



High Close School

YOUNG PERSONS RESIDENTIAL HANDBOOK





High Close School

CONTENTS



High Close School

1. Welcome
2. All getting along
3. What to Bring
4. Daily routines
5. Meal times and chores
6. Medication, phone calls & visitors
7. Bedrooms & bedtimes
8. Pocket Money & Uniforms
9. Activities
10. Keyworkers & Someone to talk to
11. Bullying
12. School
13. School Council & Unit Prefects
14. Complaints & Ofsted





High Close School

WELCOME



High Close School

Welcome to High Close School.

We are really happy that you chose us to be your new school. This is one of the three residential units where we have young people from all over the country staying.

The residential units are called Cedars, Pinewood and Willows. There is also two secondary day pupil units, which are called Redwood and Oak and a Primary unit.

In each unit we respect everybody's right to be an individual, to have different tastes, opinions and beliefs. It is important that everyone has the nicest time possible.

We have some expectations for all young people and staff to try and follow, which will help us all to get along and have fun. This handbook is full of useful info to help you get to know us and the school.

To begin with here are some important points to try and follow:

- Try not to swear
- Fighting or play fighting is off limits
- Respect everyone as individuals
- Respect everybody's personal space
- Respect the environment you live in
- Speak nicely to others
- No bullying
- Ask for help or advice if you have a problem.



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WHAT TO BRING



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Things to bring to school when you come to stay

- Clothes to wear in the evenings when you are not in school – anything you are comfortable in as long as it is suitable to wear out on activities and around other young people
- Shoes to wear in the evenings when you are not in school
- Pyjamas/nighties – bring what you usually sleep in, we recommend that if you have pyjamas/nighties they are flame retardant
- Toys, books, posters, colouring books you would like to keep in your room
- If you like to listen to music in your room you can bring a stereo or speaker with an MP3 player.
- Any electronics you bring must be safe so they must not have broken parts and the wires and plugs must be safe
- You can bring things to make your room like nice but nothing that is made of glass or china
- Please don't bring anything really expensive or special as we cannot look after really expensive or special things for you – save them for at home



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ALL GETTING ON



High Close School

All of the residential units in High Close School are big and comfortable with loads of space.



Each unit has enough room for 9 young people, which can be a mix of boys and girls of all different ages. The young people all come from different areas, have different backgrounds, like different types of music, clothes and like to do different things in their spare time.





High Close School

ALL GETTING ON



High Close School

All of the residential units in High Close School are big and comfortable with loads of space.



We will introduce you to your new class and support you as you learn the school routines so there's no need to worry. There are lots of different things to do in every unit, everyone is friendly and we like to have fun. We will make sure you have everything you need to settle in. We hope you like it here as much as we do!



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DAILY ROUTINES



High Close School

- 7.30am** Staff wake you up
- 8.10am** Breakfast time in the unit dining room.
- 8.30am** Chores
- 8:40am** Brush teeth
- 8:50am** Everybody leaves the unit and walks to school.
- 8:55am** School assembly or tutor time then lessons 1&2
- 10.50am** Break time, return to Unit (secondary only)
- 11.10am** Return to school after break for lessons 3&4
- 12.50pm** Lunchtime in the school dining room (Redwood, Cedars & Pinewood – primary lunchtime is before this)
- 1.10pm** Lunchtime in the school dining room (Willows & Oak)
All residents return to Unit before/after eating lunch
- 1.40pm** Back to school for last two lessons (5&6)
- 3.20pm** End of school day Monday to Thursday – go to assembly
(1.40pm) (School ends on a Friday)
- 3.25pm** Return to Unit
- 5.30pm** Tea time (approx)
- 6.30pm** Evening activities (can be before and after tea)
- 8.30pm** Supper time
- 9.00pm to 10.00pm** Bedtimes (varies depending on year group)



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MEAL TIMES/CHORES



High Close School

Breakfast

Includes fresh fruit, cereals, toast, yoghurts, croissants, bagels and fruit juice. Occasionally we have eggs and bacon.

Lunch

There are always three main meal choices for lunch; one of these is a vegetarian option.

Tea

We ask each young person in turn to choose tea during the week. There are lots of different meals that you can select for tea in the unit, but it is important to remember High Close is a healthy school so burgers and chips cannot be on the menu every night! We also like to encourage you to try foods that you may not have tried before.

Snacks and suppers

Each week a group of young people will go to a local supermarket to get snacks and suppers for the unit; this might be yoghurts, cereal bars or fruit.

Fresh fruit is available for you to eat any time and so is cold water to drink.

Help is available

If you have any difficulties with eating, staff are happy to help with this. We will also make sure that if you have any food allergies or religious requirements relating to food that we will make sure that you have the right food.

Young people are encouraged to help with the cooking and there is plenty of equipment to create your own meals as you get older.

Chores

All the young people in the units take turns in doing chores, these include:

- Laying the table for breakfast and dinner
- Clearing the table for breakfast and dinner
- Wiping down the dining table
- Rinsing plates to go in the dishwasher



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MEDICATION



High Close School

If you take medication we will store this for you in a locked cabinet in the office.

Staff will give you your medication at the times it is prescribed. When you are older, and it is safe to do so, it might be possible that you can look after your medicines yourself, to get ready for looking after yourself when you leave school.

If you are feeling unwell (maybe with a headache) staff have medication which is locked in the office which can be given to you to help, they will also give you other advice which might help. If you feel poorly at anytime staff can make a doctors appointment for you if needed.

If you bring in your own toiletries these need to be put away safely. You cannot keep aerosols or razors in your room; staff will look after these for you and will let you have them when you ask for them.

Speak to staff if you need anything at all relating to any personal needs you may have.

PHONE CALLS AND VISITORS

Each unit has a telephone that is in a private room for the use of the young people. It is also possible to bring in a mobile phone and use as you wish although these have to be handed into staff for safe keeping overnight and during school time. As you get older you can work towards having your mobile phone for longer so you can get used to looking after it before you go to your next school/college.

Visitors are also very welcome at school. We understand it can be difficult staying away from home so your parents / carers are welcome to arrange with staff a convenient time to visit you or maybe take you out for a while.



High Close School

BEDROOMS



High Close School

- Your bedroom is your personal space and you can put up posters, art work, lamps, toys from home or photographs. Unit Staff and/or your keyworker will be happy to help you if you need it.
- You can also bring in CD players, hair dryers, straighteners etc but we cannot take responsibility for expensive items such as tablets etc so we recommend you hand these into staff at bedtime to be kept locked in the staff office.!
- We provide you with towels and bedding- so you won't need your bedding or duvet sets from home.
- You can also use your bedroom to complete any school work you wish to do in the evenings or if you prefer there are 2 computers in the dining room that can be used as well.

Occasionally staff may have to search bedrooms to ensure any items that may cause harm to you, them or other young people have not been brought into school.

BEDTIMES

Your bedtimes depends on what year group you are in, so that it's fair no matter what age you are. You can sometimes earn an extra 15 minutes too, speak to your keyworker for details

School Year	Bedtime
Primary	By agreement
7	9.00pm
8	9.15pm
9	9.30pm
10	9.45pm
11 +	10.00pm



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POCKET MONEY



High Close School

Each week you will be given some pocket money. The amount you get depends on how old you are. Staff can help you save some of this if you want to.

UNIFORM

We provide you with your uniform and all pupils must wear their uniform during the school day.

Your uniform includes:

Black or **Grey** trousers or skirt

Coloured polo shirt

Primary	-	Light Blue	
Cedars	-	Red	
Redwood/Oak	-	Green	
Willows	-	Maroon	
Pinewood	-	Blue	

P.E. Kit

When you do fitness or P.E. you must wear suitable clothing, for example shorts, t-shirts or jogging bottoms.



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ACTIVITIES



High Close School

Unit

In each unit there is a games room, which has a pool table, games consoles, a cupboard full of board games, toys and arts and crafts supplies. If you would like to see what is on offer ask a member of staff and they will be happy to show you. There is also a T.V and DVD player. You can do cooking. On special occasions like Halloween or Christmas we sometimes have a themed night, and sometimes we have evenings based on different cultures, such as different foods etc which are lots of fun and help you learn about and hopefully respect difference too.

Campus

On campus we can offer most things within reason from football, badminton, table tennis and other ball games either on the field or in the sports hall. You can also visit people in other units or invite them to see you!

Local Area

There is a lot to do in the local area including ten pin bowling, cinema, rock climbing, parks and loads of swimming pools with flumes and wave machines. You will be able to participate in these activities with other young people in the unit.

Independence

When you are ready you can work towards gaining 'independence' which will allow you to into the local area on your own or with a friend to visit the shops or to go out on an activity.

Educational Activities

You can also, if you wish, do an activity where you learn a new skill/interest or practice one that you already have. These can be things like horse riding, rock climbing, golf lessons, drama classes - pretty much anything.



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KEYWORKERS



High Close School

Each young person will have a keyworker throughout their time at High Close.

What do Keyworkers do?

- Meet with you on a regular basis and spend time with you.
- Helping you work on your individual targets.
- Speak to your parents/carers and let them know how you are
- Make medical appointments for you
- Organise activities for you to go on
- Make sure you have everything you need
- Attend meetings and reviews.

They can advocate for you (put your views across) if you wish them to. They will also explain anything that you are unsure about or help you in asking any questions you may have in meetings.

Every young person has a keyworker and these are really important relationships. If you are not happy with the member of staff who is your key worker you may speak to the Unit Manager about this who will try to fix the problem.

SOMEONE TO TALK TO

It is really important that you feel that you have people that you can approach and speak to about any problems you may have. It is ok to speak to any member of staff you feel comfortable talking to. They will do their best to help you. As well as staff, key workers and the school therapists, you can also speak to people that do not work at the school.

These people include independent visitors, who visit the residential units every half term and they are there for you, to make sure that the staff are looking after you properly. You can speak to them about anything. We also have 'Independent people' who visit once a half term and who you can talk to about any issues.

There are also lots of organisations that you can speak to as well; some of these are 'FRANK', Child Line, The Children's Rights Director. All of the phone numbers for these and others are on display in your unit.



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BULLYING



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High Close School aims to address all issues of bullying. Staff will work with both the young person who has bullied and also the target of bullying. If appropriate a restorative meeting (a meeting to help the bullying not happen again) will take place between the young people helped by staff. This will be recorded on the record of bullying that is completed. Staff will address issues of bullying with young people through key working/link working.





High Close School

SCHOOL



High Close School

Tutors

Each class has a tutor. Young people spend time at the beginning each day with their tutor and tutor group. You go to tutor so that the register can be taken at the start of the school day. You also do things like work on your P.S.H.M.E (personal, social, health and moral education) and get feedback on your day.

Points

Points will be given to you in every lesson for the amount of effort you put in and for your behaviour. The range of points will be 0-4, so you can get a maximum of 8 per lesson and these are recorded on a reward sheet you carry with you.

In every lesson **2-2 is the expected points earned in each lesson, this means you have behaved well and have attempted/achieved your work.** To earn 2 points the amount and level of work may be different from your friends.

If you get 3 points, this means you have worked exceptionally hard and/or behaved in a way that was exceptional. Young people who have earned a 3-3 will be issued a certificate in assembly! It has been known for teachers to even award 4's in class. This requires you to be absolutely outstanding in class. As a reward for this you get to choose a gift in Friday Assembly.

REWARDS
POINTS





High Close School

SCHOOL



High Close School

Points

Raffle tickets are given for outstanding work or behaviour and each young person earns a raffle ticket at the end of the day if they hand in their reward sheet to a member of staff.

All young people who earn raffle tickets, have their name put into a box in assembly on a Friday. If their name is picked out they get to choose a prize.

Awards

There is a 'Top 10 Awards' list which is displayed around school and announced in Friday assembly. The top 3 earners each week will receive a certificate in assembly and a token. Points are banked and you can spend what you have earned half-termly at 'trading post' where you can buy all sorts of gifts.

Each week there is a certificate issued to the top performing class and unit



High Close School

SCHOOL COUNCIL



High Close School

At High Close we have a School Council. This is made up of up to two young people from each of the units and a mixture of staff from both the school and the residential units.

The School Council meet once per half term and the young people on it are expected to bring things that they would like to discuss. If you are chosen to be on the School Council you will need to speak to the young people in your unit and raise the things that they would like brought to the council and give them feedback after meetings.

Young people on school council can remain on this for a maximum of 2 years or until they decide they do not want to do this anymore. To be considered for this you must make sure that you are trying really hard in all areas.

Young people on the School Council are directly involved in making decisions about the school these could be things like school uniform, being involved in interviewing new staff, showing visitors around etc.

The members of the School Council get to go on special activities at different times throughout the year as a reward for representing the school. School Council members are also able to wear non uniform on Fridays if they have met their weekly expectations / targets.

STUDENT COUNCIL





High Close School

UNIT PREFECTS



High Close School

Each of the residential unit can have two young people as Unit Prefects. This means that they can earn extra privileges and also have extra responsibilities. This is normally for young people who are in years 10 and 11, but there may be the opportunity for younger pupils to earn this.

To be considered as a prefect you need to be working hard and doing well both in school and the unit. This could include:

- Supporting other young people
- Completing extra chores
- Gaining good points in school regularly
- Being a positive role model
- Working hard on unit behaviour targets

As a prefect you may earn some of the following as an extra privilege:

- Extended bedtime
- Increased independence

As you can see its well worth trying hard to earn unit prefect status





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COMPLAINTS



High Close School

Young people's complaints are taken seriously, if you are unhappy about something you have the right to make a complaint. There are different ways you can make a complaint including;

- Talking to a member of staff
- Filling out a complaints form, which will go to the unit manager to deal with
- Talking to a member of the senior management team
- Talk to the independent visitor

After you have made a complaint, someone will speak with you and let you know what is happening to sort out your complaint and the issues that you have.

You can ask a member of staff for a complaints form or they will be available on the notice board/phone box in the unit.



OFSTED



It is Ofsted's job to check the places where children and young people are looked after and check on the people who look after them. High Close is one of these places and is inspected annually by Ofsted.

Ofsted want to make sure everyone is doing the best job they can and are helping make peoples lives better.

If somewhere could be a bit better they will help it to improve. School inspections take a few days to complete and inspectors will spend time in each unit talking to young people and staff. At some point before or during the inspection you will get a questionnaire so you can let the inspectors know what you think about the school and residential units.

If you have any concerns or serious problems about anything to do with High Close School you can speak to Ofsted at any time in the following ways:

Telephone the helpline on 0300 123 4234. It is open Monday to Friday, from 8am- 6pm.

Email on enquiries@ofsted.gov.uk