

Minutes for the Meeting to discuss Josie O'Dwyer (DoB 19.1.95)
Wednesday 29th November 2006, 3 pm.

Present: Miss Paine (Assistant Headteacher),
Mrs Newberry (Student Support Co-ordinator)
Mr Himmel (Head of Year 7)
Mr O'Dwyer

Mr O'Dwyer wished to discuss:

- School's arrangements for greeting Josie on her arrival in the morning
- School's arrangements for Josie to eat her snacks and her lunch
- Josie's relationship with Sapphire Hodder
- School / home communication (ie following adverse incidents)
- Post-incident investigation and reporting
- Pro-active strategies to improve Josie's response to criticism (and perceived criticism) by her peers

He also wanted copies of

- The school's assessment of times in the school day which will place high demands on Josie's sensory integration and her social communication skills
- The schedule of adult 1:1 support currently provided for Josie during school time

Mr O'Dwyer expressed concern that Ringwood School was not the right place for Josie. He did not agree with inclusion for pupils with Josie's level of difficulty.

1. Arrangements for start of school day

- Josie currently arrives by taxi on Mondays and Tuesdays and is taken to Reception
- Her mother brings her to school on the remaining days and brings her to the Hive
- *Mr O'Dwyer would prefer Josie to be brought to the Hive every day as he feels there would be closer adult supervision*
- *The arrangements for the end of the day are working well*

Action to be taken

- Mr O'Dwyer and the school will contact Dorset County Council to ask the taxi driver to bring Josie to school at 8.45 am rather than before 8.30, and to take her to the Hive

2. Arrangements for eating snacks and lunch

- Josie ate her snacks and lunch in the Hive for the initial transition weeks
- Josie's water bottle is kept in the Hive and she has her snack in the Hive before going out in the area outside the Hive for some fresh air
- She has her lunch on the benches / picnic tables. On wet days a Sixth Former takes Josie to the sandwich room and stays with her. A TA helps her open her lunch box.
- At 1.05 pm she goes back into the Hive
- *Mr O'Dwyer was concerned that she is not receiving close adult supervision, as advised by the Educational Psychologist, during all 'unstructured' times as this is likely to be a stressful time for her, and will lead to her scratching other pupils to get attention. It is important that she eats*

regularly. He detailed an incident in which Josie spilt yoghurt down herself, and he felt this did not help her maintain her dignity

- School reminded Mr O'Dwyer that Josie's statement is for 20 hours support a week, with an initial transition period of 27 hours, and that she is currently receiving 32 hours support.
- Mr O'Dwyer told the meeting that he will withdraw Josie from school if she does not get 100% supervision
- Miss Paine stated that the school has no intention of putting Josie or anyone at risk
- Mr Himmel stressed the importance of Josie mixing with her peers, rather than being on her own with an adult all the time
- Mrs Newberry also explained that the decision for Josie to spend 10 minutes in the area outside the Hive was taken in the light of her having settled successfully in to school and to promote her social independence and self-help skills

Action to be taken

- Josie will eat her lunch in the Hive again until such time as she is deemed ready to be more independent and clarification of the provision requirements for non-curriculum time has been received.
- Mr O'Dwyer will speak with his wife about ensuring the lunchbox and food that Josie brings are suitable for her to manage independently
- Mr O'Dwyer offered to come into school each day and supervise Josie during lunchtimes. Miss Paine will look into the possibility of this happening.
- Mrs Newberry has recommended in the recent Annual review Report to Dorset County Council that the stated hours be increased
- Mrs Newberry will seek clarification from Dorset County Council as to TA responsibility for non-curriculum time support

3. Relationship with Sapphire Hodder

- Josie has scratched Sapphire on numerous occasions, and Sapphire has begun to retaliate
- Mr O'Dwyer's view was that Josie does not scratch without reason, and that if an adult was closely supervising they could intervene before she scratched.
- Miss Paine emphasized the school's commitment to the safety of all students
- Mr Himmel pointed out that the girls are friends and Sapphire is very supportive of Josie
- Strategies were shared; eg. Use of distraction and 'time out'

Action to be taken

- Mrs Newberry will contact the Dorset Speech and Language Therapy Service for advice and support with dealing with Josie's social communication skills
- Mr Himmel will contact the Clifford Centre Behaviour Unit, Totton, for their advice
- TAs will record antecedents to incidents
- Clear and consistent sanctions in line with the school's discipline policy will be applied
- Mrs O'Dwyer has been asked, but will be reminded, to keep Josie's nails short

4. School / home communication

- Following the Annual Review, Mrs Newberry, Mrs Bishop and Mrs O'Dwyer decided that a notebook would be the best way to inform home of positive behaviour, of details of any homework to be completed at home and of any instances of poor behaviour. Any concerns can be followed up with a phone call.
- Mr O'Dwyer felt there was not enough information provided.
- The school reminded Mr O'Dwyer that it would also be helpful if incidents / events at home which could have an effect on Josie's behaviour at school were recorded in the book or a phone call made.

Action to be taken

- The home – school notebook will continue as a means of communication, with both home and school using it as a starting point for any necessary further dialogue
- Any follow-up phone call from school will be made as soon as is reasonable and possible given staff teaching commitments and other responsibilities

Post-incident investigation and reporting

- All incidents are logged in the school database. Year heads talk to the pupils involved. Parents are informed of significant incidents, especially where physical harm has been incurred.
- *Mr O'Dwyer wanted more detailed information and investigation*

Action to be taken

- TAs will record antecedents to any incidents
- Mr Himmel will follow up incidents
- Phone calls home will be made as soon as is reasonable and possible

Risk Assessment

- Mr O'Dwyer wanted a copy of the school's assessment of times in the school day which will place high demands on Josie's sensory integration and her social communication skills
- *He was satisfied that all areas had been taken into account, although he wanted it to reflect the changed arrangements for the start of the school day and for lunchtimes*

Action to be taken

- Mrs Newberry will amend the Risk assessment accordingly

Adult 1:1 support

- Josie receives TA support from 8.45 am till 12.50 pm, and from 1.00 pm to 4.30 pm. This includes all lessons, breaktime, all but 10 minutes of lunchtime, and an hour after school on three days a week.
- *Mr O'Dwyer expressed the view that he was more concerned with Josie's welfare than with her education and that he would rather she was supported in unstructured times than in lessons if necessary*
- *He is considering home tutoring*
- *Mr O'Dwyer felt Josie cannot cope with such a big school and its demands*
- *Mr O'Dwyer explained that Ringwood School was put on the form that his wife completed as it was the nearest school to her previous address; it was not that they had chosen this school, although he did like the school when he looked around it last term*
- *Miss Paine explained that an alternative would be EOTAS*¹. Mr O'Dwyer asked Miss Paine to investigate.*
- *Mr O'Dwyer said that his wife shared his views*

¹ <http://www.hants.gov.uk/tc/edeotas/eotashome.html>

AOB

- Mr O'Dwyer said that Josie cannot toilet herself, and will need adult support with this
- Student Support staff have asked Mrs O'Dwyer for some cream to be put onto Josie's fingers to discourage her from picking her nose and wiping it on the Teaching Assistants' sleeves.

Action to be taken

- Mrs Newberry will seek advice on the school's position regarding toileting mainstream secondary school pupils
- TA staff will remind Mrs O'Dwyer about providing and using the cream for Josie's nails

Meeting closed at 4.15pm