

2018 Autumn Term Calendar of Events

Autumn Theme – ‘The Incredible Me’ and ‘Keeping Safe’

School development focus includes:

- The school as a sensory provision,
- Developing a greater awareness and proactive practice towards emotional & mental health issues to help improve regulation
- Measuring and mapping holistic progression

2018 School chosen charity – West Midlands Air Ambulance



Please note: Parents welcome to attend Friday ‘Special Assemblies’ as outlined in schedule below


Date & Time	Event	Location	Audience
Monday 3 rd September 8.45 – 9.30	Autumn Term INSET Day 1 Welcome back - greetings and plan of action presented by Bev	Training to be held in the Coach House	All Education staff
9.00 – 12.30	AM – Hirstwood Training – A Sensory Curriculum	Buffet Lunch in Coach House at 12.30	Therapy Team invited
12.30 – 13.00	Buffet Lunch		
13.00 – 16.00	PM – Hirstwood Training – P4 to P8 Curriculum Induction meeting with new staff – Introducing DSL’s Discussion around structure of school and day Discussion around dress code		
Tuesday 4 th September 9.00 – 12.30	INSET Day 2 Training Day presented by Clinical Psychology Department ‘Attachment Awareness’ - Dr Bradley Crook	Coach House	All Education staff Therapy team
12.30	Buffet Lunch at 12.30 in Life Skills	Buffet Lunch in Life Skills	
13.00	Meeting in staff room with Bev and Martin – Launching the new curriculum and vision; Handover, timetables, changes; Introducing CPG assessment to all staff	Staff room	All Education & Therapy team
13.30	Reading through ‘Working Together Safely in Education’ Sept 2018 Assessment Data for all learners given out	Tutor bases/library	All staff
15.45	Remainder of the afternoon to read through timetables and prepare for new term End of Day	Tutor bases/library	Therapy Department to create timetable of 1:1 therapy (SLT + OT)




Date & Time	Event	Location	Audience
<p>Wednesday 5th September</p>	<p>New term begins HAND OVERS from Care to Education Settling back into school – tutor base work; Ensure social stories are read to reassure young people of their new classrooms, staff and peers Building relationships; Introduce Theme – The Incredible Me!</p> <p>Launch</p> <ol style="list-style-type: none"> 1. Art competition - theme – The Incredible Me; Competition will be judged on Friday 14th September; art work will be displayed in school reception; 2. Photography Competition – Theme – The Incredible Me; Pupils to support their work with a brief description or title; Support to be given wherever needed; <p>Bev and Martin to have individual short meetings with all staff across the course of the day;</p> <p>Staff to base lessons in and around the grounds of Overlay; No enrichment community visits;</p> <p>New staff to continue their induction in life skills classroom;</p> <p>Discussions and Behaviour Support Policy updated</p> <p>Staff code of Conduct discussed and updated;</p>	<p>Classrooms</p> <p>Tutor based</p> <p>Tutor rooms</p> <p>Library</p> <p>Life Skills</p>	<p>Education staff</p> <p>All staff, pupils and students;</p>
<p>Thursday 6th September</p>	<p>Discussion around the changes brought in by the new updated KCSE 2018</p> <p>Meeting with Therapy Department – reviewed 'de-brief' process making adaptations to, specified 'de-brief level for each student; Behaviour Watch updated</p> <p>Looked particularly at debriefs around peer to peer targeting and possible bullying (SIP)</p> <p>Fire Panel training</p> <p>Tutor based work – Building relationships getting used to their environment and any changes of staffing & peers;</p> <p>Further Induction for new staff; Performance Management Meetings for new staff; Martin – Molly and Peter; Bev – Lynette</p> <p>Meeting with new staff to discuss School Safeguarding Policy; Staff code of Conduct discussed as part of induction;(SIP)</p>	<p>Tutor rooms and grounds of Overlay Hall</p> <p>Library</p>	<p>Education team</p> <p>Lynette, Molly, Peter</p>




Date & Time	Event	Location	Audience
<p>Friday 7th September</p> <p>8.45 – 9.30</p>	<p>8.45 – 9.30 - Teacher Moderation Meeting – CPG score and evidence to be discussed (SIP)</p> <p>Fire Panel training</p> <p>Literacy Theme Day – Tutor based day Sensory Stories, Poems & Riddles, Shared Reading; Attention Autism – literacy, themed art, post cards, letters/pictures home, drama, introduce diary, letter & sounds, Boogie Mites, interactive literacy;</p> <p>Additional literacy linked lessons: Period 1 – Willow – Peter to deliver Period 1 – Cherry – Lynette Period 1 – Oak - Chris Period 2 – Holly – Lynette Period 2 – Ash - Peter Period 5 – Holly - Chris</p> <p>8.45 – 9.30 Teacher Meeting – Moderation (CPG)</p> <p>Awards</p> <ul style="list-style-type: none"> • Holly and Ash in Holly classroom 15.30; Dee to lead • Willow and Cherry, in Willow classroom; Peter to Lead • Oak to join 'Holly and Ash' awards if able, if not to do awards in Oak Classroom or out in the woods; 	<p>Library</p> <p>Tutor Groups</p> <p>Tutor rooms</p> <p>Library</p> <p>Holly Willow Oak</p>	<p>All teachers & tutors</p> <p>All groups</p> <p>Teacher, Bev, Martin, Lorna</p> <p>Not open to parents; (Thanks in advance for your cooperation)</p>
<p>Monday 10th September</p> <p>4pm – 5.30</p>	<p>Behaviour Support Policy presented to staff linked to the changes in KCSE 2018 requirements, bullying, behaviour watch, PSP's sanction vs consequences and restrictions of liberty(SIP)</p> <p>Highlighted trends from BW analysis to proactively prepare staff for the possibility of repeated patterns in attempt to support emotional wellbeing of staff. Trends also used highlighted common triggers, and data indicates that 'demand' is one prevalent common factor (SIP)</p> <p>Counter Bullying Policy and log discussed and updated to reflect latest legislation and guidance – also discussed with staff</p> <p>Commenced updating Safeguarding policy to meet latest legislation</p> <p>New timetable commences</p> <p>Pip joins Holly</p> <p>Enrichment Day – Cherry</p> <p>Drop in evening to chat to Bev and Martin – All parents welcome – discuss this year's curriculum, assessment and timetable;</p>	<p>Community</p> <p>Library</p>	<p>Education</p> <p>Cherry</p> <p>Parents</p>

Date & Time	Event	Location	Audience
Tuesday 11 th September 1.30 – 3.30	<p>Restriction of Liberty format created to promote awareness and reliance of restrictive practices (SIP)</p> <p>Bereavement Policy created linked to wellbeing and mental health (SIP)</p> <p>SCERTS Assessment of OAK Class carried out (SIP)</p> <p>Each Tuesday Dr Bradley Crook (Clinical Psychologist) is available, by appointment, to talk about worries, emotional and mental health issues); Brad Time available for staff, pupils and students each Tuesday;</p> <p>Therapy Play – Coach House (every Tuesday 10.30 – 12.00)</p> <p>Meeting with and around the Clinical & Therapy Team (MACT meeting) – Library Discussion points: vision, development plans, sensory curriculum, MAC meetings, discussing capacity, restriction of liberty, assessment, AOB;</p>	Therapy office Coach House Library	Pupils, staff, parents; All pupils and students Therapy and clinical Team + assistants, Bev, Martin, Dee, Lorna, Tracy, Pat, Anna
Wednesday 12 th September 3pm – 3.45	<p>OCR Life and Living Skills Meeting – general discussion teachers, tutors and TA (AGr)</p> <p>Risk assessment created with key staff around workshop & gardening children/ adult service users</p> <p>Farm Shop Project Meeting with CMc (SIP)</p> <p>Introducing linear planning for OCR L + L – Teachers, tutors and TA (AGr)</p> <p>PSP meeting with care staff (SIP)</p> <p>SENSORY LODGE TRAINING – Experia all therapy and key staff to attend (SIP)</p> <p>Enrichment Days for Holly and Oak</p> <p>Education meeting - Safeguarding Update</p>	 Community	 Oak, Holly Care team
Thursday 13 th September	<p>SIP SMO visiting</p>		
Friday 14 th September 3.15pm	<p>8.45 Teacher Meeting - Moderation CPG score and evidence to be discussed</p> <p>Special Assembly – Coach House; Theme ‘The Incredible Me’ – presented by Mr Peter Smith; Overlay Hall welcomes guest musician – Mrs Clarke who will play the Oboe for all during our special assembly; Art and Photography Competition results will be announced;</p>	Library Coach House	Teachers Parents welcome

Date & Time	Event	Location	Audience
Monday 17 th September	<p>Online Safety Training SLT - Twilight Session</p> <p>Pip joins Cherry</p> <p>Launch new 'Creative competition': Theme – The Incredible Me or Keeping Safe</p> <ul style="list-style-type: none"> • Product design, D+T • Craft, • Garden/Forest craft • Cooking, • Drama, <p>Will be judged Friday 5th October in a special assembly</p>	All classes and tutor groups	Education
Wednesday 19 th September 3pm 4pm – 6.30	<p>De-Briefs discussed and shared with staff – Rha & KJo</p> <p>Yom Kippur Day – special food at lunch</p> <p>Online safety update with all staff</p> <p>TWILIGHT SESSION – OCR Presentation, Planning & Moderation</p>	Tutor groups Staffroom Willow	Education Education and Therapy Department Education team
Thursday 20 th September 2pm – 3pm	<p>9.30 – 10.00 – School Council Meeting</p> <p>Overley Hall Sports Day Weather permitting ☺</p>	Library Walled Garden	Representative from every group Parents & families welcome
Friday 21 st September	<p>Jeans for Genes Day – assemblies to discuss theme</p> <p>Sports person of the year to be Awarded </p> <p>Teachers Moderation Meeting 8.45 - 9.30 CPG score and evidence to be discussed</p> <p>Data collection for CAPS</p>	Holly Willow Library Oak	Parents, staff and students Teachers and Instructors To Lorna
Monday 24 th September	<p>Pupil feedback questionnaires to be completed this week please. – Choose most appropriate format to best gather the thoughts, feelings and aspirations of the pupils and students; Lorna to provide the most appropriate method</p> <p>Pip joins Willow</p> <p>Walk through observations will take place across this week – 10 minute visits to observe engagement and regulation;</p>	Tutors and therapy Across school	All staff
Wednesday 26 th September 3pm	Health and Safety Audit of school site	School and grounds	All education staff to be involved
Friday 28 th September 10am – 11am	<p>World's Biggest Coffee Morning – raising money for Macmillan Cancer Support </p> <p>Enrichment commences at 11am for Willow and Ash</p> <p>Assembly Theme – Personal Safety - Online Safety</p> <p>Teacher's moderation Meeting – CPG score and evidence to be discussed</p>	Coach House Community Holly & Willow Library	Parents, families and friends of Overley, pupils & students, staff Peter and Martin to present Teachers and Instructors

Date & Time	Event	Location	Audience
Monday 1st– 5 th October 16.00 – 17.30	<p>Pip joins Ash</p> <p>Drop in to meet Beverley and Martin, first Monday of each month; No appointment needed.</p> <p>Poetry Theme Week (Example: Margarita Engle (young people’s poet Laureate 2017 – 2019), Dr Seuss, Roald Dahl, Shel Silverstein, Michel Rosen’s works, Wilfred Owen born in Shrewsbury 1893-1918 English poet and soldier / visit his house) - Display to be coordinated by - Lynette & Mandy to take a leading role</p> <p>Bedtime stories to include poetry</p>	Library To be displayed in School Care	Parents and family Education
Tuesday 2 nd October	Grandparent Day (7 th October) make and post a card or gift for someone special	School	Education
Friday 5 th October	<p>Pupil Work Audit – students work to be made available</p> <p>World Smile Day ☺ - Theme for assembly Wear something funny to school & work</p> <p>Special Assembly – Creative Competition prizes to be awarded</p> <p>Teachers Moderation Meeting 8.45 – CPG score and evidence to be discussed</p>	Coach House Coach House Library	All new staff Parents welcome Teachers
Monday October 8 th October ***** Lesson Observation Week *****	<p>Pip joins Oak</p> <p>MAKATON Theme Week 8th – 12th October</p> <p>World Post Day – send a postcard to someone special</p> <p>30 minute lesson observations will take place during this week, lesson plan, student work, and practice will be assessed. Feedback available;</p>	Overley Hall	Education 
Wednesday 10 th October	<p>World Mental Health Day</p> <p>Express ourselves through art, dance, talking mat, a joke, a gift, smile or cuddle..... Display to be created – Ash group to assemble please</p>	Classes	Education staff, therapy department, pupils and students
Friday 12 th October	CAPS data to be collected	Oak	To Lorna
Monday 15 th October	<p>Pip joins Holly</p> <p>Parents Week – Every child is a star</p>		
Tuesday 16 th October 5pm-7pm	<p>Friends of Overley meeting – Mental & Emotional Health presentation given by therapy and clinical department. Presentation, and opportunity to chat, ask questions. Help us to develop our awareness and become even more solution focussed; We welcome you to share your experiences and challenges in friendly and understanding company over glass of Shloer ☺</p>	Coach House	Parent and friends of Overley Hall; Staff welcome

Wednesday 17 th October 	Healthy Heart Day – Theme across all lessons today Healthy options across the day Get active - Whole school run (Shelly and Adrian to plan the route) followed by dancing in the Coach House led by Claire at 2pm	All classes	Whole school
Friday 19 th October	B Squared data update to be completed by end of day today in subject areas outlined in the curriculum policy	All groups	All education and therapy staff
Monday 22 nd October	Pip joins Cherry Assessment Week – CPG/SCERTS/CAPS/GAS/IEP/B Squared/5 Point Scale/incident analysis	School	Education & Therapy team
Date & Time	Event	Location	Audience
Friday 26 th October	Break up for half term holiday return Thursday 8th November		
Monday 5 th November	Pip joins Willow Feedback Questionnaires to be sent out to parents & social workers – All feedback is much appreciated India Culture Theme Week to celebrate Diwali (7th November); Incorporate theme across lessons <ul style="list-style-type: none"> • Indian foods in Food tech to be shared in assembly on Friday • Indian dancing in PE and dance (performance in Friday special assembly led by Mandy, Dee, Shelly and Claire) • PSHE – Indian dress • Indian art – Christine, Ade, Natasha, Jess and Jill to lead – prize awarded in assembly Asian food to be incorporated into the menu throughout the week	Admin Whole school Catering	Parents & Social workers Staff and children
Friday 10 th November	Special Assembly – Celebrate the differences in culture, join in with dancing, food tasting, and prize giving – Dee, Mandy, Shelly and Claire to lead the dancing; Jill & Jess to lead the art Competition, Christine & Penny to lead the Dressing up; Laura, Natasha, Pam and Kiely to lead on the food tasting; Peter to present	Coach House	Parents, family, friends of Overley, staff and students
Monday 12 th November	Pip joins Ash		
Tuesday 13 th November	Online Learning day – all students to be encouraged to carry out work online today across lessons Petr and Lynette to lead		Whole school
Friday 16 th November 10.00 – 11.00	Children in need – Coffee Morning and Farm shop Fancy dress – favourite character from a book, soap, drama or film (visitors, staff and students)	Coach House 	Parents, families and friends of Overley. Staff, pupils and

			students (past and present)
Monday 19 th November	Pip joins Oak		
Thursday 21 st November 4pm – 6pm	Parents Evening 4pm – 6pm If you are unable to attend, please call Bev to arrange an alternative date & time.	Coach House	Parents. Guardians carers, social workers;
Friday 22 nd November	8.45 – Teachers Meeting – CPG Score and evidence to be shared and discussed	Library	Teachers and instructors
Monday 26 th November	Pip joins Holly		
Wednesday and Thursday 28 th /29 th November	Hirstwood Training return (two days) to continue the training on developing Overley Hall as a specialist sensory provision; (in class training coupled with a twilight session on the 28 th 3pm-6.30) Twilight session	In class and twilight to be held in The Coach House	Education and Therapy Department
Date & Time	Event	Location	Audience
Monday 3 rd December	Pip joins Cherry 'Pupil feedback' to be collected across this week. Most appropriate method for each pupil/student to be discussed with Lorna, Martin, Rachel or Bev	Tutor groups	All pupils and students
Wednesday 5 th December at 6pm – 8pm	Christmas Tree Lights turn on in the Forest 	Overley Hall, Tweet Street in the Forest	Parents, family and friends of Overley Hall, staff, pupils - past and present
Friday 7 th December	CAPS Data to be collected	Oak	Lorna
Monday 10 th December	Pip joins Willow		
Wednesday 12 th December at 2pm	Festive Whole School Christmas Performance	Coach House	Friends, parents & family and all staff
Monday 17 th December	Pip joins Ash		
Tuesday 18 th December	Christmas Service at Wrockwardine Church 10am Festive refreshments at Overley 	Wrockwardine Church	Friends of Overley, parents and families
Wednesday 19 th December at 12.30	Special Christmas Lunch in Coach House 	Coach House	Staff, pupils, students, Santa and his little helpers
Friday 21 st December	End of term – Friday 21 st December New term begins 7 th January 2019 Have a wonderful festive break everyone		

An *open door policy* is in place at Overley Hall School to parents, guardians and carers of pupils of Overley Hall. If you require a meeting with Bev, you will always be made welcome but to save disappointment (or a long wait), a phone call to check her availability would be advisable.

Meetings

- Weekly - Monday, Tuesday, & Thursday, Bev, Dee & Martin will meet with all education staff at 8.45 for a brief meeting focussed on development and updates
- Wednesday - Bev to meet with all education staff at 3pm
- Friday 8.45 - Bev to meet Teachers
- MACT (Clinical and therapy team meeting) - meetings as scheduled (half termly)
- Senior Leadership Team will meet Monday pm
- MAC (meetings around the child) will be scheduled as required, but every pupil will have a meeting across a term

Autumn **Theme 2018** for pupils include:

- The Incredible Me... keeping safe

Our 8 **curriculum drivers** include:

- Communication
- Regulation and emotional development
- Community
- Problem solving
- Developing curiosity
- Independent thinking
- Independence
- Physical and health wellbeing

Therapist Rachel (Speech and Language Therapist) and Assistants Karen and Peter are available Tuesday, Wednesday and Thursday each week.

Occupational Therapist Lisa is available each Tuesday.

Dr Brad Crook (Clinical Psychologist) and Assistant Psychologist - John are also available each Tuesday.

If you require support or advice don't hesitate to call to arrange a meeting.

In November and March I will be sending you a questionnaire to gather your thoughts and feelings about the service provided by Overley Hall School, I look forward to your feedback to help us to continue to develop.

May I take this opportunity to thank you for your support and I look forward to working with you to make 2018/2019 a very productive and successful year for all children and young people attending Overley Hall. 'Together' we can make a real difference to the progress and achievement of your children.

Kind Regards

Beverley