



Welcome to Harland House

*Information, Advice &
Guidance*

Welcome to Harland House

- Harland House is an exciting inclusive alternative provision, a joint initiative between Bridlington School and the Local Authority. It caters for KS3 students with EHC Plans, who experience social, emotional and mental health difficulties.
- For the students' safety, the Harland House provision is secured with fencing and has limited access to the main school and main road.
- There is also an extended provision based within the main school and students are able to access more key areas to support their curriculum.
- Our aim is to further develop students' social and academic skills by encouraging independence and integration within a mainstream school environment. The aim is to give our students the confidence to move into further education.
- Both areas are self- contained, creating a homely feel, with a kitchen, comfortable area, toilets and beautiful gardens as well classrooms fitted with the latest technology.

Our Vision

- Provide a flexible and meaningful intervention responsive to the particular needs of the students attending.
- Provide on-going assessment and support for students experiencing emotional stress and behavioural difficulties with the aim of enabling each young person to access the curriculum and participate fully in school life.
- Provide a secure, reliable and nurturing environment where students work in partnership with caring adults to achieve success.
- Help young people to learn to behave appropriately, use their curiosity constructively, improve their self-esteem and develop confidence through close and trusting relationships with adults.
- Work in partnership with parents and relevant agencies to enable consistency of approach, both at home and at school.

Our Mission

- We aim to provide a safe, secure and nurturing environment in which students can excel and thrive.
- Students' thoughts, feelings and opinions will be valued and students challenged and motivated to achieve their personal goals; thus promoting a sense of achievement and self-worth because every child matters at Harland House.

How Harland House Achieves its Aims

The staff at Harland House achieve these aims by:

- Providing a caring and supportive environment within a 'safe haven'
- Providing opportunities that raise individual's confidence and boosting self-esteem thus giving a sense of 'worth' to students
- Providing opportunities that enhance social skills by encouraging positive interactions between all students through team building activities
- Listening to the needs of students and families
- Equipping students with coping strategies for school and outside life
- Improving Literacy & Numeracy skills
- Providing personalised programmes of work that cater for individual needs
- Offering a broad and balanced curriculum to cover a variety of subject areas

Information, Advice and Guidance (IAG) Statement



It is the policy of Harland House to ensure that all learners and prospective learners have access to high quality impartial 'Information, Advice and Guidance' (IAG) to enable them to make informed decisions, to achieve their full potential and succeed in life.

We adhere to our principles which include:

- Providing impartial, responsive, friendly and enabling information, advice and guidance services to our learners.
- Being accessible and visible to our learners
- Ensuring that our staff are professional and knowledgeable to address our learners' needs.
- Making our learners aware of relevant Information, Advice and Guidance services
- Supporting learners to explore the implications for both learning and work in their future career plans.

Harland House Staff

	<p>Mrs I Williams Head of Harland House</p>	<ul style="list-style-type: none"> • B.A.(hons) in Music (2.2) • P.G.C.E. Special & Inclusive Education • P.G.C.E. Theory & Practice of nurture Groups • P.G.C.E SENCO National Award
	<p>Mr Black Key Stage 4 Teacher</p>	<ul style="list-style-type: none"> • B.A.(hons) in Education and Professional Development (2.1) • Certification in Education (Cert Ed) • Level 3 Certification in Assessing Vocational Achievement • Qualified Teacher Status
	<p>Mr J Smales Pastoral Manager</p>	<ul style="list-style-type: none"> • B.A.(hons) in Education and Professional Development (2.2) • Certification in Education (Cert Ed) • Level 3 Certification in Assessing Vocational Achievement
	<p>Mr B Jackson Pastoral Manager</p>	<ul style="list-style-type: none"> • Level 3 BTEC Extended Diploma in Sport • Level 3 Supporting PE in School • L2 Award in Community Sports Leadership
	<p>Mrs J Jones Teaching Assistant</p>	<ul style="list-style-type: none"> • Level 3 STLS • A level Art and Design • Advanced Diploma - Display and Design • Certificate - The Alert Programme - ADHD
	<p>Mr B Wedge Teaching Assistant</p>	<ul style="list-style-type: none"> • A Level Art, Photography and Performing Arts • BA (Hons) in Design for Theatre, Performance and Events • Adobe Photoshop Qualification.
	<p>Mrs K Potter Teaching Assistant</p>	<ul style="list-style-type: none"> • Studying B.A. Honours Childhood and Youth studies • Level 2 STLS • Level 2 Understanding Children's' Mental Health • Youth and Mental Health First Aid Certificate.



Harland House Uniform & Equipment

We believe that all students wearing the correct uniform and PE kit increases a sense of belonging and school pride. The Harland House uniform consists of the following:

- Harland House **Hoodie** (for trips and sport),
- Black Harland House **Jumper**,
- White Harland House **Polo shirt**,
- Black **Trousers** (not jeans or leggings),
- Black **shoes** (no logos, colours etc)

PE Kit - White Harland House sports shirt, Plain black Shorts/jogging bottoms/tracksuit bottoms & trainers (school shoes are not acceptable)

Parents are asked to label all uniform.

Jewellery: no more than one stud per ear, a watch (not smart watches).

Hair: no extreme hairstyles - such as bright & elaborate colours, shaved patterns etc.

Basic classroom equipment - pens etc. will be provided although students are more than welcome to bring their own.

Mobiles/MP3/gadgets/money etc. are not encouraged. However, students may bring in items which will be locked away securely on arrival. Students must hand these in upon arrival to staff. Students may be searched by a member of staff upon arrival.

Uniform containing the Harland House logo can be purchased from;

- K&A 11 Prospect St, Bridlington YO15 2AE, phone number: 01262 602303
- Pineapple Joes, Bessingby Industrial Estate, Bridlington YO16 4SJ, phone number: 01262 672733.

When you are placing your order please state that you need the Harland House logo on your items. There is a 2-week order process from order to collection, so please allow for this when ordering your child's items.

Please get in touch if you need help buying uniform - we will be able to help.

Harland House Daily Arrangements

School hours

Monday—Friday, 8.35am — 1.35pm (Students may attend school on a part-time timetable if their individual needs require this.)

Breakfast & Dinner



Breakfast is provided free.

School dinners currently cost £2.50 per day (unless students are entitled to free school meals).

Packed Lunches may be brought in.

Healthy Food for Schools

For the benefit of our pupils we operate under 'Healthy Food for Schools Policy'. We politely ask that students do not bring in energy/fizzy drinks, sweets or food that contain high levels of behaviour changing additives. **Students must not** drink/eat any of the above in the transport to and from school.

Other Costs

Occasionally we may ask for voluntary contributions for specific activities such as food technology and trips. These will be kept to minimum. We thank you in advance for your support and understanding.

Transport

All Harland House students have an Educational Health Care Plan. The plan usually details the need for transport to be provided to and from school. However, this can be withdrawn if necessary. Harland House will initially complete a transport request for all new students. However, parents/carers should contact transport directly if their child is off ill (and again when their child is going to return). Transport: 01482 395444.

Harland House Curriculum



National Curriculum

All students are offered a rich and varied curriculum including literacy and numeracy, the sciences, ICT, humanities and art and design. Approaches to teaching and learning are equally varied and range from adult led activities, independent learning, student-led learning and a variety of computer packages.

We aim to stretch and challenge each student's academic ability, to achieve their target level by the end of their learning with Harland House. We believe this is an important area for the student to move on to further education, by obtaining the basic skills to develop and succeed in academic areas.

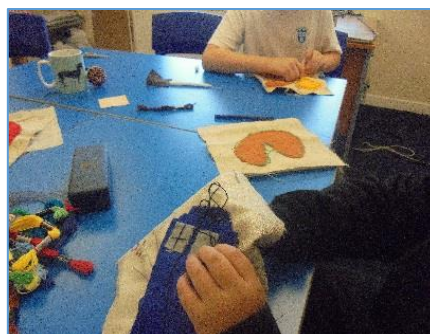
Additional Curriculum Activities

As well as a strong educational provision, students will also have ongoing social and emotional support from a dedicated Harland House pastoral team and other supporting agencies. Social and emotional skills are an important development phase for each student, so their individual needs will be met with the upmost commitment and support, to develop them into confident and self-managed individuals.

Each student will have the opportunity to develop these life skills through subjects such as Sport, Horticulture, Cooking, Sex/Health Education and British Values/History.

Accreditation

We use The Unit Award Scheme to formally recognise achievement with a certificate issued by AQA each time a unit/programme of study is successfully completed.



Reviews of Marking – Centre Assessed Marks

Harland House is committed to ensuring that marking is done fairly, consistently and in accordance with the awarding body's specification.



- Students' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity.
- Harland House is committed to ensuring that work produced by students is genuine and in line with the requirements of the awarding body.
- Harland House will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Complaints Procedure

All complaints should be discussed with the Headteacher. Parents/carers should contact the school and arrange an appointment. It is helpful if concerns are put in writing and sent to the Headteacher prior to the appointment so that she is able to consider the situation prior to the appointment.

In a very small number of cases, the matter may not be resolved with the involvement of the Headteacher. When this happens, the complaint should be directed to the Governing Body. Parents/carers should put the complaint in writing to the Chair of Governors and send it to him at the school address. The Chair of Governors will then contact parents/carers to discuss the complaint. (Contact details can be found on the back page of this booklet)

If parents/carers are not satisfied with the outcome of the investigation, they can make this known to the Local Authority. Further information can be obtained from the School Complaints Unit National Helpline on 0370 000 2288.

Healthy Living

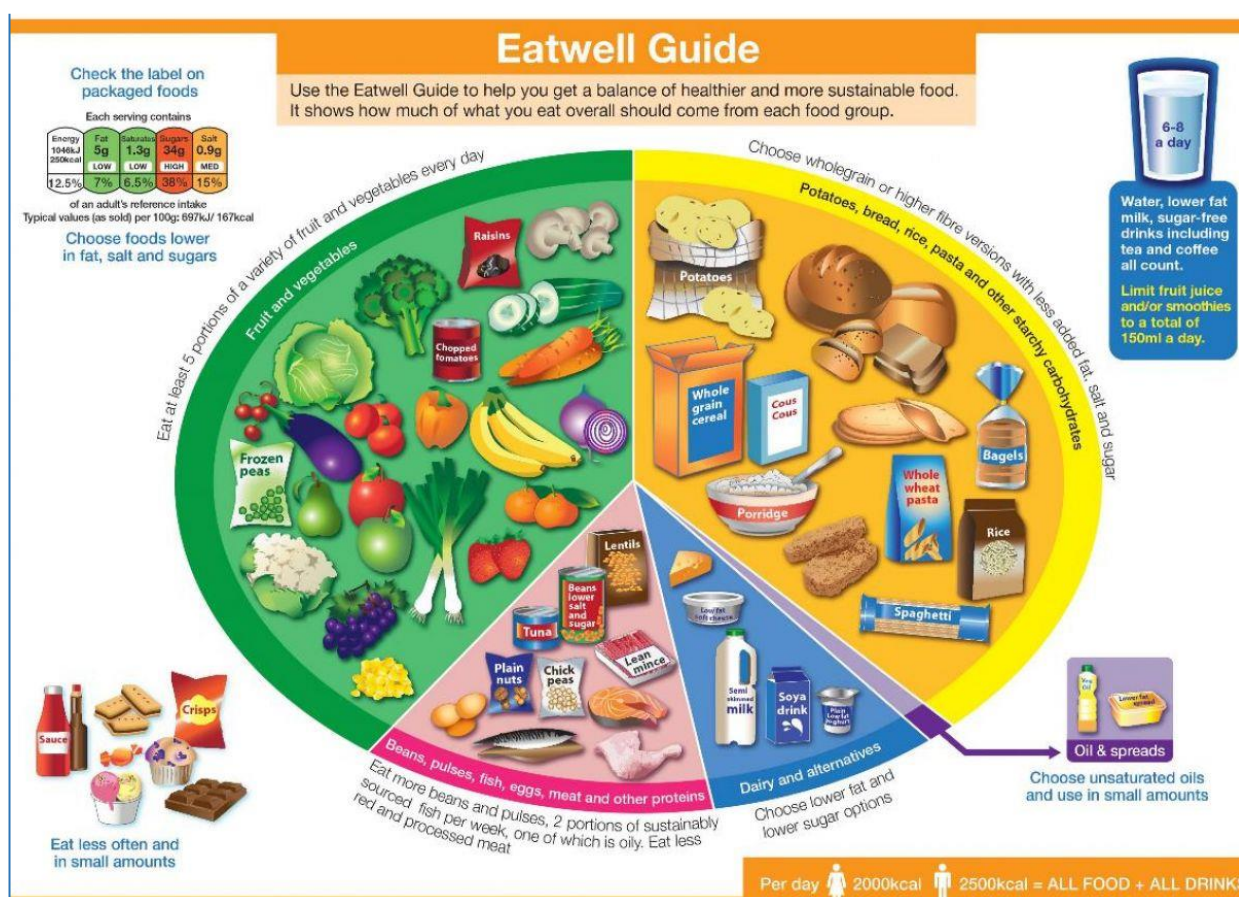
Harland House believe eating a healthy, balanced diet is an important part of maintaining good health, and can help you feel your best.

This means eating a wide variety of foods in the right proportions, and consuming the right amount of food and drink to achieve and maintain a healthy body weight.

To stay healthy, every week we encourage all our students to participate in physical education lessons, exercising all the major muscles and strengthening the heart and lungs.

We also offer a daily variety of food and drink, as shown below in the 'Eatwell Guide'. This allows students to experiment with new and/or different foods and provide them with the nutritional value that their bodies need.

Following this healthy living protocol, we believe each individual student will enhance their learning potential, becoming more alert and focused in lessons.



Health & Safety

The health, safety and welfare of all who work or learn at Harland House is a fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Headteacher of Bridlington School, along with the LA, take responsibility for protecting the health, safety and welfare of all students and members of staff, parents and the general public when they are using the services of Harland House.



- If you require a copy of the Harland House Health and Safety Policy, please speak to the Head of Harland House and/or Harland House Pastoral Manager.
- For more information on Health and Safety and how to keep yourself safe, please visit:

www.hse.gov.uk

Safeguarding

All staff working in Harland House have a responsibility to safeguard and promote the welfare of children. They have up-to-date training, which has taught them the need to be alert to possible abuse: physical, emotional, neglect, sexual and extremist behaviour.

All concerns will be recorded and reported to the Child Protection Officer in line with Bridlington School policy (School Child Protection and Safeguarding Children Policy).

- For assistance with any safeguarding issue please contact:
Bridlington School Safeguarding Coordinator
- For more information on Safeguarding, please visit:
- **NSPCC ON 0800 800 5000**



Prevent

On 1 July 2015 the Prevent duty (section 26) of The Counter-Terrorism and Security Act 2015 came into force.

Harland House recognises that safeguarding against radicalisation is as important as safeguarding against any other vulnerability.

Prevent is about safeguarding our students to keep them both safe and within the law. All staff employed by Harland undertake 'Prevent' training, so they have the knowledge and confidence to identify individuals at risk of being drawn into terrorism.

For further information on the Prevent Strategy and how to report and issues please visit: -

www.ltai.info/what-is-prevent

As part of our commitment to safeguarding we fully support the government's Prevent Strategy.



British Values

Harland House aims to actively promote British values to learners in our school.

We encourage all students and staff to regard people of all faiths, races and cultures with respect and tolerance and understand, that while different people may hold different views about what is 'right' and 'wrong', all people living in England are subject to its law.

According to Ofsted, 'fundamental British values' are: -

- democracy
- the rule of law
- individual liberty
- mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.



Equality & Diversity

Harland House is firmly committed to diversity and equality in all areas of its operations.

We are committed to promoting equality of opportunity both within our school and with other organisations that we work with.



If you need support or want to discuss any issues around equality and diversity, please Contact Bridlington School:

01262 672593

or visit: -

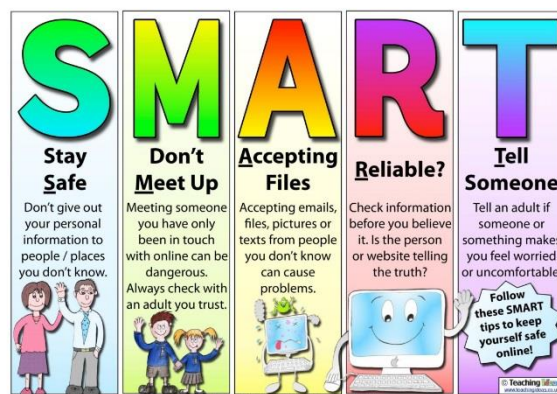
www.equalityadvisoryservice.com
or call 08008 800 0082

Staying Safe Online

Harland House allows students to use the computers and other devices in school to access the Internet to help with their learning. Students are responsible for their behaviour and actions when accessing the Internet at school, whether on their own devices or school equipment.

All students will sign a Harland House 'Acceptable Internet Usage Policy'.

All students' files, communications and internet activity will be monitored and checked at all times. If the 'Acceptable Internet Usage Policy' from Harland House is not followed, action may be taken to protect the student or others, including restricting your access to the school ICT systems. In certain circumstances it may be necessary to confiscate personal equipment to protect yourself and other users.



Help and Advice

From time to time we all need support and guidance from trained professionals, we have listed a number of support agencies below:

- Alcoholics Anonymous 0845 7697555
- National Domestic Violence Helpline 0808 2000 247
- Carers Direct 0808 802 02 02
- NHS Direct 0845 4647
- Childline 0800 1111
- NSPCC 0808 800 500
- Frank about Drugs 0800 776600
- Relate 0845 644 1027
- National AIDS Helpline 0800 567 123
- Samaritans 08457 909090
- National Debt Line 0808 808 4000
- Victim Support 0845 30 30 900
- Drug Interventions Programme 0800 1699257
- Parentline 0808 800 22 22
- Further helplines can be found at www.search.helplines.org/

School Contacts



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SCHOOL

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