

EMERGE SCHOOL PARENT/ CARER HANDBOOK



22-24 Elgin Chambers
Cemetery Road
Stoke-on-Trent
ST4 2DL



Tel: 01782 890121
Email: office@emergeschool.co.uk

www.emergeschool.co.uk

Learning Today for a Better Tomorrow



AT EMERGE SCHOOL WE:

- INSPIRE AMBITION
- RAISE CONFIDENCE
- CELEBRATE UNIQUENESS
- PROMOTE INDEPENDENCE
- INDIVIDUALISE APPROACHES
- ENGAGE LEARNING
- BUILD RESILIENCE
- DEVELOP AWARENESS
- MODEL RESPECT
- ENCOURAGE CO-OPERATION
- NURTURE WELLBEING
- MEET PUPIL NEEDS

Welcome

AN INTRODUCTION FROM OUR SCHOOL LEADERSHIP TEAM

Dear Parent/Carer

We are delighted that you have chosen Emerge School for your child. Starting any new school can be daunting, but it should also be exciting, so please use this short guide to help provide you with the information you will need if your child is joining us and to help them prepare for the start of their new journey here.

It is important to us that the aims and expectations of our school are clear and understood by all members of the school community. In our Parent/Carer Handbook you will find information that will be of particular interest. Also included are references to some important school policies and procedures for our students. Please take the time to read the handbook carefully. We also ask that you discuss the contents with your son/daughter.

Our school promotes positive learning experiences and embraces the chance to be creative and unique in our approach. We want our students to be respectful, kind, resilient and hardworking, and have a genuine passion for learning. We want them to be ambitious and look forward to their future with the knowledge, skills and confidence they have learned here; to champion fairness, build friendships for life, and have pride in themselves and our school. Above all, we want our students to be happy.

It is easy to feel overwhelmed by a lot of new information but we will do everything we can to support your child and make the transition into our school a positive and welcoming one.

Danni & Diane

(Head of Education)

(Deputy Head & SENCo)

WE LOOK FORWARD TO A PRODUCTIVE, FULFILLING AND SUCCESSFUL TIME TOGETHER.

WORKING IN PARTNERSHIP

By choosing to send your child to Emerge School and by signing the home-school partnership agreement you are confirming that you will work together with the school to support your son/daughter. We are always seeking to improve the information we send to parents/carers and would welcome any feedback you can give us on this handbook and our ongoing communication with you throughout the academic year. Please do not hesitate to contact the school should you require any further information or clarification of anything detailed in this handbook. Whilst we hope that you find this booklet useful, we would also like to make you aware of our website, www.emergeschool.co.uk, which contains more comprehensive and up-to-date information about the school's activities, policies and events. Under the Parents tab, you can also read:

- Our regular newsletters
- Updates from the Headteacher
- Information on term dates
- Events including parents evenings and open days
- Curriculum overviews

CURRICULUM

Our pupils are able to access a broad, relative and creative curriculum, tailored to meet their individual learning, social and emotional needs. We believe strongly that wellbeing, security and self-esteem are essential building blocks for learning. We aim to maximise pupil engagement by providing a multitude of exciting and experiential enrichment opportunities both inside and outside of the classroom to assist in reducing challenging behaviours, inspire a thirst for learning and improve confidence, resilience and self esteem within our pupils.

THERAPY

All children at Emerge School are offered bespoke therapy packages and alternative therapy. A holistic, therapeutic approach underpins every aspect of life here at our school. We encourage every child to engage in weekly therapy sessions where our qualified and experienced inhouse therapists assess the needs of children placed at Emerge School and deliver appropriately tailored programmes.

WIDER COMMUNITY

We aim for all pupils to be an important part of the local community and strive to ensure that they integrate with their peers in an appropriate way such as through sport, performance and charity events. We believe strongly in making a difference and impacting on our wider community so we will provide multiple opportunities for our pupils to undertake volunteering tasks and charitable work to build positive relationships with the people around them.



MISSION STATEMENT

At Emerge, we believe that the well-being of our children is at the forefront of everything we do. Our core values of respect, resilience, co-operation and empathy underpin every aspect of our working as we aim to provide innovative and enjoyable educational experiences, individualised therapy and early intervention for pupils, to help inspire, build confidence and support them in becoming independent, happy and valuable members of society.

We follow the ethos that children should have the opportunity to reach their personalised potential, no matter of race, culture or background and feel passionately about providing the best education for pupils with complex social, emotional and mental health needs.

EMERGE SCHOOL IS COMMITTED TO

- ◆ offering an inspiring, dynamic and creative curriculum that engages and meets the needs, interests and abilities of all students;
- ◆ encouraging students to reach, challenge and exceed their potential;
- ◆ providing a nurturing, supportive and structured learning environment where students thrive;
- ◆ working with external partners to provide enhancing and enriching opportunities for every student;
- ◆ helping students recognise triggers and utilise their own coping strategies so they are aware of their own mental health and wellbeing needs;
- ◆ ensuring our students leave us as confident, respectful and tolerant young adults ready to enter adult life and the world of work;
- ◆ getting to know every child so that their individual needs are met, their abilities are understood and their talents are developed.

Our Community

Our school is based in Shelton which is a historic industrial town with a population of around 10,500, located close to the Cultural Quarter of Hanley town centre, and is part of the Stoke-on-Trent district. The town is well known for its artisan pottery industry and gas works and shares a wealth of social, sporting, cultural and community groups. Shelton is famed for housing the main Staffordshire University campus and library, known as the University Quarter, which specialises in art and design teaching and although a small town, it boasts a rich history forged through the canal industry.

Working together and collaborating with our local community is something we feel extremely passionate about here at Emerge School and an opportunity that we embrace whenever the chance arises. This approach helps us to build encouraging relationships with our residents, establish supportive community links with businesses and services, and enables our students to make positive connections with the world around them, becoming valued and caring members of society who make positive contributions to help others.



FUNDRAISING

As a school, we try hard each term to reach out to our surrounding community and families by organising various fundraising events, making contributions to different charities and participating in voluntary work wherever we can, in order to give back to the community and maintain those positive connections with the people around us.



BEFORE & AFTER SCHOOL CLUBS

In order to nurture and encourage the talents and interests of our students, we aim to offer a variety of clubs and additional sessions ranging from Lego & construction, gardening and performing arts, to crafting, beauty and sports. These are a great way for our students to develop their social interaction, groupwork and communication skills, develop friendships with a common interest, explore new hobbies and experience alternative learning activities outside of the school timetable and curriculum.



We will have a range of wrap around care available for our students each day. This will consist of:

Morning breakfast club from **08:30-09:00am** where students will have breakfast and read books with their year group. This will also provide an opportunity for additional interventions, pre-teach for lessons or over learning of topics and skills for consolidation. Students can also use this as an opportunity to develop their life skills and independency by contributing to tasks around school.



After school clubs will take place between **15:00-16:30** at a cost of **£5.00 per session**. These will be delivered by members of our dedicated school staff and the amazing external team, who will host a range of different sporting activities for all year groups to participate in. Snacks and drinks will also be included during these sessions.



If you are interested in your child joining before or after school club, please contact the school office for more information by either phone or email.

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Teaching & Learning

LEARN - GROW - ACHIEVE

Emerge School offers a broad and balanced curriculum that ensures pupils cover a variety of objectives from the national curriculum whilst also supporting the individual SEMH and learning needs of every pupil.

Pupils engage in subjects that 'mirror' those being taught in mainstream schools. Many of the subject areas are taught with a topic approach as part of our creative curriculum or through continuous provision, where appropriate, to engage pupils in their learning, taking into account individual interests and specific needs.

At EmERGE, we provide our pupils with the life skills they need for a successful future through our character education offer. As well as secure academic skills, improved educational attainment, increased engagement and good attendance, we enable our pupils to develop as confident, resilient and independent young people, who are sociable, flexible, reliable and employable.

We provide a relevant and enriched curriculum, to promote the spiritual, moral, social, and cultural (SMSC) development of pupils and prepare them for the opportunities, responsibilities and experiences of later life. We also offer a range of opportunities for pupils to develop in areas of interest to them.

We are committed to moulding the next generation and our pupils will go on to become responsible, influential, respectful members of society.

PERSONAL DEVELOPMENT

As a part of your child's education at EmERGE, we promote personal wellbeing and development through a comprehensive Personal, Social, Health and Economic (PSHE) education programme. PSHE education is the curriculum subject that gives children the knowledge, understanding, attitudes and practical skills to live safe, healthy, productive lives and meet their full potential. All PSHE teaching takes place in a safe learning environment and is underpinned by our school ethos and values. During the school year, your child's class will be taking part in lessons which will have some focus on the relationships and health aspect of this programme. We can assure you that our PSHE provision is appropriate for our pupils based on their age, physical and emotional maturity, religious and cultural backgrounds, special educational needs and disabilities. We offer additional PSHE sessions based upon individual and current needs, providing a holistic approach to personal development.

NURTURE PRINCIPLES

At EmERGE School, we work alongside the Six Principles of Nurture:

1. Children's learning is understood developmentally.

All children learn in different ways, we want to find the best way for you.

2. The classroom offers a safe base.

Your classroom is your safe space to be yourself.

3. Nurture is important for the development of self-esteem.

It is important that we support your mental health and wellbeing.

4. Language is understood as a vital means of communication.

Keep talking to people, it is important to share your feelings and ideas.

5. All behaviour is communication.

Your body language and actions are also a way to show your feelings.

6. Transitions are significant in the lives of children.

We understand that change can be difficult and we want to support you with any changes.

IMPORTANT CONTACTS AND COMMUNICATION

The School Office team will help with any general queries you may have regarding the school. If you have a concern about your child's progress or welfare, please contact their class teacher as the first point of call. Please remember that most teachers are in lessons for most of their day in school and may not be able to speak to you when you call or return your call immediately. You can leave a message by calling the School Office or by messaging the class teacher via Class Dojo.

Alternatively you can email our main school email address (office@emergeschool.co.uk) and your email will be forwarded on for you.

We would strongly advise against turning up to school without an appointment as there may be no-one available at that time to speak to you. When visiting the school, please use the Visitor Entrance and report to Reception.

Normal communications such as newsletters, updates, letters, details of trips and visits, will be done via email and Class Dojo. Occasionally we may use a text service to contact you in an emergency, such as a school closure. It's really important, therefore, that you notify us of any changes to your contact details as soon as possible.

Term Dates 2023/2024

Autumn Term 1	Wednesday 6th Sept - Friday 27th Oct
HALF TERM	Monday 30th Oct- Friday 3rd Nov
Autumn Term 2	Tuesday 7th Nov - Thursday 21st Dec
Christmas Holidays	Monday 25th Dec - Friday 5th Jan
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Spring Term 1	Tuesday 9th Jan - Friday 9th Feb
HALF TERM	Monday 12th Feb - Friday 16th Feb
Spring Term 2	Monday 19th Feb - Friday 22nd March
Easter Holidays	Monday 25th March - Friday 5th April
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Summer Term 1	Monday 8th April - Friday 24th May
HALF TERM	Monday 27th May - Friday 31st May
Summer Term 2	Monday 3rd June - Friday 19th July
Summer Holidays	Monday 22nd July onwards

School will be closed to pupils on the following dates to allow for staff INSET days:

04 & 05/09/2023 08/01/2024 06/05/2023 (BH)

THE SCHOOL DAY

◆ 09:00 - 09:15	Registration/ Meet & Greet	Gates will open to pupils at 08:55am each morning for pre-registration
◆ 09:15 - 10:00	Session 1	
◆ 10:00 - 10:45	Session 2	Registration opens at 09:00 and closes at 09:15
◆ 10:45 - 11:00	Breaktime (including snack)	
◆ 11:00 - 11:45	Session 3	Pupils are to be collected from school promptly at 15:00
◆ 11:45 - 12:30	Session 4	
◆ 12:30 - 13:00	Family Lunch	School will be closed to pupils from 1pm on Friday afternoons
◆ 13:00 - 14: 45	Session 5	
◆ 14:45 - 15:00	Class Assembly/ Mindfulness	

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Absence & Attendance

EVERY DAY IN SCHOOL MATTERS

At Emerge, attendance is extremely important to us. As we all know, there is a direct link between a child's attendance in school and what they achieve.

Children get one chance at school, and your child's chances of a successful future may be affected by not attending school regularly. Regular and punctual attendance will help your child in their adult life and help prepare them to enter the world of work. School will also help your child to develop their social skills, make friends, and help them to communicate well with others.

We expect every student to aim for 100% attendance; this is crucial if they are to do well in school and achieve their full potential. To keep you informed about your child's attendance, we will email half-termly updates with regards to an individual's attendance figure.

Attendance %	190 School Days	Absence
100% attendance	190 days attendance	0
95% attendance	180 days attendance	2 weeks absence
90% attendance	171 days attendance	4 weeks absence
85% attendance	161 days attendance	6 weeks absence
80% attendance	152 days attendance	More than half a term
75% attendance	143 days attendance	9+ weeks absence

Absence from school during the year will reduce your child's chances of success; their achievement could seriously affect their progress in all aspects of their learning and will eventually impact upon their personal development.

REPORTING AN ABSENCE

If a child is sick or unable to attend school, parents/carers must call the school telephone number (01782 890121) before 8.30 am each day of

The school will contact parents/carers by text or email if a child is absent and we do not know why. If no contact is made, the school will try to make contact with the pupils emergency contact and / or conduct a home visit to the pupils address.

The only legally acceptable reasons for a pupil not to be in school are illness and medical appointments (only if it is not possible to arrange these outside of school times). Other absences may be approved by the school, such as dates of religious observance.

Wherever possible medical/other appointments should be made for times outside of the school day.

Please be aware there is no 24/48 hour rule as to absence in the case of certain ailments. We would encourage students to return to school as soon as possible.

The school will not authorise any absence due to family holidays, unless there are exceptional circumstances. Any parents/carers taking children out of school during term-time without authorisation by the Headteacher may be issued with a Fixed Penalty Notice.

We aim for our whole school attendance and for the attendance of individual children to be above 96%. If a child's attendance drops below 96% the school may contact parents/ carers to discuss why and to agree strategies to raise attendance to above the target 96%.

RESPONSIBILITIES

- ◆ It is a parent's/carer's responsibility to ensure that children attend school both regularly and on time
- ◆ The school is legally responsible for reporting poor attendance to the Local Authority
- ◆ The Local Authority has a duty to make sure that all parents/carers fulfil their responsibilities
- ◆ Parents/carers are committing an offence if they fail to make sure that children attend school regularly, even if they are missing school without parents' knowledge
- ◆ Parents/Carers can be fined up to £2,500 or imprisoned for failing to ensure that children attend school regularly. Magistrates can also impose a Parenting Order, which means the parent has to attend a parenting class
- ◆ Parents/carers should ensure that school is updated with new contact details for themselves and children – addresses, phone numbers (particularly mobile numbers and email address changes to ensure receipt of correspondence)
- ◆ For any further enquiries about attendance or punctuality parents/carers should contact the school directly or view our Attendance Policy and Procedure on our school website www.emergecare.co.uk for more information.



Punctuality

EVERY MINUTE IN SCHOOL COUNTS

In the same way that attendance impacts on progress, a child regularly arriving late to school will lose valuable learning time. For example, a child arriving:

10 minutes late each day loses 7 days of learning in a year

20 minutes late each day loses 13 days of learning in a year

Students are expected to arrive on the school site by 8:55am each day, in order to attend registration at 9:00am. If they arrive late for school, they must sign in late at Reception where they will be issued with a late slip. This will be recorded and monitored throughout the term.

REWARD AND RECOGNITION

For those students regularly achieving good levels of attendance and punctuality, we will issue certificates of recognition during our end of term celebration assemblies.

We also offer small rewards for the class with the highest level of attendance each week as an incentive for pupils to maintain high levels of attendance and punctuality. These may be in the form of:

- ◆ Attendance Trophy
- ◆ Hot chocolate breaks
- ◆ Additional breaktimes
- ◆ Pupil choice of activity

Pupils reaching our attendance target throughout the whole school year are taken on various day trips and offsite activities and are issued with vouchers as a thank you and well done for their achievement.



Uniform Requirements

HELPING TO PROMOTE A SENSE OF BELONGING AND INCLUSION

At Emerge, we believe that a school uniform is an important contributor to the overall success of the school and pupils attending and therefore expect that the correct school uniform will be worn by all children and young people. It is our school policy that all children wear school uniform when attending school or when participating in a school-organised event outside normal school hours. We have provided a complete list of the items needed for school uniform below:

JEWELLERY

A small pair of earring studs and a watch are the only types of jewellery that are permitted. (Smart watches/fit bits etc are not permitted) Any other facial piercings must be removed for school.

MAKE-UP AND NAILS

Make up should be kept to a minimum and appear natural. False nails and bright nails colours, false eyelashes, lipstick and fake tan are all prohibited.

HAIRSTYLES

The school does not permit students to have 'extreme' haircuts or unnatural coloured hair. Hairstyles and haircuts which are deemed too extreme such as tramlines, stars, shaved heads (no shorter than a number 1), extreme pattern 'V' styles, mohican cuts, or brightly dyed, or dipped hair are also prohibited.

FOOTWEAR

Footwear must be black, with a secure fastening (buckles, laces or Velcro). Shoes with a 'high heel' are not permitted. Trainers can be worn for school providing these are black. Plain black ankle length boots are also allowed.

Boys	<ul style="list-style-type: none"> • Mid grey trousers, shorts in summer • Short sleeved white polo t-shirts with Emerge Logo • Navy Blue long sleeved jumper with Emerge Logo • Grey / black socks
Girls	<ul style="list-style-type: none"> • Mid grey skirt, pinafore (knee length) or trousers • Summer dresses (blue and white check) may be worn in summer. • Short sleeved white polo t-shirts with Emerge Logo • Navy Blue long sleeved jumper with Emerge Logo • Knee length grey socks, grey tights in winter
General	<ul style="list-style-type: none"> • Black shoes with a secure fastening (no heels) • Warm and waterproof coat with hood
PE Kit	<ul style="list-style-type: none"> • Black shorts, leggings, jogging bottoms or skorts. • Light Blue T-shirt with Emerge logo • Black trainers • Swimming trunks or one - piece swimsuit, swim cap and towel.

WE WANT OUR PUPILS TO BE PROUD TO WEAR OUR UNIFORM AND RESPECT THE CORE VALUES IT REPRESENTS

All items of school uniform must be clearly labelled with the pupil's name.

In the interest of health & safety, these items are **NOT** permitted in the school:

- ◆ Umbrellas
- ◆ Sunglasses (unless prescription)
- ◆ Corded pump/P.E. bags
- ◆ Open-toed sandals, shoes with raised heels, clogs or mules should also not be worn.

ROLES AND RESPONSIBILITIES

We ask all parents/ carers who send their children to our school to support the school uniform policy. We believe that parents have a duty to send their children to school correctly dressed and ready for their daily schoolwork. One of the responsibilities of parents/ carers is to ensure that their child has the correct uniform, and that it is clean and in good repair.

Emerge recognises its obligations to accommodate reasonable religious requirements within the official school uniform and to ensure it is not discriminatory on the grounds of gender, race, religion or belief. Please be aware that what is and is not acceptable will be decided by the school in line with our School Uniform Policy .

EQUIPMENT AND PREPARATION

Students should come to school each day fully equipped for learning. This means that they need to bring any subject specific items they may require to participate in lessons, including:

- ◆ P.E/ Swimming kit
- ◆ Homework
- ◆ Reading book
- ◆ School bag
- ◆ Any food/ snacks/ drinks (Drinks to be contained in a named water bottle)

** Emerge will provide all practical lesson and classroom equipment to each pupil so they have all the relevant learning tools necessary to meet their needs each day.*

It is a good idea to establish the routine of preparing for school the previous evening. We strongly recommend that you and your child use the timetable and any messages sent via Class Dojo to check the requirements for the day ahead.

We also ask that as much personal property as possible should be clearly marked. Items of either sentimental or monetary value should not be brought to school. The carrying of significant sums of cash is also actively discouraged. The school cannot be held responsible for the security or loss of personal equipment and has no insurance to cover such losses. Mobile phones and electronic devices must not interfere with learning.

At KS1/ KS2, if mobile phones are brought onto the school site they MUST be switched off and remain in the phone safe until the end of the school day. The policy of the school is to confiscate phones or other electronic equipment that is being misused on the school site.

At KS3, pupils are permitted to keep mobile phones on their person, providing they do not interfere with learning and are used in accordance with our acceptable usage terms.



FACILITIES AT EMERGE

Purpose designed classroom suites offer individual and group learning spaces, interactive white boards, computers and iPads, tailored according to the relevant Key Stage and abilities of our pupils. Emerge school is proud to offer:

- ◆ Lower & Upper Key stage rooms
- ◆ Library & intervention area with break out spaces
- ◆ Computing Suite
- ◆ Science Lab
- ◆ Art Studio
- ◆ Home skills/ Cookery room
- ◆ Therapy & Alternative Therapy suites
- ◆ Garage/ Construction area
- ◆ Nurture Garden
- ◆ Outdoor Picnic Space
- ◆ Reflection zones
- ◆ Community hub
- ◆ Forest school & outdoor learning

Pupils will have access to a wide range of community resources including sports facilities, swimming pools and outdoor educational activities and will be exposed to a range of practical lessons, educational trips, visitors to school, specialist interventions and core learning to help them grow and achieve in the ways they need.

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Behaviour & Rewards

BE READY, BE RESPECTFUL, BE SAFE

Emerge School is a safe, secure and purposeful educational environment where effective learning and teaching take place. All relationships in the school community are characterised by mutual respect and a shared goal to maximise individual potential.

Every member of the school community has a key role in promoting and sustaining the highest standards of behaviour for learning. EmERGE School is committed to providing the best possible environment for teaching and learning.

Across the school, we will provide a stimulating and supportive environment where students can learn and teachers can teach. It is the role of staff at all levels to promote and encourage socially acceptable behaviour and foster supportive peer relationships.

If unacceptable behaviour occurs, members of the school community will

- ◆ Address the behaviour within a framework of dignity and respect for the individual.
- ◆ Explain what is unacceptable and why.
- ◆ Suggest how they could have behaved differently to achieve a more positive outcome.

If negative behaviour continues to disrupt learning and the environment of others or it is judged to be serious then sanctions will be applied in line with our Positive Behaviour Policy.

TO ENCOURAGE POSITIVE BEHAVIOUR

Students will:

- ◆ Treat all members of the school community with respect
- ◆ Have the confidence to engage positively with all opportunities offered by the school
- ◆ Aim for 100% attendance and punctuality
- ◆ Take care of school equipment

Staff will:

- ◆ Model exemplary behaviour
- ◆ Treat all members of the school community with respect
- ◆ Use language that promotes confidence and self esteem through positive reinforcement
- ◆ Celebrate success and recognise student effort and achievement to promote positive behaviour
- ◆ Work in partnership with parents/ carers to support positive behaviour

EmerGE School will not accept:

- ◆ Behaviour that disrupts the learning of others
- ◆ Rude or inappropriate language
- ◆ Verbal or physical aggression towards others
- ◆ Bullying or intimidation
- ◆ Racist, sexist, transphobic or homophobic comments.
- ◆ A lack of respect towards property or vandalism.



Pupil Well-Being

CONNECT - BE ACTIVE - TAKE NOTICE - KEEP LEARNING - GIVE
At Emerge, the physical and emotional well-being of our children and young people is at the core of what we provide in supporting them to grow, develop and live their best lives. At our school, we aim to promote positive mental health for all of our students. We pursue this aim using both universal, whole school approaches and specialised, targeted approaches best suited to their individual vulnerabilities and our open culture allows pupils' voices to be heard. In addition to promoting positive mental health, we aim to recognise and respond to mental ill health. By developing and implementing practical, relevant and effective mental health policies and procedures, we can promote a safe and stable environment for students and staff affected both directly and indirectly by mental ill health.

All school staff are fully trained to recognise potential warning signs which indicate a student is experiencing mental health or emotional wellbeing issues. We will also ensure that staff, students and parents/carers are aware of sources of support within school and in the local community.

As part of the holistic support that the school offers, we focus on a particular aspect of well-being each day and promote this within the classroom either through circle time, assemblies or specific activities. This helps to continuously incorporate positive well-being and surround children with proven coping strategies to best support their needs:

- ◆ **Mindfulness Monday**
- ◆ **Terrific Tuesday**
- ◆ **Well-Being Wednesday**
- ◆ **Thoughtful Thursday**
- ◆ **Feel-Good Friday**

SCHOOL COUNCIL

We strongly value the opinions, wishes and feelings of all our students here at Emerge School. We have our own School Council which provides opportunities for a wide range of students to express their ideas and opinions on many aspects of school life. Students elect representatives to the School Council and all year groups are represented. The Council meets once every half term to discuss issues raised by students, the Headteacher and other staff to allow students their own platform and forum for pupil voice

THERAPY

Students also have access to various proven therapeutic approaches offered within school to further support their mental health and well-being. These may include:

- ◆ Play Therapy
- ◆ Art Therapy
- ◆ Speech and language therapy
- ◆ Occupational Therapy
- ◆ Alternative Therapy
- ◆ Yoga and Meditation
- ◆ Psychotherapeutic counselling
- ◆ Equine Therapy
- ◆ Pet Therapy

THE WELL-BEING SCALE

It is often the case that children in crisis or those experiencing SEMH difficulties struggle to label or name their emotions and lack the ability to ask for help to regulate their behaviours when feeling heightened or distressed. At Emerge, we have developed a clear and progressive scale to aid children in recognising any apparent changes in their behaviours, helping them to understand how they may be feeling, giving them the ability to express this discreetly and identifying appropriate ways in which to support and overcome their emotions using various coping strategies.



YOUR ROLE IN TACKLING BULLYING

As a parent/carer, you can help in the following ways:

- ◆ Encourage your child to talk about school
- ◆ Listen carefully to what your child says about school life
- ◆ If your child shows any signs of distress, such as suddenly not wanting to attend school or becoming unusually silent, try to find out what is troubling them.

If you think your child might be a victim of bullying:

- ◆ Contact your child's class teacher or a member of our Senior Leadership Team
- ◆ Reassure your child that the school will help and support them however we can
- ◆ Work with the school to solve the problem

If you think your child might be responsible for bullying:

- ◆ Do not ignore it
- ◆ Inform the school of your concern

COMPLAINTS

We hope that before you feel the need to make a complaint you will have made every effort to raise your concerns directly with the appropriate person. If you are unable to resolve your concerns, the school's complaints procedure, available on the school website or from the school directly, will outline the process that should be followed.



Bullying

BE A BUDDY - NOT A BULLY

At Emerge School we do not tolerate bullying of any kind. Bullying is any behaviour which deliberately intimidates and harms other people. It can take many forms:

- ◆ **Emotional:** being unfriendly, excluding others, tormenting (e.g. hiding books, threatening gestures)
- ◆ **Physical:** pushing, kicking, hitting, punching or any use of violence
- ◆ **Racist:** racial taunts, graffiti, gestures
- ◆ **Sexual:** unwanted physical contact or sexually abusive comments
- ◆ **Homophobic/Biphobic/Transphobic:** because of, or focussing on, the issue of sexuality or gender
- ◆ **Verbal:** name-calling, sarcasm, spreading rumours, teasing
- ◆ **Cyber:** abuse or threats in emails, Internet chat rooms, social networking sites, instant messaging, virtual learning spaces and blogs, text messaging, phone calls or the misuse of camera and video facilities

ZERO - TOLERANCE APPROACH

We believe that in our school community every student and member of staff has the right to be in a safe and secure environment that is free from intimidation or threat from others.

Everyone at Emerge School has the right not to be bullied. Any instance of bullying is therefore dealt with swiftly and firmly in accordance with our Anti-Bullying Policy.

SAFEGUARDING

Emerge School is committed to ensuring the welfare and safety of all children in our school and follows Local Safeguarding Children Board procedures. Our policies are designed to help keep your child safe in school. These include a robust safeguarding policy, a positive relationship and behaviour policy and an attendance policy which can be found on our website. Our policies are underpinned by Government Guidance including *Keeping Children Safe in Education (KCSiE 2023)* and *Working Together to Safeguard Children 2018*.

Our school is also working to become part of Operation Encompass; a police and education early intervention safeguarding partnership which supports children and young people who experience domestic abuse.

The close working relationship between school staff and parents/carers is crucial to enable our learners to benefit fully from the education and support offered at Emerge School.

If you have any questions about any of these areas please speak to a member of our staffing team or our **Designated Safeguarding Leader (DSL) Mrs Beckett (brigittabeckett@emergeschool.co.uk)** or our **Deputy DSLs, Mrs Clowes & Miss Laing**.



Emerge School works closely with many different agencies. You can find all of these on our website at **emergeschool.co.uk** in the Parents/Carers section.

Below are a few key examples of what you can find:

Health & Safety is also a huge priority to us as a school so we ensure that all staff are fully trained in a multitude of different areas and receive regular refreshers and updates through various courses, guidance and legislation.

Resources for Autism

provide a range of support services for both children/young people and their families, including autism-specific home/community support for all ages and autism-specific parent/carers groups. They also offer autism-specific play and youth clubs and holiday playschemes for children and young people aged 8-19 years old.

Special Needs Jungle

provides parent-led information resources and informed opinion about children and young people.

SEND IASS

SEND information and advice service is committed to providing you with high-quality information, advice and support with special educational needs or disability enquiries on either 01782 234710 or email iass@stoke.gov.uk. Website: www.sendiass-stoke.co.uk

NSPCC

help prevent abuse, rebuild children's lives and support families.
0808 800 5000

ADDISS

The National Attention Deficit Disorder Information and Support Service, provide information and resources about Attention Deficit Hyperactivity Disorder to parents, sufferers, teachers or health professionals.

Telephone: 020 8952 2800 Email: info@addiss.co.uk

National Autistic Society

is the leading UK charity for people with autism and Asperger syndrome and their families. They provide information, support, pioneering services and run a number of campaigns to raise awareness.

SERVICE DIRECTORY

Adult & Family Learning Community Learning

Provides local learning activities for adults and families in their community.

ASK CAMHS

NHS's Child and Adolescent Mental Health Services (CAMHS) for young people and parents. Tel: 0800 0328 728 or text 07739 775202

Attendance and Pupil Support

Education Welfare Service Tel: 01782 235355 or email education.welfare@stoke.gov.uk

Barnardos Young Peoples Service

A charity that helps and supports children in poverty, young carers or families looking to foster or adopt a child.

Catch 22

Public services, advice and support catch-22.org.uk

CDAS

Community Drug and Alcohol Support. referrals@sotcdas.org.uk
Tel: 01782 283 113

SEWBS for Children and Young People

Staffordshire Emotional Wellbeing Service Tel: 01782 977877
saffordshire-ewb.actionforchildren.org.uk

CEOP (Child Exploitation and Online Protection)

Tel: 01484 543328 ceop.police.uk/safety-centre/ or email
NSPCC Safety Hub help@nspcc.org.uk

CSE (Child Sexual Exploitation) Board

Tel: 01782 237106
Email: catch22cse@catch-22.org.uk

MACE (Multi Agency Safeguarding Board)

Tel: 01782 235100 staffsscb.org.uk

ESCAYP (Emotional Support for Children and Young People)

escayp@yahoo.co.uk Tel: 01274 878117

EDT (Emergency Duty Team) Staffordshire

Tel: 0345 604 2886 / mobile: 07815492613
Stoke—01782 234234 sscb.admin@staffordshire.gov.uk

Stoke Children and Families

staffsscb.org.uk

Educational Inclusion Team

inclusion@staffordshire.gov.uk
Education Process Officer: Jessica.petrek@staffordshire.gov.uk
01785 895961

ei-team.org.uk

Early Intervention in Psychosis

info@ei-team.org.uk Tel: 08456 026774

Stoke Family Information Directory

adults.stokecommunitydirectory.co.uk
wendy@sharedlivesplus.org.uk
www.familybyfamilyuk.org.uk 07467761389

Staffordshire Voluntary Youth Services (SCVYS)

Tel: 01785 240378
office@staffscvys.org.uk www.staffscvys.org.uk

PREVENT

Provides practical help to prevent people from being drawn into terrorism and also advice and support for young people who may be at risk of radicalisation.

Tel: 01785 232054 www.staffordshire.police.uk

Our Health Advisory Service/ Targeted Intervention 5-19

Tel: 0300 124 0362
Email: ourhealth5-19@nhs.uk

School Mental Health Support Team

0800 0328 728 combinedwellbeing.org.uk

SENMAS (Special Educational Needs Monitoring and Assessment Service)

Tel: 01782 231863
Email: SENMAS@stoke.gov.uk

SEND Service Team

provide advice and support for all SEND enquiries.
Tel: 01782 232538 Email: SEND@stoke.gov.uk
www.stoke.gov.uk/SENDServices

Stoke Sexual Health Team

Tel: 0300 7900 165
openclinic.org.uk

Y.O.T (Youth Offending Team)

joy.molloy@stoke.gov.uk Tel: 01782 235858
Staffordshire Youth Offending Service Tel: 01782 297615

PAPYRUS (Prevention of Young Suicide)

HOPEline UK 0800 068 4141

NHS DIRECT 24 hour advice and health information service

Tel: 0845 4647

HEALTHY EATING

We place great importance on a healthy balanced diet here at Emerge School as we believe that without good nutrition, improved health, social and cognitive development cannot be achieved. Children cannot grow and develop as they need to, overcome social, emotional or behavioural difficulties or learn to their full potential without eating healthily. Students are given opportunities throughout their time at school to reach their recommended 5-a-day, through both snacks and lunch servings.

We also encourage further social development through our daily 'Family Lunch,' whereby students will enjoy their eating experience with staff and their peers, providing an opportunity for conversation and communication through the sharing of stories, joke-telling and general chit-chat within a comfortable and relaxed dining environment.

As a lot of our students enjoy the outdoors, we have our own school allotment which is used to provide some of the fresh fruit and vegetables used to create meals at our school. Students will plant seeds throughout the different seasons and tend to our allotment as they nurture the food and watch it grow, ready to be eaten. This is a very valuable process and teaches students about where our food comes from and how the seasons impact on the variety of foods available.



School dinners are provided fresh every day and are served in the hall. The cost for a school dinner is **£2.40 per day**, £12.00 per week, and is payable in advance via our cashless payment system, ParentPay. You can simply login to your account and pay securely online or with cash via the school office.

Children of parents receiving any number of benefits could be entitled to a free school meal. A pupil information form needs to be completed with parent's National Insurance or NASS number and date of birth and submitted to our school office.

Sample Lunch Menu					
	Monday	Tuesday	Wednesday	Thursday	Friday
Main meals	Chicken Breast in Tomato & Basil Sauce (GF) or Macaroni Cheese (V)	Premium Roast Beef in Gravy (GF) or Tomato, Lentil & Sweet Potato Crumble (VV)	Chicken Korma (GF) or Vegetable Lasagne (V)	BBQ Pulled Pork with Peppers (GF) or Vegetable & Coconut Curry	Battered Haddock or Penne Pasta in Tomato & Basil Sauce (V)
Accompanied by	West Country Cheddar Mash (V/GF) or Potato Wedges (VV/GF)	Golden Roast Potatoes (VV/GF) or Mashed Potato (VV/GF)	White Rice (VV/GF) or Croquette Potatoes (VV/GF)	Vegetable Rice (VV/GF) or Sauté Potatoes (VV/GF)	Oven Chips (VV/GF) or Minted Boiled Potatoes (VV/GF)
Served with	Carrots with Parsley Butter (V/GF) & Minted Summer Vegetables (VV/GF)	Large Broccoli (VV/GF) & Root Vegetable Mix (V/GF)	Mixed Vegetables (VV/GF) & Sweetcorn (VV/GF)	Vegetable Medley (VV/GF) & Peas (VV/GF)	Cut Green Beans (VV/GF) & Baked Beans (VV/GF)
Dessert	Sticky Toffee Pudding (V)	Apple Crumble (VV)	Ready to Bake Vanilla Cheesecake (V)	Lemon Flavour Sponge (V)	Chocolate Chip Pudding with Salted Caramel Sauce (V)

Mealtimes are a chance for children to develop positive eating habits and a love of good food. Our chosen school food provider, Apetito, is a worldwide, award-winning catering provider offering delicious prepared meals developed by a team of experienced, talented chefs and dieticians to ensure all our school meals are tasty and packed with nutrition. With over 200 options to choose from, our varied, healthy school meals menu also encourages pupils to try new foods with exciting flavours—developing their taste palate as a result. It means that every child can enjoy delicious meals packed with everything they need to stay healthy and energised, from a responsible and sustainable supplier.

We have something to offer every child, including those with specific dietary requirements. Our carefully crafted menu caters for all allergens and intolerances, giving you transparency of what goes into our meals.

Through pupil voice sessions, students will regularly have the opportunity to select dishes for our menu so that they are included in decision making, and will choose their meals each day as part of their morning routine.

FOOD ALLERGIES AND INTOLERANCES

Please make our staff aware if your child suffers from any type of food allergy or intolerance to ingredients. All food offered at our school comes with a complete list of ingredients contained to give you peace of mind that your children are tucking into safe and tasty meals. The Nutridata app offered by Apetito also lists all allergens, ingredients and nutritional information of our school meals to allow you to keep track of our lunch contents.

Learning Today for a Better Tomorrow

Careers & Work Experience

WHAT COULD THE FUTURE LOOK LIKE?

It is vital that all pupils who attend our school have the knowledge and skills they need to make informed choices and achieve economic well-being in later life. The Careers Education & Guidance Programmes make a major contribution in preparing young people for opportunities, responsibilities and experience of adult life. They help young people make decisions and manage transitions as students and workers.

A young person's career reflects the progress they make in learning and work. It is part of the vision and mission of the school that all students have a planned programme of activities to help them choose future pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic well-being throughout their adult lives. By providing such support, we enable our students to feel achievement and success, empowering them to take control of their own destinies and have the highest aspirations for themselves.

At Emerge, we promote personal development and preparation for adulthood through our Careers Curriculum. Pupils are taught a specialist curriculum that allows them to recognise and develop the skills they need for employment. This may include visits from aspirational people, careers assemblies, information evenings, mentoring sessions and help with CV writing and interview preparation. Pupils have access to a range of resources, local businesses and specialists that help them decide on progression following Year 11 in a learning environment that suits them, such as T-Levels, Apprenticeships/Scholarships and A-Levels. We are here to provide support to pupils in whichever way works best so that they feel confident in the next stage of their learning journey.

We have a dedicated member of staff here at Emerge who will take the time to discuss careers options with pupils and help them to make the best decisions as they are exposed to a range of prospective career industry options and work experience placements. Careers sessions will be scheduled as part of individual learning timetables so that students have their own 1:1 time to talk about all potential pathways available.

Work experience is a way to gain an awareness of the workplace through actual employers to learn about a particular role, organisation or career path. Volunteering, work shadowing and internships are also different ways to participate in work experience. By undertaking work experience placements, it can help students stand out against other candidates when applying for jobs and helps them to decide which career path is best suited to them, their strengths and interests.

As a school, we also participate in National Careers Week and Enterprise Days so that our students can develop an idea of the types of work related learning they would like to continue with, understand expectations in the workplace and how they can best apply their skills to particular job roles and career fields.

We want all of our students to leave Emerge feeling confident, well-equipped and prepared for working life so we will strive at every opportunity to engage students in enterprise tasks, visits and work based learning to nurture aspirations, develop skill acquisition and increase understanding for the best chances of successful outcomes.



Policies and Permissions

GDPR STATEMENT

We need to hold personal information about your child both in electronic and paper form to help us with their educational needs. The school is responsible for their accuracy and safekeeping. We collect and use pupil information to comply with regulations such as the Education Acts, the Children's Act 2004 and the General Data Protection Regulation.

Whilst the majority of information you provide to us on your child is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

School staff have access to your child's records to enable them to do their jobs and information may be shared with others involved in your child's care, if it is necessary. Anyone with access to your child's records is properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date. All information about your child is held securely and appropriate safeguards are in place to prevent accidental loss.

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact the school.

ICT AND INTERNET ACCEPTABLE USE AGREEMENT

The school has developed a set of guidelines for computer use, including the use of the internet. These guidelines are made available to, and signed by, all pupils, and kept under review. All members of staff are responsible for explaining to pupils the rules and their implications. All members of staff need to be aware of possible misuses of on-line access, and their responsibilities towards pupil online safety. Breaking the rules set within the agreement will result in a temporary or permanent ban on computer or internet use.

Advice for using the Internet and email safely:

- ◆ **Never give out your name and address or your school/college details or those of your friends to people you have only met on the Internet.**
- ◆ **Never agree to meet people who you know only through the Internet.**
- ◆ **Never send photographs of yourself or friends to strangers.**
- ◆ **Tell an adult if someone or something you find on the Internet makes you feel uncomfortable.**



PHOTO AND MEDIA PERMISSIONS

As a school we are incredibly proud of our students' achievements. Whether these are inside or outside of school, we enjoy celebrating our students' successes by featuring these in school publications and sometimes on our website or in the local press. Personal details of students will not normally appear in any school publication or the website, however, as part of the admissions process to school, you will be asked to give your consent for your child's name and image to be used for these purposes. We understand that circumstances may change during your child's time with us at school. If you wish to change permissions at any point in the future, please contact the School Office.

VISITS DURING THE SCHOOL DAY

Throughout the school's academic year and your child's school life, local outings or visits may be arranged by the school which take place within the school day. These might include fieldwork in the local area, PE lessons at off-site venues or visits to local amenities which may involve travelling on foot or by public transport/school minibus/coach. For every trip, a full risk assessment is undertaken and we make sure that there are sufficient teachers and other responsible adults to ensure students' safety. For all visits outside the local area or which extend beyond the school day, your permission will be specifically requested.

HOME-SCHOOL PARTNERSHIP AGREEMENT

Emerge School will:

- ◆ encourage the full development of each student's individual talents
- ◆ provide a broad and balanced curriculum to meet individual needs
- ◆ set high expectations of work through the regular setting and marking of class work and homework
- ◆ carefully monitor the work of students and report to parents/carers at regular intervals
- ◆ provide facilities for students to access their lessons in school and opportunities for a wide range of extra-curricular activities
- ◆ set high expectations of behaviour through the consistent application of the school behaviour policy
- ◆ maintain a safe and secure environment in which all students can achieve their full potential
- ◆ prepare all students for the choices they will need to make in the future
- ◆ establish and maintain strong communications with parents/carers and make prompt contact with parents regarding any concerns.

As an EmERGE School student I will:

- ◆ attend school on time every day, and be ready to learn and participate in school activities
- ◆ wear the correct school uniform at all times and bring the right equipment for every lesson
- ◆ do my best in all aspects of school life
- ◆ complete all homework that I am set
- ◆ be considerate and respectful to everyone in school and in the wider community
- ◆ be a good ambassador for EmERGE School at all times

As parent/carer I will:

- ◆ ensure that my child attends school on time every day
- ◆ notify the school on the first day of any absence and confirm the reason in writing
- ◆ alert the school to any concerns or problems that might affect my child
- ◆ ensure that my child wears the correct school uniform at all times including while travelling to and from school
- ◆ provide my child with the necessary equipment for learning and ensure that he/she/ they brings it to school every day
- ◆ support my child's learning by checking and supporting with homework
- ◆ attend parents' meetings and Parents' Evenings to discuss my child's progress
- ◆ expect a high standard of behaviour from my child
- ◆ support the school's policies and guidelines

Signed: (SCHOOL) (STUDENT)

Signed: (PARENT/ CARER)

Date:

EMERGE SCHOOL

PARENT/CARER HANDBOOK

Learning Today for a Better Tomorrow

EMERGE SCHOOL

PARENT/ CARER HANDBOOK



Should you have any further questions, please do not hesitate to contact the School Office

Telephone number: 01782 890121

School Office hours - Monday to Thursday: 08:15am to 4pm Friday: 8.15am to 3pm

email: office@emergeschool.co.uk

Website: www.emergeschool.co.uk

You can also contact our Head Office:

The Office, 5 Rockside, Mow Cop, Stoke-on-Trent, ST7 4PG

Telephone number: 01782 516575



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