a regular routine, while weekends are less structured and have more time for recreational activities, such as walks, cycle rides, outings to the beach or forest, concerts and music.

Incorporated into this pattern are festivals and major landmarks throughout the year such as Michaelmas, Diwali, Hanukkah, Christmas, Easter, Midsummer and special days including, of course, individual birthdays!

Anthroposophical Medicine

With parents' consent we can support students further with complementary medicines and therapies; anthroposophical medicines are designed to stimulate self-healing, encouraging the body to restore balance to bodily functions and strengthen the immune system. An anthroposophical medical approach does not aim to replace conventional medicine. The approach makes use of plant, mineral and animal based raw materials that scientific research has revealed to be of benefit.

Anthroposophical medicines supplement conventional medicine with an individualised and personalised set of holistic treatment options.

The anthroposophical doctor, Dr. Jenny Josephson has undertaken additional training in anthroposophical medicines. She holds a clinic at The Sheiling Ringwood six times a year.

Medical Care

The health and wellbeing of students is of paramount importance. Our full-time registered nurse supports students with a wide range of conditions and health needs. The nurse can provide emergency medical response and is responsible for the training of staff.

The nurse maintains close links with wider medical professionals involved in our students' care, including GPs and Consultants. We actively incorporate health promotion issues including continence assessment and management.

Each student's Health Care Plan is tailored to their requirements and specific conditions such as epilepsy or diabetes have an individual protocol to ensure student safety. Parents' and Carers' input is actively encouraged.

We are closely supported by the local Tricketts Cross Practice and the Ringwood Medical Centre. The local Paediatrician, Dr. Morris, also visits the site every 3 months to review the students under her care.

Our Community

We benefit from a diverse Sheiling Ringwood community made up of students, staff, some vocational workers and retired staff. People in our community come from all over the world and we are very proud of the international atmosphere this creates and the wealth of experience, culture and diversity this brings.

The Leadership Team and Focus Group oversee the day to day running of The Sheiling Ringwood. This group comprises senior staff who carry responsibility for management decisions and are accountable to our Board of Trustees.

Our community approaches to life at Sheiling School are an essential aspect of our therapeutic and holistic approach.



Staying In Touch and Personal Possessions

When a young person is away from home, perhaps for the first time, communication with family, carers and friends is extremely important and helps to build upon their progress.

We encourage phone calls, Skype, letters or emails as ways of keeping in touch. A regular, pre-arranged day and time to telephone your child, arranged through the House Manager, is recommended due to students' active timetables.

We support pre-arranged visits at weekends at the houses. Please liaise with the House Manager in advance to make sure there are no timetable or activity clashes.

Students are free to bring their favourite books and belongings. Personal photographs are reassuring and can be displayed in albums or on noticeboards.

Violent games, toy guns and most electronic forms of entertainment are discouraged and are not in line with our therapeutic lifestyle.

Concerns and Complaints Cont.

The contact details for serious student welfare issues are as follows:

The Sheiling Ringwood's Designated Safeguarding Lead:

Corine van Barneveld
Principal
Tel: 01425 482483
Mobile: 07848 028532

Or Dorset Social Services:

Adult Safeguarding Triage Team
01929 557712
Out of Hours – 01202 657279

Concerns and Complaints

We encourage parents and carers to let us know if they have any questions, worries or concerns. If a parent or carer doesn't feel that they have been listened to or where a more informal approach has not worked, it is possible to make a formal complaint. The Principal should be contacted in writing. If this contact proves unsatisfactory, or inappropriate, you may contact the Chair of the Board of Trustees (marked Private and Confidential).

A meeting will be called to resolve the matter. Discussion points and resolutions will be documented, logged and filed in The Sheiling Ringwood's Complaints file.

To read The Sheiling Ringwood Complaints Policy in full, visit:

www.thesheilingringwood.co.uk/policies

Pocket Money and Trips

To cover the student's personal expenditure for recreational and social activities and outings in general, house staff will request pocket money as and when needed. This mainly applies to residential students.

We also request an additional amount to help towards the cost of Experience Week during the academic year.

Please pay pocket money and contributions by cheque to The Sheiling Ringwood Special Education Trust.

If additional financial support is needed, please ask for The Sheiling Ringwood Bursary Policy.



Safeguarding

The Sheiling Ringwood has stringent Safeguarding and Safer Recruitment Policies and all the necessary checks are carried out to ensure that our staff are suitable to work with our students.

Our Safeguarding Policy clearly states that every adult on our site has a duty to protect the safety and wellbeing of each student and robust procedures are in place for reporting any issues of concern. Our staff receive comprehensive training and we are confident that staff are able to create a safe environment and ensure that any concerns raised will be resolved.

Certain key staff are trained to carry out specific duties with respect to safeguarding our students: Corine van Barneveld, Principal, carries the role of Designated Safeguarding Lead and Heidi Holm Rasmussen (Deputy Head of Residential services) and Susan Harvey (Head of Residential Services) and Geoff Lively, (Deputy Head of the College), all act as safeguarding deputies.

Respite Cont.

Parents can request respite at any time in the year, but we ask that respite dates are given at the beginning of the academic year, in advance, to enable careful planning of meaningful activities. If your circumstances change and you require respite at short notice, you must inform us at least one month in advance of the holiday period.

Respite is subject to additional funding on an individual basis.

For more information please contact Gabriel Schorn, Registered Manager and Respite Coordinator on 01425 482410 / 07848 028520.

Respite

During the School holidays Feirefis and Sebastian house offer themed respite weeks for all students under 18 years of age.

Respite weeks are planned carefully in advance and tailored according to students' needs, hobbies and abilities. We aim to provide consistent support for the students with familiar staff being available to support.

A typical day of respite consists of a trip out to various locations in the area, including trips to the beach and forest, but also visits to museums, theatres, cinemas, zoos and any other points of interest that students express they wish to see.

The afternoons and evenings are mostly spent on-site with leisure activities, including swimming, gardening, arts and crafts, meal preparation and exercise.

Safeguarding Cont.

If an incident happens between students, (for example, a student may on occasion pull another student's hair), The Sheiling Ringwood has a duty to inform the Social Worker and the Local Safeguarding Team if the students involved are over 18 years old.

This transparency towards other professionals is part of ensuring your child is safe and, that if an incident occurs, we will investigate and put actions in place to minimise the chances of this happening again. We will also inform you, as parents, and this contact will be made by either the Teacher, House Manager or any of the safeguarding deputies.

The Safeguarding and Safer Recruitment Policies can be found on our website:

www.thesheilingringwood.co.uk/policies

Behaviour

The School benefits from a dedicated Behaviour Support Coordinator and team who meet regularly to assess behaviour support strategies and support levels.

The School adopts a positive approach to behaviour and all staff are trained in PROACT-SCIPr UK[®] which uses proactive methods to avoid triggers that might lead a student to present with behavioural challenges. It aims to enhance a student's quality of life and give students the skills to communicate their own needs.



Approaches to E-Safety

Cameras and privacy

Parents/carers are not required to comply with the Data Protection Act 1998 when taking photographs, for their own private use, of their children at an organised event, but we request that these images are not distributed or put on-line if they include other children.

We must ensure we protect and safeguard all children and staff, including those who do not want to have their images stored online. However, we must always be mindful of the need to safeguard the welfare of young people because images may be used to harm children, for example by displaying them inappropriately on the internet.

Events: The Sheiling Ringwood will decide if the event is one at which photography and videoing will be permitted.

When informing parents of the event, they will be informed of the decision. If general shots are to take place - such as at a summer fayre for example – visitors will be advised in the invitation, so that general consent is implied by attendance. No wider publication of photographs taken for personal/family use or photography allowed in situations such as changing areas (e.g. Sports Day).

Every effort will be made by The Sheiling Ringwood to prevent capture of images of any student for whom consent has not been given when photography or filming is undertaken by The Sheiling Ringwood, or a professional employed by The Sheiling Ringwood. Images captured by The Sheiling Ringwood are securely stored. We only publish with consent, e.g. on the website, with no personal identifiers to the students.

Approaches to E-Safety

Teaching

The School curriculum features the use of ICT and as a result takes e-safety into account. Students are actively taught to keep themselves safe online as is appropriate to their needs. Staff model appropriate use of ICT and all students take part in E-Safety Week.

Monitoring

Students are effectively monitored in the classroom and in the house when they are accessing ICT. Staff are available to check appropriate student access and intervene if required. Staff will promote appropriate use and inform parents of any concerns.

Safeguarding

Staff receive safeguarding training that covers aspects of e-safety and appropriately-levelled guidance on e-safety is displayed in each class. The Sheiling Ringwood has extensive monitoring procedures and protection to ensure the use of internet and e-mails are safe. The Sheiling Ringwood's use of ICT is covered in the Staff Code of Conduct and Acceptable Use Policies.

Who accesses what?

We will work closely with parents to assess the requirements for any student to support them to access the best range of options for using technology. We can support monitored use of social media as part of the curriculum, if appropriate for the student.

Clothing

We do not have a formal dress code for either students or staff, although staff and students alike are expected to dress well and take care of their own appearance.

We will provide a suggested clothing list. It is helpful if the recommended items could be provided.

Although the houses do their own laundry, it is absolutely necessary that name labels be sewn into all your child's clothing, as we cannot be held responsible for items that are not labelled.

Please ensure clothes are clearly marked with name tapes (including socks and new items). We have found that sewn in nametapes stand the test of time.

Occasionally it may be both appropriate and useful that a student buys an article of clothing themselves during term-time. We will seek your consent and agreement to reimburse.

Spiritual Life

The Sheiling Ringwood is a non-denominational College and School; our ethos is derived from and inspired by the work of Rudolf Steiner.

These principles shape our way of life, our respect for one another and our love of the natural world, festivals and seasons.

Verses are spoken daily, grace at mealtimes and morning and evening circles are moments of peace and reflection in what can be a busy day.

We endeavour to support the wishes of individual families; parents are welcome to discuss their individual preferences with their House Manager.

Therapies

As part of our offer we provide inclusive access to a wide range of therapies, including:

- Speech and Language Therapy
- Occupational Therapy
- Physiotherapy
- Positive Behaviour Support
- Music Therapy

These therapies are further complemented by Steiner-inspired therapies in the form of:

- Eurythmy Therapy
- Colour Light Therapy
- Art Therapy
- Massage Therapy

Admissions and Annual Reviews

Full assessment of a prospective student's needs is made by senior staff and a personalised programme of transition developed. Students will make visits to the School to become familiar with the setting and staff and this will include an overnight stay for residential students.

After starting at the School, there is a further six-week assessment period, to ensure the right level of care and support is in place, after which a student's place can be confirmed.

As well as internal progress reviews throughout the year, each student's progress is reviewed annually. This is a formal process that takes place at the School and all parties that play a role in a student's education and care are invited to attend.



School Life

Main Lesson

Given by the class teacher in blocks of 3-5 weeks. These are topic-based lessons, teaching core subjects of history, geography and the sciences. Each main lesson is preceded by singing, poetry and topical discussions where attention is given to movement, communication and language skills. Literacy and numeracy is woven into/part of each lesson taught.

Main Lesson

Supported by class assistants, here the individual educational aims of each child are addressed. Work includes reading, writing and numeracy skills, guided by a teacher.

Main Lesson

These lessons are mainly devoted to practical and artistic activities including physical education and games, swimming, woodwork, handcrafts, painting, Eurythmy, environmental studies and gardening. Classrooms are situated apart from the houses and the students walk to the different buildings with their friends.

Upper School 16-19 Years

All students in the Upper School follow a broad based pre-vocational curriculum as described in our prospectus. The emphasis is on experiential and applied learning; lessons share their place on the timetable with outings, educational visits and project work. By experiencing how the world works first hand, students become more confident, finding their own place and their own way to contribute. The third year prepares students for moving on, finding out about themselves and their dreams moving forward, increasing their choices and their ability to choose.

Students learn about the world of work and partake in regular work experience on-site and/or off-site depending on their ability.

Key Stage 4 and Upper School students work towards Accreditation Awards.

Examples of our School (and College) programmes are found on our website:

www.thesheilingringwood.co.uk

Arrivals, Departures and Parent Events

Arrivals and Departures

The beginning and end of half terms are known as 'travel days'. It is important that pick-up and drop-off times are confirmed with the relevant House Manager or Deputy. Pick-up is usually before midday on the travel day and drop-off after 2 p.m.

Term dates can be obtained from The Sheiling Ringwood website:

www.thesheilingringwood.co.uk

Parents' Events

Dates for Parents' Events can also be found on our website. Parent Consultations take place twice yearly and are arranged via the School office. For residential students we ask that you contact the respective House Managers or their Deputies prior to arrival to advise if you can attend.