

High Close School

Redwood/Oak Young Persons Handbook



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Welcome

Hello and welcome to Redwood/Oak. We are glad you have joined us.

Redwood/Oak Unit is the Day Pupil unit here at High Close School, and will be your base for social times.

There are also 3 residential units at High Close School called Willows, Cedars and Pinewood.

This booklet is your guide to Redwood/Oak Unit and how we work, it will help you get to know the unit, the staff and what the expectations are. This will hopefully make settling in a lot easier for you.

If you want help to read it, any adult will be happy to do so with you.



hello!



All Getting On

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

- Respect peers & 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



Daily Routines

Before School:

When your taxi or parent/carer drops you off in the car park, you should then come to Oak or Redwood (depending on your unit) where you will be greeted by the Redwood team. You can spend this time relaxing, taking part in an activity on offer or have some breakfast in the kitchen. When it is time for school we will all walk over as a unit to start the school day. Any belongings you have brought in must be put away in the Redwood cupboard for safe keeping during the school day (e.g. mobile phone, mp3, bags etc.)

School Day Schedule

8.55am	Tutor or Assembly (Tuesday & Friday)
9.10am	Lesson 1
10.00am	Lesson 2

10.50am—11.10am

Break time, return to Redwood/Oak (depending on your unit). You can spend time relaxing, taking part in an activity on offer or having a snack in the kitchen. When it is time for school we will all walk over to school as a unit.

11.10am	Lesson 3
12.00pm	Lesson 4

12.50pm—1.40pm

Walk to the assembly hall and sit in your designated seat, you will be met by Redwood staff and other young people. Once you have been dismissed from assembly, go to Redwood/Oak (depending on your unit), Oak have lunch at 1st sitting and Redwood have lunch at 2nd sitting. If football is being offered you can play football at lunch and then go to have lunch with staff and other young people afterwards. Once you have finished your lunch and cleared your plates, staff will dismiss you and allow you to return to the unit or go to school. When it is time for school we will all walk over as a unit.

1.40pm	Lesson 5
2.30pm	Lesson 6
3.20pm	End of the day (On a Friday school finishes at 1.40pm)

School

Tutors

Each class has a tutor, young people spend time at the beginning of the 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 such as work on your PAL/ACE and get feedback on your day.

Points System

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, these are recorded on a reward sheet you carry with you and on an online system.

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 awarded 3 points, this means you have worked especially hard and/or behaved in a way that was excellent. Young people who have earned a 3-3 in a lesson will be issued a certificate in assembly on Friday. It has been known for teachers to award 4's in class on special occasions. This requires you to be absolutely outstanding in class and this contributes to your Trading Post money.

Raffle tickets are given for outstanding work or behaviour, all young people who earn raffle tickets have their name put into a box in assembly on Friday, if their name is picked out they get to choose a prize.

The top 3 earners of both will receive a certificate in assembly. Points are 'banked' and you can spend what you have earned half-termly at 'Trading Post' where you can buy all sorts of gifts.

Uniforms

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

Your uniform includes:

- Black trousers, skirt or shorts in warmer months
 - A coloured polo shirt

Pinewood = Blue Cedars = Red

Willows = Maroon Redwood/Oak = Green Primary = Light Blue

- A black V neck jumper or black fleece
 - Black shoes or trainers

PE Kit

When you do fitness or PE you must wear suitable clothing, for example shorts or jogging bottoms. Tops will be given to you by PE.

School Council

At High Close School we have a School Council. This is made up of up to 2 young people from each unit 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 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.

To be considered for this you must make sure you are trying really hard in all areas. Some things School Council members are involved in are decisions on school uniform, interviewing new staff or showing visitors around.

The members of the School Council also get to go on a special activity at different times throughout the year as a reward for their contribution and representing the school.

Meal Times

Break Time (10.50am - 11.10am)

If you are hungry at break time you can come straight to the kitchen before you start any activities. You can have toast, fruit and water. You must wash up everything you use and leave it to dry in the draining board before leaving for school.

Lunch Time (12.50pm - 1.40pm)

When you are dismissed from assembly, if you are in Oak unit you will be eating at first sitting so go straight to the dining hall, Redwood unit members eat at 2nd sitting so are required to go up to the unit until staff go with you to the dining hall. Take your tray back before sitting down to eat your meal. Use good table manners, if you are unsure what these are staff will help you. When you have finished your meal, clear your plates and make sure your area is tidy, wait in your seat until you are dismissed by staff to go to your unit.

Football is sometimes offered at lunchtimes and if you wish to play you must be given permission by staff. The group will go to the dining hall together after football to eat and then go to school.

Medication

If you take medication we will store this for you in a locked cabinet in the Redwood office. Staff will give you your medication at the times it is prescribed.

Please feel free to speak to staff if you need anything at all relating to any personal needs you have.

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 others 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 in the unit.

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.



Link Workers

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

What do link workers do?

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

They can advocate (put your views across) for you if you wish them to. They will also explain anything that you are unsure about or help you in asking questions you may have in these meetings. Every young person has a link worker and these are really important relationships. If you are unhappy with the member of staff who is your link worker you may speak to the Unit Team Leader 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, link workers and the School's Counsellor, you can also speak to people that do not work at the school.

There are also lots of organisations that you can speak to as well, some of these are 'FRANK', ChildLine, The Children's Rights Director.

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 including:

- Talking to a member of staff
- Filling out a complaints form, which will go to the Unit Team Leader to deal with
 - Talking to a member of the Senior Leadership Team
- Fill out a complaints sheet which will be sent to Barnardo's Complaints Department at Head Office

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 may have. You can ask a member of staff for a complaints form.

Ofsted

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

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 a bit better they will help it to improve.

School inspectors will spend time in each unit talking to young people and staff. Before the inspection, the inspectors will visit and ask all young people to fill out a questionnaire, where you can give your honest opinion about the unit and the staff.

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