

# Treloar School & College Parents/Carers Handbook 2023 -2024

Treloar School and College • Powell Drive • Holybourne • Alton • Hampshire GU34 4GL •  
T 01420 547 400 • [www.treloar.org.uk](http://www.treloar.org.uk) . Charity number 1092857.  
<https://www.treloar.org.uk/about-us/virtual-tour/>



## **OUR MISSION**

To enable physically disabled young people to achieve their aspirations:

- Providing personalised learning, therapy and care
- Supporting transition to adulthood
- Promoting independence and inclusion

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## **WELCOME TO TRELOAR SCHOOL AND COLLEGE**

### **Academic Year 2023- 2024**

Dear Parents and Carers

Welcome to Treloar School and College.

Our School and College is a vibrant and friendly place; we hope that every young person will enjoy their time here, and thrive in a supportive and enabling environment. We aim to give everyone the very best opportunities to achieve their potential and to ensure that the needs of each young person are met. To achieve this, our teams of experts adopt a multi-disciplinary approach and integrate therapy and care into our academic curriculum.

While I believe that the work and commitment of the staff and the positive attitude and progress of the students is inspirational, we will be involving you regularly as we continue to improve all aspects of life at Treloar's.

We capture the views of parents and students throughout the year so that we can improve the work that we do. Therefore, although this handbook is accurate at the time of publication, it may be subject to change.

I hope that this handbook will provide you with some useful information for the year ahead but if you do have more questions – please do ask us!

I very much look forward to working with you.



Martin Ingram  
Principal

## **EQUALITY, DIVERSITY & INCLUSION STATEMENT**

Our commitment to equality of opportunity and the elimination of discrimination extends to all applicants, students, parents, staff, governors, trustees, contractors, volunteers and visitors. Treloar's is committed to both the elimination of unlawful discrimination and the positive advancement and celebration of equality, diversity and inclusion.

We will not tolerate unfair or unlawful treatment on the grounds of disability, gender, transgender, marital status, race, colour, ethnic origin, socio-economic background, sexual orientation, age, nationality, philosophical, political or religious beliefs or unbelief, and pregnancy/ maternity.

We promote an environment where mutual cooperation, respect, dignity and trust are fostered.

“This is a community which promotes everyone’s abilities, enjoys and celebrates difference” – Ofsted Feb 2019

“Individual identity and beliefs are valued and promoted. Difference is celebrated. Practice within Treloar’s regarding the promotion of equality and diversity is seen as an exemplar. External providers attend training delivered by the Treloar’s staff in this area.” – Ofsted March 2018

“Equality is at the heart of the work of Treloar’s... It prepares pupils for life in modern Britain by helping them develop strong understanding of fairness, freedom and justice for all groups” – Ofsted Jan 2018

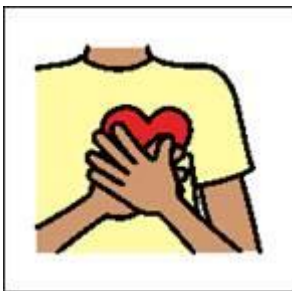
## TRELOAR VALUES

We are inclusive



We help everyone join in

- We act with integrity and respect



We are friendly and kind

- We strive for Excellence














We always try our best

STUDENT CHARTER













**TRELOAR'S SCHOOL STUDENT CHARTER**  
We know we have the right



	to have good relationships with others, be treated well and not be hurt by others		to be treated fairly and have fair rules that everyone sticks to
	to make our own choices with the right information and support		to learn and be treated in a way that works for us individually
	to have care that meets our needs		to be involved in all aspects of school life and help make decisions
	to plan for our futures		to have our achievements identified and celebrated in a way that we and our families recognise
	for people to hear what we say		to be safe, comfortable and happy and have equipment that helps us to be as independent as possible
	to be respected for who we are		

**TRELOAR'S COLLEGE STUDENT CHARTER**  
We know we have the right



	to have good relationships with others, be treated well and not be hurt by others		to plan for our futures
	to be able to work and have experience in different areas of work		for people to hear what we say
	to have care that meets our needs		to be involved in different parts of the community
	to be respected for who we are		to be involved in all aspects of college life and help make decisions
	to learn and be treated in a way that works for us individually		to make our own choices with the right information and support
	to be treated fairly and have fair rules that everyone sticks to		to be safe, comfortable and happy and have equipment that helps us to be as independent as possible



## CONTACTING US

For extension please dial 01420 547400 and then the extension number given.

Numbers \* are direct dial.

All telephones have a voice mail facility; please leave a message and the member of staff or Department concerned will get back to you.

Main Switchboard – Term Holidays	Mon-Fri 8.30 am-5.00 pm Mon-Fri 9.00am-4.30 pm	01420 547400
Out of Hours Duty Manager Safeguarding Manager		07736 080220 07825 262418
Jowett Centre Reception - Term Time Holidays	Mon-Thurs 8.00 am-5.30 pm Friday 8.00 am – 4.30 pm Mon-Thurs 9.00 am-4.00pm Friday 09.00 am – 4.00 pm	01420 547400 Ext 7800
<b>Principal</b>		
	Martin Ingram	01420 547482*
<b>College</b>		
Head of College	Ben Bastin	Ext 6491
Deputy Head of College	Stephanie Gayle- Uche	Ext 6911
<b>School</b>		
Head of School	Lisa Bond	Ext 6728
Assistant Head of School	Fliss Hardie	Ext 7841
<b>Safeguarding</b>		
Head of Safeguarding	Ben Baxter	01420 547462 * or 07825 262418
<b>Admissions and Funding</b>		
Head of Admissions and Funding	Emma Simmonds	Ext 6725
Admissions and Funding Office		Ext 7820/6747
<b>Administration</b>		
Annual Reviews Team		Ext 6765
School and College Office Administrators		01420 547402 * 01420 547400 Ext 6499
<b>Progress and Transition</b>		
Progress and Transition Manager	Maria Sherwood	Ext 6414

<b>Residential Services</b>		
Head of Residential Services	Helen Goodenough	01420 547476 *
<b>Gloucester House</b>		
Residential Manager	Julie Bodnar	01420 547415 *
Deputy Residential Managers *	Karen Grove Libby Laney Alicia Hobbs PT	01420 547400 Ext 5410
Duty Room		01420 547405 *
Day Provision	Christopher Catterall	01420 547400 Ext 5408
<b>Wessex House</b>		
Residential Manager	Jess Hall	01420 547758 *
Deputy Residential Managers *	Lou Offord Job Share: Caroline Potts & Dan Barnett	01420 547400 Ext 6755
Duty Room		Ext 6755
<b>Gauvain House</b>		
Residential Manager	Vicky Beeks	Ext 6441
Deputy Residential Managers	Laura Gibson	01420 547467 *
Duty Room		Ext 6471
<b>Evans House</b>		
Residential Manager	Mandy Wells	Ext 6435
Deputy Residential Managers	Lyn Haffenden & Elita Grozne	Ext 6435
Duty Room		Ext 6436
<b>Chivers House</b>		
Residential Manager	Mary Wilmott	Ext 6919
Deputy Residential Managers	Jackie Tortolano and Maria Mason	Ext 6731
Duty Room		Ext 6733
<b>Brewer House</b>		
Residential Manager	Maria Mason	Ext 6730
Deputy Residential Managers	Roshan Thakuri and Katy Hawkins	Ext 6920

<b>Health Centre</b>		
Head of Healthcare and Nursing	Sally Nissen	01420 547449 *
Senior Nursing Team	Claire Roberts Yvette Walker Rosie Pryor Jane Wood Dominic Twinn (Clinical Educator)	01420 547449 *
Health Centre Administrators	Samantha Gouldthorp Rachel Dorban	01420 547451 *
Health Centre Main Desk		01420 547450 *
Dieticians		01420 547727 *
<b>Therapy</b>		
Head of Therapies	Susan Bryan (Physio), Victoria Pitt (OT), Sally Mosley (SLT)	01420 547421 *
Physiotherapy Office		Ext 6511
Occupational Therapy Office		Ext 6452
Speech and Language Therapy Office		Ext 6512
Counselling Psychotherapies Team		Ext 6419
Nursery/BELONG		Ext 6728

**THE OUT OF HOURS DUTY MANAGER CAN BE CONTACTED BY USING THE NUMBER LISTED OR VIA THE MAIN TELEPHONE NUMBER BY SELECTING THE APPROPRIATE OPTION ON THE MENU.**

For many staff, email contact with Parents/Carers works well; all staff (and students) have a Treloar email address: [firstname.surname@treloar.org.uk](mailto:firstname.surname@treloar.org.uk)

**Line Management/Contacting Staff:**

Your child's Progress and Transition Coordinator is the first point of contact for you and will be able to liaise with members of the MDT to coordinate a response and/or meeting on your behalf. However, you are welcome to contact the below staff should you wish.

Area	1	2	3
Education - School	Class Teacher/Tutor	Deputy Head of School	Head of School
Nursery and Primary areas	Class Teacher/Tutor	Deputy Head of School	Head of School
Education – College	Class Tutor	Deputy Head of College	Head of College
Residential	Team Leader	Residential Manager	Head of Residential Services
Therapies	Named Therapist	Head of Therapy	Principal
Transition	Progression and Transition Coordinator	Progress and Transition Manager	Principal
Health Centre	House Nurse	Nursing Shift Leads	Head of Health Care & Nursing

#### **THE SCHOOL AND COLLEGE ADMINISTRATION TEAM**

The [school.office@treloar.org.uk](mailto:school.office@treloar.org.uk) is monitored by the School and College Administrators.

#### **THE HEALTH CENTRE ADMINISTRATION TEAM**

[Medicalsecretary@treloar.org.uk](mailto:Medicalsecretary@treloar.org.uk) is monitored by the Health Centre Administrators.

#### **STUDENT PHONE LINES:**

<b>BREWER HOUSE</b>	<b>01420 547741/01420 547742</b>
<b>EVANS HOUSE</b>	<b>01420 547400 (Ext. 6436 duty room)</b>
<b>GAUVAIN</b>	<b>01420 547400 (Ext. 6471 or duty room)</b>
<b>GLOUCESTER HOUSE</b>	<b>01420 547400 (Ext. 7809 or duty room)</b>
<b>WESSEX HOUSE</b>	<b>01420 547759 (Direct)</b>

#### **Students may be contacted by post at**

Student name

Name of Residential House

Treloar School/College

Powell Drive, Holybourne, Alton, Hampshire GU34 4GL

## **MULTI-DISCIPLINARY TEAM (MDT) WORKING**

Each student has their own Multi-Disciplinary Team:

- Form Teacher/Tutor
- Lead Student Support Assistant (SSA)
- Residential Team Leader/Primary Care lead
- Key worker
- Occupational Therapist
- Physiotherapist
- Speech & Language Therapist (if applicable)
- Registered Nurse
- Progress and Transition Coordinator (MDT Lead)

The MDT meets weekly; it sets and reviews the student's IEP/ILP; targets and monitors interventions and progress.

## **PROGRESS AND TRANSITION TEAM**

All students are allocated a Progress and Transition Coordinator (PTC) who lead the weekly multi-disciplinary team meetings. The PTC will provide advice and guidance on living, activities, further learning and future placement options, supporting the young person, their family and external stakeholders with this process.

The PTC will support students in Annual Reviews and, where relevant, will link with parents and agencies in a student's home area.

**Year 9 and above:** The PTC will work closely with students, families and external stakeholders, e.g. Social Workers to prepare and support students with planning their transition.

This PTC support will include:

- Supporting students by attending/leading MDT meetings.
- Attending all Annual Reviews.
- Liaising with students and families to update and maintain Section A of the EHCP.
- Setting transition/work experience targets to support a student's aspirations, as appropriate.
- Supporting students in planning for transition options.
- Supporting students and families by meeting regularly.

### **Work Experience**

Where appropriate to age and need, students in Year 11 and above will access a programme of internal/external work experience and/or work-related learning. The Progress and Transition Team will coordinate this.

Please email the relevant Progress and Transition Co-ordinator if you would like more information on this.

### **OTHER SPECIALIST STAFF**

#### **Sensory Impairment Support**

As well as physical impairment, some students have sensory impairments that may be a hearing, vision or multi-sensory impairment. We do everything we can to make sure these young people don't face additional challenges and can participate fully in school life.

#### **Support for students with a vision or multi-sensory impairment**

We have a Qualified Teacher of Vision Impairment and Multi-Sensory Impairment who works across all departments in school and oversees our support and input for young people with sensory impairment. This work may include:

- Functional Assessments of Vision, Orientation, Communication or access to the environment with follow up recommendations for support and strategies to support learning and access.
- Consideration of suitable equipment to support access and learning e.g. specialist technology as required.
- Liaison with other key professionals as needed e.g. Ophthalmologists, Orthoptists, and Audiologists etc.

#### **Support for students with a hearing impairment**

Treloar's Speech and Language Therapists are experienced in working with students with hearing and other sensory impairments. The Speech and Language Therapy (SLT) team liaise closely with the Qualified Teacher of Vision Impairment and Multi-Sensory Impairment and/or with external Hearing Impairment and Cochlear Implant services, as appropriate to the needs of the student. This is to ensure that we have all the relevant information about students' communication, hearing support and equipment needs. We also have Technician staff working in the SLT department who have training and experience of day-to-day hearing aid and radio aid management.

## **Dieticians**

Many of the students at Treloar's have difficulties with eating and drinking which can affect their nutritional intake. Our Dietetic team take a holistic approach to ensure that every student receives a diet that will meet their individual nutritional requirements to maintain and promote good health, no matter whether the student eats orally, via a gastrostomy tube or a combination of both.

Every student has a named Dietician, who is part of the multi-disciplinary team that works together to ensure students' needs are met. Students will have a full dietetic assessment annually, as a minimum, and as part of the Nutrition Support Team, dieticians regularly review all students to address all aspects surrounding food or feed intake.

Dieticians and the catering department produce three weekly menu cycles for summer and winter, offering a wide variety of dishes.

**Special dietary or religious requirements are catered for by our diet chefs. Written confirmation of a medical diagnosis for students with food allergies or intolerances is required.**

If you have any queries about the dietetic provision for your child/ young person at Treloar's, please contact our Dieticians - Tel: 01420 547727.

## **Counselling Psychotherapies Team**

The Counselling Psychotherapies team is a specialist team, including Family Therapy, Art Therapy Play Therapy and Music Therapy practitioners, as well as counsellors and therapists trained in a range of approaches.

We support students with a range of emotional and psychological issues; from homesickness, living with disability or health needs, exam nerves, and anxiety through to bereavement, depression, trauma, attachments/relationships, and developmental delays.

All students have some provision for counselling support included in their funding to ensure their needs can be met in the event of a personal issue such as bereavement or needing support during settling in or at a point of transition, this would normally be short term (6-12 sessions).

We also provide longer term psychotherapeutic support for those students who are identified as likely to benefit from this with the aim of enabling them to access education more effectively and to support positive emotional health.

Our support is generally confidential and parents may not be automatically informed that a young person has decided to access support; sharing of appropriate information with families is decided on a case by case basis depending on mental capacity/cognitive ability/age, and the benefit to

the young person. Parents are welcome to contact the department directly if they wish to discuss any concerns or refer the young person. We liaise with Speech and Language therapy and other departments closely to provide the best support possible.

[CounsellingTeam@treloar.org.uk](mailto:CounsellingTeam@treloar.org.uk)

Tel: 01420 547400

### **Student Enrichment**

The purpose of the Sport & Enrichment programme at Treloar's is to provide all students with the opportunity to participate in a variety of age-appropriate sporting and enrichment activities during the evenings and at weekends (including residential trips).

The Sport & Enrichment Programme offers students freedom beyond the classroom, as means to further explore their interests. Sport & Enrichment can provide students with a sense of fulfilment and enjoyment beyond their academic programme. They will focus on building skills, confidence and independence, and they can also be linked to IEP targets/goals.

The Sport & Enrichment programme at Treloar's is constantly reviewed to ensure it meets the needs and current interests of each year's group of students.

- Example of House based activities include: Cheerleading, Arts and Crafts, Weekly disco
- Example of cross campus activities, include: Garage Band, Kayaking, Sensory Stories

### **A student voice**

*"I really enjoyed the skiing trip. I enjoyed this particularly because I wouldn't have dreamed of going skiing before I came here as you would only expect able-bodied people to be able to do it. I surpassed this barrier and I have officially stepped out of my comfort zone!"*

If a student has the will the Sport and Enrichment team have all the drive to find the way.

## **THE TRELOAR CAMPUS**

### **(ID BADGES; ACCESS; PARKING; DROPPING OFF & COLLECTING)**

#### **ID Badges**

Students are issued with electronic access ID badges which allow independent access to the areas of the campus which are open to them. School Day students hand their access/ID badges in before going home and they are re-issued on their return to school. College Day students keep their badges with them.



Parents will not have independent access to the Treloar's campus; other than the Jowett Centre. Parents must therefore sign in accordingly at the main reception in the Jowett Centre or at the relevant residential house. A call will be made to the member of staff you wish to visit and you will be accompanied through the campus. These procedures are in place to ensure the safety of the students and will apply to all visitors. It will be important to sign in AND out of the campus so that we are able to act appropriately to evacuate the site in the case of an emergency, by identifying everyone present on campus.

Where possible, it is advisable to book appointments with staff, ahead of time, so that you can be assured of their availability. Please speak to the Jowett Centre reception who will contact class/therapy teams or you can arrange an appointment through one of the school administrators.

Parents/Carers should use the doorbell to obtain access to their child's residential House and are asked to respect the privacy of the other students whilst they are there.

In the event of a fire alarm, a member of staff will direct Parents/Carers to the designated assembly point.

**PARENTS/CARERS MUST ALWAYS SIGN THEIR SON/DAUGHTER IN AND OUT OF SCHOOL WITH A MEMBER OF STAFF ON DUTY AT THEIR RESIDENTIAL HOUSE OR AT RECEPTION.**

**PLEASE NOTE – THERE IS A 10 MPH SPEED LIMIT ON THE WHOLE OF TRELOAR CAMPUS.**

### **Vehicle Access & Parking**

Parents/Carers must register their vehicle/s details to obtain access to the campus via the security barrier. The main visitors' car park is at the rear of the campus. The Jowett Centre Reception is signposted from here. Parents/Carers may also use the visitors' car park – on the left before the security barrier. If the barrier fails to operate, the intercom may be used to speak to a member of staff (8.30-5.30 pm; outside of these hours please call the out of hours number on page 9).

Please email Jowett Centre reception - [JC@treloar.org.uk](mailto:JC@treloar.org.uk) to register or cancel a vehicle.

Parents/Carers may park adjacent to the Residential House (see map page 66).

## LOCAL AUTHORITY TRANSPORT

Parents/Carers should liaise directly with their Local Authority's Transport Department regarding drop off and collection times.

If the school or college needs to close at short notice (e.g. in the event of bad weather) we will inform all Parents/Carers that the site is closing; **who will need to contact their child/ young person's transport to make arrangements.**

**Individual arrangements with transport are the responsibility of Parents/Carers.**

## THE SCHOOL/COLLEGE TIMES - DAY/WEEK

Days	Hours
College – Monday - Friday	9.00 - 4.00 pm
School - Monday-Thursday	9.00 - 4.00 pm
School - Friday	9.00 - 3.30 pm
Primary Monday - Friday	9.00 - 3.30 pm

### Arranging Late Collection/Running Late

In the event you are unable to collect your child at the arranged time, please inform the School/College Office Administrators on 01420 547400, Ext 3402/6765/6499 and the Jowett Centre on Ext 7800, so that arrangements can be made.

Each student has an individual timetable which he/she carries a copy of (symbolised if necessary).

### Day Students – School

Day students may arrive at School **from 8.50 a.m.** Students are signed in and out by Student Support Workers (SSAs) in Pike Hall (adjacent to the Jowett Centre Reception) and are signed out/collected from Jowett Centre Reception at either 3.30 or 4.00 p.m.

### Day Students - College

Day students may arrive **from 8.50 a.m.** either in the Jowett Centre from where they will be collected or directly to their Houses.

### Residential Students – School

Some residential students share transport with day students and for this reason they may also be signed in/out from the Jowett Centre. Otherwise, residential students are signed in and out from their Residential House.

**ALL students return to school on the first day of each new term.**

**Residential Students - School**

**There is no return for Termly or 5-night students on the previous evening at the beginning of the new term.**

Termly and weekly 5-night residential students may return to school from **5.00 p.m.** on the Sunday following LEAVE WEEKENDS. Weekly 4-night residential students and day students should return on the Monday ready for a 9.00 a.m. start.

**Residential Students - College**

Residential students are signed in and out from their Residential Houses.

College residential students usually return to college from 2 p.m. on the day before the beginning of term. Weekly 4-night residential students and day students should return on the Monday, ready for a 9.00 a.m. start.

## TRELOAR SCHOOL TERM DATES 2023-24

<b>Autumn Term 2023</b>	
<i>Friday 1 - Wednesday 6 September</i>	<i>Professional Development &amp; Preparation Days for all staff (4 days)</i>
<b>Thursday 7 September</b>	<b>Start of half term 1</b> Staggered start dates for NEW students
Thursday 19 October	End of half term 1 School closes 3.30pm Houses close at 3.30pm
<i>Friday 20 October</i>	<i>Professional Development &amp; Preparation Day for all staff (1 day)</i>
Monday 23 - Friday 27 October	Half term holiday for staff and students
Sunday 29 October	Residential students return to houses 5.00pm onwards
<b>Monday 30 October</b>	<b>Start of half term 2</b>
Friday 15 December	End of half term 2 School closes 2.00pm Houses close 3.30pm

<b>Spring Term 2024</b>	
<i>Tuesday 2 – Wednesday 3 January</i>	<i>Professional development days for all staff (2 days)</i>
<b>Thursday 4 January</b>	<b>Start of half term 3</b> Residential students return to houses/school 9.00am onwards
Friday 9 February	End of half term 3 School closes 3.30pm Houses close at 3.30pm
Monday 12 - Friday 16 February	Half term holiday for staff and students
Sunday 18 February	Residential students return to houses 5.00pm onwards
<b>Monday 19 February</b>	<b>Start of half term 4</b>
Thursday 28 March	End of half term 4 School closes 2.00pm Houses close 3.30pm

<b>Summer Term 2024</b>	
<i>Monday 15 April</i>	<i>Professional development day for all staff (1 day)</i>
<b>Tuesday 16 April</b>	<b>Start of half term 5</b> Residential students return to houses/school 9.00am onwards
Monday 6 May	May Bank Holiday (school and houses are closed)
Tuesday 7 May	Residential students return to houses/school 9.00am onwards
Friday 24 May	End of half term 5 School closes 3.30pm Houses close at 3.30pm

Monday 27 – Friday 31 May	Half term holiday for staff and students
Sunday 2 June	Residential students return to houses 5.00pm onwards
<b>Monday 3 June</b>	<b>Start of half term 6</b>
Tuesday 23 July	End of half term 6 School closes 2.00pm Houses close 3.30pm

## TRELOAR COLLEGE AND ALTON COLLEGE TERM DATES 2022-2023

Alton College term dates /inset days subject to change – please refer to their website for further info.

Changes to last published version in Purple.

<b>Autumn Term 2023</b>	
<i>Friday 1 - Wednesday 6 September</i>	<i>Professional Development &amp; Preparation Days for all staff (5 days)</i>
<b>Monday 4 September</b>	<b>Start of half term 1</b> for Yr2 ALTON COLLEGE A Level students
<b>Wednesday 6 September</b>	<b>Start of half term 1</b> for Yr1 ALTON COLLEGE A Level students Residential arrangements differ - families will be contacted
<b>Monday 4 – Friday 8 September</b>	ALTON COLLEGE Induction Week for Vocational & T-Level students One day induction per student per subject – dates TBC by Alton College
<b>Thursday 7 September</b>	<b>Start of half term 1</b> for Residential & Day students Residential & Day students return directly to college at 9.00am Staggered start dates for NEW students
<b>Monday 11 September</b>	<b>Start of half term 1</b> for ALTON COLLEGE Vocational & T-Level students
<b>Wednesday 11 October</b>	ALTON COLLEGE inset day
Thursday 19 October	End of half-term 1 (TRELOAR'S STUDENTS ONLY) College closes 3.30pm. Houses close 3.30pm Evans House will remain open to ALTON COLLEGE students only
<b>Thursday 19 October</b>	Normal teaching day for ALTON COLLEGE students
<i>Friday 20 October</i>	<i>Professional Development &amp; Preparation Day for all staff (1 day)</i>
Friday 20 October	Normal teaching day for ALTON COLLEGE students Evans House closes at 10.00am for ALTON COLLEGE students
Monday 23 - Friday 27 October	Half-term holiday for staff and students (including ALTON COLLEGE)
Sunday 29 October	Weekend residential students return to Houses 2.00pm onwards
<b>Monday 30 October</b>	<b>Start of half-term 2</b> (including ALTON COLLEGE) Day students and weekday Residential students return 9.00am
Friday 15 December	End of half term 2 (including ALTON COLLEGE) College closes 2.00pm Houses close at 3.30pm

Spring Term 2024	
Tuesday 2 – Wednesday 3 January	Professional development days for all staff (2 days)
Tuesday 2 January	ALTON COLLEGE inset day
Wednesday 3 January	<b>Start of half term 3</b> ALTON COLLEGE students only Students return directly to Alton College at 9.30am
Thursday 4 January	<b>Start of half term 3</b> Residential & Day students return directly to college at 9.00am
Friday 9 February	End of half term 3 (including ALTON COLLEGE) College closes 3.30pm. Houses close 3.30pm
Monday 12 – Friday 16 February	Half term holiday for staff and students (including ALTON COLLEGE)
Sunday 18 February	Weekend residential students return to Houses 2.00pm onwards
Monday 19 February	Start of half term 4 (including ALTON COLLEGE) Day students and weekday residential students return 9.00am
Thursday 28 March	End of half term 4 (including ALTON COLLEGE) College closes 2.00pm. Houses close 3.30pm

Summer Term 2024	
Monday 15 April	Professional development day for all staff (1 day)
Monday 15 April	<b>Start of half term 5</b> ALTON COLLEGE students only Students return directly to Alton College at 9.30am
Tuesday 16 April	<b>Start of half term 5</b> Residential & Day students return directly to college at 9.00am
Friday 3 May	College closes 4.00pm (including ALTON COLLEGE) Houses close 6.00pm for students that do not board termly
Monday 6 May	May Bank Holiday School, College and ALTON COLLEGE are closed.
Tuesday 7 May	College re-opens 9.00am (including ALTON COLLEGE) Residential & Day students return directly to college at 9.00am
Friday 24 May	End of half term 5 (including ALTON COLLEGE) College closes 3.30pm Houses close 3.30pm
Monday 27 – Friday 31 May	Half-term holiday for staff and students (including ALTON COLLEGE)
Sunday 2 June	Weekend residential students return to Houses 2.00pm onwards
Monday 3 June	<b>Start of half term 6</b> (including ALTON COLLEGE) Day students and weekday residential students return 9.00am
Friday 28 June	End of half term 6 for ALTON COLLEGE students only
Tuesday 23 July	End of half term 6 College closes 2.00pm Houses close 3.30pm

## **ATTENDANCE/ABSENCE – SCHOOL**

Attendance is logged and part of the annual Census return to the Department of Education. It is also recorded in the paperwork for a student's Annual Review and shared with the funding Local Authority.

If your son/daughter is not well enough to come to school, please telephone one of the Administrators (see page 9) or email [school.office@treloar.org.uk](mailto:school.office@treloar.org.uk)

Please leave a message if the telephone line is busy. The information will be shared with the student's multi-disciplinary team.

### **Medical Appointments** (Please inform the School College Office and Health Centre)

If an appointment is made during term time, the School will not be able to provide an escort to take the student to and from the hospital and parents/guardians are expected to make arrangements for the journey. Students may be collected the previous day if it would be difficult for the journey to be made on one day. In some instances, Treloar may be able to provide the transport to take students to appointments. However, please note that this will incur a charge payable by parents/carers.

Wherever possible, please arrange appointments during the holidays. Parents/Carers are not required to obtain permission for their son/daughter to attend medical appointments in term time. However, we do need to know in advance so that the absence can be logged and the information shared with the multi-disciplinary team.

Please let the Health Centre administrators have all the information about any appointments, test results and consultant reports, you can send this information to [medicalsecretary@treloar.org.uk](mailto:medicalsecretary@treloar.org.uk).

### **Authorised Absence for Religious Observation** (Please inform School and College Office)

Please notify the school of dates/arrangements in advance.

### **Exceptional Leave of Absence – School**

In exceptional circumstances, the Head of School is permitted to authorise absence in term time. Please avoid arranging holidays in term time. To request permission for authorised absence in term time from the Head of School, please email, Lisa Bond.



## **ATTENDANCE/ABSENCE – COLLEGE**

Students are expected to attend full college days; these begin at 9.00 am and end at 4.00 pm.

If a student is to be absent for a day or more, parents or guardians should inform the Head of College by email or post. This should be done in good time, so that the Head of College can discuss the request with staff and contact the Local Authority if necessary.

Absence request forms are available from College Tutors please complete and send to [school.office@treloar.org.uk](mailto:school.office@treloar.org.uk), once processed, Head of College will authorise; or advise if a request is unauthorised, forms are required in a timely manner.

As far as possible, hospital appointments and dental treatment should be arranged out of term time. Most hospitals are willing to arrange the date of an appointment when students are at home, if the situation is explained to them.

If an appointment is made during term time, the College will not be able to provide an escort to take the student to and from the hospital and parents/guardians are expected to make arrangements for the journey. Students may be collected the previous day if it would be difficult for the journey to be made on one day.

In some instances, Treloar may be able to provide the transport to take students to appointments. However, please note that this will incur a charge payable by parents/carers. Please let the Heads of School or College as well as our Health Centre Administrators have all the information about these appointments including the results of tests and Consultant's reports, you can send this information to [medicalsecretary@treloar.org.uk](mailto:medicalsecretary@treloar.org.uk).

Parents are asked to sign the form within the joining pack, agreeing to ensure their son/daughter misses the minimum amount of College and that they understand that a full term's notice of withdrawal is required.

### **Authorised Absence for Religious Observation** (Please inform Head of College)

Please notify the College of dates/arrangements in advance.

### **Exceptional Leave of Absence - College**

The College has a clear policy not to authorise any absences from College during term-time, unless there are very exceptional circumstances. Please do not book family holidays during term time or allow your son/daughter to take time off for leisure purposes. Only in the most exceptional circumstances will the Deputy Head of College agree to absence in term time.

Students must not miss essential work or assessments and the student must also have agreed realistic plans with staff to catch up on work missed.

Any such requests for exceptional leave must be made in writing to the Head of College. Please see the College Attendance and Punctuality Policy for more information.

### **ATTENDANCE/ABSENCE – ALTON COLLEGE**

If a student attends Alton College then additional rules apply. Please refer to the Alton College Supplementary Handbook.

### **REASSESSMENTS**

**Students will require a reassessment of need ahead of returning to school or college following an episode of absence whereby a student has missed school or college due to ill health lasting one week and/or; an admission to hospital and/or surgery; and/or an extended absence that includes a potential change in needs.**

We are keen to support a student's return to Treloar's following a period of absence either for surgery; an admission to hospital and/or period of time unwell lasting one week or more or an extended absence that includes a potential change in need. As part of this process, we will need to complete a reassessment of student needs before the student returns to Treloar's. This is to ensure that they can return to school/college safely, that care plans can be updated and that all equipment is in place to support a safe return. All staff will need to be briefed aware of any change in need. The reassessment may indicate a change in staffing requirements and in turn funding from your LA.

The MDT will assess for changes to daily routines or care plan, medication, equipment, moving and handling. Where surgery or hospital admission is planned in advance we will try to schedule in this reassessment as part of the forward planning. Where health issues or the need for surgical intervention arise suddenly, the reassessment and return to school/college needs to be planned as a team between school/college, home and other professionals who may have been involved.

Your child's/young person's Progress and Transition Coordinator (PTC) should be the first point of contact for you to discuss and plan their return to school/college. The PTC will liaise and coordinate the communication between home and the multi-disciplinary team in school/college to support and enable their safe return to Treloar's.

The student will be assessed by a registered nurse and relevant therapists and/or residential staff. Depending on the situation, the assessment may take place over the phone, virtually, onsite or a

combination of all. For onsite assessments, a parent will need to attend and stay for the assessment. The assessing MDT will need as much information as possible, please bring any medical/hospital discharge letters and written documentation of changes to on-going treatment such as medication.

Please be aware that return to school/college is not guaranteed after reassessment, and you should be prepared to take your child/young person home if it is decided that their needs cannot be met safely on site at that time. Any further questions around this can be discussed with your child's/young person's PTC.

### **STUDENTS ATTENDING EXTERNAL RESPITE**

**Students who are returning to Treloar's following the holiday periods from another placement e.g., respite provision**

If students are returning to Treloar's from another care provider following the holiday periods rather than from home, **it is essential** that we receive a full discharge summary of their wellbeing and care whilst at the placement, including medication changes and when the last doses were given. It is Parents/Carers responsibility to ensure this discharge information is supplied by the external provider and given to the medical administration team.

### **HOW WE WORK WITH OUR PARENTS & CARERS – SCHOOL**

At Treloar School Parents and Carers are encouraged to participate. Throughout the year in the School we hold a number of events to celebrate students' achievements, including special assemblies, sports events, family days and music and drama performances

In addition, there are opportunities to get involved in our many fundraising events and participate in the series of exhibitions which are held in the Jowett Centre. Many of our parents are active supporters and helpers for our sports teams as they travel to compete in local, regional and national competitions for athletics, Boccia and swimming.

### **Home School Agreement**

We require parents and carers to sign up to the Home School Agreement which sets out how we aim to work together. There is a student element as well to ensure, where possible, students understand the expectations we have of them. The Home School Agreement is sent to all new Parents/Carers and is available within the Parents pages on the Treloar Website.

### **Home to School Communication Books**

Each school student has a blue Treloar Home to School Book and an Orange Home to Care Book. Please use these to convey general information between school and home. They will be checked each day Staff will also use them to share information with you, so please check them regularly at home. Please ensure any medication and absence information is sent to the team leader on the residential house by email, with a copy to the class teacher and core staff.

### **Head of School Updates**

The Head of School sends regular updates across the terms which are sent to Parents/Carers.

If there are personalised items, the letter and attachments will be sent by post or email. Please let a member of the administrative team know if you prefer to have all communications sent by post, rather than email.

### **Weekly Class Newsletters**

Form Teachers write a weekly newsletter which will be available to read each week on the Parent Portal.

### **IEPs (Individual Education Plans)**

Each student has an IEP (Individual Education Plan) and input from the student and Parents/Carers are sought before setting the targets. Please communicate your ideas and priorities to the form tutor so they can form part of the multi-disciplinary team's discussion. IEPs are kept updated as targets are achieved or need reviewing.

Annual Reviews and MDT meetings with Parents/Carers provide an opportunity for parents to discuss IEP targets with the staff team. Alternatively, parents can request and arrange a meeting at a different time.

## **HOW WE WORK WITH PARENTS & CARERS - COLLEGE**

At Treloar College we realise parents or guardians and students have had many years of experience of dealing with professionals, specialists and experts. We believe that you have a right to expect understanding, openness and honesty.

We see further education at a specialist college as a partnership, in which the most important partners are students, parents/guardians and ourselves. There may be other important partners, too – other family members, social workers, careers advisers or health professionals.

Students will get the best out of Treloar College if the communication between all partners is open, honest and prompt. In September, on the first day the student arrives with their parents/carers, a senior member of the house staff will contact you to update you on your son/daughters first day. This will be followed up with another phone call from their Progress and Transition Coordinator at the end of their first week and again at the end of their third.

### **Home College Agreement**

We require students (and where appropriate their parents) to sign up to the Home College Agreement which sets out how we aim to work together. There is a student element as well to ensure students understand the expectations, we have of them. This agreement is sent to all new students and is available within the Parents pages on the Treloar Website.

### **HOW WE WORK WITH PARENTS & CARERS – SCHOOL AND COLLEGE**

#### **Termly Treloar's Newsletter**

There is a termly Treloar Update which gives information and news from both the School and the College; it is emailed to Parent/Carers.

### **ANNUAL REVIEWS & REPORTS**

A full report is issued in advance of the Annual Review of the EHCP (Education, Health and Care Plan).

Annual Reviews will be scheduled by the Annual Review Coordinator; who will contact Parents/Carers with a date for the Annual Review meeting. Please understand that, due to the high number of Annual Reviews held during an academic year, it is very difficult to change the date or time proposed for the meeting. Invitations are also sent to the representative of the funding Local Authority and other professionals involved with the student. Contributions from the student and his/her Parents/Carers are sought and attached to the Annual Review Report. We would like to encourage all parents to take this opportunity to provide us with feedback. These meetings will either take place onsite or virtually, or a combination of both.

Progress and Transition Coordinators will liaise with students and families, pre review to ensure updates for Section A of the EHCP are clear within our paperwork.

## **THERAPY PROGRAMMES/EQUIPMENT NEEDS/LIAISON WITH MEDICAL EXPERTS**

A student's named therapist will liaise directly with Parents/Carers and external medical professionals as appropriate. We appreciate that it can be difficult to catch therapists by phone at times so please feel free to email or put a note in the home/school book for our attention.

Most of the students at Treloar's are supported by external clinical professionals at various times when they are not at school or college. It is therefore essential that there is an agreed system and process in place to manage and encourage professional clinical relationships, as it is in everyone's best interest that communication between all key partners is robust and effective. Please refer to the Guidelines for Managing External Clinical Professional Relationships Policy on our website.

### **Using symbols to support students**

At Treloar School and College symbols are widely used to help students to understand and communicate. We also aim to make important written information as accessible as possible.

Students can use symbols to:

- Help with communication
- Support the understanding of the choices available to them
- Support learning
- Help express themselves
- Be more independent
- Access information
- Make preferences and choices known

### **Examples of how students use symbols include:**

- Symbolised communication books and devices, if needed by a student to make choices and to express themselves
- Talking mats – this format presents information in small chunks, using symbols to help students to think about issues and to make decisions
- Timetables
- Schedules to encourage independence with daily routines
- Signage - signs for classrooms and to find the way around the Treloar Campus
- Posters giving information in accessible ways
- Symbolised questionnaires
- Treloar's charter

## **PARENT/CARER VOICE**

On an annual basis, Parents/Carers will be sent an on-line survey which will cover all aspects of the provision at Treloar School and College. Specific themed surveys will be issued to Parents/Carers to help us gain views on a specific service or a new development. All new families will be sent a survey asking for their views on our admissions and induction process.

### **New Students Parents, Carers Meetings and Review of Contract**

We hold a New Student, Parents, and Carers meeting within the first six to eight weeks of the student joining the School and College. Parents/Carers will be contacted to arrange a mutually convenient date and time to meet with their child's Multi-disciplinary Team to review how the student is settling into Treloar's, discuss IEP/ILP targets and to review the Contract of placement. In instances where parents are unable to attend this meeting, we will still ask for a written contribution beforehand to ensure these views are included in the meeting. We will send minutes of the meeting to both parents and the Local Authority.

### **Contingency Plan**

New parents need to be aware that in the event of an emergency, e.g., pandemic outbreak, Treloar's is required to put in place the following contingency plan for the effective removal of students and staff from site as quickly as possible:

You will be contacted by Clarion Call (text) and email and within 3 hours of receiving the message you should notify us by telephone the proposed arrangements and time for your son/daughter's departure from School/College – which must be within 12 hours of the original notification.

Please note, that due to the vulnerability of our students (and for some, the long distances involved in travelling) it is possible that Treloar's Pandemic measures will be put in place ahead of your local mainstream schools and colleges.

An 'Emergency Contact Form' is an enclosed form within the joining pack. Please ensure this is completed and returned to us as soon as possible. Please always provide us with two emergency contacts. **It is vitally important that you notify us of any changes, as soon as possible.**

## **COMPLAINTS**

Treloar School and College aims to offer an excellent service to all its students, all of the time. However, we are aware that, on occasion, Parents/Carers or students may be unhappy about aspects of life within education. When this happens, we are very keen to hear what the problem is, as soon as it arises, so that we can investigate and put things right where necessary.

Most concerns or issues can be dealt with informally by the person delivering the service, within the School/College, the Residential setting, Therapies or Health Centre. For those complaints that cannot be resolved easily, we will instigate a formal investigation. Please do not hold all of your concerns until an annual review or a meeting; please let us know of any problems as soon as they arise.

A copy of our Concerns & Complaints Policy is on the Treloar Website.

## **SAFEGUARDING**

We take the welfare of our students very seriously. The Head of Safeguarding ensures that all staff are trained and able to respond to any concerns; these concerns may be related to a student's home life, bullying by other students or the care provided by a member of staff. Our comprehensive policies and guidance explain how people should respond whenever a child needs safeguarding.

We have a strict policy of openness and zero tolerance over abuse and neglect, so when problems arise, we may need to report concerns to Hampshire County Council (our lead Authority) or Ofsted. We will always speak to Parents/Carers about the concerns whenever possible.

## **BEHAVIOUR**

The School and College's Behaviour Policy is on the Treloar Website. Positive reinforcement of good behaviour is our primary method of managing behaviour. The holistic support we give to students in terms of their emotional wellbeing, communication and understanding of their impact on others - promotes positive behaviour. Individual emotional and behaviour support plans are produced for students and staff teams as required and include strategies and appropriate consequences.



## **PARENTS ASSOCIATION (TPA)**

Treloar's Parents Association (TPA) is not a voted Committee, but a Steering Group of parent volunteers who oversees the Association's role within Treloar's. Membership is automatic to all parents/carers of current Treloar's School and College students.

The role of the Steering Group is to:

- Support prospective, new and existing parents through the development of a peer support network.
- Provide one of the pathways for communication between Parents/Carers and the Senior Management Team at Treloar's.
- Act as Treloar's ambassadors and represent its interests both internally and externally when required.
- Support Treloar's students through modest fundraising for their Residential House Christmas Party.

The TPA welcomes all Parents and Carers to their 'Parents Share' coffee mornings; every first Monday morning of each month, following drop off at 9.00 a.m. in the Jowett Centre. This is a chance to meet other parents and share experiences. It is a chance to get together, exchange ideas with other parents and carers and find out what the Committee has been doing.

We are usually also present at other school and college events, so please do take the opportunity to have a chat.

The success of the TPA relies on involvement and we welcome comments, ideas, concerns and proposals from Parents/Carers at any time. The Committee can be contacted via [parents@treloar.org.uk](mailto:parents@treloar.org.uk) or by leaving a message for the Chair of the TPA at the Jowett Centre Reception.

## **GOVERNANCE**

Our Chair of Governors is Mike Chadwick. A full list of Governors can be found on the Treloar Website.

Our Governors bring a range of skills and expertise to Treloar's and give freely of their time to support us. The School and College Governing Body assist the Principal and the rest of the senior management team to operate and develop the organisation and its services.

### Parent Governor

The Parent Governor is a person appointed by the Trustees to the Governing Body from the parents or carers of students at the School and College. That person has to meet the requirements of the Education (Non-Maintained Special Schools England) Regulations 2011 and any successor legislation. In essence this means that the Parent Governor represents the parents of students at the School, although their appointment can continue if the student is at College. Their appointment terminates either when the student leaves School or College, or at a maximum of 12 years, whichever arrives the soonest.

It is usual that the Parent Governor is an elected member of the Treloar Parents Association (TPA) and provides a report both on behalf of the TPA and as the Parent Governor to each Governing Body.

### CURRICULUM – SCHOOL

Key Stage	National Curriculum Years	Age
Reception-Key Stage 1	Reception-Y2	4-7 years
Key Stage 2	Y3-6	7-11 years
Key Stage 3	Y7-9	11-14 years
Key Stage 4	Y10-11	14-16 years
Key Stage 5	Y12-14	16-19 years

### Subject Co-ordinators/Champions

English	Jenny Steele
Maths	Val Ilsley
Science	Jane Gomersall
ICT	Chris Butler
Design & Technology	Andras Zubor
Music	Jocelyn Watkins
Art	Liz Williams-Foreman
PE and swimming	Freya Chant
Religious Education	Chris Butler
Sex Education/PSHE	Chris Butler

### National Curriculum

Our curriculum offer is derived from the National Curriculum, and is differentiated to meet the abilities and needs of each individual student. We work on a primary school model of one class

teacher delivering a significant number of the subjects; there is a considerable amount of flexibility for teaching core skills on a cross-curricular project basis.

### **Integrated Curriculum**

Students who are working within our integrated pathway will usually work as part of an integrated class, along with a group of peers appropriate to their age and abilities. The aim of the integrated curriculum is to provide a holistic programme which would enable these students to reach their full potential by integrating their academic and therapeutic needs in the classroom. Students follow a multi-positional programme in the classroom, which can include standing frames, prone/supine lying, long sitting, stretches and massage. Students have access to alternative and augmentative forms of communication (AAC), as appropriate to their needs, and learning is supported through the use of Picture Communication Symbols (PCS) and other visual and multi-sensory cues.

### **Music Therapy**

Music Therapy is delivered across the school on an individual, paired or group basis, based on assessed need. Further information is available on request.

### **The Year 9 Options Process**

In Year 9, students and parents are supported in making an effective transition to Key Stage 4, where one of four pathways will be followed:

1. GCSE Pathway: Students who are demonstrating skills broadly in line with their mainstream peers at the end of Year 9 will usually go on to study GCSEs in Key Stage 4
2. Entry Level Pathway: Students who are working between National Curriculum Levels 1 and 3 at the end of Year 9 will usually go on to study Entry Levels in Key Stage 4
3. Integrated Pathway: Students who are working between P3 and National Curriculum Level 1 at the end of Year 9, will usually go on to follow ASDAN's 'Transition Challenge' at Key Stage 4
4. Bespoke Pathway: Some students will follow a curriculum that combines two of the above pathways

Year 9 students have a Curriculum Afternoon in the Spring Term when they learn more about the courses on offer at Key Stage 4. Written information about these Options will be communicated to parents, and this will be a focus for discussion between teachers and parents during the Spring Term. Students indicate which subjects they would like to follow as their option subjects in Key Stage 4, and this information is used to form the final Option blocks. Unfortunately, it is not possible to offer every student their first-choice subject but we do our very best to ensure the most popular subjects are on offer.

### **Accredited courses at Key Stage 4 (Years 10 and 11)**

At Key Stage 4 we deliver accredited courses at GCSE and Entry Level in English, Maths, Science and ICT/Computer Science. In addition to these core subjects, we deliver Option subjects. The Option subjects on offer each year are decided through the Year 9 Options process and are based on a combination of student interests and abilities.

The current Option subjects are Design and Technology (Resistant Materials), Art & Design, Music, Food Technology and PE.

### **TRELOAR SCHOOL SIXTH FORM**

The Sixth Form programme at Treloar School offers opportunities for students to further develop the skills they need for moving on to further education at a college and for adult life.

The OCR Life and Living Skills suite of Entry Level qualifications are accredited on the Qualifications and Credit Framework (QCF). They are available at Entry Level 1, 2 and 3 and provide learners with high quality, nationally recognised qualifications. They are credit-based qualifications that provide valuable opportunities for individuals to develop skills gain underpinning knowledge and understanding and offer opportunities for learners to progress to higher level units in the suite or to achieve units at the same level, where progression to a higher level is not possible.

These qualifications have been designed for both young people and mature learners, including those with complex learning needs. Over 150 bite-sized units are available across a wide range of engaging skill areas. A combination of units, at any level, can be selected to suit the particular needs and interests of the learner. This provides the opportunity to build a rich and varied personalised learning programme for the learner. Students also work towards accredited Functional Skills courses in Maths and English between Entry Level 1 and Level 1.

Bespoke programmes of study can be created to meet the individual needs of those students who working towards Level 1 in some areas.

We also offer a Sixth Form programme at Treloar School for students working at levels at or below Entry Level 1. The curriculum offers opportunities for students to further develop the skills they need for moving on to further education at a college and for adult life. It provides a 'stepping stone' to learning at a further educational provision. The curriculum delivered provides a framework of activities through which personal, social and independence skills can be developed

at an appropriate level for those within the group. As with the integrated curriculum, the curriculum integrates therapeutic and academic needs in the classroom.

**Students studying at Level 2 (i.e. achieving GCSE Grades A\* - C) at the end of Key Stage 4 (Year 11) will be supported in their transition to an appropriate college this may include visits to other education establishments, including Treloar College.**

### **PPD (Personal, Physical Development Lesson 7)**

For this part of the curriculum students make a choice from a range of options. The programme and choices are reviewed on a termly basis. This programme enables students to integrate with others from different classes and pursue a specific area of interest. On Wednesday, students have a Form Tutor period at this time and school finishes at 3.30 p.m. on Friday, after a whole school assembly.

### **PE/Sport and Swimming**

All students take part actively in PE within the curriculum and many excel in their chosen sport: Boccia; athletics; swimming; new-age curling; table cricket etc. Throughout the year, teams and individuals from school and college attend Regional and National Championships in Boccia, Table Cricket and athletics, returning with a healthy complement of medals. We provide a sensory pathway for the integrated classes which includes sensory circuits, team games and orienteering activities.

Students should have their swim kit ready to swim whenever swimming is on their timetable. A letter or email from home will be required if your child is unable to swim, with the reason why.

### **Sex and Relationship Education**

Sex and Relationship Education (biological aspects) is a statutory part of the National Curriculum for Science and this learning is reinforced in Personal Social Health Economic (PSHE) lessons. The emotional and social aspects are covered in PSHE, which is non-statutory and, as such, Parents/Carers have the right to withdraw their child from some, or all, of these lessons. Sex Education is taught as part of the Key Stage 3 rolling PSHE programme. Parents will be sent details of what will be covered in the modules during the term before they are delivered.

Sex Education is taught as part of the KS4 programme during Year 11 (usually in the Spring Term). Details will be sent to Parents/Carers during the preceding Term, but if you want more information in advance, please contact Mr Chris Butler (PSHE Coordinator)  
[chris.butler@treloar.org.uk](mailto:chris.butler@treloar.org.uk)

Sex Education for the Sixth Form will be covered as part of their PSD programme. Please contact either Mr Chris Butler or the Form Teacher for further details.

If you wish to withdraw your child, please contact the school to discuss.

### **Individual Music Lessons**

The School can arrange for a student to receive music lessons in singing, keyboard/piano and guitar from a peripatetic Music Teacher, the cost of which is met by Parents/Carers. There is a small fund to meet costs in cases of family hardship. If this is the case, please contact the Deputy Head of School.

### **Recognising and Celebrating Achievements**

Our students achieve a great deal, often beyond expectations. We ensure that these achievements are recognised and celebrated. We operate a merit system and students work towards achieving their Bronze Award (50 Merits), Silver Award (100 Merits), Gold Award (150 Merits) and Platinum certificates (200 Merits).

Particularly significant achievements are recognised by sending a Good News Postcard home. Any member of staff who works with students is able to award students Merits and Good News Postcards, as we know that students make significant achievements and progress across all areas of school life.

We regularly celebrate these achievements as a school community in Monday Live at the start of the week and in Friday assemblies.

The grand finale to our celebrations of student success is our Founder's Day and Prize giving ceremony held at the end of the academic year. Parents and Carers are warmly invited to attend this event and join us in celebrating the many achievements of our students.

### **School Student Leaders**

**Elected representatives are:**

**6<sup>th</sup> Form** – Daisy and Alex

**Key stage 4** – Laurie and Gracie

**Key stage 3** – Chloe and Charlie

## **CURRICULUM – COLLEGE**

Treloar College has developed a wide and varied curriculum for students with a range of cognitive abilities. The curriculum is personalised as necessary with the student's aim of placement driving the content.

### **Sensory and Interactive Pathway**

This pathway is designed for students with highly complex physical, learning and/or medical needs working largely at pre-entry level. Students will receive a high level of specialist support with learning being undertaken in a range of settings to expand the horizons of the student and work holistically on their development, involving sensory and experiential activities. If appropriate, students may work towards units from the OCR Life and Living suite of qualifications. Students in this group will often transition into residential living environments with opportunities to maintain their interests in the community.

### **Preparation for Adulthood Pathway**

This pathway is designed for students working between Entry Levels 1 - 3 (pre-GCSE) and aimed at providing a set of core skills preparing students for the future and adult life.

Students will usually work towards one of the following qualifications between entry level 1 and

### **OCR Life and Living**

#### **Independent Living Skills**

This course aims to develop the students' knowledge and skills to look after themselves and live successfully in the community. There is also an emphasis on building the students confidence and ability to overcome barriers.

#### **Laser Learning, Employability and Progression (LEAP)**

This course is a suite of qualifications that offer a wide variety of personal development and vocational taster units. It is designed to be flexible, allowing for individuality when selecting units to suit the needs of the student.

In addition to the main courses the students will be timetabled for the following sessions:

- Cookery
- Community Skills
- Social and Personal Studies/Health and Well Being
- Employability/Enterprise
- Enrichments

### **Employment and Independence Pathway**

This pathway is predominantly for students working above Entry Level 3 and whose aim is to work and live as independently as possible.

#### **The Employment Pathway**

Students on this pathway must have a realistic aspiration to transition into work with the final year of the placement culminating in the third year on the Supported Internship programme.

#### **The Independence Pathway**

Students on this programme are likely to have complex communication and/or health needs which may preclude them from work. The programme will therefore prioritise establishing effective independent methods of communication for the student, alongside developing their independence, self-advocacy and self-directing skills.

In both pathways students may also be able to work towards qualifications or enrichment in areas such as Arts & Media including Photography, Business & Administration, Information Technology, Creative Writing and Sports Leadership.

#### **Tutorial and Functional Skill support**

Tutorial sessions provide the opportunity for the students to share news, work on individual functional skills targets along with MDT targets. A wide range of functional skills are naturally embedded within the course and are also timetabled as discrete sessions. Students may have the opportunity to gain or add to formal Functional Skills qualifications with additional support sessions with specialist Functional Skills teachers.

#### **Alton College Partnership and Pathway**

Treloar's is unique in being closely linked with Alton College with the offer of its Level 2 and A-Level studies. We are able to offer fully integrated support for students to attend mainstream provision at Alton College (HSDC) Students will be required to meet the standard entrance requirements for such courses, normally five or more GCSEs (or equivalent) at Grade 4 or higher for an Advanced Level course. Students aiming for university will also have the opportunity to study the Extended Project Qualification developing critical study skills and providing additional UCAS points.

Treloar's students will normally attend the Treloar's campus for the core of their curriculum which is likely to include therapy, independence skills and enrichment. They will travel to Alton College on Treloar buses and be supported both in and outside their classes by a team of dedicated Learning Support Assistants who will also carry out any personal care required. The focus of this pathway is on educational attainment that may lead to further study at university or other forms of higher education, employment or voluntary work.



### **Self-Advocacy and Student Voice**

We ensure that there are many opportunities for students to advocate their needs and wishes in college. All students attend their MDT meetings where their achievements are recognised and celebrated; some students are even encouraged to chair their own meetings. We have a College Council and Student Ambassador Programme; the former meet regularly with senior management with representation from each tutor group. Students apply to become a Treloar Ambassador for which they have to make a formal application and then attend an interview. Their role is to represent Treloar on a range of occasions such as external events and the interviewing of new staff.

### **PHOTOGRAPH/ VIDEO CONSENTS**

Throughout the academic year we take photographs/videos for a variety of purposes – to evidence educational progress and assist learning, to support care plans, for reports and marketing purposes. Photographs that identify students are defined as ‘personal information’ under GDPR and we require consent for some of these purposes. We will only use photographs where it is necessary for the safe support of our students or for the benefit and promotion of Treloar’s.

Clinical photographs may be taken for a number of reasons – for students Personal Care Records e.g., to demonstrate positioning, to monitor skin integrity. They may also be used for internal professional training.

Data Capture form A4 is included as part of the initial admissions welcome pack.

### **MEDIA PERMISSION**

We would like to be able to make use of student photographs/videos, for external promotion often used in the public domain. Your permission is required to allow us to do this; please see consent information for details.

### **Parents/Carers Taking Photographs/ Videos at School and College Events**

Photographs and videos for school, college and family use are a source of innocent pleasure and pride, which can enhance the self-esteem of children and young people and their families. However, we do ask all parents to keep to the following basic guidelines:

1. Parents/carers and others attend school and college events at the invitation of the Head and Governors.
2. The Head of School or College will decide if photography and videoing of any school event is permitted.

3. The Head of School or College will decide the conditions that will apply so that children are kept safe and that the event is not disrupted in any way.
4. Parents and carers can use photographs and videos for their own personal use only.  
**Such photos and videos must not be sold or put on the internet, including social networking sites e.g. Facebook if they contain images of any student other than their own son or daughter.**
5. Recording or/photographing other than for your own personal use requires written consent from all the other parents whose children may be included in the images.
6. Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
7. Remember that for images taken on mobile phones the same rules apply as for other photography, you should recognise that any images taken are for personal use.

### **Photographs/ videos being sent home**

Members of staff may send photos home to parents as a record and celebration of student engagement, achievement and progress. This is often a really meaningful way of sharing the work and activities of a student's school and college life, and we know that they are appreciated by parents. On receiving these photographs, parents must be aware that if the image includes other students they must not upload these to the internet including any social media.

### **Computer games – School/College**

Computers play a huge role in the lives of many of the students at Treloar's. They enable them to do things that would be unimaginable without modern technology. They are also a significant source of recreation, staying in touch through social media, skyping family and playing games.

Most games are not problematic and can support young people to develop skills, but we are aware that some students have access to games that have age certificates that are much older than their actual age. Some of the popular violent computer games have 18 ratings, which are not suitable for children.

The evidence of long-term harm is complex and suggests that different games affect children in different ways. It is clearer that violent games can be frightening distressing and cause agitation in the short term. Please bear this in mind when considering what games to allow your children to play. Treloar's does not allow students to play computer games or watch videos that are not age appropriate while at school or college.

## COMPUTER ACCEPTABLE USE POLICY

The following rules must be adhered to in order for students to access the system.

### Students must not:

- Log on to the network with another user's account
- Use the computers or mobile phones to send offensive or unpleasant things to others.
- Ask staff members to be friends on social networking sites.
- Initiate or take part in any form of Cyber bullying.
- Alter the settings of the computers or make changes which make them unusable by others
- Damage the equipment.
- Install software from the Internet or from any other source.
- Hack into unauthorised areas of the network.
- Access inappropriate web sites or try to bypass the College filtering system.
- Attempt to spread viruses via the network.
- Use College computers for any form of illegal activity, including software and music piracy.
- Obtain material in any format (including text, graphics, moving images, photographs, sound files etc.) which is illegal under the terms of the Obscene Publications Act, the Race Relations Act or any other applicable UK legislation. Any such material downloaded accidentally must be deleted immediately.
- Print material unrelated to work. Users should be aware that printing is monitored and any private work can be charged for.

Failure to comply will result in the withdrawal of ICT privileges.

### Students need to be:

- Responsible for keeping their password confidential.
- Aware that from time to time Computer Services may audit files, communications and Internet activity to ensure the safety of the system.
- Respect the work and ownership rights of people outside the Trust, as well as other students and staff. This includes abiding by copyright laws.
- Report to Computer Services, your Tutor or a member of staff any email containing material of a violent, dangerous, racist or inappropriate content.

## **COLLEGE RULES**

The following are rules and sanctions, which apply to all students at Treloar College.

### **Drinking**

No alcohol is allowed in College, or in the grounds, except in the Social Club (Chill Out Zone) and in certain circumstances students who are over 18 and residing in a flat on Evans House may seek special permission to consume alcohol in their accommodation.

Students are allowed to go to local pubs and will be expected to produce their Students' Union Card as proof of their age. If they cannot produce their card, the local pub managers or landlords have been reminded not to serve them with alcoholic drinks.

### **Drugs and other substances**

The College's policy on the illegal use of drugs is simple and clear – any evidence of the illegal use or possession of drugs will be immediately reported to the Police; whether or not the Police investigation results in charges being made against a student, the College may take actions of its own as punishment. A student who abuses or misuses any drug, which has been obtained legally, must also expect severe punishment. Any student who encourages another to take drugs, or supplies them, will be reported to the Police and will probably be asked to leave the College.

### **Dangerous Materials**

Students are not allowed to bring any weapons or dangerous substances such as fireworks to College.

### **Damage**

All students must take care that they do not damage the College's or other people's property by being thoughtless, careless or silly. Students will be expected to pay in full for any damage done, or for the replacements. We strongly advise that students insure their own property against damage or loss.

### **Computer Access**

Rules and guidance, which apply to the use of the College's computers, will be given to students on arrival. The computer network has protection against viruses, offensive material and other downloads which could damage the system or cause disruption. If a student is found to deliberately try to break the rules there will be consequences, such as having their computer access removed for a period of time.

### **Other Rules**

The sections above describe the rules that apply to the whole College. There are other rules, which apply to the Houses, and which are there to make sure that students can live together in reasonable harmony and safety.

There are also some rules about College work – regarding absences from class, deadlines for coursework and safety in classrooms and other areas. These will be explained to the student when they arrive at College.

All students are expected to attend appointments with their Multi-Disciplinary Team (MDT) as arranged. If a student is unable to attend a pre-arranged appointment, then they must contact the MDT. If students continually miss appointments, this will be reported to the Head and/or Deputy Head of College.

### **Consequences and Sanctions**

When rules are broken there are a number of consequences, which College staff may apply. The most likely ones involve not being allowed out of College in the evenings, or not being allowed to take part in an outing or event. Other consequences may be paying for repairs or other costs such as staff time, or doing something useful to make up for unwanted behaviour.

In the case of serious breaches of College discipline, the Principal may send a student home for a few days or a week.

As a last resort a student may be expelled permanently from College.

As well as the rules and sanctions described here, there is a 'Disciplinary Procedure' which outlines the way in which misconduct should be dealt with fairly by College staff, including the student's right of appeal against disciplinary decisions. This information can be found on the Treloar's website.

### **MENTAL CAPACITY AND BEST INTEREST DECISIONS**

Students aged 16 and over are subject to the Mental Capacity Act 2005. This assumes that these students can make their own decisions and give consent for most things.

Some students, usually because of a learning difficulty, cannot make decisions. In these cases, we will assess capacity, consulting carers and parents and make a decision in the students' best interest e.g., do they have capacity to consent to their care plan, if they lack capacity we can assume that it is in the students' best interest to follow the agreed plan.

## **POLICIES AND PROCEDURES**

### **PARENTS/CARERS MAY NEED TO REFER TO**

All of the policies and procedures below are on the Treloar website - [www.treloar.org.uk](http://www.treloar.org.uk)

At Treloar's we aim to ensure that everyone has an enjoyable, safe and healthy environment to learn, live and work where they can reach their full potential. Learner activities, staff procedures, guidance policies and resources are continually reviewed to ensure there are the greatest opportunities for success.

- Access Arrangements Policy
- Anti-Bribery Policy
- Anti-Bullying Policy
- AT Bespoke Equipment Procedure
- Careers Guidance at Treloar College Policy
- College Attendance Punctuality Policy
- College Student Disciplinary Policy and Procedure
- Conflict of Interest Policy
- COVID-19 Guidance – Working with Students Offsite
- Deprivation of Liberty Safeguarding Practice and Protocol Policy
- E-Safety Policy
- Equality and Diversity and Inclusion Policy
- Equality & Diversity – Easy Read Version
- Guidelines for Managing External Clinical Professional Relationships
- Information Security Policy
- Media Permission Conditions document
- Mental Capacity Act Policy
- Parent and Carer Involvement Strategy
- Primary PE & Sports Premium Policy
- Peripatetic Teachers and Other Adults Working with Students (not Treloar's employees or volunteers) Policy
- Procedure for dealing with concerns and complaints
- Professional Visitors in School and College Learning Environment Policy and Procedure
- Pupil Premium Policy
- Remote and Blended Learning Policy
- SAFE: Sexuality and Further Education – School and College
- Safeguarding Children and Young Adults Policy
- School Attendance Punctuality Policy

- School Behaviour & Sanctions Policy
- School and College Statement of Purpose
- School Pastoral and Religious Care and Education Policy
- Spiritual, Moral, Social and Cultural Development Policy
- Student Care and Welfare MDT Protocol
- Student Involvement Policy
- Student Privacy Notice
- 16 – 19 Study Programme Compliance
- Swimming Pool Policy
- Treloar's Parent Teacher Association Terms of Reference
- Visitors and Guest Speakers Policy

## **EQUIPMENT SCHOOL AND COLLEGE**

PLEASE NOTE THAT NEITHER THE RESIDENTIAL HOUSES OR THERAPY HAVE THE FACILITIES TO STORE EXCESS EQUIPMENT

### **PLEASE ENSURE THAT ALL VALUABLE EQUIPMENT IS APPROPRIATELY INSURED.**

Please find below information on some of the equipment that your child may use and may bring to school:

## **WHEELCHAIRS**

**All students are required to have anti-tip bars on their self-propelled manual wheelchairs.**

**All students who use wheelchairs are required to wear lap belts, unless they have agreed otherwise with therapists.**

**All students who remain in their wheelchairs on Treloar Transport are required to have suitable headrests fitted.** All wheelchairs must therefore be fitted with either an integral head rest or have the facility to fit a detachable headrest which should be provided by Parents/Carers.

All students who use a powered wheelchair must also have a suitable manual wheelchair to be used in case of breakdown and, if required for emergency evacuation.

If anti-tip bars and headrests have been supplied by the home Wheelchair Service, please send them into school. If this is not the case, please contact the home Wheelchair Service to explain the policy at Treloar School and College. If it is not able to supply these items, your child's Physiotherapist will be able to advise you.

The Trust has a requirement to risk assess students to ensure that their wheelchairs are secured safely in Trust vehicles. Each student is assessed in school and college and the harness restraint points on their wheelchair are marked with stickers.

**WHEELCHAIR USERS SHOULD HAVE THIRD PARTY INDEMNITY INSURANCE.  
ALL EQUIPMENT SHOULD BE CLEARLY NAMED.**

### **Wheelchairs**

NHS Wheelchairs:

Adaptations and repairs to NHS wheelchairs need to be carried out by the home Wheelchair Service. These should be arranged by Parents/Carers wherever possible. Emergency repairs for residential students can be referred to our local repairer via the Therapy Department and Wheelchair Services. When the repair is costly, it will need to be referred to the home Wheelchair Service, and this may delay the process.

### **Privately Purchased Wheelchairs**

Adaptations, maintenance and repairs to privately purchased wheelchairs should be in liaison with the dealer that provided them. Emergency repairs for residential students can be coordinated by the Therapy Department with a local dealer. This will incur charges, including call-out, labour and parts. The Therapy Department will contact Parents/Carers to discuss details before work is carried out.

### **Trikes**

Your child may be able to ride a Trike at school and college. Please liaise with your Physiotherapist before bringing one in. We have limited storage and for those using a Trike on an occasional basis we may have one at school and college that they can use. Students using a Trike at school and college need a well-fitted bicycle helmet.

### **Footwear and Orthotic Equipment**

We recommend that, where possible, your child continues with their current Orthotic Service. If your child does not have access to an **Orthotist**, we have a limited service at Treloar's. We will need the student's NHS number in case this service is used.

### **Standing Frames and Walkers**

If your child has been issued with these, and they are still appropriate, please send them into school and college.



### **Night Sleep Systems**

Please bring any sleep systems or night positioning equipment used for your child/ young person. If this is difficult, please liaise with your named child's physiotherapist/occupational therapist.

### **Communication Equipment**

Please bring any communication equipment that your child uses, including low-tech e.g. Word/Symbol Books and ensure that chargers, instruction manuals and other accessories are brought in too, all clearly labelled with your child's name. Please supply details of any warranties.

The Speech and Language Therapy department is able to provide support with day-to-day trouble-shooting for issues with voice-output communication aids and we will liaise with the suppliers to try to resolve more complex problems. We can organise for equipment to be sent away to the supplier for repair when necessary, however, we would need to clarify who will fund the cost of such repairs. If this is not covered by a current equipment warranty, we would seek funding from one of the following sources: Local Authority, Specialist AAC Hub, private funding by parents/ carers.

### **Shower Chairs/Toileting Equipment**

We can usually provide the equipment that your child will need. If you have any specialised or bespoke equipment, please bring it with you, especially for the first few weeks of a placement. We will do our best to duplicate it.

### **Switches**

If your child uses switches for accessing their wheelchair, computer or communication equipment, please bring them into school/college.

## CATERING AT TRELOAR'S

The Treloar's Catering team are here to serve the students and provide the best possible freshly cooked food and mealtime experience we can.

We are a team of 30 trained catering professionals, including 7 chefs who are experienced in cooking special diets. Our menus are created in consultation with students, a team of dieticians and Dysphagia expert.

The nutrition team create bespoke eating and drinking profiles for each student which we follow to the letter. Typically, we produce 27 plates of moulded pureed food each lunch time and we also prepare kosher pureed meals, lactose free, halal, high calorie, and healthy options, vegetarian, gluten free as well as blended food via gastro feeds every day. Twice a week we offer a take-away special from the Hub and we serve a roast dinner every Tuesday.

We are regulated and inspected by the Care Quality Commission, Ofsted and Environmental House Officers, all of whom have rated our provision at the highest level.

We are passionate about students' mealtime experience and we aim to accommodate everyone. We work hard to have an inclusive environment where students who may have special dietary requirements don't feel singled out as different.

Our menus are nutritionally assessed; we provide a full range of textures, a hot main meal at lunch time, a lighter meal at supper; and fruit, yoghurts, puddings, salads, omelettes and jacket potatoes to order. We also provide packed lunches for trips including moulded pureed sandwiches if necessary.

Everything your son or daughter requires in terms of food is provided and there is no need for you to bring in food (except perhaps treats for a tuck box – **no nuts please!**)

We aim to be nut free whilst having consideration for the choices of students who we encourage to be independent, many of whom as a result may carry out personal grocery shopping and cooking. All food prepared by the Catering team is carried out in a **nut-free** environment. We do not allow nuts in the dining rooms or main kitchen; we do not sell nuts in our shop or café and we ask parents to refrain from sending in anything containing nuts. However, if a student would like to bake a coffee and walnut cake (for example) we would make provisions for this to happen in a safe way.

We adhere to strict regulations (including temperature control, separation of allergens, storage and hygiene), enforced by the EHO, which are designed to prevent cross contamination, unsafe food, allergic reactions & illness.



Pureed takeaway pizza

To maintain stringent control, we only allow food that has been made in our kitchens to be eaten in our dining rooms. In exceptional circumstances we may consider allowances to this rule, but only after a comprehensive risk assessment.



School/College Prom

If you feel that there is something we are not providing, that is a requirement for your son or daughter, we would like to meet with you and discuss how we can best accommodate your son or daughter's requirements with our nutritional team.



Pureed ham and cheese sandwich, side salad and chocolate slice packed lunch.

We are here to discuss any concerns you have or if you would simply like to meet the team making your son or daughter's food, ask who our suppliers are, look at our menus or view our kitchens, you are very welcome.

### **SPECIFIC ALLERGENS**

Due to the severe nature of peanut and nut allergies which can result in anaphylaxis, we as an organisation endeavour to be nut free. Whilst we cannot guarantee a complete absence of nuts we do not allow them in our kitchens, dining rooms, café or to be sold in the shop.

We ask that parents do not send nuts or chocolate containing nuts in as part of tuck. We also ask that cakes and items made for cake sales and fund-raising activities are nut free.

We respect the choices of our students who may wish to do personal shopping and cooking including buying and using nuts; where ever possible we would make provisions for this to happen in a safe way.

To maintain stringent control, we only allow food that has been made in our kitchens to be eaten in our dining rooms. In exceptional circumstances we may consider allowances to this rule, but only after a comprehensive risk assessment.

## **STUDENTS AND TECHNOLOGY**

Students have access to a wide range of technologies at the school and college and in the Tech Hub. All students will have a technology assessment when they start and will have a dedicated PC set up specifically to their requirements as appropriate. Individual IT requirements are regularly reviewed and modified as appropriate.

We have Wi-Fi across the whole of the campus, including the residential houses, so students can keep in contact with home and their friends. E-safety is of paramount importance to us and is addressed specifically with the students, as well as being integrated into the curriculum. In addition, internet access is limited to suitable sites by a filter.

All students have an email address (see page 11) and are encouraged to send and receive messages, both internally and externally. There is a Student Acceptable Use IT Policy which students must sign and abide by.

The Tech Hub, where there are many loanable resources (audio books, DVDs, video games), is open weekdays during term-time. Students can come and study, participate in after-school activities including Technology iPad Club, 3D printing club or just hang out and play on the large screen Wii!

### **Laptops/Tablets**

Bring your own Device is actively encouraged but all such equipment remains the responsibility of the student. The use of 3G dongles is not recommended due to the risks involved with students having access to unfiltered and unmonitored websites and other web-based communication. Similarly, personal devices with active data contracts such as Smartphones or 3G iPads that have access to the Internet through their service provider are therefore out of our control.

### **Mobile Phones**

Mobile phones must be switched off in class and during meals and activities to avoid disturbing others. All mobile phones/chargers should be named.

Please ensure that your child does not have age-restricted games loaded on the personal computer equipment that they bring into school.

**PARENTS/CARERS ARE ADVISED THAT THESE, AND OTHER VALUABLE PERSONAL ITEMS, SHOULD BE COVERED BY HOME INSURANCE.**

## **STUDENT PRIVACY NOTICE**

Please refer to the Treloar website; for information and updates to the notice.

## **THERAPIES**

Physiotherapy, Occupational and Speech & Language Therapy

The Therapists work as part of the Multi-Disciplinary Teams within the school/college.

Each student has a named Occupational Therapist, Physiotherapist and, if required, a Speech & Language Therapist. This information is sent out to Parents and Carers at the start of each academic year. We try very hard not to make changes to therapist allocations during the year but this is sometimes unavoidable. We will let you know if your child's/young person's Therapist does change.

Details of how to contact the Therapy teams are on pages 10. We are also very happy to receive emails from Parents and Carers as we recognise that this is often the most convenient way for you to make contact with us.

## **HEALTH CENTRE**

The Health Centre is an integrated service, which provides 24/7 nursing support, dietetic oversight, and support for medical needs at agreed times: students can choose to register with our onsite GP, and see visiting health care professionals. Our aim is to enable students to access education, by supporting their health needs whilst at Treloar's. The Health Centre consists of Registered Nurses, a Nursing Clinical Educator, Health Care and Clinical Assistants, Medicines Management Technicians, and Administrators.

### **Medical information needed**

We base our care on the agreed medical plans. Please ask the relevant specialist teams to provide these for us. These may include:

- Seizure plans
- Non-invasive ventilation prescriptions
- Protocols for emergency medicines
- Advance care plans/Respect forms

Each residential house has at least one named nurse who is allocated to support that cohort of students therefore providing continuity of care. The nurse is usually present on the house from 08.00 to 15.45hrs Monday to Friday, term time. At all other times, students are supported by

one or two nurses who are Health Centre based. As the nurses provide support 24/7, all year round, there will be days the house nurse is not available; for urgent issues please phone the Health Centre.

Outside of term time a nurse is on duty day and night to support the students and staff on Gauvain.

Each year, we receive nursing students on placement from the University of Surrey, who access a range of learning opportunities under the supervision of their nurse mentor.

The role of the nurse includes the on-going assessment of student's health needs and associated care planning, close working with the multi-disciplinary team and responding to emergency situations. Our Health Care Assistants work alongside the nurse. Training is a large part of the nursing role, and we regularly check the practice of all student facing staff.

For all health matters, the Health Centre medical administration team provides advice and administration support to the nursing team, onsite GP as well as students and their parents. If you have questions, please contact them and they will be happy to help you find the right person or information.

### **Medicines**

Each year Treloar staff administers more than 250,000 medications and we are bound by CQC regulations to have strict processes in place to ensure student safety. All medications need to be prescribed and then written up by our contracted GP and transcribed by our medicines management team onto Treloar's electronic medication system (eMAR) for Treloar staff to administer. For all medication changes clear formal medical correspondence must be provided. Both the GP and a clinic nurse check every change carefully and our GP's will only write up medication if it is clinically indicated.

All student supporting staff are trained by a registered nurse to administer medications, and have their practice checked annually. While nurses only administer a few 'nurse only' medications; they are available to support staff and students with medication queries.

We are constantly striving to improve our service and in the rare event of a mistake being made our first priority is to ensure that the student is safe. You will always be informed if an error has occurred and we review every error to try and reduce the risk of error in the future.

### **GENERAL PRACTITIONER (GP) PROVISION**

Treloar School and College offer an onsite GP service to all students who choose to register with them. Farnham Centre for Health, GP clinics are run from 08.30 - 12.30 every Monday, Tuesday, Thursday and Friday.

Each appointment is treated confidentiality however, to ensure that we are able to provide excellent care there will be times when information will need to be shared between clinicians and with key members of the multi-disciplinary team. Please read, sign and return the consent forms for 'sharing of information'.

While choice of GP is entirely your decision, we do recommend that students register with the Treloar GP service as we have found that continuity of care is more effective. When a student registers with the onsite GP, they will be invited to a new student assessment which parents are welcome to attend. If the student attends without you, their age, mental capacity and consent will determine if this is then discussed with you. As with any GP they will receive all medical information from specialists and the previous GP so they can provide all the usual GP Services. If GP support is needed outside of term time you can register as a temporary resident with a GP closer to home, without this affecting the registration with the onsite GP.

If registered with our onsite GP, we will arrange your young person's medicines. However, for when a student first starts at Treloar's we ask that a four-week supply of medications accompanies them. Please ensure that pharmacy labels are clear and intact. We require up to date formal documentation from the prescriber to confirm all medications, this can be either a medication summary from the GP or Consultant's letter. After this, we will order the medicines and they will be stored safely.

You can request more medicine supplied from the GP for home use. Medicines required for home should be requested directly from the GP practice, you can register for an electronic prescription service (EPS) which allows you to easily manage this from home. If details of a nominated pharmacy are supplied to the GP, prescriptions can be sent electronically and medicines collected from a pharmacy at your convenience.

### **Staying with your home GP**

If you and the student choose not to register, we still require accurate and up to date medical information. We therefore need a 'medical summary printout' from your GP each term.



Please send/give the medical summary printout to the Treloar Health Centre administration team at:- [medicalsecretary@treloar.org.uk](mailto:medicalsecretary@treloar.org.uk)

Alternatively, you can provide written consent for us to request it from your GP on your behalf. Please contact [medicalsecretary@treloar.org.uk](mailto:medicalsecretary@treloar.org.uk) to confirm.

### **Medicines sent in from home**

The onsite GP will write up the student's medicines for Treloar staff to give. Medicines are to be provided in their original packaging with clear directions on the prescription labels. Please make sure each item is labelled with your young person's name and the open date (for liquids and creams)

We rely on the student or you to tell us when medicines have changed; you will need to provide clear written confirmation from the prescriber before we can make any changes. The right-hand side of the repeat prescription can also be used as written confirmation. Delays in providing the necessary information will result in a delay to us making the alteration.

### **Key points**

- If not registering with the Treloar contracted GP, please provide each term ask your GP for a medical summary print out (unless you have given consent for us to request this)
- **Medicines must be provided in their original packaging Medicines need to have a pharmacy label with clear directions,**
- All medicines need clear written confirmation from *the prescriber* before we can give the medicine
- If opening a new bottle or cream, please write on the label when it was opened
- Please notify the health centre administrators on [medicalsecretary@treloar.org.uk](mailto:medicalsecretary@treloar.org.uk) should you change your home GP

### **Confidentiality of Medical / Clinical / Therapy Information**

Please remember to read and return the consent forms for sharing of information; admission maybe delayed if the completed consent forms are not returned. Within Treloar clinical information will be shared as appropriate between clinicians and other key members of the MDT including the residential Team Leader and named PTC. This is to ensure safe and effective joint working and care of your child.

### **Homely remedies**

A homely remedy is a medicinal preparation used to treat minor ailments; it is purchased over the counter and does not require a prescription. These items may be used for conditions that are self-limiting and/or a condition that is a minor illness. Examples: Sudocrem, paracetamol. Nurses can administer some medicines without a prescription (paracetamol etc.) and we keep a stock of these. For us to give these items we need your written consent (or your young person's) on form HC2, available from the Health Centre, for every new item you send in.

### **Dietary supplements**

If you wish us to administer dietary supplements which are not prescribed, our dieticians will review them against your young person's nutritional needs and prescribed medicines. For us to give these items we need your written consent (or your young person's) on form HC2, available from the Health Centre, for every new item you send in. If we have concerns about the safety of these items' we will not be able to administer them. Also, we cannot agree to administer dietary supplements via gastrostomy if they are only intended for oral use. However, we can assess your young person to see if they can make these decisions and manage these preparations themselves.

### **Complementary or alternative preparations**

These include herbal and homeopathic preparations. As a CQC registered service, we cannot administer complementary or alternative preparations, since they are not regulated or medically approved treatments. However, we can assess your young person to see if they can make these decisions and manage these preparations themselves.

**All items from home:** Please label the item with the student's name, and for liquids and creams, please write the date opened.

### **Consent to Treatment**

Students over the age of 16 years have a legal right to receive confidential medical treatment, if they are deemed to have mental capacity. They may also refuse the sharing of any information with parents or carers. This would also apply to those students under the age of 16 if the doctor feels they are competent to make such a decision.

Whilst every effort is made to obtain parental/carers consent, there may be emergency situations where a decision will be made by a doctor in the students 'best interests'.

## **STUDENT APPOINTMENT – CHARGES**

Students who require Treloars transport to an offsite appointment will be liable to transport charges if parents are unable to be take them.

Charges will be calculated on distance to the appointment and return.

## **SCHOOL CLOTHING**

During the school day, students wear school uniform (please see details under school uniform). At weekends, students may prefer particular items such as tracksuit bottoms and casual tops. Velcro-fastenings may be more user-friendly and appropriate and will increase a student's independence.

This list gives some guidance on clothing which students may need:

- 3-4 casual outfits for the week, including sufficient underwear socks etc.
- 3 changes of nightwear and a warm dressing gown and slippers
- Swimming costume
- Changes of footwear, if appropriate
- Casual clothing for the weekends
- A warm coat or jacket (a reflective or light-coloured material is recommended)
- Gloves (if the student drives a powered wheelchair, the gloves must not be so thick or stiff that they prevent normal use of the controls)
- A suitable waterproof garment

### **Additional Items**

- Any toys that are particularly important to the student e.g. favourite teddy bear – Photos and Pictures
- Family and friends contact details.
- Students who use power wheelchairs must bring in a manual wheelchair to use as a spare and in case of any emergency at night, together with a battery charger.
- Although all bedding and towels are provided, a student may wish to bring a personal duvet cover (named).
- We would like your child to feel at home and personalisation of their bedroom usually helps. Posters and pictures for the walls using blue tac are acceptable.

**ALL ITEMS MUST:**

- Be suitable for washing in an industrial washing machine and tumble dryer.
- Have woven, or iron-on, transfer type nametapes attached securely.

**SCHOOL UNIFORM**

Parents and carers may order uniform directly from an on-line supplier: Skoolkit. They have on-line and telephone ordering systems and are based in Eastleigh, Hampshire. They aim to despatch within 48 hours (using Royal Mail).

Order on-line via [www.skoolkit.co.uk](http://www.skoolkit.co.uk) – enter the name Treloar.

Order via telephone on 02380-651278

<b>STUDENT UNIFORM</b>	
Green sweatshirt (V-neck or crew neck) with school logo	Shoes/boots
OR green cardigan with school logo	Warm anorak or coat
Green or white short sleeved polo shirt with school logo	Backpack with school logo
Black skirt or	PE/Gym bag in green
Black trousers/tracksuit bottoms	Gym kit
Socks Underwear	Swimming costume and towel
	Optional Items:
	Reversible green coat with school logo
	Gloves/mittens
	Knitted green hat with school logo
	Cap with school logo

**Televisions**

Students wishing to bring in their own TV are now entitled to buy an ARC (Accommodation for Residential Care) licence, for a fee of £7.50. Please speak to your child's/young person's Team Leader or Residential Manager.

**Pocket Money**

We recommend that all residential (and respite) students deposit £25 at the beginning of the year into the House Bank to cover trips, takeaway nights, birthday cards, toiletries etc. Staff will inform parents/carers when the funds are running low.

### **Tuck**

Please provide a small box of tuck which your child can eat at school or college. This should be replenished regularly. Tuck boxes are stored centrally in the Residential Houses and are available at morning and afternoon break times.

### **'Stickins' Labels - School**

The TPA has a fundraising agreement with Stickins Labels for clothes, shoes and personal items. [www.name-labels.com](http://www.name-labels.com). These come highly recommended to the TPA and, as well as being useful in naming personal belongings it also provides a small income for the TPA. The Treloar number is 35435. Please consider using them and raising money for our students at the same time.

### **The Swimming Pool and Specialist Swimwear**

The pool has had to be closed on occasions due to contamination and therefore students with continence issues must have their own incontinence swimwear or swimming underwear. **Unfortunately, any students with continence issues who do not have the appropriate swimwear will not be able to use the swimming pool or the hydrotherapy pool.**

- [www.incywincy.net](http://www.incywincy.net)
- [www.dorset-nursing.co.uk](http://www.dorset-nursing.co.uk)
- [www.incontinenceuk.co.uk](http://www.incontinenceuk.co.uk)

If students use the hoist to access the water, please bring their own shower slings with them each week.

### **6<sup>th</sup> FORM AND COLLEGE STUDENTS DO NOT WEAR SCHOOL UNIFORM**

We ask that all students present themselves in a smart and respectable manner, avoiding extreme haircuts and colours.

### **COLLEGE CLOTHING**

Treloar's, like other further education colleges, has no uniform and few strict rules about clothing. During the working day students should aim to dress presentably. Motifs and slogans on T-shirts or other items should not cause offence to others. Some students may prefer particular items such as tracksuit bottoms; Residential Managers will be happy to advice on what is acceptable. This list gives some guidance on clothing which students may need:

- 3 – 4 outfits for the working week including enough underwear
- 3 changes of nightwear and a warm dressing gown and slippers

- Changes of footwear
- Casual clothing for evenings and week-ends
- Warm jacket (a reflective or light-coloured jacket or top is recommended)
- Gloves (if you drive a powered chair, the gloves must not be so thick or stiff that they prevent normal use of the controls)
- A suitable waterproof garment (you are strongly advised to provide yourself with serious wet weather clothing for trips outside College)
- A smart outfit for official College occasions
- For sport/leisure: shorts, T-shirt, tracksuit, well-fitting swimming trunks or a well-fitting one-piece costume, trainers

## **RESPIRE CARE**

Treloars can sometimes offer occasional overnight and weekend respite which needs to be planned in advance with the Residential Managers. Requests in the first instances should be made via email or letter to the Head of Residential Services – Helen Goodenough [Helen.Goodenough@treloar.org.uk](mailto:Helen.Goodenough@treloar.org.uk):

- For week day bookings at least 2 weeks' notice is required.
- For weekend bookings at least 6 weeks' notice is required.

The spaces are limited in Gloucester House and are booked on a first requested basis. In the case of an emergency and for advice on funding occasional respite, please contact the Head of Residential Services, Helen Goodenough, who will endeavour to accommodate the request.

Tel: 01420 547476 (direct dial). Email: [helen.goodenough@treloar.org.uk](mailto:helen.goodenough@treloar.org.uk)

College Respite – please contact the appropriate Residential Manager for update

## **Personal Items**

All residential and respite students will need to bring the following personal items:

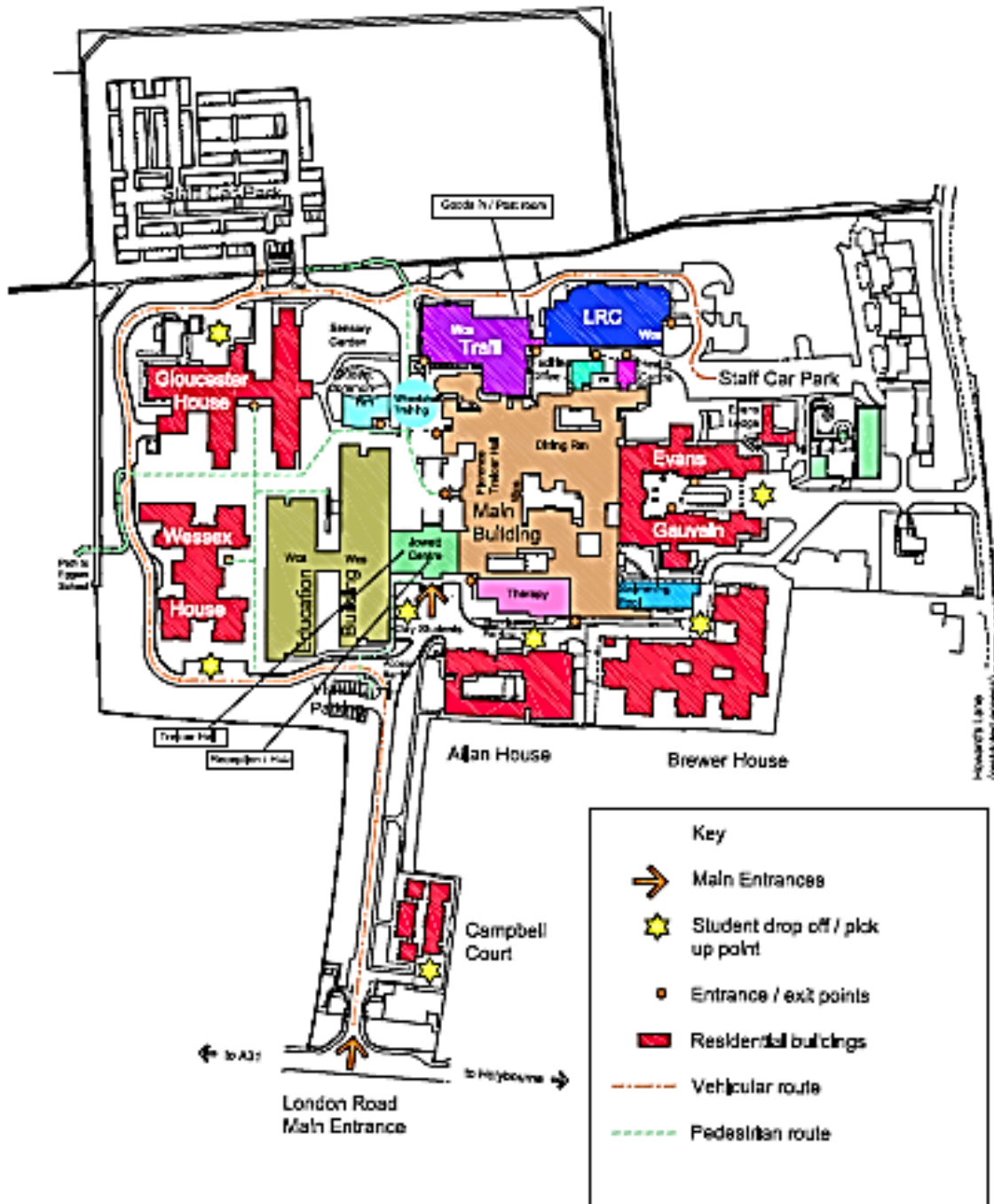
- Shampoo/Conditioner/Hairdryer (if required)
- Shower Gel
- Flannels (named)
- Toothbrushes/toothpaste
- Hair brush and or comb
- Razor/shaving foam (if required)
- Continence/Menstrual supplies
- Nail Clippers
- Hat
- Sun Cream

### **Packing list for respite students**

Please refer to the recommended items for residential students.

Plus:

- Medication in its original packaging, clearly labelled
- Medication needs to be handed in to Health Centre at the beginning of the day, (for checking, and for MAR Charts to be written up.)
- Any books, music or soft toys that will help your child to settle at bed-time.
- If relevant, sleep system, sling, chair charger, feed pump and sufficient supplies of feed, syringes tubing etc.





TRELOAR SITE MAP

