

Visitors to School (Group and Individual)

Dear Visitor,

At Castlebar we want to ensure that all visitors, especially parents and carers are welcome and informed as to the education and provision at Castlebar School.

Parents/Carers can find out about Castlebar via;

- School Website
- Ofsted report
- Group Visitor sessions
- Individual visitor sessions

Group Visitor sessions

Every month we have an open visitor session. This is mainly for parents and carers who want to find out a little bit more about Castlebar. This visit lasts approximately an hour and consists of

- A talk from the Headteacher/Senior Manger about the school provision and curriculum
- Information about our approach to therapy and psychology-what it involves and doesn't involve
- Information about the referral process
- Information about Safeguarding and transport
- A short video showing some of the teaching methods used at Castlebar
- A tour of the school – Please kindly note that visitors are unable to enter classrooms where children are being taught as this would disrupt the teaching process

At these open visitor sessions, parents are asked **not** to bring their child (children) as other parents and carers may not be able to hear if a child becomes restless or upset.

Please see our website for the dates and times of the next Group Visitor sessions. The sessions usually start at 9:30am and we ask that you arrive **promptly**.

Individual visits

If the SEN Assessment Service makes a referral to Castlebar School, we will read and consider the papers. If our view is that the pupil initially meets our admission criteria we will then contact the child's provision and arrange an observation visit. A senior staff member will conduct this observation visit and will write a short report which will be discussed with the Headteacher/Assistant Headteachers.

If we agree that the pupil will meet our school profile we will invite parents/carers and child to visit. This will be a meeting with the Headteacher/Senior Manager and will involve discussion and a tour of the school. It is after this stage that the Head/Senior Manager will contact the SEN department to confirm that the child's special educational needs can be met and that a place can be offered. The parents/carers should also contact the SEN department to give their views. The Local authority will then make the final placement decision.

Respect and Confidentiality

The school strives to welcome visitors to the school and to answer as many questions as possible. However, parents are asked to note that it is not possible meet every individual need and enquiry, given limitations in its capacity. We welcome constructive, polite natured feedback and ask parents and carers to be respectful and courteous to the good name of the school. All visitors are also asked to uphold the principles of confidentiality when visiting the school.

We hope you enjoy your visit.