



Parent/Carer Handbook

2023/24

Take 1 Studios
Gregory Boulevard
0115 970 8982

info@take1studios.co.uk

Name:.....

Date:.....



Introduction and Welcome

Welcome to Take 1 Studios: - at what we hope is the start to a positive partnership between ourselves, you, and your child.

We have prepared the Parent & Carer Handbook to provide advice and guidance to you as Parents or Carers, explaining the common procedures adopted by us. We aim, through this handbook to provide you with sufficient information to help you to understand our structure and organisation.

Your child has been placed with us on an alternative education programme and will attend our school on either a full time or part time basis.

We offer qualifications in Music Technology, Business & Enterprise, Digital Skills, Health & Fitness, Arts Award, as well as English and Maths as both GCSE and Functional Skills. We also do intensive work around personal and social development, and at the end of every full term we offer an enrichment week for intense workshops in other subjects such as science and technology, gardening and woodwork. (These subjects are interchangeable).

The induction will cover safeguarding, health & safety, first aid, fire evacuation procedures and much more. We will also discuss half termly targets such as academic progress, attendance and also behaviour.

OUR VISION AND PURPOSE

'To promote social inclusion for the public benefit, by working with people in Nottingham who are socially excluded, to relieve the needs of such people and assist them to integrate into society, by the provision of education; training and support.'

OUR AIMS

To provide a broad and balanced curriculum.

To build up young people's confidence and motivation to learn through the use of a range of learning and teaching styles

Embed key skills in order to prepare children for real-life and everyday situations
Provide opportunities to apply knowledge and learning in practical ways

Use a wealth of relevant resources – in classrooms, outdoors, in the local community and the wider area, including visits and visitors

Shape our curriculum to meet the needs of our young people

OUR VALUES

IT TAKE'S 1 TO MAKE 1

Aims

Take 1 Studios – Centre For Learning, provides a service aimed at Key stage 4 Learners (ages 14-16). These young people may have been permanently excluded, at risk of exclusion or may be without a school place. We aim to provide young people with a flexible and varied education and will monitor, review, and evaluate their progress on a regular basis.

The School Day

Our school hours are 9.00am – 3.00pm, it is important your child arrives on time in order to get the best from their time here. If you have any issues with your child's attendance, please contact us; we will try and support you in any way we can.

Meals and Refreshments

Take 1 offer a free breakfast club to all its pupils providing hot and cold drinks and toast before the day's learning starts. Your child will need to arrive at the centre by 8.45am to benefit from this.

At lunch times, all students are given a 30 minute break in which we will provide either a hot meal: - jacket potatoes with an option of cheese beans and/or tuna, chicken and chips, pasta or rice dishes, pizza and fish. A cold lunch is available as an alternative option. This will consist of sandwiches with various fillings (halal, vegetarian and vegan options will be available), with a packet of crisps, drink, and a snack. Please inform us of any dietary requirements. This menu may occasionally change.

All students whilst on the centre premises are supervised and no student will be allowed offsite at any point throughout the day. You may provide your own packed lunch; however, this must be

carried in a suitable disposable bag/container. Please note that we do not have the facilities to warm or cook food for pupils. Bottled water will be provided for pupils throughout the day.

Please note that fizzy drinks and energy drinks such as Lucozade, Red Bull and Monster are not permitted at Take 1.

Attendance & Lateness

Your child's attendance is vital in ensuring progress is made in learning. A carefully constructed timetable has been planned for your child and they must attend all lessons. Non-attendance will result in your child missing out on very important learning time and this may be very difficult to catch up with. If your child's attendance levels are below a certain percentage, we are required to contact Education Welfare for further intervention.

Lateness becomes truancy after 30 minutes. Please ensure that your child is at school on time every day to ensure good attendance standards are maintained. Failure to do so will result in a poor attendance record and the involvement of the Education Welfare service. Lateness **does** influence overall attendance marks.

Pupils who arrive late will undertake a detention to make up time. This will be either during break/lunch times or after school. If an after-school detention takes place you will be informed. If your child has significant lateness, we will contact you to arrange for them to make up time, this could be at weekends or during school holidays, prior arrangements for this will be made with you.

Take 1 have an attendance team who will liaise with you to aid and support attendance as necessary. Should your child not arrive on time for school in the morning, then the attendance team will contact you to confirm your child is on their way. If you miss this call, please call back as soon as possible to confirm attendance. If your child does not attend and you are uncontactable, a home visit will be carried out.

We are here to support you in improving attendance and ensuring your child gains the best out of their experience with us and ask that you work with us in trying to achieve this.

Absences & Holidays

The only excuse for absence from school is illness, medical appointments, or bereavement of a close relative. Any other absences will require further investigation by the Education Welfare Service. If your child is ill, please contact us as soon as possible. Our lines are open from 8:30am.

If your child has a medical appointment, please ensure they bring a written request from home or an appointment card to Reception. We would appreciate it if you could make medical appointments for your child after 3:00pm as your child may miss out on valuable learning before this time.

Please do not arrange holidays during term time as these will NOT be authorised.

If you have any questions regarding attendance or absences, please contact our Head Teacher – Naomi Fearon.

Emergency Contacts

In case your child becomes ill at school, we will require a telephone number to call in case of an emergency. Please ensure you notify us should the telephone number change so we can ensure we have up to date information. If your child requires emergency

medical treatment and we are unable to contact you, a staff member will accompany your child to the hospital.

Consent Forms

Please scan the QR code and fill in the relevant forms. The forms consist of offsite consent to enable your child to take part in any offsite activities e.g. gym visits, sport activities etc, consent to photography for educational purposes (this could be for course work evidence...etc), consent to PSHE subjects (including sex education and health relationships). Should you wish to change any consents given or give consent where they have been withheld, please contact us.

Behaviour Policy & Rewards System

Pupils are expected to respect behavioural boundaries and show consideration and concern for others. We aim to encourage positive attitudes, values, and behaviours to ensure productive working environments. Our relationships with our pupils are based on care, courtesy and respect and we endeavour to help the children to behave responsibly and thoughtfully. We manage an effective and fair rewards system which encourages good behaviour and engagement in school. We feel rewards are essential in reinforcing and recognising good behaviour and effort. their desire to do well in school.

Students are set behaviour targets each month that can be reached by gaining dojo points. Class Dojo is an online virtual classroom platform where students' behaviour both good and bad is monitored. Parents/Carers are able to join the class Dojo to also keep track of how their child is doing. This is done daily and at the end of each term, the points are tallied up. If students reach their target, they

can earn a voucher of their choice (e.g. Xbox, PlayStation, JD Sports...etc.) Likewise, they can earn trips out at the end of each term.

Please scan the QR to download Class Dojo.



Learning Portals

All pupils will have access to the school learning portals and will be given login details. Should you want a copy of these, please contact reception. We use Skills Forward and Google Classrooms. Specific tasks are set by their teachers daily. These activities contain revision tasks, tests and other material that cover their whole course. Pupils can also access these resources remotely so during times of absence or if they weren't able to complete all tasks in class, they will never miss out! Please see details on how your child logs in below.

E-mails & Google Drive

All pupils will be provided with a Take 1 e-mail address, their e-mail will be their firstname@take1studios.co.uk Pupils will get to choose their passwords on their first day. These e-mail addresses should be used for college or apprenticeship applications and will be used by us for any work experience applications we submit on their behalf or as a communication method between your child and their teachers, it is therefore imperative they get into the habit of checking these regularly.

Their e-mail logins will also give them access to the Google Drive wherever they are.

Other platforms that the emails will be used for are different educational sites like show my homework, skills forward and BBC bitesize ...etc.

Detentions

Pupils can be issued with detentions for persistent poor behaviour and/or lateness to school. Parental consent is not required to issue such detentions. This will be either during break/lunch times or after school. If an after-school detention takes place you will be informed. However, if a lunch time detention is issued Take 1 will ensure there is enough time for the pupil to eat.

Homework and Homework Clubs

All pupils will have access to homework club and catch up sessions to complete any work that wasn't finished during the lesson. These sessions both have access to teachers and extra support.

Child Protection & Safeguarding

We are committed and dedicated to the Safeguarding and protection of your child. Our Designated Safeguarding Lead is Naomi Fearon. Naomi will liaise with Health Authorities, Social Services, Multi Agencies, and the Police naming just a few services. Whenever possible, we will liaise closely with you, keeping you informed of all the aspects of your child's wellbeing. There are however times when in the interest of the welfare of your child, we are required by law to deal directly with the authorities. If you have any serious concerns about your child or any other child, please do not hesitate to contact Naomi for further advice and guidance. We also have a team of DSL's that this information might need to be shared with. Each DSL has a specific case load and could be the lead person communicating with you about your child.

Our team of DSL's are:

- Naomi Fearon
- Courtney Rose
- Roshell McFarlane
- Shannon Berrington

Careers Information and Advice

Staff at Take 1 offer a comprehensive careers service providing advice and guidance on further education, careers, training, and apprenticeships. We will support your child in making their very own CV, completing application forms, interview techniques. We will also accompany them to and from any interviews they may have. We also work with Futures who offer further advice, guidance and support where necessary.

Data Protection (GDPR)

Take 1 collects and uses personal information about staff, pupil, parents, and other individuals who come into contact with the school. This information is gathered to enable us to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.

Schools have a duty to be registered, as Data Controllers, with the Information Commissioner's Office (ICO) detailing the information held and its use. These details are then available on the ICO's website. Schools also have a duty to issue a Fair Processing Notice to all pupils/parents; this summarises the information held on pupils, why it is held and the other parties to whom it may be passed on.

Our full data protection policy and privacy notices are posted on our website or paper copies are available from reception on request.

Relationships and Sex Education

Relationships and sex education is taught within our Personal, Social and Health Education lessons. We feel that effective relationships and sex education is essential if young people are to make responsible and well-informed decisions about their lives. This part of education supports young people through their physical, emotional, spiritual, cultural, and moral development. It teaches our young people to understand human sexuality, respect for themselves and others and enables them to be mature and confident in facing the many different and conflicting pressures on them. Relationships and sex education helps young people to understand the importance of family life, stable and loving relationships, respect love and care. Relationship and Sex Education lessons are a compulsory part of the curriculum. Parents and Carers can obtain our full policy on relationships and sex education by emailing our School Business & Education Manager alternatively if you have any concerns regarding this, please contact us. In the consent forms there is an option to opt out of certain subjects in PSHE should you feel this is best for your child.

Health & Safety and First Aid

Our Health & Safety Policy is in accordance with the Health and Safety at Work Act 1974. Risks Assessments are completed before any activities are carried out and the needs of your child are paramount. Risk assessments are also reviewed annually and/or updated when necessary. If you would like to view a full version of our Health and Safety Policy, please do so by request.

All staff are expected to use their best endeavours in the event of a first aid emergency and have all been first aid trained.

The lead first aid officer is **Melissa Rose**.

The number of appointed persons and first aiders is reviewed annually by the Health and Safety Officers or more frequently when required, for example following an accident or emergency. If you would like to view a full version of our first aid policy, please do so by request or visit our website.

Complaints

We welcome the opportunity to talk about concerns you may have so we can identify areas where we can improve. In the first instance, your concerns should be raised with us by talking to or writing to our Head Teacher – Naomi Fearon. If, however, despite Naomi's best efforts to resolve any issues, you are not satisfied with the outcomes, you should raise your concerns with any one of the Governors detailed on the contacts page of this handbook. We will endeavour to respond to your concerns within 2 weeks. If you wish to view the full Complaints Policy, please contact our school office, or visit our website.

Assessments

We monitor, review, and evaluate your child's personal and academic progress and will liaise with you and agencies working with your child on a regular basis. Each child has an Individual Learning Plan. Staff at Take 1 will meet with your child on a one to one basis to discuss progress, a minimum of once every half term. The plan is reviewed every term and we are happy to meet with you to discuss your child's progress and achievement please contact our main reception where your enquiry will be handed to the appropriate person. Reports are also offered at the end of every full term.

Special Educational Needs

At Take 1 we aim to engage your child in a personalised learning programme to meet your child's individual needs. This is achieved by ensuring that your child receives the appropriate level of support necessary to achieve a positive educational experience. Take 1 complies with the Equality Act 2010 and the Special Educational Needs Regulations 2014 and does not treat disabled pupils 'less favourably'. We promote equality of opportunity between disabled pupils and other pupils and positive attitudes towards disabled people through Personal, Social and Health education. Please contact our main reception if you would like to request our Equality Policy.

Equal Opportunities

We actively promote equal opportunities and instruct all pupils on the basis that we do not discriminate, directly or indirectly, anyone on the grounds of colour of skin, race, culture, nationality, beliefs, sexual orientation, gender, or disability. We aim to equip our pupils with a sound awareness of our diverse society and to understand and appreciate the value of difference. Parents and Carers can obtain our full policies on Equal Opportunities including Gender Equality, Race Equality, and the Disability Equality Policy by requesting these from our main reception.

Mobile Phones and MP3 Players

Your child should be encouraged not to take their mobile phone, tablet, or MP3 device to their educational provider. If your child does bring such devices, they will be asked to hand it in to pupil reception. It will be kept in a secure facility until the end of the educational day. This is to ensure they are able to focus and

achieve their maximum learning potential without distractions and are safeguarded whilst at Take 1.

Drugs & Alcohol Policy

Take 1 is committed to raising the awareness of the effects of drugs on the health and wellbeing of all young people we work with. We aim to promote a clear understanding of the risks related to drug and alcohol abuse. We recognise that some of our pupils may require confidential advice, support and guidance so we work alongside organisations such as CGL to provide extra support. To obtain a full version of our Drugs and Alcohol Policy, please contact the school office.

Bullying

Take 1 operates a zero-tolerance policy in regard to bullying. Our Anti Bullying Policy is posted on our website and we ask that if parents have any concerns about their own child or any other child who attends Take 1 to contact Naomi Fearon immediately.

Parental Support for Pupils

You can make a positive contribution to your child's education by ensuring you:

- ✓ Find time each day to talk to your child about their school day and encourage positive attitudes towards it.
- ✓ Help your child read as much as possible by providing them with newspapers or books.
- ✓ Keep Take 1 informed of any factors that may affect your child's attitude or engagement whilst at school.

Dress Code

A full uniform is not required; we do however ask that smart/casual clothing is worn. For pupils undergoing Health & Fitness practical sessions, a change of clothes is required in order to ensure maximum movement when taking part in the exercises/tasks.

Pupils should ensure their clothing is appropriate for the school environment, during the summer months knee length shorts or skirts are permitted but very short skirts or shorts are not.

Belly tops are not permitted, and all tops should cover the stomach area at all times.

Ripped Jeans should be appropriate, but rips should not be too high or revealing.

During the summer term, crocs are permitted. Sliders and flip flops are strictly prohibited. As are balaclavas, face covering bandanas and ski masks.

Coats and outer wear are not to be worn in the classroom and a box will be provided for each student to put their belongings in.

If pupils arrive in inappropriate clothing, you will be contacted and asked to bring in appropriate clothing or footwear.

Feedback

We value your views and opinions. We would encourage you to speak to our Head Teacher; you will receive a parent feedback form at parents evening at the end of each term. We would ask that you please take the time to complete this as your feedback is important to us to help constantly develop our program and provide the best possible education for your child.

Key Dates

Take 1 School Terms and Holidays Calendar - 2023/24

Aug-23						
M		7	14	21	28	
T	1	8	15	22	29	
W	2	9	16	23	30	
T	3	10	17	24	31	
F	4	11	18	25		
S	5	12	19	26		
S	6	13	20	27		

Sep-23						
M		4	11	18	25	
T		5	12	19	26	
W		6	13	20	27	
T		7	14	21	28	
F	1	8	15	22	29	
S	2	9	16	23	30	
S	3	10	17	24		

Oct-23						
M		2	9	16	23	30
T		3	10	17	24	31
W		4	11	18	25	
T		5	12	19	26	
F		6	13	20	27	
S		7	14	21	28	
S	1	8	15	22	29	

Nov-23						
M		6	13	20	27	
T		7	14	21	28	
W	1	8	15	22	29	
T	2	9	16	23	30	
F	3	10	17	24		
S	4	11	18	25		
S	5	12	19	26		

Dec-23						
M		4	11	18	25	
T		5	12	19	26	
W		6	13	20	27	
T		7	14	21	28	
F	1	8	15	22	29	
S	2	9	16	23	30	
S	3	10	17	24	31	

Jan-24						
M		1	8	15	22	29
T		2	9	16	23	30
W		3	10	17	24	31
T		4	11	18	25	
F		5	12	19	26	
S		6	13	20	27	
S		7	14	21	28	

Feb-24						
M		5	12	19	26	
T		6	13	20	27	
W		7	14	21	28	
T	1	8	15	22	29	
F	2	9	16	23		
S	3	10	17	24		
S	4	11	18	25		




Mar-24						
M		4	11	18	25	
T		5	12	19	26	
W		6	13	20	27	
T		7	14	21	28	
F	1	8	15	22	29	
S	2	9	16	23	30	
S	3	10	17	24	31	

Apr-24						
M		1	8	15	22	29
T		2	9	16	23	30
W		3	10	17	24	
T		4	11	18	25	
F		5	12	19	26	
S		6	13	20	27	
S		7	14	21	28	

May-24						
M		6	13	20	27	
T		7	14	21	28	
W	1	8	15	22	29	
T	2	9	16	23	30	
F	3	10	17	24	31	
S	4	11	18	25		
S	5	12	19	26		

Jun-24						
M		3	10	17	24	
T		4	11	18	25	
W		5	12	19	26	
T		6	13	20	27	
F		7	14	21	28	
S	1	8	15	22	29	
S	2	9	16	23	30	

Jul-24						
M		1	8	15	22	29
T		2	9	16	23	30
W		3	10	17	24	31
T		4	11	18	25	
F		5	12	19	26	
S		6	13	20	27	
S		7	14	21	28	

-  Inset Days
-  Bank Holiday
-  School Holiday

- Half term 1 - 7 weeks 2 days
- Half term 2 - 6 weeks 3 days
- Half term 3 - 5 weeks 2 days
- Half term 4 - 5 weeks 4 days
- Half term 5 - 5 weeks 4 days
- Half term 6 - 8 weeks

Please note - Additional Inset days will be communicated.

Local Support Services

CAMHS CRISIS Team:

Health, social care or education workers can assess whether CAMHS support is needed and make a referral. Parents/carers and young people can also self-refer for CAMHS support using our online form or by calling 0115 854 2299.

Service opening hours

- 8am -10pm on weekdays
- 10am - 6pm at weekends

Contact us on

Telephone: 01158542299 or 01158440560.

Email: CAMHSCrisisTeam@nottshc.nhs.uk

Harmless:

Harmless is a user led organisation that provides a range of services about self-harm and suicide prevention including support, information, training and consultancy to people who self-harm, their friends and families and professionals and those at risk of suicide. The Tomorrow Project offer a suicide crisis pathway for care, as well as a suicide bereavement pathway. Our intention is not to replicate the great services already working around Nottingham, but to provide a service that addresses a gap in current provisions of suicide care. Often, we encounter people who have had difficulty accessing other services due to things like not having a diagnosed mental health difficulty, or by virtue of their suicidal thoughts or behaviours are ineligible for accessing a service. Currently, we support people who are ineligible for primary and secondary care services

E:info@harmless.org.uk

www.harmless.org.uk

KOOTH:

Face to face and online counselling / emotional well-being support service for children and young people
www.kooth.com

Free Counselling Service:

Through the 'Kind Minds' initiative at Take 1 Studios, funded by the Lottery Community Fund, young people aged 11-25 can access free counselling services. This support is provided by qualified and compassionate professionals who offer tailored, flexible services to address various mental health issues, including depression, anxiety, and stress.

If you or someone you know is in need of help, support, or guidance, please contact us at 0115 9708982 or email counselling@take1studios.co.uk.

National Support Services

ChildLine

helpline 0800 11 11 (free, 24-hour access)

www.childline.org.uk

Young Minds

parents' helpline: 0800 802 5544 (Monday to Friday 9.30am-4pm
on free for mobiles and landlines)

www.youngminds.org.uk National charity committed to improving
the mental health of all babies, children and young people.

Provides information for both parents and young people.

NSPCC

helpline: adults 0800 800 5000

Children and young people 0800 11 11

www.nspcc.org.uk

Samaritans

helpline 08457 90 90 90 (24 hour access)

www.samaritans.org

Calm Harm

Calm Harm is a free private app that helps you manage the urge
to self-harm www.calmharm.co.uk/

HOPELine

HOPELineUK is a confidential support and advice service for children and
young people who are worried about how they are feeling and for anyone
concerned about a young person.

T:0800 068 41 41

E:pat@papyrus-uk.org

SMS:07786 209697

Opening hours: Mon-Fri: 10am-10pm

MindFull

www.mindfull.org

Is a service for 11-17 year olds, providing support, information and advice about mental health and emotional wellbeing

National Self-Harm Network

www.nshn.co.uk

Supports and provides information for individual who self-harm as well as family and carers

Useful Information

Take 1 Studios

Take 1 Studios

Gregory Boulevard

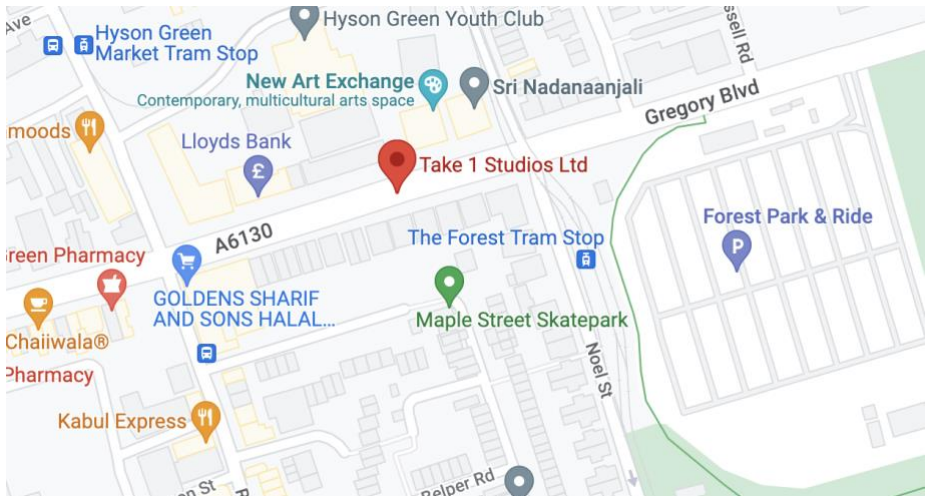
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Chair of Directors

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Naomi Fearon – naomi@take1studios.co.uk

Education Lead & DSL

Shannon Berrington – shannon@take1studios.co.uk

Office Manager & DSL

Roshell McFarlane – roshell@take1studios.co.uk

Please scan to complete emergency contact a



