



Stephenson Trust
Post 16 Centre

STUDENT HANDBOOK

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Executive Principal: Kathie Hughes

Head of School: Bev Wise

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Handbook Contents:

- 1. Philosophy & Aims**
- 2. Child Protection**
- 3. Attendance & Absence from School**
- 4. Behaviour**
- 5. Mental Health Assessments and Hospital Discharges**
- 6. Communication**
- 7. Medication**
- 8. Transport**
- 9. Code of Conduct**
- 10. Team Teach**
- 11. Dress Code**
- 12. Privileges**
- 13. Food and Drink**
- 14. Timetable & Curriculum**
- 15. Work Experience**
- 16. Term Dates**
- 17. Progress and Assessment**
- 18. Fire Regulations**
- 19. School Closures**

1. Philosophy & Aims

Many of our students have had challenging journeys in education thus far; at Stephenson MK Trust Post 16 Centre, we are offering our students a supportive environment in which to grow in positivity and confidence. They will have the opportunity to build on the qualifications gained at Key Stage 4, to learn about the world of work through focussed employability sessions and to access long-term work experience placements.

Whatever the student's starting point, whatever the challenges they have experienced in education previously, our aim is to ensure that for the time they are with us, they are making positive steps towards independence and building safe and secure foundations for their next steps.

Our aims encompass work with:

The student - to help them work towards career goals

The family/carers - to establish a situation where all the adults in the student's life are working together to meet the student's needs

The staff - to put systems and strategies in place whereby the student is more likely to succeed in their education and the wider community after they leave us.

Other professionals - to seek further support as necessary

With schools and colleges - to promote integration and inclusion

With the working world - accessing long-term work experience placements and employment

2. Child Protection

Stephenson MK Trust Post 16 Centre has a "duty of care" to all students on its roll. The welfare of the young person is taken very seriously and any concerns or disclosure, whereby the student may be considered at risk, will be reported to the Multi-Agency Safeguarding Hub in Milton Keynes, as deemed in the best interests of the child. Any referral to Children's Services where possible will be discussed with parents or carers prior to its submission, unless it is considered to be to the detriment of the well-being of the young person in question. Please contact us also if you feel another student is in danger.

The Centre's Designated Child Protection Officer is:

Mrs Bev Wise - Head of School

Centre Deputy Designated Safeguarding Lead:

Miss Christine Dehnel – Assistant Principal

3. Attendance

Stephenson MK Trust believes that regular attendance is the key to enabling you to maximise the educational opportunities available to you and become emotionally resilient, more confident and competent young adults who are able to realise their full potential and make a positive contribution to your community. This is particularly important for students who are less likely to have previously attended well at school.

Our expectation for every student at Stephenson MK Trust is to have at least 90% attendance and we will work with you and your family to help you achieve this target by identifying the reasons you feel this may be challenging, working together to overcome these difficulties successfully. We are fully aware that this has been a significant challenge for many students and, where appropriate, staged integration plans will be put in place to support students taking into account any specific individual needs the student may have. The environment, class sizes and positive relationships with staff and students is something that we often see helps students at Stephenson MK Trust to improve attendance and feel more confident in engaging with education.

Below 70%	70-80%	80-90%	90-95%	95% and above
Discussion with the head of Centre to determine if this is the right provision.	Unacceptable attendance - Parents required to meet with key worker to discuss a way forward	Cause for Concern – Plan in place with Keyworker and parents to improve as quickly as possible	Good attendance This will enable you to achieve to your ability.	Outstanding attendance! You are on track for the reward trip.

If, for any reason, you are unable to come to school, you, your parent or guardian need to let school know the reason; if contact has not been made, you will gain an 'unauthorised absence' which will impact your overall attendance score.

If there are any doubts over reasons for absence, your tutor will contact your parent or guardian, to confirm.

It is essential that the Centre is notified of any absence as early as possible on the day by telephoning **01908 889410**.

If absence due to illness continues for a combined period of more than 5 school days, attendance plans will be prompted and put in place and medical certificates from GPs, or other medical professionals, may be requested.

Students and parents/guardians are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, students

should attend school for part of the day and an appointment card or note from parents/guardians should be given to school for our records.

Where there are periods of unauthorised absence school staff will conduct a home visit to check on the welfare of the student. **In the instance where school staff are unable to check on the welfare of the student and are refused access to the student the police will be asked to complete a welfare check and to feedback to the school.**

Persistent absentees will be issued with warning notices for each stage of their unauthorised absence; we will work within the pastoral system to support the student to attend. Students who do not show an improvement in attendance after a supportive plan are putting their place at the Post 16 Centre at risk.

4. Behaviour

The Post 16 Centre accepts students from a wide range of backgrounds all with their own challenges and we believe that no one should be made to feel they are not accepted at school. Therefore, we have a zero tolerance to bullying policy and staff will challenge unacceptable language both in lessons and during social times. We want to provide a safe space for all students to study and grow as young adults and so we will uphold the following:

- The use of mobile phones is prohibited in lessons and during academic times of the day. Mobile phones should be placed in students' allocated lockers if they feel they are not able to self-manage with this.
- Parents will be contacted by their key worker about any concerns that have arisen throughout the day, including mobile phone warnings.
- No energy drinks are to be brought onto site.
- Students are to treat staff and peers with respect and expect the same. We will not accept discriminatory, sexist, racist, or offensive language towards staff or peers.
- Aggressive or violent behaviour will not be tolerated – and this includes play-fighting
- Coming into the Post 16 Centre under the influence of drugs or alcohol is not acceptable – nor is bringing these items on site.
- If you choose to smoke/vape – then you must only do this during break and lunch times and this must be done completely off the school site. Smoking onsite or in-between lessons is not permitted.
- Positive behaviour and effort will be recognised and celebrated by staff and peers.

5. Mental Health Assessments / Hospital Discharges

In the instance where a student has self-harmed significantly on-site or repeatedly displayed self-injurious behaviour, presented to A&E for a Mental Health Assessment, or been discharged from an Inpatient Unit, a 24-48+ hours rest period will be advised and actioned.

Before returning to school, where appropriate:

- A home visit must have been completed by school staff, or parents or carers attend a meeting at school
- The risk assessment is updated, with pre-agreed home-school strategies for support
- Therapeutic Screening/observation has been undertaken
- The Community Care Plan has been discussed and planned for
- A reduced timetable has been agreed by the school, the student and their parent/guardian

6. Communication

It is essential that good communication is maintained between home and Stephenson Trust Post 16 Centre. This enables all adults involved with the young person to work co-operatively in order to meet their needs.

Home Visits

Staff may occasionally wish to visit you at home to discuss an issue or simply to keep a regular contact or after a period of absence to conduct a welfare check. Such visits will always be with your agreement and arranged in advance.

Telephone Calls

Staff at the Centre may call parent/carers on a regular basis to pass on information or simply to talk about the young person's day. Equally, you may wish to speak to staff at the Centre. If the member of staff you wish to speak with is engaged with a group, please leave a message so that they can return your call.

Emails

Please contact the young person's key worker in the first instance, and they will respond or redirect the email as necessary. Always copy in the Centre's main email address in case the tutor is absent:

P16-reception@stephensontrustpost16centre.org.uk

7. Medication

If the young person is taking medication for any reason, the Centre must be notified. Students should not have, or carry any medication on them at any time, unless this has been discussed with Centre staff and is being brought in to be kept locked in the office for administering by a trained member of staff.

If this medication needs to be dispensed during the school day, it must be handed in to the main office by a parent or carer, accompanied by written instructions of when and how the medication is to be taken. This applies to prescribed medication as well as over-the-counter medicines. All medication needs to be submitted in its original prescribed packaging with the student's name clearly displayed.

You will be notified if your child is unwell or has an accident/injury during the school day. **It is essential that staff are able to contact you during school hours, so you will be asked to provide two emergency contact numbers in addition to your own.**

8. Transport

Stephenson MK Trust do not provide transport to school from the home address.

Parents/carers can apply for transport if this is a particular need. If it is agreed then a free bus pass, or school transport taxi, for the journey could be provided by Milton Keynes Council. We hope that as part of their goals towards independence, all students will work towards being able to use public transport efficiently and independently.

On rare instances where students are transported by a school funded taxi, they are required to:

- Be ready in good time to be collected in the morning – the taxi will not wait if the student is not ready and parents may be charged for the wasted taxi, and if further taxis are used
- Remain seated throughout the journey
- Wear a seat belt
- Be polite to the driver or escort
- To sit still and be calm so that the driver is able to concentrate
- To enter the Centre at the start of the session

When using the Centre's transportation, the same code of behaviour is expected.

To keep transport costs to an economic level for Milton Keynes Council, students may be required to share school taxi transport with other students travelling to the Post 16 Centre.

For certain activities it may be necessary for students to be transported by a sole member of staff in their own vehicle. The Trust ensures that there is adequate insurance cover for this.

Students should be aware that consistent and regular refusal to follow staff instructions during educational trips and visits will impact on the student's ability to access trips and visits provided by the school.

9. Code of Conduct

The Centre's Code of Conduct assists students to behave in a way that shows respect for themselves and an awareness of their responsibility to other people in the Centre. This comprises a set of agreed rules based on the rights and responsibilities of everyone in the Centre. Students are expected to follow the Post 16 Centre code of conduct and make appropriate choices in their behaviour.

Code of Conduct

Be ready

Be respectful

Be safe

Students are not allowed to smoke/vape anywhere near, on or in sight of the school grounds/building.

Students need to be aware of the proximity to surrounding students from other centres. Students' behaviour and attitude should show their position as young adults and we will expect them to set a high standard in modelling the Post 16 Centre code of conduct.

As such, any communication and interaction should be appropriate with younger students. No banned items should be shared with younger students, or 'left' around the premises.

Any student that does not follow the centre's Code of Conduct will have privileges removed and be on staged sanctions with their tutor and the Assistant Principal. If there are serious breaches, parents may be called in for a meeting, behaviour contracts explored and or suspensions from the Post 16 Centre.

10. Team Teach

Team Teach offers a teambuilding approach to enable individuals and organisations to develop a full range of effective and flexible supports and encouragements for students who exhibit unsafe behaviour, becoming a risk to themselves or to others.

Team Teach emphasises a spectrum of gradual and graded responses to reduce the probability of unsafe behaviour escalating towards aggression, frustration, or violence. When these approaches are insufficient, there are risk-reducing physical interventions (positive handling plans) which reflect the concept: 'I care enough about you to keep you safe'.

The Best Interest Principle

All Team Teach training emphasises this principle, which is at the centre of the Children's Act 1989 and the Human Rights Act 1998. All actions must be taken with the best interests of the child or adult service user as the paramount consideration; it is the first thing we think about. Our first priority is always the safety and care of our students and staff.

Taking Care of Students – Positive Handling Statement

Trained staff may implement the Team Teach positive handling techniques:

- When there is imminent risk of injury or action is necessary in self-defence
- Where there is a developing risk of injury, or significant damage to property
- Where a student is behaving in a way that is compromising good order and discipline

If a student leaves the premises without permission, it may be necessary for the police to be informed and also the parent or carer to be contacted.

11. Dress Code

The Stephenson Trust Post 16 Centre does not have a uniform. Students are required to be clean, and should wear 'smart/casual' clothes.

- Jeans and joggers are permitted.
- Clothing should not be too revealing (i.e. no strappy tops, cropped tops or underwear on show)
- Skirts and shorts should be no shorter than knee length
- No flip flops or sliders to be worn

12. Privileges

Students are allowed to bring mobile phones to the Sixth Form Centre but these are expected to be kept off and out of sight during lesson time. Students will be each given a locker in the common room to store their devices in during lesson time. Unless the teacher has requested otherwise (i.e. a lesson may require a student to use handheld mobile technology). **Student mobile phones are brought in at their own risk.** If devices are damaged, lost or stolen, the Stephenson Trust bears no responsibility.

Lockers will be provided to all students at the start of the school year.

Students will only be allowed to leave the premises at break and lunch times.

Entering and Leaving the Site

Students are free to leave site during break and lunch times. Students will not be permitted to leave site outside of these times, unless agreed by a member of staff.

Students are expected to manage their time off site sensibly; if students are consistently late back from off-site breaks, their off-site privilege may be temporarily revoked.

13. Food and Drink

Students are supplied with a choice of a hot lunch or sandwich onsite daily, however students are welcome to bring their own packed lunch into school if that is their preference. In addition there is also an on site tuck shop for students to buy food and drinks. This will be accessible to students at break and lunch times only.

Water and squash will be available to students throughout the day, and fruit and breakfast bars are available at break time.

Please note: No energy drinks are permitted in the Post 16 Centre, due to the negative impact these can have on attention and health.

14. Timetable & Curriculum

The Core hours of the Post 16 Centre for Year 12's are Tuesday – Thursday, 8:30-2:45pm and Friday 8:30-1pm.

The Core hours of the Post 16 Centre for Year 13's are Mondays and Tuesdays -supported interventions and work placements. Wednesday-Friday in Centre with the times below.

SESSION TIMES

Tuesday to Thursday	Start	Finish	Duration
Breakfast & Tutor Time	08:45	09:00	15 mins
Period 1	09:00	10:00	60 mins
Period 2	10:00	11:00	60 mins
Break	11:00	11:15	15 mins
Period 3	11:15	12:15	60 mins
Lunch	12:15	12:45	30 mins
Period 4	12:45	13:45	60 mins
Period 5	13:45	14:45	60 mins

Friday	Start	Finish	Duration
Breakfast & Tutor Time	08:45	09:00	15 mins
Period 1	09:00	10:00	60 mins
Period 2	10:00	11:00	60 mins
Break	11:00	11:15	15 mins
Period 3	11:15	12:15	60 mins
Lunch	12:15	12:45	30 mins
Assembly	12.45	13.00	15 mins

Work experience for Year 12's will take place on either a Monday or Friday afternoons, when students are 'work ready'.

All students will study the following core subjects:

- **English Language GCSE**
- **Maths GCSE**
- **BTEC Level 2 Work Skills**
- **BTEC Level 1 Enterprise (Developing & Investigating)**
- **Catering – Home Cooking Level 2 if not already achieved**
- **Life Skills**

Individual timetables will be organised for students who do not need to re-take English or Maths, or if they need extra interventions in Literacy or Numeracy.

15. Work Experience

Students will be invited to take part in extended work experience placements, which will enhance their CV and enable them to have a realistic understanding of the world of work, in a supportive environment.

Students may wish to use a family member or friend. If this is the case, the student will need to inform their tutor as soon as possible, as health and safety checks need to be completed in order for a work experience placement to go ahead.

Students will have help through the Post 16 Centre to prepare for work experience. There are options to trial a placement before starting an extended placement. Extended placements can last for a whole working day, one day per week for up to a year. Students will need to fill out application forms for this and will experience an interview - all good practice for their next steps.

16. Term Dates

We will send home letters about our start dates in September, which tends to be the second week of September – mirroring college start times. We then follow the Trust Calendar as outlined below for our School Holidays. We send reminder texts and letters home with regards to our breaks to remind parents and carers throughout the year.



STEPHENSON
(MK) TRUST

Term Dates September 2023 - July 2024

	Open Morning of	Close at the end of afternoon session on	Days	STAFF INSET DAYS	
Autumn Term 2023	Tuesday 5 September	Friday 20 October	34	Friday 1 September	1
				Monday 4 September	1
	Tuesday 31 October	Friday 22 December	39	Monday 30 October	1
Spring Term 2024	Tuesday 9 January	Friday 16 February	29	Monday 8 January	1
	Monday 26 February	Thursday 28 March	24	Wednesday 17 April (Twilight)	0.5
Summer Term 2024	Monday 15 April	Friday 24 May	29	Wednesday 19 June (Twilight)	0.5
	Monday 3 June	Friday, 19 July	35		
			TOTAL: 190	TOTAL: 5	

School Holiday Dates:

Autumn half term 2023:	Monday 23 October - Friday 27 October 2023
Christmas break 2023:	Monday 25 December 2023 – Friday 5 January 2024
Spring half term 2024:	Monday 19 February - Friday 23 February 2024
Easter 2024:	Friday 29 March - Friday 12 April 2024
Early May Bank Holiday:	Monday 6 May 2024
Summer half term 2024:	Monday 27 May - Friday 31 May 2024
Summer break commences:	Monday 22 July

STAFF INSET Days:

Friday 1 September
 Monday 4 September
 Monday 30 October
 Monday 8 January
 Wednesday 17 April (Twilight)
 Wednesday 19 June (Twilight)

Please note these are our site opening dates, but timetables are Tuesday to Friday only. Work experience will take place on a Monday or Friday afternoon.

17. Progress & Assessment

Students at the Stephenson Trust Post 16 centre are assessed regularly to check on progress and development; there are both informal and formal methods of assessment at various points through the year.

Parents and Carers will receive Progress Check Data at the end of the Autumn and Spring terms. In addition, it is possible to meet subject teachers, and other staff, at

any point throughout the year for updates on their progress, and form tutors will be in contact regularly about how your child is doing at Post 16 both socially and academically.

18. Fire Regulations

We have regular fire drills. When the alarm sounds all students and visitors are expected to remain calm, leave by the exits as directed by staff and congregate at the allocated area, which is the car park at the front of the school.

19. School Closures

School closures are often unforeseen and communicating closures to parents can be difficult. We attempt to minimise any disruption this may cause and therefore would like to inform all parents/carers of the best route to find out what is happening.

If you think we may be closed, for example, when there is heavy snowfall or bad weather, you can find out in the following ways:

- Check the school website
- Log into the www.milton-keynes.gov.uk/schoolclosures
- Local radio: Listen to Heart 103.3 Radio or BBC Three Counties Radio
- Check our social media page on Facebook for the Stephenson Trust.