

# Welcome to



## Handbook 2018-2019



“Building a future in education for our young people”

Dear Registered managers/Corporate parents/Staff,

On behalf of the staff, pupil's and governors I would like to welcome you to Meadows School. I hope that this handbook will begin to help you see what our wonderful school can offer your young people.

I feel very privileged to be introducing myself as the new Headteacher. I have worked here for five years, three years of which I have spent as Deputy Headteacher and Company SENCO. The positive, warm atmosphere and constant drive for improvement at Meadows School makes it a very special place. Your young person will be placed at the heart of everything we do. Our team of staff are skilled, hardworking and committed to developing all of your child, not just academic ability. We recognize that success for every child will be different and we celebrate this in numerous ways. Achievement and positive engagement are encouraged using a positive behavioural approach.

We know how valuable each day at school is, so we want all of our students to be happy, safe and to access an exciting, broad curriculum. To support this, I am proud to offer your child the unique opportunity to learn and thrive at The Agricultural and Rural Centre CIC, SMS Alternative opportunities and Links4Life Leisure as part of their learning day. Some of our most recent developments include the development of our careers path through becoming a registered Centre for **Inspiring IAG** to deliver The Quality in Careers Standard. This exciting opportunity will ensure that our pupils receive an outstanding opportunity to reach their full potential in the world of work. We aim to extend opportunities in sport, dance and drama for our pupils in 2018 and will also be expanding our curriculum to include Creative Art and Citizenship.

We have a delightful school building that offers pupils a base for assessments, exams and intervention as well as a base for the C behaviour for learning system. We pride ourselves in the facilities that we offer our pupils, both at the school, The ARC and Links4life which include a three Acre farming experience with specialist polytunnels, sensory gardens, allotment areas, animal paddocks, classrooms, study areas, and a teepee, a Health and Beauty salon and a vintage tearoom. We also have the opportunity for pupils to learn mountain biking, canoeing, sailing, rock climbing and archery every week as well as the use of a junior gym and indoor sports facilities.

We aim to work closely with all of our Meadows Care services to provide you with a good service, you are welcome to come into school at any time to discuss any issues. You know your child best and we believe that working together is the best way. Home school feedback on ClearCare, home visits and social events are all part of this partnership.

If there is anything else you need to know then please get in touch and come and talk to us.

We love our school and we hope that you will too.

Best wishes

**Paula Forth**

Head of Meadows School



## Meadows school

### We aim to:

- Promote success by ensuring pupils fulfil their potential in all aspects of education.
- Know our pupils and the progress they make from their starting point.
- Create a caring, stimulating, challenging environment, free from inhibiting pressures and restrictions, where pupils can grow in confidence and self-esteem.
- Value the contribution of Registered Managers, their staff, Meadows school governors, the community and other agencies by involving them whenever possible in the life and work of the school.
- Promote an atmosphere of openness, personal dignity and worth, tolerance and respect for others, regardless of disability, race, colour, creed, gender or age, promoting British values
- Encourage positive behaviour and attitudes
- Provide a broad, balanced, well-resourced curriculum
- Provide a wide range of relevant and motivating experiences
- Recognize achievements throughout the school, by the use of appropriate rewards.
- Provide a Behaviour for learning that is effective and consistently used for all pupils.
- Support the professional development of all staff
- Develop and work within clear policies and guidelines
- Encourage independence and involve pupils in making informed choices
- Integrate pupils with their peers and the local community.
- Harness a bespoke and therapeutic approach to learning through bespoke and pupil centered timetables.

Our first priority is children's welfare and therefore there may be occasions when we have to consult other agencies even before we contact Staff/Carers. The procedures we follow have been laid down by Meadows Care Ltd Safeguarding procedures. If you want to know more about these procedures please speak to the Headteacher.

# Meet the team.

## **School:**

Paula Forth - Head of Meadows School

Linda Robinson – QA Manager

Laura Frain – Curriculum Lead

Helen Stansfield – Curriculum Lead

Vacancy – Administration Support

## **Consultants/Supply:**

Beth Kitchen (PE Teacher) Beth Kitchen Activities Ltd.

Danielle Pollitt, (Media and ART teacher)

## **Agricultural and Rural Centre CIC (ARC)**

Ceri Smith, (BA Education (hons) – Operational Director

Stewart Forth – Premises Director

Kevin Smith - Deputy Manager

Deborah Pollitt, (BA honours, PGCSE) - Administration Support/Teacher.

James Rothwell, (BA honours English, PGCSE) - Curriculum Lead.

Suzanne Miller, (BA History) - History Tutor.

## **Meadows School use a range of Specialist Alternative Providers including :**

SMS Ltd

Rubber Soul Ltd.

ACE Training UK.

Whitebridge College Hair and Beauty.

## Meadows School – Our Facilities

### School building on Edgerton Street (Education Hub)

*Egerton House, Wardle Road, Wardle, Rochdale OL12 9EN*

Number of pupils in school at one time = 4 - 6

Purpose of Education Hub = Assessment, Intervention, therapeutic regulation and Exams.

### What do the pupils do here?

Although the school building is small, we are very proud of the service that provide from this building and the facilities we offer. Come inside and you will see lessons taking place like any other school. Our flexible classrooms allow us to offer intervention and 1:1 lessons to close the attainment gap for our pupils. The school also converts to a good assessment and exam area.

This quiet, small, but bright school is perfect for pupils to focus on their termly assessments and internal and external exams.

The school is also used for Literacy, Numeracy, Boxall and Behaviour intervention as required for individual or very small groups of pupils.

### Links 4 Life (PE/Outdoor pursuit)

<https://www.link4life.org.uk>

Number of pupils at Links 4 Life at one time = 10

Purpose of Links4life = PE, Outdoor pursuit.

### PE Team

Beth Kitchen – PE Lead

James Rothwell – Outdoor Pursuit theory (ASDAN)

Kevin Smith – Outdoor Education Lead (ARC)



### What do the pupils do here?

Our pupils often excel in the pursuit of outdoor and sporting activities. Meadows school are proud of the bespoke PE and Outdoor pursuit curriculum that we offer our pupils. Through Links4life, we have access to Astro turf areas, Hollinworth Lake, Junior and Senior gyms and other facilities. All our pupils take part in rock climbing, canoeing, mountain biking and many more activities, even gaining specific qualifications and accreditations in these areas.

Pupils will be asked to wear indoor and outdoor sporting clothing. This is usually trainers, polo shirts, shorts or/and tracksuits and coat for outdoor pursuits. Our PE team will let you know in advance if pupils require any additional clothing for specific events.

# Agricultural and Rural Centre CIC

5 Quarry Road, Romiley, Stockport SK6 4BA, [https:// www.arc-cic.co.uk](https://www.arc-cic.co.uk), mobile: 07468495271 or 07468495274

Number of pupil's at The ARC at one time = 25

Stewart Forth – Director of Premises.

Ceri Smith- Head of Centre

James Rothwell- Curriculum Lead

Niki Baines- SEN Classroom support

Kevin Smith- Outdoor education leading officer.

Natasha Hopwood- Outdoor support/ classroom support

Lindsey Hopwood\_ Outdoor support/ classroom support

Suzannah Miller- History Tutor/Behaviour management



## What do pupils do at The ARC?

The Agricultural and Rural Centre (ARC) is a not-for-profit Alternative provider that works with schools and colleges to enable young people to access the curriculum through the use of animals as a therapeutic support. The ARC has specialist SEN teachers and support staff to ensure that pupils who attend enjoy a hands-on approach to learning. They work closely with Meadows schools to provide a broad and balanced curriculum and to offer additional vocational learning that supports the opportunity for students to enjoy outdoor and healthy activities. Some of the courses that students undertake include: Land Based Studies, Horticultural studies, Outdoor Activities, From Field to Fork, Animal Husbandry, Rural Crafts and Activities and Traditional rural skills.

# What is our school uniform?

## Meadows school uniform

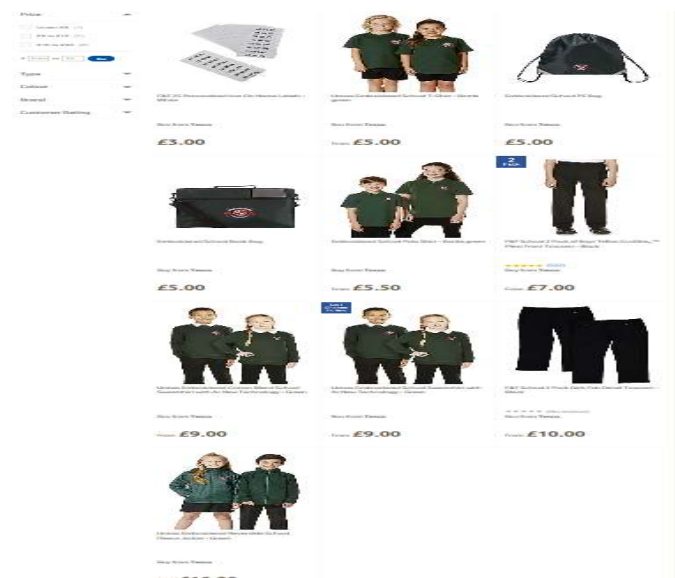
Meadows school uniform is available to purchase on  
[Myclothing.com](http://myclothing.com)

Young people need to wear clothing that is appropriate for working in a classroom as well in the outdoor environment. Clothing will be weather dependent also. In the winter young people are encouraged to wear warm trousers, t-shirt, jumper and wellies (or shoes that they do not mind being dirty) and a warm waterproof coat. In the summer young people can wear appropriate shorts, t-shirt and shoes that cover their toes. Young people are asked to bring sun cream and insect repellent (which can be applied before they arrive) and bottled water.

School = Polo shirt, black pants, sweatshirt, shoes, fleece jacket.

PE = T-Shirt/Polo shirt, PE pants, sweatshirt, trainers, fleece jacket.

ARC = Polo shirt/T-shirt, sweatshirt, pants/jeans, walking boots/wellingtons, fleece jacket.



# Meadows school- Anti-Bullying Contract

*Please read with pupil's, sign and return to Meadows school.*

## MEADOWS CARE DO NOT ACCEPT BULLYING OF ANY KIND BY ANYONE

When bullying goes unnoticed or un-reported everyone is affected. Therefore we have an agreement, which everyone in the house is expected to follow.

By signing this you are agreeing that you will not bully anyone in or outside of the school. If you feel that either you or someone else is being bullied it is important that you report this to any member of staff you feel able to talk to.

You are agreeing to treat everyone as an equal; this includes anyone with different beliefs, sexuality, religion or culture to yourself. It also includes people who are of a different colour or size to you, or who have a disability.

Sometimes it is difficult to understand why people act or think differently to us but it is important that everyone has the chance to offer their opinions, just as you have the right to have your opinions and feelings heard.

You are also agreeing to respect people's personal property and that they respect your property. Everyone should also respect 'personal space' as some people feel uncomfortable when others are too close.

REMEMBER – if you let bullying or 'intimidation' go unreported this is as bad as bullying yourself. If you feel that someone is being bullied it is important to tell!

PLEASE SIGN AND RETURN A COPY TO THE SCHOOL

Young person's

Name.....

Signature.....Date.....





## Behaviour system

At Meadows School we understand that our young people may not have engaged in education for long periods of time, therefore we strive to encourage young people to be more positive about education and motivate them to participate in lessons that will be beneficial to their future success.

However, as in every school, we do establish boundaries and rules for the young people to follow in order to ensure that all young people are safe. At the ARC and Meadows School the C system will continue to act as the system for behaviour as it has proven successful, and popular with our young people. We hope to have your full support in regards to implementing and promoting the C system throughout the academic year.

We expect high standards of behaviour from all pupils and we try very hard to make sure that discipline is based on firmness and fairness. Good behaviour, work and attendance are rewarded through the reward system which awards vouchers and school rewards activities trips. This aims to recognize and reward those pupils who have a positive attitude to learning. Pupils who fail to follow the requirements of the Code of Conduct will be challenged and sanctions will be used to help address the issues. We expect your support for school sanctions because we know that by working together we are able to achieve the best for your child. To support this, we use the "C" system to help identify the behaviour expectations and level of sanction.

When it is decided that a "C3" detention is appropriate carers will be given notice in advance that their child is being detained at the end of the day. Please ensure that you bring your child to the Education Hub for this.

We will not tolerate bullying, violence, threats of violence, bad language, insolence or abuse. These serious incidents are handled through our "C4" system which is carried out at the Education Hub on a Wednesday and/or Friday.

For pupils who are identified as being a high risk to themselves or others, then they will be taught in the home on a bespoke package of learning.

If it is necessary to detain pupils on a C3 or C4 basis then carers should note that these sessions are **COMPULSORY** and must be adhered to as they play an integral part of school discipline.



5 Quarry Road  
Romiley, Stockport  
SK6 4BA

enquiries@arc-cic.co.uk

### Our Behaviour for learning







Here is an example of what to expect for poor behaviour:

- C1 (Chance)** - e.g. Answering back, disrupting others, not listening to instructions, Being impolite to others. Swinging on chair.  
Outcome: You will be given 3 minutes to correct your behaviour.
- C2 (Choice)** repeating a C1 offence, Leaving the table, classroom or group activity without permission, shouting at other pupils, being rude to an adult. Graffiti on school book or other equipment/ furniture.  
Outcome: 3 minutes to correct behaviour.
- C3 - (Consequence)** Swearing at another student, verbal aggression, leaving classroom, criminal damage (low level)  
Outcome: 30 minute removal / timeout or removal from activity at end of the day. Restorative Action
- C4 : (Corrective measure)** Absconding/ leaving centre, smoking, bringing unauthorized objects on site, swearing at adult, Aggressive behaviour. Criminal damage.  
Outcome: Sent back to own school for at least one day or until Centre Managers decides they can return. Restorative work.
- C5 : (Cancel place)** Serious criminal damage, Aggressive behaviour, use of drugs/alcohol. Cruelty to animals. Physical aggression to Adult or pupil.  
Outcome: Loss of place at The ARC.



## Reward system

At Meadows School, Link4life and at the ARC we like to focus on the positive contributions that young people make at school. Each week young people will be rewarded in accordance with a metal type. For example, a gold reward carries a monetary value of seven pounds and fifty pence and a platinum award carries a monetary value of ten pounds. Each week education staff will decide on the level of award for each student and rewards earned will be accumulated and paid to the home towards reward activities etc., on a monthly basis.

<b>PLATINUM</b> 	<b>Engagement</b>  Has engaged fully in <u>all</u> lessons	100%	<b>Progress</b>  Has made sustained progress throughout the week.	100%	<b>Behaviour</b>  No incidences of C1/C2/C3 behaviour.	100%
<b>GOLD</b> 	Has demonstrated a very high-level engagement	95%	Has made significant progress in almost all lessons.	95%	One/two incidences of inappropriate behaviour.	95%
<b>SILVER</b> 	Has engaged in most of lessons.	90%	Has made progress in the majority of lessons.	90%	Several incidences of inappropriate behaviour.	90%
<b>BRONZE</b> 	Has demonstrated some disengagement from lessons	85%	Has made progress in some lessons.	85%	Consistent examples of inappropriate behaviour. Refusals/Verbally aggressive.	85%
<b>AMBER</b> 	Has demonstrated consistent disengagement		Has made minimum progress.	Below 85%	Disruptive behaviour. Damage to property/Aggressive .	Below 85%
<b>RED</b> 	Absent or completely disengaged.		Has made no progress.	0 -50%	Non-attendance /Refused.	0-50%

## Reporting absence.

We understand that, at times, it is difficult to encourage our young people to get up on time and attend education, however it is imperative that pupil's understand the importance of being on time and engaging in education.

If a young person is unwell or is refusing to attend, please contact the school on 07739 659180 or by email to Paula Forth by 8.30am otherwise the young person may receive an inaccurate absent mark. In order to maximize pupil attendance we would also encourage staff members to organize appointments outside of school hours (9.30 – 3.00) where this is possible. Where appointments are made within school hours we would be most grateful if staff inform school with appropriate notice. For example, the school needs to be informed in advance of Personal Education Planning meetings and Looked After Children's reviews, in order to give the young person the correct attendance mark.

## Attendance.

Absence from school for part or all of a day can be permitted only for personal illness or a medical appointment. We would encourage parents/carers to avoid arranging medical and similar appointments during school hours. We would expect that Review meetings are held outside of school hours where possible.

Full attendance is required at all lessons and pupils will be expected to copy up any work that is missed. This will be sent home to be completed in the evening or on Friday afternoon session. To ensure that the school can fulfil its role in the education of all pupils, carers are asked to contact school by telephone and email on the first day of any absence.

On a pupils **RETURN** to school, staff **MUST** email the school giving reasons for and the exact dates of the absence. In all cases the full absence must be covered by an email, which should be given to the school. It is the carers responsibility to inform the school of any absence.

An appointment card or letter must be produced beforehand to cover dental or medical treatment. The pupil will then be marked present if they return to school within that session. Where a lengthy absence is involved (e.g. hospital treatment), please contact the school to ask for appropriate work to be set as soon as the pupil is well enough. In certain cases it is possible for home tuition to be arranged.

If pupils need to leave school during the course of the normal school day, they must be collected by a staff member. A truancy collection system is operated by GM Police and pupils without authorization could be detained.

Law now requires schools to record all absences. Any period of absence not supported by a letter will be considered unauthorized (i.e. truancy). Truancy is dealt with seriously. Meadows school have a Welfare and Attendance Team who monitor all pupils attendance and can call the Registered Manager into a meeting to assess the problem and/or

issue a warning. Carers may be asked to appear before a committee to explain the reason for the truancy/ poor attendance.

We would also like to remind carers that the law with respect to family holidays during term time has changed. Family holidays will, therefore, not be routinely authorized. All holidays taken during term time have to be recorded as an absence and will affect your child's overall attendance record.

**In summary:**

- Unless there are exceptional circumstances in the Headteacher's judgement, family holidays in term time will not be authorized.
- There is no entitlement for pupils to be absent on family holidays during term time.
- Registered Managers, parents and Social workers must seek permission from the school for family holidays or contact during the school day.

### Independent learning.

A large barrier to learning for our pupils is the ability to develop independent learning skills. To help combat this, School will have a 1:1 interview with each pupil every Thursday and then distribute a bespoke piece of work for the pupil to complete independently on a Friday Afternoon.



## Homework.

Homework will be issued to pupils, and sent to each home on Thursday afternoons, homework needs to be completed by 14.30 on Friday and emailed over to Cordy on [cordyhadfield@meadowscare.co.uk](mailto:cordyhadfield@meadowscare.co.uk). If a confirmation email is not sent to the education department this can affect rewards for the young person. We are happy to have an email to confirm that the work has been completed and for it then to be handed into the school or ARC on the following Monday, if this has not been handed in this can also affect the young person's reward.

Educational research clearly suggests that the level of academic support a pupil receives in the home environment can have a very positive effect on their success at GCSE, therefore we would be most grateful if residential staff would support the completion of Independent learning and homework regularly and liaise effectively with the education team.



# Getting in touch with us

## Meadows School

Get in touch with our friendly team at our Meadows School facility.

Meadows Care,  
Egerton House,  
Wardle Road,  
Rochdale,  
OL12 9EN

[01706 630022](tel:01706630022)

[paulaforth@meadowscare.co.uk](mailto:paulaforth@meadowscare.co.uk)



## Arc Cic

Get in touch with our Agricultural & Rural Centre.

Arc Cic,  
5 Quarry Rd,  
Romiley,  
Stockport,  
SK6 4BA

[07468495274](tel:07468495274)

[enquiries@arc-cic.co.uk](mailto:enquiries@arc-cic.co.uk)