



Easy Read Guide 2025/26 Statement of Purpose Boarding Pupils



Novalis
Trust

William Morris
School

Chipmans Platt, Stonehouse, GL10 3SH



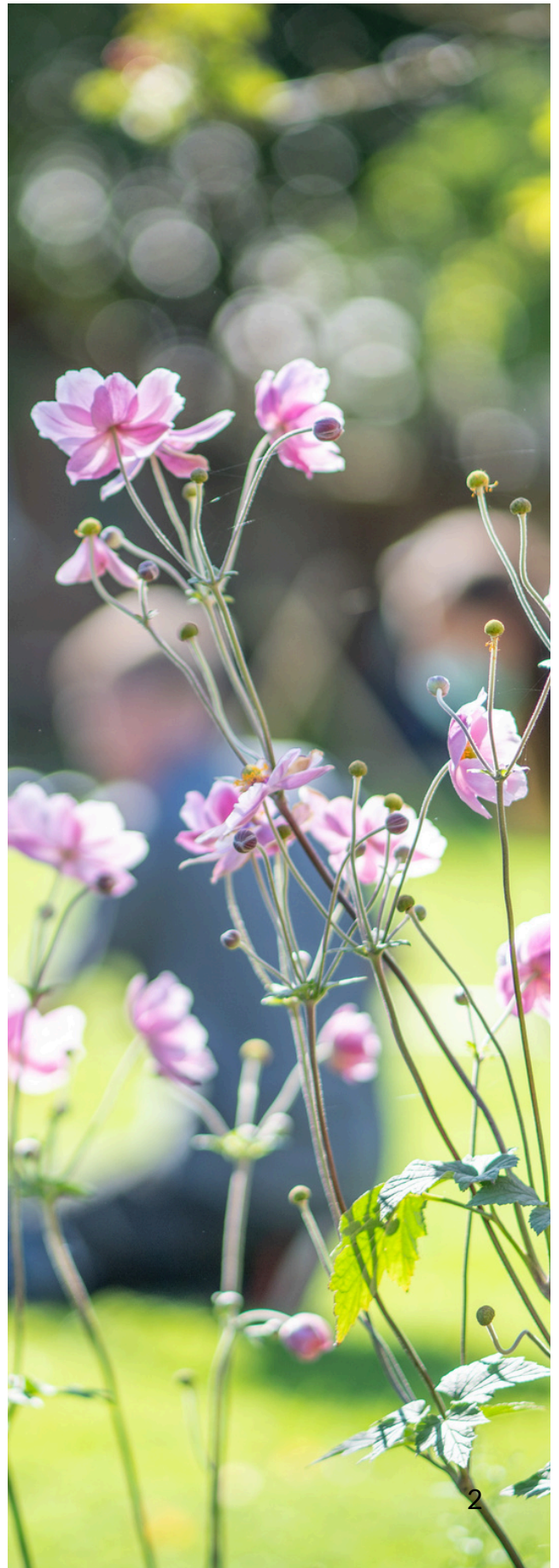
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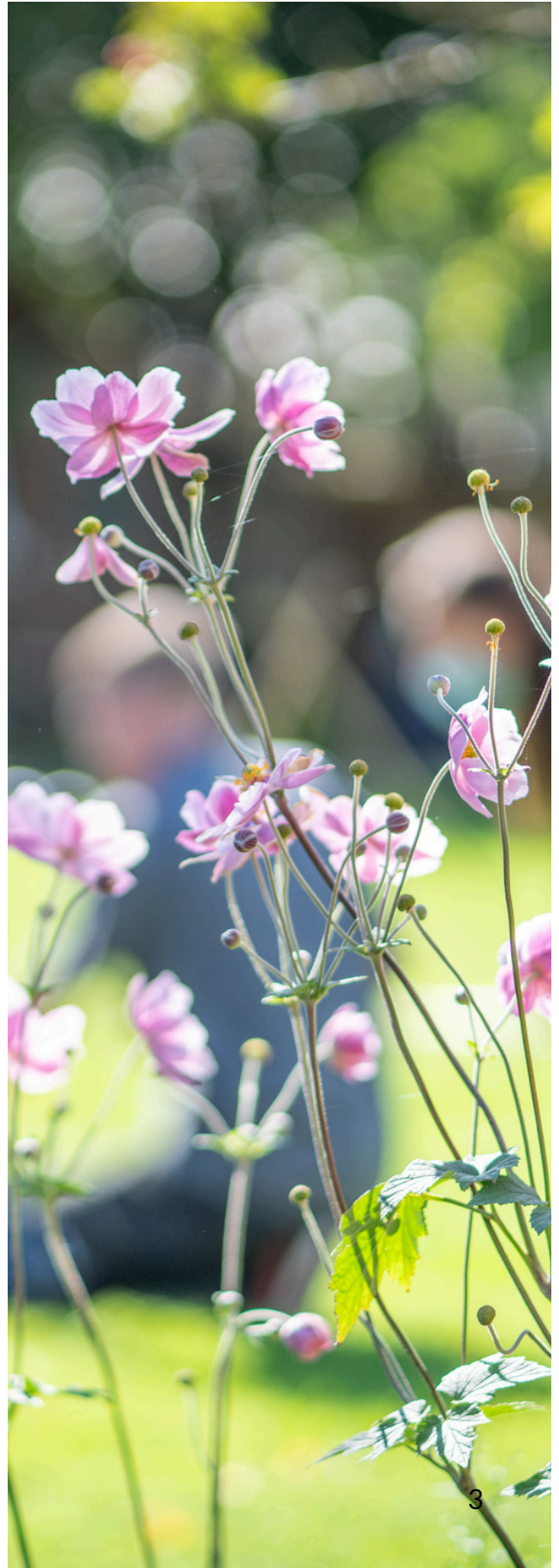
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Introduction



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William Morris
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This is a book to inform you of all you need to know about William Morris School. It's for you to keep.

It will answer some questions you may have.

You may have lots of different feelings about being at the school and we are here to help you.





William Morris School is part of Novalis Trust which is a charity.

At the school, we have pupils aged between 7 and 19.

We have pupils who come to the school just during the day; these are called day pupils. Or, pupils can live in the residential provision.

There are two residences called Merton and Hiram.



The History of William Morris School

William Morris is named after an artist, designer and craftsman. Creativity is at the heart of everything we do.

William Morris School was formed in 2022. It is part of Novalis Trust.

Before becoming a school, William Morris used to be a college site for older students. William Morris school has a sister school named Cotswold Chine School.



5 KEY IDEAS THAT GUIDE EVERYTHING WE DO AT NOVALIS TRUST

RELATIONSHIP BASED



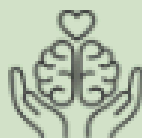
Building positive relationships is important to us, because we know that staying connected to others, working things out together when things are hard, and celebrating success, helps us make progress.

EVIDENCE SUPPORTED



We learn our ideas from people around the world who are experts in what they do. We also keep an eye on what's working and what's not, so we can keep improving how we support you.

TRAUMA INFORMED



We know that when difficult things happen in life, it can make it harder for people to feel safe. We understand what each child has been through so we can help your brain feel happy and ready to learn. Things like sensory toys and brain breaks can help with this.

THERAPEUTIC ENVIRONMENT



We make sure the places where you live and learn feel calm, safe, and comfortable. This can help you feel relaxed and focused.

ATTACHMENT FOCUSED



We understand that people's brains need safe, trusting relationships, and how these help you feel supported and ready to grow.

Classrooms



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In school we have 5 classrooms. We have named these after animals and trees used in designs created by William Morris.

We try to keep the classrooms plain and simple, to help create the best learning environment. You might be given some things to keep on your desk by our therapy team that help you concentrate. You can tell your teacher if there are other things that will help you.

Acorn Class



Acorn Class



Vine Class



Vine Class



Lark Class



Lark Class



Willow Class



Willow Class



Things to Help You



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At William Morris School we help pupils who have had a difficult time growing up.

We have come up with a special way of doing this.

We want you to...

- Feel safe
- Be looked after by people you can trust and get to know
- Live in a nice place
- Feel better about yourself
- Help you understand what has happened to you
- Become great at talking to people about what you want to do now and in the future
- Have lots of fun and have the chance to do activities



Children Who Come to the School



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Pupils who come to William Morris School may need extra help. They may have found going to large schools too difficult.

The pupils may not be able to live with their parents and have lived in lots of different places.

The school is a special place to help pupils to feel safe.

Adults who can help you...



**Teachers &
Teaching
Assistants**



**Therapy
Staff**



**Boarding
Staff**



**Youth
Support
Workers**

What if I have a disability?

There are lots of different types of disability, and you can't always see it. We will make sure that you have any help you need if you have a disability and this will be kept private if this is what you want.

Your Key Worker...

You will have a key worker. This person will make you feel welcome and also get to know all the things you like to do. They will also help you decide what things you want to get better at doing.

They will help you create "safety plan" and help you think about resilient zone. This is a plan to help you keep calm.



MY SAFETY PLAN AND RESILIENT ZONE

RESILIENT ZONE

Everyone has a "resilient zone". This is a zone you're in when you're calm, focused and happy.

There may be times where you get stressed out of your resilient zone. You may be if something makes you feel worried, scared, angry or upset.

SKILLS I CAN USE...

- TRACKING**
- GROUNDING**
- RESOURCING AND RESOURCE STRENGTHENING**
- SHIFT AND STAY**



MY SAFETY PLAN AND RESILIENT ZONE:

WHEN I AM OUT OF MY RESILIENT ZONE, THESE ARE THINGS I CAN DO ON MY OWN:

- *HAVE A DRINK OF WATER
- *TALK TO TRUSTED PEOPLE
- *PLAY WITH PUTTY OR SENSORY TOYS

WHEN I AM OUT OF MY RESILIENT ZONE, THESE ARE THINGS I CAN DO WITH HELP:

- GO FOR A WALK WITH STAFF OR THE THERAPY DOG
- DO POTTERY OR CRAFTS WITH STAFF
- GET A HOT DRINK WITH STAFF

Staying in touch with people and having visitors to the school or residential provision

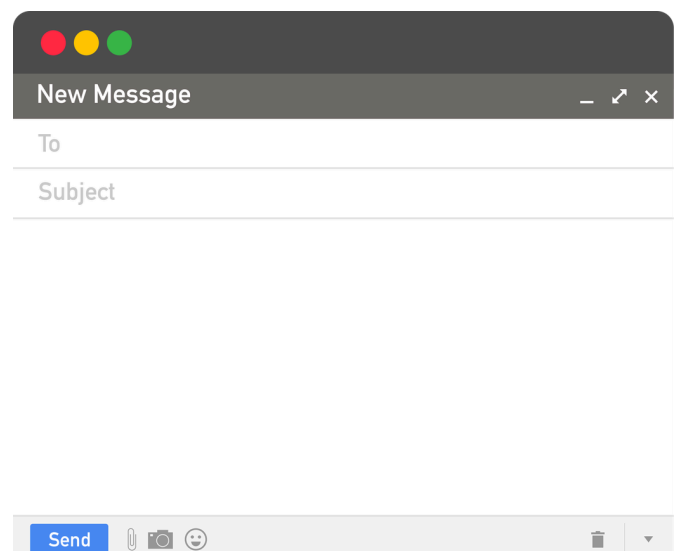
At William Morris School, we have telephones in the boarding provision.

You can use these to speak with people who are important to you. We ask that you not to do this too late at night.

You can also email people and write to them.

Sometimes there might be a good reason why this cannot happen but your social worker and key staff will talk to you about this.

If someone visits you and you don't want to see them tell a member of staff.



Spending Time with Friends



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We would like you to have the chance to see your friends during the evenings and at weekends if you would like to. If your friends live in a different house to you or go to a different school, your key worker or social worker can help you organise to spend time together. It is important you let an adult know if you would like to spend time with a friend, so they can help you plan a fun activity to do together.

Examples of things you can do with your friends are:

- Go for a local walk
- Invite them over for supper
- Plan a local activity e.g. shopping or visiting the cinema
- Visit a local cafe for a drink
- Play sports e.g. football
- Invite them over for a movie night



You may also want to invite your friends round for special events such as your birthday or to celebrate an achievement.



If you are planning an activity in the local area, the staff team will ask you to keep in touch with them and agree on a time for you to return to the residence. This is so we know you are safe and having a nice time.

Sometimes there might be a good reason why seeing a friend cannot happen but your key worker will talk to you about this.

If you become unhappy with seeing anyone or change your mind let a member of staff know.

My Placement Plan Folder



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Everyone who boards at William Morris School has a Placement Plan folder called your “All About Me” folder and a goal book called “My Journal”.

A placement plan helps us support you in the best possible way.

It will also have a list of things that you are good at and a list of things you can potentially get better at.

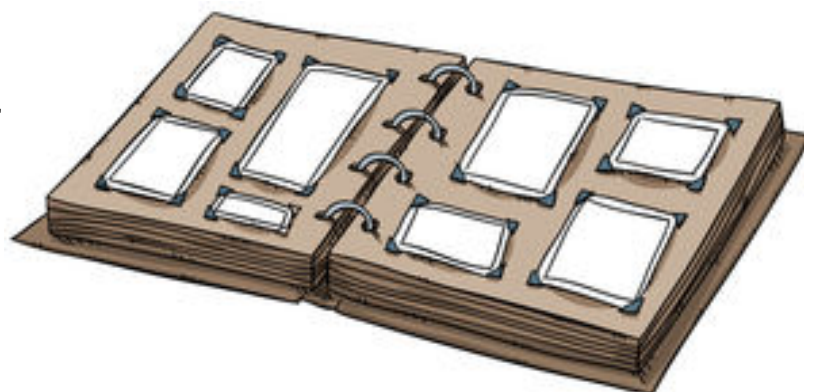
ABOUT ME



Your Placement Plan folder will have details of people you stay in touch with.

Your “My Journal” is your book to keep a record of the goals you are working on and any achievements you have made. You can decorate the cover in any way that you wish.

You will also be able to create a memory book and think about your life story with your key worker. They will help you make a book full of your favourite memories.



Mobile Phones



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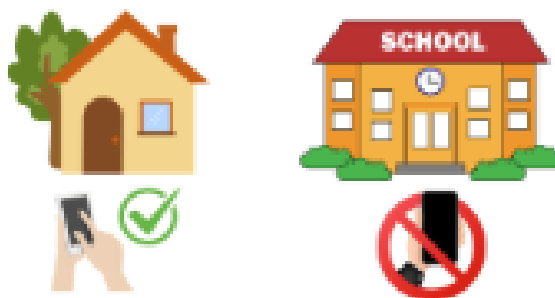
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You can have a mobile phone (with or without access to the internet) only if permission is given from your Social Worker, Family and the School.


You will need to sign a contract to show that you agree that you will use your phone safely. This might mean only using it at certain times of the day.




Although you can use your phone after school and at weekends, you will not be able to bring your phone to school. This is to help support you with your learning and your wellbeing during the school day.




As well as keeping to your phone contract, there are some other things that we ask all children with phones to be mindful of, to make sure that the homes are calm and polite environment for everyone. When using your phone in the home. This includes:

 Having phonecalls, video calls and voice notes in your bedroom, rather than in communal areas



 Playing any videos or music quietly, being respectful of those around you



 Not using your phone during mealtimes or group discussions



More information can be found in the school's mobile phone policy. Please ask a member of staff if you would like to see it.

Staying safe online



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It is really important that you keep yourself safe online, whether that's on the computer or on your phone.

You have online safety goals in your My Journal that staff will help you with.

IMPORTANT THINGS TO REMEMBER...

Keep your details safe

- Keep your social media profiles set to private
- Never share your full name, address, or phone number online



Think before you send

- Being unkind to people online is bullying
- Always think before you send - how would I feel if someone said this about me?



Don't talk to people online that you don't know

- People aren't always who they say they are online
- Only talk to, and accept friend requests from people you speak to in real life
- Always talk to an adult if someone makes you feel worried, upset or uncomfortable



Be careful with photos

- Only send photos that you would be happy for everyone and anyone to see
- Never take or send photos of yourself without clothes
- Always tell an adult if somebody sends you something or asks you for something that makes you feel uncomfortable



Respect others online

- Don't take photos of other people without asking
- Don't give someone's phone number to other people
- Don't send somebody else's photos or messages to anyone else, without asking them first



Messages can get mixed up

- When you are messaging people online, it can be harder to get things across than when talking face to face.
- Remember, messages can sometimes sound unkind, even if they weren't meant in that way.
- Always talk to an adult if somebody has been unkind to you online



Visitors



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At William Morris School we are friendly, polite and welcoming. We think it is great that people will want to come and visit you and we will make sure you know who is coming and when.

When you have visitors, you can see them privately if you prefer. It is up to you.

All visitors will need to wear a name badge.





At William Morris School we will make sure we support you with your race, language, cultural, religious and gender identity needs.

We will talk with you and the people who are important to you to make sure we get this right for you.



There are lots of different festivals and celebrations:

2025

September Autumn Equinox (22nd), Michaelmas (29th)

October Rosh Hashanah (22nd–24th), Yom Kippur (1st–2nd), Halloween (31st)

November All Saints (1st), Bonfire Night (5th), Martinmas & Remembrance Day (11th), St Andrew's Day (30th)

December Advent Sunday (30th Nov), St Nicholas Day (6th), Chanukah (15th–23rd), Christmas (25th)

2026

January New Year (1st)

February Candlemas (2nd), Chinese New Year (17th), Ramadan begins (18th)

March St David's Day (1st), Shrove Tuesday (17th), St Patrick's Day (17th), Eid al-Fitr (21st)

April Easter Sunday (29th March), St George's Day (23rd)

May May Day (1st), Ascension Day (14th)

June World Environment Day (5th), Whitsun (8th), Summer Solstice (21st), St John's Day (24th)

July Celebration of Black Achievements (1st week, in Bristol)

The home hosts various culture evenings throughout the year to give you a chance to try new foods and learn about different cultures.

If you celebrate your birthday the school will make it special for you. You will get to choose the sort of celebration you would like.



Your Bedroom



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All pupils at William Morris School have their own bedrooms.

It's your room. You can make it your own by personalising it with some of the important things you wish to have.

All pupils have personalised bedtime routines. You can help to create this with things that help you relax. It is important you get a healthy amount of sleep and staff will help you with this.



Keeping things private...

Your bedroom is your private space.

If we feel that you have things in your room that are not safe then we will need to check your room.

You will be asked if you want to be there and you can take someone with you if this helps.

If we do find unsafe things we can remove these and we will get you to sign that this has happened.

In some parts of the school we have cameras called CCTV. This is to keep us safe from intruders and to help if someone might go missing.

You will be given an email account so you are able to keep in touch with your friends, family and teachers. Sometimes, these emails will be monitored to keep you safe.

Clothes and Personal Things



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We will make sure you have all the things you need like clothes and toiletries.

You will choose these items but clothing must meet the schools dress code.

School Uniform

We have a school uniform and we provide some branded items for you.

We have lots of choices to make sure you can wear something you feel comfortable in.

We ask that you wear your school uniform every day and follow the school dress code.

During school you cannot wear a lot of makeup or lots of jewellery.

You will have to take off all jewellery for PE.

We don't allow body piercings other than one ear piercing per ear.



Money

Every pupil at William Morris School receives £10-£20 personal allowance each week; you can spend or save this. This will increase depending on your age.

A record is made so you know how much money you have had and when.

Most children will have their personal allowance as cash, but some older children may have it transferred into their bank account if this works better for them.

Age	Amount of personal allowance
7 - 15	£10
16 - 17	£15
18 +	£20



Food and Healthy Lifestyles



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Every residence has a cook who on school days cooks a lovely hot meal.

You will be able to give your views about the menus and will not be deprived of food as part of any sanction.

On other days staff will help you prepare meals. As you get older, we will encourage you to make some meals independently.

We like everyone to eat together at breakfast, lunch and supper, as we feel this is a nice, friendly thing to do.

We try and be really healthy but know you may need a snack. Healthy snacks are available in all the residences. We encourage healthy eating and we make sure as much as we can that we use organic fresh food that isn't full of artificial additives and stimulants.





We want to make sure that all pupils are as healthy as they can be.

Every pupil at William Morris School has a detailed health summary.



The plan outlines how you and adults are going to help you stay healthy.

If your doctor has told you that you need to take medication, the adults at the school will help give you this.

If you refuse to take your medication then we need to let the doctor and the people important to you know.

William Morris School may decide to let you to keep your medicines if we think you can do this. You are then responsible for taking these yourself, without staff having to give them to you each time. You should always have somewhere safe (such as your locked cupboard) to keep your medicines if you are looking after them yourself.

If you become ill then you can see your GP who can either be a man or women.

We also make sure that you can go to the dentist, optician and any other health appointments.

The School does not allow pupils who are under 18 years of age to smoke or drink alcohol. Illegal substance use is not acceptable.

We encourage pupils over the age of 18 not to smoke, vape or drink alcohol. If you smoke or vape, we can give you lots of help to stop.

We have lots of leaflets on things like:

- Alcohol misuse
-
- Smoking
- Puberty



Your key worker can go through this information with you but you also have lessons in school called PSHE where you can learn about these things.

Your Education



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The school day starts at 8.45am and finishes at 3.30pm from Monday to Thursday.

On Fridays the school opens for half a day from 8.45pm to 12:45pm.

If you live in the residential provision, you will go there for lunch every day. If you are a day pupil you will have lunch in the Upper Court Café.

At the school, pupils wear school uniform everyday. There are lots of options so you can choose what you are most comfortable in.

In the School, you will also have curriculum pupil passport, which includes your targets that are reviewed termly.

A curriculum pupil passport also helps to ensure you get the right help in school.

Your plan will have details of targets you are working towards.

Your teacher will make sure you are aware of the targets in your plan.

If you have homework the grown-ups in the residence will help you if you need this.



Activities and Hobbies



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William Morris School will encourage you to join in activities within the local community and to develop any interests you may have. We have youth support workers who can help you to continue with your hobbies or find new ones. We also have loads of different types of activities like rounders, netball and the youth club.

Some examples of our activities are:

- Joining the local Scouts or Guides
- Cadet group
- Swimming
- Using art materials
- Horse riding
- Bike riding
- Fishing
- Walking
- Using the gym
- Going to the cinema
- Playing sports at the local leisure centre
- Rock-climbing
- Skiing/Snowboarding
- Bowling



We encourage all pupils to discuss things they want to do with any member of staff who can then help to facilitate this.

Activities and Hobbies



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The Youth Support and Welfare Support Team run a fun after-school club every day, and organise lots of activities for the residences. These include cooking club, as well as lots of different sports such as football, tag rugby, bouldering, benchball, basketball and running.

You will be asked what type of activities you like to do and we will help you carry on with these.

You will also get free time and can choose to have some quiet time and space.

You may do this in the quiet rooms in the residence or garden.

Please tell an adult if you wish to go outside away from the residence.



At William Morris School, we want to help you develop your skills for life so you are ready to live as independently as you can in the future.

As you grow older, staff will support you to develop your life skills to help you learn how to do things by yourself. These will be recorded in your *My Journal*. This is to help you achieve and develop lifestyle skills. These will be part of your Education Health and Care Plan.

Some examples are:

- Cooking
- Using a washing machine
- Booking appointments
- Using public transport
- Shopping independently
- Following a budget
- Personal hygiene
- Self-care
- Planning your free time
- Spending time with friends
- Spending time in the local area independently



Positive Feedback



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We all have the right to make choices and we want you to have help to make choices that you understand.

We make sure that you get the right help that you need and also that you have as many chances to join activities and learn new things in a safe way.

We will talk to you about this when you arrive and also at your review meetings.

You will be helped to make goals of what you want to achieve.



Time In Meetings



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If you are upset about something or want to talk to someone about how you are feeling, you can book a 'Time In' meeting. To do this, you need to ask your teacher, key worker or welfare support worker to book a meeting for you. You can have a time in with the following people:

Time in Meetings

Time In Meetings are available if you are feeling worried or upset, have a problem you want to talk about or would like a catch up with an adult you like. Time in meetings can also give you a chance to talk with someone outside of your support team about issues you would like help with. These meetings will usually take place in Upper Court but could also involve going for a walk if you prefer this.

 Jake Lukas - Chief Executive	 Carolipe Jebay - Deputy Chief Executive	 Gareth Parker - Headteacher	 Olivia Mountpy - Deputy Head of Clinical and Therapy	 Carol Hill - Deputy Headteacher
 James Phillips - Assistant Headteacher	 Tom Shanks - Head of Boarding	 Mike Bebbington - Senior Speech and Language Therapist	 Martha Lukas - Placement Planning Social Worker RSW	 John Smith - Positive Behaviour and Support Analyst

If you would like to book a time in meeting, please ask your teacher or welfare worker to email Jo Montague at joanna.montague@william-morris.org.uk

Although we will do our best for you to meet your preferred person, there may be times when they aren't available, in which case somebody else will meet you.

You can explain what is happening in an email if you would find it easier than talking about it. It is everyone's role to keep everyone safe in school and in the home. We do not use *time out* at William Morris School. This means we don't send pupils to calm down on their own.

We want pupils not to hurt themselves or others.

Sometimes we may have to hold a pupil for their own safety if all the other things we have tried haven't worked.

Staff have had special training called Team Teach.

Team Teach teaches staff how to stop pupils becoming aggressive without holding them.



We follow guidance called The National Minimum Standards for residential special schools.

Staff can only hold you if:

- You are hurting yourself.
- You are hurting someone else.
- If you are trying to cause serious damage to things.

We may need to call the police if we feel the situation is serious and we need their help.

If you have been held you will be asked whether you are safe and if you need to be checked out by the doctor.

You will be asked how we can help you to avoid it happening again.



Sanctions and Relationship Repair

A sanction is when someone has done something to either someone else or the environment. We ask you to do something to apologise for this.

This will all be written down for you if you wish to make any changes or if you have any questions.

Some types of sanctions maybe:

- Making a sorry card, making a tea for others.
- Helping to pay the cost of repair/replacement from your personal allowance and/or savings; this would not normally be the whole cost.
- Staying behind after school hours to catch up on schoolwork missed through unsafe behaviour.





- You are not allowed to smoke, drink alcohol, or take any illegal substances.
- You must not bully other children or any other person in any way.
- You must not have any matches, lighters, knives or weapons of any sort.
- Visitors are only allowed in the residences with the permission of an adult on duty that day.
- You must not go into anyone else's bedroom without their consent.
- No one but you are allowed in your bedroom after bedtime and you must not go to any other children's bedrooms after this time.
- You must not take food into yours or anyone else's bedroom - this is a health risk.
- You must treat all property and belongings, whether yours or someone else's, with respect and care.
- You are expected to keep your bedroom clean and tidy

School Rules

- We are kind and considerate to all.
- We allow others to achieve and make progress.
- We listen and follow instructions.
- We stay in class.
- We complete our work.
- We look after our school.
- We wear our school uniform.



Kindness
MATTERS

Safeguarding



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It is important that all pupils are able to live their lives free from abuse. Abuse can be physical abuse, sexual abuse, emotional abuse or neglect.



Safeguarding Children
in Gloucestershire

If you think you are being abused, or if you are uncomfortable with a way an adult or another person is treating you, talk to an adult you feel comfortable with.

We have 4 people who are in charge of Safeguarding and Child Protection. They are:



Gareth Parker
(Designated
Safeguarding Lead)



Carol Hill Day
(Deputy
Safeguarding Lead)



Tom Shanks
(Deputy
Safeguarding Lead)



Martha Lukas
(Deputy
Safeguarding Lead)

If you make a disclosure then this will be looked into by the right people. It is part of their job to make decisions to help make sure you are safe. Sometimes we might have to talk to your social worker or someone from our local safeguarding board.

If you prefer to, you can talk to someone you trust outside of school or home. You can contact OFSTED directly if you wish. Their telephone number is 0300 123 1231, or you could write to them at their address, Piccadilly Gate, Store Street, Manchester, M1 2WD.

You can also contact Childline on 0800 1111.

Bullying



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You must not put up with being bullied.



You must not bully any other person in any way.

Bullying is strictly forbidden and will be treated seriously.

Bullying can hurt, threaten or frighten another person. Some people who bully may not even realise how much they are upsetting someone.

Bullying includes:

- Verbal abuse, such as name calling and gossiping.
- Non-verbal abuse, such as hand signs or text messages.
- Emotional abuse, such as threatening, intimidating or humiliating someone.
- Exclusion, such as ignoring or isolating someone.
- Undermining, by constant criticism or spreading rumours.
- Controlling or manipulating someone.
- Racial, sexual or homophobic bullying.
- Physical assaults, such as hitting and pushing.
- Making silent, hoax or abusive calls.
- Online or cyberbullying.

If you feel that you are being bullied, you can do the following:

- Speak to any member of staff.
- Use the School's complaints system.
- Speak to your social worker, advocate, independent visitor, parent or carer.
- Contact the School's Designated Persons for Safeguarding (Gareth, Sarah & Carol)
- Contact Childline (0800 1111).

Reviews and Meetings



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When you are at school you will have the chance to talk about how things are going in school and education.

You will have help to set your own goals in care and education. You will get all the help you need to achieve your goals and outcomes. You may have a plan called an Education Health and Care plan. This helps us all work together and achieve.

Your key staff will attend these meetings and staff will help you prepare for them beforehand.



Your File and Records About You



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William Morris School is required by law to keep all sorts of information about you; this is sometimes called your *file*.

This information is kept safe and private.

The types of information in there is about your likes and dislikes, your health and how to help you best achieve your skills.

You will have access to your placement plan folder in a version that you can understand. You will also be able to have a look at your more detailed files with key staff.



Having Your Say



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Staff at William Morris School will ask for your opinions about big decisions in the residence if they affect you. You can express your opinions in many ways through:

- Fortnightly house meetings
- Key Worker meetings
- School council
- Children's views committee
- Organisational meetings. (These are meetings which are to talk about how the charity Novalis Trust is run).



Staff at William Morris School such as your key worker or class teacher will help you understand what rights and responsibilities you have.

KNOW YOUR RIGHTS

Getting ready for life after William Morris School...

William Morris School wants to help you get ready for adult life.

The school will assist you with developing important skills that will be useful for when you leave.

These may include:

- Cooking and preparing meals
- Learning how to clean
- Doing your own laundry
- Basic home baking skills
- Helping around the residence
- Externally visiting colleges and local employers



Checking How Things are Going



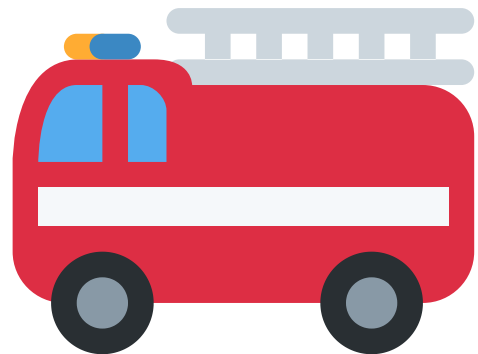
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William Morris
School

William Morris School is often visited by people outside of the school who come in to check that things are going well. Below is a list of who these people are:



Ofsted



Local Fire Authority



Environmental
Health
Inspectors

Complaints



Novalis
Trust

William Morris
School

If you are unhappy about anything that happens at William Morris School, you can make a complaint.

If you think the adults are not doing what is said in this guide, it is very important that you talk to someone about it and that you try to do this as soon as you can.

You are able to make a complaint if you wish. You can complete a complaint form. These can be found in the black information folder in your residence or you can ask a staff member to give you one. The form will then be given to Gareth Parker.

Their email address is: gareth.parker@william-morris.org.uk

You may give your complaint form to a staff member. They will pass it on to Gareth. If your complaint is about Gareth, you will need to give your complaint form to Tim Makaruk or Jake Lukas.

You should normally receive an acknowledgement of your complaint within 24 hours (it may be up to 2 or 3 days though, if a weekend is involved)

The whole process will take no longer than 28 days.

If you are still not satisfied, you may wish to ask someone else to help such as your social worker, independent visitor or OFSTED.

Similarly, someone else can make a complaint for you.



Useful Contacts



Novalis
Trust

William Morris
School



Phone Number: 0300 123 1231
Address: OFSTED, Piccadilly
Gate, Store Street, Manchester,
M1 2WD



children &
young
people

Phone Number: 0808 808 1001
Email: help@nyas.net

All of these services are free to use and can give you advice or help.

Your family and/ or social worker or another trusted adult are also available to you.