

# Welcome to Farney Close School



## Residential Placement Information Pack



# Contents

<b>Page</b>	<b>Subject</b>
<b>3</b>	Your Information
<b>4</b>	Who's who at Farney
<b>5</b>	Photos of who's who at Farney
<b>6</b>	Map of the School site
<b>7</b>	Your Link-Worker
<b>8</b>	House Expectations on Behaviour
<b>9</b>	House Jobs
<b>10</b>	Telephone Calls
<b>11</b>	Bedtimes
<b>12</b>	Activities
<b>13</b>	Behaviour & expectations when using school transport
<b>14</b>	Timings of the School Day
<b>15</b>	School Uniform
<b>16</b>	School Points
<b>17</b>	Pocket Money
<b>18</b>	Pocket Money Purchases
<b>19</b>	Classroom expectations of behaviour
<b>20</b>	How to get on with people
<b>21</b>	The School Council
<b>22</b>	Fire Alarm
<b>23</b>	Your views

This pack also includes leaflets/information entitled:

- Worries and Complaints
- Anti-Bullying
- School during COVID



## Your Information

<b>Your name</b>	
<b>House</b>	
<b>Link worker</b>	
<b>Class/Tutor</b>	

We know that many of you will find change hard to manage but we are here to support you.

We understand that some people miss home, others find it difficult to follow rules and that working all day in class can cause difficulties.

Help us to help you. Tell us what does and does not work for you. You will get used to being here and get used to us.

The school aims to support you in being the best possible version of yourself.

Remember, you have come to Farney Close for a fresh start and to make changes in your life that will be better for YOU.

We can help and support YOU to make the right changes, make the right choices and to be a success.



# Who's Who at Farney

Role	Name	What does this person do?
Principal	Sara Hack	Sara is in charge of the whole of Farney Close – the school day and the residential time
Vice Principal	Ray Lau	Ray oversees the education and care team and takes care of the whole school when Sara isn't available
Head of Care	Steve de Souza	Steve oversees the care team who look after you during residential hours
Head of Education	James Mills	James oversees the education team and ensure that they are providing you with the right education.
Referral & Inclusion Officer	Austin Bye	Austin supports young people during the referral process and when they first start at Farney. He also works with anyone who isn't attending school for whatever reason
School Social Worker	Becky Clements	Becky works with all of the children that have a social worker – she will go to meetings with you and support you in sharing your views
School Nurse	Sally Bourns	Sally helps you if you are feeling unwell when you are at school, if you have an accident or if there is something medical that you would like to talk about
SENCO	Sharon Radley	Sharon makes sure all your special educational needs are met
Senior Teacher	Kate Thompson	Kate helps Ray with his job and she also teaches English to upper school
Activities Co-Ordinator	Dave Rainsford-Holt	Dave arranges evening activities, does enrichment classes during the school day and runs our D of E Award
Assistant to Head of Care	Lester Speed	Lester helps Steve with his job
Seniors	Chris Underwood Clare Speed Dawn Morgan	Chris is in charge of the lower school boys houses, Dawn is in charge of the upper school boys houses and Clare is in charge of the girls houses
Head of Catering	Tracey Ross Horton	Tracey makes sure you are kept well fed
Head TA	Emma Legg	Emma supports all the TAs to work with the young people in classrooms during lessons
Careers Advisor	Sue Horscroft	Sue will be here to help you when it comes to applying for colleges or apprenticeships
Site Manager	Gareth Johns	Gareth makes sure the school site, including the buildings, always look their best
Receptionist	Kim Jones	Kim answers the telephones during the day and is in Reception greeting people when they arrive at Farney

# Photos of Who's Who at Farney



**Sara**



**Ray**



**Steve**



**James**



**Austin**



**Becky**



**Sally**



**Sharon**



**Kate**



**Dave**



**Lester**



**Chris**



**Clare**



**Dawn**



**Tracey**



**Emma**



**Sue**



**Gareth**



**Kim**



# Map of the School Site



# Your Link Worker

You will have your own link worker;  
this is usually a member of your house staff.

The role of the link worker is to:

1. Be someone you can talk to
2. Help you deal with everyday problems
3. Help you learn the routines of the school
4. Help you learn social and independence skills
5. Talk to your parents/carers; keep them up to date with how you are doing
6. Work on your Care Plans with you and look at ways to best support you
7. Be someone to sort out your medical needs, with the School Nurse
8. Attend reviews with you and speak on your behalf if you want them to



Make use of your link worker, they are here for **YOU**





# House Expectations on Behaviour

- Be proud of where you live.
- Carry out basic house routines, as this makes your house a nice place to be.
- Your care staff will respect you, so please respect them.
- Your bed area is your part of Farney Close; its appearance reflects how you see yourself. Please keep it tidy.
- Always show respect for each other's personal space.
- You may only enter others' rooms if you are invited **and** have permission from a member of staff.
- If you have problems with others, ask your staff to help sort them out; don't try to do it by yourself.
- Physical and verbal abuse towards staff or other young people is not acceptable at any time and will only make your house an unpleasant place to be.
- Treat people how you would like to be treated, no matter what their race, gender or religion.
- Always respect your living space and remember that any damage you cause will **cost you!**.
- Try not to respond to the poor behaviour of others and be supportive to staff.
- Be aware that if you break the law the Police will be involved.
- You may only enter the sleeping in room with staff permission.





# House Jobs

Everyone shares the house jobs to ensure the house is a nice place to live. On each house there will be a rota. It could be taking the laundry in the morning to hoovering the lounge, to mopping the bathroom.

You must keep your bedroom tidy; **it's down to you** to take pride in where you live.

Remember the rules are for **everyone**.

Personal belongs – you can hand belongings to your house staff to keep safe. If you don't, they are **your** responsibility.

**DO NOT LEND YOUR BELONGINGS OUT. KEEP THEM SAFE**



# Telephone Calls

Your family can phone in and speak to you on your House every day, but we have to be mindful on the length of phone calls so that everyone gets a chance to speak to their families. You can phone them as well.

There is a phone box in the long hall which you can use to call freephone numbers such as childline.

Mobile phones are not allowed in school.

Should you return with one, it **must** be handed into staff and will be returned on the Friday for you to go home with.

If you do not hand in your phone you will have it confiscated.

Refusal to hand your mobile phone in may result in a temporary exclusion.

Having no mobiles in school helps us keep you safe and also encourages you all to interact with each other and the staff.



# Bedtimes

<b>AGE</b>	<b>BEDTIME</b>	<b>LIGHTS OUT</b>
<b>11 Years Old</b>	8.50 pm	9.00 pm
<b>12 Years Old</b>	9.00 pm	9.10 pm
<b>13 Years Old</b>	9.20 pm	9.30 pm
<b>14 Years Old</b>	9.30 pm	9.40 pm
<b>15 Years Old</b>	9.40 pm	9.50 pm
<b>Years 11 Leavers</b>	10.00 pm	10.10 pm

## Remember –

Poor settles and poor rises can result in an early bed.



# Activities



Activities take place either with your House group or within lower or upper school groups.

The higher the points you gain at school the better chance of doing the activity you want to do.

We offer lots of different activities on-site such as use of the sports hall, archery, bush craft, football, cricket, cookery, fishing, pool, art and craft, computers, competitions. Offsite, we offer things like swimming trips, mountain biking, trampolining, walks, beach trips, bowling, laser quest and cinema.

We have an Activities/Enrichment Co-ordinator (Dave) who helps the care team organise activities. He is always keen to hear new ideas from you for new activities.



Dave also runs a Duke of Edinburgh Award for those who are interested in undertaking this, once they have reached 14 years of age.

Being disruptive during an activity may result in you not being allowed to do that activity next time or for a period of time so please be good and enjoy the activity on offer.

Any new ideas? Please share them with the Activities/Enrichment Co-ordinator (Dave), your Council representative, your link worker or a member of house staff.





# Behaviour and Expectations When Using School Transport

**It is your responsibility to behave in a way that does not risk the safety of any other person when travelling in a school vehicle.**

- You are not allowed to eat or drink a school vehicle. This includes sweets or chewing gum.
- You **must** wear a seatbelt on all journeys.
- You **must not** use abusive or racist language to people inside the vehicle or outside.
- You **must not** verbally bully or verbally provoke others.
- You will respond properly to all requests made by staff.
- You are not allowed to lean out of the windows.
- On trips you are expected to stay with staff at all times.
- You are expected to show good behaviour while out in public.

**If you do not keep to these rules, you could lose your chance to go out on school transport**



# Timings of the School Day

<b>Event</b>	<b>Time</b>
<i>Assembly / Tutor Time</i>	<i>09.15 – 09.45</i>
<i>Lesson 1</i>	<i>09.45 - 10.45</i>
<i>Break</i>	<i>10.45 – 11.00</i>
<i>Lower school have their breaks at the back of the school and upper school in the courtyard and youth club</i>	
<i>Lesson 2</i>	<i>11.00 – 12.00</i>
<i>Lesson 3</i>	<i>12.00 - 1.00</i>
<i>Lunch</i>	<i>1.00 – 1.45</i>
<i>Lower school eat their lunch at 1pm to 1.20pm and Upper school from 1.25pm to 1.45pm. On a Friday you go home after lunch.</i>	
<i>Tutor Time</i>	<i>1.45 – 2.00</i>
<i>Lesson 4</i>	<i>2.00 – 3.00</i>
<i>Lesson 5</i>	<i>3.00 – 4.00</i>
<i>End of School day for those not in Detention.</i>	<i>4pm</i>

# School Uniform

Wearing a school uniform gives a sense of community and helps to separate the school day from social time.

No trainers are allowed during the school day. Shoes must be black and be able to be polished.

If you do not have school shoes, you will have to wear school trainers until the shoes are brought.

If you do not have school trousers, you will have to wear school jogging bottoms until trousers are brought or replaced.



Coats are not to be worn in the school building or class. All young people must have a warm, waterproof coat in school with them for adverse weather.

## **And Please Remember –**



Take pride in your uniform by keeping it clean and tidy. YOU will be responsible for any damage to your uniform, so do not lend it out.

# School Points

Points make money; see how you can earn by looking on the notice board in the long hall.

You can earn **30** points every day.

**2** for tutor and **1** for each break

**5** for each lesson:

- **1** point for entering your lesson appropriately and settling into work
- **2** points for completing all work set
- **1** point for treating the adults in the room with respect
- **1** point for treating the other children in the room with respect

**The HUB** is an area to work in if you cannot be in class.

If you end up having to work in The Hub instead of in class you can earn **3** points. The Hub is opened as needed – if you are in The Hub you will lose your break.

**Break Points** You can earn one point for each break so please be kind, caring and considerate of others whilst enjoying this time.

Be careful as if you do not gain more than 23 points, if you walk out of class or a teacher feels you need to re-do a lesson, you will end up having detention after the school day has ended and it may affect your evening as well.

Stay in class and work hard.

Try your best, we are here to help you earn as many points as possible and earn lots of pocket money.





# Pocket Money

Everyone will be given 3p for each point that they earn during the school day.

The total pence are added up and added to your Farney Close Bank Account.

You can save your money each half term to go towards items like a computer game, trainers or perhaps a gift for a loved one.

Your Pocket money can also be put towards an activity. Examples of what you might like to do include:

- Joining a House for an evening to join in with a House activity.
- Joining in with an evening Swimming trip
- Going to the cinema on a school trip one evening
- A trip to Mac Donald's.
- Pizza and movie after school.
- Beach trip
- Mountain Bike riding
- Skate Park trip.

Once an activity has been awarded, you can start working towards the next one!



# Pocket Money Purchases

If you forget such items as hairbrushes, toothbrushes, toothpaste, shampoo etc, don't panic, we can supply them, and you can pay for these out of your pocket money.

A price list of items is available on your house unit.

In the classrooms if you break pens on purpose, waste paper or cause damage you will have to pay for them to be replaced. The cost will be taken out of your pocket money.



Larger items of damage could result in a temporary exclusion and/or your parents paying to replace or mend the damage and could also involve the Police.



# Classroom Expectations of Behaviour

- Believe in yourself and your abilities - you can succeed
- Be on time for all your lessons, enter your class calmly and settle down to work quickly and quietly
- Let your teacher teach
- Treat the people in your group and your teacher with respect no matter what their ability, race, religion, size, sexual orientation or gender
- You have the right to education - as do the rest of your group. It's your responsibility not to disrupt other pupils' education
- When you need help, ask politely, and remember that other pupils need help too
- Try to complete the work you have been set to the best of your abilities and be proud of it
- Respond politely when the Teacher or other pupils ask you to do something
- Try not to get involved in others' poor behaviour
- Clear up your work promptly when asked and leave your desk/work area tidy.
- Prepare to leave the classroom when asked to by your Teacher and do so quietly and calmly with the staff that are escorting you.



# How to get on with People

## With other young people:

1. Be kind, caring, helpful and considerate to others.
2. Remember others may be having a difficult time, so try to be supportive. If you have nothing nice to say, say nothing at all.
3. If you do something wrong own up to it, dragging it out will only make it worse. It is not fair for other children to take the blame for something you have done. Honesty is always the best policy. We respect honesty here at Farney Close.
4. Do not share your contact numbers or social media details, as others may not keep it safe or may share it with people who may make nasty comments online, in messages or by phone calls.
5. Do not act in a way that you think will impress other young people, that adults say are not acceptable ways to behave. Be yourself.

## With members of staff:

1. Be willing to listen, we are here to help.
2. Swearing and being abusive will not resolve the problem. Try to remain calm so you can be heard, and the issue can be resolved as quickly as possible.
3. We all get frustrated at times, but it is not okay to take it out on others.
4. Honesty will help sort a problem quicker, if you lie it makes trusting you harder to do.
5. When adults appear unhappy with you, it's not because they don't like you. They will be unhappy about your behaviour, or what you have done.
6. Adults want you to talk to them, they want to help.
7. It is okay to make mistakes, it is how we learn.



# The School Council

The School Council is a group of people that meet each half term to discuss any issues that the children or adults at Farney Close want to talk about.

One of the young people from each house group sits on the council and so do as Steve (Head of Care), James (Head of Education), and Becky (School Social Worker and Head of Wellbeing). Some other staff, some of the Governors and the Principal attend meetings during the year.

The person on your house who sits on the council will want to hear your views, and everyone else's, so that they can take them to the council meetings. Just write what you would like to be discussed and put it into the suggestion box on your house. You can also speak to the council rep directly or bring it up in one of your House meetings. After a council meeting your house representative will meet with you all and explain what was discussed.

Some ideas of what you might want to raise: break times, activities, food, friendships. These may be issues that you are not happy about, but it is just as important to hear about what you particularly like too.



# Fire Alarm

The Fire Alarm will be very loud so you may not like it.



Fire Alarm notices are up around the school to tell you where to go and when, depending on what time of day it is. However, always do as the adults direct you to when the Fire Alarm sounds.

On hearing the alarm, you must leave your class or house **calmly** and **listen to staff**, wait outside the class/house until staff tell you to go to the meeting point, you do this quietly and with staff.

If you are silly or run on ahead or do not listen to staff instruction, you place yourself or others in danger. Be calm and sensible and considerate towards others.

When you get to the meeting point stand where the adults tell you to stand and keep quiet so that staff can check that everyone is there; that everyone is safe.



# Your Views

Thank you for going through this welcome pack. We hope you found it helpful.

This is your pack to keep so you can read it anytime. Could you please answer these questions to help us to help others who are new to the school?

**1 – Did you find this pack easy to read?**

**Yes / No**

**2 – Is there anything you would like to see in this pack that is not already included?**

**Yes / No**

**If yes, then what?**

Thank you for completing this. Please give this form to Austin. Keep the rest of the book so you can refer to it. We really hope you enjoy your time at Farney Close.

