



# PARENT AND STUDENT HANDBOOK

**Date Produced:** August 2022

**Review Date:** September 2023

**Next Review Date:** September 2024

## MISSION

REACH Learning Provision are here to provide student support alongside their mainstream school to help nurture their educational development.

We have several educational programs that will help to support our youth to get them back on track and to support those waiting for a school place.

The ultimate goal at REACH Learning Provision is to reintegrate youth adults back into mainstream schooling with a new outlook and a drive to achieve success for their future.

---

## OUR ETHOS

### R = Resilience

*the capacity to recover quickly from difficulties, toughness.*

We understand that some of the young adults that join our alternative provision, may have experienced situations that have knocked their confidence and belief in themselves.

We want to teach that having RESILIENCE will be a vital life skill. We all get knocked down but it's how we bounce back that matters.

### E = Empower

*make (someone) stronger and more confident, especially in controlling their life and claiming their rights.*

Having the correct knowledge and confidence in oneself allows for the ability to make the correct decisions for one's life.

We want to make sure that every youth who comes to our centre leaves **every day** with the correct sense of empowerment. Not empowerment to use to lord over others but rather empowerment to correctly navigate life's natural cycles.

### A = Achieve

*successfully bring about or reach (a desired objective or result) by effort, skill, or courage.*

Achieving the best now for the future is PRICELESS!

Putting in the hard work today will pay dividends in the future. Achieving the best results now will lead to the best possible start to adulthood.

We aim to push our young adults to get the best possible result. We want them to feel the highest level of pride for what they have achieved.

## **C = Courage**

*the ability to do something that frightens one, bravery.*

Lost confidence can play havoc on life. When you don't feel confident, it can hamper attempts to achieve anything in life.

We believe that once you pass the point of courage, anything is possible. You have now entered a new dimension of life. Having the courage to do the right thing for your life can sometimes be a life or death decision. Using courage in the right way can lead to a highly fulfilling life.

## **H = Honesty**

*quality of being truthful.*

Honesty is the best policy.

Just as we will be honest with the youth, we expect them to be honest with us. Being on the same page of respect will help to build a good foundation. All our staff are friendly and helpful.

## Introduction to REACH

We are very excited to welcome you to REACH. We know that you will have a positive journey here with us and excel with our guidance.

This handbook has been put together to better understand our structure and organisation here at REACH.

Now that you are a student at REACH, you will attend our provision either on a full time or part-time basis. We will support you with educational programmes that include:

- English
- Maths
- Science
- PSHE / RSE
- Religious Studies
- Additional Personal Enhancing Courses

We aim to make sure that we encourage positive engagement in all subjects and work with you to bring out the best. To achieve this, we will also offer a range of social skill-based classes to help develop their minds for the future.

In this Student Introduction Pack, you will receive a personal timetable and a REACH welcome pack with all the relevant information needed to make your start with us as smooth as possible.

General information will include:

- Safeguarding information
- Lesson start of the day times & end of the day times
- Teaching times
- Breakfast and lunchtimes and details

On your first day, we will go over safeguarding topics, health and safety, first aid and other important subjects to ensure that you feel safe and comfortable in our care.

## **OUR VISION**

**To help create a better future for all.**

## **OUR PURPOSE**

**To create a safe and secure environment for you to grow and reach your full potential.**

## **WE AIM TO DO THIS BY**

**Having a safe and nurturing environment.**

**Help to develop your character to ensure a smooth transition back into mainstream education.**

**Provide you with social and academic skills to help you become a productive member of society.**

**Encourage you through consistent positive reinforcement.**

## OUR CORE VALUES

Along with our main REACH ETHOS, we also have a set of 4 CORE VALUES. They are:

1. Be Respectful
2. Be Responsible
3. Be Positive
4. Be Kind

We expect all our students to make every effort to apply these core values every day that they are in our building. We will not tolerate disrespect of staff or other students.

We expect each student to be responsible and ready to work when they arrive at the centre.

## OUR PROVISION DAY

REACH's school day will start at 9:30 am and will finish at 2:30 pm. You are expected to be in the building by 9:30 am ready to start lessons at 10:00 am. It is extremely vital that you are at the centre on time and attends as frequently as possible (more information in the ATTENDANCE AND LATENESS section). This will help us to show your current home school or a future school that you are responsible, ready to work and understand the importance of consistent attendance.

9:30am - 9:50am	Pupils arrive – Breakfast Club
10:00am – 11:00am	Lesson 1
11:00am – 11:15am	Morning Break
11:15am – 12:15pm	Lesson 2
12:15pm – 1:00pm	Lunch
1:00pm – 2:00pm	Lesson 3
2:00pm – 2:30pm	Enrichment
2:30pm	End of Provision Day

## LUNCH AND LIGHT REFRESHMENTS

Students are required to bring their own lunch unless they are entitled to free school meals.

Students are also allowed to bring light snacks and refreshments for breaktimes.

Students will not be allowed offsite to get refreshments so please make sure that these are purchased before entering the building for the day.

Please let us know of any dietary requirements for your child and we will consider this when supplying lunch.

## ATTENDANCE AND LATENESS EXPECTATIONS

You must attend the Provision as often as possible. We understand that children may suffer from a short-term illness that may mean they are unable to attend but providing you are well and able, you should be present at the centre every day.

We have taken the time to make sure that our teachers provide a fun and interactive learning curriculum for our students and non-attendance will result in them missing out on vital learning time. This may prove difficult to catch up later.

We are also required to report the persistent absence of children to the Education Welfare Officer for them to investigate further.

This is an avenue that we won't want to take so we will always work with you to bring attendance up before taking such a route.

Lateness will affect the over attendance record of your child, so we would again stress how important it is to be on time and ready to work.

Close of morning register is 10:00am after this, you will be marked as late/absent.

Close of afternoon register is 1:00pm after this time you will be marked as late/absent.

We aim for 100% attendance at REACH.

### Attendance Aims and Objectives:

- To raise levels of achievement and participation by maintaining the highest levels of attendance.
- To maintain high levels of punctuality.
- To keep an accurate and up-to-date record of attendance.
- To inform students and parents/carers of attendance and punctuality concerns.
- To identify the causes of non-attendance and poor punctuality and act upon them.
- To ensure all staff understand their roles in the monitoring and recording of attendance and punctuality.
- To monitor and evaluate the process regularly.
- To give clear information on expected levels of attendance and punctuality to students, parents/carers, staff, and governors.

If you are going to be late and have means to let the office now you must get your parent/carer to contact us to let us know. If you are absent for any reason, your parent/carer will need to let us know before 10:00am on the morning of the absent. If you

are persistently late, we will need to take the step of calling your parent/carer every morning to make sure that you are on their way to the centre.

Home visits will be made if your parent/carer is uncontactable.

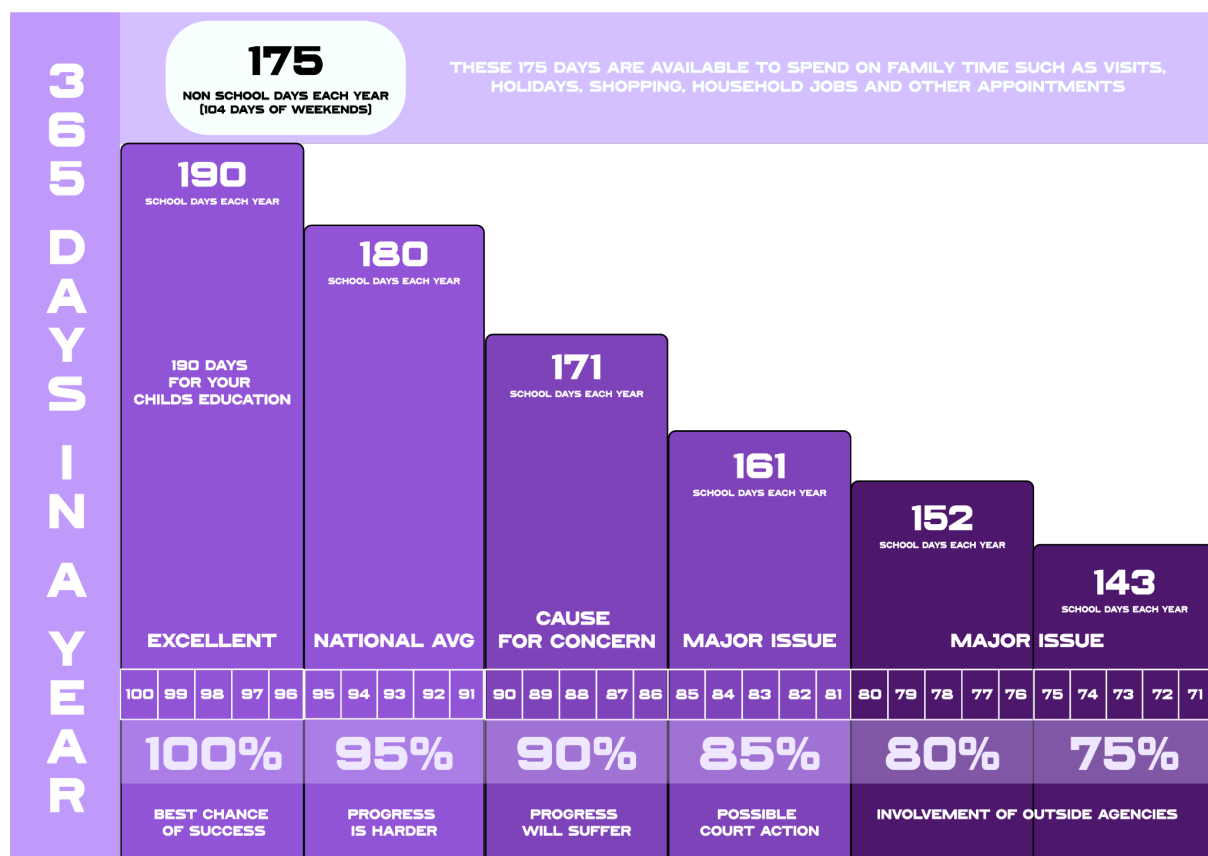
So that you get the best out of your learning experience here at REACH, we would ask that you work with us to ensure that you are present every day when possible.

## 100% ATTENDANCE AND ZERO LATENESS INCENTIVES

We want to make sure that you take pride in being on time and present every day for school. To help aid this we have 100% attendance and zero lateness incentives.

If your child attends school at a 100% attendance level for the term, they will be rewarded at the end of the year. This reward is to acknowledge their efforts and commitment to their education.

To give you a better idea of how much attendance affects your learning, we have included a chart on the next page -



## ABSENCE AND HOLIDAYS

We will only accept an authorised reason for absence to be either illness, medical appointment, or bereavement of a close relative. If your child is ill, you will need to contact us as soon as possible and provide medical evidence if the illness lasts longer than 3 days.



Medical appointments should be made after school hours as making them during lesson times may affect your child's learning outcomes.

Holidays will not be authorised during the school term.

## **ABSCONDING (Going offsite unauthorised)**

Students are to stay on school premises all day unless a parent/guardian has notified us in advance of the student needing to leave, in which case the school needs to be notified in advance by a parent/guardian. Please arrange any medical appointments outside of school hours. If a student goes off site unauthorised, as part of our procedures, in the first instance we contact yourself and the police must be notified.

The police will contact you and work with you and us until your child is recovered in a safe environment. Ideally, we would prefer for the student to be returned to REACH or taken home if a parent/ carer agrees with this option. We strongly advise you to discourage any absconding please thoroughly.

## **EMERGENCY CONTACTS**

For your child's safety and welfare, we will require at least 2 emergency contact numbers whilst in the centre should we need to contact you urgently.

Please make sure that you inform us of any changes to your emergency contact details to update our records accordingly.

If urgent care is needed for your child and we are unable to contact you, a member of staff will remain with your child until you become available.

## **BEHAVIOUR POLICY AND REWARDS SYSTEM**

We expect all our pupils to respect the staff, centre, and each other. We aim to encourage positive attitudes, values and behaviour which will ensure that we have a productive environment for learning.

In turn, staff will make sure that they show care, consideration, and respect towards the pupils. We will endeavour to help each child achieve the highest level that they can attain.

We believe in positive reinforcement, and we will do this by rewarding those who adhere to the rules of the centre. Any reward given will be in line with full safeguarding parameters and we will ALWAYS contact parents to let them know of the reward being received.

## **CHILD PROTECTION AND SAFEGUARDING**

We are committed to making sure that you are in a safe environment and **ALL** staff will undergo statutory training to meet those expectations. Our safeguarding officer will be in close contact with Health Authorities, Social Services, Multi Agencies and if needed, the Police.

We will also make sure that we continue to liaise with you and keep you informed of all aspects of your child's wellbeing at the centre. If we feel that a situation requires direct contact with the relevant authorities, we will not hesitate to do this.

If you have any serious concerns about your child, please don't hesitate to get in contact for further advice.

#### **DESIGNATED SAFEGUARDING LEAD IS:**

**Name:** Ellis Bone

**Email:** [EllisBone@reachlearningprovision.org](mailto:EllisBone@reachlearningprovision.org)

#### **DEPUTY DESIGNATED SAFEGUARDING LEAD IS:**

**Name:** Corrine Scott

**Email:** [corrinescott@reachlearningprovision.org](mailto:corrinescott@reachlearningprovision.org)

## **DATA PROTECTION (GDPR)**

Personal information gathered about pupils and staff is used to enable us to provide the education and other associated functions that we do. There is also a legal requirement to collect and use the information to ensure that the centre complies with its statutory obligations.

We, therefore, have a duty to be registered with the Information Commissioner's Office (ICO) to detail the information we hold and use.

**YOU CAN FIND MORE INFORMATION REGARDING OUR GDPR POLICY CAN BE FOUND ON OUR WEBSITE.**

## **HEALTH AND SAFETY AND FIRST AID**

Risk assessments are routinely carried out and the needs and safety of our students is paramount to us. To that end, our Health and Safety Policy is in accordance with the Health and Safety at Work Act 1974.

Please make sure that a parent/carer completes the student medical form at the end of this document to inform us of any conditions that will need to be taken into consideration whilst in our care.

A full Health and Safety Policy document is available on our website and if you have any issues or concerns regarding health and safety, please contact the office.

All staff are expected to use their best endeavours in the event of a first aid emergency.

**Our key Health and Safety officer is** Corrine Scott

**Our Deputy Health and Safety officer is** Ellis Bone

## Health and Safety Procedures

- All staff and subcontractors must have the competence to undertake their work with minimum risks to health and safety, e.g., relevant qualifications, training etc.
- All staff and students will receive an adequate induction of health and safety issues that affect them and the safe working practices that should be followed.
- The Provision Manager will ensure Health and Safety competence of all contractors, staff, and students whilst on the premises.
- Senior Management will conduct regular tours of the premises to ensure that Health and Safety issues are identified, assessed, and managed. These checks will be supported by site audits and risk assessments.
- Systems will be in place for all staff or students to report Health and Safety concerns.
- Action will be taken to prevent, reduce or control risk to an acceptable level and reduce the potential for accidents and incidents as appropriate.

## COMPLAINTS

If you or your parent/carer have any concerns about the REACH centre that you wish to raise as a complaint, we welcome the opportunity to discuss your concerns and come to a solution that suits both parties.

You can raise your complaint by having a word with our manager or in writing. If you are not happy with the outcome received and would like to take it further, you can speak to one of our directors, whose contact information is available at the end of this handbook.

We would aim to get back to you regarding your complaint with 2 weeks.

Complaints can be emailed to: [Admin@reachlearningprovision.org](mailto:Admin@reachlearningprovision.org)

**MORE INFORMATION REGARDING OUR COMPLAINTS POLICY CAN BE FOUND ON OUR WEBSITE.**

## EQUAL OPPORTUNITIES

We are a centre that fully acknowledges and respects individuals from **ALL** backgrounds. This means that we **DO NOT** discriminate, directly or indirectly, towards anyone on the grounds of skin colour, race, gender, nationality, beliefs, sexual orientation, or disability.

We will make sure all our staff and pupils are fully aware of this and that there is **ZERO** tolerance if we experience discriminatory behaviour towards anyone in our building.

**MORE INFORMATION REGARDING OUR EQUAL OPPORTUNITIES POLICY CAN BE FOUND ON OUR WEBSITE.**

## MOBILE PHONES

We understand that we live in a society where mobile phones have become an extension of life. We also take into consideration that this is a useful form of instant communication between children and their parents as they make their way to school and home.

Therefore, once in the REACH building, we will ask for all students to place their phones on silent whilst taking part in lessons to make sure that they can commit to learning without any distractions.

If students don't follow this rule, their phone will be taken away and only given back when not in lessons.

## DRUGS, SMOKING & ALCOHOL

REACH Learning Provision is committed to raising the awareness of the effects of drugs on the health and wellbeing of all young people we work with. We aim to promote a clear understanding of the risks related to drug and alcohol abuse.

We recognise that some of our learners may require confidential advice, support, and guidance so we do not allow smoking, drugs, or alcohol during provision time.

All students will have to hand in any cigarettes, vapes and/or any other smoking paraphernalia upon entering the site. Cigarettes, lighters, grinders, and tobacco will be deposited of, and parents/carers will be notified.

## ZERO BULLYING TOLERANCE POLICY

We operate on a ZERO bullying policy at REACH. Bullying has no place in our centre and will not be tolerated. If you have concerns regarding your child and bullying, we would ask that you contact us immediately to deal with the matter quickly and effectively.

If you as a student feel that you are experiencing bullying in the provision, you are to raise this issue with a member of staff immediately.

**MORE INFORMATION REGARDING OUR ZERO BULLYING POLICY CAN BE FOUND ON OUR WEBSITE.**

## HOW PARENT'S CAN HELP SUPPORT

- Find time to talk to your child daily about how their school day went.
- Encourage a positive and confident attitude to work.
- Reading is so vital for learning and development. You can help your child by encouraging them to read regularly.
- Please keep us informed of any changes to your child's attitude or engagement that may affect them when they are in the centre.

By working together, we will be able to get your child on track for a bright future.

## DRESS CODE

To help get students in the right frame of mind for work at school once they are in that environment, we believe that a dress code at REACH is very important.

We would ask that what our students wear suitable clothing that isn't revealing and cause no health and safety risk.

During hot weather occasions, knee-length shorts or skirts can be worn but anything that we deem as being short and/or revealing will mean that your child is asked to go home and change into more appropriate clothing, or you will be asked to bring in clothing should going home not be possible.

- Belly tops are not permitted, and all tops should cover the stomach area.
- Ripped Jeans should be appropriate, and rips should not be too high or revealing.
- Sliders and flip flops are strictly prohibited, sensible footwear only.
- No hats are allowed to be worn whilst in class.

## FINAL THOUGHTS

On behalf of all the staff at REACH, we hope that your time here is productive and enjoyable. If you need any further assistance or advice whilst at the Provision, please don't hesitate to contact a member of staff in the office and we will do our very best to help you.

Dear Parent/Guardian,

We would like to welcome you and your child to our provision here at REACH Learning Provision.

We have included a Student and Parent Induction handbook about REACH Learning Provision for your benefit. This handbook is for your information and is to be used as a guide and reference to our procedures and structures that have been put in place for the benefit of your child.

Our intentions are to work with young people and create a positive future for them in which they will strive to succeed using flexible and varied education to suit individual needs. We will work with you as best we can in ensuring your child's interests are put first and ask for your support in doing so.

During the year we will send you information about your child's progress, however you may request this from us at any time.

If at any time you have any concerns, you wish to discuss please do not hesitate to contact us. You can find important contact information at the end of this Induction Handbook.

Kind regards

Corrine Scott

**Director of REACH Learning Provision**

I \_\_\_\_\_ hereby understand and acknowledge everything within this induction pack and agree for my child \_\_\_\_\_ to attend the REACH Learning Provision.

I also agree to any photographic or video imagery being used of my child for promotional reasons, may it be on the REACH Learning Provision, leaflets, wall pictures etc

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## EMERGENCY CONTACT FORM

Please ensure you complete and return this form to us as soon as possible as for the benefit of your child.

(Please note all fields marked with an asterisk\* MUST be filled in)

### STUDENT INFORMATION

\*Child's Surname \_\_\_\_\_

\*Date of Birth \_\_\_\_\_

\*Child's Forename \_\_\_\_\_

Middle Name \_\_\_\_\_

\*Home Address \_\_\_\_\_

\*Main Parent/Guardian Contact Number \_\_\_\_\_

\*Main Parent/Guardian Contact Name \_\_\_\_\_

### FAMILY / CARER INFORMATION

(Parent 1 / Guardian 1)

Mrs/Miss/Ms (circle to select)

\*Surname \_\_\_\_\_

\*Forename \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

\_\_\_\_\_

Home Contact Number \_\_\_\_\_

Mobile Contact Number \_\_\_\_\_

Work Contact Number \_\_\_\_\_

## FAMILY / CARER INFORMATION

(Parent 2 / Guardian 2)

Mrs/Miss/Ms (circle to select)

\*Surname \_\_\_\_\_

\*Forename \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

\_\_\_\_\_

Home Contact Number \_\_\_\_\_

Mobile Contact Number \_\_\_\_\_

Work Contact Number \_\_\_\_\_

## OTHER EMERGENCY CONTACTS

(Emergency contact 1)

Name \_\_\_\_\_

Address \_\_\_\_\_

Work Contact Number \_\_\_\_\_

Mobile Contact Number \_\_\_\_\_

Relationship to child (e.g., grandparent, neighbour) \_\_\_\_\_

## OTHER EMERGENCY CONTACTS

(Emergency contact 2)



Name \_\_\_\_\_

Address \_\_\_\_\_

Mobile Contact Number \_\_\_\_\_

Work Contact Number \_\_\_\_\_

Relationship to child (e.g., grandparent, neighbour) \_\_\_\_\_

**Name and Address of anyone else who should be on the school's records as a person with parental responsibility for your child (Person 1)**

Name \_\_\_\_\_

Address \_\_\_\_\_

Mobile Contact Number \_\_\_\_\_

Work Contact Number \_\_\_\_\_

Relationship to child \_\_\_\_\_

**Name and Address of anyone else who should be on the school's records as a person with parental responsibility for your child (Person 2)**

Name \_\_\_\_\_

Address \_\_\_\_\_

Mobile Contact Number \_\_\_\_\_

Work Contact Number \_\_\_\_\_

Relationship to child \_\_\_\_\_

**STUDENT MEDICAL INFORMATION**

**\*Name of your child's Doctor** \_\_\_\_\_

**\*Doctors Contact Number** \_\_\_\_\_

**\*Doctors Address** \_\_\_\_\_

\_\_\_\_\_

**Names of other agencies or people involved with your child**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Medical Information e.g., asthma, allergies, epilepsy**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Are there any other details regarding your child's health and wellbeing that we should be aware of**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Authorisation of parent or person with parental responsibility:**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## **CONSENT FOR EMERGENCY MEDICAL TREATMENT**

I give my consent for REACH to allow \_\_\_\_\_ (insert name) medical treatment to take place when necessary.

Receiving the following:

- The administration of prescribed medications with prior consent.
- The administration of emergency first aid by staff from REACH Learning Provision.
- Emergency operation where it is not reasonably practicable to obtain parental consent.

**Authorisation of parent or person with parental responsibility:**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Consent form for photography/video/audio – Under 18s

**Please read this form in full and indicate below your consent preferences**

REACH Learning Provision would like to use images (photographs) of students for possible internal and external promotion of the Provision.

The photography could be used in print and digital media formats, including (but not restricted to) print publications, websites, e-marketing, poster banners, social media, teaching, and research purposes, either in an edited or non-edited format. The data will be kept permanently on secure REACH Learning Provision servers for future use, unless not needed, whereby it will be securely deleted. Image/s will only be used for the purposes of promoting REACH Learning Provision, not for any other purpose. We will not pass your data on to a third party.

By signing this consent form, you confirm that REACH Learning Provision owns the copyright of such image/s, and you will not receive any payment for any photographs, video (including any edited versions).

In addition, you confirm that REACH Learning Provision has no legal responsibility for any liability, claims, demands, damages, and expenses arising out of, or in connection with, the images, video recordings and/or audio (including, but not limited to, breaches of data protection, defamation, and copyright).

Thank you for your assistance.

REACH Learning Provision

Please note: If your child is under the age of 18, a parent or guardian must complete the following section.

<b>Full name:</b> Mr/Mrs/Ms/Other	<b>First name</b>	<b>Surname</b>
<b>Email address:</b>		
I consent to having my child’s photograph taken for the purposes detailed on this form.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I consent to my child being filmed/recorded for the purposes detailed on this form.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Signature:</b>		<b>Date:</b>

## IMPORTANT CONTACT INFORMATION

REACH Learning Provision

Zulu Road

Basford

Nottingham

NG7 7DS

**Email:** [admin@reachlearningprovision.org](mailto:admin@reachlearningprovision.org)

**Main Office Phone:** 0115 9161454

### Director of REACH Learning Provision

Corrine Scott

**Email:** [corrinescott@reachlearningprovision.org](mailto:corrinescott@reachlearningprovision.org)

### Designated Safeguarding Lead

Ellis Bone

**Email:** [ellisbone@reachlearningprovision.org](mailto:ellisbone@reachlearningprovision.org)

### Deputy Safeguarding Officer

Corrine Scott

**Email:** [corrinescott@reachlearningprovision.org](mailto:corrinescott@reachlearningprovision.org)

If you have any questions or concerns, please do not hesitate to get in touch.

### Storage/Data Protection

REACH Learning Provision is committed to processing personal data in accordance with the Data Protection Act (DPA) 2018. The personal data collected on this form will be held securely, kept according to record retention guidelines, and will only be used for administration purposes. If you have any queries about this form or wish to update your details, please email [admin@reachlearningprovision.org](mailto:admin@reachlearningprovision.org).

### GDPR

The General Data Protection Regulation (GDPR) gives individuals the right to ask for their data to be deleted or removed. In the event that you would like us to delete or remove any recordings, please email REACH Learning Provision admin team at [admin@reachlearningprovision.org](mailto:admin@reachlearningprovision.org) stating the date of the recording and we will arrange to carry out your request.

REACH Learning Provision is part of the REACH Learning Group Ltd registered with the ICO – Registration Number ZB418533  
REACH Learning Provision is part of the REACH Learning Group Ltd registered with Companies House in England and Wales –  
Registration Number - 13987893