**Appleford School Placement Induction Pack**

**Speech & Language Therapy Department**

### Key Personnel Contact Details

<table>
<thead>
<tr>
<th>Placement Educators</th>
<th>Sarah Sharpe</th>
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<tr>
<td>Contact Details</td>
<td><a href="mailto:sarahs@appleford.wilts.sch.uk">sarahs@appleford.wilts.sch.uk</a></td>
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<tr>
<td></td>
<td>Thomas Cope</td>
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<td><a href="mailto:thomasc@appleford.wilts.sch.uk">thomasc@appleford.wilts.sch.uk</a></td>
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<td>Appleford School</td>
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<td>Shrewton</td>
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<td>Salisbury</td>
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<td>01980 621020 (ext 1026)</td>
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<tr>
<th>HR Advisor</th>
<th>Claire Cooper</th>
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<td></td>
<td><a href="mailto:Clairec@appleford.wilts.sch.uk">Clairec@appleford.wilts.sch.uk</a></td>
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<tr>
<th>Designated Safeguarding Lead Officer</th>
<th>Iona Gray</th>
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<tr>
<td></td>
<td><a href="mailto:ionag@appleford.wilts.sch.uk">ionag@appleford.wilts.sch.uk</a></td>
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[http://www.applefordschool.org/team/](http://www.applefordschool.org/team/)
Placement setting details

Appleford School is a specialist school for pupils aged 7-19 with Dyslexia and/or associated needs. We are an independent boarding school with around 130 pupils. The school has a dedicated on-site therapy department with: 4 Speech & Language Therapists, 3 Occupational Therapists, 1 Child Integrative Psychotherapist, and an Emotional Learning Support Assistant (ELSA). All therapists are employed directly by the school and not through the NHS.

Please see the Appleford School website for further details about the school: http://www.applefordschool.org/.

Nature of Client Group

The school caters for pupils with Specific Learning Difficulties (SpLD) including Dyslexia. Naturally many of our pupils also have associated learning difficulties such as: Dyspraxia, Specific Language Impairment, and Autism Spectrum Disorders. We see on average around 60% of the pupils at Appleford School, and around 65% of these have a Statement of Educational Needs/Education Health Care Plan.

SaLT role

The Appleford therapy service supports communication development via: assessment, 1:1 therapy, group therapy, classroom & boarding support, and staff liaison.

We work closely with all members of staff (including the Boarding Team) within the school to give advice or support about specific children, or groups of children. Liaison & training is an important part of our role at Appleford School, and one we try to strengthen and improve continuously. We promote joint lesson planning with our teaching staff, to integrate Speech & Language Therapy support at a classroom level.

Alongside indirect therapy, we also see children in a 1:1, group and/or classroom setting. We tend to see pupils regularly (once or twice weekly) if they have specific Speech, Language and Communication targets. Pupils are also seen in the classroom if they need support understanding language and accessing the curriculum.

We communicate frequently with both parents and the boarding team to ensure targets are being promoted/met in the home and boarding settings.

Main assessments used

- CELF 5
- BPVS
- ERRNI
- CCC-2

Facilities

The Therapy Department has:

- Dedicated therapy rooms
- Resource cupboards
- Assessment library
- Small therapy library
There are several staff toilets throughout the school which you will be able to use. Because we are a listed building, we do not have lifts in the main building.

**Administrative Duties of the Student**

- You are more than welcome to answer the telephone should you chose to, but do not feel this is an obligation; we have a voicemail.
- Our main method of communication is via email. There will likely be opportunities for you to attend annual review meetings, which occur often.
- Access to laminator and printer should you wish to make resources.

**Arrival at Appleford**

Parking is available along the driveway to the school.

Please report to the school reception where you will be invited to ‘sign in’ and receive a ‘visitor badge’ to wear each day. Please remember to sign in and out at reception every day.

**Dress Code**

We have a dress code at Appleford School e.g. no jeans, denim, shorts or slacks. Skirts and dresses should be knee length or longer. Smart trousers, shirt and tie for gentlemen.

**Things to bring**

- Cup with lid on for tea/coffee
- Notebook & Pens
- Any relevant reading material you may wish to discuss
- I.D.

**Lunch**

You are invited to have lunch in our dining room or to bring in your own packed lunch. If you do require lunch in the dining room, please advise us before your visit and also of any special dietary requirements. There is no charge for lunch. Tea, coffee and biscuits are available during the school day, from the staff room.

**School Times**

Please arrive at school by 8.50am every morning (unless otherwise arranged). The school day ends at 5pm, Monday- Thursday. The school day ends at 4pm on Friday.

**Daily timetable**

08.50 – 10.50 - Lessons
10.50 – 11.15 - Break
11.15 – 12.35 – Lessons
12.35 – 1.45 - Lunch
1.45 – 3.05 – Lessons
3.05 – 3.30 Break
3.30 – 4.50 Lessons
Further specific timetable will be allocated in introductory session.

**Emergency Procedures**

**Safeguarding** – You may work with children independently, therefore you are required by Appleford School, to undergo a DBS check. You will be required to have a 20 minute Induction with Mrs Cooper on Health and Safety and Mrs Shipstone on Child Protection matters before commencing your placement at Appleford School.

**Fire alarm** – Leave all belongings and evacuate your room immediately. Ensure any pupils evacuate with you. The assembly point is in front of the therapy block by the school playing fields. Should you discover a fire, raise the alarm immediately.

**First Aid** – The first aid office is at the top of the stairs in Oak House. There is always a member of staff on duty to help for both pupils and staff.

**Suggested Reading**

- [http://www.applefordschool.org](http://www.applefordschool.org) – factsheets and important people
- Familiarise yourself as much as possible with the CELF
- [http://www.dyslexiaaction.org.uk/](http://www.dyslexiaaction.org.uk/)
Speech & Language Therapy Placement
Appleford School

Please fill in prior to attending your work placement and email it to: Clairec@appleford.wilts.sch.uk

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<td>Address:</td>
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<td>Dates at Appleford:</td>
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<td>Requested area for placement:</td>
<td>Support: SALT</td>
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If you have any questions prior to arriving at Appleford, please do not hesitate to contact the school office on tel: 01980 621020, or email us.

We look forward to welcoming you to Appleford School.

Appleford School, Elston Lane, Shrewton, Nr Salisbury, Wiltshire SP3 4HL