

TESTWOOD SCHOOL LEARNING SUPPORT DEPARTMENT



“You learn, we support”

WELCOME TO THE LEARNING SUPPORT DEPARTMENT



Mrs A. Wheeler
SENDCo

Welcome to Testwood!

*May I take this opportunity to welcome you to the Learning Support Department at Testwood School. It is known as **The Hub** by everyone and its role at the school is multi-functional.*

During curriculum time it is used to provide small group sessions to support the academic progress of our students. These sessions are provided by my fantastic, caring team of learning support assistants (LSA's) some of whom you can see on the next page.

It is also a quiet, safe space for both break and lunchtimes. Students have the option at these times to either take time for themselves or students can sit and talk to their peers or play games. Students need to request a HUB pass from their tutor to use this area at break and lunch. Mr Manning, the Head of year 7, will make the decision.

We are also very fortunate to have our own nurture room, where Mrs Smith (ELSA) is based. Throughout the school week timetabled interventions are also in operation here.

I hope this booklet is of some use in providing you and your child with some information, answers to their, and your, questions alongside visual guidance to help support a smooth transition to Testwood School.

Please be reassured that I have been in regular contact with the SENDCo at your primary school already and have a wealth of valuable information from them. However, please do not hesitate to contact me should you feel that there is more information that I need to know.

THE LEARNING SUPPORT ASSISTANTS (LSA's)



Ms Harvey



Mr Barlow



Miss Kelly



Miss Nash



Mrs Dunning



Miss Whitcher



Mrs Spillar

HERE ARE JUST A FEW OF OUR LEARNING SUPPORT ASSISTANTS.

YOU WILL SEE THEM IN ALMOST EVERY LESSON GIVING EXTRA SUPPORT TO THOSE WHO NEED IT.

LEARNING SUPPORT IS KNOWN AS 'THE HUB'



MONDAY, TUESDAY, WEDNESDAY & FRIDAY

08:30 - 08:50 TUTOR TIME

08:50 - 09:50 LESSON 1

09:50 - 10:50 LESSON 2

10:50 - 11:10 BREAK TIME

11:10 - 12:10 LESSON 3

12:10 - 13:10 LESSON 4

13:10 - 13:55 LUNCHTIME

13:55 - 14:55 LESSON 5

TIMINGS OF THE DAY



THOUGHTFUL THURSDAY

08:30 - 09:15 TUTOR TIME

09:15 - 10:10 LESSON 1

10:10 - 10:55 LESSON 2

10:55 - 11:15 BREAK TIME

11:15 - 12:20 LESSON 3

12:20 - 13:15 LESSON 4

13:15 - 14:00 LUNCHTIME

14:00 - 14:55 LESSON 5

YOUR SCHOOL PLANNER

EVERY STUDENT HAS A SCHOOL PLANNER. IN HERE YOU FILL OUT HOMEWORK AND EVENTS.

EACH STUDENT ALSO KEEPS A COPY OF THEIR TIME TABLE IN HERE.

THIS HELPS YOU STAY ORGANISED.

THERE IS ALSO A SCHOOL MAP.



KEY WORKERS ARE HERE TO HELP YOU, BY...

- ✓ **Listening to you about your worries.**
- ✓ **Supporting you in doing homework.**
- ✓ **Supporting you in class.**
- ✓ **Keeping in contact with your parents/carers.**
- ✓ **Speaking to your teachers about anything that is worrying you.**
- ✓ **Helping you to organise yourself.**
- ✓ **Checking in on you at tutor time.**



SOME STUDENTS WILL HAVE THEIR OWN KEY WORKER. THEY WILL GO TO THEIR KEY WORKER FOR HELP AND SUPPORT.

YOU WILL SEE A KEY WORKER IN YOUR LESSON. IN LESSONS THEY ARE KNOWN AS **LSAs (LEARNING SUPPORT ASSISTANTS)**.

IF YOU EVER NEED HELP IN LESSON BOTH THE TEACHER AND LSA CAN HELP YOU.

ELSA

(EMOTIONAL LITERACY SUPPORT ASSISTANT)



MY NAME IS **MRS SMITH** AND I AM THE TESTWOOD SCHOOL **ELSA**. AS YOU CAN SEE FROM MY PHOTO I ALSO HAVE AN INCREDIBLE SIDEKICK - MY WONDERFUL DOG **ROSIE**, WHO HELPS ME, THE STAFF AND MOST IMPORTANTLY THE PUPILS IN SCHOOL.

IT'S OK TO HAVE WORRIES, WE ALL DO. PART OF MY ROLE IS TO SUPPORT ANY STUDENTS THAT NEED HELP, ESPECIALLY THOSE WHO ARE TRANSITIONING FROM PRIMARY SCHOOL TO THEIR NEXT CHAPTER AT SECONDARY SCHOOL.

THERE ARE PLENTY OF OPPORTUNITIES TO SEE US AND MOST OF THE TIME I OFFER OPEN BREAK AND LUNCH SUPPORT.

YOU ARE WELCOME TO COME TO THE ELSA ROOM THEN, ESPECIALLY IF YOU'VE NOT QUITE FOUND WHERE YOU ARE GOING.

ROSIE AND I BOTH LOOK FORWARD TO MEETING YOU!

MRS SMITH & **Rosie** 

ELSA – Emotional Literacy Support Assistant

Specialist Teaching Assistant with a wealth of knowledge and experience working with children

Can work with your child individually in a quiet environment

Warm and caring person who wants to help make your child feel happy in school

Can support your child with emotional issues, self-esteem, bereavements, divorce, separation, friendship issues and anxiety

Can support your child with behaviour and social skills

Able to support your children through life's challenges and help them find the strategies to cope

Can support your child to manage and cope with their emotions



MRS SMITH

EQUIPMENT

HAVING ALL YOU NEED FOR LESSONS WILL HELP YOU EVERY DAY.

TRY TO REMEMBER WHAT YOU NEED AND ASK AN LSA IF ARE MISSING ANYTHING.



IF YOU HAVE ANY WORRIES OR CONCERNS, WE ARE HERE TO HELP

THE SCHOOL FEELS
SO BIG

I FORGOT
MY TIE

WHERE DO I GO
FOR LUNCH?

I AM CONFUSED
BY THE LESSON
TASK

I AM STRUGGLING WITH
MY FEELINGS AND I
DON'T KNOW WHAT TO DO

I WANT TO JOIN
A SPORTS TEAM OR
CLUB

WE UNDERSTAND THAT GOING TO A NEW SCHOOL CAN FEEL EXCITING AND DIFFERENT. YOU MAY ALSO FEEL A LITTLE WORRIED, BUT DON'T PANIC, THERE IS ALWAYS SOMEONE WHO CAN HELP.

IF YOU HAVE ONE, SPEAK TO YOUR KEY WORKER.

IF YOU WANT TO TALK TO SOMEONE ABOUT SOMETHING THAT IS WORRYING YOU, MRS SMITH (ELSA) IS SOMEONE YOU CAN TURN TO.

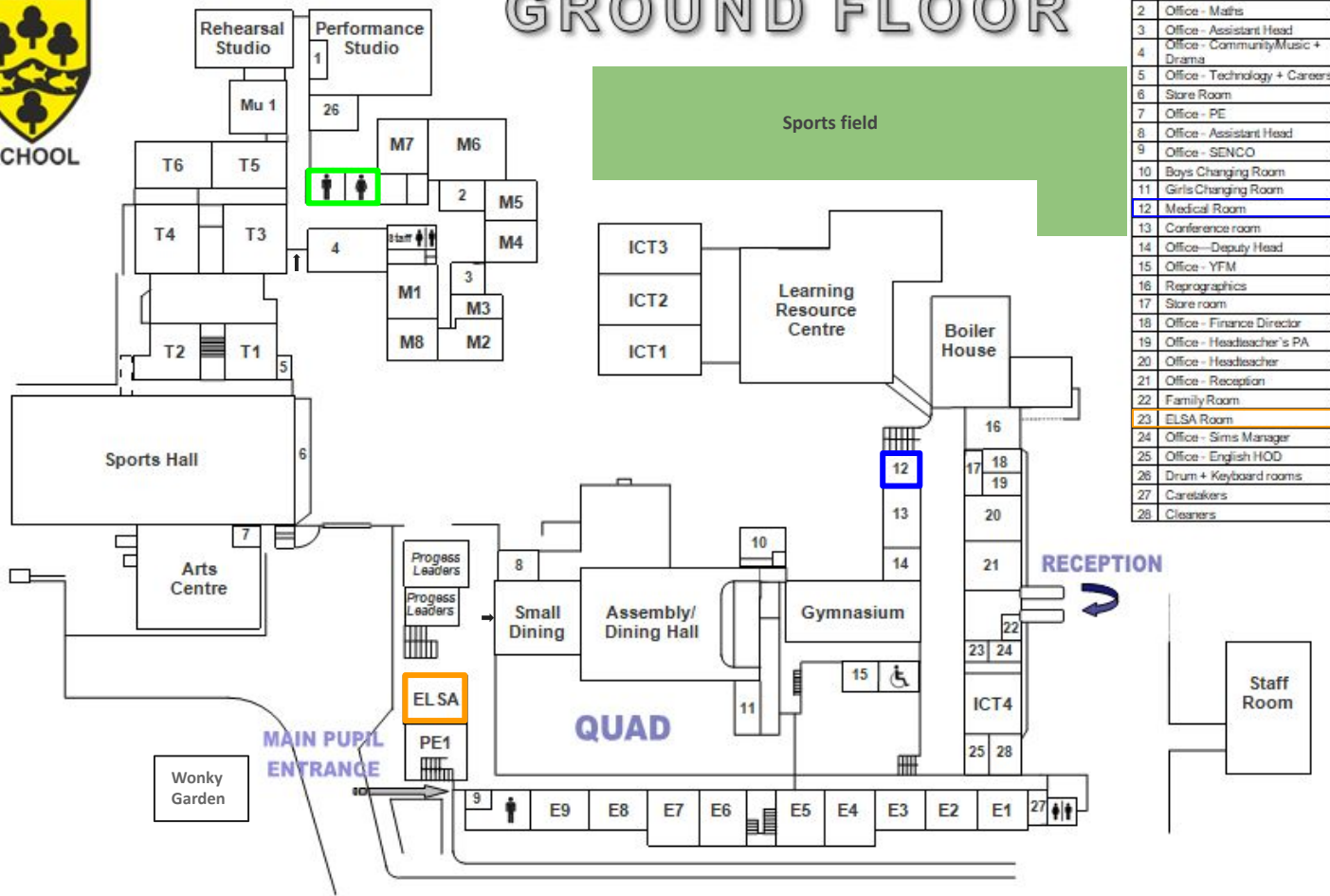
OR PERHAPS YOU WILL COME TO THE HUB FOR BREAK TIME OR LUNCH?

FOR THE AWESOME TIMES AND FOR THE BUTTERFLY TUMMY TIMES THE LEARNING SUPPORT DEPARTMENT ARE HERE FOR YOU.



GROUND FLOOR

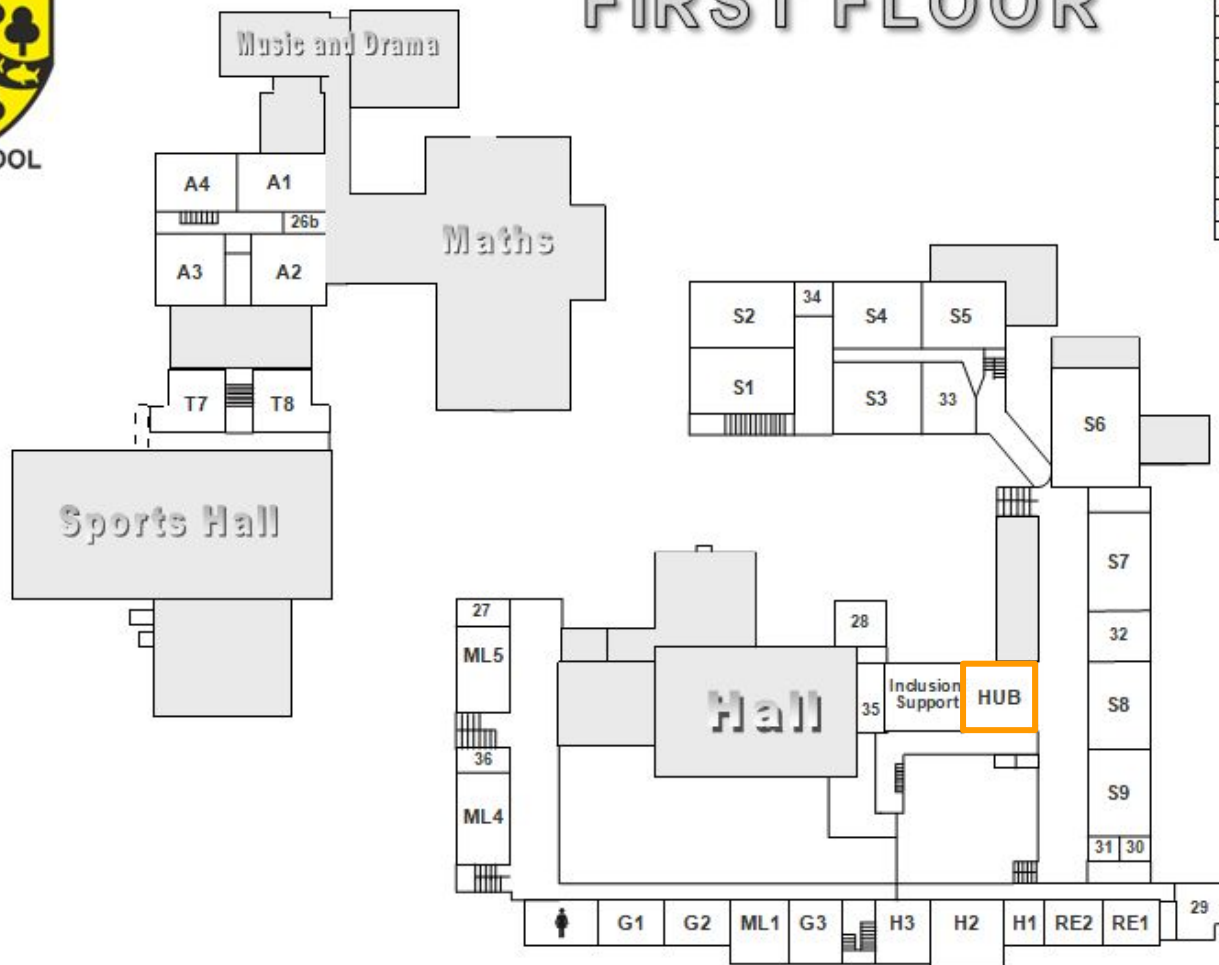
MAP OF THE SCHOOL - GROUND FLOOR



Front fence and gates



FIRST FLOOR



26b	Kin Room
27	Office - MFL Store
28	Office - Examinations Officer
29	Office - Printer room
30	Store - Science
31	Office - Head of Science
32	Prep Room 2
33	Prep Room 1
34	Office - ICT
35	Inclusion Unit
36	MFL Office
M8	Maths Intervention + Tutoring

MAP OF THE SCHOOL - FIRST FLOOR



YOUR NEXT SCHOOL CHAPTER AWAITS!
WE LOOK FORWARD TO SEEING YOU SOON



SEN TEAM CONTACT DETAILS

IF YOU WOULD LIKE TO CONTACT OUR SENDCO - MRS WHEELER, PLEASE EMAIL:

awheeler@testwoodschoo.co.uk

FOR SEN ENQUIRIES, OR TO MAKE AN APPOINTMENT WITH SENDCO. CONTACT MRS CADDELL, SEN ADMIN:

acaddell@testwoodschoo.co.uk

TESTWOOD SCHOOL TELEPHONE NUMBER:

Tel: 02380 862146