



Learner Handbook

2022-23



Welcome to Learning4life-GY

We would like to take this opportunity to welcome you to Learning4Life-GY

We are an Independent School based in Grimsby, North East Lincolnshire who specialises in bespoke and individualised educational programmes alongside a competitive delivery model of ESOL qualifications.

This handbook provides you with an overview of our vision and overall goals as well as our policies and procedures. It is intended for you to familiarise yourself with important information about Learning4life-GY, as well as provide guidelines for your time with us. If you need further information, do not hesitate to ask your teacher.

Engaging in learning and developing new skills will open-up your opportunities in preparing for employment. Learning makes a significant difference in our lives, in the lives of our families and in our communities. I hope that whatever you are studying with us will be enjoyable, and that the experiences that you have will support you throughout your Learning Journey. Our staff are extremely dedicated, friendly, supportive and passionate and we all believe that Learning is for Life.

Sara Morris (Director and CEO)

Claire Bramley (Director and Principal)

Contact Details

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Our Mission Statement

To provide high quality, individualised and culturally inclusive 'Stepping-Stone' education to the most deprived, disadvantaged, and marginalised groups in North-East Lincolnshire.

Our Strategic Objectives

1. To reduce the gaps in educational provision for marginalised groups in North-East Lincolnshire by providing a 60-100 place Independent School that delivers highly supportive and bespoke education to those individuals who are unable to access mainstream, complex SEND or Pupil Referral Unit provision due to the complexity of their needs or English language skills.
2. To provide a safe and supportive school community that enables learners to develop the knowledge and skills required to play a positive and successful role in our diverse society.
3. To provide high quality ESOL qualifications that reduce language barriers and enhance the cultural diversification of North-East Lincolnshire.
4. To support unaccompanied asylum-seeking children and children whose first language is not English to develop their language skills so that they are able to access vocational courses at mainstream post-16 provision
5. To provide small group, bespoke and individualised education with high quality support to learners with Special Education Needs and Disabilities (SEND) particularly with Social, emotional and mental health issues (SEMH), Autistic Spectrum Disorder (ASD) and Anxiety issues identified as a primary need

Our whole school Curriculum intent

Learning4life-GY aims to promote, encourage and model behaviours that will enable learners to be successful in their personal and working lives based on the three core values that underpin all activity at Learning4life-GY: Ready, Respectful, Safe.

	Ready	Respectful	Safe
This is what its like to be....	<ul style="list-style-type: none"> • We are ready to learn. • We arrive at school on time. • We have our equipment ready. • We show that we are listening. • We are committed our programme and demonstrate this through our work in class and in assignments. • We are ready and open to learning in all learning environments. • We demonstrate commitment by trying our best, engaging with learning and working together. • We develop our skills, knowledge and attitudes so that we can become successful citizens. 	<ul style="list-style-type: none"> • We listen when others speak • We respect the property of our peers and the school • We expect all students to show respect to one another and to all around them. • We will automatically show respect to others whether we know them or not. • We will not treat others dismissively or rudely. • We will respect other's opinions even if we do not agree with them and will appropriately challenge any opinions that are prejudiced or discriminate. 	<ul style="list-style-type: none"> • We will move around the school in a safe manner • We will follow instructions to keep ourselves safe • We will use equipment safely. • We have the right to feel happy, safe and cared for. • We will behave in a mature and sensible way. • We will seek help from trusted adults if we think that someone else is not feeling safe, happy and cared for.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">This is what it looks like in our school....</p>	<ul style="list-style-type: none"> • The school will develop learner confidence, independence and a positive attitude to learning. • The school will provide innovative, inspirational and challenging opportunities to learn that encourage learners to become lifelong learners and be the best they can be. • The school curriculum will be accessible to all and ensure that each of our learners will know more, remember more and understand more about how to play a positive and successful role within our society 	<ul style="list-style-type: none"> • The school will develop caring, considerate, well-rounded individuals who are polite and respectful. • The school will provide opportunities for all learners to learn about their rights and responsibilities and appreciate what it means to be a member of a diverse society. • The school will provide a community where all individuals are treated with respect and have their views and opinions treated with respect. • The school will provide learners with a knowledge of their world, locally, nationally and globally and give them confidence to tackle many moral, social and cultural issues that are part of growing up within this. 	<ul style="list-style-type: none"> • The school will provide a safe environment so that learners can be ambitious for themselves and others. • The school will develop learners who are well behaved and resilient. • The school will provide a culture that contributes equally towards pastoral development of our learners. • Our approaches will be grounded in collaborative working, diversity and in the development of a sense of community.
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Successful behaviours are behaviours which demonstrate the three core values outlined above. The core values of Ready, Respectful and Safe are successful behaviours when being used to guide how we treat ourselves and the people around us.

Where learners behave in a manner which conflicts with the three core values and will damage their future chances of success, Learning4life-GY staff have an obligation to bring this to the learner’s attention and to support them in developing more successful behaviours. Learning4life-GY promote a three-stage process for dealing with unsuccessful behaviours is as follows: To understand; to support and to review.

Safeguarding:

With regard to children, Government guidance in Working Together to Safeguard Children 2018 defines safeguarding children and promoting their welfare as:

- Protecting children from maltreatment
- Preventing impairment of children’s mental and physical health or development
- Ensuring children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

It is Learning4life-GY’s responsibility under these guidelines to engage with the wider safeguarding system because safeguarding and promoting the welfare of children is everyone’s responsibility.

Learning4life-GY take a child-centred and coordinated approach to safeguarding. This means that at all times, we consider what is in the best interest of the child in recognising that all learners have the right to be treated with respect and dignity, with their uniqueness and personal needs recognised. You have the right to the following:

- To be given information which you can understand, to help you make informed choices
- To be given information about, and practical help in keeping yourselves safe and protected from harm
- To learn safely without fear of violence or abuse of any form
- To be given guidance and assistance in seeking help if required
- Be supported in bringing a complaint forward
- Be supported in reporting any circumstances of abuse or neglect
- Have your rights respected

It is Learning4life-GY’s and all its staff responsibility to create a safe environment for you to learn. It is everyone’s responsibility to ensure that children and vulnerable adults are protected and safe from harm . As such, if you have experienced, or know of someone who has experienced or is at risk of harm or abuse then please contact our Designated Safeguarding Officers on the number below:

Designated Safeguarding Lead – Claire Bramley on 07984129201

Designated Safeguarding Officer – Sara Morris on 07773559596

Designated Staff Safeguarding Champion – Lauren Hallam 01472 240440

The Safeguarding mobile numbers are displayed on all posters around the building and further information on our Safeguarding Policy and what Safeguarding is, will be delivered in your PSHE lessons throughout the year.

We also train and support at least one learner from our 14-16; 16-19 and adult cohorts to become our Student Safeguarding leads. If this is something that you would be interested in doing, please contact the Principal Claire Bramley for further information.

What Support do you have access to?

Support for learners with special educational needs and disabilities:

There are many opportunities for us to identify any additional support needs that you may have. This happens during enrolment, initial assessment and throughout your studies. It is important to identify any additional support needs that you may have early in your programme of learning, as this will give you the best possible opportunity to succeed. It is also important that any support that you need is implemented at the earliest possible opportunity; is consistent throughout your learning journey and thorough in supporting you with your assessments and exams. All discussions of this kind will be treated in confidence and every effort will be made to provide you with the support that you need. Please discuss this with your teacher or our SEND Coordinator Gwyneth Little so that we can assess and then provide the support that you require. Additional support and help are available with the following:

- Practical advice and support for physical disabilities and specified learning difficulties such as ADD, AHD, Asperger's, dyslexia and other medical or mental health conditions
- Help to access specialist equipment for your course
- Support for visual or hearing impairment (blind and deaf)
- Support in the classroom and wider School environment

Support for learners with English as an additional language (EAL):

As Learning4life-GY has a focused Curriculum for both 14-19 year-old learners with English as an Additional Language (EAL) we ensure that our processes and practices best meet the needs of EAL learners. Our focus is upon supporting all learners to reach their educational potential and enabling everyone to play a positive part in school life, the community and society. In doing so we recognise that the potential of learners for bilingualism is of extreme importance because it increases mental ability such as problem solving, creativity, and memorisation. The main principles of Learning4life-GY's teaching is as follows:

- To use more visual aids in the form of pictures, photographs, to help learners make sense of new information
- To use graphic organisers such as tables and grids to help learners organise their thinking
- To develop interactive and collaborative teaching and learning styles and activities
- To think about the language demands of the curriculum (oral and written) and provide models

- To use drama and role play to make learning memorable and encourage empathy
- To get learners to work with partners and in small groups using the language for a specific purpose rather than out of context
- To maintain and develop learners' first language alongside improving their English
- To provide opportunities to talk before writing and use drills to help learners memorise new language
- To support language development through key phrases and structures rather than key words.

Learner Support funding:

Depending on your personal circumstances you may be eligible for financial support funds, so we want to make sure that you have all the help that you need to receive these. The main available scheme at present is the 16-19 Vulnerable People's Bursary. Learners who meet the eligibility criteria may receive help towards travel, meal allowances and resources required to complete your studies. Application forms for the 16-19 Bursary will be made available during your first week, please speak to your teacher for more information.

Learning4life-GY also support those who are eligible for Free School Meals through the Learning4life-GY Free School meal scheme. All learners aged 14-16 are eligible for this.

Learner Voice:

We encourage all learners to share their thoughts, feedback and opinions through our Learner Voice Policy. We see learners as co-producers of learning and will actively seek your feedback through different methods such as:

- Our Learner Voice wall
- Learner representative meetings
- Learner voice questionnaires
- Learner voice focus groups

We welcome honest feedback and learners are given many opportunities to provide this so that we can be assured that you are happy with your learning experience.

Complaints and Suggestions

We strive to deliver high quality education and training to all our learners across all of our programmes. We regularly ask for feedback about the different programmes that we offer for us to continue to develop as a company. However, we recognise that there will be occasions when we don't get it right and therefore, we take complaints and suggestions seriously.

If you are not satisfied with the way your assessment is progressing or being conducted, or anything impacting on your learner journey you should firstly let your teacher know. If there is no improvement, discuss it with the Principal and if you feel it is still necessary, complete your complaint in writing. You should give it to the Principal. If, after hearing the result of your complaint, you are still dissatisfied you can appeal against the outcome.

Appeals

If you wish to appeal and assessment decisions, then please request the required form from your teacher (if this is not already at the end of your unit handbooks). After your appeal has been heard you will be informed by the Principal of the outcome. In very rare cases, where you believe your assessment centre has not dealt appropriately with your appeal, you may bring the matter to the attention of the Awarding Body via your Regional Office. Do remember that each EQA-External Verifier visit the centre must discuss any complaints / appeals they are dealing with so they may be well have already received advice on this matter.

Attendance and Absence

Attendance and punctuality in all lessons is the key to be a successful learner. All learners are expected to have 100% attendance, unless negotiated and agreed within the learning agreement.

Where a learner is absent due to illness or circumstances outside their control, they must notify Learning4life-GY every day of the absence (before the start of the class).

Where a learner is absent, they must meet their teachers to discuss any work missed and seek advice on how to catch up. Any issues that arise due to attendance, including taking holidays during term time, will be managed through the Learning4life-GY Attendance and Behaviour Policy. Learners will be supported to improve their attendance and address any barriers that may be impacting on them attending their classes.

If you are aged over 16 years, after four consecutive weeks of non-attendance you will be automatically withdrawn from your programme of study and your place may be given to another learner.

If you are under the age of 16, your parent or guardian will be informed of your on-attendance and Learning4life-Gy will follow the Child Missing From Education Policy (NELC) as indicated in the Learning4life-GY Behaviour and Attendance Policy.

Unfortunately for those aged 16-19 who are in receipt of bursary, if you are unable to attend due to sickness, we will reduce the amount of bursary payment allocated to you based on your attendance.

Please contact the Office at Learning4life-GY on 01472 240440 to notify us if you are unable to attend.

In the event of bad weather, teacher illness or any other unanticipated event we will make every effort to inform you of changes to your classes. In this event we will try to arrange replacement sessions as required.

Information will also be available on our Facebook Page: @learning4lifegy

Supporting people to develop successful behaviours

Where learners behave in a manner which conflicts with the three core values and will damage their future chances of success, Learning4life-GY staff have an obligation to bring this to the learner's attention and to support them in developing more successful behaviours. Learning4life-GY promote a three stage process for dealing with unsuccessful behaviours

- Understand
- Support
- Review

Most incidents are of a minor nature and can be dealt with informally through a conversation between the learner and a member of staff. These conversations should still follow the Understand, Support, Review model. Repeated minor incidents or a single significant incident require a more comprehensive form of support and this will involve the production of a Behaviour and Attendance Plan.

Serious incidents

There are certain incidents which require a more formal response, typically these will be where there has been potential or actual harm. Examples might include where a learner or member of staff has been injured or threatened or verbally abused. In these instances, the Understand, Support, Review model is still used.

A more formal and detailed investigation must take place in the 'understanding' phase. Serious incidents will be investigated in line with the Learning4Life-GY Disciplinary policy for incident investigation. This should include obtaining witness testimonies from other individuals involved such as other members of staff or learners if possible. Witness testimonies should use the individual's own words and should not be based on leading questions or other issues.

A learner may be given a fixed term exclusion to allow an investigation to take place, but the duration of exclusion should be the shortest period which will reasonably allow an investigation (in line with the Learning4life-GY Disciplinary Policy). A fixed term exclusion cannot be lawfully extended if the investigation is not completed in that time.

The support phase of the response will also look at the likelihood and impact of reoccurrence. In the event of dangerous behaviour this may require a formal risk assessment which considers the risk the learner poses to themselves, other learner's and

staff. If that risk cannot be managed adequately then a decision may be made that it is not possible to continue with learning at this stage due to the level of risk the individual poses. The Centre Manager should always be involved in a decision to remove a learner from a programme.

A learner can be subject to a permanent exclusion but **ONLY** where **BOTH** of the following conditions are satisfied.

- in response to serious or persistent breaches of the behaviour policy; and
- Where allowing the learner to remain on programme would seriously harm the education or welfare of the learner or others in Learning4life-GY.

Where a learner is permanently excluded, consideration should ALWAYS be given to what support can be put in place to support the learner after they leave the programme. This will typically include referral to other professional services e.g. social care, drug and alcohol use support services, youth offending team etc.

A learner who is excluded should always be informed in writing. This letter should set out the reasons for the exclusion, any support which has been put in place or suggested and whether there is the opportunity to return to the programme again in the future. (See Learning4life-GY Disciplinary policy)

The approach to permanent exclusion taken by Learning4life-GY follows the same guidance for schools and further advice on ensuring exclusions are legal can be obtained from the Local Authority exclusions officer: Jennifer.steel@nelincs.gov.uk

Bullying:

Bullying will not be tolerated at Learning4Life-GY and we take every report of bullying seriously.

Learning4life-GY defines bullying as ‘an intentional act, by an individual or group, which may be repeated over time and causes physical or emotional pain or distress.’

We know that bullying takes many forms; the four main types are:

- Emotional: being unfriendly, excluding, tormenting
- Physical: pushing, kicking, hitting or any use of violence
- Verbal: name-calling, sarcasm, spreading rumours, teasing

- Cyber: all areas of the internet, such as email, social media misuse, passing on messages or sharing of personal information, mobile threats by text messaging or calls.

Bullying can be physical, verbal, or psychological and can include behaviour such as:

- Name calling
- Spreading hurtful stories
- Excluding someone from groups and breaking up friendships
- Making demeaning comments about appearance, gender, culture, religion, sexuality, disability, or illness
- Taking or damaging possessions or money
- Pushing or physical violence
- Upsetting someone through the misuses of phones or the internet. This includes pictures, photographs, and videos.

Why does Bullying happen?

Bullies are human themselves and usually do not bully unless they themselves have issues which may include poor social skills, feeling different or inadequate, having been exposed to others with a positive attitude towards violence, have no firm behavioural limits in place themselves or receive physical, emotional, or excessive punishment.

Some students may be nasty to others to establish themselves within a group or to gain a certain status but may not realise that their actions are in fact bullying.

A rule of thumb is that you behave or see someone behaving badly to another person that you would not do if your teacher was standing beside you then IT IS WRONG! Think before you say or do something and consider – would my parent, carer, teacher be disappointed with my behaviour? If so, don't do it or report it.

We are also here to support you if you are unhappy with your behaviour or feel that you want help to try and behave more positively towards others. Speak to a teacher or the Department Manager – we can help too!

What should I do if I am being bullied?

Tell a parent or carer so you can be supported from home AND speak to or email a teacher, learning support or come to talk to a manager. If you do not say anything then we can't help to stop it.

Email: hello@learning4life-gy.co.uk

If you tell us we can offer advice and support – you may just want someone to talk to and we will work with you at your own pace, so you are comfortable with everything that happens.

We can also advise you on other activities that you may not be aware of but can join to gain new friends and take up new interests at break and lunchtimes.

Your teachers and learning support can give you guidance on self-esteem techniques, strategies on dealing with bullying incidents and have a variety of useful contact details for support groups and external workshops you can attend.

I am afraid if I tell anyone it will get worse

The majority of the time it is your choice as to how we help you to stop the bullying, which means that you will have a say on how we handle the situation. Please feel reassured that bullying is only going to get better if you tell someone about it. It will probably not 'just go away' if you ignore it – you need to take action and get the support that you deserve.

What should I do if I see someone being bullied?

Deep down the majority of students know when behaviour towards another student is 'just not right'. If you feel uncomfortable with something that you see let a teacher, or learning support know. Listen to your instincts – they are usually right. Watching bullying happen is wrong too.

- Tell a member of staff who you feel comfortable to talk to who is trained to respond and offer support

- Send an email to hello@learning4life-gy.co.uk with details of who is being bullied, you don't even have to put your name on it, but it would help if you did.
- Put an anonymous message in the Student Comments box near the front entrance. This is used for many purposes so it will not be obvious when a report of bullying is being posted.

Guidance

- People who bully want to get a reaction out of you, but don't retaliate
- Try noting down dates, times and places of when the bullying happens
- Make sure you've got your friends around you most of the time
- Don't suffer in silence. Bullying is wrong – so tell someone about it.

If you know someone is being bullied

- Don't ignore someone else being bullied, you should report the incident
- Support the person being bullied, whoever they are, they need your help and kindness
- Don't get into a fight on behalf of someone else
- If someone is in danger, get help right away

If you are bullying someone

- It's not too late to stop bullying
- Ask yourself why you're behaving that way, do you really want to hurt or upset people?
- Think about if it is worth getting into trouble
- Be mature enough to stop and think about what you are doing
- Are you taking out your anger on other people because of stuff outside of Learning4Life-GY?
- Bullying won't win you any friends, it just makes people scared of you
- Talk to someone about your situation

Online or mobile phone bullying

- If you are being targeted by mobile phone, always tell someone that you trust at Learning4life-GY or home
- Take screen shots of any cyber bullying, including pictures, photographs and videos so you have evidence of the incidents.
- Report bullying in the same way as detailed above.
- Never give your email address or mobile number to strangers on social media

Equality and Diversity:

2022/2023 Single Equality statement:

We will promote and encourage a culture whereby equality of opportunity exists regardless of race, colour, national or social origin, disability, gender, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, age, religion/belief or political/other personal beliefs.

We will advance equality of opportunity, advance good relations between different groups and will contribute to the elimination of unlawful discrimination and harassment.

We will support learners' achievements through working to remove barriers to learning, address disadvantage and actively promote and support progression opportunities.

Learning4life-GY is committed to North East Lincolnshire, to its people, places, communities and individuals. We want our environment to be a place with a shared commitment to equality, where diversity is valued. We are committed to be a place with a shared and actively tackling discrimination in all its forms. Any discriminatory behaviour will not be accepted and any actions or incidents that are considered inappropriate or offensive should be reported through the complaint's procedure or through emailing hello@learning4life-gy.co.uk.

Safe use of the Internet Policy

We take E-Safety very seriously and teachers will discuss this with you during induction and during your course. The education of students in online safety / digital literacy is therefore an essential part of Learning4Life-GY's online safety provision.

Online safety will be a focus in all areas of the curriculum and your teachers will reinforce online safety messages across the curriculum.

What we will do to keep you safe:

- Key online safety messages will be reinforced as part of your planned programme of tutorial / pastoral activities
- You will be taught in all lessons to be critically aware of the materials / content you access on-line
- You will be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- You will be supported in building resilience to radicalisation
- in lessons where internet use is pre-planned, you should be guided to sites checked as suitable for their use.
- It is accepted that from time to time, for good educational reasons, students may need to research topics (eg racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff (or other relevant designated person) can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

What you need to do to keep safe:

- Have an email address so that we can keep in touch with you during your course, If you do not already have one, your ICT teacher will support you in setting this up.
- Do not put the system at risk from viruses
- Do not violate copyright laws
- Do not try to install or download any software
- Do not display or send any offensive messages or pictures
- Do not visit any offensive sites on the internet
- Do not display any kind of sexually explicit image or document on any system
- Do not access any sites that may be deemed overtly racist, prejudiced, violent or illegal

- Keep your username and password protected
- Use a password that is a combination of words, numbers and symbols
- Safeguard your information, both online and offline

Further lessons will be dedicated to supporting you to keep safe online as part of your PSHE lessons or in your other lessons.

Examinations

Information regarding exams/ accreditation will be given to you during your course by your teacher. Please note that when an exam board issues dates for certain exams it is not possible to alter them for individuals and therefore no refund of fees is available. Please consult your teacher before arranging holidays.

The name on your enrolment form will be the name that appears on your certificates. To ensure that your certificate is valid, please use the full name that appears on your passport, or other legal documents when enrolling onto your course. If your surname changes during the course, please inform your teacher and provide evidence of the change.

Upon successful passing of an accredited course you will receive a certificate. Please ensure that you inform your teacher of any changes to your contact details so that we can inform you when your certificate is ready to be collected from our reception. Uncollected certificates will be returned to the awarding body after a 3-month period. Any further certificates issued will be charged for.

All awarding bodies for assessment will require your date of birth. This must be provided on your enrolment form.

All exams are carried out under the strict requirements of the awarding body. The main points are:

- You must follow the invigilators instructions to meet the exam requirements
- You are not allowed to take into the exam any material or resources unless it is specified by the awarding body
- You must not allow another person to sit the exam for you,
- You must show ID prior to entering the exam room
- Mobile phones and other electronic devices must be switched off during the exam

Health and Safety:

Your teacher will take a register at the beginning of each class, so we are aware of who is in the building in case of an emergency

If you, or someone else, needs first aid, please ask a member of staff to alert a first aid person. Do not try to give first aid yourself. Your designated first aiders are:

Sara Morris

Andy Millar

Kelly Davies

It is a condition that all learners will comply with Learning4life-GY's health and safety policy. You should be aware that you have a personal responsibility to be mindful of your own and other people's safety. You have a responsibility to report any causes for concern on a health and safety issue.

Smoking and vaping is strictly prohibited in all buildings.

If you have any Health and Safety concerns, please inform your teacher or reception immediately.

Terms and Conditions:

- Learning4life-GY reserves the right to cancel any of the courses listed for any reason due to circumstances outside of our control.
- Learning4life-GY reserves the right to alter fees during the year.
- Courses may be closed or combined if attendances do not reach reasonable levels
- Every possible effort will be made to ensure that any course closure, for whatever reason, should not disrupt the successful completion of a learner programme
- In respect of staff illness, every possible effort will be made to provide a substitute teacher. However, Learning4life-GY reserve the right to cancel any session for circumstances beyond its control and for which refunds will not be made.
- Fees do not cover books, stationery, materials and in some cases entry to examinations.
- No responsibility is accepted for loss or damage to clothing or other property left on premises.
- Whilst Learning4life-GY makes every effort to ensure that this Student Handbook is correct at time of printing we cannot take responsibility for any subsequent in-year changes that may occur.