



Student/Parent Handbook 2017/2018





Introduction

Summerfield Education Centre is a pupil referral unit for permanently excluded pupils from Solihull Borough Schools.

We provide an education to pupils who are currently disheartened with the education system and have trouble coping in a mainstream setting. Many of our pupils have behavioural, emotional and social issues that have affected their ability to achieve their full potential at mainstream school.

We aim to provide the best quality education by delivering well prepared and stimulating lessons that will engage "hard to reach pupils".

At Key Stage 3 (years 7-9) we provide onsite education at centre in the south of the borough which includes both academic subjects and off site PSHE and PE sessions.

At Key Stage 4 (years 10 and 11) students are either taught on site as key stage 3 detailed above or offered a package of Alternative Provision where we utilise local training providers that offer more vocational subject options.

Aims of Summerfield Education

- We aim to support permanently excluded young people back into mainstream school.
- Achieve accreditation, to improve each young persons' life chances
- Reinforce positive behaviour and challenge unacceptable behaviour
- Enable young people to develop their skills and fulfil their potential



The School Day

Breakfast

From 8.45 am. – 9.00 am. Students are admitted into the kitchen area and served with a hot drink and toast.

9.00 – 9.45am	Lesson 1
9.45 – 10.30am	Lesson 2
10.30 – 10.45am	Break
10.45 – 11.30am	Lesson 3
11.30 – 12.15pm	Lesson 4
12.15 – 12.35pm	Lunch
12.35 – 1.20pm	Lesson 6
1.20 - 2.05pm	Lesson 7
2.05 – 2.35pm	Reward/Catch Up

Lunch Arrangements

The lunch break lasts 20 minutes and we prefer students to stay on the site for the duration of lunch. A hot meal and a drink is provided for all students who attend at the Centre (free of charge) or if students prefer they can bring a packed lunch. All students will be provided with a drink at break time and a piece of fruit of their choice.



Code of Conduct at Summerfield Education Centre

READY FOR LEARNING RULES

Summerfield Education Centre

- ✓ Hand in all mobile phones, ear phones, lighters, e-cigarettes & cigarettes/tobacco
- ✓ Wear correct uniform
- ✓ Follow instructions given by staff
- ✓ Do your '**BEST**'

Behaviour:

- ✓ Appropriate language
- ✓ Avoid shouting out
- ✓ Avoid disruptions to yours and others learning
- ✓ Respect the building, equipment and each other

Effort:

- ✓ Engage with the lesson
- ✓ Try all tasks given to you
- ✓ Ask for help when needed
- ✓ Listen to instructions
- ✓ Present your work neatly

Success:

- ✓ Complete all work set by staff
- ✓ Meet your individual learning objectives

Time:

- ✓ Be on time for your lesson
- ✓ Stay in lesson



We follow a behaviour framework that asks students to do their “BEST” and reward students for positive behaviour.

Do Your

BEST

Reward System at Summerfield Education Centre

Students each have 4 targets:

- ✓ **B**ehaviour - manage your behaviour to stay in lesson
- ✓ **E**ffort - to make your best effort in your work
- ✓ **S**uccess - complete all lesson objectives set by staff
- ✓ **T**ime - arrive on time and stay in lesson.

✓

- Each time you achieve a target you will receive a credit
- An additional credit will be awarded for behaviour during break and lunchtime.
- It is possible to earn 30 credits a day and 150 per week
- Any student who achieves 110 credits across the week will be rewarded with a £10 gift voucher.
- Each week, '**Student of the Week**' will be named and displayed in the centre.
- A range of small rewards will be given to students daily to recognise those who do their '**BEST**'.



Reward Fund

To encourage students to take care of the Centre, the equipment and resources in it, each term they are given a fund of money, providing targets are achieved on monitoring sheets (please see Behaviour Policy). Each time there is any deliberate or avoidable damage the cost to repair or replace it is deducted from the fund (in extreme cases a bill may be sent directly to parents/carers). At the end of the term any money left in the fund will be spent on a trip for students who qualify by meeting monitoring sheet targets.



The Curriculum

The students study Maths, English, Science, Media, ICT, Art, Business Studies, Food and Music Technology. Please see our more detailed curriculum section on our website.

Students have the opportunity to gain a range of accreditation including GCSE's, BTEC, OCR Cambridge qualifications, Functional Skills and Entry Level Qualifications.

In addition, students work off site for one morning a week on the PSHE and PE curriculum and will gain AQA Unit Awards for these sessions.



Behaviour Policy

The Centre has high expectations of students. The Centre Ready for Learning rules are detailed below and these will be discussed in detail prior to admission with parents/carers and students.

The Monitoring Sheet

Each morning students are given a monitoring sheet and they are expected to hand it to each teacher who will record whether they have achieved 3 targets for each lesson. The 3 targets are:

1. To arrive at the lesson on time and to remain in the lesson throughout
2. Give your best effort
3. To conform to the Centre 'Code of Conduct'.

The monitoring sheets are colour coded, green for a target achieved, amber if the student has made progress towards a target and red if they have not achieved.

So the 'greener' the sheet the better the week.

There is a system of rewards. Each target achieved is worth a credit. The 'effort' in lessons is also totalled as a percentage of lessons attended. If a student achieves 80 credits in a week and 80% for effort he/she receives a £5 gift voucher.

Students will be encouraged by their key worker to discuss and work on aspects of their behaviour which cause concern. There is an emphasis on achievement and improved self-esteem.





School Uniform

Students will be provided with a SEC Polo Shirt and SEC Hoodie on their first day. Any further uniform will need to be purchased by parents.

Boys Uniform

- White Shirt/ Polo Shirt
- Black or Grey Trousers
- Grey/Black hoodie with SEC Logo on
- Black Footwear



Girls Uniform

- Plain white Blouse/ Polo Shirt
- Grey/Black skirt or trousers
- Grey/Black hoodie with SEC Logo on
- Black footwear



Pictures for illustration purposes only



Mobile Phones and Electronic Devices

During the school day at Summerfield one of our main concerns is learning. In order to avoid unnecessary distraction we require all mobile phones and electronic devices to be handed in to staff and kept securely in a locker. Access to this locker is restricted to certain staff only and students will be allowed these devices back at lunch time only.

Any student seen using an unauthorised electronic device throughout the day is at risk of having it confiscated by a member of staff. On more serious occasions or continued repeat offence Parents/Carers will be expected to collect them.

We respectfully request you avoid calling or texting your child during the school day. If you need to contact your child in an emergency please call 0121 742 6505 where reception will swiftly deal with your request.

Students will be encouraged to put all valuables in their lockers. The Centre cannot and will not accept responsibility for loss or damage of any items if they have not been stored in the lockers provided.

Locker keys will be expected to be handed back to staff and students will have access to their belongings at break times only unless requested to Behaviour Support staff.





Attendance and Punctuality

At Summerfield Education Centre we expect students to attend regularly and arrive punctually. All students are set personal attendance targets each half term and rewarded if they achieve them.

If your child is ill and unable to attend the Centre, please telephone before 9.00 a.m. If we do not hear from parents/carers by 9.20 a.m. we will contact you to ascertain a reason for absence. If we are unable to make contact the absence will be recorded as unauthorised.



Reasonable requests for absence (e.g. funerals) will be considered. We will NOT authorise absences for:

- Holidays
- Minding the home
- Visiting relatives
- Long weekends
- Shopping trips
- Birthdays
- To look after brothers or sisters

The Centre has the final decision to authorise absences, not the parent so we need to be fully informed of any absences.



Anti bullying

Bullying may be verbal or physical and will not be tolerated by the Centre in any form whatsoever. If you are a victim of bullying, or if you observe incidents involving others, do not hesitate to inform a member of staff. All bullying incidents will be recorded and monitored.

Bullying is when someone deliberately goes out of their way to threaten, frighten, abuse, or hurt someone else. It is also taunting or name calling as well as damaging a person's property, clothing or school work. It is ganging up on someone and isolating them.

Tell someone if it happens to you, your friends, an adult, a teacher or your parent/carers.

Tell someone if you see it happen to anyone

Everyone has a right to be safe and happy at Summerfield Education Centre.

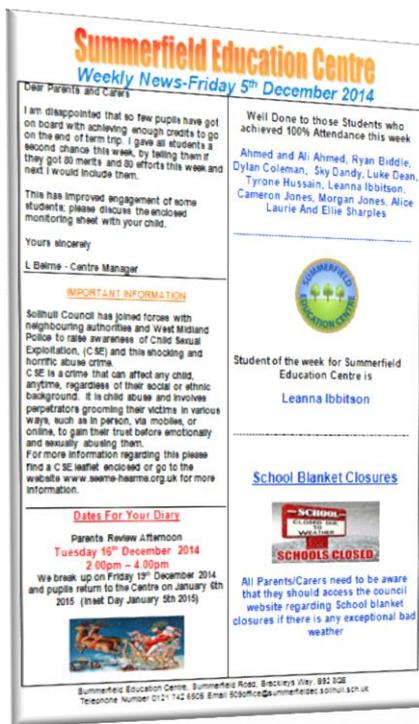
ALL REPORTED INCIDENTS WILL BE INVESTIGATED AND APPROPRIATE ACTIONS WILL BE TAKEN

For further details please see our full Anti Bullying Policy on the 'Our School' Section of this website.





Parents/Carers Support and Communication



We keep parents informed of progress on a regular basis. Monitoring sheets are posted home weekly and a Newsletter every half term.

Informal contact by phone or letter is common place and when necessary more formal meetings with parents take place.

➤ Please ensure that the Centre has up to date telephone numbers and that we are able to contact you

➤ Each term we have a 'Review Afternoon' to meet with parents/carers to discuss the progress of their child. Please support your child by making every effort to attend.

➤ Each term parents/carers will receive a written progress report for their son/daughter.

➤ Please ensure that your son/daughter arrives on time every day.

➤ Please make an appointment on 0121 742 6505 to visit the Centre or phone if you have any questions or concerns.



Fire Evacuation Procedures

If the fire alarm sounds, students will be escorted by their teacher out of the building by the nearest emergency exit. Students should not stop to collect personal items but should walk calmly and sensibly to the fire assembly point which is located at the back of the building (outside the scout hut on the public footpath on Brackleys Way) and indicated by the assembly point sign.

A student count will be carried out. The students should stand still at the fire assembly point while the evacuation alarm is sounding. The students must not re-enter the building until it is declared safe by the emergency services, or the Centre Fire Marshalls.

When students are told that they can re-enter the building they must do so calmly and sensibly returning directly to their classroom.

Any student who is mobility impaired will have a named support member of staff assigned to assisting him/her to leave the building.





What Happens Next

We have an Induction period at Summerfield which allows us between 4-6 weeks to work with students and gather necessary information for them to begin their education at the Summerfield Education Centre. You will be contacted by our Admissions Key Worker and a home visit appointment made.

Our key worker will begin assessment and arrange for a part time timetable of teaching to begin at our Jenson House centre.

Please refer to the admissions process flowchart on the next page for further information.

ADMISSIONS PROCESS

Induction

Referral received

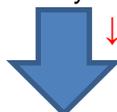


DAY SIX- Initial referral meeting with parents/carers & pupil at SEC/The Annexe

Complete initial induction paperwork

Within 2 working days:

- 1-2-1 teaching begins
- Keyworker allocated



Within 5 working days from initial meeting: Home visit by Admissions worker

Meeting with previous school/s to gain

- Attendance data
- Exam & progress info-coursework & exam bodies
- Handling plan
- Safeguarding information
- Risk assessment
- SEND info/ meeting with SENCO
- Pastoral info
- Previous interventions/strategies



Induction programme

- SISS assessment
- Early help assessment
- Visits to providers/school induction
- Pupil photo
- Personal/academic baselines
- Mapping of other agencies/support
- Plan & issue timetable



Pupil Profile created and shared with staff and providers prior to start date. Pupil starts full-time programme no later than 4 weeks.



Review meeting set – 4 weeks

Stage 1: Initial meetings

Stage 2: Information gathering

Stage 3:



School Term Dates / INSET Days

Academic Year 2017/2018

Autumn Term 2017

Term Start	Friday 8 th September 2017
Half Term	Monday 23 th October 2017 to Friday 27 th October 2017
Term End	Tuesday 19 th December 2017



Spring Term 2018

Term Start	Thursday 4 th January 2018
Half-Term	Monday 19 th February 2018 to Friday 23 th February 2018
Term End	Thursday 29 th March 2018



Summer Term 2018

Term Start	Monday 16 th April 2018
Half-Term	Monday 28 th May 2018 to Friday 1 st June 2018
Term End	Tuesday 24 th July 2018



Bank Holiday

May Day	Monday 7 th May 2018
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INSET DAYS / Staff Training Days

Monday 4th September 2017
Tuesday 5th September 2017
Wednesday 6th September 2017
Thursday 7th September 2017
Wednesday 3rd January 2018