



# Student Induction Booklet

*“A journey  
of a  
thousand  
miles  
begins  
with a  
single  
step”*

*Confucius*

## What we can do to help you:

- ✚ Your tutor will pick you up from home every day and take you home after school.
- ✚ You don't need to wear a uniform
- ✚ You don't need any money for break or lunch
- ✚ You can have a drink and a snack in the morning, and you can choose your lunch from a menu
- ✚ You can have a sensory break when you need one
- ✚ We will never shout at you, or be rude to you
- ✚ We don't have sanctions and rewards – we just talk to each other!



## What you can do to help us:



- ✚ Please don't shout at anyone, or be rude to them
- ✚ Tell us when you feel anxious or worried – we will always help!
- ✚ Speak to us about anything, at any time – even if you just want to tell us you're getting angry or frustrated. We will always listen, and find a way to help immediately!



## Learning at More Than Ed:

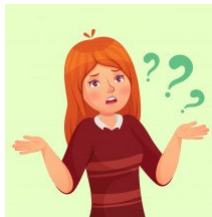
- ✚ You will work with your 1:1 tutor, or in a very small group (It all depends where you feel most comfortable)



- ✚ If you work 1:1, you will have your own room that you can personalise
- ✚ Your lessons will never be longer than 30 minutes
- ✚ We will teach you some subjects that you have to learn – English, Maths, PSHE, PE, Reading
- ✚ We will also teach you lot of other things like how to understand your feelings and how to control them, how to make friends, how to keep yourself safe.
- ✚ All your learning is hands-on, so you won't be expected to sit down for a long time
- ✚ You'll visit places of interest once a week, like The Aircraft Museum or Potteric Carr Nature Reserve
- ✚ Lots of your learning is outside, working with Nature



## Safeguarding at More Than Ed



### What is it?

**‘Safeguarding’ – making sure that adults look after you**

- **Harm** means anything which is happening to you which is hurtful; emotionally or physically.
- It could mean bullying, sexual abuse, physical attack, being forced to do something you don’t want to.
- It could be at home, at school, with friends, online, in the street; anywhere.

### Why is Safeguarding so important?

The safety of all children and young people is very important.

We will make sure that we always do “the right thing” for learners who share information about harm/abuse. Staff will always listen to you and treat you with respect and sensitivity and respect. We will always take what you say very seriously, even if it is about another student, or a member of staff.

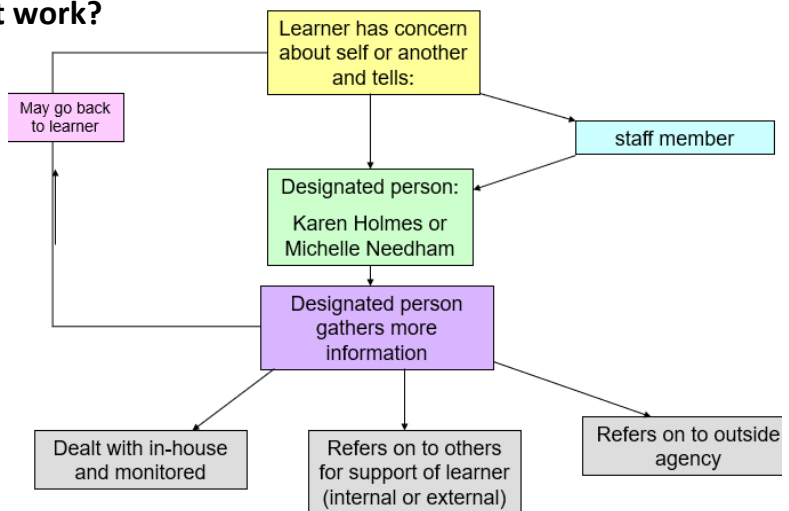


### What should I do?

1. If you have experienced harm, or you are scared someone will harm you, always speak to a member of staff you feel comfortable with.
2. If you have witnessed someone else being harmed, report your concern to a member of staff who you feel comfortable with.

3. We can't promise to keep secrets, but we will only ever tell the people who will help us to protect you. We might write things down that you say, but that's so we don't forget anything or misunderstand what you are telling us.
4. The member of staff you have spoken to will then tell either Karen or Michelle as they are in charge of Safeguarding you.
5. They will then inform the relevant people who can help you. This might be a Social Worker or the Police, but don't worry about that. Everyone concerned is there to take care of you, and to make sure you are safe, and we will always tell you about what is happening.

### How does it work?



**Important** - numbers you can call if you feel threatened, or you have been abused by someone at school.

**Local Authority Designated Officer (LADO) – 01302 734214**

**Police - 999**

## Making a complaint at More Than Ed



We want school to be a rewarding and enjoyable experience for all our students. If for any reason this is not the case, then please talk to us. The sooner we know and understand any problem, the sooner we can take steps to put this right.

It is important to us that you feel safe, supported and comfortable with both staff and other students.

### What to do:

- If you have a problem with a **student**, talk to a trusted adult straight away.
- If you have a problem with a **member of staff**, talk to either Charlie or Karen.
- If you have a problem with either Charlie or Karen, talk to Michelle or another trusted adult.
- If that doesn't work and you want to make a formal complaint, then talk to a member of Leadership. That can be Karen, Charlie, Hayley, Cathy, Alex North, Jonathan, or Jamie
- Everyone will always treat your complaint fairly, openly, quickly and without judgement.

## There are 3 stages of the complaint process

Firstly, you will need to speak to the right person, and they will write down all the concerns you have on a Complaints Form.

The SEN Team will be told that you want to make a complaint too.

**Stage 1:** 15 days for a formal investigation.

Someone will investigate the issue and collect all the information to better understand what has happened and how.

**Stage 2:** 15 days for an investigation by a member of Leadership.

**Stage 3:** 40 days for a formal appeal.



**Remember**, if you feel threatened or frightened of a member of staff at any time, or you think you are not being listened to, you can speak to the Local Authority Designated Officer (LADO) on 01302 737332.

If you feel you are in immediate danger, you can call the Police on 999

## **Important Contact Numbers:**

*These are people you can contact if you ever feel unsafe or scared, or you have a complaint:*

**More Than Ed Independent School:** 01302 957433

Karen Holmes – DSL - (Designated Safeguarding Lead)

Michelle Needham – Deputy DSL

**Police:** 101, or 999 in emergencies

**Local Authority Designated Officer (LADO):** 01302 737332

**Ofsted:** 0300 123 1231