

# Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

## Parent/ Carer Information Pack



Education is the Foundation to Build-a-Future

Company Reg N°: 4521396



### Welcome to Build-a-Future Independent School

To the parent/ carer(s)

Please see attached documentation about your son/ daughter and their placement at Build-a-Future. Please take the time to read through the information and there are two sections that need your completion. This needs to be fully completed and then returned Build-a-Future.

If you have any questions about any information contained in this pack, please do not hesitate to get in touch with us.

Kind regards,

*Adam Webb*

Headteacher  
01507 524015

### School Term Dates

	Term dates	Bank Holidays
Autumn 2019	Term 1: Wednesday, 4 September to Friday, 18 October Half term: Monday, 21 October to Monday, 28 October Term 2: Tuesday, 29 October to Thursday, 19 December	Wednesday, 25 December Thursday, 26 December
Spring 2020	Term 3: Monday, 6 January to Thursday, 13 February Half term: Friday, 14 February to Friday, 21 February Term 4: Monday, 24 February to Thursday, 2 April	Wednesday, 1 January Friday, 10 April Monday, 13 April
Summer 2020	Term 5: Monday, 20 April to Friday, 22 May Half term: Monday, 25 May to Friday, 29 May Term 6: Monday, 1 June to Tuesday, 21 July	Friday, 8 May Monday, 25 May
Staff training days: 2 <sup>nd</sup> September 3 <sup>rd</sup> September 28 <sup>th</sup> October 14 <sup>th</sup> February 03 <sup>rd</sup> April		

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### Parent/ Carer Pack

Build-a-Future have developed the following information pack for you, the parents/ carers of our learners. This is to ensure there is an excellent level of clarity between BAF and yourselves. This will enable you to comprehend our values, ethos, methods, appropriate and inappropriate behaviours and the varying levels of consequences. This pack is developed to share information with you and we hope that in turn you will help your son/ daughter by helping them to understand our expectations from the outset of their placement with us. BAF have always believed in strong communication between school and parents/ carers, this is to ensure you all know the successes, rewards, positives and the occasional negative. If, after reading the pack you have questions, or you would like to discuss something that you have read please do not hesitate to contact any member of the team.

### How Everything Works!

*“The whole centre, learners, staff and curriculum works by one key word – RESPECT. We will all respect you as an individual and ask that you show us the same courtesy. As you get to know us and we get to know you, more respect will develop. Some days will be more challenging than others and we expect this. All we ask is that you show us the same respect and work to our guidelines and your time at Build-a-Future will be rich, positive and full of achievement.” Adam Webb, Headteacher.*

### Daily Session Times

Session	Time
Arrival – Canteen	9.15 – 9.30
Regulation Time	9.30 – 10.00
Session 1	10.00 – 10.30
Session 2	10.30 – 11.00
Break	11.00 – 11.15
Session 3	11.15 – 12.00
Lunch	12.00 – 12.30
Session 4	12.30 – 1.15
Break	1.15 – 1.30
Session 5	1.30 – 2.15
Enrichment	2.15 – 2.40
End of the day!	
At the end of the day all learners gather in the canteen and wait to be called to queue for their belongings & transport	

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## The Working Day

- All learners (unless alternative arrangements have been agreed with the Headteacher) should be at BAF by 9.15am. If there is a reason that your son/ daughter is going to be late to school, then you must call our main office and ensure we are aware. Office: 01507 524015.
- Smoking is forbidden at Build-a-Future.
- If your son/ daughter is suspected of having any smoking paraphernalia on their person, then they will be asked to hand anything over voluntarily in the first instance.
- Failure to hand everything in will mean your son/ daughter is searched and items will be confiscated for you to collect from BAF at your earliest convenience. It would be preferable that you ensured your son/ daughter left all smoking paraphernalia at home to prevent negative situations. BAF is a no smoking site and it is illegal to allow under 16-year olds to smoke. If your son / daughter smokes on site at BAF they will face consequences which can include Fixed Term Exclusion (FTE).
- Please note: the law permits the use of reasonable force to search without consent when there are grounds to suspect that students may be in possession of knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.
- Mobile phones must be handed in on arrival at Build-a-Future.
- All learners are scanned with a metal detector (hand held).
- POINTS MEAN PRIZES!! Points are awarded for positive work, behaviour and attitude throughout each day at BAF. Parents/ Carers are called for positive behaviours to ensure the learners know we communicate the good news!

Learner Behaviour Checklist – Each new learner completes this at their induction.

BAF is dedicated to providing a safe place for people to learn and achieve. For us to maintain this we ask that all new learners understand that the following behaviours will not be tolerated and partaking in them will result in the disciplinary process. ALL staff will challenge inappropriate behaviour.

What is inappropriate behaviour? Each of the following points are discussed with examples with the learners at their induction

- Swearing.
- Bullying in any form.
- Aggressive behaviour – Fighting etc – this is assault and it will be treated as such. If BAF need to call the Police we will not hesitate.
- Abusive behaviour, spitting and language.
- Continual refusal to engage in sessions.

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- Throwing stones or other projectiles.
- Threatening behaviour and language.
- Stealing.
- Vandalism & damage (to site or other learners or staff property). This could be criminal damage and it will be treated as such. If BAF need to call the Police we will not hesitate. If a learner does damage BAF property or premises an immediate fine will be sent to you, the parents/ carers. If this is not paid in full BAF will seek legal action to ensure all monies are repaid.
- Graffiti.
- Gang or group affiliated behaviour or comments.
- Energy drinks are not allowed. These will be confiscated and emptied on learner's arrival to site.
- Disregarding health & safety procedures.
- Inappropriate physical contact of any kind.
- Disregarding the equal opportunities policy.
- Childish behaviour.

All incidents are added to Scholarpack (Schools Management System) and monitored throughout the course of the learners placement. Behaviour should be taken into consideration when marking the learners point sheets at the end of each session.

Build-a-Future is built on respect and all staff work incredibly hard to ensure that each learner is treated with respect. BAF expect that respect in return. For each other, other learners, the learning environments and equipment.

If your son/ daughter is upset, angry or frustrated whilst at school all staff know how to respond. We do not operate an isolation policy. BAF utilises ESCAPE not ISOLATE. This means there is never a need for things to escalate. If your son/ daughter needs to remove themselves from a particular environment, then they can do so. Do it calmly and go to the canteen or the behaviour leads office and they will be given the opportunity to calm down and reengage.

However, if your son/ daughter chooses to escalate and starts punching walls, windows or other learners or staff then appropriate measures are in place. This can ultimately lead to Police intervention, use of physical intervention, Fixed Term Exclusion or loss of place at Build-a-Future.

### Safeguarding

At BAF safety is of paramount importance. This includes safeguarding and child protection. To see our full safeguarding policies please see the centre files which can be located in the main office.

All staff are trained in safeguarding. The Designated Safeguarding Lead is Alison Simmons.

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All information is kept confidential; however, confidentiality will be breached if:

- Safeguarding or child protection issues are involved.
- There is significant threat to life.
- Medical attention is required immediately.
- Potential or actual criminal offences are involved.

### Attendance

If your son/ daughter is a Build-a-Future learner, then we expect them to have excellent attendance. All attendance on site is monitored and recorded and reviewed regularly.

At Build-a-Future we carry out the following procedures:

- Daily records made and updated. Attendance is then sent to the appropriate educational provision & recorded on our school database.
- First day of unauthorised absence – a phone call is made to parents/ carer
- For absence of more than two days concerns are expressed to correct with the parent/ carer.
- At the point of concern BAF will complete a safe and well check – this is a home visit completed by BAF, and Education Welfare Attendance Officer or if necessary a Police Officer.

Absconding from the centre:

If a learner decides to leave the centre unauthorised then Build-a-Future will:

- Immediately inform parents/ carers.
- If the learner does return, an incident report must be completed by the staff involved.
- Staff will NOT follow the learner from the site.
- If the parents/ carers do not respond BAF will immediately inform the Police.
- If a learner climbs over the fence/ lock line or gate, then we will follow the school procedures but will seek an FTE while the incident is investigated.

### Drugs & Alcohol

Onsite procedure in response to drug and alcohol incidents:

If a member or staff or other learner reports that they suspect a learner is under the influence of alcohol or substance abuse, then the following procedures are taken:

- Inform Headteacher as soon as possible.
- Headteacher to remove learner from session and have informal discussion about concerns that have been raised without divulging source of information.
- If Headteacher believes that the learner is acting as if they are under the influence of alcohol or other substances, then they must assess to see if medical attention is required and call if necessary.
- If medical attention is not required then the learner has to be isolated and supervised by an additional member of staff whilst the Headteacher contacts partner provider, parents or carers to arrange for the learner to be removed from site.
- The learner must not be left unsupervised at any time.

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- The Headteacher will then ask the learner for their permission to search them including their belongings.
- If the learner refuses to cooperate the Headteacher may feel it is necessary to call for the Police.
- If the learner cooperates and either alcohol or substances are found, then the Headteacher will decide whether or not to inform the Police.
- Once the learner has been removed from site, Headteacher will discuss with partner provider as to the following decisions which can include FTE, permanent exclusion or involvement of external agencies.

All incidents must be written up in full and filed in learners' personal file and in site logbook.

### Curriculum

At Build-a-Future your son/ daughter will be undertaking a varied curriculum that can include some or all of the following:

- Outdoor Pursuits
- Functional Skills Maths, English & ICT
- GCSE Maths
- GCSE English
- Science
- Art & Photography
- Creative Media
- Sports
- Engineering
- Construction
- Catering
- Multi Skilled
- Ground works
- Independent Study

It is advisable that you do not send your son/ daughter in their best clothing and footwear. Build-a-Future does provide elements of Personal Protective Equipment, but we strongly advise that your son/ daughter comes to the facility in warm, comfortable clothing that you do NOT mind getting dirty. Build-a-Future also encourages learners to bring, on a daily basis a spare pair of trainers with them for sports activities, extra layers of clothing for colder days. If your son/ daughter is required to wear PPE and they refuse, then they will not be able to complete that session – this will lead to loss of curriculum for them.

All learners are to complete their timetable as it is set – BAF will make reasonable adjustments for certain situations however, BAF will not be dictated to what the learners will or will not take part in. If they continually refuse to engage BAF will arrange a meeting with the you, the parents/ carers to understand the behaviour and try and move forward positively.

### Transport

The transport provided for you by Build-a-Future is to enhance your time here. We expect you to adhere to specific guidelines when accessing transport these include:

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- Seat belts must be worn. The vehicle will not move until everyone is wearing their seat belt correctly.
- No shouting abuse from the windows or within the transport.
- No spitting inside or outside the transport.
- No moving between seats whilst in transit.
- Any intentional damage to the vehicle caused will result in disciplinary action and compensation sought.
- Volume of the radio and the choice of radio station is down to the drivers' discretion.
- Each driver is licensed, qualified and experienced so please refrain from sharing your driving suggestions – thank you.
- No safety boots worn in any of the transport provided.

### Guidance for Transport Crew / Operator at Build-a-Future Sites West Ashby & Hubberts Bridge

Below information is provided for you guidance while transporting passengers on Lincolnshire County Council Contracts to Build a Future sites at West Ashby or Hubberts Bridge sites, please comply.

All incidents on transport must be reported as soon as possible to the relevant site manager and Lincolnshire County Council via the Max 23 reporting scheme.

Child locks, window locks - engaged at all times, any absconding to be reported to police, parent/ carer and TSG as appropriate.

Bags in the boot (at all times) – ensure all bagged contraband is secured away from learners, note that Build-a-Future is a non-smoking site and shall be checking learners for any smoking paraphernalia. If smoking paraphernalia is found, then Build-a-Future will dispose of it. Drivers / PAs must not search any passenger for prohibited items before travel. If on route crew see or become aware of contraband on the vehicle, they are to report their observations on arrival at their designated site.

Undesignated points – Drivers are not to stop at any undesignated location along the route unless in an emergency. Failure to comply could result in immediate termination of contract. Pick up times and routes to be followed as agreed by Lincolnshire County Council and not altered if requested by a passenger without prior authorisation.

Smoking - learners are not to smoke on transport, should a lighter be seen prior to transport the driver is to ask parent/ carer/ site staff to confiscate the item before travel. If any passenger fails to surrender their lighter, this can result in a refusal to transport for the particular journey. Smoking on route and refusing to stop, drivers must contact the police.

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Following receipt of report TSG and Site shall discuss suspension of learner(s) as deemed necessary.

Seat belts - failure to ensure that all learners are safely secured and therefore placing learners in unacceptable danger could result in immediate termination of contract. Should learners refuse to wear seat belt prior to journey, refuse transport for that particular journey. Should learner remove seat belt on route and refuse to wear contact parent/ carer/ site to collect learner or contact police. Following receipt of report TSG and Site shall review suspension of learner(s) as deemed necessary.

MAX 23 - Any incidents or issues to be reported to centre, parents and TSG immediately using the Max 23 reporting form.

Thank you for your assistance in this matter.

### Permissions

Please see the next page. Please complete and return this to BAF as soon as you can. Without this written confirmation of permission your son/ daughter could be missing out on educationally enriching opportunities.

Please note - BAF never post identifiable images on social media. Please follow us on our social media pages to stay up to date with staff/ curriculum/ news & fun stuff!

### Review of main elements

- Attendance must be good – our aim is 100% for all of our learners.
- If your son/ daughter is going to be off, then please get in touch with BAF.
- Physical violence against another learner or staff is assault and will be treated as such.
- Malicious damage to property or equipment is criminal damage and will be treated as such.
- Damage to property will result in parents/ carers receiving fines for the sum of the damage.
- BAF utilises escape not isolate – but the learner must go to the correct place once they've left the learning environment – they cannot just walk round and distract others.
- No permission slip? No trip!
- If possible, keep your son/ daughters smoking paraphernalia at home.
- If staff have suspicions, then your son/ daughter will be searched.
- Refusal to be searched could result in Police action and FTE.
- Our entire school is built on respect!

Thank you for taking the time to read through our parent/ carer pack. If you have any questions, please don't hesitate to get in touch with us.

Kind regards,



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Adam Webb

Headteacher

Parent/ Carer agreement:

I do / do not give permission for my son/ daughter to be photographed for onsite publications at Build-a-Future (display boards, assignments).

I do / do not give permission for my son/ daughter to leave Build-a-Future premises for enrichment opportunities, outdoor pursuits or work experience (offsite visits will always be within a 10-mile radius).

I have read and understood what is expected of my son/ daughter at Build-a-Future, I understand that the arrangement has been agreed with Build-a-Future to enhance their curriculum and offer them further opportunities to enrich their learning experience.

I understand that full attendance at Build-a-Future, on the agreed days of their placement, will be necessary for my son/ daughter to achieve their qualifications and truly gain the positive experience that Build-a-Future offers.

Learner name:	Date:
Parent/ Carer name:	Parent/ Carer signature:

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Please ensure the referral form is completed to the best of your ability as this will help Build-a-Future to develop the best educational package for your learner.

ULN:	Year Group:	DOB:	Male	Female
Surname:		Forenames:		
Address:		Main Contact Parent/ Guardian:		
Postcode:		Relationship:		
Email:		Home Telephone:		
		Mobile:		
		Work:		
Emergency Contact Name:		Relationship:		
Emergency Contact Telephone:				
Statement of SEN/EHC Plan:	Y	N	Named SENCO:	Looked after?
				Y
				N
If yes, a copy of Statement/EHC Plan is required.				
English Level:	Maths Level:	ICT Level:	Reading Age:	Spelling Age:
Free School Meals:	Y	N	Ethnic Origin:	First Language:
School Name:		Who's at home?		
Address:		Allergies/Dietary Requirements:		
School Contact Name:		Medical Conditions:		
Telephone Number:		Medication Prescribed?		
Email:		(If yes please give details)		
Current Attendance:	%	Previous Years Attendance:	%	
Educational History:				

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Previous schools:								
Reason for referral:								
Relationship and Behaviour with Peers:								
Behaviour with Teachers, TA's and school staff:								
Interests and Hobbies:								
Learner Risk Assessment Completed?			Yes			No		
CP Register?	Y	N	CiN	Y	N	TAC	Y	N
Details of Social Worker or Lead Professional:								
Key Agencies Currently Involved: (e.g. Education Welfare, YOS, CAMHS etc)								
Agency:		Contact Name:		Telephone:		Address (including email):		
Completed by signature:					Print name:			
Date:					Role			

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## Risk Assessment

Hazards <i>Residual risk of harm to self, others and whilst in transit</i>	Y if applicable (any previous history)	Control measures/ Comments	HIGH MEDIUM LOW
Harm to self			
Harm to others in the home			
Harm to transport provider			
Harm from disruption			
Criminal offences			
Bullying			
Using weapons			
Arsonist			
Absconding			
Sexualised behaviours			
Vandalism			
Unpredictable behaviour			
Verbal abuse/ threats/ aggression			
Smoker			
Drug misuse			
Alcohol			
Other Hazards	Y if applicable (any previous history)	Control measures/ Comments	HIGH MEDIUM LOW

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Disruption to classes			
'Runner'			
Attachment to inappropriate persons			
Targets other learners/ others			
Implications with off site visits			
Graffiti			
Climber			
Known 'triggers' for unacceptable behaviour	Y if applicable (any previous history)	Comments	HIGH MEDIUM LOW
Inability to cope with group activities			
Does not accept rules/ instructions			
Unable to accept change in routine			
Any further information to help reduce escalation?			

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Existing Control Measures	Y if in place N if not or N/A	If 'N' state the action to be taken with timescales or indicate any additional control measures	Residual risk rating  HIGH, MEDIUM, LOW
Keyworker in place (and agency)			
School behaviour policy / procedures made clear to learner			
EHCP in place?			
Review of Personal Support Plan			
Additional supervision arrangements, e.g. lunch / play times			
Clear boundaries outlined to learner			
Rewards			
Privileges withdrawn / sanctions			
Provision of 'calming' / time out area			
Support Worker			
Independent Study			
Flexible curriculum			
Familiarisation with new premises			
Individual Learning Plan			
Physical Intervention in place			

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Changes made to building / layout			
Transport arrangements			
Potential 'weapons' and 'missiles' removed on entry to building			
Any further comments?			
Signature of Parent/ Carer:		Print of Parent/ Carer:	
Learner Signature:		Learner Print:	
BAF Staff Signature:		BAF Staff Print:	