

CONTENTS

Page 1	Introduction
Page 2	School mission statement
Page 2	Safeguarding
Page 2	Arrangements for admissions
Page 2	Complaints
Page 3	Requests for information
Page 3	School curriculum
Page 4	Learners' progress
Page 4	Homework
Page 4	Behaviour, including anti-bullying
Page 4	Attendance and timekeeping
Page 5	Accidents or illnesses and medication
Page 5	Health and safety
Page 5	School uniform and general presentation
Page 5	Mobile phones and other technological devices
Page 5	Meals and snacks
Page 5	Transport
Page 6	Loss or theft of personal items
Page 6	Permissions
Page 6	Visitor parking
Page 6	Access
Page 6	And finally
Annex 1	School contact information
Annex 2	Governing body
Annex 3	School closures, including holidays, teacher training days

INTRODUCTION

The school is part of Buzz Learning Ltd, a local organisation established in March 2004. Buzz Learning also runs a college for learners aged 16 to 25 who have special educational needs and/ or disabilities and delivers commercial training to employers and individuals.

The school is registered with the Department for Education, registration number 929/6004, and provides education to learners aged 13 to 16 who have special educational needs and/ or disabilities. It is funded to provide for up to 25 learners, aged between 13 and 16, who have:

- autism spectrum disorder
- cognitive and learning needs

- specific learning difficulties
- moderate learning difficulties
- communication and interaction needs and
- speech, language and communication needs.

The school is not equipped to work with children who have more extreme social, emotional or mental health issues, including children with more difficult behaviours.

The school's first intake was in September 2018 and the first Ofsted inspection took place on 2nd and 3rd October 2018. A copy of the inspection report can be requested from the Headteacher or downloaded via the school's website or from Ofsted's website.

We aim to create a welcoming and productive learning environment across the organisation so that learners feel comfortable, safe and motivated to achieve. Our staff team promote and model good behaviour, and our approach is firm but fair.

SCHOOL MISSION STATEMENT

At Buzz Learning School, our aim is to meet the needs of each of our learners to prepare them effectively for adult life. We do this through provision of a broad and balanced learning experience which promotes their educational, spiritual, moral, cultural, mental and physical development. Our ethos is to enable our learners to be all they can.

SAFEGUARDING

The school is committed to safeguarding and protecting the children that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of effective policies and procedures in place which promote safeguarding and safer working practice across the organisation.

ARRANGEMENTS FOR ADMISSIONS

Northumberland County Council is the main admissions body for learners attending this school, though children may also be admitted from other Local Authorities.

When parents/ guardians choose this school for their child, a referral must be made by the Local Authority's Special Educational Needs and Disabilities team.

The decision about which school a child will be placed at is normally taken at the completion of the child's Education and Health Care Plan (EHCP), or at the EHCP review, with the child's parents/ guardians, the child's current education provider, representatives from the LA's Special Educational Needs and Disabilities team and other relevant persons. There is full consultation between the parents/ guardians and all agencies involved with the child.

Contact the Headteacher for a copy of the school's Admissions Policy, or if you would like to visit the school to find out more.

Education and Welfare Provision for learners with EHCPs and for whom English is an additional language

All learners within the school have Education, Health and Care Plans (EHCPs) and the school's approach to learners with SEND is detailed in the SEND Policy which is available from the Headteacher.

To date, the school has not had any requests for a place for a learner for whom English is an additional language; any requests of this nature will be fully and properly considered.

COMPLAINTS

The school takes all complaints seriously; our aim is to learn from complaints and act to improve our provision. We ask you to let us know immediately if you are unhappy with any aspect of our work. Be

assured that all complaints will be properly investigated, and the findings and recommendations made known to relevant persons.

Our complaints procedure is available from the Headteacher or it can be downloaded from the school website.

There were no complaints registered under the school's formal procedure for the preceding academic year.

REQUESTS FOR INFORMATION FROM PARENTS AND GUARDIANS

The school will respond to all request for information from parents and guardians promptly. Please contact the Headteacher.

SCHOOL CURRICULUM

The school curriculum is made up of all learning and other experiences that we plan for our learners. Learners have a range of needs that can change over time, and to best support them the curriculum is continuously reviewed and developed with the aim of ensuring that the intent, implementation and impact of the curriculum is maximised for each learner.

A key tenet of the curriculum design and delivery is how best to prepare learners for adult life, with a strong focus on enabling learners to develop those behaviours and attitudes appropriate for successful adult life.

The school does not follow the national curriculum but does follow guidelines from the Department for Education and the Independent School Standards which specify that schools must provide experience in the following areas:

- Linguistics
- Mathematics
- Scientific
- Technological
- Human and social
- Physical
- Aesthetic and creative
- Careers education, information, advice and guidance
- Personal, Social and Health Education (PSHE)

The school's **vocational area of expertise is Hospitality and Catering**. Work experience with local employers in this, and other vocational areas, is available to learners where appropriate.

The curriculum is under constant review to ensure that it meets the requirements of learners.

Qualifications delivered within the school include:

- NOCN Functional English Skills
- NOCN Functional Mathematics Skills
- NOCN Functional ICT Skills
- ASDAN Foodwise
- ASDAN Certificate in Personal and Social Development
- ASDAN PSHE
- ASDAN Certificate in Personal and Social Development
- ASDAN Geography
- ASDAN History
- AQA Certificate in Science.

Information about the school's academic performance last year can be requested from the Headteacher.

The school actively promotes the Fundamental British Values and we ensure that there is political balance in our teaching and other activities. We aim to ensure that learners know the difference

between right and wrong, respect the civil and criminal law of England, and understand the consequences of their own and others' actions.

The school has a small area of outside space for use during breaktimes, and learners are fully supervised while using it. The school also makes use of this space, and the local leisure centre, for sporting activities.

More information about the school curriculum is in the Curriculum Policy which can be requested from the Headteacher.

LEARNERS' PROGRESS

The school keeps records of learners' progress and this is an ongoing process. The first four weeks at the school is a settling in period for your child. We conduct assessments during this time, and we are available for meetings with you throughout this period to let you know how your child is settling in or to notify you of any concerns that we may have.

We will also invite you, along with relevant others, to attend an annual review of your child's Education Health and Care Plan (EHCP) each year and to internal annual parent/ guardian meetings with teachers.

We welcome enquiries about your child's progress at any time; please contact Mr Fairbairn, the Headteacher, if you have anything you would like to discuss.

HOMEWORK

Learners will receive homework occasionally, either at the direction of the subject teachers or at a parent/ guardian's request.

BEHAVIOUR, INCLUDING ANTI-BULLYING

Good behaviour is paramount within the school and learners are encouraged to meet the standards of behaviour found acceptable to society, including showing courtesy and respect to others at all times. Learners are required to agree Ground Rules and to follow the school's Behaviour Policy. We appreciate that some learners will require more support in managing their behaviour than others and they will receive this in group settings and in 1:1 intervention meetings. Please note, the school is not equipped to deal with learners who have more severe behaviour issues.

The school uses rewards and sanctions to encourage positive attitudes and good behaviours. More information can be found in the school's Behaviour Policy which can be requested from the Headteacher. This Policy also details the school's approach to learner misbehaviour and to exclusions. Behaviour standards apply equally to school staff and one of the ways we ensure compliance is through our Behaviour Framework. Our staff and volunteers sign up to this framework which demonstrates our values and the way we perform and behave at work. The key tenets of the framework are respect, response, empower and embrace.

The school takes its responsibility to prevent bullying seriously. Staff strive to protect all learners from harm so that they are able to make the most of all the opportunities available to them. The school's Anti-Bullying Strategy can be requested from the Headteacher.

ATTENDANCE AND TIMEKEEPING

The school day starts at 9a.m. each day. It ends at 3.30p.m. from Monday to Thursday, and at 12 noon each Friday.

If your child is absent from school, we require you to contact the school that day by telephone or email to explain the absence. We may then contact you to ask for any further information deemed necessary. Please note, any absences taken for no valid reason are regarded as unauthorised and we will report these to the relevant local authority.

We expect and encourage all learners to work hard to achieve a good attendance and timekeeping record, and we ask for parents'/ guardians' cooperation in this.

The school follows Northumberland County Council's term times (see Annex 3).

ACCIDENTS OR ILLNESSES AND MEDICATION

The school has a medical room and First Aiders on site. We ask for emergency contact details from all parents/ guardians in case their child is too ill to stay at school and needs to be sent home.

Only medication prescribed by a GP can be given to learners at the school. This includes painkillers.

We request that parents/ guardians complete a Medication Information Record so that this information can be correctly recorded, and medications correctly administered.

A copy of the school's First Aid Policy may be requested from the Headteacher.

HEALTH AND SAFETY

The school ensures that it complies with health and safety legislation and that all staff and learners are made aware of their responsibilities. The legal basis for health and safety in the workplace is primarily the Health and Safety at Work Act 1974 and a large number of revised and more recent regulations made under the Act.

A copy of the school's Health and Safety Policy may be requested from the Headteacher.

SCHOOL UNIFORM AND GENERAL PRESENTATION

The school uniform comprises of a blue polo shirt and sweatshirt, both with Buzz Learning's logo. The school will provide one polo shirt and one sweatshirt for each learner free of charge each academic year. Additional items may be purchased in Bedlington, or via their website:

<https://studentuniform.co.uk/buzz189/> and at these costs:

Trutex sweatshirt for £11.70 and

Polo shirts for £9.00.

Please label all items with your child's name.

Learners are required to wear the uniform each day. Each learner may choose what to wear on their bottom half and on their feet, provided it's nothing too outlandish or unsafe. Smart casual clothes and footwear are encouraged.

Each learner may also wear make-up and display body art (provided they are of legal age). Dyed hair is permitted, again provided it's not too eccentric.

MOBILE PHONES AND OTHER TECHNOLOGICAL DEVICES

Personal mobile phones and other technological devices must be handed in to reception at the start of the school day. Devices will be stored securely and returned to learners at the end of the day.

Further information can be found in the school's written Policy which is available from the Headteacher.

MEALS AND SNACKS

The school currently provides healthy snacks free of charge in the school's Breakfast Club each morning. Learners can bring in their own packed lunch each day or purchase a meal from the mobile café which visits the school daily. **NB** Learners for whom free school meals have been granted by Local Authority will be provided with £2.50 to purchase lunch each full day.

Please note, learners are not allowed to consume energy drinks while at school and we ask that you discourage these from drinking them prior to coming in each morning. Each learner is provided with a water bottle and we ask that they drink water throughout the day. Replacements can be purchased from reception at a cost of £1.00.

TRANSPORT

Local Authorities have responsibility for providing school transport including escorts for learners living outside a 3-mile radius of the school.

It is important that learners are well-behaved when travelling to and from the school; we ask parents and guardians to stress the importance of this to their children.

LOSS OR THEFT OR PERSONAL ITEMS

We request that learners do not bring expensive items of personal property in to the school as we cannot guarantee the safety of such items. We do not provide individual lockers for learners' use.

PERMISSIONS

In line with General Data Protection Regulations (GDPR), please complete and return the Permissions Form which will be sent to you by the school's administration team.

VISITOR PARKING

Visitor parking is available at the school. Disabled parking bays are directly outside the main entrance to the school and are marked.

ACCESS

Visitors are required to press the buzzer outside the school's main entrance, introduce themselves and wait to be allowed entry.

The main school entrance is accessible to people with mobility issues/ those who use mobility aids.

AND FINALLY

We hope that your child enjoys their time at our school and that we work together successfully with you to ensure that they believe in and become their best selves.

ANNEX 1: SCHOOL CONTACT INFORMATION

Headteacher Contact details	Mr Robert Fairbairn Buzz Learning Independent Special School 8 Esther Court Wansbeck Business Park Rotary Parkway Ashington Northumberland NE63 8AP Telephone: 01670852244 Email: rob@buzzlearning.co.uk or info@buzzlearning.co.uk
Proprietor Contact details	Ms Therese Timlin Buzz Learning Independent Special School, address as above Telephone: 01670852244 Email: therese@buzzlearning.co.uk
Mr Fairbairn and Ms Timlin can be contacted during term time and during the school holidays.	

ANNEX 2: GOVERNING BODY

Mr Mark Fox	Chair Email: Chair@buzzlearning.co.uk
Mr Ian Walsh	Financial strategy
Mr Robert Fairbairn	Headteacher
Mrs Lisa Ruvino	Learner Voice and Parental Engagement
Mr Ian Lavery MP	Networking, contacts and associates
Ms Therese Timlin	Policies and practice and Quality Improvement
Mrs Margaret Castro	Safeguarding Email: margaret@buzzlearning.co.uk
Mrs Shirley Hindmarsh	SEND Provision

ANNEX 3		School reopens on
Holiday or other closure	School closes on	Tuesday 2 nd September 2019
Blackberry Week (October half term)	Friday 25 th October 2019	Monday 4 th November 2019
<i>Teacher Training</i>	<i>Monday 6th January 2020</i>	
Christmas and new year	Friday 20 th December 2019	Tuesday 7 th January 2020
Spring half term	Friday 14 th February 2020	Monday 24 th February 2020
Easter	Friday 3 rd April 2020	Monday 20 th April 2020
<i>May Day</i>	<i>Friday 8th May 2020</i>	
<i>Teacher Training</i>	<i>Monday 1st June 2020</i>	
Half term	Friday 22 nd May 2020	Tuesday 2 nd June 2020
Summer holidays	Friday 17 th July 2020	Tuesday 1 st September 2021

BAD WEATHER OR OTHER UNFORESEEN SCHOOL CLOSURES

Should it be necessary to close the school because of bad weather or other unforeseen incidents, the Data & Finance Officer (Mrs Jan Lowery) will send a text message to named emergency contacts. The Headteacher, Mr Fairbairn, will contact Northumberland County Council and Radio Newcastle to inform them of any closures.