



## LAUNCHPAD TUITION SERVICE

## INFORMATION BOOKLET

[www.paceandlaunchpad.sthelens.gov.uk](http://www.paceandlaunchpad.sthelens.gov.uk)

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## INTRODUCTION

Launchpad Tuition Service offers provision to vulnerable young people who are unable to cope with the pressures of mainstream school and are in need of inclusive support. The Tuition base offers on-site educational provision for pupils with medical and/or complex needs. The difficulties experienced by young people and for which they are referred usually encompass mental health needs including depression, Autistic Spectrum Condition, self-harming, phobias, suicidal tendencies or extreme anxiety. The aim of the Tuition unit is to provide a calm nurturing environment to support young people to return to mainstream provision whenever possible. If this isn't possible we aim to support their academic and/or emotional needs sufficiently within the provision to facilitate an effective transition into Employment, Education or Training (EET) at the end of Year 11 as well as work on their ability to function in society.

Launchpad Tuition Service is situated on the 4<sup>th</sup> floor of The Beacon building in the town centre which means that young people have easy access to public transport and other services such as Connexions.

The aim of Launchpad Tuition Service is to prepare young people for a successful future by:

- a) Increasing their access to learning
- b) Enhancing their personal and social development skills and confidence, so they can make the best of life's opportunities
- c) Providing a caring environment where they can feel safe and supported to achieve their full potential.
- d) Increasing their self-worth and self confidence

## **WELCOME TO LAUNCHPAD TUITION SERVICE**

Any parent, young person or carers wishing to contact the centre, please use the following:

**Tuition Service  
4<sup>th</sup> Floor  
The Beacon Building  
St Helens  
Merseyside  
WA10 1TF  
Tel: 01744 677522**

Parents and carers will be invited to termly review meetings, should you wish to discuss your child's progress outside of this please call and arrange a visit with your child's keyworker or the Teacher in Charge.

### **YOUR STAFF**

<b>Teacher in Charge:</b>	Rob Vaughan
<b>Deputy Teacher in Charge:</b>	Donna Melling
<b>Teaching Staff:</b>	Margaret Whitehead Simon Halsall Sarah Vaughan Rob Mirrlees Natalie Jennings Jo Taylor-Moulden Gemma Critchley Sheila Garner Lisa Swift Charlotte French
<b>Administration:</b>	Cathy Hill Lesley Fewtrell
<b>Linked Connexions P.A.</b>	Joanne Patten

# Our Pledge

Linked to our Vision and Mission Statement, we regard to the Spiritual, Moral, Social and Cultural development of our learners as very important. We will therefore offer your child a variety of experiences while accessing our services. The following are just some of the examples:

- After School Clubs
- Musical Experiences
- Specific Outdoor Education
- Theatre and Cultural Experiences
- Environmental Enterprise
- Residential trips
- Mindfulness
- Charity Events
- Structured Social Interaction
- Local Attractions
- Links to Further Education
- Links to Outside Agencies
- Support to access Counselling

## **Timetable**

All students should arrive by 8.45am for registration.

Arriving after 9am will result in confiscation of mobile phone for the day.

Our timetable for the day is as follows:

09.00 Lesson 1

10.00 Lesson 2

11.00 Break

11.15 Lesson 3

12.15 Lunch

12.45 Lesson 4

13.45 Lesson 5

14.45 Close

During break and lunchtimes students can spend time in a classroom or if they prefer to be in a quieter environment can go into the foyer area.

Students are supervised whilst on site but we expect the young people to be responsible for their own actions whilst here and when off site during trips and visits.

A good standard of behaviour is expected from students at all times.

Students who are entitled to free school meals will be offered a packed lunch provided by a local school kitchen, provided they have arrived before 9.30am when the order is phoned through. We cannot guarantee to provide a free meal for eligible students who arrive after 9.30am.

Students may bring a packed lunch if they wish to do so. Unfortunately, staff will not be able to heat up meals or prepare food that needs boiling water.

## **What will I study?**

The subjects pupils study will depend on when they arrive and what year group they will be joining.

For Key Stage 4 students we offer a combination of the following subjects, which are offered at GCSE level unless otherwise stated.

English

Mathematics

Biology

Art

Business

Sociology

Functional Skills/Entry Level English and Mathematics.

You will receive Careers guidance in lessons or through our Connexions Advisor.

Key Stage 3 students will be taught the following subjects:

English

Mathematics

Science

Art

Business

As required:

Extra Literacy

Extra Numeracy

All students follow a PSHE course, Life Skills and Physical Activities.

### **What will lessons be like?**

You will be involved in individual or small group sessions in class. This means that you will be able to access help from the teacher more quickly than in larger classes in a high school.

If ever you have a problem with anything set for you by the teachers, *please* mention it before you go home. We don't want you suffering any unnecessary worry – we are here to help if you let us know there is a problem.

### **Integration**

We do recognise that there are, or have been, issues with schooling. That is why we will take the time to plan your integration with you. The usual procedure will be:

- Meet with staff to discuss your concerns and hopes for your time here.
- Take some assessment tasks to enable us to know what level to set work at.
- Integration into lessons will be conducted on your individual needs and not on a set timetable. This will be discussed and agreed with you.

**Remember; this is *your* work, done for *you*. You are working for your own future. Tuition Service offers EVERYONE the chance to achieve. Make the most of the help and support offered by staff.**

## **Parents and Carers Involvement**

Parents and carers will be encouraged to be fully involved in your progress. They will also be involved if we have any concerns over your well-being, behaviour or the future of your placement here. Keyworkers will arrange termly review meetings to which parents/carers will be invited alongside mainstream school and any other agencies who are working with you. The review is about you – so remember you are always entitled to be present – it is about you, so please be there.

## **What will I do at the end of Year 11?**

There will be regular contact with a member of the St Helens Connexions Service. You will have an initial careers interview to find out your interests so that we can advise on appropriate courses for you. The meetings will take place in The Beacon Building, but you will also be encouraged to make use of the Connexions Office. If you wish, for your first visit, a member of staff will walk over with you; it can be a little difficult to find at first. Once there, you can make use of the careers library and make further appointments to see other careers advisors. There will also be the opportunity to have group sessions and address any general issues. You will have regular follow up meetings with the careers advisor to monitor your progress.

Tuition staff also arrange visits to Carmel College and have established excellent links with staff at St Helens College to ease transition.



## Mobile phones are a privilege and not a right.



- Mobile phones are not to be used during lessons without permission from the class teacher.
- Anyone disregarding this advice will be expected to hand the device in to staff to be stored securely until the end of the day.
- Anyone arriving after 9am in the morning will be expected to hand the device in to staff to be stored securely until the end of the day.
- Refusal to follow these rules will result in phone privileges being removed for up to 5 days. Students with an extended removal of privileges will be expected to hand the device in to staff to be stored securely until the end of each day.
- Please let family and friends know that they should not attempt to contact you on your mobile phone during lesson times. If anyone wishes to contact you urgently, they can do so through our office on 01744 677522.
- Phone calls made during break/lunch must be appropriate and made in a way that does not disturb other students or staff.
- Staff and the Teacher in Charge have the right to remove phone privileges if they feel students are using them inappropriately.
- These rules are in line with many situations you will encounter when you leave Tuition.

## **A Reminder of Our Rules**

We aim to be as informal as possible at Tuition, but in the interests of staff and students we feel a set of common sense rules should apply.

- **Do try everything offered to you.**  
Your staff work hard to talk to you and plan individual/small group work for you. They will support you and work with you, even if the work is new to you. Please tell them if you are having difficulty with it and we will help you to find a coping strategy.
- **Attend every day.**  
It is important that you attend everyday to benefit from the support and education Tuition Service can provide. In line with mainstream schools in St Helens, Tuition Service follow an attendance policy which includes the issuing of Penalty Notices details of this are in the Appendix.
- **Be punctual.**  
If for some reason you are going to be late and certainly if you are going to be absent, please ring in and let someone know. Anyone arriving after 9am (unless they have a pre-arranged medical appointment) will lose mobile phone privileges for that day. There will be no exceptions to this rule. Persistent lateness will lead to disciplinary procedures and may, in extreme cases, lead to your place at Tuition Service being closed.
- **Wear the correct uniform.**  
Whilst we will work with parents and pupils to address sensory issues, this must be pre-arranged. Students arriving in inappropriate or revealing uniform will be given correct uniform to wear. Failure to do this will result in parents being called to collect their child so they can return in correct uniform.
- **Be polite.**  
Your staff will treat you with respect and good manners and would like the same in return – bad language is not necessary!
- **Smoking is not allowed anywhere on the site.**  
As we are a St. Helens Council site, disciplinary procedures will apply to anyone who disregards this rule.
  - **Keep food and drink to our lunch/break area and eat at appropriate times.**  
Food and drinks other than water, are not allowed in classrooms. It minimises litter and the risk of accident or damage to equipment.

**Appropriate Clothing**

There has recently been a new uniform implemented by governors. Students should wear black pants or skirt with either a black or red top. Clothes should not be revealing eg very short shorts/skirts and pupils are not allowed to have their stomachs showing. The requirements of this will be explained during your induction meeting.

**Jewellery**

You will be allowed to make your own decisions about wearing jewellery, although security issues mean that it is not advisable to bring valuable items into The Beacon Building. Any valuable items brought in, including mobile phones, are your own responsibility.

**Attendance**

If you should be late, or unable to attend a particular session, or absent for any reason your parent/carer should inform us on **(01744) 677522** and on your return a letter should be provided to explain your absence.

Should any medical appointments need to be made please try to ensure that these occur outside timetabled hours.

**Please read Appendix 1.**

## **Complaints Procedure**

If for some reason there is an issue with a member of staff you feel strongly about, you do have the right to complain. To help everyone concerned, the following process should be used;

- Talk to the member of staff concerned; it may just be a misunderstanding or something needs to be clarified. If you do not feel comfortable about this, another staff member can always be present.
- Speak to the Teacher in Charge, or ask another member of staff to speak to him on your behalf.
- If, at this stage, the matter is not resolved, please contact

Rachel Guyer  
Acting Head of Alternative Education  
5<sup>th</sup> Floor  
The Beacon Building  
St Helens  
Merseyside  
WA10 1TF

## **Links to Outside Agencies**

Launchpad Tuition many have links to outside agencies who can offer support and advice. Please feel free to ask staff if you need any help or advice regarding any of them, alternatively you can visit our parent/child support page on the school website.

<http://paceandlaunchpad.sthelens.gov.uk/sections/launchpad-tuition-services/parentchild-support/>

# BEHAVIOUR AT TUITION

## EXPECTATIONS

RESPECT RULES AROUND APPROPRIATE BEHAVIOUR

RESPECT THAT ALL STAFF HAVE A RIGHT TO TEACH AND ALL STUDENTS HAVE A RIGHT TO LEARN

RESPECT THAT EVERYONE SHOULD FEEL SAFE IN AND AROUND THE UNIT

## LOW LEVEL BEHAVIOURS

STUDENTS REMINDED BY STAFF WHAT IS APPROPRIATE  
SEE THE CHALLENGING BEHAVIOURS FLOW CHART

STAFF WILL DECIDE IF THE FOLLOWING ARE APPROPRIATE TO DEAL WITH LOW LEVEL BEHAVIOURS

Contact parent/guardian

Detentions

Discussion with SMT

MORE SERIOUS INCIDENTS WILL BE DEALT WITH THROUGH THE STEPPED APPROACH TO BEHAVIOUR

# CHALLENGING BEHAVIOURS

What happens if you are:

**Late for school**

Removal of phone privilege  
for 1 day

Refusal to hand in phone results  
in removal of phone privilege  
for 5 days

ESCALATED TO STEPPED  
APPROACH

**Using your phone  
without permission**

Staff to remove device for the  
lesson after a warning

SMT to remove device  
for the day

ESCALATED TO STEPPED  
APPROACH

**Behaving  
inappropriately**

Staff to remind of appropriate  
behaviour

Removal from situation

ESCALATED TO STEPPED  
APPROACH

**Rude to staff or other  
students**

Staff to remind of appropriate  
behaviour

Break/lunch detention

Removal from class

ESCALATED TO STEPPED  
APPROACH

**BULLYING**

**Bullying will NOT be tolerated under ANY  
circumstances.**

**STEPPED APPROACH IMMEDIATELY**

# STEPPED APPROACH TO BEHAVIOUR

## LEVEL 1

STUDENT SPOKEN TO BY SMT

**ACTION COULD BE**



RESOLUTION

WARNING

BEHAVIOUR REPORT

PARENT/GUARDIAN  
CONTACTED

SHORT TERM MONITORING

LOSE PHONE PRIVILEGES

## LEVEL 2

**ACTION COULD BE**



LOSE PHONE PRIVILEGES

REMAIN ON  
BEHAVIOUR REPORT

INTERNAL EXCLUSIONS

PARENT/ GUARDIAN  
CONTACTED

# STEPPED APPROACH TO BEHAVIOUR

## LEVEL 3

### ACTION COULD BE



EMERGENCY REVIEW MEETING  
TO DECIDE APPROPRIATENESS  
OF PROVISION

PARENT/GUARDIAN/MAINSTREAM  
SCHOOL/ AGENCIES INVITED TO  
REVIEW

LOSE PHONE PRIVILEGES

BEHAVIOUR REPORT

NOT ALLOWED TO ATTEND NON  
EDUCATIONAL SCHOOL TRIPS

FIXED TERM EXCLUSIONS

FINAL WARNING

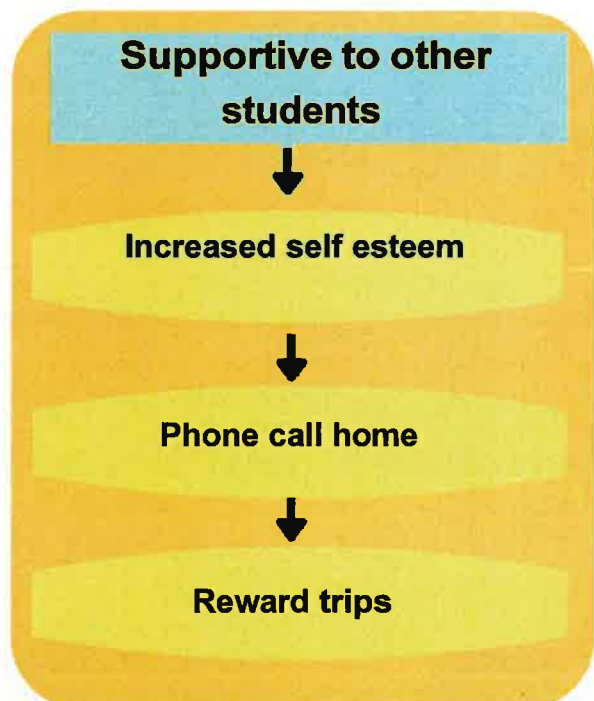
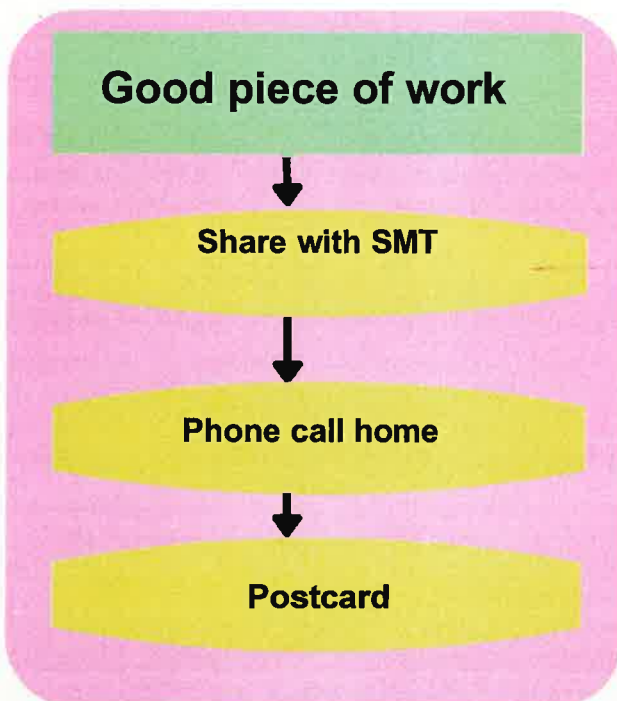
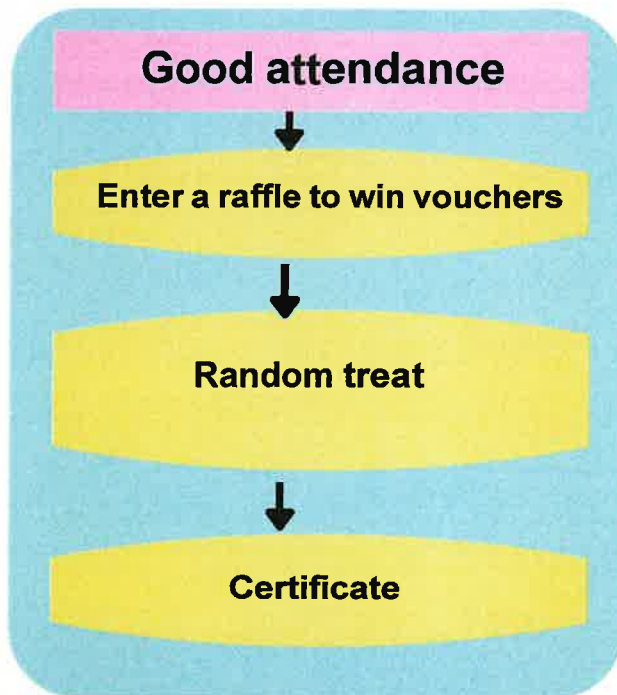
## LEVEL 4

TRANSFER TO OTHER  
APPROPRIATE PLACEMENT



# POSITIVE BEHAVIOURS

What happens if:



**POSTCARDS**

Student may be given a positive postcard to acknowledge any of the above good behaviours.

## Appendix 1

### Absence and Penalty Notice procedure

We believe that attendance within educational opportunities is vital to your child's development, progress and success. The Behaviour & Inclusion Improvement Service (B.I.I.S.) will monitor your child's attendance closely. We will give you every support to ensure that your child attends his / her educational provision attempting to support you to resolve any problems you may have. In the event of absence, school and parents will adhere to the following procedure:

If your child is absent for any reason YOU MUST notify school on the first day of absence before 9.30am and provide a letter to explain the absence on their return.

If your child is genuinely unwell you may be asked to provide medical evidence to support the absence.

Medical evidence includes:

- Medical appointment card signed by a person from the medical facility
- Prescription medication

Managers will look at the evidence and decide if the absence is authorised OR unauthorised.

Unauthorised absence will then be monitored closely as this can trigger the issuing of a Penalty Notice.

If your child has 10 sessions (1 day = morning and afternoon = 2 sessions) of unauthorised absence recorded on the register within 1 term, you will receive a letter from school. This is a warning letter which may result in you being asked to work with us via a Parenting Contract.

If you are experiencing difficulties getting your child into school you must contact school for guidance and support.

If your child's attendance continues to deteriorate to 20 unauthorised absences you will receive a letter stating a period of 15 days of monitoring. The situation is now very serious.

If your child is absent during the 15-day monitoring period and you do not provide medical evidence to support the absence it will be recorded as unauthorised.

School and / or the B.I.I.S. will now request a Penalty Notice to be issued by the Local Authority. You will receive a letter informing you that the B.I.I.S. have requested the Penalty Notice.

A Penalty Notice is a fine of £60.

You will be given 28 days to pay.

After 28 days the fine will be increased to £120.

You will be given a further 14 days to pay.

After 42 days the fine will be withdrawn.

You can now no longer pay the fine.

The Local Authority will then prosecute you for the original offence of failing to secure regular attendance at school. (Section 444 of the Education Act 1996)

If you are sent a Court Summons you must attend Court to explain to the magistrates why your child has failed to attend school.

The Court will decide if you are guilty of the offence

If you are found guilty you may be given one of the following:

A fine of up to £1000

A Parenting Order

OR any other penalty the Court decides.