

Local Offer



CONTENTS

- Q1** How does Jigsaw know if my child/adult needs extra help?
- Q2** How will Jigsaw staff support my child/adult?
- Q3** How does Jigsaw match the curriculum to my child's/adult's needs?
- Q4** How do you keep me informed of my child's/adult's progress at Jigsaw?
- Q5** What support does Jigsaw give for my child/adult's wellbeing?
- Q6** What specialist expertise is available at Jigsaw?
- Q7** What specialist services are available at Jigsaw?
- Q8** What training do Jigsaw staff have?
- Q9** How will my child/adult be included in activities outside the classroom/on school trips?
- Q10** How accessible is Jigsaw?
- Q11** How will Jigsaw prepare and support my child/adult when joining or transitioning to a new setting?
- Q12** How are Jigsaw's resources allocated and matched to childrens/adults special educational needs?
- Q13** How is the decision made about what type and how much support my child/adult will received from Jigsaw?
- Q14** How are parents involved at Jigsaw?
- Q15** Who can I contact for further information about Jigsaw School or JigsawPlus adult provision?

Q1

How does Jigsaw know if my child/ adult 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 only a small number across the UK offering a structured programme of intensive intervention using the principles of behaviour analysis.
- 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 specialist 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 training and learning opportunities, vocational opportunities and improved wellbeing.
- There is a strong focus on supporting the adult learners to develop strategies to self-manage anxiety and other behavioural challenges.
- JigsawPlus provides highly trained support workers providing both individual and group learning programmes.

Q2

How will Jigsaw staff support my child/adult?

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, outlined in their EHCP, are met.
- Parents are kept informed through a variety of channels: progress and annual review meetings, online learning and communication platforms eg. Class DoJo, virtual and face-to-face meetings, telephone and email.
- 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 specialist day services for adults

- Highly trained Support Workers, supervised by our Team Leaders and the Training & Development Consultant, deliver individualised programmes that are continuously monitored and reviewed.
- Each adult 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/adult'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.
- 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 adult learner has an individualised curriculum designed to maximise their learning potential, increase independence and improve quality of life.
- The provision enables opportunities for adult 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 the learning and emotional needs of all our learners 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/adult's progress at Jigsaw?

Jigsaw School communicates with parents

- Daily, thereby allowing a continual flow of information on both school and home matters, behaviours, 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.
- Annually through the annual review process.
- Progress review meetings are held 6-monthly and 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.
- Home support (Outreach) is available to parents together with a parent education programme.

JigsawPlus specialist adult provision

- Regular client reviews are conducted, including an Annual Review where adult learners and stakeholders can reflect on progress to date and discuss and plan future aims.
- JigsawPlus actively encourages and supports adult 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/adult's development.

Q5

What support does Jigsaw give for my child's/adult's wellbeing?

Jigsaw School is a positive environment

- An integral part of the CABAS® system is learning through positive reinforcement. For more information about CABAS visit cabasschools.org
- 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.
- A dedicated safeguarding team comprising of a Designated Safeguarding Lead, Deputy(ies) and a School Governor responsible for safeguarding.
- 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.
- A high number of teaching staff are first aid trained and follow DfE guidelines on the administration of medication.
- We have staff who have received ELSA training and we offer ELSA sessions to pupils as required.
- The school holds an exceptional record of children remaining at the school.
- The school has a dedicated School Nurse.

JigsawPlus specialist day services for adults

- All adult 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 adult learner.
- A dedicated Safeguarding Team comprising of a Designated Safeguarding Lead and Deputy(ies).

Jigsaw is committed to safeguarding and promoting the welfare of children and adults at risk.

Q6

What specialist expertise is available at Jigsaw?

Jigsaw School has a highly qualified teaching team

- All teaching staff progress through the CABAS® rank system accredited by Columbia University New York and the CABAS® Board. A Masters Programme can be completed through Nicholls State University or Queen's University Belfast.
- Our staff team includes: BCBA's (Behaviour Analysts certified by the Behaviour Analysts Certification Board) and RBTs (Registered Behaviour Technicians certified by the BACB) as well as a full QTS Team and hierarchy of teachers, lead teachers, supervisors and ABA consultants to ensure quality of teaching.
- Senior CABAS Consultants from Columbia University and Nicholls State University, visit regularly throughout the year.
- A high number of teaching staff are trained in first aid.
- We have staff who have received ELSA training and we offer ELSA sessions to pupils as required.
- In-house Specialist Speech & Language Therapists and Specialist Occupational Therapists.
- Consultant Physiotherapist.
- PROACT-SCIP®-UK trained teaching staff encouraging the use of proactive responses with Instructors across all facilities.
- Member of NASS (National Association of Special Schools) and UK-SBA ABA in Schools Special Interest Group.
- Jigsaw has received accreditation as a 'Sleep Right' school (supported by Hunrosa and created for the NHS).

JigsawPlus has highly qualified support teams

- All staff complete the Care Certificate.
- All staff have the opportunity to undertake further industry training, including RCF Level 3, 4 & 5.
- Staff have comprehensive training in behaviour analysis and the management of challenging behaviour.
- Key health and social care training such as medication, safeguarding, Mental Capacity Act and first aid.
- Specialist Speech & Language Therapists and Occupational Therapists to deliver any direct therapy as detailed in the learner's EHCP.
- JigsawPlus actively works in partnership with other service providers to maximise the training and learning opportunities, vocational opportunities and improved wellbeing.
- 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 Behaviour Analysis, and are Certified BCBA's.

Visit our Admissions pages at jigsawschool.co.uk or jigsawplus.co.uk

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, cycling, visiting local libraries, parks and attractions.

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

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

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.
- Specialist Speech & Language Therapists and Occupational Therapists to deliver any direct therapy as detailed in the adult learner's EHCP.

JigsawPlus specialist day services for adults

- Specialist Speech & Language Therapists and Occupational Therapists to deliver any direct therapy as detailed in the adult learner's EHCP.
- JigsawPlus develops close links with local businesses to help develop work experience/volunteering opportunities for adult 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 pupils/ adult 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 Tutor.

Visit our Admissions pages at jigsawschool.co.uk or jigsawplus.co.uk

Q8

What training do Jigsaw staff have?

All Jigsaw staff receive the following training:

- Certification in Behaviour Analysis from the CABAS® Board (eg. CABAS® Teacher I rank, CABAS® Teacher II rank)
- Some staff are working towards certification in Behaviour Analysis 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 Behaviour Analysis
- 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
- Administrative and Management teams receive relevant professional development opportunities.

Q9

How will my child/adult be included in activities outside the classroom/on school trips/off-site activities?

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 Learning Outside the Classroom (LOtC) and Educational Visits Policy that links directly with DfE and LA guidance.
- Individual risk assessments are undertaken for each pupil and extra-curricular activities are tailored to suit.
- Transport to all visits is via school minibuses with accessibility requirements.

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

[Jigsaw Enterprises](#) - Cafe on the Park & Bakery, and GARDENworks Horticultural Centre are available for all pupils to access a range of vocational opportunities in a safe and caring environment.

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 the adults we support, families and other providers that improve the support offered to adult learners.
- JigsawPlus actively encourages learning in real life settings in addition to table based learning.
- An increasing number of local community businesses and organisations are able to offer our adult learners work experience/volunteering opportunities on an ongoing basis.

[Jigsaw's Life Skills Centre](#) in Guildford gives all adult 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 & Bakery, and GARDENworks Horticultural Centre are available for all adult learners to access a range of vocational and volunteering opportunities in a safe and caring environment.

Visit our Admissions pages at jigsawschool.co.uk or jigsawplus.co.uk

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 child/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/adult when joining or transitioning to a new setting?

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

Jigsaw has a structured process for the assessment of children and adults 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 child/adult visits are arranged to allow a gentle familiarisation process as well as a 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's/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
- 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
- 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 adult learners individualised curriculum plans
- All pupils/adult 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 or jigsawplus.co.uk

Q12

How are Jigsaw's resources allocated and matched to childrens/ adults special needs?

Jigsaw School and JigsawPlus

- As an Independent special school/specialist day service for adults provider, resources for each child/adult is allocated according to the level of assessed needs in their EHCP/Care Plan.
- Jigsaw has a high staff:pupil/learner ratio - 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/adult 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/adult are comfortable within a Jigsaw setting.
- The assessment will advise and shape the Individual Learning Plan, EHCP or Care Plan for your child/adult. This is completed in conjunction with parents as your input is valuable.
- Once your child/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's/adult's progress.

Q14

How are parents involved at Jigsaw?

- Parental input into the design of the child's curriculum/adult's 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.
- 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: admissions@jigsawschool.co.uk
Telephone: 01483 273874

JIGSAWPLUS Email: admissions@jigsawplus.co.uk
Telephone: 01483 277366