



# YOUNG PERSON'S ROWAN UNIT HANDBOOK



"We believe in children and work with hope to encourage young people to reach their full potential"



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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.

***"Our teachers are very good, and they help you with everything- even when you get stuck, they help you get unstuck!"***

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



# Meet The Staff



Mrs Hughes



Mrs Costard



Mrs Richards



Mr Winter



Mrs Williams



Matt



Mrs Dumbarton



Miss Warren



Miss Bhajwa

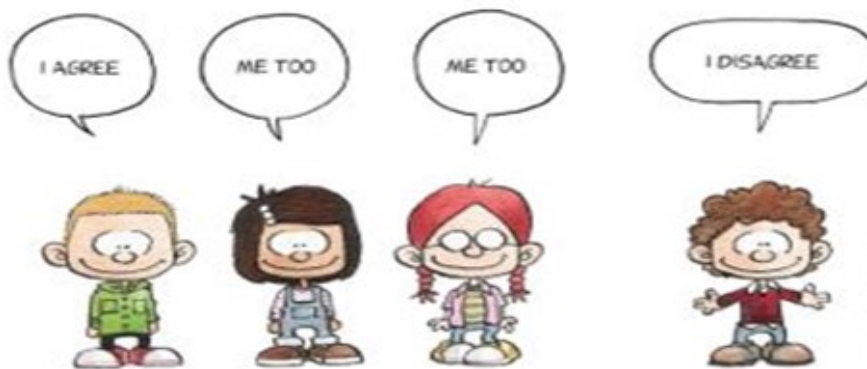


# Care and Respect

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.



# School Routine

## School Opening Times

Monday – 8:50am – 3:20pm (long day)

Tuesday- 8:50am – 3:20pm (long day)

**Wednesday- 8:50am – 2:15pm (short day)**

Thursday – 8:50am – 3:20pm (long day)

**Friday – 8:50am – 1:40pm (short day)**

## School Learning Times

**8:50am** Start of school day. Staff will collect you from your taxi.

**8:50am to 9:10am Tutor group** Meet in your tutor room

**9:10am and 10:00am Lesson 1 & 2**

**10:50am until 11:10am** Snack and Free-time

**11:10am and 12:00pm Lesson 3 & 4**

**12.50pm** Lunchtime and then free time

*There are always three main meal choices for lunch; one of these is a vegetarian option; don't forget your pudding too!*

**12:40pm and 2:30pm Lesson 5 & 6**

**3.20pm** End of school day Monday, Tuesday and Thursday

(School ends on Wednesday at 2:15pm and 1.40pm on a Friday)



# Learning Activities







High Close School

# Trips and Outings





# Meet the 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!





# 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.

We hold restorative meetings – Find out more here:

<http://www.restorativejustice4schools.co.uk/>





# SOMEONE TO TALK TO

Who can you talk to if you are worried or just feel bothered?

- Any member of the Rowan team
- Any member of the Therapy team
- Any member of the Redwood and Oak teams
- Any of us!

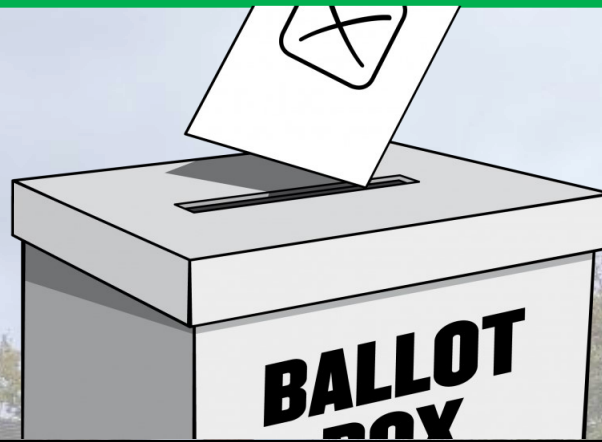
Lots of organisations that you can speak to as well

[Child Line](#), [NSPCC](#). [The Children's Society](#)

All the phone numbers for these and others are on display in the school.



# 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.





# MEDICATION and First Aid

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.

If you are feeling unwell always let an adult know and they can help.





# COMPLAINTS

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

You can:

- Talk to a member of staff
- Fill out a complaints form, which will go to Mrs Hughes
- 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.

