

# St Thomas's Centre

## Induction Handbook



2020-2021

# **St Thomas's Centre**

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**St Thomas's Centre works with pupils who have experienced difficulties in the mainstream setting, due to medical, social, emotional or behavioural needs.**

**We believe that all our pupils are entitled to the very best education, through a developed and personalised curriculum delivered by highly dedicated, experienced and qualified staff.**

**It is our expectation that every pupil succeeds. No exceptions. No excuses.**

We are very proud of our most recent OFSTED inspection which recognised the school was outstanding in all four areas of the OFSTED framework.

Inspectors reported:

"Teachers and support staff work together exceptionally well so that teaching meets the individual needs of each pupil."

"The curriculum includes a broad range of subjects which capture pupils' interests well."

"The personal development, behaviour and welfare of pupils are outstanding. Pupils are courteous and respectful. Their attitudes to learning are outstanding."

"Pupils say that they 'feel part of a family'. The spiritual, moral, social and cultural development of pupils is strong."

"Inspectors have compelling evidence to judge that the school is outstanding."

"The head teacher and leaders at all levels are skilled in and passionate about supporting pupils with social, emotional or mental health needs."

"This is an exemplary and outward-looking school with outstanding capacity to improve even more."

"Pupils say that they feel valued and respected."

"Pupils want to learn and they demonstrate outstanding attitudes in lessons."

"The quality of teaching, learning and assessment is excellent."

"The quality of teaching, learning and assessment is outstanding."

### **St. Thomas's Centre will:**

- Prepare pupils for reintegration into future educational establishments where appropriate.
- Prepare pupils for adult life and a place in society.
- Ensure good order within the Centre.
- Raise pupils' self-esteem through a person centred approach.
- Develop good relationships within the Centre.
- Encourage pupils to develop a sense of personal responsibility through self discipline and challenge.
- Encourage pupils to develop a sense of "self" and give them the courage to be themselves.
- Encourage pupils to accept and understand other people, including those in authority.

### **St. Thomas's Centre requires pupils to:**

- Attend regularly and on time.
- Be patient, polite and considerate of others.
- Be respectful towards other people's property.
- Be respectful to each other, the staff, Centre and its equipment.
- Remove all outdoor clothing, including headgear, gloves and scarves on entering the building.
- Wear St. Thomas's Centre uniform.
- Switch off mobile phones and other electronic devices and hand to staff at the beginning of the day for secure keeping.

**Offensive weapons or materials must not be brought into the St. Thomas's Centre.**

**Valuables are best left at home.** (If anything valuable is brought into the Centre it should be handed to the classroom teacher to be deposited in a safe place). School does not accept responsibility for valuables brought into school.

**When taking part in visits or activities away from the Centre all pupils are expected to treat other members of the community and their property with respect and courtesy. Whilst travelling to and from their destination pupils must comply with the driver's instructions and adhere to the transport agreement.**

**Pupils are to remain on St. Thomas's site unless given permission to leave.**

## Rules of the Centre

### There are 5 simple rules at St Thomas's

Pupils are encouraged to:

- **Arrive on time and settle down quickly.**
- **Listen to and follow instructions.**
- **Respect other people and their property.**
- **Speak to each other politely and respectfully.**
- **Make a positive contribution to lessons.**

## Rewards

Reward points are awarded to pupils in a way that is relevant to the provision they attend.

- Primary Pupils can gain daily points for following the school rules, good behaviour in the classroom and during playtime.
- A maximum of 50 points must be earned to access Golden time activities at the end of the day.
- Pupils are also awarded Star of the Week and Star of the Day. Both earn stickers for a reward chart. Once the chart is filled pupils are able to select a prize from the prize box.
- Pupils gaining star of the week also can wear a red jumper for the following week.
- There are also weekly and half termly rewards for those children gaining 100% attendance weekly.

KS3 and KS4 pupils gain points for positive behaviour and participation in registration lessons lunchtime and displaying a resilient approach.

In KS3 and KS4 North pupils, are required to meet a target number of points for participation in enrichment time in an afternoon. Bonus points can be awarded throughout the day for positive involvement in the learning environment.

Compulsory Education sessions are attended by those pupils who have not gained the target points score required to achieve enrichment time.

KS3 have a Celebration Assembly each Friday, awarding Star of the Week, attendance and punctuality awards.

KS4 South pupils receive both individual and form awards for positive behaviour and participation.

At St Thomas's sanctions are based on a personal basis and the severity of the incident.

### **Sanctions**

- Verbal warning
- Loss of break time
- Loss of Golden Time/Reward time.
- Compulsory education session
- Loss of enrichment activities
- Parental/Carers contacted
- After school detention
- Meetings with parents and others involved in care of pupil
- Change of teaching group
- Taught in isolation from other pupils
- Personalised curriculum which could include being educated off site
- Fixed period exclusions

**Restorative approaches will be encouraged following any conflict.**

### **Exclusion Procedures**

- St. Thomas's Centre does NOT permanently exclude its pupils.
- St. Thomas's Centre will use short fixed period exclusions in order to review and adapt a pupil's provision, and parents will be promptly informed of the issues arising from the exclusion
- Fixed period / duration are agreed with the Headteacher: only Head/SLT can authorise exclusions.
- Following exclusion, parents will be contacted and invited to a planning / return meeting. Additional professionals involved with the pupil may be invited if appropriate.
- Following the meeting, provision is adapted / strategies agreed and the pupil returns.

### **Team Teach Strategies**

At St Thomas's Centre the majority of young people respond positively to the discipline and behaviour management practised by the staff. This ensures the safety and well-being of all young people and the staff in the Centre. In exceptional circumstances and emergency situations, the behaviour policy requires staff members to work with a young person in such a way that positive handling is used.

All staff at the centre are Team Teach trained, and follow the Team Teach strategies when responding to incidents where there is a developing risk of self-harm to individuals and imminent risk of damage to property.

At St Thomas's our priority is on

- Personalised de-escalation strategies
- Staff will at all times attempt to divert, defuse and de-escalate a given situation using communication skills, humour and distraction.
- To actively reduce risk and the need for restraint.
- To use graduated and graded Team Teach techniques based on providing maximum amount of care, control and therapeutic support for the shortest time necessary to ensure the safety of all concerned.

All incidents requiring Team Teach positive handling techniques will be reported, recorded, monitored and evaluated by the appropriate staff. Parents and carers will be informed whenever an incident occurs.

Team Teach strategies are adopted by St Thomas's with the aim to promote positive behaviour through de-escalation whilst promoting and protecting positive relationships.

The procedures at the Centre are in harmony with "the use of reasonable force" advice from the DfE together with the Education and Inspections Act 2006.

### **Confiscation of Pupils' property and Searching of young people**

To ensure a safe and secure learning environment St Thomas's states that no offensive weapons or materials are brought into the centre. This includes

- Knives and weapons
- Alcohol
- Illegal drugs
- Fireworks
- Pornographic images
- Any article that staff reasonably suspects has been or is likely to be used to commit an offence.

Staff have a statutory power to search pupils' possessions where reasonable grounds for suspicion that a prohibited item is present. St Thomas's recognises its obligations under the European Convention on Human Rights that pupils have a right to expect a reasonable level of personal privacy during a search and that a witness will be present during any search. Centre staff can also confiscate any prohibited items found as a result of a search and will

retain/dispose of any of these items in line with the statutory guidance from the Department for Education and legislation. Parents/carers will be informed if their child has been searched and matters arising from the incident will be discussed.

### **School day and attendance.**

All pupils are expected on school site for a 9am start to formal lessons.

The school day finishes at 2:30pm except Friday at 12.10

Pupils will receive a breakfast from 8:45am.

Any pupils arriving after 9am will be marked as late.

St Thomas's promotes full school attendance. A copy of the full policy is available on request from the school office.

#### **Aims of the attendance policy are:**

1. To ensure individual plans are in place to improve and/or maintain attendance
2. To reduce the number of pupils who persistently do not attend and ensure strategies have been reviewed and LA informed.
3. To consistently ensure safeguarding procedures are in place for those pupils whose attendance is a cause for concern.
4. To make attendance and punctuality a priority for all those associated with St Thomas's including pupils, parents, teachers and The Management Committee.
5. To ensure there is a whole school, graduated response to improving punctuality and attendance.
6. To use data effectively in order to identify groups of pupils and individuals whose absence causes concern and implement appropriate interventions.
7. To track pupils' attendance in order to monitor and evaluate progress.
8. To provide support, advice and guidance to parents and pupils.
9. To use appropriate assessments and develop strong multi-agency links in order to address higher levels of need.

#### **Legal Responsibilities Relating to School Attendance**

Under Section 7 of the 1996 Education Act, a parent is responsible for ensuring that a child of compulsory school age receives an efficient full time education that is suitable to the child's age, aptitude and ability and any special educational needs a child might have.

#### **Parental Responsibilities Relating to School Attendance**

Parents must

- Ensure St Thomas's has up to date contact details. This also helps the school to ensure safeguarding. (Where parents/carers do not keep the school up to date with this information, we may need to refer to Children's Services).
- Contact St Thomas's on every day of absence to provide a reason for non-attendance prior to 9.30am.
- Provide medical evidence for absences due to medical appointment or illness where appropriate or at the request of St Thomas's
- Not book holidays within term time. All holidays must take place within the allocated scheduled school holiday periods. (See appendix 1)
- To request any compassionate leave of absence in writing to the Headteacher.
- Work with the school and any other agencies to resolve any difficulties which may affect regular school attendance

### **Registration**

Parents should ensure pupils arrive promptly to school. They may attend breakfast club at 8:45am. Formal registration and lessons begin at 9:00am. This means that any pupil who arrives after 9:00am will be recorded as being late. Where lates are regular, parents/carers will be invited into the school to meet with the provision leader to discuss this as a concern and will be offered support, where barriers to positive punctuality have been identified. A support plan will be put into place by the Provision Leader which will be monitored and reviewed weekly.

A pupil arriving after 10:00am, will be marked as late after the register closes. This is regarded as an unauthorised absence for the session. Where lateness is persistent, the school may issue a warning to parents/carers. If lateness continues following this warning, the school may issue a Fixed Penalty Notice, which can incur a fine of £120 per parent, per child. Where a pupil has additional unauthorised absences, the Local Authority may prosecute parents through the courts.

A pupil arriving in school after 9:30am should report to the main reception, giving a reason. The admin team will record as late on SIMs and include the reason.

### **Leave of Absence in Term Time**

St Thomas's is committed to maximising the potential of every child and good attendance and punctuality are essential to this aim. We feel this will be achieved, with the support of parents/carers by ensuring that holidays are not taken in school time. Absence during term time for any reasons interrupts the continuity of teaching and learning and disrupts the educational progress of pupils.

### **The Law**

From 1<sup>st</sup> September 2013, the Department for Education changed the way schools look at applications for holidays in term time. ALL schools and academies both at secondary and primary level have been directed to not authorise any holidays in term time. Any reference



to holidays has now been removed from documents. (The Education, Pupil Registration, England, Amendment, Regulations 2013).

- (i) St Thomas's will **not** grant permission for holidays or extended leave to be taken in term time.
- (ii) St Thomas's will only consider leave of absence for compassionate leave, in exceptional circumstances, for one period of absence lasting up to **five days**. This can be applied for in writing to The Headteacher. A meeting will be arranged to consider the application further. Any travel arrangements should **not** be made prior to leave being authorised as the school will not be held responsible for any costs incurred.

### **Special and Exceptional Circumstances**

The Headteacher or person designated by the Headteacher may consider that the following circumstances are "special" or "exceptional". (This is not an extensive list)

- Unavoidable circumstances e.g. the parent/carer has inflexible leave allocation and this has been confirmed by the employer.
- A family member is seriously ill.
- There has been a death or significant trauma in the family.

**PLEASE NOTE IF AUTHORISED, A MAXIMUM OF FIVE SCHOOL DAYS MAY BE GRANTED**

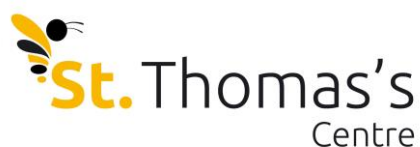
#### **However**

- Availability of "cheap" holidays
- Availability of desired accommodation
- The prospect of better weather
- Weddings
- Birthdays

would not be considered as exceptional circumstances and therefore compassionate leave of absence will NOT be granted.

**ST THOMAS'S ADVISES YOU NOT TO BOOK FLIGHTS OR TRAVEL ARRANGEMENTS UNTIL  
THE APPLICATION FOR EXCEPTIONAL LEAVE HAS BEEN GRANTED**





## St Thomas's Centre

### SCHOOL TERM AND HOLIDAY PATTERN 2020/2021

#### **AUTUMN TERM 2020**

Re-open on	Tuesday 1 September 2020
<i>Pupils return</i>	<i>Thursday 3 September 2020</i>
Mid Term Closure	Monday 26 October - Friday 30 October 2020 (inc)
<i>Pupils return</i>	<i>Monday 2 November 2020</i>
<i>Pupils finish after school</i>	<i>Thursday 17 December 2020</i>
Closure after school on	Friday 18 December 2020
Number of openings	74

#### **SPRING TERM 2021**

Re-open on	Monday 4 January 2021
<i>Pupils return</i>	<i>Monday 4 January 2021</i>
Mid Term Closure	Monday 15 February - Friday 19 February 2021 (inc)
<i>Pupils return</i>	<i>Monday 22 February 2021</i>
Closure after school on	Friday 26 March 2021
Number of openings	55

#### **SUMMER TERM 2021**

Re-open on	Monday 12 April 2021
<i>Pupils return</i>	<i>Monday 12 April 2021</i>
May Day Closure	Monday 3 May 2021
Mid Term Closure	Monday 31 May - Friday 04 June 2021 (incl)
<i>Pupils return</i>	<i>Monday 7 June 2021</i>
<i>Pupils finish after school</i>	<i>Friday 16 July 2021</i>
Closure after school	Tuesday 20 July 2021

#### **In Set Days – Pupils do not attend on these days**

Tuesday 1st September 2020  
Wednesday 2nd September 2020  
Friday 18th December 2020  
Monday 19th July 2021

Tuesday 20th July 2021

## **Privacy Notice (How we use pupil information)**

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Medical Information
- Special Educational Needs Information
- Exclusion/Behavioural information

### **Why we collect and use this information**

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

### **The lawful basis on which we use this information**

We collect and use pupil information under the following conditions contained within Article 6(1) of the GDPR:

- (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- (c) Legal obligation: the processing is necessary for you to comply with the law
- (d) Vital interests: the processing is necessary to protect someone's life.
- (e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- (f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Where we process special category data we identify an additional processing condition within Article 9(2) of the GDPR:

### **Collecting pupil information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

## Storing pupil data

We hold pupil data for a specified period which is detailed in the School's retention schedule which is contained within the IRMS's Information Management Toolkit for Schools. A copy of the retention schedule is available on request from the School's Data Protection Officer.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education
- National Health Service

## Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to pass information about our pupils to the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## Youth support services

### Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

### Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or

training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

## **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

## Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact [aleaver@stthomas.blackburn.sch.uk](mailto:aleaver@stthomas.blackburn.sch.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss anything in this privacy notice, please contact:

Mr Lee Gardener  
Data Protection Officer  
Blackburn Town Hall (G Floor), Blackburn, BB1 7DY or  
[Schools.IG@blackburn.gov.uk](mailto:Schools.IG@blackburn.gov.uk)