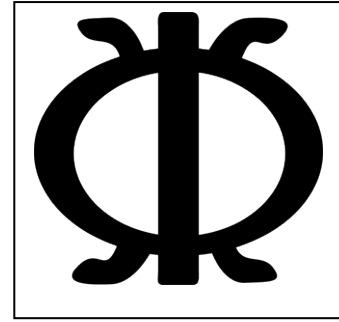




ARUN COURT

THERAPY & EDUCATION



'Resilience and Perseverance lead to success'

Staff handbook

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Introduction

Welcome to Arun Court Setting. Arun Court is an independent, part time, short-medium term alternative setting. We work with children with varying mental health needs including but not limited to: Obsessive Compulsive Disorder (OCD), depression, anxiety and Post Traumatic Stress Disorder (PTSD). The children attending our setting have sometimes not attended formal education for many years and most children have had a very unpleasant time at school, so will disengage from any school-like activities. At Arun Court, we use a combination of therapeutic inputs, negotiation and support to encourage the children to attend, engage and enjoy learning again.

This handbook is written for all members of staff and is designed to support new members of staff to settle into the setting. We hope it will be a useful source of reference and guidance but do not expect it to answer all your questions. Arun Court is a unique setting, with unique children, so many unexpected situations will arise: your colleagues are an invaluable source of information. Please do not hesitate to ask for additional information or support from colleagues or the leadership team.

Mission Statement

3B Education was founded to ensure that all students, including those with mental health or SEN needs, can access enjoyable, innovative learning opportunities. It was founded to promote teaching with a higher focus on mental well-being, enjoyment, creativity and life skills. We promote a more Scandinavian approach to life, health and learning, and offer a more 'bespoke' experience based around the individual learner.

Children's progress summaries

Each half term we record a brief overview of each child at the centre. Attached on the following pages are each child's progress tracker. These give a summary of each child at the centre and the journey they have been on when you first meet them.

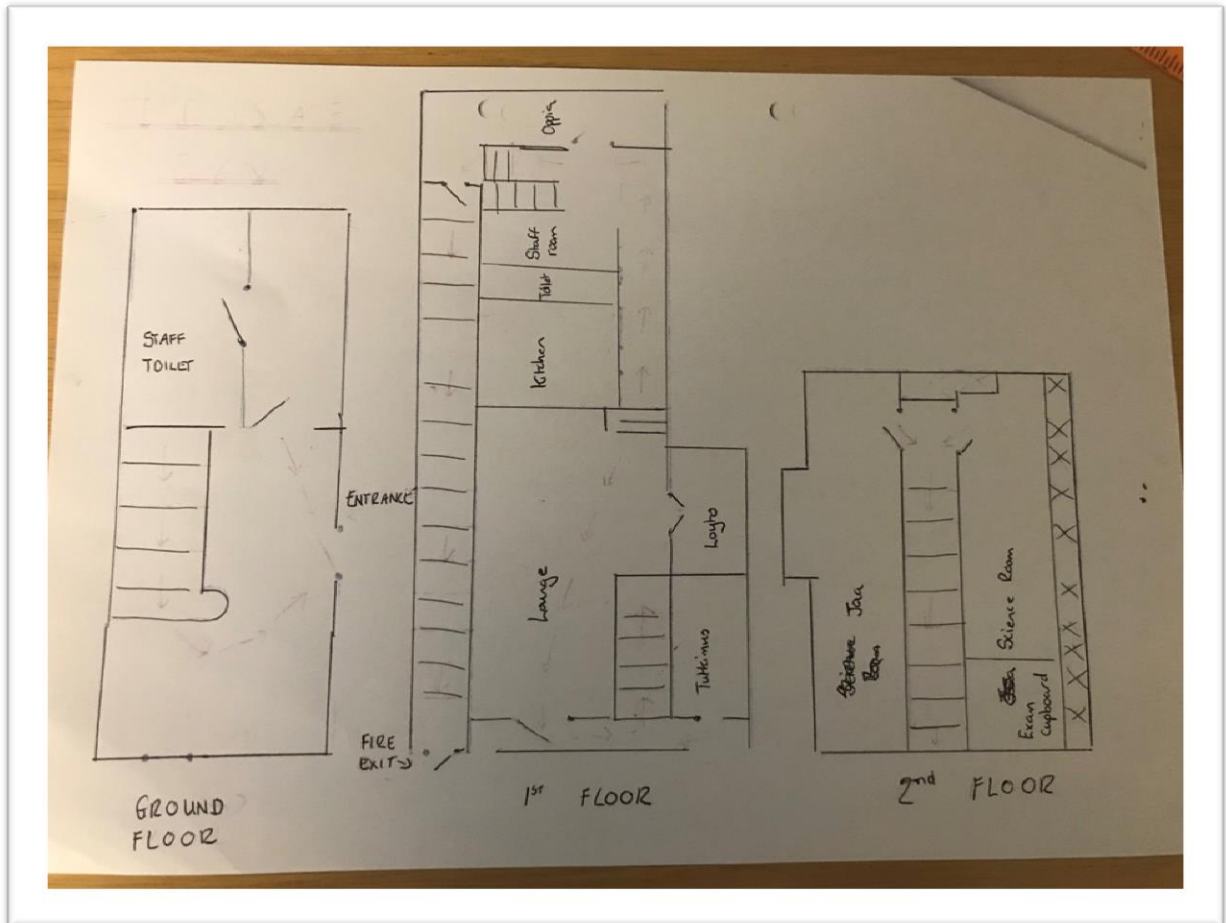
Staff Members

Principal: Beverley Sarah White
Administrative Director: James White
Senior Teachers: Christopher Bevan
Gillian Williams
Tuition Group Teacher: Sarah Bull
Head of Wellbeing: Elaine Doe
Head of Assessment: Linda Ripley
Art Therapist – Sarah Doe
Learning Mentors – Hannah Ebling
Natasha
Home School Liason – Lorraine Parkinson

EMAT:

CHAIR / COMMUNITY – Paul Phillips
(independent of the school)
HEALTH & SAFETY – Colin Brown
(independent of the school)
CURRICULUM MATTERS / SMH
WELFARE – Pamela Davison (independent
of the school)
PARENT REPRESENTATION /
COMMUNICATION -Corrine Pedder (Ex-
parent, independent of the school)
SAFEGUARDING / MINORITY
GROUPS Linda Filler (independent of the
school)
STAFF REPRESENTATION Gillian Williams
PRINCIPAL Beverley-Sarah White
DIRECTOR REPRESENTATION James White

Map of the Centre



Daily Timetable

Below is a blank proforma for a typical day at Arun Court Setting. As of January 2019, children will attend the centre in the morning, where some activities will take place using external providers. These vary day to day. After an hour break for lunch, the children have a 50 minute session, followed by a ten minute break. This is followed by a second 50 minute session and another ten minute break. From 3pm until 4.30 children will continue academic work set by the teacher.

Throughout all learning sessions, children’s mental health remains our priority over all academic outcomes. Each child has their own coping strategies when their anxiety rises and the class teacher will be able to guide you on this. Some children are able to work throughout the entire session, however others are not and will take regular breaks. These breaks provide the therapy support with opportunities to check in on the child and ensure they are using learned methods to cope. Copies of the children’s sensory diets are situated in their student folders.

	10.00 – 12.00	12.00 – 1.00	1.00 – 1.50	1.50 – 2.00	2.00 – 2.50	2.50 – 3.00	3.00 – 3.50	3.50 – 4.30	4.30
Monday		L U N C H		B R E A K		B R E A K			H O M E
Tuesday									
Wednesday									
Thursday									
Friday									

Annual Timetable

September 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

October 2018

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2019

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2019

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2019

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

February 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

May 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

BLUE: OPEN

YELLOW: SETTING HOLIDAY

RED: INSET DAY

GREEN: BANK HOLIDAY

Autumn Term = 14 weeks Tuesday 4th September to Monday 17th December (closed 4/9)
 (Half Term 22/10 – 26/10)
 Spring Term = 12 weeks Monday 7th January to Friday 5th April (closed 7/1)
 (Half term 18/2-22/2)

A-Z of information

Attendance – learners

We record attendance twice daily in a paper register which is then entered into an electronic system.

Attendance is recorded at morning assembly in the lower school and then again after lunch in the early afternoon

Attendance is recorded at the first lesson in the upper school and then again after lunch in the early afternoon

A student is marked as absent if they are not in school by 10.05 in the lower school and by 10:35 in the upper school

A child is marked as absent if they are not present at 12:45

If a child is marked absent the school office is notified and they will call parents to find out the reason for the absence. The reason for the absence is recorded and provided it is for a designated reason within the register codes it is classed as 'authorised'

If a family cannot be reached by phone we will keep trying ALL numbers on the student registration form. This is very important with regards to safeguarding as there have sadly been cases where single parents have died unexpectedly and their child has been at home, unable to contact for help, in some cases this led to a further death of a child.

Unauthorised absence is recorded as such, and this may include holidays taken out of school vacation periods

Absence – informing school - staff

Due to the physical and emotional needs of the learners at Arun Court a high priority is placed on ensuring consistency when staff are absent.

Once you become aware of your sickness, email Aimee on info@aruncourt.co.uk or call

on (01483) 894858 ideally before 10am on the first day of your absence. Explain the reasons for your absence and an expected day of return, if known. This allows for staff timetables to be rearranged. You must also call Beverley Sarah on (07984) 515959

If your absence will continue for longer than one day, you should contact the directors each day via email before 4.30, the day prior to your absence. This will allow us to ensure all groups have appropriate timetables for the following day.

Please do not leave voice-mails as these have been lost. Telling colleagues and / or family members, texting or calling other numbers, using emails, calling the main school number, leaving a message on the school answerphone etc. often means that senior staff do not know of an absence in time and are unable to make appropriate cover arrangements.

For absence of more than seven days, a supply a "fit to work" medical certificate from a GP or other health practitioner maybe required. Every member of staff must inform the school of the reason for absence on the day they return. When a member of staff returns to school following any form of absence they must complete a return to work form and hand this to the Principal. Staff returning to work following an extended period of absence must meet with the Principal. A risk assessment and support will be discussed. The Principal monitors absence patterns and may arrange a meeting to discuss specific patterns or concerns.

In the event of a member of staff having more than 10 days absence in a 6 month period, they will be asked to meet with the Principal.

Future attendance targets will be set. If these are not met a review meeting will be held with named governors, this could lead to dismissal

Behaviour Support

Behaviour must be managed with sensitivity and professionalism. Staff should constantly re-examine and reflect upon their own values, attitudes, behaviours and professional training in order to appreciate the messages that they are giving learners. Staff need to be familiar with clear guidelines and strategies eg. learner behaviour, support and management plans, to help maintain positive behaviour and discourage unwanted behaviour when it occurs. Staff should be familiar with the Behaviour Policy, a copy of which is available in the office and on the setting website.

Breaks

The safety of the students in the setting is our highest priority. During breaks between lessons, staff are expected to ensure adult supervision of the groups is suitable. The class teacher will dynamically risk assess the needs of the group and direct staff as needed.

Cars

Car Parking - The setting has limited off road car parking which is reserved for student drop off. There are various car parks nearby which staff may use, as well as on street parking. Arun Court is located in a residential area and values the good relationship we have with our neighbours. Please pay close attention to parking restrictions and be considerate when parking on road.

Child Protection/Safeguarding

If you have any concerns about child protection/safeguarding, please talk to the Designated Safeguarding Lead (DSL): Gillian Williams or James White

If a child discloses to you about a safeguarding issue, please record the conversation and complete a cause for concern form which you will find in the red safeguarding folder in the staffroom. Tell the individual that you will have to share the information with the designated member of staff.

Please see the Child Protection & Safeguarding Policies, available in the office and on the school website.

Community Links

The school has strong links with other schools, nurseries, colleges, associations, churches, community groups and businesses. Opportunities to develop further links are always welcomed. If you have any details or suggestions for developing links please discuss these with the Principal.

Curriculum

At Arun Court we provide a personalised curriculum, which places each young person at the centre of everything we do. We recognise that every next step must be part of a functional and meaningful path for each learner, not part of a pre-programmed or linear route

Each Education, Health, Care Plan (EHCP) is the starting point for identifying learning outcomes which are tracked throughout the year as part of our assessment cycle.

Our learner-centred approach promotes active engagement in learning to enables the development of skills and behaviours they need to enable them to enjoy the best possible quality of life.

Our curriculum provides opportunities which are meaningful, accessible, motivating, contextualised, in which learners are engaged and empowered to achieve.

Our curriculum strives to be responsive to each learner, building on individual strengths and interests.

Our personalised approach supports a balanced and creative range of stimulating contexts for learning through different experiences, themes, subjects and settings.

Each individual's curriculum is developed from what we know about them; what they want and need, as well as the knowledge, visions and priorities of their parents and carers.

We work collaboratively with other professional setting targets and ensuring that effective strategies are in place to equip each learner to be happy; to communicate as well as they can and be as independent as possible.

Data Protection

Care must be taken in the use of confidential material, photos / images of learners, personal data. In particular: - When using computers, staff must ensure that confidential material cannot be read by an unauthorised person. - Confidential material must not be saved to individual / personal computers. - Delete files that are no longer of use - Take all reasonable precautions to ensure that memory sticks cannot be lost - Computers must be logged off at the end of use to prevent unauthorised access.

Dress Code

Clothing worn should be clean, tidy and appropriate, and suitable for the activities being undertaken. Jewellery worn should take account of the situations likely to be encountered, particularly the fact that

learners may grab dangling and prominent items.

Clothing should be worn that maintains staff dignity & does not cause embarrassment to others.

Clothing should not fall loose & expose cleavage or midriff, hips or underwear, and bra straps and underwear lines should be well covered i.e dress for work, not the beach. Jeans are acceptable (but not with rips or holes etc). T-shirts with suggestive logos are not suitable. Staff are allowed to wear smart shorts.

E-Safety Staff must take care when using social media and ensure that they do not bring themselves or the school into disrepute. Staff must not share photos / images of learners on social media or discuss the school (See e-safety policy).

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment and shall report to the directors any damaged electrical equipment or wiring. The director is responsible for arranging repairs to said equipment. Portable Appliance Testing is undertaken annually.

Any electrical items brought into school must be reported to the directors for testing prior to use.

Fire Procedures

In the event of an alarm, please assist your learners to evacuate; do not stop to collect personal possessions. The Principal or senior teachers will give permission for learners and staff to re-enter the building. The school has

a Fire Safety Risk Assessment, which is available in the school office. There are two fire exits: one is the main entrance and the second is at the end of the stairs near Oppia. The fire assembly point is at the Bramley notice board outside. There will be a fire drill at least once a term, which is recorded by the Principal. Testing of the alarm bells is undertaken on a regular basis.

Illness (learners) If a member of staff is concerned about the health of a child, they should consult the school nurse or in their absence the Head or a member of the leadership team. The school nurse will assess, and then make arrangements for the child and telephone parents if the child needs to be collected. Only the nurse or a senior member of staff should call the parent / carer.

Illness (staff) If a member of staff feels ill during the day, they should inform a colleague. If they are not able to continue working they must ensure that a member of the SLT has been informed.

Lunches – staff The setting has a small kitchen with a microwave, grill and fridge. Staff may use these to store and cook food for their lunches. Arun Court does not provide lunches for staff or pupils. There are various shops, cafes and pubs where lunches can be purchased locally.

Mobile phones - The setting allows staff to bring in personal mobile phones and devices for their own use. The setting is not responsible for the loss, damage or theft of any personal mobile device. Personal mobile phones should be switched off, or placed on silent, during work times – unless specific arrangements have been agreed with a member of the SLT. Staff should not call parents / carers on their personal mobile phones and where necessary seek advice from a member of the SLT.

Mobile phones may, on occasions be used to maintain contact, particularly when a group is off site, when at least one mobile number must be included on the offsite form (kept in the main reception).

Medication - Every class teacher should be familiar with the medical needs of each learner in their group. A list of learners who take medication is kept in the office.

If the child is out of school on an educational visit, the teacher or responsible adult according to guidance will administer medicines provided.

Personal Possessions - Personal possessions should not be left unattended. Valuable items can be locked away in the staff room lockers.

Lockers can be obtained with a £5 refundable key deposit from the office. Arun Court will not accept liability for loss or damage to personal possessions brought onto the premises or taken on outings.

Reporting / Recording Accidents to staff - An accident is regarded as a non-deliberate event. All accidents to staff must be recorded in the accident book. This document is kept in the office. Staff can access this at any time.

The Head or a member of the SLT will ensure that all serious accidents are reported to the LA as well as the Health and Safety Executive (HSE).

Resources - Stationery is kept in stock cupboards near the school office and courtyard. Please use items as required but advise person responsible for ordering if stock is running low. Any items borrowed should be returned and stored tidily after use. No equipment should be removed from the premises without prior approval and

recording. Staff should be aware that items used outside school premises such as laptops may not be covered by the Arun Court's insurance and that claims against personal insurance may be made in the event of loss or damage to equipment.

School Diary - The school has an electronic diary which can be accessed via the class iPads or email settings. A sheet displaying the monthly events is located in the kitchen. Please check the school diary for events taking place in school and to keep up to date with scheduled meetings that may affect you.

Security - All adults at Arun Court must wear a lanyard at all times. Members of staff will be issued a personal blue lanyard. Visitors will be given a red lanyard and are not to be left alone with learners.

Entrance to the site is carefully controlled and monitored. Visitors are required to sign in and receive a temporary pass. It is staff responsibility to record when they exit the building during the school day.

No one should be on site without permission and staff should be aware of unidentified people around the setting and be prepared to challenge them or report their presence to the SLT.

Severe weather conditions - It is impossible to have one policy to cover the wide range of potential adverse weather conditions that may affect our setting. However, the factors that will inform decisions are clear.

1. The safety and welfare of learners, staff, other professionals, parents and visitors
2. Responsibility to provide an education service

The Principal is responsible for the decision as to whether the school should close due to severe weather conditions. This decision is

made in consultation with members of the SLT.

The decision to close the school will be communicated via:

1 Parent Mail, 2 The school website, 3 School answer phone.

Smoking - Smoking is not permitted anywhere on the premises.

It is recognised that vaping and e-cigarettes are very different from smoking. However, some people find the cloud that e-cigarettes emit unpleasant. Therefore, E-cigarettes must not be used on the premises.

Staff Meetings – Staff meetings are held each Tuesday from 4.30 – 5.30.

Use of the Internet – The setting has email facilities and a website. Staff must ensure that sites accessed have appropriate content and that learners are not left unsupervised if accessing the Internet. Each adult PC user should read and sign and adhere to e-safety policy. Staff are able to use search engines for personal use but must ensure that they are not accessing inappropriate sites or downloading material or accessing sites that may endanger the integrity of the computer system. Staff must not download software and must consult the SLT before installing software. Personal use of computers should be restricted to a reasonable level at appropriate times and be in line with the school's policies.

Volunteers - The school welcomes volunteers who can bring additional expertise into the school. Any regular volunteer work should be for agreed specified periods and for specified areas of work. The Principal will assess any

applications and invite the volunteer into the school for a discussion.

References will be taken up and a satisfactory DBS Check in place before any volunteer can assist in school. The volunteer would work under the direction of a class teacher or member of the leadership team. All volunteers must receive safeguarding training.

Volunteers should never be left alone with learners or allowed to take learners out of the school building by themselves. If there are any concerns about a volunteer the Principal should be consulted.