

Draft Policy: Revised October 2024

Adopted: Review Date:

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### → Principle . **Engaged, Empowered, Included.**

In 2011, the government defined British Values as democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. This guidance was initially published to further strengthen the previous guidance published in improving the spiritual, moral, social and cultural development of pupils to ensure young people leave school prepared for modern life in Britain.

In November 2014, the government outlined that all schools must now have a clear strategy for embedding these values and show how their work has been effective in doing so.

IncludEd promotes these values through our own school values, curriculum delivery, and the school offer and enrichment activities. The purpose of our actions will ensure that all pupils at IncludEd have a voice that is listened to through the school based activities outlined below. In order to recognise the impact of these values through our work we have identified key performance indicators to allow us to judge the effectiveness of our work through our curriculum offer, school vision statement and IncludEd Code of Conduct.

To provide the consistent delivery of effective teaching and learning that
ensures excellent levels of progress for all students taking into account
any learning barriers.
To offer a challenging and stimulating learning environment in order to
support all of our students to achieve their full potential and the highest
academic qualifications possible
To ensure inclusive practice and adapted learning opportunities to
support additional needs
To keep learning at the heart of what we do at $IncludEd$ and provide all
stakeholders with a clear vision of teaching and learning.

### → Introduction: Intent

At IncludEd, we are passionate about the concept of 'life-long learning' and believe that learning should be a rewarding and enjoyable experience for all. We need all to be 'active participants' in their learning and not 'passive recipients'.

Through our Teaching we should equip our pupils with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. Appropriate Learning and Teaching experiences help our pupils to lead happy, fulfilled and rewarding lives.

We believe that it is the entitlement of every child to have access to a high quality 'learning environment' and 'effective teaching' and that it is the provision of these that are the most significant factors in determining:

- Pupil attitudes to, and successes with, learning
- Standards of attainment
- Rates of progress
- Enjoyment

At Included we foster a love of reading and engagement with texts to empower students to be critical and informed learners.

### → Roles and Responsibilities



Actively participate in learning/lessons and arrive prepared with correct equipment.

Complete all work set to your ability.

Mentors

Set and reinforce expectations of behaviour for learning and effective learning habits. To ensure that early intervention addresses causes for concern and monitor academic progress of all students.

Teachers

Plan and teach enriching lessons with pace that challenges all learners and inform student progress working with all stakeholders to ensure this is supported. Ensure they are up to date with all curricular and examination development by engaging with appropriate CPD.

SLT

Inform the Advisory Panel on the quality, support and developments. Improve the quality of teaching and learning.

Review and evaluate curriculum annually.

## → Learning: Implementation

#### Learning needs to;

- Develop literacy and numeracy skills
- Allow students to develop socially, emotionally, physically and academically
- Be inspirational, focused and targeted
- Allow students to develop through a journey of self-discovery
- Be exciting, challenging and memorable
- Regularly Inform students' progress

Lessons should be underpinned by IncludEd's instructional pedagogy which is evidence based and research informed. It is fundamentally based on the principles of cognitive science and developing student long term memory to aid learning and progress over time. Lessons should:

- Be INCLUSIVE by catering for the needs of ALL learners
- Be well PLANNED to meet the needs of the group
- High EXPECTATIONS should be in place for all learners
- Be CHALLENGING and push students' understanding forward
- Be STIMULATING and ENRICHING
- Be FOCUSED and PURPOSEFUL
- Have a VARIETY of activities where appropriate
- Foster CREATIVITY and INNOVATION in the students
- Have time built in for REFLECTION
- Demonstrate PROGRESS of all learners

#### Learner responsibilities:

- Understand lesson outcomes through shared success criteria;
- Be ready to learn and actively engage in learning
- Be motivated, interested and play an active role in making progress;
- Use both peer and self-assessment fairly and responsibly to improve their learning;
- Actively participate in lessons; generate ideas and concepts, and contribute to questions and discussion to the best of their ability;
- Collaborate effectively with others and show respect to each other;
- Show a capacity for independent and interdependent learning;
- Accept offers of help when needed, including attending academic interventions;
- Demonstrate a commitment to achieve their own targets;
- Be resilient in their learning;

- Put the best effort into their work to be marked/complete and end point tasks;
- Read comments written by teachers and respond positively to the instructions to improve their work;
- When appropriate, self-assess work using criteria provided;
- Engage with offers to catch up on missed work after absence; to work towards ensuring all end point tasks are completed to the deadlines set;
- Keep standards of presentation of work high and take pride in all work undertaken;
- For long term absence: To access online learning and take advantage of remote learning opportunities as and when directed to by their teachers.

Students are reminded of these expectations through their daily work with tutors and teachers. We ask all students to 'work hard and be kind' and this is articulated through the co-operative values of self-help, self-responsibility, solidarity, democracy, equity and equality.

#### Students are expected to follow the following expectations:

Be Kind and Respectful; No BullyingBe Positive No hoods

Be Ready to learn
 No damaging of property

• Be Responsible No play fighting

Be Safe.
 No vaping or smoking.

#### Teachers will:

- Ensure they meet the Teachers' Standards;
- Promote learning and their subject area;
- Ensure that reading and acquisition of vocabulary is a focus across ALL subjects
- Direct and advise teaching assistants and learning mentors accordingly.
- Provide a rich variety of learning experiences for ALL students;
- Plan and adapt lessons in accordance to the students ability;
- Regularly assess and feedback to students on their progress through as range of formative and summative strategies and adhere to the marking policy to support next steps feedback to all students;

- Advise students on how to improve work in their books or folders. Key
  questions or statements are given, not lengthy targets by using fine
  diagnostic methods to correct faulty interpretations;
- Allow students to improve their work and remark it when done. (We call this dedicated improvement and reflection time);
- Continually re-assess student progress, intervening in response to maximise on student achievement;
- Insist on high standards of presentation and care with all work (draft and final);
- Create a safe non-judgemental environment where students feel valued;
- Develop a creative and enjoyable learning environment;
- Award students a level/grade once per assessment period;
- Share good practice with marking in meetings;
- Co-operate with SLT by providing when asked a sample of marking;
- Recognise and reward effort and progress;
- Encourage the use of cooperative learning structures where appropriate and develop independent and flexible learning;
- Have consistently high expectations of all students and foster a culture of high aspirations;
- Apply IncludEd's policy for behaviour for learning;
- Encourage and promote student independence and interdependence;
- Maintain a liaison with all parents and carers about the progress of learners;
- Take responsibility for their own learning through active participation and engagement with relevant CPD;
- Ensure they provide high quality remote learning opportunities as and when appropriate.

### Impact

#### When can teaching and learning happen?

If students are to learn in school, it can happen within three contexts; lesson, routines and events.

- Lessons those planned experiences when students are in the care of a teacher or others and work through a programmed scheme of work to move towards their learning goals. The lesson may take place in a range of settings.
- Routines and modelling– those regular occurrences in schools when students go about their school life whilst being influenced by the place and adults where they find themselves. Routines, the start of the day, lunchtime, leisure time, moving around the school, access to ICT, face to face and online communication and many others.
- Events IncludEd arrange events such as educational visits, visitors to school, sporting occasions, community volunteering, residentials and the like. All of these events create opportunities for students to both learn curriculum content and/or develop qualities and personal characteristics. IncludEd recognises that the aims of the school will be achieved through lessons, routines and events and they can be achieved much more successfully if all of these are planned and consistently and carefully managed.

### Important considerations;

- Relationships the relationships within IncludEd will be based upon an understanding of the social, emotional, behavioural and learning needs of the child. There will be an expectation of appropriate challenge and mutual respect.
- Student Voice is used and actively encouraged both at the beginning of the 'theme' and throughout so as curiosity and the desire to pursue aspects of learning are satisfied. Student Voice is taken and phrased as 'questions' which can then be answered by the whole class, groups or individuals (but fed back to the whole class) as appropriate.

The class teacher 'manages' the balance between Student Voice and National Curriculum Coverage on a continuous basis so whilst the student's are shaping and having an active part in the direction of their learning, they are also still receiving a broad and balanced curriculum in terms of coverage, continuity and progression.

- Positive communication and social interaction skills will be explicitly taught and modelled by all teaching staff to foster mutual respect and promote a safe environment where students learn and flourish.
- Assessment the students at IncludEd will learn well when learning is planned, based on what students know, understand and can do. Assessment of learning (summative) is there to inform the individual learning strategies for student progress. When students know where they are now, what they need to do next to improve, they are clearly involved in the assessment for learning (formative) process and will learn.
- Students with Educational Health Care Plans have individual Support Plans, informed by teacher feedback, student voice and the outcomes of the EHCP. These are reviewed alongside the annual EHCP reviews with students and parents.
- All students have Individual Learning Plans that are reviewed and updated termly. ILP's are used for feedback to parents and other professionals and include attendance figures and targets, behaviour strategies and interventions.
- Students meet weekly with their mentor to discuss targets and progress.

  Target progress is reviewed half termly and new targets set accordingly.

#### The key issues;

The key issues can be narrowed down into these essential components of school life.

 Teaching Style – schools need a balance of teaching styles ranging from whole class didactic teaching through to individual exploratory work passing through interactive group work or interactive whole class teaching on the way. IncludEd will undertake a range of styles based on learning preference and understanding of need through assessment and experience of working with the student.

- Environments students learn well when the environment in which they find themselves is well ordered and well managed, where there is discipline and clarity about expectations. Environments will vary depending on the curriculum content or the characteristics that are being developed. Included will provide or access a variety of environments.
- All classrooms are clean, clutter free and have informative, visual displays
  that encourage active learning. These are replaced regularly in line with
  the topic being taught. We recognise that displays enhance learning and
  we value the work displayed as best evidence of learning and a
  celebration of student achievement
- All classes make use of timetables and calendars these are designed to aid pupils to make sense of their day.
- Expectations and Behaviours Included will use a clearly defined and managed set of expectations and consequences to promote positive approaches to learning and each other.
  - → Be Kind and Respectful
  - → Be Positive
  - → Be Ready to Learn
  - → Be Responsible
  - → Be Safe
  - → No Hoods
  - → No Bullying
  - → No Damaging Property
  - → No Toy Fighting
  - → No Vaping/Smoking

### Monitoring and Evaluation

All Senior Leaders have a responsibility to ensure the teaching and learning policy is adhered to across IncludEd through monitoring and supporting all staff.

The Senior Leadership team evaluates the effectiveness of the Teaching and Learning policy by:

Validating and supporting Faculty judgements through teaching and learning reviews, which include:

- Work Scrutiny
- Analysis of student progress and attainment data
- Observations of teaching and learning
- Student voice feedback
- Parental and other stakeholder feedback

In addition to this there is an annual review of exam results if applicable.

#### CPD

The CPD is an integral part of developing the teaching and learning at IncludEd. The programme aims to meet the needs of teachers and align with whole school improvement objectives in order to make teaching and learning more effective.

- All staff have access to a series of workshops throughout the year to meet their individual pedagogical development needs, these are built around the whole school objectives: *Communication, Literacy and Nurture*.
- Staff, especially those new to teaching, will have a fully supported and monitored action plan to ensure they have access to professional development to move their practice forward. This will include the use of incremental coaching and mentoring. Newly qualified teachers will be supported through the Early Career Framework, supported by a designated mentor.
- All staff are expected to peer support and share good practice.

### → Democracy

#### Value How do we promote democracy **Impact** • IncludEd promotes and teaches • Students' voice is recognised and 1. Democracy pupils about democracy (views of listened to – leisure/play **Links to IncludEd's Code of Conduct:** others) and the electoral process equipment survey and outcomes • Respect ourselves acted upon (play/leisure area (data handling) Respect our school and everybody • IncludEd's partnership with designed incorporates pupil views) The Local Authority • Agenda items underpin the • Be polite and treat each other with Manchester Secondary PRU developments of the school care Local Mainstream partner improvement plan – healthy Make our visitors feel welcome schools lifestyles/eating, lunchtime activities is high profile and involves regular • Leisure time rules identified and Links to school curriculum/offer: meetings where representatives cascaded through the school; Maths (data handling) share student concerns and students remain safe at IncludEd • English – Understanding and discuss issues that affect the • Behaviour and safety of the school Speaking and Listening students further informed • SMSC - Social, Moral • Governance of the school further • We discuss how to obtain the • Lesson activities – Effective views of others through pupil informed participators, Creative thinkers, • SMSC outcomes addressed in an voice; surveys; class visits, site visits Reflective learners, Independent and meetings with parents; informed way; personalisation of workers, Team workers Governors and staff/visitors learning remains at the heart of School Council • SMSC curriculum is established provision/all students at IncludEd throughout IncludEd. make progress within SMSC Links to school vision statement: Democracy is also promoted Long term planning curriculum through the maths curriculum pathways map provision for all We will ensure the entitlement of each with a focus upon data handling students within IncludEd; pupil to access a variety of enabling the students to curriculum offer provides opportunities to promote academic, strengthen their keep equality of opportunity for all social, emotional and physical concepts/skills of obtaining views learners development. of others • Personalised learning programmes PHSE/Citizenship where students track progress identifies personal We will use communication friendly, learn about other societies, faiths learning outcomes for learners nurture and empathetic approaches and ways of life and learn about struggling to make appropriate and a fully inclusive learning the development of democracy in progress - all students at environment to promote student Britain IncludEd now make expected learning and personal development. progress within literacy and maths (see progress reports) We will provide choices and challenges in order to maximise potential and build **UN CRC Article 12:** upon strengths and interests. All the Children have the right to say what they think should happen, when adults members of the school community are are making decisions that affect them, and to have their opinions taken valued equally and work in partnership into account. Students are supported so they can express their views and with parents, careers and the wider preferences at their annual reviews and conversion meeting to formulate community. We will work within a their Education Health and Care Plans. supportive school framework to

promote and celebrate individual success, integration into the wider community and prepare students for

life after school.

### → The Rule of Law

Value	How do we promote the rule of law	Impact
2. The Rule of Law Links to school Code of Conduct:  Respect each other's property Only leave the classroom and school with permission Follow the time out protocol Take care moving around the school Take care on our way to and from school  Links to school curriculum/offer: PHSE/SRE/Emotional Confidence & Well-Being Programme — Relationships scheme of work ILP targets Behaviour Management Strategies  Links to school vision statement: Celebrating success Promoting educational potential Working for success Preparing students for life after school  UN CRC Article 19: Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents, or anyone else who looks after them.	We have high expectations of students' conduct and this is reflected in our Behaviour Policy     Positive Behaviour Management Strategies and support to guide learners in identifying ways they can moderate their behaviour and act towards others     Personalised targets are set to address behaviour for learning in a consistent and informed way     Good behaviour and consistent demonstration of our values by staff     Recognition of students' positive behaviour through rewards and merits     Postcards, phone calls and texts sent home to parents/carers to identify positive behaviour     IncludEd scrutinise behaviour data at regular meetings throughout each term     Through regular reviews and through classroom discussions students are taught how to earn trust and respect and supported to develop a strong sense of morality; knowing right from wrong and doing     Through our safeguarding policy and safeguarding training (whole staff)	Behaviour policy and associated positive behaviour management strategies identify triggers and de-escalation techniques to assist students in changing their own behaviour towards others  Anti-bullying policy identifies nature of learners; succinct record keeping enables staff to determine alternative strategies for the management of behaviour  Parents/carers help determine IEP targets; strengthened vision statement 'all members of the school community work in partnership with parents/carers  Students celebrate achievements throughout the school; peer assessment embedded within weekly reward systems  Manchester Secondary PRU regularly informed by the Head of Centre and school self-evaluation document leading to opportunities to scrutinise data and challenge outcomes  Behaviour and safety within the school further strengthened through robust staff training and protocols which determine information sharing

# → Individual Liberty

Value	How do we promote individual liberty	Impact
<ul> <li>3. Individual Liberty Links to school behaviour code of conduct: <ul> <li>To be kind and considerate towards others</li> <li>To look after the school and everything in it</li> <li>To keep ourselves and others safe</li> </ul> </li> <li>Links to school curriculum/offer: <ul> <li>E-safety</li> <li>PSHCE/SRE - Relationships scheme of work</li> <li>Life Skills and travel training</li> <li>Citizenship</li> </ul> </li> <li>Links to school vision statement: <ul> <li>Celebrating success</li> <li>Promoting educational potential</li> <li>Providing choices and challenges</li> <li>Integrating into the wider community</li> <li>Preparing for life after IncludEd.</li> </ul> </li> </ul>	<ul> <li>Through our school values, students are taught about personal responsibility, choices, ambition and aspiration</li> <li>Students' aspirations are recognised, and promoted within tutor time, the aspirations boards and wider aspects of our curriculum</li> <li>Centre rules are displayed which provide meaning and relevance for each learner</li> <li>Peer and self-assessment encourages students to determine what went well and how improvements can be made in all aspects of learning (e.g. marking policy and can do statements)</li> <li>Through the use of outcomes identified within EHCP/Annual and Transition reviews students' voice is obtained through 'All about me' in the residential provision and 'students' views annual review</li> </ul>	Students' voice obtained to determine outcomes for destination planning; destination fully informed  Curriculum offer identifies appropriate personalisation which encourages engagement; students continue to make progress over time  Class rules help inform behaviour outcomes  Learning environments are conducive to well-being; learning environments continue to support students' progress over time (use of work stations and calming areas)  Students enjoy their time at IncludEd (see parent and students' questionnaires); curriculum interest/aspiration led  Students' learning celebrated by whole school community  Relationships through PHSE curriculum (safety) identifies learning outcomes which are fully
UN CRC Article 15: Children have the right to meet together and to join groups and organisations, as long as this does not stop other people from enjoying their rights.  UN CRC Article 31:	document' • Students are encouraged to take opportunities to follow their aspirations/ interests through our curriculum, vocational courses and lunchtime and in their local communities • Students' achievements are celebrated in displays, on our web	adapted to support informed progress over time  • E-safety protocols embedded throughout the school
All children have a right to relax and play, and to join in a wide range of activities.	PRUs newsletters  • Students are taught how to keep themselves safe through the PSHE and the Relationships curriculum delivered throughout the school; they learn about how to keep safe by teachers reminding them about the safety rules in science, PE, E-Safety, food technology, computing, and off site visits  • The school has a high profile approach to e-safeguarding as recognised in our e-safety policy, protocols and posters;	

### Mutual Respect

#### Value How do we promote mutual respect **Impact** • Staff CPD further strengthened to • We have high expectations about 4. Mutual Respect inform all policy, protocols and students' behaviour and this is Links to school behaviour code reflected in our Behaviour Policy strategy throughout the school of conduct: • Students at IncludEd remain safe; • Our anti-bullying policy demonstrates • To be respectful towards an understanding of students' students are equipped with ourselves and to others difficulties in communication and in strategies that make their needs • Be polite to visitors making their needs known known to staff • To keep ourselves and others • Staff able to guide students into • Incidents are recorded and triggers a safe at school and to and from making good choices through the review of the Behaviour Management school Strategy where further strategies and allocation of tutor time, and the approaches are identified to address deployment of teaching assistants Links to school curriculum/offer: to classes so that students are well issues • PSHE curriculum and scheme • Through our behaviour code, PSHE supported by planned interventions of work lessons and mentoring lessons • The code of conduct is upheld • SMSC Long term planning throughout the school leading to students are taught to respect each social, moral, spiritual and other, to be cooperative and informed practice cultural • Staff able to guide students into collaborative, to be supportive and to DofE be understanding of differences making good choices through • Emotional Well-Being and • The staff at IncludEd treat all students planned intervention which is **Confidence Programme** outcome led with mutual respect; staff assist all • ILPs reflect targets identified to students on a daily basis in the Links to school vision statement: support respect/behaviour towards development of their behaviour and • Working in partnership, personal skills through the others parents and professionals • All staff monitor ILP targets, and implementation of the code of · Working for success conduct, class rules and IEP targets Behaviour Management strategies • Whole school community assisting teaching teams in • Through our wider curriculum we valued equally establishing targets that provide study ways we can help others, e.g. UN CRC Article 2: The volunteering in the community meaning and challenge • We support a range of charities such SMSC outcomes firmly embedded Convention applies to everyone Refugee Week, CHildren In Need and throughout the school leading to whatever their race, religion, students' making good progress cancer charities identified each year by abilities, whatever they think or over time students' initiative say and whatever type of family they come from. • We use literature and video to PSHE curriculum provides promote a wider understanding of the appropriate breadth and balance beliefs of others through our PSHE for all learners throughout the **UN CRC Article 30:** Children have curriculum identifying when such areas school a right to learn and use the Included Learning provides will be addressed through our long term language and customs of their planning for this subject area opportunity to pursue learning families, whether these are through a common approach to • We celebrate a range of different shared by the majority of people cultures and their faith/beliefs learning. in the country or not. · Visiting professionals and • Mutual and self-respect is also promoted through the Code of organisations, the police, the fire brigade, careers advisor, authors Conduct, PSHE lessons and

throughout the curriculum

etc underpin our school offer by creating opportunities to maintain students' interests and curiosity

### → Tolerance of Different Beliefs and Faiths

Value	How do we promote tolerance of different faiths and beliefs	Impact
5. Tolerance of Different Faiths and Beliefs Links to school behaviour code of conduct:  • Treat others with respect • Respect the school and property • To keep ourselves and others safe  Links to school curriculum/offer: PSHE curriculum SMSC long term planning – Spiritual, Moral, Social and Cultural Creative Arts (Art, Design and Music) – Food Technology, Emotional Confidence and Well-Being Programme  Links to school mission statement: • Promoting opportunities for all • Encouraging students to make choices • Promoting success • Working with parents and professionals • Preparing students for life after IncludEd  UN CRC Article 14: Children have the right to think and believe what they want, and to practise their religion, as long as they are not stopping other people from enjoying their rights. Parents should guide their children on these matters.  UN CRC Article 30: Every child has a right to learn and use the language, customs and religion of their family	<ul> <li>We have high expectations about student conduct and this is reflected in our Behaviour Policy and Equal Opportunities Policy.</li> <li>Tolerance of different faiths and beliefs is promoted throughout IncludEd. Students learn about different religions, their beliefs, places of worship and festivals; Students' work is often displayed within the school environment</li> <li>Long term planning identified practical opportunities for students to learn about their own and others beliefs</li> <li>This is supplemented by visits from local religious representatives (class and whole school), where students are provided with opportunities to learn about significant religious festivals such as Ramadan, Diwali, Christmas, Chinese New Year and the Jewish and Islamic New Years.</li> <li>Opportunity to learn about similarities across all faiths, eg Festival of Lights (Advent, Diwali, Hanukkah, CHinese New Year, Eid) and other multi- cultural events and activities.</li> </ul>	Behaviour data is scrutinised for potential trends over time; pupil behaviour support plans updated accordingly Partner schools and Manchester Secondary Pru further informed; and are provided with termly opportunities to monitor behaviour and challenge the data presented Annual Reviews held for those with an EHCP PSHE curriculum provides breadth and balance for all cohorts of learners School environment celebrates learning and students' achievements Opportunities created to underpin our school vision statement of uniting parents and professionals by holding meetings and reviews Students continue to enjoy their learning and the opportunities it brings; students fully engaged within the teaching/learning process, evidenced by observations and self evaluations Students' progress over time and learning outcomes determined for all areas of the curriculum; school meets statutory guidance on reporting to parents