



# LOCAL OFFER

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## Q1

# How does Jigsaw know if my child/ young person needs extra help?

Jigsaw CABAS® School is a specialist day school for children with an autism spectrum disorder (ASD).

- It is the only school of its kind in the Surrey and one of around 14 across the UK offering a structured programme of intensive intervention using the principles of Applied Behaviour Analysis (ABA).
- Thorough assessments are completed to enable the development of a bespoke curriculum for each child.
- The curriculum is continually reviewed with regular meetings scheduled with parents throughout the year.
- Jigsaw School has a highly trained staff team including senior behaviour analysts, qualified teachers and health professionals offering additional outreach and extensive parent education programmes.

JigsawPlus offers a day service for adults with autism and/or associated disabilities.

- Following a thorough assessment of need, each adult learner is offered an individualised curriculum that focuses on supporting ongoing learning, improved wellbeing and vocational opportunities.
- JigsawPlus provides highly trained support workers providing 1:1 support in supervised learning programmes.
- There is a strong focus on teaching the adults we support strategies to self-manage anxiety, anger and other behavioural issues.

## Q2

# How will Jigsaw staff support my child/young person?

### Jigsaw School is a positive environment

- Qualified teachers and certified behaviour analysts work both individually and within group settings with pupils on a daily basis.
- Through continuous monitoring, measuring and assessment, programmes are constantly adapted to ensure pupil needs are met.
- Parents are kept informed by their child's Classroom Supervisor through a variety of channels – daily communication books, progress review meetings, annual review process, telephone and email communication as well as face to face meetings.
- Staff continually praise individual success, which reinforces self-confidence and self-esteem.
- Teachers undertake a process of continual assessment and learning that is supervised by our on-site Certified Behaviour Analysts and Consultant Behaviour Analysts from the CABAS® Board who visit regularly throughout the year.

### JigsawPlus adult provision

- Highly trained Support Workers, supervised by our Team Leaders and the Training & Development Consultant, deliver individualised programmes that are continuously monitored and reviewed.
- Each learner has meaningful, achievable goals that are reviewed regularly with all those involved in the learner's support and care.

### Jigsaw Trust Governors and Trustees

- Include individuals with extensive experience from a breadth of educational and business settings.
- They regularly visit and support the work of all Jigsaw staff.

## Q3

# How does Jigsaw match the curriculum to my child's/young person's needs?

### Jigsaw School has a multi-disciplinary approach

- Each child's needs will be met through their individualised curriculum, 1:1 and paired teaching, group work, and a process of assessment, planning, implementation and progress review - previously known as an IEP (Individualised Education Plan).
- Jigsaw CABAS® School has a science-based teaching system whereby teaching staff collect moment-to-moment data throughout the school day. These data can be used to provide immediate feedback to the pupils and to modify teaching interventions where necessary to ensure optimum outcomes.
- Jigsaw has a multi-disciplinary approach with onsite speech and language and occupational therapy embedded in the curriculum.

### JigsawPlus adult provision

- Every learner has an individualised curriculum designed to maximise their learning potential, increase independence and improve quality of life.
- The provision enables opportunities for learners to access work experience/volunteering placements that are relevant and suited to them as well as access to community activities that can be individually selected.

### Jigsaw Trust across all settings

- Staff know pupils' and adult learners learning and emotional needs extremely well and put this knowledge to very effective use in matching activities closely to the needs of each individual.
- Staff have very high expectations for individual achievement and independence, and work consistently to promote this goal.

## Q4

# How do you keep me informed of my child's/young person's progress at Jigsaw?

### Jigsaw School communicates with parents

- Daily via a communication book – allowing a continual flow of information on both school and home matters, behavioural issues, general wellbeing and relevant daily detail. Described by one parent as a 'lifeline', Jigsaw considers this to be a fundamental part of the individualised approach to each pupil's needs.
- Termly by providing a more detailed report than the Communication Book.
- Annually through the annual review process.
- Progress review meetings are held 6-monthly by Jigsaw's senior teaching team. Parents are invited to attend these meetings.
- Memos are sent home describing the current topic and class timetables and curriculum newsletters are sent to parents half-termly.
- The School's open door policy allows parents to observe their child in class at any time.
- Jigsaw School has a dedicated Parent Liaison Officer.
- Home support (Outreach) is available to parents together with a parent education programme.

### JigsawPlus adult provision

- Regular client reviews are conducted where learners and stakeholders can reflect on progress to date and discuss and plan future aims.
- JigsawPlus actively encourages and supports learners to express their own needs and wishes, to fully participate in the communication process and to make positive choices.

**Communication throughout Jigsaw is excellent, providing regular information and plenty of opportunities for parents to contribute to their child's/young person's development.**

## Q5

# What support does Jigsaw give for my child's/young person's wellbeing?

### Jigsaw School is a positive environment

- An integral part of the CABAS® system is learning through positive reinforcement.
- The school's philosophy and aims are achieved through a positive approach to behaviour management where pupils are guided and encouraged through reinforcement of appropriate behaviours.
- All pupils have individual behaviour guidelines and individual risk assessments. Data are collected on behaviours and are continually monitored and analysed by senior staff.
- The school adopts an e-safe environment and has designated child protection officers.
- There is a full and detailed range of clearly-written policies and procedures for all aspects of pupils' welfare, including behaviour management, the prevention of bullying, safeguarding, safety (both on and off site), and first aid.
- All teaching staff are first aid trained and follow DfE guidelines on the administration of medication.
- The school holds an exceptional record of children remaining at the school .

### JigsawPlus: specialist day services for adults

- All learners have individual risk assessments, behaviour guidelines, medical profiles and personal care plans.
- Staff are fully trained in the administration of medicines, Safeguarding protocols, behaviour management and first aid.
- Behaviour guidelines are continually reviewed and amended to ensure the optimum support for each learner.

**Jigsaw is committed to safeguarding and promoting the welfare of children and young people.**

## Q6

# What specialist expertise is available at Jigsaw?

### Jigsaw School has a highly qualified teaching team

- The majority of staff are graduates and many are certified behaviour analysts focussing on teaching as applied behaviour analysis (ABA).
- All teaching staff progress through the CABAS® rank system accredited by Columbia University New York and the CABAS® Board and a Masters Programme can be completed through Nicholls State University.
- Both Columbia University and Nicholls State University provide Jigsaw's Senior Consultants who visit regularly throughout the year.
- All staff are trained in first aid.
- Specialist Speech and Language Therapists (in-house).
- Specialist Occupational Therapists (in-house).
- Consultant Physiotherapist.
- PROACT-SCIP®-UK trained teaching staff with Instructors across all facilities.
- Jigsaw CABAS® School is a member of NASS (National Association of Special Schools) and ABA Schools forums.

### JigsawPlus has highly qualified support teams

- Staff have comprehensive training in ABA and the management of challenging behaviour.
- Key health and social care training such as medication, safeguarding, mental capacity act and first aid.
- JigsawPlus actively works in partnership with other service providers to maximise the learning, vocational and wellbeing opportunities for learners.
- PROACT-SCIP®-UK trained staff.
- All staff have the opportunity to work towards achieving the Registered Behaviour Technician qualification with coursework and supervision being delivered in-house.
- A number of staff have a Masters in High Incidence Disabilities and ABA, and are Certified BCBAs
- All staff complete the Care Certificate
- All staff have the opportunity to undertake QCF Levels 2, 3 and 5



## Q7

# What specialist services are available at Jigsaw?

### Jigsaw School

Pupils access a range of offsite activities and community-based learning to further broaden their learning experiences. For example, horse riding (RDA), swimming, rock climbing, cycling, visiting local libraries, parks and attractions.

The School also has the following services available on-site:

- Daily Living Skills room to assist in the development of pupils' independence.
- Fully equipped food tech room
- Soft play and sensory rooms

We support children who have a range of learning difficulties, many of whom have further complex medical needs, therefore additional facilities include:

- A medical room
- Suspended equipment operated by one of our fully trained Occupational Therapists to enable sensory integration therapy to take place.

### JigsawPlus: specialist day services for adults

- JigsawPlus develops close links with local businesses to help develop work experience/volunteering opportunities for learners.
- A range of Jigsaw Enterprises have been set up to provide learning and vocational skills opportunities in a safe and caring environment.

### Jigsaw Life Skills Centre, Guildford

A resource for learners to gain valuable life skills and which provides a unique opportunity for them to take a further step towards more independent living

- Fully equipped kitchen
- Bedroom and bathroom
- Activity room - pool table, computers, games consoles, musical equipment, books
- Hairdressing facilities used to aid de-sensitisation issues
- A sensory garden providing outdoor horticultural opportunities under the guidance of a Horticultural Manager.

## Q8

### What training do Jigsaw staff have?

#### All Jigsaw staff receive the following training:

- Certification in ABA from the CABAS® Board (eg. CABAS® Teacher I rank, CABAS® Teacher II rank)
- Some staff are working towards certification in ABA from the BACB (BCBA or RBT)
- Autism
- Safeguarding
- Child Protection (Jigsaw School staff only)
- PROACT-SCIP® UK - a positive approach to behaviour management which encourages the use of proactive responses
- Qualifying staff have the opportunity to gain a Masters in High Incidence Disabilities and ABA
- The Care Certificate (JigsawPlus staff only)

#### Other training available across the Trust includes:

- First Aid
- Epilepsy
- Makaton
- PECS
- Proloquo2Go
- ASDAN (Jigsaw School curriculum relevant only)
- Administering of medication/emergency medication, and for other health conditions, as required
- Lead teachers, supervisors and support workers receive Leadership and Management training
- Presentation and time management skills
- Administrative and Management teams receive similar training plus additional relevant professional development opportunities.

## Q9

# How will my child/young person be included in activities outside the classroom/on school trips?

**All pupils and adult learners access a wide range of off-site activities in and around the local community on a weekly basis.**

Jigsaw operates a policy of inclusion and will involve parents in decision making regarding any off-site activities.

### Jigsaw School

- The school has a dedicated Educational Visits Co-ordinator (EVC) and an Educational Visits Policy that links directly with DfE and LA guidance.
- Individual risk assessments are undertaken for each child and extra-curricular activities are tailored to suit.
- Transport to all visits is via school minibuses specifically adapted, one of which has a tail-lift for pupils with accessibility requirements.

### JigsawPlus

- Where behavioural issues may limit access to particular public facilities, JigsawPlus works in partnership with other providers to offer alternatives.
- JigsawPlus welcomes information and feedback from families and other providers that improve the support offered to adult learners.
- JigsawPlus actively encourages learning in real life settings rather than classroom based learning.
- An increasing number of local community businesses and organisations are able to offer our learners work experience/volunteering opportunities on an ongoing basis.

[Jigsaw's Life Skills Centre](#) in Guildford gives all learners the opportunity to gain key living skills in a 'real world' setting which helps to increase their independence.

[Jigsaw Enterprises](#) (Cafe on the Park and GARDENworks) are available for all learners to access a range of vocational and volunteering opportunities in a safe and caring environment.

## Q10

### How accessible is Jigsaw?

- All Jigsaw Trust facilities are fully accessible (wheelchair access, disabled toilet facilities and changing facilities).
- Where a parent/carer's first language is not English, Jigsaw endeavours to find a translator to facilitate ongoing communication.
- All individuals at Jigsaw have a SEN requirement and facilities are adapted accordingly.
- For additional disabilities, every reasonable effort would be made to accommodate their particular needs. Accessibility is continually monitored within all Jigsaw facilities.
- When a parent or LA requests placement of a pupil/adult who presents with additional disabilities, adjustments are made to support them.

**As a registered charity, Jigsaw Trust fundraises to be able to provide additional specialist resources across Jigsaw School, JigsawPlus and Jigsaw Social Enterprises.**

## Q11

# How will Jigsaw prepare and support my child/young person when joining or transitioning to a new setting?

### Joining **Jigsaw School** and **JigsawPlus**

Jigsaw has a structured process for the assessment of pupils and adult learners looking to join. This includes but is not limited to:

- A dedicated Assessment Team
- Working closely with the individual's current setting (school / adult provision / home)
- A Facilitating Team around the Child (TAC) Child in Need (CIN), Looked after Child (LAC), Best Interests Meeting (BIM) meetings when necessary
- Holding transition meetings at Jigsaw and attending other settings in order to facilitate successful transitions to take place
- Informal pupil/adult learner visits are arranged to allow a gentle familiarisation process as well as a complete thorough assessment process to ensure we are able to meet the individual's needs
- Following the Admission Assessments, Jigsaw's Admission team makes a decision as to whether the child/adult's needs can be met before feedback is made to the LA for a final decision on placement
- Parents are kept fully informed throughout this process

### Moving on from **Jigsaw School** and **JigsawPlus**

- Curriculum in Key Stage (KS) 4 - 5 progressively changes to prepare pupils for adulthood and working life
- All pupils in Years 13 & 14 (KS5) have the opportunity to take part in a residential trip each year
- During the Year 9 Annual Review a Transition plan is completed with input from parents, Social Services and the Education Department of the Local Authority. This is updated annually thereafter and helps inform all parties of preferred outcomes and potential risks
- Learning objectives related to independent living, work related learning and enterprise are embedded into learners individualised curriculum plans
- All learners have access to Jigsaw's Life Skills Centre to help them develop key independent living skills
- **Jigsaw Enterprises** provide access to vocational, work experience and volunteering opportunities.
- **JigsawPlus** works with other colleges, care and supported living settings to ensure smooth and successful transitions

Visit our Admissions pages at [jigsawschool.co.uk](http://jigsawschool.co.uk) or [jigsawplus.co.uk](http://jigsawplus.co.uk)

## Q12

# How are Jigsaw's resources allocated and matched to childrens/ young persons special needs?

### Jigsaw School and JigsawPlus

- As an Independent special school/independent provider, the funding for each child/young person is defined by the level of need in their EHCP/Care Plan.
- Each pupil/young person at Jigsaw has 1:1 staff support - this is central to our highly structured individualised approach.
- Jigsaw has qualified and Specialist SLTs and OTs on staff to deliver any additional 1:1 direct therapy required as written in the EHCP/Care Plan.

**Additional fundraising further enhances the educational and social experiences and opportunities for all our learners.**

## Q13

# How is the decision made about what type and how much support my child/young person will receive from Jigsaw?

### Jigsaw School and JigsawPlus

- Our dedicated assessment team will work with you throughout the admissions process ensuring you are fully informed at all times and that both you and your child/young adult are comfortable within a Jigsaw setting.
- The assessment will advise and shape the Individual Learning Plan, EHCP or Care Plan for your child/young adult. This is completed in conjunction with parents as your input is valuable.
- Once your child/young adult has been placed with us, we will plan regular meetings with you so you can see the progress that is being made.
- Annual Reviews are arranged with parents/carers to discuss each child/young persons progress.

## Q14

### How are parents involved at Jigsaw?

#### We have an open door policy at Jigsaw

- Parental input into the design of the pupils' curriculum/adult learners' timetable is invaluable and the emphasis is on making learning fun and meaningful.
- Objectives are updated in the individual learning plan/Care Plan on a daily basis and it is reviewed in detail every six months.
- Parents are invited to attend a progress review meeting once a year.
- ALL EHCP/Care Plans are reviewed annually in line with the SEN Code of Practice.
- Parent Education sessions are held throughout the year to further support the generalisation of skills across settings.
- **Jigsaw School** has a dedicated parent liaison officer based at the School.
- **JigsawPlus** adult provision has a dedicated Director of Adult Services and Operations Manager based at the Centre for Lifelong Learning.
- Parents' forum on Facebook (invitation only).
- Jigsaw runs open workshops throughout the year and parents and carers are welcome to attend any of these sessions.



## Q15

# Who can I contact for further information about Jigsaw School or JigsawPlus adult provision?

For more information regarding a possible placement at Jigsaw please contact the Admissions Team at:

### Jigsaw School

Email: [info@jigsawtrust.co.uk](mailto:info@jigsawtrust.co.uk)

Telephone: 01483 273874

**Once enrolled at Jigsaw School your first point of contact will be the Parent Liaison Officer**

### JigsawPlus

Email: [info@jigsawplus.co.uk](mailto:info@jigsawplus.co.uk)

Telephone: 01483 277366

**Once enrolled at JigsawPlus your first point of contact will be the Operations Manager**