

# HIGH CLOSE SCHOOL

ROWAN  
HANDBOOK



Believe in  
children  
Barnardo's



# WELCOME



This handbook is full of useful information to help you get to know us and the school.

We are happy that you chose us to be your new school.

We understand that starting a new school might be hard but we are all very friendly and easy to talk to.

In Rowan unit we have three learning groups- each group has up to 6 young people, a teacher and learning support assistants.

The rest of the school's units also have tree names: Three residential units: Cedars, Pinewood and Willows and two secondary day pupil units, Redwood and Oak.

# CARE & RESPECT

- At High Close we respect everybody's right to be an individual.
- We listen carefully
- We use kind words
- We respect what other people have to say.

# 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.

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.

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

# SAFE TOUCH

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.

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.

# BULLYING

Sometimes young people might be unkind, sometimes there might be bullying.

At High Close we take this very seriously: we have an anti bullying committee with young people who work as anti bullying representatives

We always listen to and work with all young people involved.

# 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.

# 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**

# MEDICATION

We know that sometimes accidents can happen, which is why all Rowan staff are first aid trained.

Sometimes you need medication in school, we will store this for you and give you your medication at the times it is prescribed.

**Please speak to staff if you need anything.**

# CHICKENS

Next to Rowan unit we have a chicken coop—we feed them everyday, collect eggs, clean them out and then sell the eggs to make money to buy more food and bedding!



# ROUTINES

## Opening Times

**Monday** - 8:50am - 3:20pm

**Tuesday** - 8:50am - 3:20pm

**Wednesday** - 8:50am - 2:15pm

**Thursday** - 8:50am - 3:20pm

**Friday** - 8:50am - 1:40pm

# 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.

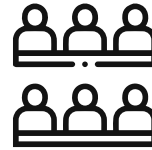
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# ROWAN TIMETABLE



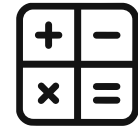
**08:50**  
Arrive



**08:50**  
Tutor



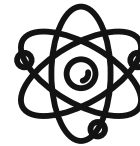
**09:10**  
Lesson 1



**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

**\*School ends at 2:15pm on Wednesday and 1:40pm on a Friday.**

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## SCHOOL COUNCIL

Rowan pupils can be put themselves forward to be part of our School Council. School council is a group of young people from across the school who can pass on ideas on how to make the school better to our leadership team.

We hold an election - if you are voted in you help to make decisions about the school – this could be school uniform or helping to interview members of staff.

School Council hold regular meetings which you must attend, speak at and feedback to the rest of Rowan.

## COMPLAINTS

If you are unhappy about something you have the right to make a complaint. We take this very seriously.

- Fill out a complaints form, which will go to Mrs Hughes
- Talk to a member of staff
- Talk to a member of the senior management team

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

## 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

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

School inspections take a few days to complete and inspectors will spend time asking questions and talking to young people and staff.

