

PLACEMENT AGREEMENTS

ADMISSION FORMS

1.1 ADMISSION FORM

Admission No:

Start Date:

Days: M T W T F

Yr Group:

Name: D.O.B:

Address:

Post Code:

Parent/Carers:

Parent/Carer Contact No: Mobile No:

Parent/Carer Contact No: Mobile No:

Other Emergency Contact: Relationship:

Entitled to Frees School Meals: Yes No Entitled to a Taxi: Yes No

Statement of Special Needs: Yes No

Background Info:

Risk Fact

1.2 MEDICAL CONSENT FORM

Name of Doctor:

Address: Tel:

Medical Information

Please give details of conditions and of any current medication, hospital stays, dietary or religious requirements:

Medical Conditions - please tick and supply any information

Asthma	
Eczema	
Epilepsy	
Diabetes	
Heart Trouble	
Blood Pressure	
Hayfever	
Allergies	
Fainting	
Broken Bones	
Chest Complaints	
Nervous Illness	
Bleed/Bruise Easily	
Other please give details	
I agree to my child being given paracetamol if deemed necessary:	Yes No Parent/Carer Sign:

I consent to any medical, surgical or dental treatment that may be required whilst under the supervision of Included staff. I authorise the staff to give permission for treatment in the event that any delay in contacting me would endanger my child's health.

I am aware that there are risks associated with vocational training and work experience and accept that although Included staff will take all reasonable precautions a small element of risk may still exist due to the nature of the work.

Signed Parent/Carer: Date:

1.3 PARENT/CARER DECLARATION

EXTERNAL ACTIVITIES

As part of the training programmes through Included, certain activities are arranged which take place outside our main centres, they include:

- Work placements/experience
- Sporting activities (which may include climbing or water based activities)
- Visits to local facilities, in small groups or as individuals to conduct investigations, surveys etc; on community provision. These visits may be unaccompanied.
- Visits to educational sites.

During IncludEd hours, transport will be provided by the centre.

I give permission forto take part in any of the activities that are described above and make any visits as described above and for my child to travel in a staff vehicle. (All staff employed by IncludEd are covered by business use insurance).

PHOTOGRAPH CONSENT

I give my consent for Included to use photographs taken for the purposes of promotion and advertising activities / educational programmes.

SHARING INFORMATION

IncludEd may share information about my child with other organisations involved in the programmes delivered or of whom can offer services of benefit to my child.

I give consent for Included to share necessary information with other organisations which could be of benefit to my child.

LEAVING THE PREMISES

I give permission for to leave the IncludEd premises accompanied by a member of staff.

Signed:

Date:

1.4 HOME – SCHOOL AGREEMENT

Our aim is to offer a service to meet the educational needs of all our pupils. Our staff will continually strive to achieve and maintain quality teaching and learning experiences which will promote the social, emotional and educational well-being of each Individual. We will:

- ❖ Raise individual pupils' standard of attainment
- ❖ Develop aspiring, confident and independent young people
- ❖ Prepare pupils for reintegration into mainstream schools or other educational establishments
- ❖ Provide a safe welcoming environment where pupils will have the opportunity to achieve their full potential.

Pupil Name: _____ **Start Date:** _____

As your child becomes a student of IncludEd, we agree to work together to uphold the values and character of the school to the benefit of students, staff and parent/carers.

- ❖ We, the parent/carer, recognise the importance of good behaviour and will do our best to ensure that our son/daughter follows IncludEd's policy on behaviour, i.e;
 - To adhere to IncludEd's policies and procedures
 - No smoking
 - To respect all staff at all times
 - Not to leave class during lesson time
 - No energy drinks (including lucozade) / fizzy drinks / chewing gum
 - Stick to set lunch and break times
 - No mobile phones, ipods, music players or headphones to be switched on in class (mobile phones can be confiscated and kept overnight if continuous problems occur)
 - To respect the building and not to cause any wilful damage
 - Not to go off-site without permission from staff members

If the above policies and procedures are not adhered to IncludEd will impose suitable sanctions, ie;

- detention after school
- confiscation of mobile phones at lunch/break time and overnight if your child displays persistent disruptive behaviour
- Part-time timetable including Twilight sessions (after school sessions)
- Exclusions
- Placement withdrawal

- ❖ We, at IncludEd, promise to provide the parents with all the information they need that they can encourage their son/daughter to take advantage of all that IncludEd has to offer.
- ❖ We the parent/carer recognise that regular and punctual attendance is the starting point for success and will do our best to ensure that my son/daughter attends on time every school day.
- ❖ We both recognise that close communication between the school and parents helps the school to monitor progress and maintains trust even when things go wrong.
- ❖ We agree to keep each other informed about all matters relating to your son/daughter's well-being and progress.

Signed Parent/Carer: _____ Signed Pupil: _____

Signed Referrer: _____ Signed Staff:

1.5 RIGHTS & RESPONSIBILITIES

Student and Staff Rights & Responsibilities

RIGHTS:

Included operates on the basis that all users of the centre have certain rights:

- The right to be safe from physical, emotional and verbal abuse
- The right to be heard
- The right to participate in decisions about their future
- The right to teach and be taught
- The right to learn
- The right to work in an environment that is free of sexual harassment, racial discrimination, issues relating to class, size, age, disability or sexual orientation
- The right to be treated with respect

RESPONSIBILITY:

It is the responsibility of all users of Included to protect everyone's rights by adhering to the Home-School Agreement.

I agree to do my best to make sure that everyone at Included enjoys the same rights. I will meet expectations, adhere to the Home-School Agreement and accept the consequences if I choose to break any agreement.

Signed Pupil Date:

Signed Parent/Carer: Date:

1.6 PHYSICAL INTERVENTION

**IncludEd
 PHYSICAL INTERVENTION STATEMENT**

In line with Manchester LA Policy:

- Included regards any incident where physical intervention has had to be used as a serious incident.
- Physical intervention is the removal of a pupil from a situation likely to result in danger to the pupil him/herself.
- Parents will be informed of a serious incident at the earliest opportunity.
- The incident will be recorded and passed on to relevant agencies.

I understand and agree with the above statement:

Parent/Carer Sign: Date:

Pupil Sign: Date:

Referrer Sign: Date:

1.7 PUPIL POLICY FORM

I have received and understood the following documents:

- Anti Bullying Policy
- Attendance Policy
- Discipline and Behaviour Policy
- Disciplinary Procedures and Exclusion Policy

I have been informed of the following:

- Health & Safety
- What to do in case of a fire
- Assembly points in case of a fire

Signed Pupil:

Signed Staff:

Date:

IncludEd POLICY INFORMATION GUIDE

ABOUT US

IncludEd is an alternative education project which provides Informal and Inclusive Work Related Learning for disengaged Key Stage 3 young people. We offer a range of accredited programmes to suit individual needs. IncludEd builds on its success by working in close partnership with referrers and parents/carers. We deliver a holistic approach to cater for the educational and emotional well-being of every young person in our care to meet the aims of 'Every Child Matters'.

OUR AIM

IncludEd aims to provide a safe, stimulating and comfortable environment for students to increase their opportunities, as well as exploring new and interesting activities. IncludEd work with the students as a whole and work with students to build on their educational attainment as well as the students' social and emotional well-being. IncludEd offers students advice on Careers, Information, Advice and Guidance, as well as offering individual advice on future choices and opportunities. Further information is available in our 'Post 16 Options' booklet.

All students who attend IncludEd are treated as individuals and with respect. IncludEd, aims to empower students to make decisions for themselves as well as setting out individual learning plans to suit individual needs.

**At IncludEd
'Every Child Matters' and 'Every Child Achieves'**

OUR LEARNING CENTRE

**IncludEd
8 Alexandra Road South
Whalley Range
Manchester
M16 8ER**

Head of Centre: Ms N. Khan Deputy Head: Mr P. Dearden

Tel: 0161 226 5483

Tel: 07380 292211

Tel: 07380 484818

(available during term-time only)

Policy List

Accessibility | Admissions | Anti-Bullying | Art | Assessment | Attendance | Careers | Code of Conduct | Complaints | Confidentiality

Parent/Carer Contact | Curriculum | Customer Care | Data Protection | Disability & Discrimination | Discipline & Behaviour | Drugs

Diversity & Equal Opps Policy | Educational Visits | Emotional health & Well-Being | Emotional Literacy | Environmental | Exams

Exclusion | First Aid & Sickness | Health & Safety | ICT | Inclusion | Information Sharing | Literacy | Marking | Mathematics

Medication & Self Medication | Monitoring | PE & Outdoor Education | Positive Behaviour | Professional Boundaries | Work Experience

PSHE & Citizenship | Pupil Supervision | Quality Assurance | Reasonable Force & Safe Handling | Recording & Reporting

**For full detailed copies of IncludEd Policies please contact IncludEd
Or log on to our website page at: www.includedlearning.co.uk for copies of our:
Admissions, Safeguarding and Child Protection, Complaints and Anti-Bullying Policies**

ADMISSIONS

Your child will be referred to us via the Manchester Secondary PRU or through their host school. Once your child has been referred we will arrange a pre-admission meeting with yourself, your child and the referrer so that we can discuss your child's education and start date at IncludEd. During the meeting we will give you information about IncludEd and what we do. This meeting will provide an opportunity for you and your child to ask any questions and to pass on any relevant information that may help your child to settle in at IncludEd.

ATTENDANCE

At IncludEd you will only be successful if you take the responsibility not only to attend each day but also have the will to work and learn.

Help yourself to succeed at IncludEd by getting here....

On time
With the right clothing
With your equipment

Parents/carers are strongly encouraged to ensure students have full attendance. Poor attendance leads to students making very little progress and can lead to frustration as they may fall behind.

ABSENCES

If an absence is known beforehand e.g. dental appointment, then the Centre should be notified by phone, in person or via a note. No student will be released from the Centre without contact from parents/carers. Notes should be presented and signed by a member of staff

We recognise that there may be times when you may not be able to attend due to illness or unforeseen circumstances. Parents/carers should contact the Centre to inform us that you will not be attending.

Attendance is recorded and if you have poor attendance we are legally required to forward your name to the Attendance Service. This may result in your parents/carers being fined or having legal action taken against them.

**A day missed means a missed skill.
It is very difficult to acquire this missed skill afterwards.**

***This year's target attendance for each student is 100%
with the minimum required 98%***

SCHOOL DAY

IncludEd expects all students to be in school by 9.00am. Arriving late can cause disruption to other students learning and you may miss an essential part of the school day as arriving late can have an impact on the rest of the day.

STUDENT TIME-TABLE

MONDAY - THURSDAY

9.10am - 9.30am ~ Starter
9.30am - 10.20am ~ Lesson 1
10.20am - 11.10am ~ Lesson 2

11.10am - 11.30am ~ Break
11.30am - 12.20pm ~ Lesson 3
12.20pm - 1.10pm ~ Lesson 4
1.10pm - 2.00pm ~ Lunch
2.00pm - 2.30pm ~ Tutorial
2.30pm ~ Home

FRIDAY'S 9.00am - 12.30pm

ABSCONDING

Students are not permitted to leave the building during school hours unless they are accompanied by staff members. Any student who leaves the premises without permission will be seen to have absconded. If a student fails to return to the Centre within 10 minutes a member of staff will go and look for them if the student has still not returned within 20 minutes parent/carers will be informed and the student will be reported to the police as a missing person.

BOUNDARIES

The office is out of bounds to students at all times. Staff areas and the kitchen are out of bounds to students unless accompanied by a member of staff. Students are forbidden to climb onto any structure of the premises, to risk their safety or cause damage. Such behaviour will result in withdrawal of privileges and possible exclusion.

MONITORING PROGRESS

All students will be monitored on their progress throughout their stay at IncludEd. We will monitor and record any progress in learning and behaviour. Regular educational reviews will be held with yourself, your child, the host school and any other relevant agencies to determine progress. Parent/Carers will receive a copy of their child's educational attainment reports through the post twice a year, in December and June.

ANTI - BULLYING

IncludEd operates an anti-bullying policy. Bullying is an action which hurts or threatens another person either physically or verbally. Bullying is totally unacceptable and no exceptions will be made whatsoever for anyone caught displaying this type of behaviour in any form.

IncludEd staff endeavour to ensure that all students in our care feel safe, confident and valued. Staff are trained to respond quickly and effectively to any bullying issues and have devised effective strategies to help decrease bullying. A copy of our Anti-Bullying Policy will be available for you take home during your child's pre-admission meeting.

POSITIVE BEHAVIOUR

All students attending IncludEd are empowered by devising their own set of ground rules. All students agree to adhere to them. IncludEd operate a 'Zero Tolerance' approach to any kind of discriminatory behaviour. All students are to treat each other with respect and to treat all staff with respect. All staff are to treat all students with respect. Parents/Carers/ will be informed if their child is not adhering to the behaviour policy and relevant action will be taken. A copy of our Positive Behaviour Policy will be available for you take home during your child's pre-admission meeting.

DISCIPLINARY PROCEDURES / EXCLUSIONS

IncludEd works towards a non-exclusion policy. However, if a student persistently breaks the Code of Conduct it can lead to a fixed-term or in extreme cases your child's placement may be withdrawn. A copy of our Home-School Agreement will be available for you take home during your child's pre-admission meeting.

SAFEGUARDING/CHILD PROTECTION

IncludEd has a responsibility to protect all students and complies with Child Protection Guidelines. Child Protection includes physical, emotional, sexual abuse and neglect. If a student comes into the Centre and has an unexplained injury, display signs or behaves in a manner that may cause concern, it is our

responsibility to take action. This may involve seeking an explanation from yourself and the young person, where appropriate. This may lead to possible follow-up discussions with other relevant agencies, e.g. Children's Services, Health Visitors. We therefore ask you to assist us in working together to protect your children and share any relevant information with us.

All staff have undergone Manchester Safeguarding training and have a responsibility to record any incidents or injuries that have occurred during or outside of Included. All recordings will be confidential and placed in a secure place. A copy of our Safeguarding Policy will be available for you take home during your child's pre-admission meeting.

CURRICULUM INFORMATION

The curriculum is the totality of students' learning experiences. At IncludEd we believe that our curriculum should be broad, balanced and relevant and meet the needs of all students whatever their ability. We offer the opportunity for our learners to gain accreditation matched to ability whenever appropriate and available. The taught curriculum is comprised of The National Curriculum and the wider curriculum. We ensure all students have a range of learning experiences that challenge, stimulate and promote thinking and learning. The curriculum meets statutory requirements. Our curriculum will provide our students with experience in the following areas of learning: linguistic, mathematical, scientific, technological, human and social, physical, and aesthetic and creative. We believe that the curriculum should promote the spiritual, moral, cultural, mental and physical development of all students, and prepare pupils for the opportunities, responsibilities and experiences of adult life.

OFSTED/HMI INSPECTIONS

From time to time IncludEd is inspected by Ofsted and other regulating bodies. A full copy of inspection reports and any other relevant correspondence will be posted out to you after each inspection has taken place. If you require a copy of any previous inspections please make contact with our main office.

2019-20 ATTAINMENT

We are very proud of the academic achievement of our students and our students have been preparing for their next step IN KS4. 75% of our pupils achieved the Bronze Arts Award and 75% of our pupils achieve the Duke of Edinburgh (DofE) Bronze Award.

SPECIAL EDUCATIONAL NEEDS and INCLUSION

Some students may have particular learning and assessment requirements that could create barriers to learning and progress. These requirements are likely to arise as a consequence of a child having special educational needs. Teachers take account of these requirements and make provision, where necessary, to differentiate their learning, support individuals or groups of children and thus enable them to participate effectively in curriculum and assessment activities. Our aim is to enable every individual regardless of ability to achieve their full potential and to prepare for future life and to and to become lifelong learners. A copy of the policy is available on request.

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

The term EAL is used when referring to pupils whose main language at home is a language other than English. Included adopts a whole school policy for meeting the needs of pupils with English as an additional language (EAL). The school is committed to making appropriate provision of teaching and resources for pupils for whom English is an additional language and for raising the achievement of minority ethnic pupils who are at risk from underachievement. A copy of the policy is available on request.

STAFFING

All of IncludEd's staff members are vetted through an enhanced DSB check and references are thoroughly checked before they commence employment. All our teaching staff acquire the required qualifications to teach at IncludEd. Our Head has had over 20 years of experience of working in Secondary education and has managed a similar project for the last 10 years. We currently employ 1 teacher who has a Cert Ed and specialises in Literacy. We have 3 educational tutors who either hold level 2 teaching assistant qualifications or a qualification in PTTLs/CTTLs. We have 3 teaching assistants, who support our students in enhancing their numeracy, literacy and reading. All staff also act as student mentors.

HEALTH & SAFETY

Students are supervised at all times. No student is allowed of site during the school day unless accompanied staff members. If your child leaves the Centre without permission we will contact you and the host school and in some cases we will report your child as missing to the police. IncludEd carries out regular health & safety checks to ensure the building is safe and is a suitable environment for your child to be in.

EDUCATIONAL VISITS

As part of IncludEd's curriculum we arrange various educational visits to widen their learning. Off site visits are activities arranged by or on behalf of the school which take place outside of the school grounds. We believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences and opportunities.

COMPLAINTS

If you would like to make a complaint of any nature please contact the Head on: 0161 226 5483 or on: 07380292211, or via post to 8 Alexandra Rd South, Manchester, M16 8ER. Our school aims to be fair, open and honest when dealing with any complaint. We give careful consideration to all complaints and deal with them as swiftly as possible. We aim to resolve any complaint through dialogue and mutual understanding and, in all cases, we put the interests of the child above all other issues. We provide sufficient opportunity for any complaint to be fully discussed, and then resolved. A copy of the complaints policy is available to download from our website. There were no complaints to date.

MOBILE PHONES and PERSONAL BELONGINGS

Students are advised not to bring mobile phones and other personal equipment to the centre. These items are not necessary for lessons and are not acceptable in the classroom situation. Mobile phones and other personal equipment taken into the classroom will be confiscated and returned at the end of the school day. Repeated breaking of the rule will lead to the parent/carers/schools being notified. The Centre does not accept responsibility for loss or damage of students' personal equipment.

SMOKING/ENERGY DRINKS

IncludEd operate an anti-smoking policy and actively encourage students not to smoke. Smoking is prohibited. IncludEd does not allow students to consume energy drinks including Lucozade. Any student caught smoking or drinking an energy drink on site will be deemed as displaying unacceptable behaviour. Parent/Carers will be informed immediately and appropriate action will be taken.

ILLEGAL SUBSTANCES

The Centre does not tolerate the use of illegal substances and has a clear anti-drugs policy. The Centre reminds students, parents/carers that possession and supply of drugs is a criminal offence. Students are not allowed to carry, use or supply any illegal substance throughout the Included programme. Spot checks are carried out on all students from time to time. If any student appears to be under the influence of drugs or alcohol whilst at the Centre, or during any activity, parent/carers will be informed immediately and appropriate action will be taken.

CLOTHING

Whilst there is no official uniform ruling, students are expected to dress appropriately for lessons and activities during the day. For other specific occasions, students will be advised of appropriate clothing e.g.; sportswear.

CARE OF THE BUILDING

Students at IncludEd are expected to respect the building and environment. Any wilful damage to the building, furnishing and equipment will be treated seriously. The cost of repairing damages, large or small, will be recovered from the student/s responsible.

For full detailed copies of IncludEd policies please contact us via the website or your local IncludEd Centre

Parents have a right to:

- be consulted during the statutory assessment and statementing process where a pupil has special educational needs and giving any necessary approvals;
- express preference in respect of school admission;
- appeal against admission decisions;
- request that a pupil be withdrawn from religious education and collective worship
- receive pupil's annual report;
- appeal against an expulsion decision by school authorities;
- be invited to meetings with teachers to discuss pupils' progress;
- request that a pupil is not entered for an examination;
- receive regular communications from schools, for example advice leaflets, dates of holidays, trips;
- receive the Annual Report to parents and be invited to Annual Parents' Meetings;
- be nominated as a candidate and to vote the election of parent governor;
- be a member of any Parents' Association;
- give permission for school trips/after school activities/medical and dental examinations;
- receive copies of the school's curriculum and discipline policies;
- have access to the school's own records on the individual pupil [see Education (Pupil Records) Regulations (NI) 1998]; and;
- be consulted prior to a general inspection of the school;
- have the right to make a complaint.