jigsaw school
INSPIRED BY AUTISM

SEND Local Offer

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Q1

How does Jigsaw know if my child needs extra help?

Jigsaw CABAS® School is a specialist day school for autistic children

- 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 allied health professionals offering additional outreach and extensive parent education programmes.

Q2

How will Jigsaw staff support my child?

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. ReachMoreParents (RMT)
  - > 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.

Jigsaw School Governors

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

Q3

How does Jigsaw match the curriculum to my child'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.
- Staff know the learning and emotional needs of all our children 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 does Jigsaw keep me informed of my child's progress?

Jigsaw School communicates with parents in a variety of ways

- 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.
- Weekly newsletter distributed by email to parents covering curriculum, policy and general updates as well as more detailed information and photos about the previous week in school.
- Home support (Outreach) is available to parents together with a parent education programme.

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

Q5

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

Jigsaw is a positive environment

- An integral part of the CABAS® system is learning through positive reinforcement. The curriculum is set at the correct level for each individual pupil so that they come into contact with praise and rewards on a daily basis. This supports with pupil confidence and self-esteem.

  For more information about CABAS visit **cabasschools.org**
- 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 Emotional Literacy Support Assistant (ELSA) training and we offer ELSA sessions to pupils as required.
- The school holds an exceptional record of children remaining at the school.

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

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 UK certified behaviour analysts (UKBA(cert)s), qualified teachers and a 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 therapy team comprising of Specialist Speech & Language Therapists, Specialist Occupational Therapists and therapy assistants.
- Consultant Physiotherapist.
- PROACT-SCIPr-UK Instructors who provide training to the full teaching team so all staff are PROACT-SCIPr-UK trained.
- The school is a member of NASS (National Association of Special Schools)
- Staff are members of the UK Society for Behaviour Analysis (UK-SBA) and are actively involved in the Behaviour Analysis in Schools Special Interest Group.
- Jigsaw has received accreditation as a 'Sleep Right' school (supported by Hunrosa and created for the NHS).

Q7

What specialist services are available at Jigsaw?

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 technology classroom
- Soft play and sensory rooms
- PE Hall and gym
- Gardening area overseen by our Horticultural Tutor

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 pupil's EHCP.

Jigsaw Life Skills Centre, Guildford

A resource for pupils 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 support de-sensitisation issues
- Sensory garden

Q8
What training do Jigsaw staff have?

- A thorough induction programme including an introduction to autism, an introduction to behaviour analysis, verbal behaviour, safeguarding, health & safety and an overview of the school's policies and procedures.
- 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 UK Society for Behaviour Analysis (UK-SBA)
- 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 from Nicholls State University, or a Masters in behaviour analysis from a UK university.

Other training available to staff includes:

- First Aid
- Epilepsy
- Makaton
- PECS
- Proloquo2Go
- ASDAN
- 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 be included in activities outside the classroom/on school trips/ off-site activities?

All pupils 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.

- The school has a dedicated Educational Visits Co-ordinator (EVC) and a 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 pupils the opportunity to gain key living skills in a 'real world' setting helping to increase their independence.

Jigsaw Enterprises

Café on the Park and GARDENworks Horticultural Centre, based on-site, deliver stimulating, creative and individualised vocational learning opportunities in environments that are safe, caring and supportive.

Q10

How accessible is Jigsaw?

- All Jigsaw facilities are fully accessible (wheelchair access, disabled toilet facilities and changing facilities).
- Jigsaw endeavours to include a translator, if required, for formal meetings to facilitate good 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 particular needs. Accessibility is continually monitored within all Jigsaw facilities.
- When a parent or Local Authority requests placement of a child 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

Q11

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

Jigsaw has a structured process for the assessment of children looking to join, including but not limited to:

- A dedicated Assessment Team
- Working closely with the individual's current setting (school/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 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 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

- Curriculum in Key Stages 4 and 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.
- Pupils in Key Stage 5 (Years 12-14) have the opportunity to take part in a residential trip each year.
- Learning objectives related to independent living, work related learning and enterprise are embedded into individualised curriculum plans for the Key Stage 4 and 5 pupils.
- All pupils 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.

Q12

How are Jigsaw's resources allocated and matched to my child's special needs?

- As an Independent specialist school resources for each child are allocated according to the level of assessed needs in their EHCP
- Jigsaw has a high staff:pupil 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

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

Q13

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

- 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 are comfortable within a Jigsaw setting.
- The assessment will advise and shape your child's Individual Learning Plan or EHCP. This is completed in conjunction with parents as your input is valuable.
- Once your child 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 to discuss each child's progress.

Q14

How are parents involved at Jigsaw?

- Parental input into the design of the child's curriculum is invaluable and the emphasis is on making learning fun and meaningful.
- Objectives are updated in the Individual Learning 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 as well as the Annual Review Meeting.
- All EHCPs 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.
- Parent Contact Open Register (P-COR) is a voluntary register enabling parents to set up their own chat groups and initiate contact with each other.
- Jigsaw runs open workshops throughout the year and parents are welcome to attend any of these sessions.

Q15

Who can I contact for further information about Jigsaw School?

For more information regarding a possible placement at Jigsaw School visit the Admissions page on our website jigsawschool.co.uk or contact our Admissions Team:

Email: admissions@jigsawschool.co.uk **Telephone:** 01483 273874