

**Our vision** is to empower our learners to achieve their best outcomes through high quality education, in preparation for life. Here we celebrate being unique individuals and develop unearthed potential.

## **Key information**

### **Times of the school day**

Learners arrive to the school site and met by school staff.

9:00 – 9:30 Tutorial Lesson 1 and breakfast club

9:30-10:15 Lesson 2

10:15-11:00 Lesson 3

BREAK

11:15-12:00 Lesson 4

LUNCH

12:45-1:30 Lesson 5

1:30-2:15 Lesson 6

2:15-3:00 Lesson 7 (including COPPER time celebrations)

Learners escorted to their transport home by school staff.

### **Catering**

The school provides a snack of toast or fruit on arrival. Lunch will be provided and cooked by our in house school cook who will publish a menu where specific needs will be catered for. Our cook is skilled in adapting the menu choices and will endeavour to do so wherever possible in the case of choice requests.

During the referral process, the school will ask for any dietary requirements to be provided to us including allergies and specific diet and health information. Where required this will inform our individual risk assessments. We will ask parents and carers to keep us updated with any changes to allergies to ensure the highest level of safety.

If our learners wish to bring their own food to eat the school, there will be storage for this each day.

All learners are asked to bring a reuseable bottle of water or juice each day. \*Please note we do not allow carbonated sugar drinks, energy drinks or similar in school. Learners will be able to or supported to fill their bottles up during the day as needed.

### **Breaks and lunchtimes**

We will encourage our learners to spend social time together as groups, in our lunch hall. We feel this is an essential part of developing social skills and forging relationships with peers and adults, as well as skills for independence into life. However we also understand that this may be challenging for our learners and therefore we provide alternative opportunities for our learners during breaks and lunchtimes:

- Extra-curricular activities (please see our ongoing updated schedule for the term)

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- Quiet spaces including in dark tents, quiet rooms.
- Outdoor play equipment (weather dependent for safety)
- Indoor play
- Immersion room

### School Uniform

The school will provide one school jumper and 3 white polo shirts. Additional logo uniform with the school logo can be purchased from Westcountry Embroidery <http://westcountryembroidery.com/>. We understand that finding appropriate clothing and shoes, for some children can be challenging. As such, we made the decision to make our uniform optional. We do not wish wearing our school uniform to be a barrier to children coming to school. Our uniform list is shown below:

- School jumper with logo  
\*or Parents/carers can supply their own jumper which must be either blue or black (plain, no brands)
- White Polo or T-shirt
- Black trousers or Jogging bottoms
- School shoes or trainers.

#### PE kit:

- White round neck T-shirt
- Black shorts
- Trainers

### Holiday requests:

Holiday requests must be made using the holiday request form and submitted at least 2 weeks before the first date of absence. The Headteacher reserves the right to refuse approved absence where attendance is a concern and/or where repeated absences occur. We will consider each application on case-by-case basis.

### Attendance

Safeguarding is paramount to ensuring our learners are safe and accounted for. Our safeguarding team monitor attendance and work closely with parents, carers and professionals where appropriate to maintain good attendance and support where there are barriers to accessing the school.

Our desired attendance for each learner is 95% or above. Anything below this will be considered below expected attendance. Low attendance can trigger an attendance action plan to support our learners in increasing their attendance at school.

To support us in safeguarding our learners, please ensure that any absence is reported to the reception desk on **01822 660342** each morning of absence no later than **9:00am**.

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### Mobile phones and technology

Please support us in safeguarding our learners and ensuring their learning is uninterrupted. We ask you refer to and are clear on the schools' Mobile and Smart technology policy. We ask learners are deterred from bringing them to school for their safety.

Personal electronic devices, including phones, smart watches and iPads, brought onto site by pupils **must be handed in** at the school/college reception.

In exceptional circumstances, a pupil requires access to a personal device in exceptional circumstances, such as for medical assistance and monitoring, this will be discussed with the Headteacher prior to use being permitted.

Resources and technology are available at the school for learners to use.