

Carmarthenshire Secondary Teaching and Learning Centre



PARENT/CARER INFORMATION 2015 – 2016

Contents

Aims

Centre Staff

Staff and Pupil Conduct

Uniform

Pupil Absence

Curriculum

Wellbeing Intervention Centre

Qualifications

Assessments

Timetable

Behaviour Management

Reward System

Parent/Carer Contact

Safeguarding Arrangements

Important Points Requesting Your Support

We want this to work

Aims of the Centre

Carmarthenshire Secondary Teaching and Learning Centre was established to cater for up to 42 young people in Years 7 -11. Our centre supports young people who have been permanently excluded, or are at risk of exclusion from their mainstream school, and who, in the opinion of the Director for Education and Children, would benefit from a period of support at the Centre.

At Key Stage 3 we aim to prepare our pupils to re-integrate to mainstream school. At Key Stage 4 we prepare our pupils to sit examinations and assessments and prepare for Post 16 opportunities, including entry to college, training courses or the world of work.

We do this by:

- promoting, as far as possible, a broad and balanced curriculum in which pupils take an active part in their own learning
- recognising the needs of individuals, including any additional learning needs, placing suitable demands on them and stimulating them to achieve success
- encouraging pupils to develop lively, enquiring minds and promoting the growth of independence, self-confidence and self-motivation
- creating an ordered and friendly community where relationships are positive and founded on courtesy, respect and shared values
- developing strong links between home, school and, where appropriate, other relevant agencies.
- Providing a comprehensive range of programmes, strategies and support services to promote the wellbeing of our pupils

Centre staff

Head of Centre	Mrs Jo Antoniazzi	Wellbeing, Safeguarding and Child Protection
Deputy Head of Centre	Mr Nick Lloyd	P.E./Welsh Bacc/RE/PSE
ALNCO	Mrs Rachel Jones (temporary)	Science, D.T. Food Tech, Welsh

Teachers

Ms Josie Chapman	0.6	English & Media Studies
Mrs Lucy Williams	Full time	English, Childcare, Drama & Welsh Bacc
Mr Craig Bush	Full time	ESW, ICT & Maths

Mrs. Rebecca Mason	0.6	Science & ESW
Mrs. Annie Wills	0.2	Art
Mrs. Helen Thompson	Full time	Maths, ICT, Welsh Bacc and ESW
Mr Mathew Evans	Full time	Forest School, Humanities, PE, RE, Centre trips/activities

Attached teachers

Mrs Su Crowther	0.2	DT
Ms. Dawn Davies	0.6	English and Art

Teaching Assistants

Mr Tony James	based Pwll site
Mrs Karen Jones	based Pwll site
Ms. Lisa Matthews	based Pwll site and Wellbeing Intervention Centre
Ms. Laura Rees	based Llwynhendy Site
Mr Ian Evans	based Llwynhendy Site
Mr Paul Emms	based Llwynhendy Site

Youth Support Worker

Mr Richard "Jock" Adler	based Pwll Site
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Caretaker

Mr Ceri Howells

Form tutors

Mrs L Williams

Mrs H Thompson

Mrs R Jones

Mrs J Chapman (Mon/Tue/Thu), Su Crowther (Wed), Annie Wills (Fri)

Mr. M Evans

Mr. C Bush/Mrs. R Mason

Staff and pupil conduct

It is essential that we all work together to ensure that the young people who attend the centre can reach their potential. Although things may not have been working for them in their previous school we really want the pupils to succeed with us. The only way we can make progress with our pupils is to build relationships built upon mutual respect and trust.

Our staff are paid to provide our young people with an education with the additional understanding and empathy recognising that they attend our centre as mainstream school has not enabled them to engage in their learning positively.

All of our staff fully understand that our pupils may come to the centre feeling negative and sometimes distressed or emotional. We ask that you encourage your child or person in your care to speak to us if they feel unsettled or emotional so that we can plan to support them without conflict and consequences.

We genuinely want to support the pupils. We must work together to achieve this. Our staff should not be subjected to aggressive and abusive language nor should threats or aggressive behaviour towards them be tolerated. This behaviour would not be tolerated in any workplace and the staff would never treat pupils in that manner.

We hope that by building up supportive and trusting relationships we will be able to make progress together.

Uniform requirements

All pupils are expected to wear a school uniform. Having a dress code contributes towards the tone of the Centre and good order. All colleagues have a responsibility to ensure that pupils abide by the uniform requirements. School sweatshirts, polo shirts are available from Manhattan Marketing in Llanelli. The school uniform is as follows:

Girls

Boys

Key Stage 3

Girls

Black trousers/skirts
White polo shirt with centre logo
Black Hoody (with centre logo)
Black shoes (with sensible heels)
Or Black trainers

Boys

Black trousers
White polo shirt with centre logo
Black Hoody (with centre logo)
Black shoes/trainers
Or Black trainers

Alternatively, pupils may choose to continue to wear the school uniform of their home school.

Key Stage 4

Girls

Black trousers/skirts
Blue polo shirt with centre logo
Blue Hoody (with centre logo)
Black shoes (with sensible heels)
Or Black trainers

Boys

Black trousers
Blue polo shirt with centre logo
Blue Hoody (with centre logo)
Black shoes/trainers

******IMPORTANT NOTE:** We would be hugely grateful for your support with uniform. When pupils arrive in non-uniform clothes they receive a consequence which results in conflict and a negative start to the day. Pupils have turned up in nightwear, items promoting drugs, inappropriate logos and this is not acceptable. We want to avoid conflict wherever possible so your support ensuring your child wears uniform is greatly appreciated.****

All pupils

- On the grounds of health and safety, the only jewellery that is appropriate are stud earrings and a watch
- Body piercing is potentially hazardous and pupils may be required to remove the item in question or cover it with a plaster.

- Inappropriate jewellery can be confiscated, placed in a sealed envelope and returned to the pupil at a designated time, usually at the end of the school day.

Outdoor clothing

- A raincoat or fleece in grey or black is recommended.

PE/Outdoor Activities

P.E. Uniform is simply tracksuit/jogging bottoms and a t/shirt.

Pupils will be advised of suitable clothing specific to the outdoor activity they are to engage in.

Pupil absence procedures

If your child or child in your care is ill it is essential that you contact the Centre to inform of the absence and the reason for the absence

Llwynhendy Site telephone number

Pwll Site telephone number

We must be informed before 9.15am to record the attendance figures. If we do not have a reason staff at the Centre need to investigate the absence as it is a directive that we must have clear and accurate records.

It is also our responsibility to contact other support agencies if there is are frequent absences as this is considered a safeguarding issue. Please do not hesitate to contact Mrs. J Antoniazzi to discuss attendance issues.

Curriculum

Our curriculum is currently developing to meet the needs of both statutory requirements but also the needs of our different learners. After discussion with staff, parents and pupils we have developed a broad and balanced curriculum based on the differing needs of our young people.

At the Llwynhendy Site we offer a curriculum with greater emphasis on academic subjects for those pupils who feel more able to concentrate and remain focussed for the majority of each day.

At the Pwll Site we offer a curriculum with greater emphasis on practical and outdoor activities for those young people who find that they can focus for short periods in the day and require activities to enable them to remain on task throughout the day.

Both sites provide additional learning support and wellbeing support.

Wellbeing Intervention Centre

As a pilot project for 2015-16 academic year we are introducing and developing a Wellbeing Intervention Centre. This is located on the Pwll Site. This Centre will be used to address the needs of our young people who are finding the majority of the day simply too difficult to cope with. In the centre they will receive a high level of individual support to address wellbeing concerns and provide a quiet place with few distractions.

Our plan is to also to develop this centre to be used as a restorative approaches centre where pupils, who may have incurred a fixed term exclusion in the past, can work to resolve issues and conflict stopping them from being able to engage effectively in their learning.

Qualifications offered

Qualifications offered at Key Stage 4

GCSE Course Details

Subject	Year Group	Board	Qualification
Art	10	WJEC	Full Course Course
	11	WJEC	
DT	10	WJEC	Entry Pathways
	11	WJEC	
English	10	WJEC	Full Course Full Course
	11	WJEC	
English Literature	11	WJEC	L1/L2 Certificate
ICT	10	OCR	Full Course Short Course
	11	OCR	
Science	10	WJEC	Double Award Single Award
	11	WJEC	
Media	11	WJEC	Full Course
Numeracy	10	WJEC	Full Course
Mathematics	10	WJEC	Full Course Full Course
	11		
Physical Education	10 and 11	WJEC	Short Course
Religious Education	10	WJEC Spec B	Short Course Short Course
	11	WJEC Spec B	
Drama	10	WJEC	Full Course
Child Development	10	WJEC	Full Course Full Course
	11	WJEC	
Skills Certificate	10	WJEC	Global Citizenship/ Enterprise and Employment
ESW	11	WJEC	ESW- Comms, AoN

			Etc.
Welsh	10 11	WJEC WJEC	Entry Pathways

Subjects taught at Key Stage 3

English Maths Science
 ICT Welsh Art
 Humanities R.E P.E
 P.S.E D.T Food Technology

Forest Schools

Wellbeing Interventions

Pupil progress and assessment

Pupils are assessed upon entry to the centre and intervention planned accordingly. Although teacher assessment of pupils is continuous pupils sit formal assessments three times per year at KS3 at the end of each term. At KS4 pupils sit formal assessments twice per year. Every term Pupil Progress is provided to parents/carers.

Timetable matters

There are 6 lessons per day.

	PWLL SITE	LLWYNHENDY SITE
registration/tutorial	09.10am – 09.30am	09.10am – 09.30am
Lesson 1	09.30am – 10.10am	09.30am – 10.10am
Lesson 2	10.10am – 10.50am	10.10am – 10.55am
BREAK	10.50am – 11.10am	10.55am – 11.15am
Lesson 3	11.10am – 11.55am	11.15am – 12.00noon
Lesson 4	11.55am – 12.40pm	12 noon - 12.45pm
LUNCH	12.40pm – 01.20pm	12.45pm – 01.35pm
Lesson 5	01.20pm - 02.05pm	01.35pm – 02.20pm

Lesson 6	02.05pm – 02.50pm	02.20pm – 03.00pm
Tutorial	02.50pm – 03.00pm	03.00pm – 03.10pm
Taxi Duty	03.00pm – 03.15pm	03.10pm – 03.20pm

Behaviour management

Managing the behaviour of our young people is the key duty of every single member of staff. It is ESSENTIAL that all staff work together to ensure that our Behaviour Management Policy is followed consistently.

There is no ‘magic’ strategy to manage behaviour but the most positive way of managing behaviour is to build positive relationships with our pupils based on mutual respect and empathy. It is our duty to model the behaviour we expect from our pupils.

Please read the centre’s Behaviour Management Policy for full details. This is available on the centres website. Essential points to remember:

Staff must attempt to diffuse any confrontation/challenge

Our ethos is to resolve conflict and find a solution to a problem. We do not follow an ‘us and them’ approach between staff and pupils. We all work together and we all seek to support each other. Empathy for the needs of our young people is essential if we are to make progress building relationships. We are also here to support each other as a whole team of staff and it is essential that support is sought if required.

All staff must use Restorative Approaches as our first course of action when dealing with an incident. (see full Behaviour Management Policy).

If a member of staff gives a pupil ‘time’ for repeatedly breaking an agreed rule or repeatedly behaving in an unacceptable manner it is ONLY that same member of staff who can reduce that time given. This is in line with restorative approaches where an inappropriate action can be resolved through an agreed action i.e. a pupil apologising, agreeing to complete work they initially refused to engage in and so on.

Reward system

Our pupils need encouragement and motivation to engage and focus in their learning. One of the ways we encourage and praise our pupils for their achievements is by our rewards system.

In addition to the positive praise and verbal encouragement we offer a number of rewards.

1,000 points chart: All pupils are given points throughout the day for good work, positive behaviour, complying with centre rules, additional effort with work and so on.

- First Prize £15.00 gift voucher
- Second Prize £10.00 gift voucher
- Third Prize £ 5.00 gift voucher

Raffle Tickets

Pupils can be given raffle tickets to reward positive behaviour, work and any aspect which deserves merit. Children are handed the raffle tickets which they write their name on. The raffle tickets are all placed into a raffle container. During the weekly merit assembly three names are drawn from the raffles. Pupils can choose a reward from the selection available.

To ensure that we are consistent with the number of raffle tickets given the whole staff have agreed that a maximum of 15 raffle tickets can be given in each lesson.

Certificates

Pupils receive a certificate for 100% attendance together with a choice of reward from the selection available.

End of Term Activities

Pupils who have shown positive improvements and made consistent efforts in both their work and behaviour may be invited to attend an off-site activity.

Parent/Carer contact

Following briefing at the end of the day we may deem it appropriate to make a phone call home to praise a pupil if they have had a particularly good day or there is a positive piece of information to pass on.

Safeguarding arrangements

Mrs. Jo Antoniazzi is the Senior Designated Safeguarding Officer. Any safeguarding concerns should be directed to Mrs. Antoniazzi on the same day. If the safeguarding issue is a disclosure or a potential Child Protection Issue this must be directed to Mrs Antoniazzi IMMEDIATELY. Please see Child Protection Policy with guidelines regarding safeguarding and procedures.

All staff have Foundation Safeguarding Training as part of their Induction and annually thereafter. Mrs Antoniazzi is a safeguarding trainer for the county.

Please note that safeguarding is a huge priority for us due to the often vulnerable nature of the young people we work with. We would like to stress that if we contact Social Services to report a concern it is our duty and responsibility to do this. We want to always have positive relationships with parents and carers to ensure that we are providing the highest level of support and care for our young people.

Please read our Safeguarding Policy and Procedure for full details on our Centre website

IMPORTANT POINTS REQUESTING YOUR SUPPORT

Mobile phones

We have huge issues regarding mobile phones. We therefore request that you support us in not allowing your child or person in your care to bring in their phone.

We have several reasons for imposing this rule:

Cyber bullying Facebook and other social networking sites cause us massive issues. Often issues occur outside of school but are brought into the centre. This causes disruption to the day with vulnerable and volatile children reacting to outside issues. Cyber bullying is a serious concern as increasing number of suicides are recorded following social media incidents. We therefore request your support to enable your child to have a break from their phone just for the short hours they are with us.

If pupils bring in their phones they must hand them in to their form tutor first thing in the morning and they can have them back at the end of the day.

Should a pupil need to contact home or they need to be contacted the centre are happy to allow or accept essential calls to be made.

Refusal to accept this rule will result in consequences (detention at break/lunch). This causes huge issues with pupils which often is blown out of all proportion and creates disruption to their learning throughout the day.

Leaving the Building

If pupils leave the site without authority we do not pursue them as we are surrounded by very busy roads. We do not want to be in a situation where we may be perceived as pursuing the pupil which may result in a road accident. We allow 15 minutes for the pupil to return. If they do not we phone home to inform. The police may be contacted to describe the young person who has left the building.

Damage to Property and Equipment.

We are aware that we work with volatile young people and do everything that we can to keep situations calm and de-escalate our pupils emotions. However, we have spent large amounts of money improving security in the building, improving the buildings and resources and equipment.

Should a pupil cause damage or destruction to the building, fixtures, fittings or equipment the parents/carers will receive an invoice from the Local Authority requesting payment for the repair (where possible) or replacement (where necessary) of this damage or destruction.

Medication

If your child is prescribed medication please inform us to ensure that we can keep the medication secure

If your child is on regular medication and the medication or dosage changes please inform us to ensure that we can record this.

Exclusions

We DO NOT want to exclude our pupils. We genuinely want to resolve issues rather than punish. We have introduced the Wellbeing Intervention Centre and use Restorative Approaches to do this. However, if a child persistently refuses to follow rules, acts in a dangerous manner and refuses to engage in learning we must consider the other pupils. All of our pupils are very aware of FAIRNESS and if one pupil doesn't follow a rule then all pupils feel the same and learning will not take place plus dangerous behaviour begins to become increasingly difficult to manage.

We must also stress that violence will not be tolerated. Pupils are given every opportunity to seek support and given opportunities to find places to calm their emotions. If a member of staff is assaulted they have every right to contact the police and press charges. As the Head of Centre I would also be seeking county advice to seek an alternative placement for the pupil.

We want this to work

I must stress that all of the staff have a great deal of empathy and passion to work with our pupils and make a difference. We all want our pupils to enjoy coming to the centre and we all want our pupils to succeed and learn.

We enjoy having close and positive relationships with parents and carers. Please do not hesitate to contact the centre to speak to Mrs. Jo Antoniazzi to discuss concerns or issues and we will seek to resolve issues and provide appropriate support.

Please encourage your child or person in your care to speak to staff so that we learn together and hopefully make their school life a happy experience which provides them with not only learning experiences but also friendships and positive relationships with adults who want to not only educate but help and support.

Kind Regards,

Jo Antoniazzi – Head of Centre