

FARNEY CLOSE



WELCOME PACK

Contents Page

Page	Subject
3	Your Information
4	Who's Who
5	School Forum
6	How to get on with people
7	Fire Alarm
8	School Uniform
9	School Points
10	Pocket Money
11	Timings of the School Day
12	Classroom expectations of behaviour
13	Link-Workers
14	Your Houses expectations of behaviour
15	House Jobs
16	Activities
17	Bedtimes
18	Phone calls
19	Expectations of behaviour in school transport.
20	Transport and routines for Friday
21	Forgotten items
22	Your views

This pack also includes leaflets entitled:

- **Worries and Complaints**
- **Anti-Bullying**

They provide information as to what to do if you need any extra support.

YOUR INFORMATION

NAME

HOUSE

LINKWORKER

CLASS/ TUTOR

We know change will be hard for you

We understand that some people miss home, others find it difficult to follow rule and that working all day in class can cause people difficulties.

Help us to help you. Tell us what does and does not work for you.

For you the school aims are to support you in being the best possible version of yourself.

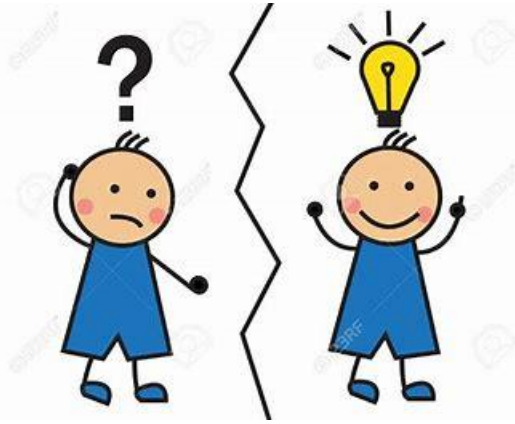
Remember you have come to Farney Close because YOU agreed to, now is time to make changes in your life that will be better for YOU

We can help and support YOU to learn in school and develop socially

WHO'S WHO



Principal	Sara Hack
Vice Principal (Interim).....	Emily Hopkins-Hayes
Deputy Head (Head of Education).....	Emma Shiel
Head of Care.....	Steve de Souza
Assistant to the Head of Care.....	Lester Speed
Senior Teacher.....	Kate Thompson
Teacher Co-ordinator (Behaviour).....	Clarence Haynes
Seniors.....	Chris Underwood, Clare Speed, Austin Bye
LAC Coordinator.....	Becky Hack
Careers advisor	Kym Gardner
Activity Coordinator.....	David Rainsford-Holt
Fund Raiser.....	Sue Horscroft
Pocket Money	Classroom assistants
Receptionist	Trudi Cook



School Forum

The school forum is a group of people that meet each month (at least) to discuss any issues that the children or adults at Farney Close want to talk about.

One of the young people from each house group is on the forum as is **SARA** [Principal] **EMMA** [Deputy Head] **STEVE** [Head of Care] **TRACY** [Chef Manager] and **SHARON** [School Counsellor]

The person on your house who sits on the forum will take your views, and everyone else's to the forum. Just write what you would like to be discussed and put it into your houses suggestion box. Your house representative will meet with you all and explain what was discussed at the meetings.

Ideas of what you might want to bring up: break times activities, food, these may be issues that you are not happy about but it is just as important to hear about what you particularly like.



How to get on with people

With other pupils

1. Don't share contact numbers they may not keep it safe or share it with others who may make nasty phone calls.
2. Don't show off to make an impression, this is a false you, try to be yourself.
3. If you do something wrong own up and sort it out, dragging it out will only make it worse, other children won't want to take the blame for something you have done.
4. Remember others may be having a difficult time too, so try to be supportive and kind, if you have nothing nice to say, say nothing at all.

With members of staff

1. Be willing to listen, we are here to help.
2. Swearing and being abusive will not resolve the problem, try to remain calm so you can be heard and the issue can be resolved as quickly as possible.
3. Remember swearing does not make you look big or clever.
4. Honesty will help sort a problem quicker, if you lie it makes trusting you harder to do.
5. When adults are unhappy with you, it's not because they don't like you, they don't like your behaviour, or what you have done.
6. Adults are not mind readers if you don't say they don't know.



FIRE ALARM

On hearing the alarm, you must leave your house **calmly and **listen** to staff, wait outside the house until staff tell you to go to the meeting point, you do this quietly and with staff.**

If **you are silly or run on ahead or do not listen to staff instruction, the whole house will have to repeat the drill until it is done properly, this could be in your time [**activities**].**

Make sure **you read the **fire notices** on the house, and you know where the **fire exits** are.**



School uniform

Full school uniform is to be worn at breakfast.

No trainers allowed during the school day.

You must remember to bring back school shoes after weekends and holidays, if you don't

1. Parents will be asked to pay
2. It will come out of your pocket money.

You will have to wear school trainers until the shoes are brought.

If you do not have school trousers you will have to wear school jogging bottoms until it is sorted out.

Take a pride in your uniform by keeping it clean and tidy.

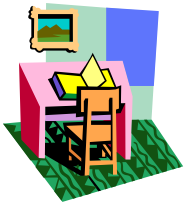
YOU will be responsible for any damage to your uniform, so don't lend it out.

Shoes must be black and be able to be polished.

School points



Points make money; see how much you can earn by looking on the notice board in the long hall.



Support classroom

3 points maximum can be earned. The support room is opened as needed – if you are in the support room you will lose your break.

Break points You can earn one point for each break, any play fighting, spitting, verbal abuse and you will fail to earn them.



Personal stereos /MP3 players

These are **not allowed** in the school day and will be confiscated and kept till Friday if you choose to keep them on you. Make sure you hand them into staff before school.



POCKET MONEY

YR 11'S 5P A POINT

YR 10'S 4P A POINT

YR 9'S 3P A POINT

YR 8'S 2P A POINT

YR 7'S 2P A POINT

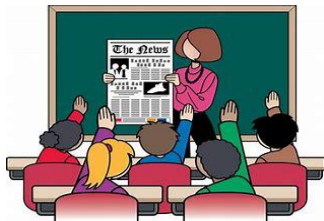
**IF YOU SAVE YOUR POCKET MONEY
AND TAKE IT HOME FOR HOLIDAYS YOU
WILL GET A BONUS**



TIMES OF THE SCHOOL DAY

MONDAY to THURSDAY

9.10am	Assembly and Morning Registration
9.20am	Booster
9.45am	Lesson 1
10.45am	Morning Break
11.00am	Lesson 2
12.00pm	Lesson 3
1.00pm	Lunch
1.45pm	Afternoon Registration
1.55pm	Lesson 4
2.45pm	Afternoon Break
3.00pm	Lesson 5
4.00pm	End of the school day



FRIDAY

9.10am	Assembly and Morning Registration
9.20am	Booster
9.45am	Lesson 1
10.45am	Morning Break
11.00am	Lesson 2
12.00	Lesson 3
1.00pm	Lunch
1.20pm	Pupils Travel Home

CLASSROOM EXPECTATIONS of Behaviour

- Believe in your abilities - you can succeed
- Be on time for all your lessons and settle down to work quickly and quietly
- Let your teacher teach
- Treat the people in your group and your teacher with respect no matter what their ability, race, religion or gender
- You have the right to education - as do the rest of your group. It's your responsibility not to disrupt other pupils' education
- When you need help, ask politely and remember that other pupils need help too
- Try to complete the work you have been set to the best of your abilities and be proud of it
- Respond politely when the Teacher or other pupils ask you to do something
- Try not to get involved in others' poor behaviour
- Clear up your work promptly when asked and leave your desk/work area tidy
- Leave the classroom calmly when your Teacher asks you.



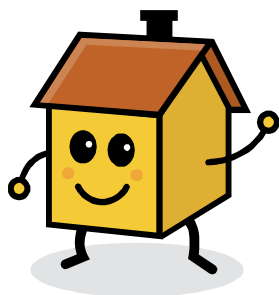
Link worker

You will be given a **Linkworker**, this is a member of your house staff.

The role of the **Linkworker** is to:

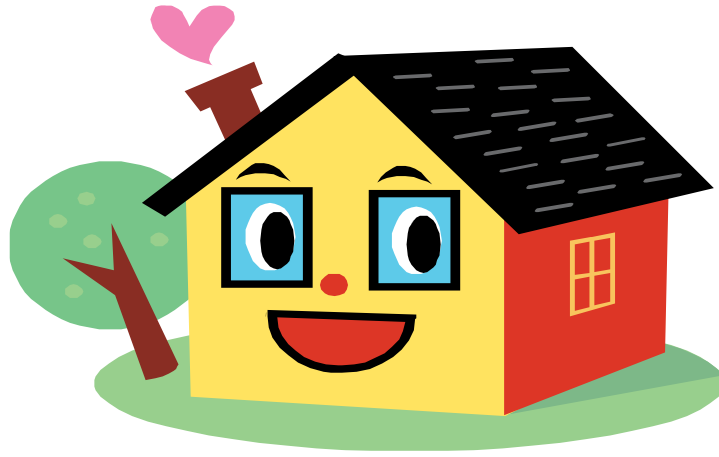
1. Go through the routines of the house with you.
2. Work on your care plans with you and to assess your needs.
3. Someone you can talk to.
4. Someone to sort out your medical needs.
5. To attend reviews with you.
6. Talk to your parents; keep them up to date with how you are doing.
7. Help you deal with everyday problems.

Make use of your **Linkworker** they are there for **YOU**.



YOUR HOUSE EXPECTATIONS OF BEHAVIOUR

- Be proud of where you live.
- Carry out basic house routines, as this makes your house a nice place to be.
- Your care staff will respect you, so please respect them.
- Your bed area is your part of Farney Close; its appearance reflects how you see yourself.
- Always show respect for each other's personal space.
- You may only enter others' rooms if you are invited and have permission from a member of staff.
- If you have problems with others, ask your staff to help sort them out; don't try to do it by yourself.
- Physical and verbal abuse towards staff or other young people is not acceptable at any time and will only make your house an unpleasant place to be.
- Treat people how you would like to be treated, no matter what their race, gender or religion.
- Always respect your living space and remember that any damage you cause will **cost you!**
- Try not to respond to the poor behaviour of others and be supportive to staff.
- Be aware that if you break the law the Police will be involved.
- You may only enter the sleeping in room with staff permission.



House jobs

Everyone shares the house jobs to keep the house a nice place to live. On each house there will be a rota. It could be taking the laundry in the morning to hovering the lounge, to mopping the bathroom.

You must keep your bed area tidy; **it's down to you** to take a pride in where you are.

Remember the rules are for **everyone**.

Personal belongings – lockers are available or you can hand belongings to your house staff to keep safe, if you don't they are **your** responsibility.

DONT LEND YOUR BELONGINGS OUT KEEP THEM SAFE.



Activities

An activity list will be displayed on your house, make sure you choose on the Monday evening with your house staff for activities on the Tuesday and Wednesday evening.

The higher the points you get at school the better chance of doing the activity you want.



Make sure you get a note when leaving the house ask the staff for one, without a note you could be sanctioned which could be a ban from an activity or loss of activity the following evening.

Activities are from 6pm to 8pm. If you are going on a trip offsite, you will be told the time you need to leave by staff.

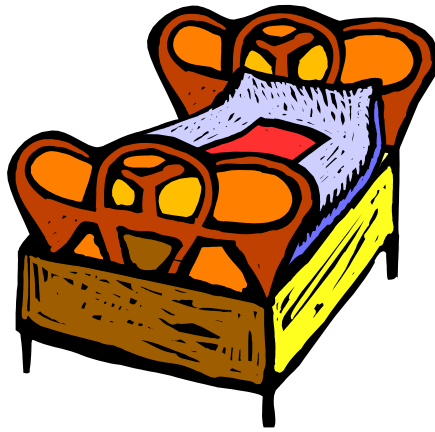
Being disruptive during an activity may result in you being banned.



We offer various activities, swimming, pool, art and craft, computers, competitions, and trips such as bowling, laser quest and cinema.



Any new ideas? Speak to your Linkworker / House staff



BEDTIMES

AGE	BEDTIME	LIGHTS OUT
11 YEARS	8.50PM	9.00PM
12 YEARS	9.00PM	9.10PM
13 YEARS	9.20PM	9.30PM
14 YEARS	9.30PM	9.40PM
15 YEARS	9.40PM	9.50PM
YEAR 11 LEAVERS	10.00PM	10.10PM

Poor settles and poor rises can result in an early bed.



Phone calls

You are entitled to one **4** min phone call to your family a week, your parents can phone in any evening. Obviously if you need to call home more this can be arranged.



There is a phone box in the long hall which you can use during activities from 6pm and up until 8.30pm.



Mobile phones are not allowed in school.

Should you return with one, they **must** be handed into staff and will be returned on the Friday to go home with.

If you do not hand in your phone you will have is confiscated until the half-term.

Refusal to hand your mobile phone in may result in a temporary exclusion.



Behaviour and expectations for using school transport

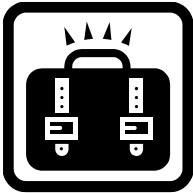
It's your responsibility to behave in a way that does not risk the safety of any other person when travelling in a school vehicle.

- You are not allowed to eat or drink in a school vehicle. This includes sweets or chewing gum.
- You must wear a **seatbelt on all** journeys.
- You must not use abusive or racist language to people inside the vehicle or outside.
- You must not verbally bully or verbally provoke others.
- You will respond properly to all requests made by staff.
- You are not allowed to lean out of the windows.
- On trips you are expected to be at the vehicle at the time stated by staff for the return journey.
- You are expected to show good behaviour while out in public.

If you don't keep to these rules, you could lose your transport, be banned from trips for a period of time, or be told to leave the vehicle.



Transport and routines for Fridays



All bags are to be packed and labelled and up to the bag room **before school**.

This applies to Yr 11's on Thursdays.

There is no returning to the house during the day and no access to your bags till home time.

All Children to lunch at 1pm and then to the chapel to watch TV until their taxi arrives.



You must wait in the chapel till the member of staff calls you, to tell you your taxi has arrived.

You need to walk to the bag room and line up ready to collect your bag and pocket money.

Taxis come up 6 at a time, the more sensible you are the quicker you will leave and start your weekend.



Forgotten Personal Items

If you forget such items as toothbrushes, toothpaste, shampoo etc, don't panic, we can supply them and you can pay for these out of your pocket money.

A price list of items is available on your house unit.



In the classrooms if you break pens on purpose waste paper or cause damage you will have to pay for them to be replaced, this will be taken out of your pocket money.

Larger items of damage could result in a temporary exclusion and/or your parents paying to replace or mend the damage, and could also involve the police.

Welcome Pack

THANK YOU FOR GOING THROUGH THE WELCOME PACK.

Name

Link worker

This pack now belongs to you. Please could you answer these questions to help me ensure that you have the information you need.

- 1. Did you find the pack difficult to understand? Yes / No**
- 2. Is there anything you feel I should include in this pack but have not done so? If yes please write your answer on the back of this page.**
- 3. When this pack is next updated would you like to help to do it? Yes / No**

Thank you for your time.