

Take 1 Studio Learning Centre



Induction Handbook

2020/21

Take 1 Studios
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Introduction and Welcome

Welcome to Take 1 Studios at what we hope is the start to a positive partnership between the Centre, you and your child. We have prepared this handbook to provide advice and guidance to you and your Parents/Carers, explaining the common procedures adopted at the centre. We aim, through this handbook to provide you with sufficient information to help you to understand the structure and organisation of our Centre.

Behaviour Policy & Rewards System

Students are expected to respect behavioural boundaries and show consideration and concern for others. We aim to encourage positive attitudes, values and behaviours to ensure productive working environments. Our relationships with our students are based on care, courtesy and respect and we endeavour to help the children to behave responsibly and thoughtfully. We manage an effective and fair rewards system, which encourages good behaviour. We feel rewards are essential in reinforcing and recognising good behaviour and effort. We believe that rewarding students increases their motivation and their desire to do well in school.

Child Protection & Safeguarding - Parents

We are committed and dedicated to the Safeguarding and protection of your child. Our Designated Safeguarding Persons are **Naomi Fearon** and **Steph Dalton**. Naomi will liaise with Health Authorities, Social Care, Multi Agencies and the Police naming just a few services. Whenever possible, we will liaise closely with you, keeping you informed of all the aspects of your child's wellbeing. There are however times when in the interest of the welfare of your child, we are required by law to deal directly with the authorities. If you have any serious concerns about your child or any other child, please do not hesitate to contact **Naomi Fearon** for further advice and guidance.

Child Protection & Safeguarding – Pupils

If you have any concerns or are unhappy in anyway during your time at Take 1, all of our staff are trained in safeguarding. If you would like to speak to one of the Designated Safeguarding Leads (Naomi Fearon or Steph Dalton) at any time please ask us. Their contact number are also displayed around the building.

We have a duty of care to all our pupils, please understand that we may not always be able to keep conversations you have with us confidential. If we feel you are at risk or in imminent danger we may have to contact social care or the police.

Health & Safety

Our Health & Safety Policy is in accordance with the Health and Safety at Work Act 1974. **Courtney Rose** is the delegated Health and Safety representative of Take 1 Studios although all staff have a responsibility for Health & Safety. Risks Assessments are completed before any activities are carried out and the needs of your child are paramount. If you would like to view a full version of our Health and Safety Policy, please contact us at the office.

Accident or Fire Emergency Action Plan

Accidents and fires can happen anywhere, anytime.

An emergency action plan can help save lives.

Every person must find out what to do in case of an emergency situation arising in the school area. All staff have been trained in First Aid.

Each person must be aware before any emergency occurs, the location of:

Fire Alarms	Situated next to each Fire Exit and at the main entrance
Emergency Fire Exits	<ol style="list-style-type: none">1. Dance Studio2. Top end of the classroom3. First Aid Room
Fire Fighting Equipment	<ol style="list-style-type: none">1. Top end of the classroom2. Main entrance
First Aid Materials	<ol style="list-style-type: none">1. Administrators Office2. First Aid Room

Breakfast Club & Lunchtime

Take 1 Studios offers a breakfast club to all its learners providing cold and hot drinks, cereal bars and toast before the day's learning starts. Your child will need to arrive at the centre between **9.00am and 9.20am** to benefit from this. **Breakfast club is to be booked 24 hours in advance**, if you would like your child to attend Breakfast Club please let a member of staff know the day before or contact the office.

At lunch times, all students are given a half hour break in which we will a packed lunch prepared and served on site. This will consist of sandwiches with various fillings (halal and vegetarian options will be available), with a packet of crisps, drink and a snack. Please inform us of any dietary requirements. All students whilst on the centre premises are supervised and there will be no changing the menu, nor will any student be allowed offsite to go to local shops.

You may provide your own packed lunch, however these must be carried in a suitable disposable bag/container. Please note that we do not have the facilities to warm or cook food for pupils.

Bottled water will be provided for pupils through out the day. Please note that fizzy drinks and energy drinks such as Lucozade, Red Bull and Monster are not permitted at Take 1.

Complaints and Compliments

We welcome the opportunity to talk about concerns you may have so we can identify areas where we can improve. In the first instance, your concerns can be raised with the Centre by talking to in writing. If however, despite best efforts to resolve any issues, you are not satisfied with the outcomes, you should raise your concerns with the Head Teacher, **Naomi Fearon**. If your complaint is with regards to the Head Teacher, please contact the Executive Director of Take 1 Studios, **Courtney Rose**, again by telephone or in writing. We will endeavour to respond to your concerns within 3 weeks. If you wish to view the full Complaints Policy this is available on our website. If you feel your complaint has not been resolved then please contact the chair of Directors, Salome Graham by emailing chair@take1studios.co.uk.

Assessments

We monitor, review and evaluate your child's personal and academic progress and will liaise with you and agencies working with your child on a regular basis. Each child has a Progress Plan. Your child's Tutor will meet with your child for One to One sessions, a minimum of once every 2 weeks as part of this plan. The plan is reviewed every term and your child's Progress can be reciprocated to you in our Parents evenings. If you would like to discuss your Childs progress at any other times then please don't hesitate to contact us.

Special Educational Needs

At Take 1 Studio we aim to engage your child in a personalised learning programme. This is achieved by ensuring that your child receives the appropriate level of support necessary to achieve a positive educational experience. Our Special Educational Coordinator (SENCO) is **Steph Dalton**. Our Centre complies with the Disability Discrimination Act 1995 and does not treat disabled learners 'less favourably'. We promote equality of opportunity between disabled learners and other learners and positive attitudes towards disabled people through Personal, Social and Health education. Please contact your Tutor to obtain the complete Special Educational Needs Policy and Disability Equality Policy.

Equal Opportunities

We actively promote equal opportunities and instruct all students on the basis that we do not discriminate, directly or indirectly, anyone on the grounds of colour of skin, race, nationality, beliefs, sexual orientation, gender or disability. We aim to equip our students with a sound awareness of our diverse society and to understand and appreciate the value of difference. Parents and Carers can obtain our full policies on Equal Opportunities including Gender Equality, Race Equality and the Disability Equality Policy by requesting these from your child's Progress and Achievement Mentor.

Mobile Phones and Electronic Devices

Your child should be encouraged not to take their mobile phone or other electronic devices to Take 1 Studios. If your child does bring their mobile phone or electronic device, they will be asked to hand it in upon entering the site. It is policy and procedure for the student to hand this in and is non-negotiable unless there is an emergency situation in which they need to keep their phone on them. There must be written permission from the parents stating the reason of emergency in which their child must have their phone kept with them. It will be kept in a secure facility until the end of the educational day. This is to ensure they are able to focus and achieve their maximum learning potential without distractions.

Drugs, Smoking & Alcohol

Take 1 Studio is committed to raising the awareness of the effects of drugs on the health and wellbeing of all young people we work with. We aim to promote a clear understanding of the risks related to drug and alcohol abuse. We recognise that some of our learners may require confidential advice, support and guidance so we work alongside an organisation named COMPASS who provides this. We do not allow smoking during school time. All students will have to hand in any cigarettes and other smoking paraphernalia upon entering the site and stored in a safe secured location. Cigarettes, lighters and tobacco will be handed back to the student at the end of the day, however items such as grinders will be permanently confiscated and report to the students Mentor who will then take the matter further. We ask you to please relay this information to your child.

Searching, Screening and Confiscation Procedure

All students are to hand in their mobile phones upon entry. All mobile phones are locked away in a secure location and returned to the student at the end of the day or when they leave the building for the day.

For the safety of all students and staff, the student will be expected to search themselves (pat down) every day upon entry. We are within our rights to confiscate items listed below to ensure all building users safety. All items listed are to be handed in/confiscated upon search:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco/cigarette and all smoking related items
- Fireworks
- Pornographic images
- Any article that the member of the staff reasonably suspects has been, or is likely to be, used to commit an offence, or
- To cause personal injury to, or damage to the property of, any person (including the student)
- Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for

The School is within its rights to require pupils to undergo screening even if they do not suspect them of having a weapon and without consent of the pupils. This is at the discretion of staff and is done for the sole purpose of safety for all students and members of staff, ensuring we provide a suitable comfortable environment for all students to learn and achieve.

Any items/articles found that are not allowed on site will be confiscated if found on the student and the appropriate parent/guardian/mentor will be rang to report the incident. The confiscated item/article will be confiscated if staff feel the item/article can cause distress/harm to other students, staff or the student in possession of the item and retrieval of the item is dependent on the item and the nature of the item.

Parental Support for Students

You can make a positive contribution to your child's education by ensuring you:

- Find time each day to talk to your child about their school day and encourage positive attitudes towards it.
- Help your child read as much as possible by providing them with newspapers or books.
- Keep Take 1 Studio or Unity learning Centre informed of any factors, which may affect your child's attitude or engagement whilst at school.

Attendance

Your child's attendance is vital in ensuring progress is made in learning. A carefully constructed timetable has been planned for your child and they must attend all lessons. Non-attendance will result in your child missing out on very important learning time and this may be very difficult to catch up with. If your child's attendance levels are below a certain percentage, we are required to contact Education Welfare for further intervention. Attendance and behaviour are also linked to incentives made available to students throughout the year.

Lateness

Lateness is 15 minutes after the morning afternoon sessions start. Students are to be here ready to start by 9.30am in the morning and 12.45pm in the afternoon. If they arrive 15 minutes after either of these times they are marked down as late. Lateness becomes truancy after 30 minutes. Please ensure that your child is at school on time every day to ensure good attendance standards are maintained. Failure to do so will result in a poor attendance record and the involvement of the Education Welfare service. Lateness **does** have an effect on overall attendance marks.

Absconding (Going offsite unauthorised)

Students are to stay on school premises all day unless a parent/guardian has notified us in advance of the student needing to leave, in which case the school needs to be notified in advance by a parent/guardian. Please arrange any medical appointments outside of school hours. If a student goes off site unauthorised, as part of our procedures and as advised by OFSTED in the first instance we contact yourself and also the police must be notified. The police will contact you and work with you and us until your child is recovered in a safe environment. Ideally having returned back here at Take 1 or at home. As the police are to be informed a search will be conducted by the police to ensure the young person is found as soon as possible. This is for the safety of the young person. We strongly advise you to please thoroughly discourage any absconding.

Medical Appointments

If your child has a medical appointment, please ensure they bring a written request from home or an appointment card to Student Reception. It is strongly advised, you make medical appointments for your child out of school hours as this impedes their attendance which results in affecting their progress and development with their work.

Illness

In case your child becomes ill at school, we will require a telephone number to call in case of an emergency. Please ensure you notify us should the telephone number change. We require a minimum of 2 emergency contact numbers, which are up to date.

Absences

The only excuse for absence from school is medical appointments that **cannot be arranged** outside of school hours, illness or bereavement of a close relative. Any other absences will require further investigation by the Education Welfare Service.

Holiday Absences

Please do not arrange holidays during term time.

Behaviour/Reward System

Students are encouraged to demonstrate positive and constructive behaviour while they are with us. All have the opportunity of receiving rewards for good behaviour.

Sanctions will result in points being lost, however students are able to earn their points back if they have been deducted in the lesson by making positive contributions and encouraged to move forward and rebuild a positive approach to the lesson. The table below elaborates what sanctions result in point being deducted.

Sanctions

Level of disruption	Reasons for deductions
Low level	Isolated incidents of: -Swearing, talking over the tutor, shouting out/disruptions, refusal of taking outer wear off i.e. coats/ hats, being late to lesson, refusing to work, negative attitude/ tone with staff
Mid level	Walking around the class, swearing on more than 1 occasion, leaving class without permission, refusal to complete work set, rudeness to staff or other students, graffiti on Take 1 property, not following tutors instructions.
High level (Will lead to isolation with SLT)	Incidents of: taking unauthorised breaks on more than one occasion, class disruptions, persistent rudeness/disrespect towards staff, preventing other learners from working, refusing to hand mobile phones/any cigarette and smoking related items in, eating & drinking in class & persistently causing low & mid level disruptions.

Term treats

Term End	TREAT
1	Voucher
2	Restaurant (class choice)
3	Ice skating
4	Cinemas
5	Team building day
6	Snow Dome

Exclusions

Take 1 Studios may if necessary exclude a young person for a fixed term period or multiple fixed term periods of up to 15 days in any academic year. Alternatively, we may find it necessary to permanently exclude a young person when an incident is deemed to be so serious that a resolution cannot be made, this will also be the case if a young person reaches t

he threshold of 15 days exclusions within a year.

Appendix A – Take 1 Studios Code of Conduct

Behaviour

- We agree to try our best
- We take responsibility for our own behaviour
- We consider others in everything we do
- We always arrive on time
- We make safe choices

Actions

- We take responsibility for our own actions
- We care for our learning environment
- We agree not to disrupt others (including entering others classes and using mobile phones or electronic devices that we have been asked not to)
- We aim to raise achievement
- We listen to instructions and do as asked

Self Esteem

- We always aim to do our best
- We feel good about and celebrate our achievements
- We appreciate others achievements
- We respect those who are supporting us
- We respect everyone's difference

Building Use and Hygiene

- We will wash our hands on entry and throughout the day to ensure safe practise
- We will keep a sensible distance from our peers and staff at all times
- Equipment and school supplies will not be shared and my personal utensils will be wiped down at the end of every school day

Show My Homework – Step by step

{If you have an android app, please see the next page.}

Show My Homework iOS App for Parents

The App

The Mobile App is an easy way for parents to stay informed on-the go. To get the App, just visit the Apple Store and search for Show My Homework.

Once you have downloaded the app, you will need to search for your child's school. The best way to do this is by using the school's postcode. On the next screen you will be able to select "Log in with email or username" if you have logged into your account before or, if you are logging in for the first time with a PIN, please select "Log in with a PIN". When logged in to your app, you will be prompted to select a student, then you will see five main tabs across the bottom of your screen:

- To-do list: View upcoming, past, or overdue homework
- Notice Board: View important school announcements and event reminders.
- Notifications: Review notifications for grades, comments or announcements that have been posted for your child.
- Settings: Update your settings or log out. You can also contact our Support Team.

To-do list

On the **Upcoming list**, you will find any homework with approaching deadlines. Once your child has completed a task, they can check the box beside its title.

Top Tip: You can toggle the "All/to-do" switch at the top if you wish to only see items that your child has not yet ticked off as complete.

On the **Past list**, you will find homework that your child has marked as complete and has a deadline that has passed.

On the **Overdue list**, you will find any homework that is now past its due date and has not been ticked off.

Please note: Because the To-do list is simply an organisational tool managed by the student, marking a homework as complete does not submit homework or communicate to the teacher that the homework is completed.

Show My Homework Android App for Parents

The App

The Mobile App provides an easy way for parents to stay informed on the go. To get the App, visit the Google Play App Store, search for Show My Homework and download!

Once you have downloaded the app, you will need to search for your child's school. The best way to do this is by using the school's postcode.

On the next screen you will be able to select "Log in with email or username" if you have logged into your account before or, if you are logging in for the first time with a PIN, please select "Log in with a PIN".

Once you are logged in, you will be prompted to select a student which will take you to their To-do list.

To navigate, tap the menu icon (3 horizontal lines in the top left corner). You will see five main sections:

- **Settings:** Edit your personal details, sync your Calendar, view your Notifications and contact Support.
- **To-Do List:** Here, you can view your child's Upcoming, Past and Overdue homework tasks.
- **Notifications:** View all notifications such as new homework tasks being set, new grades added and new events.
- **Notice Board:** Keep up to date with all school announcements and event reminders for this week, next week and this month.

The To-Do List

Your student's To-do List is split into in three sections: Upcoming, Past and Overdue. Switch between these by tapping on each tab along the top.

Items under **Upcoming** are tasks which have been set by your child's teacher which have not yet reached their due date. **Past items** are tasks that have passed their due date and **Overdue** items are tasks which have also passed their date but have not yet been marked as completed by the student.

The items in all 3 lists are in descending order based on their due date, with the most recent task at the top and the oldest task at the bottom of the list. Your child may tap the box beside the task name where a tick will appear and it will be marked off as 'Complete'.

Please note: Because the To-do list is simply an organisational tool, marking homework as complete does not submit homework or communicate to the teacher that the homework is completed!

What might happen if?

Behaviour	Teacher Response
I'm not very well organised	
I arrive late to school in the morning.	The receptionist will record how late you are. You may lose your morning attendance mark.
I arrive late to my lesson.	Your teacher will ask you to make up the lost time and will record how late you are. You may be set a break time or lunch time detention.
I chew, eat or drink in lesson.	Your teacher will give you a warning. If you continue to do so, DOJO points will be taken off you.
I need to leave the classroom.	You can ask your teacher. If they agree this may be monitored by the Teaching Assistant.
I fail to complete the work set during my lesson	I will complete this in my own time (lunch or break). It will be sent home for parents to facilitate.
I behave poorly in lessons	
I refuse to work or disrupt the lesson.	The teacher may tell you to move seat or ask you to leave the lesson for a short time. You may be moved back on the monopoly board.
I continue to disrupt my lesson and take up the teacher's time or stop others from learning.	You will be sent to work in isolation. You may lose your morning or afternoon break.
I refuse to attend isolation.	You will be issued with a fixed term exclusion.
I don't follow school rules	
I refuse to be searched.	You will be issued with a fixed term exclusion.
I refuse to take off my coat/hat in lesson.	It will be confiscated and you can collect it from reception at 3.30pm.
My phone is seen by a member of staff.	It will be confiscated and you can collect it from reception at 3.30pm.
I refuse to hand my mobile phone in when told to by a member of staff.	You will be placed in isolation for the day. The phone will be confiscated. Your parents may be asked to collect the phone from reception.

	You may be moved back on the monopoly board.
I use a mobile phone or camera to take video or pictures during the school day.	The camera/phone will be confiscated and your parents will be asked to collect it. We may also inform the police.
I smoke cigarettes or e-cigarettes outside of designated break times or outside of the designated area.	The first time you will be given a detention during you next break. If this happens again you will be issued with a 1 day fixed term exclusion.
I misbehave at lunch or break times.	You may lose your breaks or lunchtimes.
I behave poorly during isolation.	You will be issued with a fixed-term exclusion.
Serious poor behaviour	
<p>I verbally abuse or assault a pupil or member of staff.</p> <p>I vandalise property or equipment.</p> <p>I behave poorly in lessons or around schools.</p> <p>I am involved in a fight with another pupil.</p> <p>I bully another pupil.</p> <p>I bring a dangerous weapon into school.</p> <p>I smoke drugs or bring them into school.</p>	<p>A proportionally appropriate sanction that could include:</p> <ul style="list-style-type: none"> ● A period of time on report ● A period of time in isolation ● A fixed-term exclusion <p>In some instances it may be necessary to involve the police or permanently exclude you from Take 1 Studios.</p>

Pupil ICT Code of Conduct

(For the use of ICT facilities including mobile phones at Take 1 Studios)

This Code of Conduct applies at all times in and outside of school times, whilst using school ICT equipment or personal equipment where the latter affects school or its people.

Internet and email access is provided for pupils to conduct research and enhance their learning opportunities. At all times pupils should use the school network and the internet in an appropriate and responsible manner.

- Only access websites that are appropriate for use in a school environment.
- Be aware that others can see personal actions on the network when using the internet or email.
- Never communicate personal or any other pupils' personal details via email or on any internet sites.
- Respect copyright and trademarks – cannot use words and pictures seen on the internet without giving credit to the person that owns the copyright or trademark. It is illegal to copy application software from school and take it home.
- Respect the ICT rooms equipment that is provided by the school for pupil use. Report any problems to a member of staff.
- Always check with a teacher or supervisor before sending emails, downloading files, opening email attachments or completing questionnaires or subscription forms.

Pupil's **should not:**

- Tell anyone else their username and/or passwords
- Use someone else's user account.
- Log on to the network for somebody else.
- Send, access or display offensive messages, pictures or audio/video files
- Use or send bad, threatening or annoying language nor any language that might cause hatred against any individual, ethnic, religious or other minority groups. It is illegal to transmit and/or store pornographic or offensive material. This also applies to pupil's own devices.
- Waste resources, this includes paper, ink, internet access and lesson time by misusing the ICT resources
- Use game sites, chat rooms, forward chain mails, download music and/or video clips and use mobile phone sites.
- Blogs must not be created or updated on any school computer.
- Access Facebook, Twitter, Instagram, Snapchat or other social networking sites unless directed to as part of taught lesson.
- Download and/or install any unauthorised games or application software onto any school computer. Pupils must not attempt to reconfigure any computer.
- Bring food or drink into any ICT suite.
- Use any device to record, photograph or film in school or on school trips without the explicit permission of the supervising teacher.

The school network has spam blocks and anti-virus software installed. Should pupils receive any emails or pop ups that may contain illegal, explicit or offensive material this must be reported immediately to the ICT staff. Pupils may not join the Wi-Fi network without supervision of staff.

Staff

All staff are required to delete from their phone and other photographic equipment/storage facility all images of pupils once they have been loaded on to the school system.

Monitoring

All areas of the school network will be monitored closely and staff have the permission to examine the contents of any files you have stored on the network or persona storage devices such as memory sticks for breaches to this code of conduct.

Out of School

On any social networking sites or blogs pupils use out of school. They should never include anything that may bring the school into disrepute or which may cause offence to anyone associated with the school. Any infringements of this will be investigated and may result in disciplinary sanctions.

Using Mobile Phones

Mobile phones have become a very common way of keeping in contact, particularly with friends. However, increasingly mobile phones are being used to bully others.

Pupils must not use mobile phones to send messages or photographs which are inappropriate/unpleasant (including using racist or other offensive language) or text messages which are designed to cause distress, harass, bully or deliberately exclude others. Pupils will have breached this code of conduct if they sent such messages to fellow pupils or staff, whether he message is sent inside or outside school.

If pupils are given mobile phone numbers of staff for the purpose of a school trip, pupils should only use the mobile phone number for this purpose and should not disclose this number to others. Pupils should not otherwise contact staff via their mobile phone.

Mobile phones, image capturing devices and sound recording devices must not be used to take photographs to create videos or record sound whilst in the school environment unless permission has been granted by a member of staff. Mobile phones should be switched off and handed in throughout the school day.

Printing

Pupils are requested to print only what is necessary for school purposes and should not print anything in colour without permission from a member of staff.

Disciplinary Action

Anyone who breaches these conditions will be reported to the Deputy Head and will be subject to disciplinary actions.

Sign:.....Date:.....

Useful Information

Take 1 Studios

Gregory Boulevard
Hyson Green
Nottingham
NG7 6BE
info@take1studios.co.uk

0115 970 8982

Education Manager

Naomi Fearon
Naomi@take1studios.co.uk

Executive Director

Courtney Rose
Courtney@take1studios.co.uk

Designated Safeguarding Person

Courtney Rose
Courtney@take1studios.co.uk
&
Steph Dalton
steph@take1studios.co.uk

Chair Of Directors

Salome Graham
chair@take1studios.co.uk

Administrator

Anna Hucknall
anna@take1studios.co.uk

Timetable

At Take 1 we ask that you ensure your child is here on time. This is a requirement by Unity Learning Centre for all students.

Times	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:20am	Breakfast Club	Breakfast Club	Breakfast Club	Breakfast Club	Breakfast Club
9:20-9:30	Registration	Registration	Registration	Registration	Registration
9:30-9:45	Reading/ILPs	Reading/ILPs	Reading/ILPs	Reading/ILPs	Reading/ILPs
9:45-10:30am	MUSIC TECHNOLOGY T.A Gavin <i>(EMR and GP – Steph)</i>	Humanities T.A Steph	BUSINESS & ENTERPRISE T.A Gavin	Functional Skills/GCSE ENGLISH Language T.A Steph <i>(CS – Courtney)</i>	Functional Skills/GCSE ENGLISH T.A Steph CS (Music tech written)
10:30-10:45am	Break	Break	Break	Break	Break
10:45-11:30am	MUSIC TECHNOLOGY T.A Gavin <i>(EMR and GP – Steph)</i>	PSHE T.A Gavin	BUSINESS & ENTERPRISE T.A Gavin	Functional Skills/GCSE Maths T.A Steph <i>(CS – Courtney)</i>	Functional Skills/GCSE Maths T.A Steph CS (Music tech written)
11:30-12:15pm	ARTS AWARD T.A Gavin <i>(EMR and GP – Steph)</i>	MUSIC TECHNOLOGY T.A Gavin	BUSINESS & ENTERPRISE T.A Gavin	SCIENCE T.A Steph	Functional Skills/GCSE ENGLISH T.A Steph CS (Music tech written)
12:15-12:45pm	Lunch	Lunch	Lunch	Lunch	Lunch
12:45-1:45pm	SCIENCE T.A Courtney	MUSIC TECHNOLOGY T.A Gavin	HEALTH & FITNESS Practical T.A Steph	SCIENCE T.A Steph	ICT T.A Steph
1:45-2:00pm	Break	Break	HEALTH & FITNESS Practical T.A Steph	SCIENCE T.A Steph	ICT T.A Steph
2:00-3:00pm	SCIENCE T.A Steph	MUSIC TECHNOLOGY T.A Gavin	HEALTH & FITNESS Theory T.A Steph	GROUP ACTIVITIES	GROUP ACTIVITIES
Times	Monday	Tuesday	Wednesday	Thursday	Friday



Dear Parent/Guardian

We would like to welcome you and your child to our provision here at Take 1 Studios. We have included a handbook about Take 1 Studio for your benefit. This handbook is for your information and is to be used as a guide and reference to our procedures and structures that have been put in place for the benefit of your child.

Our intentions are to work with young people and create a positive future for them in which they will strive to succeed using flexible and varied education to suit individual needs. We will work with you as best we can in ensuring your child's interests are put first and ask for your support in doing so.

During the year we will send you information about your child's progress, however you may request this from us at any time.

If at any time you have any concerns you wish to discuss please do not hesitate to contact us by either telephone: 0115 9708982 or email: info@take1studios.co.uk. Our contact information is listed throughout the handbook.

Kind regards



Naomi Fearon
Head Teacher
Designated Safeguarding Person

I _____ hereby understand and acknowledge everything within this induction pack and agree for my child _____ to attend the Take 1 Studio provision. I also agree to any photographic or video imagery being used of my child for promotional reasons, may it be on the Take 1 website, leaflets, wall pictures etc

Parent name: _____

Parent Signature: _____

Date: _____



Emergency Contact Form

Please ensure you complete and return this form to us as soon as possible as for the benefit of your child

(Please note all fields marked with an asterisk '' MUST be filled in)*

STUDENT INFORMATION

*Child's Surname..... *Date of Birth.....

*Child's Forename Middle Name.....

*Home Address.....
.....

*Main Parent/Guardian Contact Number.....

FAMILY / CARER INFORMATION

Parent 1 / Guardian 1

*Surname..... *Forename..... Mrs/Miss/Ms

Address (if different from above)
.....
.....
.....

Home Tel No..... Work Tel No.....

Mobile No.....

Occupation.....

Place of work.....

Parent 2 / Guardian 2

*Surname..... *Forename.....

Address (if different from above)

.....
.....
.....

Home Tel No..... Work Tel No

Mobile No

Occupation.....

Place of work.....

Other Emergency Contacts

Name.....

Address.....
.....

Tel No. Mobile No.....

Relationship to child (e.g. grandparent, neighbour)

.....

Name and Address of anyone else who should be on the school's records as a person with parental responsibility for your child

Name.....

Address.....

Tel No. Mobile No.....

Relationship to child

.....

MEDICAL INFORMATION

*Name of your child's Doctor.....

*Doctor's Tel No.....

*Doctor's Address

.....
.....

Names of other agencies and people involved with your child

.....
.....
.....

Medical information (allergies, epilepsy etc)

.....
.....

Does your child have any disabilities or other particular needs that we need to know about?

.....
.....
.....

CARE PLAN FOR PRN MEDICATION

(PRN Medication is medication that is not scheduled and prescribed to be taken as needed)

NAME: DOB:	GP: ADDRESS: TEL:
ALLERGIES:	
MEDICATION: DOSE: CONDITIONS: (I.E. HOW OFTEN, HOW MANY IN 24 HOURS ETC)	
WHEN TO ADMINISTER:	
ADDITIONAL INFORMATION:	
NAME OF PERSON COMPLETING PLAN: DATE: SIGN: REVIEW DATE:	

CONSENT TO EMERGENCY MEDICAL TREATMENT

I give my consent for Take 1 to allow _____(insert name) medical treatment to take place when necessary.

Receiving the following:

- The administration of prescribed medications including controlled drugs.
- The administration of emergency first aid by staff from Take 1
- Emergency operation where it is not reasonably practicable to obtain parental consent.

Authorisation of parent or person with parental responsibility:

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

Authorisation of Social Worker (if applicable)

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

CONSENT TO PHOTOGRAPHY

Take 1 Studios is committed to the protection of children involved in the events provided by the studio. In accordance with the Take 1 Studios whole School Child Protection Policy, and Safeguarding Policy and procedures, where possible the studio will not permit photographs, films, videos or any other imagery to be taken without the consent of the child and their parent/guardian.

The studio will take all responsible measures to ensure these images are used solely for the purpose intended. If you become aware that the footage is being used inappropriately, you should inform the studio straight away.

During the course of the Summer Program, I give permission for my child to be photographed and videoed for promotional use.

Name of Child:.....

Name of Parent/Guardian:

Relation to Child:

Signed:.....Date:.....

We will be covering a wide range of sensitive topics during the 20/21 school year in PSHE & SMSC. The topics that will be covered include:

- Sexual health and relationships
- Drug & alcohol misuse
- CSE & CCE
- Religious studies
- Gang culture
- FGM

Due to the sensitivity of some topics we totally understand that some students will not wish to participate.

I do not wish to participate in the 20/21 PSHE & SMSC sessions (please tick)

Name of student

Name of parent/ Carer

Parents signature.....

The information that you provide on this form is required for the efficient organisation of the school and the child's educational needs. It will be kept in the school office and on the school computer under restricted access and is subject to the provisions of the Data Protection Act under the GDPR. The information will be disclosed only to the Education Authority, the Health and Welfare agencies or where a law or an emergency necessitates its disclosure. The information must be kept up to date by law. If any information which you now supply changes in the future, please inform the school in writing or ask for another copy of this form.