



*Elmley Dray  
School*

## Introduction Book

### Foreword from the Elmley Dray School Director

My career has been heavily influenced by children and young people who have additional needs. My journey has included learning about myself and how my skills can make a difference to others. I am totally committed to the voice of the child or young person, and believe that my role is to facilitate, encourage and support the development of skills for life, meaning that I must take responsibility for the development of the whole person, ensuring that they have the emotional resilience and strategies to ensure their wellbeing as they navigate the challenges, and ups and downs of being an adult in our society.

Elmley Dray is a community interest company (CIC) as its aims and objectives are to ensure that our community can benefit from our work and commitment. Using our monies in a positive way to make a difference to all that we seek to support, and whilst we do not have the economies of scale of larger facilities, we believe that we can make a difference by not removing monies in dividends and payments to individuals, but reinvest this money in the school and the community in which we exist in accordance with CIC legislation.

Welcome to Elmley Dray School.

A handwritten signature in black ink, appearing to read 'H. Furnell'.

Hayley Furnell  
Director

## Welcome from the Headteacher

I would like to extend a very warm welcome to you from all of us at Elmley Dray School. We are excited to be a part of your child's educational journey.

At Elmley Dray, we are dedicated to creating a nurturing and inclusive environment where every child can reach their full potential. Our school is built on the values of 'Caring' - Curiosity, Acceptance, Respect, Integrity, Natural and Gratitude. We believe these values help to shape confident, resilient, and motivated learners.

We understand that choosing the right school for your child is an important decision, and we are here to support both you and your child every step of the way. Our dedicated team of staff is committed to providing a high-quality education that is tailored to the individual needs of each student, fostering a love of learning that will last a lifetime.

I encourage you to read through this booklet, which will provide you with helpful information about the school, our values, and how we work together to support your child's growth. As we move forward, I look forward to partnering with you to create a positive, fulfilling experience for your child, both academically and personally.

Please do not hesitate to reach out if you have any questions, suggestions, or concerns. My door is always open, and I am here to support you and your child as we work together to achieve success.

Once again, welcome to Elmley Dray School. We look forward to a wonderful time ahead.

A handwritten signature in black ink, appearing to be 'Emily Hollis', with a stylized, flowing script.

Emily Hollis MBE  
Headteacher

## Introduction

Welcome to Elmley Dray School!

We are delighted to welcome you to Elmley Dray School, a place where students are supported and celebrated for their unique strengths. Our dedicated team of staff, alongside supportive families, creates a nurturing environment where every child is encouraged to grow, learn, and reach their full potential.

Our school puts children and young people's rights at the heart of all decisions about their education, health and care in order to improve wellbeing and develop every child's talents and abilities to their full potential.

The school aims to ensure future engagement and inclusion within education, further education, employment, training and/or the community through emotional intelligence, therapeutic support and a caring and supporting learning environment, which will bridge the gap created by barriers to previous learning and engagement with education.

With us, all children and young people have every opportunity to develop their emotional resilience, learn about social norms and expectations, and how to access a life with the potential to be the best that they can be. Class sizes within the school range from six to a maximum of eight learners.

This booklet has been designed to introduce you to our school, its values, policies, and the resources available to you and your child during their time with us. We hope this guide will provide helpful information to ensure your child's experience at Elmley Dray School is positive, engaging, and enriching.

## Community Interest Company

As a community interest company, Elmley Dray is a non profit making organisation which is focused on supporting the education and care community within Kent. The CIC is the proprietor of the Elmley Dray School.

## Our Mission and Values

### Vision

Our vision is to provide a school community which provides children and young people with the opportunity to be truly accepted, understood and supported to fulfil their potential. We prepare them to become inclusive and contributing members of our community and leave Elmley Dray School with the range of skills, experiences and

qualifications which will enable them to successfully transition into adulthood through employment, further education or training.

We provide the environment, the staffing and the opportunity to allow each student to develop and grow at a pace they can sustain towards the achievement of skills for life, their qualifications as well as becoming well-rounded and fulfilled unique individuals.

## **Ethos**

To achieve this vision, we create an environment which is nurturing, supportive and responsive to the individual needs of our students.

For our learners, every day is a new day; acceptance, empathy and good humour is embedded throughout our school approach.

## **Values**

We are a Values Based School.

Values based education is an approach to teaching that works by focusing on values. It creates a positive and strong learning environment that enhances academic achievement and focuses on a continual and structured cross curricular development of students' social, emotional and interpersonal skills.

This positive learning environment is achieved through values that are continually modelled by staff through demonstration of best practice.

The school's values are:

C - Curiosity  
A - Acceptance  
R - Respect  
I - Integrity  
N - Natural  
G - Gratitude

## **Curiosity**

We encourage our students to be curious about the world, question why things happen, how things happen and develop problem solving skills.

## **Acceptance**

Students are taught to be accepting of who they are and the others around them, celebrating their uniqueness and individual qualities and differences.

## **Respect**

We teach students to respect themselves, others, and the world around them.

## **Integrity**

Students are taught about honesty and being true to yourself, whilst standing up for what is right

## **Natural**

We teach students to be their true, natural selves and embrace their individual differences. We also encourage students to respect the natural world and develop an understanding of everything around them.

## **Gratitude**

Students are encouraged to reflect on the day, look at what they are grateful for and have readiness to show appreciation for and to return kindness

## **Testimonials**

*Patient and always listening. This school is making a difference.*

Parent (2024)

*An amazing school which my child rushes into every morning. What a gift.*

Parent (2024 )

*I have viewed the school for my son, I am so impressed with the layout, set up and staff. This is a magical school.*

Visitor and Prospective Parent (2023)

*Lovely family feel at this school.*

Visitor and Prospective Parent (2023)

*This school feels like going home.*

Visitor and Prospective Parent (2023)

*Homely environment, such a lovely school.*

Visitor and Prospective Parent (2023)

*An amazing job to make this a special place for children who seem to have no place in such a short space of time. Well done.*

Professional Visitor (2023)

*Congratulations on such an amazing set up for the Island.*

Visitor and Prospective Parent (2023)

*An informative tour of a wonderful friendly setting.*

Visitor and Prospective Parent (2023)

*The initiative and drive from the staff is inspiring.*

Visitor and Prospective Parent (2023)

*This project is clearly from the heart and you have created something very special that will undoubtedly change lives.*

Psicon (2023)

*A school designed with love and consideration for the real needs of the children of Swale.*

Visitor (2023)

## **School Overview**

Address - Elmley Dray School, 18 - 20 Marina Drive, Minster-on-Sea, Kent, ME12 2DP

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

Phone - 01795 485039

Website - [www.elmleydrayschool.co.uk](http://www.elmleydrayschool.co.uk)

School Hours - Breakfast Club 8:15-8:30am, School Day 8:30am - 3pm

Term Dates - [https://elmleydrayschool.co.uk/page-term\\_dates19.html](https://elmleydrayschool.co.uk/page-term_dates19.html)

Ofsted - <https://reports.ofsted.gov.uk/provider/27/119005>

Meet the Team - [https://elmleydrayschool.co.uk/page-vision\\_ethos\\_values53.html](https://elmleydrayschool.co.uk/page-vision_ethos_values53.html)

Meet the Governors (PAT) -

[https://elmleydrayschool.co.uk/page-directors\\_and\\_governance.html](https://elmleydrayschool.co.uk/page-directors_and_governance.html)

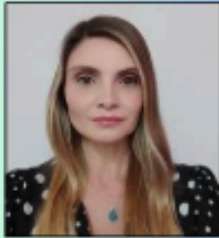
## **How Children and Young People have Shaped the Development of Elmley Dray School**

Students have been consulted throughout the development of the school and have made requests on certain lighting, chairs, classroom sizes, resources for the school. The resources and spaces available are all developed with the young person in mind and with their ideas and thoughts shared. Within the gardens, areas have been signposted for different needs and children have made requests within the curriculum design. Parents and carers have requested a less formal conference room and an open door policy of communication and meeting so that they feel a part of the experience of teaching and learning.

## Safeguarding

### Safeguarding is Everyone's Responsibility

#### DESIGNATED SAFEGUARDING LEAD (DSL)



Emily Hollis MBE  
Headteacher  
Designated Safeguarding Lead  
safeguarding@elmleydrayschool.co.uk

#### DEPUTY DSL



Hayley Furnell  
Director  
Deputy DSL  
safeguarding@elmleydrayschool.co.uk

#### REPORTING A CONCERN

If you have a safeguarding concern, please contact the DSL.

18-20 Marina Drive  
Minster on Sea  
Sheerness  
ME12 2DP

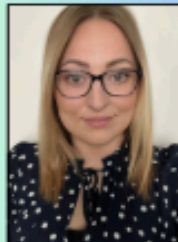
01795 485039  
safeguarding@elmleydrayschool.co.uk

#### DEPUTY DSL



Gemma Connolly  
Deputy Headteacher  
Deputy DSL  
safeguarding@elmleydrayschool.co.uk

#### DEPUTY DSL



Sian Bailey  
SENDCo and Designated Teacher  
Deputy DSL  
safeguarding@elmleydrayschool.co.uk

#### IN AN EMERGENCY

If someone is in immediate danger please call the Police on 999

Front Door  
03000 411 111 (office hours)  
frontdoor@kent.gov.uk

Out of Hours Service  
03000 419 191

#### SAFEGUARDING GOVERNOR

Our Chair of Governors, Ian Wyles, leads on safeguarding as part of our professional advisory team (PAT).

He can be contacted via:

ian.wyles@elmleydrayschool.co.uk  
or  
PAT@elmleydrayschool.co.uk

#### LOCAL CONTACTS

Consult with Area Education  
Safeguarding Advisor or Local Authority  
Social Worker at the Front Door:  
[www.kacmp.org.uk](http://www.kacmp.org.uk)

Adult Social Services  
03000 416 161  
social.services@kent.gov.uk

LADO  
03000 410 888  
kentchildrenslado@kent.gov.uk

#### EXTREMISM

Counter-Extremism Helpline -  
020 7340 7264

Report to the Police -  
0800 789 321

Anti-Terrorist Helpline -  
0800 789 321

In an emergency, call 999

Please also explore the safeguarding section of our website -  
<https://elmleydrayschool.co.uk/page-safeguarding.html>

## Admissions

We welcome students to Elmley Dray School who have an Education Health Care Plan (EHCP)

- A diagnosis of ASC
- Have evidence of Autistic Traits
- Are recognised as having an Anxiety Disorder
- Sensory issues which means they need a specialist environment
- FASD
- SEMH with an Autism diagnosis or evidence of Autistic Traits
- Working within three years of their current year group due to a lack of school attendance

When you have an EHCP, Elmley Dray School needs to be consulted with by the local authority for possible admission to the school to proceed.

## Elmley Dray School Provides...

- A bespoke core and differentiated curriculum
- Swivel chairs
- Frequent breaks
- Sensory fiddlers
- Move and sit cushions
- Back cushions for comfort
- Time out for calming down
- CBT, Coaching and Mentoring
- Instant feedback with marking
- Routine and visual timetable
- Calm environment
- Pencil Grips
- Scribes and Readers when needed
- Personalised learning programmes
- Topics changed frequently to support skills in dealing with change
- Autism specific teaching using written step by step instructions with colour coding
- Windows frosted or with blinds to allow in light but minimise distractions
- Help with communication skills through a variety of teaching and therapy approaches
- Students own learning styles considered in planning
- Understanding and discussions around personal targets



## Curriculum and Learning

At The Elmley Dray School we aim to provide an engaging and exciting curriculum which is built on the foundations of promoting good levels of attendance and engagement and the holistic delivery of therapies and emotional intelligence. The curriculum has a clear approach to the development of both spoken and written language for children who are identified with speech, language and communication difficulties.

We aim to engage our students in deep learning experiences across the curriculum through a clear progression of skills and knowledge coupled with strong links across curriculum subjects and varied learning experiences through enrichment opportunities.

We have a clear approach to the teaching and learning of core subjects, which we identify as English, Mathematics, Science, ICT, Personal and Social Development with the intent to support student well-being and provide children with life skills that will help them when they move onto their Key Stage 4 studies towards accreditation. We are very lucky to have a learning outside the classroom area and access to a modern kitchen for teaching cookery for health and wellbeing.

Implementation of the curriculum is driven through clear two year rolling progressive pathways which are designed to motivate, engage and challenge students to achieve. Clear feedback will show learners what they have done well and indeed what could be better. Students are encouraged to assess their own progress within lessons as well as contribute to the assessment of class achievements.

At The Elmley Dray School, we believe in the importance of both a traditional academic curriculum, that gives students the essential knowledge they need to be educated citizens, and a curriculum that promotes our values. By focusing on these principles, our students are fully prepared for the opportunities, responsibilities and experiences needed to gain qualifications, supporting students to think independently, creatively and holistically and thereby enrich their later lives.

The balanced and broad curriculum we offer is designed to ensure the incremental development of both knowledge and skills. But, at the heart of our curriculum is a clear focus on the core knowledge, (which centres on literary, numeracy and reading skills), needed by all students, no matter what their personal barriers, to make good progress.

Further details on our curriculum can be found on our website here -

[https://elmleydrayschool.co.uk/page-our\\_curriculum.html](https://elmleydrayschool.co.uk/page-our_curriculum.html)

## CEIAG - Careers

Students in KS3 - KS5 have CEIAG embedded into all subjects on their timetable, as well as dedicated careers preparation sessions.

Careers education is more focused on preparing students for life after school, as well as providing them with and helping them to explore post 16 options such as continuing at school or college, apprenticeships or vocational training.

Students will also be exposed to and allowed to explore career pathways and the skills required in different fields across the curriculum, whilst being supported to make informed decisions about future education and employment opportunities. They will be given information and encouraged to carry out research to explore the full range of options available as well as receiving one - to - one meetings in line with the updated Gatsby Benchmarks.

Elmley Dray works closely with local providers and organisations in the community to support young people with work experience and voluntary placements.

## **RSE Curriculum**

At Elmley Dray School, we teach Relationships Education and Health Education to all pupils as part of our statutory curriculum through SPHERE lessons. These subjects are compulsory, and parents/carers do not have the right to withdraw their child from them. This includes lessons on friendships, families, respect, safety (both online and offline), mental wellbeing, and the physical and emotional changes of puberty.

We also teach Sex Education in addition to the science curriculum. Parents/carers have the right to request that their child be withdrawn from some or all of these specific sex education lessons. This right does not apply to lessons which are part of the National Curriculum for Science, where pupils learn about the biological aspects of human growth and reproduction, which all pupils must attend.

If you would like to discuss withdrawing your child from non-statutory sex education, please contact the headteacher in writing. We will invite you to a meeting to talk through the request, explain what is taught, and ensure you are fully informed before making a final decision.

Our full RSHE Policy explains:

- What is statutory and non-statutory in our curriculum
- How and when each topic is taught
- How we adapt lessons for learner needs

## **Student Support and Wellbeing**

At Elmley Dray, we prioritise the wellbeing of every child. Our team is here to support students both academically and emotionally, creating an environment where they feel safe, valued, and respected. We have a dedicated wellbeing room, sensory room, regulation zones and wellbeing staff.

## **Personalised Learning and Individual Study Programmes**

Elmley Dray School has created an educational system with personalised learning at its heart. Within this system, every child matters, and every child/young person is seen as an individual. Attention is given to the learning styles, motivations and needs. There is target setting linked to good quality formative assessments and marking.

The personalised learning programmes within the school, give every single learner, the chance to be the best they can be, whatever their talents or background. It's our commitment to excellence in education which will provide every child with the confidence to learn, and the pathway to success for life.

## **Uniform**

There is no set uniform, students are required to wear clothes that are comfortable and appropriate for the learning activity. The school will communicate with parents and carers on the appropriate clothing required for learning outside the classroom activities.

## **Active Listening Culture**

Legislation now highlights the importance of young learners' participation and consultation. Elmley Dray CIC and School recognises that the 'voice' of the learner is now enshrined in legislation with respect to the rights of young people to be heard and considered through a process of participation and collaboration. The Elmley Dray School exists to support the personal and academic development of learners, and listening to the views of both tutors and learners will enable the educational provision to move forward in a dynamic and innovative way meeting the ever changing demands placed upon the community.

Elmley Dray CIC and School values all learners within their learning community and the contributions they make.

## **Assessment**

All assessment is linked to end of year teacher tests, Entry Level and GCSE level indicators and will be provided at the end of each academic year within a short report. Further assessment information will be available within the Annual and Interim Review processes. The School utilises CAT4, White Rose and Purple Mash assessments.

Further information is available within the Assessment Policy which can be found on our website.

## **Extracurricular Activities**

We offer a wide range of extracurricular activities to enhance students' learning experiences and encourage personal development. Some of our offerings include:

- After School Club
- Outdoor Learning
- Lunchtime Club
- Workshops, trips and visits

We believe these activities help students build confidence, develop new skills, and make lasting friendships.

### **Learning Outside the Classroom**

The school believes in the value of nature and the outside environment in supporting the learning and wellbeing of our learners. Therefore, courses in gardening are going to be promoted on site initially and with Minster Leas on our doorstep, we will be using the facilities of the area to promote health and wellbeing as well as team working and problem solving within the community.

### **Communication with Parents and Carers**

We believe that strong communication between school and home is key to student success. There are several ways you can stay informed about your child's progress:

- Parent-Teacher Meetings: We hold regular parent-teacher meetings to discuss your child's progress, goals, and any concerns.
- Newsletters: Our newsletter keeps you updated on important events, school activities, and student achievements.
- Website and Social Media: We encourage parents and carers to engage with our website and social media platforms where we will share updates, announcements, and messages.
- Email and Phone: Staff members are available to answer any questions you may have. Please feel free to contact us via email or phone to discuss your child's needs.

### **School Policies**

Please take a moment to familiarise yourself with our key school policies which can be found on our website - <https://elmleydrayschool.co.uk/page-policies.html>

Please contact us if you require any of our policies or information in an alternative format.


























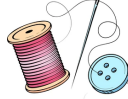
























### **We Look Forward to Working With You**
















































At Elmley Dray School, we are excited to partner with you in your child's educational journey. Together, we can create a supportive, inclusive, and enriching environment where every child can thrive.

If you have any questions or need further information, please do not hesitate to contact the school.

Welcome to Elmley Dray School – the opportunity to be truly accepted, understood and supported.

## Sample Timetables

<b><u>Lapwing tutor</u></b>	<b><u>Breakfast club</u></b> 08:15	<b><u>Tutor</u></b> 08:30	<b><u>Lesson 1</u></b> 08:45	<b><u>Lesson 2</u></b> 09:30	<b><u>Break</u></b> 10:15	<b><u>Lesson 3</u></b> 10:30	<b><u>Lesson 4</u></b> 11:15	<b><u>Lunch</u></b> 12:00	<b><u>Tutor</u></b> 12:45	<b><u>Lesson 5</u></b> 13:25	<b><u>Lesson 6</u></b> 14:10	<b><u>End of day tutor</u></b> 14:55
<b><u>Monday</u></b>	 Kitchen /Harrier	 Tutor Harrier	 English Curlew	 Maths Lapwing		 Science Shurland	 SPHERE Curlew A		Reading Harrier	 Food Tech Kitchen/ Curlew B		 Harrier
<b><u>Tuesday</u></b>	 Kitchen /Harrier	 Tutor Harrier	 English Curlew	 Maths Lapwing		 Humanities (History) Harrier	 Humanities (Geography) Harrier		Mindful activities Harrier	 Art Shurland		 Harrier
<b><u>Wednesday</u></b>	 Kitchen /Harrier	 Tutor Harrier	 English Curlew	 Maths Lapwing		 Textiles Shurland			Reading Harrier	 SPHERE Curlew A	 Expressive arts Minster cabin	 Harrier
<b><u>Thursday</u></b>	 Kitchen /Harrier	 Tutor Harrier	 English Curlew	 Maths Lapwing		 Science Shurland	 Humanities (R.E) Harrier		Mindful activities Harrier	 Communication Curlew A	 Careers Curlew B	 Harrier
<b><u>Friday</u></b>	 Kitchen /Harrier	 Tutor Harrier	 Natural world Shurland / Garden			 P.E			Reading Lapwing	 ICT Curlew	 Enrichment	 Harrier

<b><u>Lapwing tutor</u></b>	<b><u>Breakfast club</u> 08:15</b>	<b><u>Tutor</u> 08:30</b>	<b><u>Lesson 1</u> 08:45</b>	<b><u>Lesson 2</u> 09:30</b>	<b><u>Break</u> 10:15</b>	<b><u>Lesson 3</u> 10:30</b>	<b><u>Lesson 4</u> 11:15</b>	<b><u>Lunch</u> 12:00</b>	<b><u>Tutor</u> 12:45</b>	<b><u>Lesson 5</u> 13:25</b>	<b><u>Lesson 6</u> 14:10</b>	<b><u>End of day tutor</u> 14:55</b>
<b><u>Monday</u></b>	 <i>Kitchen /Harrier</i>	 <b>Tutor</b> <i>Curlew</i>	 <b>Communication</b> <i>Curlew A</i>	 <b>English</b> <i>Curlew B</i>		 <b>English</b> <i>Curlew B</i>	 <b>Careers preparation</b> <i>Curlew B</i>		<b>Reading</b> <i>Curlew</i>	 <b>Arts Award</b> <i>Shurland</i>		 <i>Curlew</i>
<b><u>Tuesday</u></b>	 <i>Kitchen /Harrier</i>	 <b>Tutor</b> <i>Curlew</i>	 <b>ICT</b> <i>Curlew A</i>	 <b>Science</b> <i>Shurland</i>		 <b>Science</b> <i>Shurland</i>	 <b>SPHERE</b> <i>Curlew A</i>		<b>Mindful activities</b> <i>Curlew</i>	 <b>Maths</b> <i>Lapwing</i>		 <i>Curlew</i>
<b><u>Wednesday</u></b>	 <i>Kitchen /Harrier</i>	 <b>Tutor</b> <i>Curlew</i>	 <b>Science</b> <i>Shurland</i>			 <b>History</b> <i>Harrier</i>			<b>Reading</b> <i>Curlew</i>	 <b>Arts Award</b> <i>Shurland</i>		 <i>Curlew</i>
<b><u>Thursday</u></b>	 <i>Kitchen /Harrier</i>	 <b>Tutor</b> <i>Curlew</i>	 <b>ICT</b> <i>Curlew A</i>	 <b>English</b> <i>Curlew B</i>		 <b>English</b> <i>Curlew B</i>	 <b>Community engagement</b> <i>Curlew A</i>		<b>Mindful activities</b> <i>Curlew</i>	 <b>History</b> <i>Harrier</i>		 <i>Curlew</i>
<b><u>Friday</u></b>	 <i>Kitchen /Harrier</i>	 <b>Tutor</b> <i>Curlew</i>	 <b>Maths</b> <i>Lapwing</i>			 <b>P.E</b>			<b>Reading</b> <i>Curlew</i>	 <b>Life skills</b> <i>Harrier</i>	 <b>Enrichment</b>	 <i>Curlew</i>