

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

Term 1

Tuesday 4th September – Friday 19th October 2018

Term 2

Tuesday 30th October – Thursday 20th December 2018

Term 3

Monday 7th January – Friday 15th February 2019

Term 4

Monday 25th February – Friday 5th April 2019

Term 5

Tuesday 23rd April – Friday 24th May 2019

Term 6

Monday 3rd June – Friday 19th July

School Training Days

Monday 3rd September 2018

Monday 29th October 2018

Friday 21st December 2018

Friday 4th January 2019

Friday 21st June 2019

Monday 22nd July 2019

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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
Session 1	9.30 – 10.15
Session 2	10.15 – 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.
- Hand all smoking paraphernalia & mobile phones in for locking away – 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.
- 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.
- Throwing stones or other projectiles.
- Threatening behaviour and language.
- Stealing.

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- 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 written up on Incident Report Forms and kept in learner files. 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. 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.

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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.

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:

- 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.
- No smoking on the bus or playing with lighters.
- 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.

Drugs & Alcohol

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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.
- 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 | • Sports |
| • Functional Skills Maths, English & ICT | • Engineering |
| • GCSE Maths | • Construction |
| • GCSE English | • Catering |
| • Science | • Multi Skilled |
| • Art & Photography | • Ground works |
| • Creative Media | • 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

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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 be arrange a meeting with the you, the parents/ carers to understand the behaviour and try and move forward positively.

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,

Adam Webb

Headteacher

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01507 524015

adam@build-a-future.com

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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Parent / Carer Contact Details

Contact Details 1

Parent/Carer Name:		
Relationship to Child:	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Carer <input type="checkbox"/> Other (Please Specify)	
Phone Number 1:		
Phone Number 2:		
Email Address:		
Home Address:		Post Code:

Contact Details 2

Parent/Carer Name:		
Relationship to Child:	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Carer <input type="checkbox"/> Other (Please Specify)	
Phone Number 1:		
Phone Number 2:		
Email Address:		
Home Address:		Post Code:

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