

Pupil Referral Service Information Booklet



Children and Young People's Services

Pupil Referral Service is part of the Learning Branch of Children and Young People's Services (CYPS).

The PRS comprises part of the 'Learning' Branch under the Leadership of Jill Clarke, Head of Service Learning.

Contacts for the team are:

Pauline Robinson (*till November 2009*)

Manager Learning Development

Tel: 01942 486200

E-mail: Pauline.Robinson@wigan.gov.uk

Steve Rule

Head of Pupil Referral Service

E-mail: S.Rule@wigan.gov.uk

The service is made up of the following elements:

Pupil Support Centres:-

Key Stage 2 P.S.C. West (Beech Hill)

Key Stage 2 P.S.C. East (Newton West Park)

Key Stage 3/4 P.S.C. Central - The Beechwood Centre

Key Stage 3/4 P.S.C. West - The Phoenix Centre

Key Stage 3/4 P.S.C. West - The Lilford Centre

Alternative & Complimentary Education (ACE)

Children and Young People with Medical Needs (CYPN)

Wigan On Line Learning (WOL)

Alternative Work Based Learning (K.S.4.)

Young Mum's Project - (Gerard Unit - Pregnant Schoolgirls)

Group work support for young people at risk of permanent exclusion

Transition Mentors to support young people at risk of becoming NEET

Central Team

Exclusions

Elective Home Education

Children In Care

Supported Transfers

YOT (Youth Offending Team)

Education Representatives

Key Stage 2 Pupil Support Centre

The Key Stage 2 Pupil Support Centre has been established since September 2008. It is a split site provision with bases at Beech Hill Primary School and Newton Westpark Primary School. Both Centres operate independently from the schools where they are situated and are under the overall management of the Pupil Referral Service and the Pupil Support Centre Management Committee.

The Centres cater for pupils who have been permanently excluded from mainstream school, or who are at risk of permanent exclusion. There are 8 places at each site. The staff at each of these Centres work with pupils to try and remediate problems they may have had in school so that they can re-integrate with the skills and strategies that will allow them to achieve success back in mainstream. All pupils follow the National Curriculum in order to facilitate integration smoothly and successfully.

Pupil Support Centres - Key Stage 2 Pupil Support Centre (West)	
E-mail	enquiries@admin.pupilsupportcentre.wigan.sch.uk
Opening Hours	8.30am - 4.00pm
Phone Number	01942 776378
Fax	01942 776381
Address	Wigan Council, Children and Young People's Services, Pupil Support Centre (West), Netherby Road, Beech Hill, Wigan, WN6 7PT.

Pupil Support Centres - Key Stage 2 Pupil Support Centre (East)	
E-mail	enquiries@admin.pupilsupportcentre.wigan.sch.uk
Opening Hours	8.30am - 4.00pm
Phone Number	01942 776274
Fax	01942 776277
Address	Wigan Council, Children and Young People's Services, Pupil Support Centre (East), Tennyson Avenue, Leigh, WN7 5JY.

Key Stage 3 & 4 Pupil Support Centres

The Key Stage 3 & 4 Pupil Support Centres were also newly established in September 2008. These Centres cater for young people from Year 7 to Year 11, who have been permanently excluded, are at risk of permanent exclusion or have failed a new start utilising the Supported Transfer Protocol. There are 3 Centres - Beechwood Centre, Lilford Centre and Phoenix Centre, which are situated in area based localities across the borough.

The aim of these Centres is to provide young people with the opportunity to overcome their barriers to learning and to support their reintegration back into mainstream education. A reduced National Curriculum is offered, accompanied by a range of enrichment activities structured to try and support pupils to re-engage with their education and improve their life skills.

Key stage 3 pupils either attend full time at the centre or part time in their neighbourhood school with some days at the centre. In Key Stage 4 the Centres work closely with the ACE Team in order to support academic progress and the achievement of examination qualifications, whilst preparing young people for life after school. In Year 10, pupils will spend 3 days per week at their Pupil Support Centre, plus 2 days with ACE. In Year 11 pupils spend 3 days with ACE and 2 days with their Pupil Support Centre.

Pupil Support Centres - KS3/4 PSC (Central) The Beechwood Centre	
E-mail	enquiries@admin.beechwoodcentre.wigan.sch.uk
Opening Hours	8.30am - 4.30pm
Phone Number	01942 829415
Fax	01942 820409
Address	Wigan Council, Children and Young People's Services, Pupil Support Centre, The Beechwood Centre, Hieland Road, Whelley, Wigan, WN1 3UR.

Pupil Support Centres - **KS3/4 PSC (West) The Phoenix Centre**

E-mail	enquiries@admin.phoenixcentre.wigan.sch.uk
Opening Hours	8.30am - 4.30pm
Phone Number	01942 513390
Fax	01942 513671
Address	Wigan Council, Children and Young People's Services, Pupil Support Centre, The Phoenix Centre, Tyrer Avenue, Worsley Mesnes, Wigan, WN3 5XE.

Pupil Support Centres - **KS3/4 PSC (East) The Lilford Centre**

E-mail	enquiries@admin.lilfordcentre.wigan.sch.uk
Opening Hours	8.30am - 4.30pm
Phone Number	01942 886843
Fax	01942 882923
Address	Wigan Council, Children and Young People's Services, Pupil Support Centre The Lilford Centre, Lancaster Avenue, Shakerley, Tyldesley M29 8LN.

ACE Team

The team is made up of five main components:

- ACE Education Project
- Children and Young People with Medical Needs
- Development Team
- Wigan Online Learning
- Young Mums Project

ACE Team Manager - Nick Manning	
E-mail	ACECentre@wigan.gov.uk
Opening Hours	9.00am - 5.00pm
Phone Number	01942 522470
Fax	01942 708170
Address	Wigan Council, Children and Young People's Services, ACE Team, ACE Centre, Park Road, Hindley, Wigan, WN2 3RY

The ACE Education Project

ACE Education Project seeks to re-engage and offer positive educational experiences to Key Stage 4 (mainly Year 11) pupils. The Project is not a school and does not aim to replicate the curriculum that has failed to successfully engage those students who are referred. Instead, it offers young people opportunities to develop individual timetables that best suit their needs.

Young people are allocated places on the ACE Education Project via either the PRS Central Team or the Children and Young People's Services Emotional Behavioural Social Difficulties (EBSD) Operations Group. Referrals are taken to this group by the Manager for Learning & Development.

Young people referred to the ACE Education Project may have:

- been permanently excluded from EBSD (Emotional / Behavioral / Social Difficulties) school placement
- returned to Wigan with no school placement following a period in custody or secure accommodation
- moved into Wigan, having been excluded from an EBSD school in another area.

Young people generally arrive with no Record of Achievement, no nationally recognised accreditation and no easy route into the various training organisations / work experience programmes. The ACE Education Project regards itself as being at the cutting edge of 'inclusion'. We aim to enable some of the most disadvantaged and marginalised young people in the borough to achieve success, in an educational setting, where previously they had lost hope in 'the system'.

The Teacher in Charge and the Youth Worker's who staff the Project work hard to develop strong working relationships with related agencies, including colleagues within Children and Young People's Service, Youth Offender Team, Social Services, Positive Action Team and training providers.

ACE Education Project	
E-mail	p.lennon@wigan.gov.uk
Opening Hours	9.00am - 5.00pm
Phone Number	01942 522470
Fax	01942 708170
Address	Wigan Council, Children and Young People's Services, ACE Team, ACE Centre, Park Road, Hindley, Wigan, WN2 3RY

Children and Young People with Medical Needs

The service for Children and Young People with Medical Needs aims to ensure pupils and students receive effective, individually planned education whilst unable to attend school and to ease their transition back to school. Our aim is to minimise the interruption and disruption to a young person's schooling.

In addition we recognise the importance of providing opportunities for young people to maintain contact with their peers within their school. We are committed to ensuring that all young people referred receive appropriate educational support from the service, other relevant professionals and their own families.

Young people experiencing physical or mental ill health difficulties are entitled to receive support, if their illness results in them being absent from school for a period exceeding 15 working days. Provision can begin before an absence of 15 working days, if we are informed on referral that the young person's ill health will exceed this period.

Young people up to Year 10 are normally allocated six hours contact with a teacher each week, while Year 10 and Year 11 students receive a minimum of seven hours each week. All referrals must be made to The Teacher Coordinator for Children and Young People with Medical Needs on the appropriate referral form. This must be accompanied by a letter from the young person's medical consultant confirming the need for education out of school.

Children and Young People with Medical Needs	
E-mail	m.yates@wigan.gov.uk
Opening Hours	9.00am - 5.00pm
Phone Number	01942 522470
Fax	01942 708170
Address	Wigan Council, Children and Young People's Services, ACE Team, ACE Centre, Park Road, Hindley, Wigan, WN2 3RY

The Development Team

The Development Team is a team of qualified social workers and youth support co-ordinators with many years experience of working with young people and families. The team offers a specialist support service to schools, pupil support centres and young people and families who are experiencing difficulties relating to disaffection from school.

The Team fulfils three areas of responsibility:

- **Preventative Provision** - The provision of individual, groupwork and parent support to young people experiencing difficulties in school, who are referred through the Behaviour Support Team, Schools or colleagues within one of the Pupil Support Units.

The work undertaken may focus on a number of areas of personal development, including anger management, family and peer relationships, social and life skills and summer holiday activities.

A detailed programme outlining the support packages is published each academic year.

- **Supported Transfer Provision** - This package is aimed at secondary pupils, who have not previously accessed ACE and are about to undertake a supported transfer. The team will attend an introduction meeting with the welcoming school and prepare a reintegration plan. The team will then offer 6 individual sessions to the young person and liaise with parent / carers and the school.

- **Key Stage 4** (Year 10 / 11) Alternative Packages of Education
 - To plan, implement, support, monitor, review and evaluate out of school learning opportunities accessed by KS4 students who are on the roll of one of our Pupil Support Units or local schools. These may include extended work experience placements with training providers, personal and social development courses or a range of other academic and vocational courses.

Development Team	
E-mail	m.fitzpatrick@wigan.gov.uk
Opening Hours	9.00am - 5.00pm
Phone Number	01942 522470
Fax	01942 708170
Address	Wigan Council, Children and Young People's Services, ACE Team, ACE Centre, Park Road, Hindley, Wigan, WN2 3RY

Wigan On-line Learning

The Pupil Referral Service has launched a new and exciting learning opportunity for disaffected and disengaged Year 10 and Year 11 pupils. The project, which has been fully operational from the start of the autumn term 2006, replaces provision previously supplied by Not School.Net. Wigan Online Learning aims to deal with the individual needs of students whether that means re-engaging, learning, accessing qualifications - or all three! Referrals to the project will normally be restricted to 60 places. Places will be available to:

- Young people eligible for placement in an EBSD (Emotional Behavioral and Social Difficulties) school who are assessed as being better suited to On Line Learning experiences.
- Young people who disengage or are not suited to the curriculum offered at the Pupil Support Centre (KS4 Pupil Referral Unit).
Referrals can be made by:
 - Children and Young People Services (CYPS)
 - EBSD Operations Group
 - PRS (Pupil Referral Service) Central Team

Wigan On-line Learning	
E-mail	info@wol.wigan.gov.uk
Opening Hours	9.00am - 5.00pm
Phone Number	01942 522470
Fax	01942 708170
Address	Wigan Council, Children and Young People's Services, ACE Team, ACE Centre, Park Road, Hindley, Wigan, WN2 3RY

Young Mums Project

The Young Mums Project was set up in September 1996 to try to address the educational needs of schoolgirl mothers in the borough. The Unit continues to provide education for schoolgirl mothers, but has extended its admission criteria to include other young women not able to access mainstream education.

Philosophy and Practice

- The unit strives to maintain, or if necessary, re-engage the young woman's interest in academic studies
- Support and guidance are offered in other important areas such as access to Teenage Pregnancy Reintegration Officer and the Connexions Service.
- In consultation with the young woman and school, an appropriate educational package is put together.
- We encourage pupils to continue with their GCSE courses
- Other methods of recognising and rewarding achievement are found for those pupils not able to continue with GCSEs
- We try to reintegrate students back into mainstream school once they feel able to do so
- Nursery facilities are provided for our young mothers so that the young women can concentrate on their studies
- Transport is also provided to and from the unit

Young Mums Project	
E-mail	m.stott@wigan.gov.uk
Opening Hours	9.00am - 5.00pm
Phone Number	01942 522470
Fax	01942 708170
Address	Wigan Council, Children and Young People's Services, ACE Team, ACE Centre, Park Road, Hindley, Wigan, WN2 3RY

Central Team

The central team are based in Progress House and provide advice and support on the following areas:

- Exclusion from school
- Supported Transfers/ Managed Placements and Managed Moves
- Elective Home Education
- The National Programme for Specialist Leaders in Behaviour and Attendance (NPSLBA)
- Educational guidance with regard to C.I.C.

The Manager Learning Development
Principal Officer - Pupil Inclusion
Senior Officer
Clerical Support Officer

The team work hard to reduce the number of permanent exclusions in Wigan schools and to support inclusion by offering alternatives to maximise the child's opportunities to achieve the EVERY CHILD MATTERS outcomes.

Supported Transfer Protocol:

- Advice to schools, governors, parents/carers, social workers and other support agencies on procedures relating to supported transfers.
- Regular training and support to school staff, governors, clerks, social workers and foster carers on supported transfers within the exclusion training programme.
- Close liaison with all support services in an attempt to prevent permanent exclusion and to increase the success of a supported transfer
- Attendance at supported transfer meetings to offer advice and support for the pupil, family and schools.
- Monitoring and tracking supported transfers within Wigan.

Exclusion

- High quality advice and correspondence to schools, governors, parents/carers, social workers and other support agencies on procedures relating to exclusion.
- Regular training and support to schools staff, governors, clerks, social workers and foster carers on supported transfers and the exclusion process, procedures, regulations and guidance.
- Monitoring the use of exclusion within schools.
- Making appropriate referrals for those pupils who have been permanently excluded from school.
- Attendance at discipline committees following permanent exclusion.

Elective Home Education

- Initial advice to parents considering home educating their children.
- Maintaining a record of all home educated children in the Wigan area and alerting the appropriate local authority when they move.
- Organising monitoring visits to ensure education is being provided in line with current legislation and guidance.
- Liaising with appropriate services who may be concerned about or supporting a child's education i.e. School Inclusion (SEN), Traveller Education Team, Social Care.

National Programme for Specialist Leaders in Behaviour and Attendance (NPSLBA)

As part of the National Strategies to promote positive behaviour and attendance, this CPD programme is aimed at schools and support services who work within the areas of behaviour and attendance.

The programme was first run in Wigan in September 2006 and has been extremely successful. It supports and encourages staff from all disciplines to use and develop their skills and knowledge to become effective leaders of behaviour and attendance within their settings.

Pupil Referral Service - Central Team	
E-mail	PupilsReferralServices@wigan.gov.uk
Opening Hours	8.45am - 5.00pm
Phone Number	01942 486146 / 01942 486147
Fax	01942 486216
Address	Wigan Council, Children and Young People's Services, Progress House, Westwood Park Drive, Wigan, WN3 4HH

Youth Offending Team (YOT) Education Representatives

Two workers operate on a job share basis within a multi agency team of 80 staff - One covers the East of the borough and the other covers the West of the borough.

Their job is:

- To liaise and negotiate with schools and other providers to make sure that all young people known to YOT have access to education and are given the opportunity to achieve their potential.
- To support young people and their families by securing their education and attendance at school, college or within CYPS alternative provision.

Pupil Referral Service - YOT Education Representatives	
E-mail	Simona.Woods@wigan.gov.uk / R.Perry@wigan.gov.uk
Opening Hours	9.00am - 5.00pm
Phone Number	01942 776886
Fax	01942 776856
Address	Wigan Council, Children and Young People's Services, Youth Offending Team, 93 Victoria Road, Platt Bridge, Wigan, WN2 5DN





