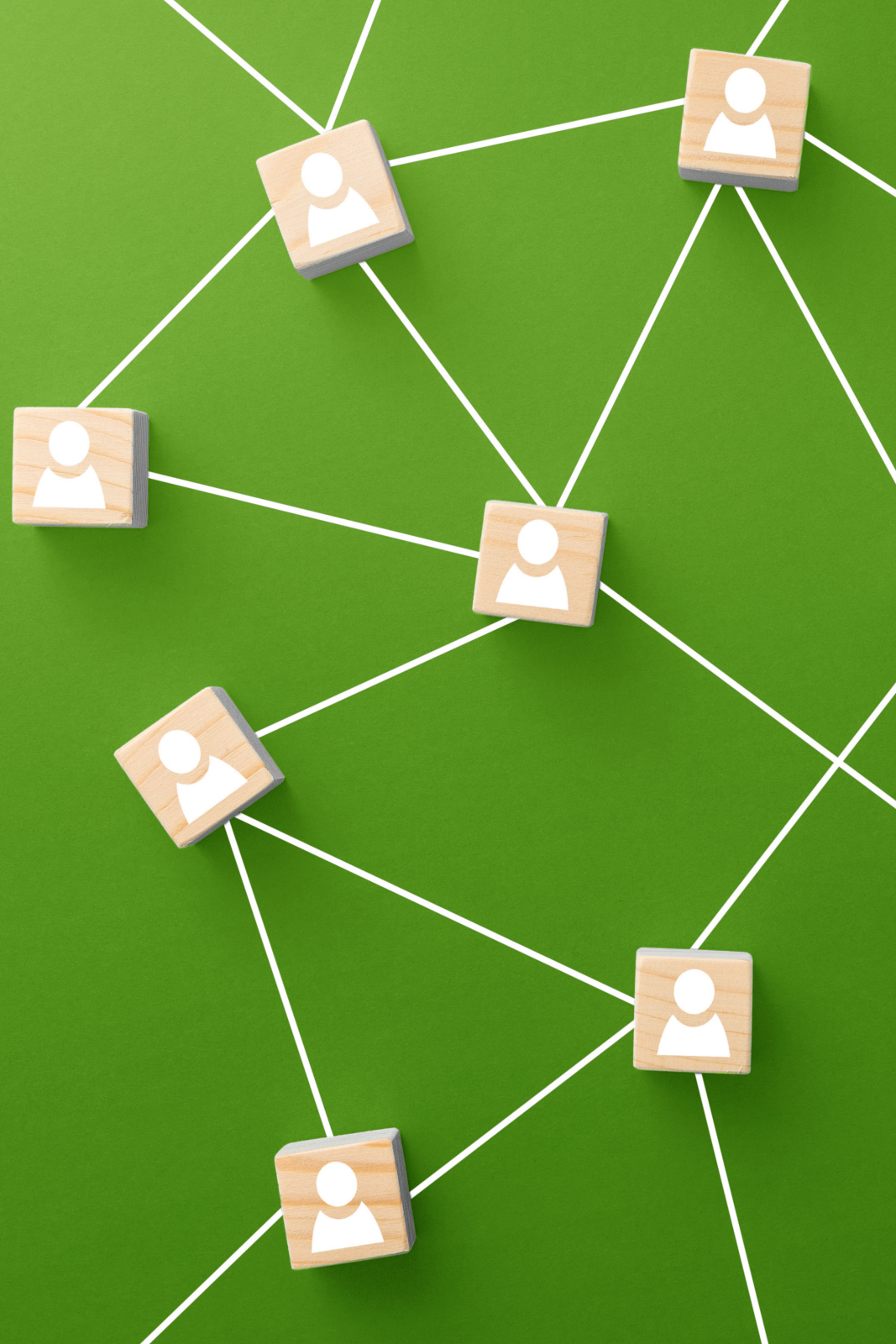


HIGH CLOSE SCHOOL

DAY PUPIL
HANDBOOK



Believe in
children
Barnardo's



WELCOME



We are delighted that you have chosen us to be your new school. We have two day units and three residential units where young people stay.

The day units are called Redwood and Oak and these will be your base for social times at High Close. The residential units are called Willows, Pinewood and Cedars. There is also Rowan which is for primary and younger secondary age pupils.

We understand that everyone here is an individual with different tastes, opinions and beliefs. It is important that everyone enjoys their time as much as possible.

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

GETTING ALONG

We have some basic rules that will help you to get along with other young people:

- Respect peers and staff
- No bullying
- Don't leave without permission
- Keep your hands and feet to yourself.
- Ask permission from staff before taking part in activities
- Respect your unit property as you would your own.
- Leave equipment as you found it
- Keep shoes off the sofas & treat them with care.
- Food should only be eaten in the kitchen
- Remember it's your unit. Work together to keep it a pleasant place.

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!

STAYING SAFE

Staff at High Close work hard to keep everyone safe. There are Designated Safeguarding Leads (sometimes called DSL's) who are in charge of making sure any concerns or worries for young people are followed up properly. The Lead DSL is Natalie Potter who is the Head of Care and the Deputy DSL is Baljeet Hodges who is the Family Resource Team Manager.

If you are worried about anything then please talk to your staff or ask to speak to Baljeet or Natalie.

There may be different things young people are worried about. This might include people hurting you, people asking you to do things that make you feel scared or uncomfortable, or people touching you in ways that are not appropriate. Worries can happen about things that happen in school or outside of school.

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Staff may also be worried about you and they may speak to Baljeet or Natalie. They might be worried about who you are hanging around with or who you are speaking to online.

If staff are worried they might talk to people outside of High Close such as social workers or medical professionals.

SAFE TOUCH

Safe touch with other young people

Young people at High Close may make friends and may 'go out' with other people at High Close. Staff will make sure that everyone is safe by supervising young people when they are with their friends. If young people are in a romantic relationships they are expected to follow the school rules which are to be with staff when they are with the person they are in a relationship with and that there is no inappropriate touching. This means that young people should not kiss each other or touch each other in private places on their body whilst at school.

Safe touch with adults

All adults at High Close want to keep you as safe as possible. Staff will not touch you without your permission unless you are in danger of hurting yourself or others. Staff may touch you if you ask for a hug or to hold their hand if you are worried. Staff can only give you a side hug if you ask for it.



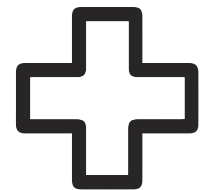
MEDICATION

If you take medication we will keep this in a locked cabinet in the office for you. Staff will give you your medication at the right time.

If you are feeling unwell staff can give you medicines such as paracetamol and Calpol. Staff will also give you other advice to try and help. If you feel poorly at anytime staff can make a Doctor's appointment for you if you need it.

If you bring in your own toiletries these need to be put away safely. Staff may look after things such as deodorant cans but this all depends on how safe you are as trust is built between you and staff.

Please speak to staff if you need anything.



MEAL TIMES

Breakfast

Includes fresh fruit, cereals, toast, yoghurt, bagels and fruit juice. Occasionally the unit may have a cooked breakfast.

Lunch

A variety of meals are made for you in the Unit at lunch time. Staff will ask what things you would like to eat and add it to the menu for the Half Term. We will try to make things that you will enjoy and meals that are healthy. There will also be pudding available after lunch on certain days.

DAY PUPIL TIMETABLE



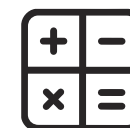
08:30
Unit



08:50
Tutor/Assembly



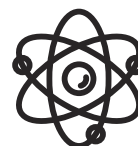
09:10
Lesson 1



10:00
Lesson 2



10:50
Break (unit)



11:10
Lesson 3



12:00
Lesson 4



12:50
Lunch



13:40
Lesson 5



14:30
Lesson 6



15:20
Home

UNIFORM

We provide you with a uniform which you must wear during the school day. School Council Members can sometimes wear their own clothes as a reward.

Your uniform includes:

Black trousers, Black Skirt or Black Shorts in the Summer.

Coloured Polo Shirt (different for every unit).

Black jumper, hoodie and fleece.



Rowan



Oak



Redwood



Pinewood



Willows



Cedars

P.E KIT

When you do P.E or Fitness you must wear suitable clothing like shorts, jogging bottoms and t-shirts. The Sports Department may give you a t-shirt to wear for P.E.

ACTIVITIES

Pool

We have 3 pool tables (2 in Redwood and 1 in Oak) available in our games rooms. Games are played on a first come, first served basis but you must ask permission from staff. If you are waiting for your game you must not comment on other games.

Lounge

The Lounge is for the Xbox. Games can be played on a first come, first served basis however staff will allow others to play different games so everyone gets an equal opportunity to play. There are also sofas in the lounge that you can relax on whilst in the unit.

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Puzzles/Games/Crafts

Redwood has games for you to choose from to keep you occupied. If we don't have what you enjoy, ask staff if we are able to get an activity you like. Oak has an area for crafts as well as table football for you to enjoy.

Sports Hall/Outside Activities

Sometimes we are lucky enough to have use of the Sports Hall or the School field during lunch times only for football. Staff will let you know if this is on offer and if you are able to join the group.



KEYWORKERS

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.
- Help you work on your targets.
- Speak to your parents/carers and let them know how you are getting on.
- Make medical appointments for you if you need them.
- Organise activities for you to go on.
- Make sure you have everything you need.
- Attend any meetings and reviews you may have.
- Help you put your views across .
- Explain anything that you are unsure about.

TALK

It is really important that you feel 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 or adult you feel comfortable talking to . They will do their best to help you, as will staff, keyworkers and the school therapists. You can also speak to people that do not work at the school.

There are lots of other organisations that you can speak to as well, like FRANK, Child Line, The Children's Rights Director, Kooth and many more. All of the phone numbers for these and others can be found on display around the unit.



BULLYING

High Close School does not accept any form of bullying and will always address it. Staff will work with all people involved in any incident. If appropriate, a restorative meeting (a meeting to help the bullying not happen again), will take place between the young people, helped by staff, which will be added to a bullying record. Staff will address issues of bullying with young people through keyworking/linkworking.

TUTORS

Each class has a tutor and young people spend time at the beginning of each day with their tutor and tutor group. You will also spend the last lesson on a Friday with your tutor. You go to tutor so that the register can be taken at the start of the day, and to work on P.S.H.M.E (personal, social, health and moral education). In some of your lessons your tutor might also be your

POINTS

Points are very important at High Close! Points will be given to you in every lesson for effort and behaviour. You can get 0, 1, 2, 3 or 4 points for effort and behaviour in each lesson.

In every lesson, the minimum expected of you is a 2-2, which means you have behaved well and have completed the work that was set for you. Earning 2 points for your effort and behaviour may look different for every young person in the class.

If you have achieved a 3 or 4 in your lesson, you will have worked and behaved exceptionally well, maybe even helping your teachers or friends. Certificates are given in Friday morning celebration assembly to those who achieve a 4-4 in a lesson.

Your points are added up each half term and turn into 'money' for you to spend in trading post. Trading post allows you to buy items for yourself or others.

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If you do brilliant things in class, you may be awarded a raffle ticket by the staff in your lesson. Every Friday in the celebration assembly you will be added to the raffle wheel that is spun to win a prize or to add £2 to your trading post money. If you get more raffles throughout the week your chances of winning are higher!

AWARDS

The top 3 earners of points each week will receive a certificate in Friday assembly. Each week there is also a certificate given to the top performing class of the week and the top performing unit, so it is important to all try hard in lessons and work together as a team.



PREFECTS

Each residential unit can have two young people as Unit Prefects. Prefects can earn extra privileges and also have extra responsibilities. Unit Prefects are normally in Year 10 or 11 but there may be opportunities for younger pupils to earn this.

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

- Supporting other young people and staff
- Completing extra chores
- Gaining good points in school regularly
- Being a positive role model
- Keeping your bedroom tidy
- Working hard on unit targets

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

- Extended bedtime
- Increased independence
- Phone in your room overnight
- Unit Prefect Badge

SCHOOL COUNCIL

At High Close we have a School Council made up of two young people from each Unit, staff from school and staff from the residential units.

The School Council meet once each Half Term and young people that attend the meetings are asked to bring things they want to discuss. If you are chosen to be on School Council you will need to speak to the young people in your unit and ask if there is anything they would like raised in the meetings. Once this is discussed you can feedback to them.

Young people can remain on School Council for a maximum of 2 years or until they decide they don't want to do this anymore. To be on School Council you need to make sure you are trying really hard in all areas of school and the unit.

Young people on School Council have a say on decisions made around the school, such as school uniform, interviewing potential new staff and showing visitors around. This is a great privilege and you must be sensible and responsible.

The members of School Council get to go on special activities during the year as a reward for representing the school. School Council members also get to wear their own clothes on Fridays if they have met their weekly expectations/targets.

COMPLAINTS

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, such as:

- Talking to a member of staff.
- Filling out a complaints form, which will go to the Unit Manager.
- Talking to a member of the Senior Leadership Team (SLT).
- Talking to the Independent Visitor.

After you have made a complaint, someone will speak with you and let you know what is happening. 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 to check on the people who look after them. High Close is one of these places.

Ofsted want to make sure everyone is doing the best job they can and are helping to make people's lives better. If somewhere could be improved they will help to make this happen. Ofsted inspections take a few days to complete and inspectors will spend time in each unit talking to young people and staff. Before inspections, you will be asked to complete a questionnaire so you can let the inspectors know what you think about the school and the units.

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

Telephone - 0300 123 4234 (Monday to Friday from 8am to 6pm)

