



BLACK COUNTRY WHEELS SCHOOL

**DfE Registration Number 333/6003
Unique Reference Number 137571**

Care, Support and Guidance Policy

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Registered Charity No. 1157795

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BLACK COUNTRY WHEELS SCHOOL

CARE, SUPPORT and GUIDANCE POLICY

Introduction

Every student who attends BCWS, whether a full time student or a day student, is guaranteed to benefit from a learning environment that is caring, supportive and one that offers guidance.

This policy is inseparable from the Safeguarding and Child Protection and the Behaviour for Learning Policies of the school and should be read in conjunction with the same.

Specifically, this policy deals with day to day issues that students may experience whilst in the care of the school and the routines and protocols that exist to support learning for all students.

This policy contains valuable information for Parents/Carers and for Students and Staff alike.

General Information

We value regular contact with Parents and Carers, however should you have any concerns about your child, please let us know and we will endeavour to do our utmost to assist. Should we have any serious cause for concern regarding your child, we will contact Parents/Carers immediately on the contact numbers provided to the School.

It is a matter of importance that you let us know of any change to your contact details.

Black Country Wheels School is open 52 weeks of the year excluding statutory Bank Holidays. Our contact number is 0121 522 3717 however, should you require **emergency** out of hours assistance, please call 07714459451.

A short time after entry to Black Country Wheels School, full time students will undertake computer based initial assessments in English and Maths. These exercises will determine at which level your child is working so that we are able to create an Individual Learning Plan, tailored to suit his/her needs.

Throughout the students' time with us, in addition to working towards a vocational qualification, they will also work towards achieving a Level 1 or 2 qualification in English and Maths.

We cover the National Curriculum topics of PHSE and Physical Education. Citizenship, ICT, Science topics, Humanities Projects and ASDAN Awards are also studied. All full time students will need to participate in these subjects to enable them to receive a balanced educational provision.

Health and Safety

All new students will receive a full health and safety induction on their first day at Black Country Wheels School covering all aspects of personal, site and workshop safety.

All students will need overalls and boots to equip them for workshop sessions. These can be purchased from Black Country Wheels School at a cost of £25.00, however, students are permitted to bring their own boots and overalls, provided that they are suitable for purpose. Students are not permitted into the workshop without personal protective clothing and equipment.

Parents/Carers and Students - Communication

Black Country Wheels School supports the family unit to enable our students to attain their full potential in their chosen educational path.

We will keep parents/carers informed weekly on their child's progress, which we feel is important to both parents and students.

Staff are always available to discuss any issues or concerns that parents/carers/students may wish to discuss. We actively encourage parents to support their child in attending Black Country Wheels School and they will always be made to feel most welcome should they feel the need to visit or call.

Attendance

There is a clear link between attendance and attainment. Black Country Wheels School places particular focus on the importance of regular attendance and punctuality.

If students are not present at registration a phone call will be placed to the contact number/s on the student's file. Student attendance is monitored by ourselves, outside agencies and the Local Education Authority on a weekly basis to support students in attaining a minimum 90% attendance target. Black Country Wheels School will not authorise holidays taken during term time and students will receive an unauthorised absence mark for the period. The local authority monitor attendance on a weekly basis and follow appropriate protocols. (See Behaviour for Learning Policy – Attendance.)

Medical Appointments, Sickness and First Aid

If students have a medical appointment during school time they **must** have an appointment card/letter or alternatively, a phone call should be lodged by a Parent/Carer to inform Black Country Wheels School of when the student will be absent.

Students must attend Black Country Wheels School if they are well enough to do so. If they are ill, Parents/Carers should contact the school on the first day of their child's absence by 9.30am, to inform us of the reason for their absence and an estimated return date.

Sickness for longer than five days will require a Doctor's note. Persistent sickness absence will be followed up with School Nurse and Attendance Officer interventions.

We have a number of staff members who are qualified and experienced in administering First Aid.

If your son/daughter is injured or unwell during school hours they will be assessed and treated by a First Aider. You will be contacted if your child is unwell or, in the case of an injury, if further treatment is required. No student will be sent home to an empty house or without contact being made with a Parent/Carer.

The School Health Advisor visits Black Country Wheels School on a regular basis and works closely with staff at Black Country Wheels School to offer advice and support in relation to students' health needs.

For children with special needs or health problems which are affecting school or home life, the School Health Advisor can also refer the issue, in consultation with Parents/Carers, to a Community Paediatrician for a medical assessment. Parents/Carers may also request a referral for their child through their own GP.

Emergency School Closure

In the event of severe weather conditions or other emergency, we may need to close Black Country Wheels School and this decision can often only be made early in the morning. Although we always endeavour to be open, in order to ensure the health and safety of students and to avoid students from making a hazardous journey into Wheels, the decision may be made to close the School.

When this decision has to be made we will contact the following radio stations:

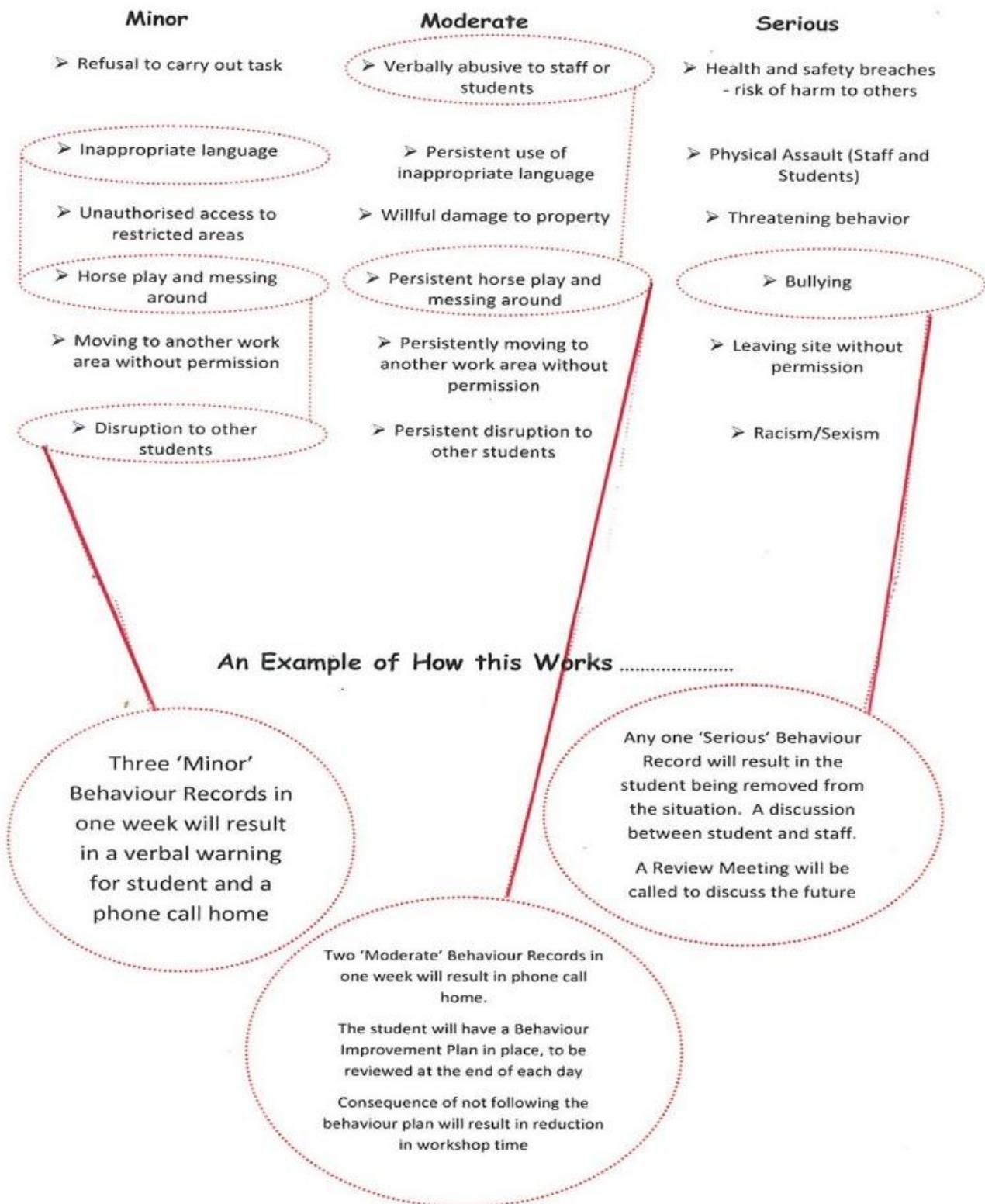
- BRMB Frequency 96.4
- Radio WM Frequency 95.6
- Heart FM Frequency 100.7
- Beacon FM Frequency 97.2

Behaviour and Discipline

On occasion we do find it necessary to discipline our students, e.g. health and safety breaches, etc. Dependent upon the frequency and seriousness of the incident/s the following chart is a guide to the Behaviour and Consequences model adopted by Black Country Wheels School.

If students arrive late at Black Country Wheels School he/she is expected to make up the time that has been missed at the end of the day (after 3:15 p.m).

If any other disciplinary matters arise, Black Country Wheels School will contact Parents/Carers and



appointments will be made for a Review Meeting to discuss the issues concerning your student.

The above chart should be read in conjunction with the Behaviour for Learning Policy and the Exclusion Policy of the School. These two policies reflect the ethos of the school and give detailed information on the sanctions and protocols used by Black Country Wheels School.

Student Rules, Respect and Responsibilities

We have few rules at Black Country Wheels School, however the rules we do have we expect our students to follow.

The following simple rules must be kept at all times.

- No running at all in ANY interior part of the School, but especially the workshops.
- Observe all site health and safety regulations at all times.
- Students are not permitted to leave the premises at all once registered on site.
- **Mobile phones or other personal sound/visual devices must not be used in school.**
It is usual for such items to be collected from students at the start of the day.
This avoids temptation to use such items during lesson times which would result in confiscation. Any such items confiscated are returned at the end of the day.

Respect

All staff will respect students and actively encourage them to take part in all activities.

Students are expected to be respectful towards all members of staff (Verbal abuse towards a staff member will result in Parents/Carers being contacted and a Review Meeting being called).

Respect is important at Black Country Wheels School, we expect students to:

- Treat others the way you would like to be treated yourself.
- Treat others with kindness and consideration.
- Like yourself enough to be yourself.
- Accept others for who they are.
- Respect the feelings of others.

Responsibilities

Black Country Wheels School expect all students to be responsible for their own behaviour, own their own behaviour and to be aware of the impact that their behaviour has on others.

Black Country Wheels School encourages students to:

- Be responsible for your own health and safety at all times whilst on site.
- Be respectful towards each other and not to invade each other's space.
- Value each other regardless of kin, intellect, talents or years. Everyone is different and will be treated with respect at Black Country Wheels School.

Rewards

We use a rewards system that is devised and discussed with our students at Black Country Wheels School.

Behaviour Award

Students at present collect points for their behaviour throughout each session, at the end of each day. At the end of the week, daily scores are totalled for each student and a certificate is awarded for the student with the highest score for the week.

Certificates recognising students who have made excellent personal progress in each vocational area are

awarded at the end of each term.

Attendance and Punctuality Award

We have a 100% Attendance Display Wall at Black Country Wheels School upon which all students Attendance Certificates are placed.

All students who attend Wheels each day and arrive on time for a whole week, will receive a 100% Certificate for the week.

Students who complete three full weeks' attendance and punctuality will receive a further Certificate and a free cooked breakfast of their choice.

Personal Belongings

To avoid students' belongings becoming misplaced, lost or broken it is important that:

- Belongings are labelled.
- Lockers are used to store belongings during the day.
- Valuable items and large amounts of money are not bought into Black Country Wheels School.

We do not accept liability for their loss or breakage.

If your child does lose belongings, they must be searched for straight away. If lost property cannot be found it should be reported to a member of staff immediately.

Reporting Student Progress

Black Country Wheels School will keep you updated regularly regarding your child's progress throughout their time in our care.

Parents/Carers will receive an Interim Report for their child at the end of each term that will briefly outline their progress and behaviour.

At the end of each academic year an Annual Progress Report will inform Parents/Carers of their child's progress and behaviour in more detail.

Parents/Carers or the School may request interim Progress Report Meetings to ensure the student is making the most of the opportunity to learn in this environment.

Post – 16 Planning - Connexions

Black Country Wheels School welcomes Parent/Carers involvement with every stage of the student's learning journey with us. The school supports students before they embark on the next stage of their life whether into Education, Employment or Training.

Students receive Career Information and Guidance from a dedicated Connexions Advisor during their time with us and "Moving on Plans" are made to help students fulfil their long-term aspirations.

Staff Responsibilities for Care, Support and Guidance

The Headteacher/Proprietor is the lead professional for all aspects of this policy and its related documents. Student safety is of paramount importance and the school's ethos to prepare young adults for life as contributing, considerate members of society, is reflected in all the school's policies. The School actively promotes fundamental British values.

All staff members encourage students to adhere to the policies of the school by modelling behaviours and respect at all times in their interactions with the young people of the school. Open and honest meetings with Parents/Carers enable everyone to work in concord to ensure that the young people in our care enjoy the support and guidance they deserve.

This policy is subject to all other policies of Black Country Wheels School.

