



Include Suffolk School Handbook

2022-2023

Headteacher: Daryl Bates
Email: Daryl.Bates@catch-22.org.uk

Telephone: 07501 903064
Website: www.includesuffolk.org.uk

General Information

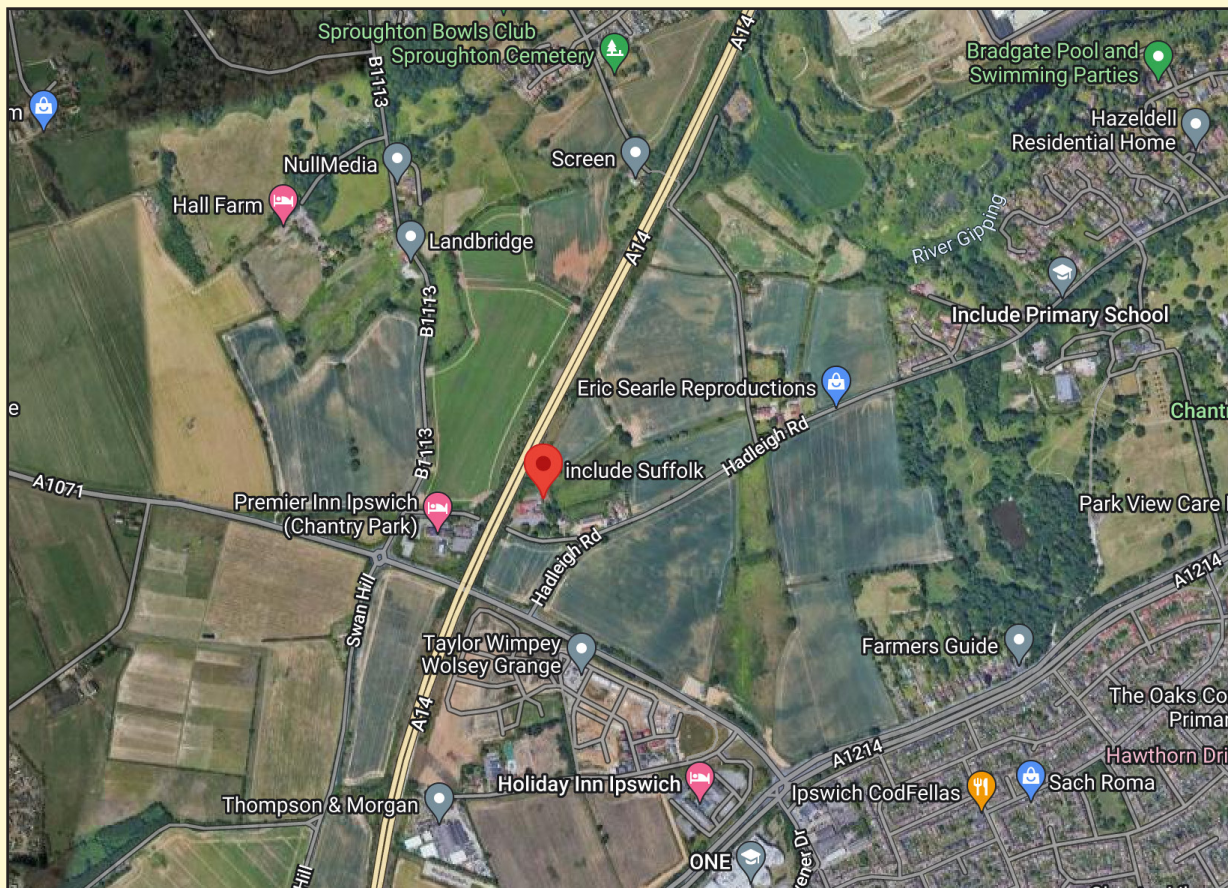
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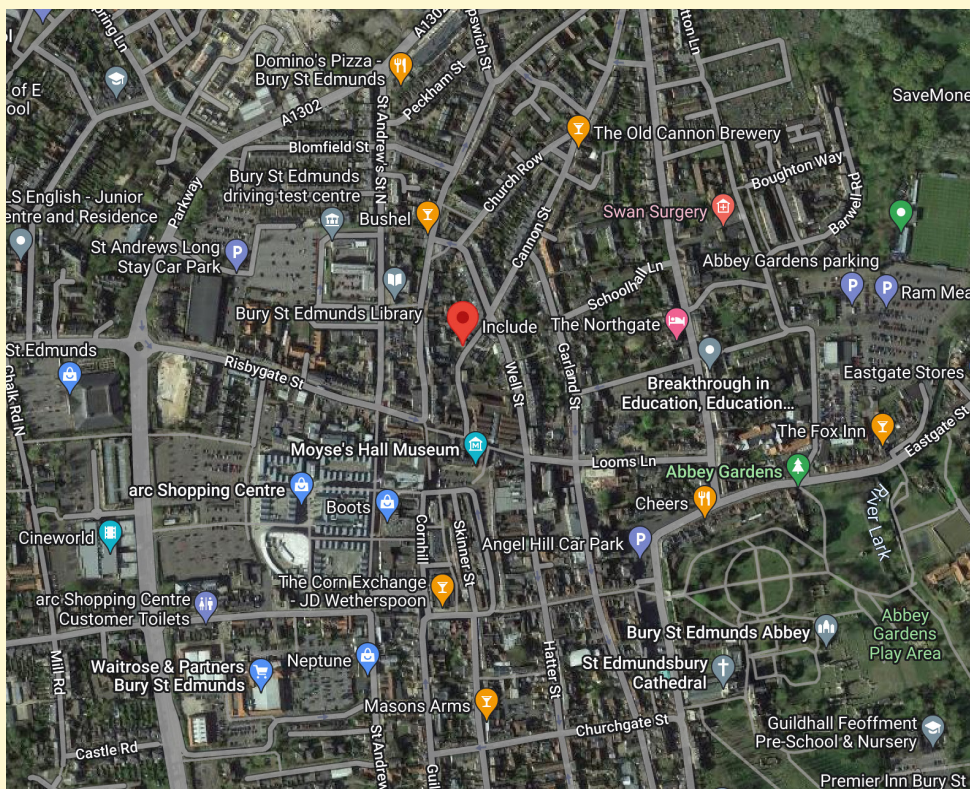
Include Suffolk

Ipswich Springvale Court,
Hadleigh Road, Ipswich
Suffolk, IP8 3AS
T:01473 232211

Victoria Pile

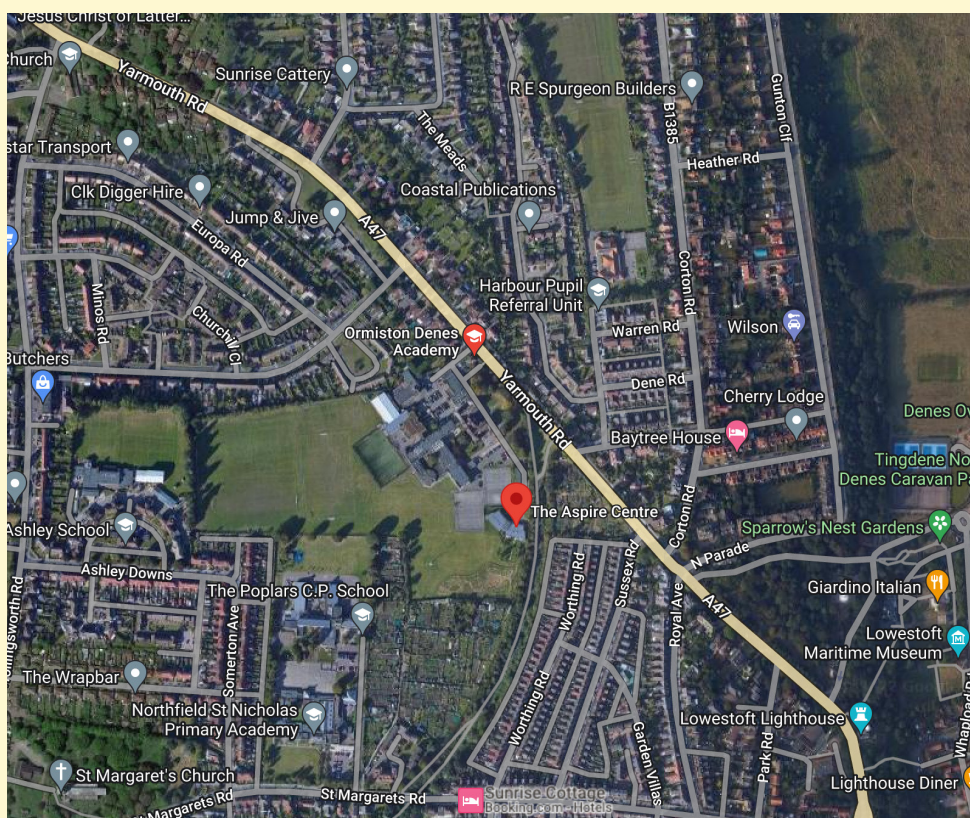
School Business Administrator
Email: victoria.pile@catch-22.org.uk





Address:

**Include Suffolk,
Bury St.
Edmunds
Old Kingdom Hall,
Short Bracklands,
Bury St. Edmunds,
Suffolk, IP33 1EL
T: 01284 722940**



Address:

**Include Suffolk,
Lowestoft
Aspire Centre,
Yarmouth Road,
Lowestoft,
NR32 4BF
T: 01502 559335**

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Information for Students

Welcome to Include Suffolk

Welcome to Catch22 include Suffolk! This handbook will help answer many of the questions you may have about what to expect when you come to school each day. It will explain in more detail who we are and what we do here at include Suffolk: the people, lessons, opportunities and more. Include Suffolk school is a specialist school for learners aged 5 to 11-years-old and our school is split across three sites in Lowestoft, Bury-St Edmunds and Ipswich. We offer students a broad education alongside many extra-curricular opportunities.

Of course, a handbook cannot replace personal contact; that is still the most important form of communication. So, if you need more information on any aspect of school life, please do not hesitate to reach out to any member of our friendly staff team. We are always here for you when you need help.

We are proud of our inclusive school community and hope that, after reading this handbook, some of the fears you may have about coming to our school will be lifted, but if you have more questions, please don't hesitate to ask a member of our team.

We look forward to welcoming you!



Best,
Daryl Bates, Headteacher

Our School Sites



Include Suffolk, Ipswich



Include Suffolk, Lowestoft



**Include Suffolk,
Bury St Edmunds**

Our Vision and Ethos

We believe that all young people have the ability to succeed and make the most of the next stages of their lives. That's why our highly committed staff team are dedicated to carrying out our education mission: **to enable young people, like you, to progress and succeed in sustained education, training or employment.**

We do this by:



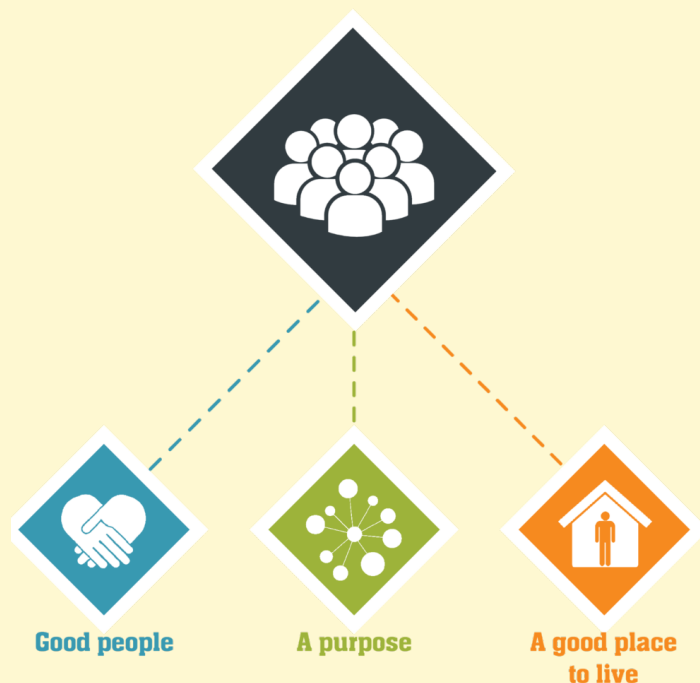
People: **Be Kind**



Place: **Be Safe**



Purpose: **Be Ready to Learn**



We call these our 3Ps, and we embody them in all of our work to ensure that you are fully supported to achieve your goals.

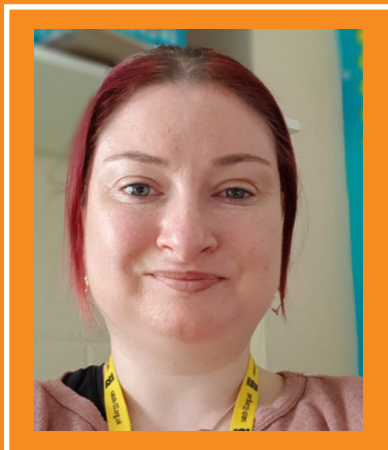
We work with you on these goals throughout your time at Include Suffolk, with our ultimate aim being to support you back into appropriate mainstream or specialist schooling.

Meet the staff team

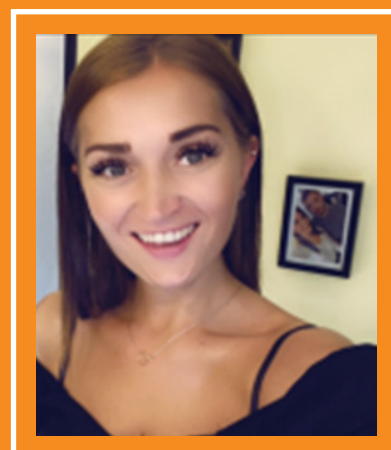
We are here to help you get the most out of your time at Include Suffolk and support with your everyday school life.



Daryl Bates
Headteacher
Email: Daryl.Bates@
catch-22.org.uk
T: 07501 903064



Victoria Pile
School Administrator,
Lowestoft
Email: victoria.pile@
catch-22.org.uk
T: 07501 899708



Tamsyn Adcock
Assistant Headteacher
Email: tamsyn.adcock@
catch-22.org.uk
T: 07788148447



Jo Jolly
Advocate, Ipswich
Email: Jo.Jolly@
include.org.uk



Jo Steele

Assistant Headteacher,
Lowestoft

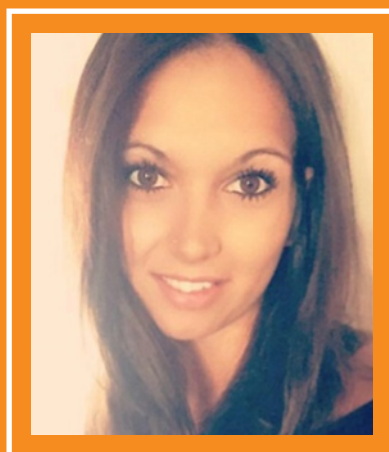
Email: joanna.steele@
catch-22.org.uk



Emma O'Hara

Advocate, Lowestoft

Email: emma.o'hara@
catch-22.org.uk



Elisha Langan

Assistant Headteacher,
Bury St Edmunds

Email: elisha.langan@
catch-22.org.uk

Melanie Cox

Advocate, Bury St
Edmunds

Email: melanie.cox@
catch-22.org.uk

What does a typical day look like at Include Suffolk?

School officially starts each day at 9:30am, but you are permitted to enter school from a bit earlier so that it doesn't get too busy.

There is a mid-morning and afternoon break of 15 minutes.

Lunchtime break is 35 minutes and begins at 12:15.

Hot lunches are provided by a local primary school and delivered daily.

During break times, each school has an outdoor space and outdoor play equipment that is brought out for pupils to enjoy.

School finishes at 2.30pm.

A typical day looks something like this:

School day starts: 9:30am

Lesson 1: 9:45am

Break: 10:45am

Lesson 2: 11:00am

Lunch: 12:15pm

Lesson 3: 1:00pm

Lesson 4: 1:45pm

Golden Time: 2:15pm

School day ends: 2:30pm



School Timetable

Day	09.30-09.45	09.45 - 10.00	10.00 - 10.45	10.45-11.10	11.10 - 11.45	11.45 - 12.15	12.15-12.50	12.50 - 13.00	13.00 - 13.45	13.45 - 14.00	14.00 - 14.25	14.30
		Lesson 1	Lesson 2		Lesson 3	Lesson 4		Transition Time	Lesson 5		Lesson 6	
Monday	Breakfast	09.45-10.15 Circle Time 10.15-10.30 Cultural Task Download 10.30-10.45 Handwriting		Break Activity Trays	 Numeracy	 Guided Reading	Lunchtime	Activity Tray	 Humanities	Afternoon Break / Catch-up	 PE	
Tuesday		 Spellings Phonics Reading	 Literacy		 Numeracy	 PSHE		Activity Tray	 Science		 Music	
Wednesday		 Spellings Phonics Reading	 Literacy		 Numeracy	 Humanities		Activity Tray	 RE		 Votes4Schools Assembly	
Thursday		 Spellings Phonics Reading	 Literacy		 Numeracy	 PSHE		Activity Tray	 Science		 Pastoral Support	
Friday		 Spellings Phonics Reading	 Literacy		 Numeracy	 Computing		Activity Tray	 Art/DT		 AHT Assembly + Cultural Task*	

What should I do if I'm not well enough to attend school?

If you are ill and cannot come into school, your parents should ring the office in the morning to let the school know you will be absent. There is more information on this for your parents in the Parents section of this handbook.

When you arrive back in school your teacher will make sure you catch up on any learning you may have missed.

What do I need to come to school with?

Uniform

A plain polo shirt of any colour.
A plain jumper of any colour.
Plain grey, blue or black trousers.
Comfortable footwear.

Equipment

We will provide learning resources and stationery, however pupils are welcome to bring in any of their own stationary equipment.
We do ask that pupils bring a water bottle.

What are the expectations of my behaviour?

In all elements of school life, including all related activities and travel on and offsite, pupils are expected and supported to display attitudes for learning in three ways, **based on the 3Ps**:



People – Be Kind



Place – Be Safe



Purpose – Be Ready to Learn

Our Safe Place Promise:

1. We will do what we can to stop harmful behaviour; we will support, teach and learn how to meet needs harmlessly.
2. We will stop anyone gaining or being advantaged (in any way) by causing harm.
3. We will stop anyone gaining or being advantaged by refusing to follow reasonable instructions.
4. We will communicate with all parties involved when deciding on the course of action to be taken when harm has been caused.
5. We will focus on the impact and wellbeing of those involved, not only their actions and what they have done.
6. We will focus on repairing and building relationships and teach behaviour and the understanding of consequences (rather than just 'manage' it).

You will be learning in a small classroom setting with up to 7 other pupils, your teacher and other adults to support you. Your classmates will be of a similar age to you and have arrived from various schools.

The Curriculum

We offer our young people a broad and rich national curriculum that provides you with:

- The academic skills and qualifications needed to move successfully to the next stage of your life, and
- the personal development skills to ensure a fulfilling future

We cover a range of topics through the following 6 areas of learning:



Mathematics and Numeracy



Literacy



Science



Humanities



PE



Music



RE



Art/DT



PSHE



Computing

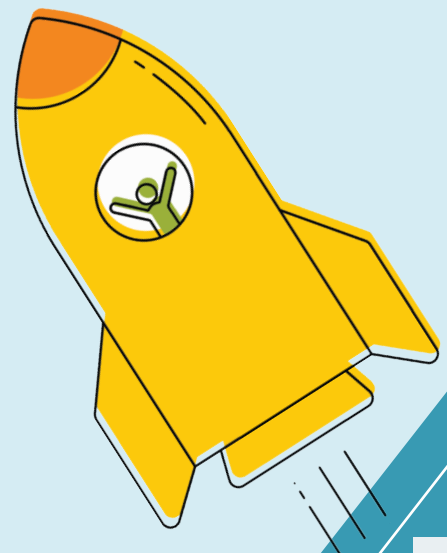
What extra-curricular opportunities will I have?

- School council: our young people have the opportunity to stand for school council election, to represent their peers on importance decisions made at the school.
- Outdoor Learning with Suffolk Wildlife Trust: Wilder Schools Programme
- School Visits and Trips

“

“I’m learning so much!”

*Student,
Include Suffolk 2021*



Safety and Wellbeing

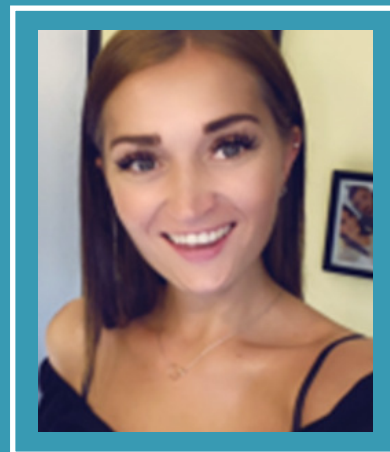
At Include Suffolk, making sure our students are safe and protected is everyone's responsibility.

Who should I talk to if I am worried about something?

If you are worried about the safety or wellbeing of yourself, or somebody else, we encourage you to speak to someone at the school. This can be any member of staff you feel comfortable talking to, however we do have designated teachers responsible for taking a lead on helping keep our school safe:



Daryl Bates
Headteacher and
Designated Safeguarding
Lead (Lowestoft)
Email: Daryl.Bates@
Catch-22.org.uk



Tamsyn Adcock, Assistant
Headteacher
(Ipswich) and Designated
Safeguarding Lead
Email: Tamsyn.Adcock@
catch-22.org.uk



Elisha Langan:
Assistant Headteacher
(Bury St Edmunds) and
Designated Safeguarding
Lead
Email: Elisha.langan@
catch-22.org.uk

I don't want to talk to someone in person. What should I do?

If you'd prefer, you can also report any concerns you have via our online reporting tool, found within the "Students" section of our school website:

www.includesuffolk.org.uk/report-a-safeguarding-concern

You can find further advice and information on the Safeguarding page of our school website.

Information for Parents

Introduction

Dear Parent/Carers,

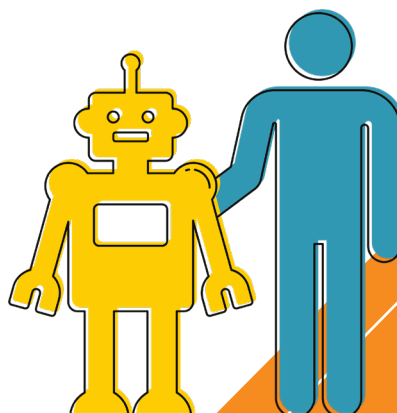
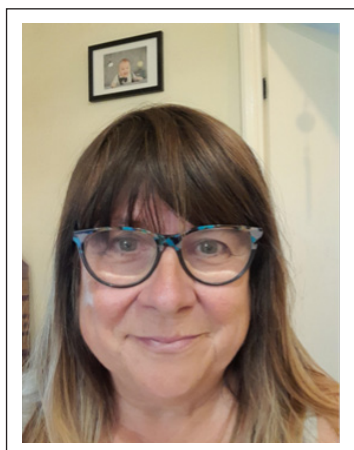
I would like to welcome you to our School Handbook, which we update annually. We hope you find this informative and helpful in providing an insight into include Suffolk, and in answering any questions you may have.

We are committed to the very best for each and every one of our pupils. Our vision and ethos enable us to provide a student-centred approach to removing the barriers to learning that your child may have experienced. Our aim is to ensure that our pupils are equipped with the skills they need for a successful, happy future and develop into respectful, responsible and resilient individuals.

We pride ourselves on developing strong relationships with our pupils, parents and carers and encourage you to be involved in all aspects of your child's learning.

I look forward to hopefully meeting you, and if you have any questions or concerns please do not hesitate to reach out to myself or any member of our friendly staff team.

Best,
Daryl Bates, Headteacher



Our School

Include Suffolk is a specialist independent provision for learners aged 5-11 years old whose needs cannot be met within a mainstream environment.

We provide full-time, specialist education for children, most of whom have Social, Emotional, and/or Mental Health Needs (SEMH). Pupils attend our school for assessment, social nurture and academic intervention, before being supported back into appropriate mainstream or specialist schooling.

The school follows the National Curriculum alongside therapeutic sessions and personalised academic interventions delivered by our staff team trained in both behavioural and Special Educational teaching. Our timetable is designed to help children not only with their academic progress but also to address their social and emotional needs.

Include Suffolk currently accommodates up to 75 pupils between years 1 and 6. We are located across 3 sites in Lowestoft, Ipswich and Bury St Edmunds. Each site has up to three classrooms, all consisting of a maximum of eight pupils in one class. Each class has a teacher and one or two supporting adults. Every site has an outdoor space and outdoor play equipment that is bought out for pupils to enjoy during times of free play.



Include Suffolk, Ipswich



Include Suffolk, Lowestoft



**Include Suffolk,
Bury St Edmunds**

How will we communicate with you?

We will communicate with you via ClassDojo, which you can access here: <https://www.classdojo.com/>



ClassDojo

Our Vision and Ethos

Include Suffolk is part of Catch22, a non-profit organisation which provides full-time alternative and special education at primary and secondary level, to young people aged 5 to 16-years-old across England and Suffolk. Our schools have an emphasis on transition and re-engagement back into mainstream education or employment.

We believe that all young people have the ability to succeed and make the most of the next stages of their lives. That's why our highly-committed staff team are dedicated to carrying out our education mission: **to enable young people to progress and succeed in sustained education, training or employment:**

We do this by:

1

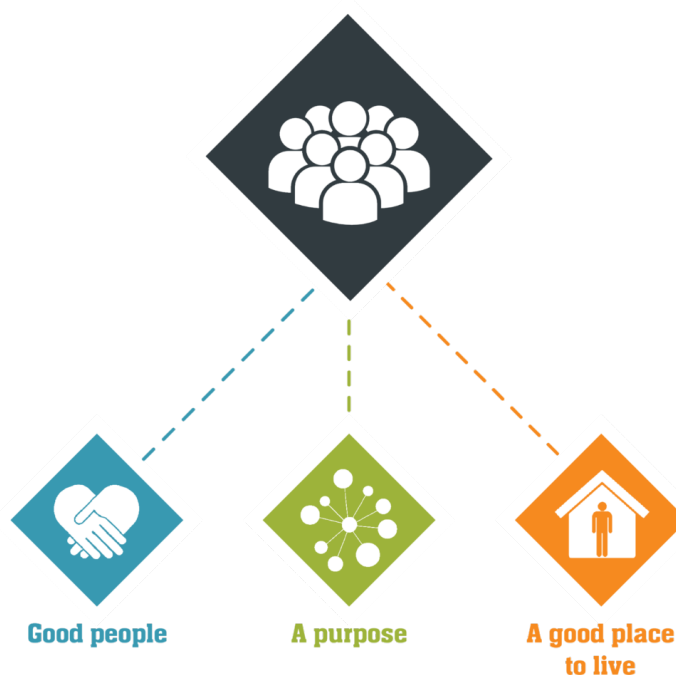
Helping our young people to identify and engage with their **purpose**, both through learning in the classroom and in their future life aspirations outside of school.

2

Delivering a quality education by skilled, passionate **people** who believe in all you can achieve.

3

Doing so in a **place** that is safe and appropriate for you and your individual needs.

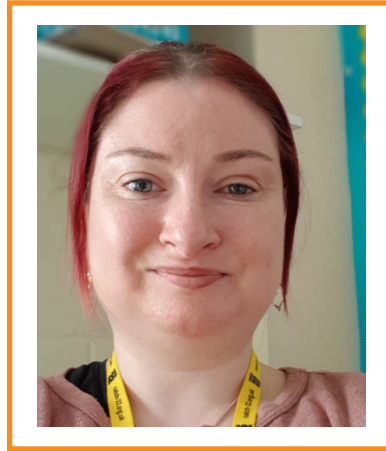


We call these our 3Ps, and we embody them in all of our work to ensure that you are fully supported to achieve your goals.

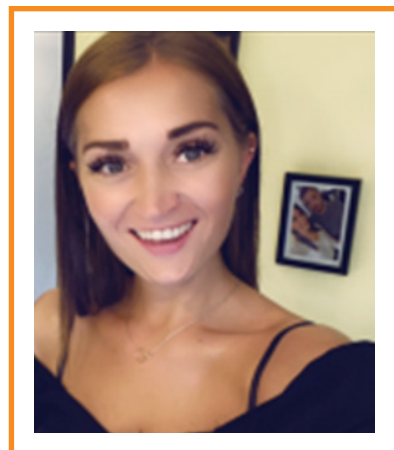
Our team



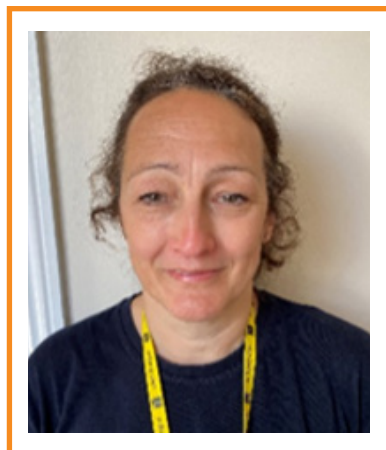
Daryl Bates
Headteacher
Email: Daryl.Bates@
catch-22.org.uk
T: 07501 903064



Victoria Pile
School Administrator,
Lowestoft
Email: victoria.pile@
catch-22.org.uk
T: 07501 899708



Tamsyn Adcock
Assistant Headteacher
Email: tamsyn.adcock@
catch-22.org.uk
T: 07788148447



Jo Jolly
Advocate, Ipswich
Email: Jo.Jolly@
include.org.uk



Jo Steele

Assistant Headteacher,
Lowestoft

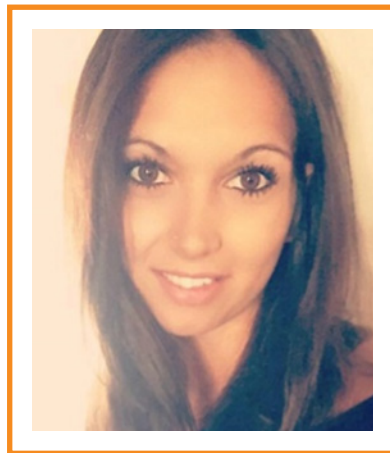
Email: joanna.steele@
catch-22.org.uk



Emma O'Hara

Advocate, Lowestoft

Email: emma.o'hara@
catch-22.org.uk



Elisha Langan

Assistant Headteacher,
Bury St Edmunds

Email: elisha.langan@
catch-22.org.uk

Melanie Cox

Advocate, Bury St
Edmunds

Email: melanie.cox@
catch-22.org.uk



Our Timetable

Term Dates 2022-2023



Autumn term:

Thursday 1 September - Friday 21 October 2022

Half-term holiday: Monday 24 - Friday 28 October 2022

Monday 31 October - Friday 16 December 2022

Christmas holiday: Monday 19 December – Monday 2nd January 2023

Spring term:

Tuesday 3 January - Friday 10 February 2023

Half-term holiday: Monday 13 - Friday 17 February 2023

Monday 20 February - Friday 31 March 2023

Easter holiday: Monday 3 – Friday 14 April 2023

Summer term:

Monday 17 April - Friday 26 May 2023

Half-term holiday: Monday 29 - Friday 2 June 2023

Monday 5 June - Friday 21 July 2023

Public Holidays:

Friday 7 April – Good Friday

Monday 10 April – Easter Monday

Monday 1 May – May Day

Monday 29 May – Spring Bank Holiday

The school day:

School day starts: 9:30

School day ends: 14:30

Attendance



It is the parent/carer's responsibility to ensure their child arrives punctually to school.

If your child is too ill to attend school, parents/carers must phone 07501 903064 and leave a voicemail with name, reason and estimated length of absence, or the child will be marked as absent without authorisation.

Once back in school, your child's teacher will support your child in catching up on any learning missed during lesson times. If it is a long period of absence, extra support will be given to ensure a positive transition back into school with a personalised learning plan.

For a young person to reach their full educational achievement a high level of attendance is essential. We will consistently work towards a goal of 100% attendance for all pupils, and do so by creating a purposeful learning environment and using every opportunity to convey to pupils and their parents or carers the importance of regular and punctual attendance.

We recognise that some pupils are more likely to require additional support to attain good attendance.

When the absence cannot be authorised we will offer child centred support to families and implement a range of strategies to support improved attendance.

To promote attendance, the school has systems to celebrate/reward excellent attendance, including; weekly certificates, individual rewards and group rewards such as end of term trips.

Parents/Carers will be expected to inform the school regarding a pupil's reason for absence. If a call has not been received by 9.30am, a member of staff will contact the parent/carer to establish the reason for absence. Absence longer than a day without parental contact will be treated as a matter of concern and a potential safeguarding issue. Contact will be made and external agencies involved where necessary and as directed by Absence Risk Assessment.

Transport Arrangements

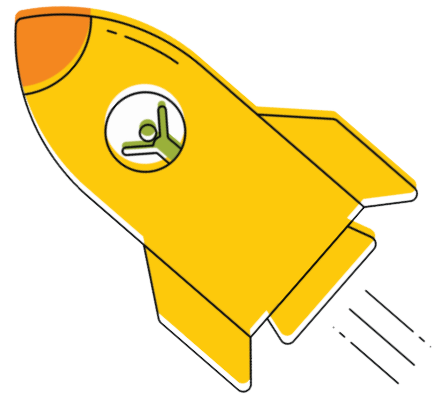
Pupils are either brought by taxi to school or by their parents/carers.

Parents can apply for a taxi via:

<https://residents.suffolk.gov.uk/school-travel/send>

This will need to be done 15days before they start and re-applied each year.

Emergency School Closure



The decision concerning the closure of schools due to unforeseen circumstances (such as bad weather) is taken by the Headteacher and arises as a result of safety considerations for pupils and staff. The Headteacher will attempt to keep parents informed of possible school closures and the duration, if possible. Updates will be communicated to parents via phone, and also published on the school website at the earliest opportunity.

Our Curriculum

To embody our vision, we offer young people a broad and rich national curriculum that provides them with both the academic skills and qualifications needed to move successfully to the next stage of their lives, and the personal development skills to ensure a fulfilling future. Our curriculum is set in line with the Independent School Standards alongside a school structure which supports our young people to overcome their barriers to learning.

At a classroom level, we ensure our lessons are differentiated for the needs of each individual learner, and pitched at their working level with the opportunity for stretch and challenge to ensure good progression for all. Lessons are structured to follow the National Curriculum, and have been planned by a range of teachers to share experience and ensure our young people receive high quality input. All lessons provide the opportu-

All students study:

 **Mathematics and Numeracy**

 **Literacy**

 **Science**

 **Humanities**

 **PE**

 **Music**

 **RE**

 **Art/DT**

 **PSHE**

 **Computing**



Extra Curricular

Alongside this broad curriculum offer, our intent is further met with a range of external visits, visiting speakers, focus events and charity days to add to our young people's experience. Our students have the opportunity to engage with:

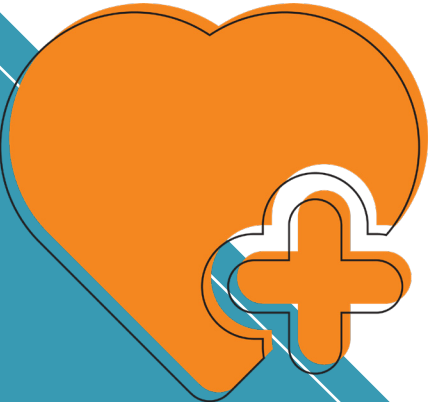
- School council: our young people have the opportunity to stand for school council election, to represent their peers on importance decisions made at the school.
- Outdoor Learning with Suffolk Wildlife Trust: Wilder Schools Programme.
- School Visits and Trips.

In addition, therapeutic offers to students, dependent upon need, may include:



Trauma
informed
practice

Motional
interventions
for behaviour



91%

of surveyed learners agree
that the school supports
them to reflect on their own
learning (2021)

Assessment

The Primary National Curriculum sets out the content to be covered and we plan our teaching around these objectives, ensuring skills and knowledge are understood and then built on over time. We also revisit objectives to support moving them to long term memory. We review learning through our marking and formative assessments (assessment for learning), which we then record and analyse using 'Insight Tracker' and plan our future sessions based on this.

How formative assessments are made:

- By observations of students at work and on task.
- By interaction with students in completing activities.
- Through pre-planned questioning/discussion with students.
- Through photographing / audio taping learning in progress.
- Through the examination of student's written learning in exercise books.
- When hearing students read aloud.
- Via weekly low stakes mini tests such as times tables and spelling.

To ensure effective quality of assessment, we also administer summative tests three times a year to provide an age-related score. These are embedded into lessons as to avoid any stress of test conditions for the pupils.

How Summative Assessments are made:

- Spelling – British Spelling Test Series
- Reading – New Group Reading Test
- Numeracy – Sandwell

Additional Support Needs



Include Suffolk is committed to supporting pupils with Special Educational Needs and Disabilities (SEND) and helping them to develop the skills they need to progress to the next stage of their life and learning.

This is done through an Assess, Plan, Do, review cycle. When a student arrives at include Suffolk, there is an initial assessment. The results of this assessment, together with information from the referring mainstream school or specialist provision, are examined to identify special educational needs. All pupils' progress is then reviewed on a termly basis.

Term 1: Assessment, **Term 2:** Intervention, **Term 3:** Transition

Special educational needs are met through:

- In-house Special Educational Needs Coordinator (SENCo)
- Learning support assistants
- Specific, targeted interventions to address both academic barriers to learning and social and emotional issues.
The interventions are carried out several times a week and can also be use daily for learners requiring intensive support.
- Resources to support sensory sensitivities
- Motional led practice (an online tool for identifying, assessing, and improving the emotional health and wellbeing of children and young people)
- Trauma informed school

Outside of lessons, we have advocates on site to work with our students when extra support is needed, and who collaborate closely with home and other services to fully support students both in and out of school. We use both the Boxall Profile and Motional to assess, plan, do and review social and emotional progress.

- We use Motional to direct and support consistent well-planned interventions and whole class environment (Group snapshots).
- We use Boxall online to inform BSPs, improve behaviour for learning, assess/measure social and emotional growth and to inform personalisation of learning.



Behaviour and Rewards

We understand that all behaviour is communication and a means for pupils and adults to meet their needs. The specific actions a person may take, and the circumstances around them, can vary greatly, therefore the school has a variety of processes which will be used on a case-by-case basis in order to ensure we keep our school a safe place for students to learn. All pupils will have a Behaviour Support Plan and risk assessment which is regularly reviewed and involves the pupils in its production.

In all elements of school life, including all related activities and travel on and offsite, pupils are expected and supported to display attitudes for learning in three ways:



People – Be Kind



Place – Be Safe



Purpose – Be Ready to Learn

Staff will also model expected behaviour and, wherever possible, shine a light on pupils' positive behaviour that is kind and/or contributes to a safe and purposeful learning environment.



Our Behaviour Policy intends to enable all of our pupils:

- To learn successfully in a safe and purposeful environment.
- To benefit from tailored behaviour support to enable them to fulfil Their learning potential.
- To be supported by caring, passionate and trustworthy adults who inspire high expectations and aspiration in their pupils.
- To learn and practice how to meet their own needs without harming others.



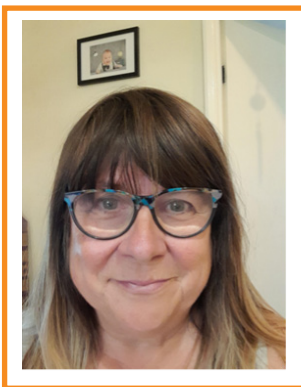
Safety and Wellbeing



At Include Suffolk, making sure our students are safe and protected is **everyone's** responsibility.

If you have any concerns:

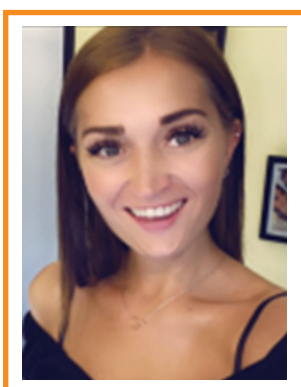
If you are worried about the safety or wellbeing of your child, or have identified a concern relating to somebody else, we encourage you to speak to someone at the school. This can be any member of staff you feel comfortable talking to, however we do have designated staff members responsible for taking a lead on helping keep our school safe. They are there to listen to any concerns you might have:



Daryl Bates

Headteacher and Designated
Safeguarding Lead (Lowestoft)

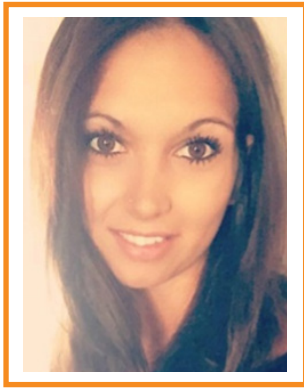
Email: Daryl.Bates@Catch-22.org.uk



Tamsyn Adcock

Assistant Headteacher (Ipswich) and
Designated Safeguarding Lead

Email: Tamsyn.Adcock@catch-22.org



Elisha Langan

Assistant Headteacher

(Bury St Edmunds) and Designated
Safeguarding Lead

Email: Elisha.langan@catch-22.org.uk

If you'd prefer, you can also report any concerns you have via our online reporting tool, found within the "Students" section of our school website:

www.includesuffolk.org.uk/report-a-safeguarding-concern

You can find further advice and information on the Safeguarding page of our school website.

Comments and Complaints



include Suffolk welcomes suggestions and comments from parents and carers, and takes seriously concerns or complaints which may arise, as they can help us to improve the educational experience that we provide.

If parents/carers have a complaint or concern, it is preferred that they contact the Headteacher in the first instance to discuss the matter on an informal basis. In many cases the matter will be resolved quickly, and to the parent or carer's satisfaction, by this means.

Part A: School Level

If the complaint cannot be resolved on an informal basis, then the parent/carer should put their complaint in writing to the Headteacher as soon as possible. The Headteacher will investigate the complaint. The Headteacher will respond to the parent/carer within 10 school days.

The Headteacher will keep written records of all meetings and interviews held in relation to the complaint. The school will also keep a written record of complaints, any action taken by the school as a result and whether they were resolved at the informal or formal stage or proceeded to a panel hearing.

Once the Headteacher is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made, and the parent/carer informed of this decision in writing. The Headteacher will also give reasons for their decision.

Complaints about the Headteacher should be made directly to the Executive Principal or Chief Operating Officer (see part B on next page).

Part B: Catch22 Level

If parents/carers are not satisfied with the Headteacher's response, they should write to the Executive Principal or Chief Operating Officer within 10 school days of the Headteacher's response, via the Complaints Officer of Catch22 at:

Email: Feedback@catch-22.org.uk

**Complaints Officer, Catch22
27 Pear Tree Street,
London,
EC1V 3AG**

The complaint should clearly identify the main issue(s) of concern and, if possible, indicate the nature of the resolution they are seeking. If the complaint is about the Headteacher, the parent/carer should write directly to the Executive Principal/Chief Operating Officer of Catch22 via the Complaints Officer at the above email address or address.

For more information please see our Complaints Policy, available on the school website.



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