



**THE BRIDGE** SHORT STAY SCHOOL

Laying foundations for a brighter future

**HOME  
SCHOOL  
AGREEMENT  
2017 - 18**



## ***BRIDGE CITIZENS ASPIRE TO BE***

***Happy, healthy, imaginative and resilient members of society who:***

***Embrace diversity and difference.***

***Face challenges and aspire to work hard and succeed.***

***Have self-confidence which allows them to show compassion for others.***

***Have a sense of justice, pride and respect towards themselves and their community.***

***Leave school with the skills and qualities to be valuable members of the adult community.***

## ***Message from the Acting Headteacher***

*Welcome to The Bridge Short Stay School. Students and young people attend The Bridge for lots of different reasons; you may only be with us for a fairly short period of time but however long you are with us we want you to feel safe, happy and able to learn. This Home School Agreement has been put together so that you are starting with a lot of information about the school, no document though can tell you everything you may need to know, if you have any further questions please don't hesitate to get in touch.*

***Andy Stewart,***

**Andy Stewart,  
Headteacher**

## Home School Agreement

During the time young people are with us as part of The Bridge Short Stay School community, we believe that it is very important that a spirit of trust and co-operation is built up between teachers, parents and young people.

This agreement sets out some of the specific ways in which we can all play our part to achieve a positive atmosphere where everybody feels safe and is able to learn.

It is not a contract but expresses the willingness and commitment of all concerned to work together for the benefit of all young people in the school community.

To demonstrate this commitment, each party is asked to read and sign this agreement.

### **The school will:**

- provide an ordered, caring and supportive environment which celebrates diversity and equality. We will also provide for the academic, social, physical and personal development of each individual
- provide a personalised curriculum which, as far as is possible, allows each student to achieve and to develop their interests further
- set minimum expected grades and challenging but achievable targets for each student and regularly share and explain these with parents/carers and students
- provide parents/carers with records and information about their child's educational progress and general development
- give parents/carers regular opportunities for meetings with staff and be available at other times when concerns or questions arise
- respect student confidentiality and share data in-line with data privacy notice
- pass on medical and educational information that parents/carers provide where appropriate
- keep parents/carers fully informed about important school matters through letters home, the school's website, the newsletter, telephone or texts
- respond efficiently to parents/carers enquiries promptly and justly

### **Parents/Carers will:**

- support all the policies and strategies that the school uses to keep a positive working atmosphere
- encourage their child to be positive about all aspects of school, including work based learning, college or off-site activities
- ensure that their child attends school consistently and punctually, providing school with a note, phone call or text to cover any absence
- ensure that their child wears appropriate clothing, takes pride in their appearance, and brings the correct equipment for each day
- respond promptly to school requests for signatures on tear-off slips
- inform the school of any known concerns about their child's education, attend meetings at school to discuss progress, to learn about the work of the school and regularly update school of any factors which may affect their child's performance, behaviour or participation

### **Students will:**

- be polite to other people in school and also in the community; behave in an honest and sensible manner, showing respect for the school building, grounds and for their own and other people's property
- approach all aspects of school life with a positive attitude to learning
- consistently attend school punctually
- wear suitable clothes and take a pride in their appearance; ensure that they bring to school each day the appropriate equipment
- work hard in lessons to develop their abilities further and work hard to meet and exceed their targets
- complete all tasks set as well as they possibly can and hand them in at the appropriate time
- be good members of our community by helping all staff and telling them if someone, on the rare occasion, is being bullied, hurt or unhappy
- keep their computer passwords confidential and use the school's computer systems according to the rules and guidance laid down; when using the internet always follow teachers' instructions

### **Please read this together with your son / daughter**

Should you require any further information, please do not hesitate to contact a member of staff.

## Contacts for The Bridge

**Andrew Stewart** (Headteacher): 01606 275866 / 07500 227925 - based across sites [andy.stewart@thebridge.cheshire.sch.uk](mailto:andy.stewart@thebridge.cheshire.sch.uk)

**Louise Davey** (Deputy Headteacher): 07964 437321 - based across sites [louise.davey@thebridge.cheshire.sch.uk](mailto:louise.davey@thebridge.cheshire.sch.uk)

**Jillian Wasley** (Pastoral Lead): 07919 165398 – Northwich  
[jillian.wasley@thebridge.cheshire.sch.uk](mailto:jillian.wasley@thebridge.cheshire.sch.uk)

**Nicholas Preston** (Health & Safety & Behaviour Lead): 07979 946276  
[nick.preston@thebridge.cheshire.sch.uk](mailto:nick.preston@thebridge.cheshire.sch.uk) - Northwich

**Rachel Biasillo** (School Business Manager): 01244 – 397598 – based across sites

[rachel.biasillo@cheshirewestandchester.gov.uk](mailto:rachel.biasillo@cheshirewestandchester.gov.uk)

**Joy McKenzie** (Administration/Exams Officer): 0151 337 76873

[joy.mckenzie@thebridge.cheshire.sch.uk](mailto:joy.mckenzie@thebridge.cheshire.sch.uk) – Ellesmere Port

**Joanne Swift** (Administration/Exams Officer): 01606 271700

[joanne.swift@thebridge.cheshire.sch.uk](mailto:joanne.swift@thebridge.cheshire.sch.uk) - Northwich

### **School Numbers**

**Ellesmere Port** (Appleton): 07795 061661/ 0151 337 6873

**Northwich** (First House): 01606 271700

Please visit our website [www.thebridge.cheshire.sch.uk](http://www.thebridge.cheshire.sch.uk) for more information.

**Email** : [Enquiries@thebridge.cheshire.sch.uk](mailto:Enquiries@thebridge.cheshire.sch.uk)



@TheBridgeSSS

## Behaviour Policy

Our behaviour policy sets out to promote positive change in the behaviours that have caused young people difficulty in their previous school. In the same way that all young people have different academic needs, they all have different behavioural needs – because of this we respond to all students as individuals, taking whatever approach is to be considered in the best interests of that student’s development.

Wherever possible the behaviour policy is a positive one, with good & improved behaviour celebrated and rewarded. All students are scored on a lesson by lesson basis and these scores can contribute to individual rewards. Positive contributions to the school community contribute towards group rewards.

When behaviour falls below the expected standards we adopt a restorative approach to resolving the issues. This may mean the student having a reflective conversation with a member of staff, apologising to others or repairing physical damage to the building. In the case of significant issues, the school does retain the right to use fixed term exclusion.

As a school we believe that behaviour change is achieved through working in partnership with parents. In order to achieve this we will communicate regularly in order to share and celebrate positives and to try and prevent any negative behaviours from escalating.

Full details of our behaviour policy are available on the school website.

## Curriculum

When young people join us initial assessments of academic ability will be carried out, together with any other appropriate assessments to help us to put together the best timetable possible.

The personalised programme may deliver some or all of the following options;

### Key Stage 3

English	Art and Design
Maths	Food Technology
Science	Values and Beliefs
ICT	Culture and Film
Sport	Current Affairs
PSHE	Learning Outside the Classroom
Well Being	Citizenship

### Key Stage 4

GCSE English	PSHE
Functional Skills English	Well Being
GCSE Maths	Food Technology
Functional Skills Maths	Values and Beliefs
GCSE Science	Culture and Film
ICT	Current Affairs
GCSE PE	Critical Thinking
GCSE Art	Work based learning
Vocational qualifications	Learning Outside the Classroom
Relationships & Sex Education	Citizenship

- Students may also have access to an Education Outreach Officer who will play an active and supportive role for students going back to school.
- The above options will be discussed with parents/carers and students at the initial meeting, before the personalised learning programme is put in place.



## School Day

08.55 – 09.15	Registration and Breakfast
09.15 – 09.45	Tutorial
09.45 – 10.25	Lesson 1
10.25 – 11.05	Lesson 2
11.05 – 11.25	Break
11.25 – 12.05	Lesson 3
12.05 – 12.45	Lesson 4
12.45 – 13.15	Lunch
13.15 – 14.00	Lesson 5
14.00 – 14.45	Lesson 6
14.45 – 14.55	Reflection/Tutor Time

**Please note that on a Wednesday the school day ends at 14.00 hrs.**

### Lunch

Students should provide their own lunch or dinner money, unless they are entitled to free school meals. We eat together as a whole school community. Dinner money is collected on a daily basis.

## Term dates

**Term times are in accordance with the published term dates of Cheshire West and Chester Council. You will be informed of INSET days in writing.**

### Cheshire West and Chester 2017 – 2018 School Term & Holiday Dates

Autumn 2017	Spring 2018	Summer 2018
Mon 4 September – Fri 27 October	Mon 8 January – Fri 16 February	Mon 16 April – Friday 25 May
<b>HALF TERM</b> 30 October – 3 November	<b>HALF TERM</b> 19 February -23 February	<b>Bank Holiday – 7 May</b> <b>HALF TERM</b> 28 May - 1 June
Monday 6 November – Friday 22 December	Monday 26 February – Thursday 29 March	Monday 4 June – Tuesday 24 July
<b>CHRISTMAS HOLIDAY</b> 23 December – 7 January	<b>SPRING BREAK incl</b> <b>Easter bank holidays</b> 30 March – 15 April	<b>SUMMER HOLIDAY</b> 25 July – 2 September
Return to school: <b>Monday 3 September 2017</b>		

## School Policies

The following policies are in place for your safety:

### **Drug Policy**

The Bridge Short Stay School operates a no drug policy. If any student is found to be under the influence of drugs, school will follow drug policy procedures which could result in the police being informed. If any student is unfit to learn as a result of taking drugs, parents/carers will need to collect this student from school.

### **Leaving school without permission (absconding)**

If you leave school without permission parents will be informed within 20 minutes and it will be classed as an unauthorised absence.

### **Weapons**

The Bridge Short Stay School operates a no tolerance policy on all weapons or items that could cause harm or offence. If students are found to be in possession of any weapons/offensive items, police and parents will be informed as a matter of urgency.

### **No Smoking**

The Bridge Short Stay School and its community support a no smoking policy. If pupils are found to have smoking paraphernalia on their person it will be confiscated and parents/carers will be informed. This policy applies to all activities that take place off site or in any of our satellite learning bases.

## **Mobile Phones**

The Bridge Short Stay School operates a no mobile phone policy. You will be asked to hand in your mobile at the start of each day. This policy is in place to keep all students safe and to protect everyone's right to privacy.

## **Attendance**

We expect the highest levels of attendance and punctuality at The Bridge and these are monitored closely. Any student arriving at school after 9.15am will be marked as late; lateness after 9.45am counts as an unauthorised absence.

Good school attendance and punctuality are essential to ensure your child meets his/her full potential. Meetings are held regularly with Education Welfare Officers and where attendance and punctuality fall below acceptable levels referrals to Education Welfare will be made. When absence remains persistent Education Welfare may choose to issue a Fixed Penalty Notice or prosecute Parents/Carers.

Following changes to legislation schools are no longer able to authorise absence for holidays during term time; other than in exceptional circumstances; details of exceptional circumstances can be found in our attendance policy. Parents/Carers who do choose to take students on holiday during term time may be subject to a Fixed Penalty Notice or prosecution.

## **Safeguarding students in our school**

Safeguarding students is the responsibility of everyone.

All staff in our school have a duty to safeguard and promote the welfare of student. This duty is placed upon school by Section 175 of the Education Act 2002.

This means that we have a Designated Officers for Student Protection. In our school these are:

**Louise Davey (Lead)**

**Jill Wasley (Lead)**

If we are concerned that a student may be at risk from significant harm or is being abused school is required to refer their concerns to other agencies such as Social Care or the Police. In some circumstances this may happen without the consent or knowledge of parents/carers.

School also has a responsibility to act upon other concerns that they may have about a student's welfare in circumstances where there are no suspicions of student abuse. Examples of this may be when a student is demonstrating inappropriate behaviour, is involved in bullying, is failing to engage in learning or where difficulties at home are having an effect upon the student's wellbeing. However, this list is by no means exhaustive.

In Cheshire West and Chester there is an expectation that school will always discuss these issues with parents/carers before deciding upon a course of action to support the student or young person.

Our school has a safeguarding policy which explains all the above in more detail. If you would like to see the policy, it can be found on our website at: [www.thebridge.cheshire.sch.uk](http://www.thebridge.cheshire.sch.uk)

### **Declaration:**

I have read and understood this statement and have access to the school's safeguarding policy.

**Signed:** ..... (parent/carer)

**of:** ..... (student's name)

**Date:** .....

## Home/School Agreement

I understand my Rights and Responsibilities, the Code of Conduct and other policies with regard to my education at The Bridge Short Stay School and agree to follow them.

**Signed Student:** .....

**Date:** .....

We / I understand the content of this document and accept the terms of this agreement. We / I understand that our / my child must adhere to the rules and regulations detailed in The Bridge Short Stay School policies and in the Home / School Centre Agreement detailed above.

**Signed Parent /Carer:** .....

**Date:** .....

**Signed School:** .....

**Date:** .....