

REDBRIDGE TUITION SERVICE

Pupil Handbook

The Redbridge Tuition Service is located at:

**Starch House Lane
Fullwell Cross
Barkingside
Essex
IG6 1PU**

Tel: No: 020 8501 6080

Fax: No: 020 8501 6099

Head of Service is:	Cherie d'Abbro
Deputy Head of Service:	Elaine Janes
Home Co-ordinator:	Shazia Toor

Teaching also takes place in Pupil's homes



Redbridge Tuiton Service

Redbridge Tuiton Service is part of the New Rush Hall Group and works with pupils who are temporarily out of school.

Redbridge Tuiton Service is based in Barkingside in a well -resourced and newly refurbished building. The service consists of a key stage 3 and 4 pupil referral unit [PRU]. It also oversees the LA's Home Tuiton Service.

The PRU provides education for pupils who have been permanently excluded, those who are at risk of exclusion, school refusers and non- attenders.

All pupils follow the National Curriculum and pupils in Yr 11 work towards external accreditation such as G.C.S.E., Entry Level, and the Asdan scheme. The subjects offered to the pupils include: Maths, English, Science, ICT, Art, PSHE, MFL, Child development, Media, Leisure, History, Geography, and Preparation for working life.

Our vision is to personalise the curriculum to match the needs, abilities and aspirations of each student.

Ofsted reported: "Redbridge Tuiton Service provides a good level of education. There are some outstanding features of this provision, including the quality of the curriculum and partnership work."

Our aim is to return pupils in year's 7 to 10 to school if deemed appropriate. Some pupils stay at the PRU for a few weeks, but many stay for up to a year.

The service has a strong focus on teaching and learning, and staff seek to change learners perceptions of themselves as learners into more positive ones. The service employs experienced teaching staff that are flexible, and can adapt their teaching styles to meet the needs of its learners.

Redbridge Home Tuiton Service provides education for pupils from age 5 to 16 who are temporarily out of school for a variety of reasons. The majority of the pupils have medical conditions and illnesses that preclude them from attending school. The young person's school refers through the Redbridge Inclusion Panel (RIP) and provides Medical Evidence (Consultant's letter) to support the referral.

The Home Tuiton Service also provides education for pupils who are out of school for other reasons including being at risk of exclusion and school refusers. These referrals come through the RIP and are funded by the school.

Pupils normally receive one to one tuition in the home. For some pupils, especially those with anxiety and mental health issues, tuition in the home results in isolation. These pupils are taught in a one to one or small group setting at our annexes at Loxford Youth Centre and Redbridge College.

The Home Tuiton Annex at Redbridge College is used to provide a safe secure environment for vulnerable pupils who are out of school for mental health/anxiety reasons. This is a KS4 group who work towards improving confidence and social skills whilst working towards a package of GCSES.

Redbridge Tuition Service is a Pupil Referral Unit in the London Borough of Redbridge, which is part of the New Rush Hall Group. We provide education to children of statutory school age who are not attending school.

A. Aims of the Service

The aim of Redbridge Tuition Service is to provide an enabling environment in which pupils have the opportunity to realise their full potential both socially and academically, and so facilitate their active participation in society as a whole.

This means that we aim to:

- Keep pupils abreast of their schoolwork.
- Return a child to school as soon as possible, if appropriate.
- Provide a stimulating and secure environment, which will ensure pupils are motivated and enable
- Provide a broad and balanced, integrated curriculum, relevant to the developing individual pupil's needs.
- Encourage pupils to develop a sense of responsibility and personal identity.
- Encourage critical awareness and recognition of spiritual, moral and ethical issues within society.
- Encourage effective communication and so create understanding, co-operation and a sense of partnership between all those involved. This will include parents/carers, local community links and all agencies involved with the child.

B. The Curriculum and Academic Programme

The aim of Redbridge Tuition Service is to encourage pupils to realise their full potential, both academic and social, through the provision of a broad and balanced, integrated curriculum.

Where a pupil remains on their school roll, teachers liaise closely with the pupil's school to ensure that continuity is maintained as far as possible while the child is with the Service.

The curriculum offered includes:

KS3	Mathematics
	English
	Science
	Modern Foreign Language
	History
	Geography
	Art
	ICT
	PSHCE – this includes elements of drugs and sex education
	Child Development
	Leisure
	Food Technology

KS4	Mathematics English Science Art Business & Communications Systems PSHCE and Citizenship – this includes elements of drugs and sex education Food Technology (BTEC) Graphics Child Development ASDAN Leisure First Skills Preparation for working life
------------	---

Further details on the curriculum or the policies can be supplied to parents/carers on request.

C. Code of Conduct Pupil/Parent/Carer Contract

At interview the pupil/parent/carers contract will be explained to both the pupil and parents/carers. This makes clear the behaviour expected from all pupils whilst they attend Redbridge Tuition Service and sets out the tariff of sanctions for non-compliance. A copy of the contract is attached to this document and will need to be signed before the pupil starts at Redbridge Tuition Service.

D. Child Protection

The welfare of all our pupils is paramount, along with their fundamental right to be protected from harm. We aim to work with parent/carers to build a mutual understanding of Redbridge Tuition Service's responsibility. This may occasionally require cases to be referred to other investigative agencies. Any such referral record will be kept secure and access limited to the agencies concerned.

E. Damage or Loss to Property

Redbridge Tuition Service **will charge** for any damage or loss caused to our property as a result of a breach of the Code of Conduct, a copy of which is enclosed at the back of this handbook.

F. Attendance & Punctuality

Parents/Carers of registered pupils are under a legal duty to send their son/daughter to school. Should they fail in this duty they risk prosecution.

- Pupils will be allowed in from 9.00a.m.
- Assembly is from 9.15-9.25a.m
- Registration is from 9.25 – 9.35 a.m.

- Pupils arriving after 9.15 a.m. will be marked late and will be given break time or after school detention.
- Pupils arriving more than 10 minutes after the start of a lesson may not be allowed into that lesson.
- It is parent's/carer's responsibility to inform Redbridge Tuition Service on a daily basis if their child is unable to attend.
- Medical appointments etc. must be notified in writing before the event. As far as possible these appointments should be made outside 9.15am-2.45pm.
- Any medicines/tablets must be labelled with the child's name and handed into the office
- After 5 absences, any subsequent absences will be regarded as unauthorised unless supported by medical evidence.
- If your child is absent with illness for 5 consecutive days the parent/carer may be required to provide Redbridge Tuition Service with medical evidence.
- Redbridge Tuition Service and Education Welfare Officer closely monitor all attendance and punctuality and action will be taken as necessary.

G. *Illness/Medications*

It is important that pupils suffering from infectious ailments should be kept home and not sent to school.

Should a pupil suffer from a specific medical condition this should be discussed at the initial interview and the information placed on file. If the condition requires medication to be taken during the course of the day then written authority and full prescription details will be sought from parent/carers. Any medication must be handed in on arrival at the Centre and will be kept in a secure place. A staff member will monitor the pupil taking a prescribed dosage and this will be recorded. This does not apply to those pupils who may suffer from Asthma and carry Ventolin pumps. These must be labelled and may be kept by the individual pupil and used at his or her own discretion.

H. *Detentions*

It is, on occasion, necessary to detain pupils after school. This can be for a variety of reasons such as lateness, discussing issues that have arisen during the day, completing work or doing additional work in preparation for an exam.

In order to prevent detentions building up over a period of days, and in line with Borough Guidance. We have reorganised our after school arrangements. School will still finish for most pupils at 2.25pm but if a student fails to complete classroom assignments due to disruptive behaviour or if any issues arise that need to be discussed, the expectation will be that the student remains at the end of the school day until work is complete or the issue is resolved.

I. *Fair Processing Notice:*

Redbridge Tuition Service processes personal data about its pupils and is a "data controller" in respect of this for the purposes of the Data Protection Act 1998. Please see attached notice called "Fair Processing Notice" which explains everything.

J. Educational Visits

From time to time, pupils may go on accompanied trips within lesson time. By signing the contract the parent/carer are considered to have given permission for these trips to take place.

K. Examinations

Pupils will be given the opportunity to be entered for various examinations during their time at Redbridge Tuition Service. It is the policy to enter those pupils who have met our attendance criteria, satisfactorily completed their coursework and who are considered to have a reasonable chance of achieving success.

L. Lunchtime Arrangements & Change of Lessons

Pupils may not leave the site at lunchtime and will need to bring their own packed lunch. A packed lunch will be provided for pupils on Free School Meals.

M. Mobile Telephones/Personal Music Systems

Mobile telephones and Personal Music Systems are not encouraged at Redbridge Tuition Service. Pupils who insist on bringing them on site do so at their own risk. Redbridge Tuition Service will not be held responsible for loss or damage. **Mobile phones must be handed in on arrival at the Centre.** A fixed term exclusion will be imposed if a mobile phone is seen on site during the school day. Personal Music Systems must be switched off and out of sight during lessons.

N. Bikes & Mopeds

The L.E.A. or Redbridge Tuition Service accepts no liability for damage to or the theft of any bike or moped left on site. The bike or moped should be locked whilst on site. If there are any Health and Safety concerns regarding the use of bikes/mopeds in **or around** our site, the pupils will be stopped from using them

O. Open File Policy

Redbridge Tuition Service operates an open file policy. This means that parent/carers are entitled to see any written information concerning their son/daughter, such as individual files. Parent/Carers will need to give the Head or Deputy Head of Service written notice of this request. This does not apply to child protection referrals.

Copies of all policies are available upon written application to the Head of Service.

P. Use of Computers

At Redbridge Tuition Service pupils will be using computers throughout the curriculum. It is essential that pupils comply with the instructions in the contract they sign. Failure to comply with these instructions will result in the withdrawal of access to I.C.T. resources.

Q. Personal Property

Redbridge Tuition Service, its staff and the London Borough of Redbridge cannot accept liability for any lost or stolen personal property. Items of value should not be brought into the centre.

R. Problems & Difficulties

Each pupil has a form tutor whom they can consult if they are experiencing difficulties. Their form tutor will also monitor their progress. Should a pupil become ill whilst at Redbridge Tuition Service they should report it to their teacher who may inform the office staff. If it is felt necessary, the parent/carer will be informed and permission obtained to allow the pupil home. This will be recorded in the exit logbook.

S. Reporting to Parents/Carers

Termly meetings are held with pupils in order to set targets and review IEPs; the outcomes of these meetings are reported in writing to parent/carers. Pupil's progress and attainment are reported to parents/carers each term. We hold an annual progress evening for all pupils plus an Open Evening when Parents/Carers and members of the wider community are invited to celebrate the pupils' work. Regular links are made with home. Parents/carers are encouraged to contact staff should they wish to discuss any matters relating to their son/daughter.

For Statemented pupils, annual reviews will take place. Our SENCO will arrange these.

In the case of pupils in residential accommodation or placed with carers, staff will endeavour to attend review meetings where appropriate.

T. The Main Office

All visitors must report to the office and sign the visitor's book.

U. Use of Redbridge Tuition Service Telephone

Pupils will only be allowed to use the telephone in the main office in cases of emergency. However should a parent/carer need to leave a message for their son/daughter we will relay the message to them.

V. Outdoor clothing

All outdoor clothing including hats/scarves & gloves need to be removed on entry to the building. Hats are handed in to the office. Coats can be hung up in all classrooms.

W. PSHCE

All pupils at the Redbridge Tuition Service have a PSHCE lesson. This gives them the opportunity for careers education and for education about other topics that will be important in their lives, including financial capability, drugs education and sex and relationship education.

If the parent/carer wish for more information about your child's PSHE programme, please contact the Tuition Service.

2014 - 2015 School Term Dates

Autumn 2014 school term and holiday dates:

- Starts Tuesday 2 September to Friday 19 December
- Half term break from Monday 27 October to Friday 31 October

Christmas break: Monday 22 December to Friday 2 January 2015

Spring 2015 school term and holiday dates:

- Starts from Monday 5 January to Thursday 2 April
- Half term break Monday 16 February to Friday 20 February

Spring break: Friday 3 April to Friday 17 April 2015

Summer 2015 school term and holiday dates:

- Starts Monday 20 April to Wednesday 22nd July
- Half term break Monday 25 May to Friday 29 May

Bank Holidays:

- Thursday 25 December 2014 (Christmas Day)
- Friday 26 December 2014 (Boxing Day)
- Thursday 1 January 2015 (New Year's Day)
- Friday 3 April 2015 (Good Friday)
- Monday 6 April 2015 (Easter Monday)
- Monday 4 May 2015 (May Day)
- Monday 25 May 2015 (Spring Bank Holiday)
- Monday 31 August 2015 (Summer Bank Holiday)

Lesson Times

2014 / 2015

Pupil on Site - 9:00	
Assembly - 9:15 to 9:25	
Registration - 10:15 to 10:55	
Lesson 1	9:35 to 10:15
Lesson 2	10:15 to 10:55
Morning Break - 10:55 to 11:10	
Lesson 3	11:10 to 11:50
Lesson 4	11:50 to 12:30
Lunch Break - 12:30 to 13:00	
Lesson 5	13:00 to 13:40
Lesson 6	13:40 to 14:20
Form Time - 14:20 to 14:25	

Fair Processing Notice – School Census 2009 – Layer One Summary

Redbridge Tuition Service processes personal data about its pupils and is a 'data controller' in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- Support its pupils' teaching and learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care, and
- Assess how well the school as a whole is doing

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by the law. From time to time school is required to pass on some of this data to Local Authorities (LA), the Department for Children (DFC), Schools and Families (DCSF), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT), ContactPoint (mentioned below), Connexions and organisations that require access to data in the Learning Registration System as part of the MIAP (Managing Information Across Partners) programme. All these are data controllers in respect of the data they receive, and are subject to the same legal restraints in how they deal with the data.

The governing body of a maintained school in England is also required by law to supply basic information to ContactPoint¹. This only includes the name and address of the child, contact details for their parents or carers (with parental responsibility) and the contact details of the school.

Pupils, as data subjects, have certain rights under the Data Protection Act, including general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent/carer would normally be expected to make a request on a child's behalf if the child is younger.

If the parent/carer wish to access your personal data, or that of your child, then please contact the relevant organization in writing. For those pupils/parents/carers where this is not practical, a hard copy can be obtained from the school, **Redbridge Tuition Service, 202 8501 6080**.

For pupils of 13 years and over, the school is legally required to pass on certain information to Connexions services providers on request. Connexions are the government's support service for all young people aged 13 to 19 in England. This information includes the name and address of the pupil and parent, and any further information relevant to the Connexions services' role. However parents/carers, or the pupils themselves if aged 16 or over, can ask that no information beyond name and address (for pupil and parent/carer) be passed on to Connexions. If as a parent/carer, or as a pupil aged 16 or over, you wish to opt-out and do not want Connexions to receive from the school information beyond name and address, then please contact the school.

Your attention is drawn to (Layer 2) of this Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and gives greater details of how pupil data is processed and the rights of parents/carers and pupils. Either can be obtained on the London Borough of Redbridge website <https://www.redbridge.gov.uk/> or by contacting the school

¹ContactPoint is a directory that will help people who work with children and young people to quickly find out who else is working with the same child, making it easier to deliver more coordinated support.