



LARCHES
HIGH SCHOOL

Larches High School

Parent/Carer Information Booklet

Head teacher: Mrs C Mitchell

Address: Blackpool Road, Preston PR1 6AA

Telephone: 01772 792412

Email: head@larches.lancs.sch.uk

Website: www.larcheshigh.co.uk

Twitter [@LarchesHigh](https://twitter.com/LarchesHigh)



LARCHES
HIGH SCHOOL

“Not every child has an equal talent or an equal ability or an equal motivation, but every child has the right to develop their talent, their ability, their motivation” JFK

Welcome to Larches High School

We recognise that our pupils are individuals and that “one size does not fit all”. We also understand that many of our pupils have not had a positive experience of education and we believe that it is our duty to re-engage them with the learning process. This will then enable them to gain the appropriate skills, knowledge and qualifications so that they are able to reintegrate back into mainstream education or on to further education, employment or training.

The school aims to support the pupils whilst they

- learn new ways of managing their behaviour
- improve their self esteem
- understand communication with others
- set goals for their futures
- achieve all they are capable of

At Larches High School pupils are taught in smaller groups than in a mainstream setting and there is always a teacher and a learning support assistant in every class.

Staff at Larches School are an experienced and committed team who will work with your son /daughter to ensure that they achieve their potential.

The curriculum offered at Key Stage 3 and Key Stage 4 follows in general that of a mainstream school so that reintegration is as smooth as possible. We work in partnership with Preston Vocational Centre (PVC), Lancaster Training Services, Training 2000 and CAST to provide a wide range of vocational options for our Key Stage 4 pupils. We work alongside Inspira and have a Careers Enterprise Coordinator to provide independent support and advice around applications for college, training and employment.

The school day operates from 8.55am and 2.30pm and we hope that you will support us by ensuring your child is punctual to school and attends every day.

Larches High School is committed to the creation of teaching and learning environments where the learning and social and personal needs of young people are adequately addressed. We aim to empower pupils to achieve in an atmosphere of safety and mutual respect. Everyone is expected to behave in a reasonable way, to accept responsibility for their behaviour and to encourage others to do the same. We hope that you will support us with these aims.

Should you have any queries or concerns around your son/daughters education please do not hesitate to contact us.

Christine Mitchell

Head Teacher

Larches High School Staff

Head Teacher: Christine Mitchell

Deputy Head Teacher / DSL / SENCO: A Saaiman

Assistant Head Teacher/Maths: N Rogers

School Business Manager/SLT: C Woolley

Pupil Support Manager/SLT: M Nuttall

Pupil Support Manager/SLT: E Lumsden

English/Literacy/PE Teacher: V Evans

English/Drama Teacher: S Purnell

English/Media Teacher: M Purnell

English Teacher/High Support: A Murphy

Science Teacher/EVC: M Duggan

Science Teacher/EVC: A Rigby

Science Technician: K Dunster

Maths Teacher : M Moore

Maths Teacher: R Parkar

Maths Teacher: M Markar

PSHE / Careers: Vacancy

PE Teacher: G Martland

Humanities/RE Teacher: M Robertson

Art/H&SC Teacher: E Sutton-Little

Food Technology/Prince's Trust: N Bradley

High Support Teacher: S Chadwick

HLTA/Nurture: G Drakefield

HLTA/High Support: S Settle

Teaching Assistant: S Ahmed

Teaching Assistant: K Bannister

Teaching Assistant: R Greenall

Teaching Assistant: S Grieve

Teaching Assistant: N Lyons

Teaching Assistant: K Sanderson

Teaching Assistant: D Swift

Teaching Assistant: C Thornber

Teaching Assistant: V Whalley

Admissions/Reintegration: A Stileman

Attendance/Pupil Support Manager: C McLean

Family Support: T Wilson

Pupil Support Officer: J Bain

Pupil Support Officer: I Carter

Business Officer: Z Ellis

Admissions/Admin/Exams: L Barnes

Reception: C Rees

Site Supervisor: M Llewelin

At Larches High School everybody has the right to learn and work to the best of their abilities, to feel safe, to be respected and to be fairly treated

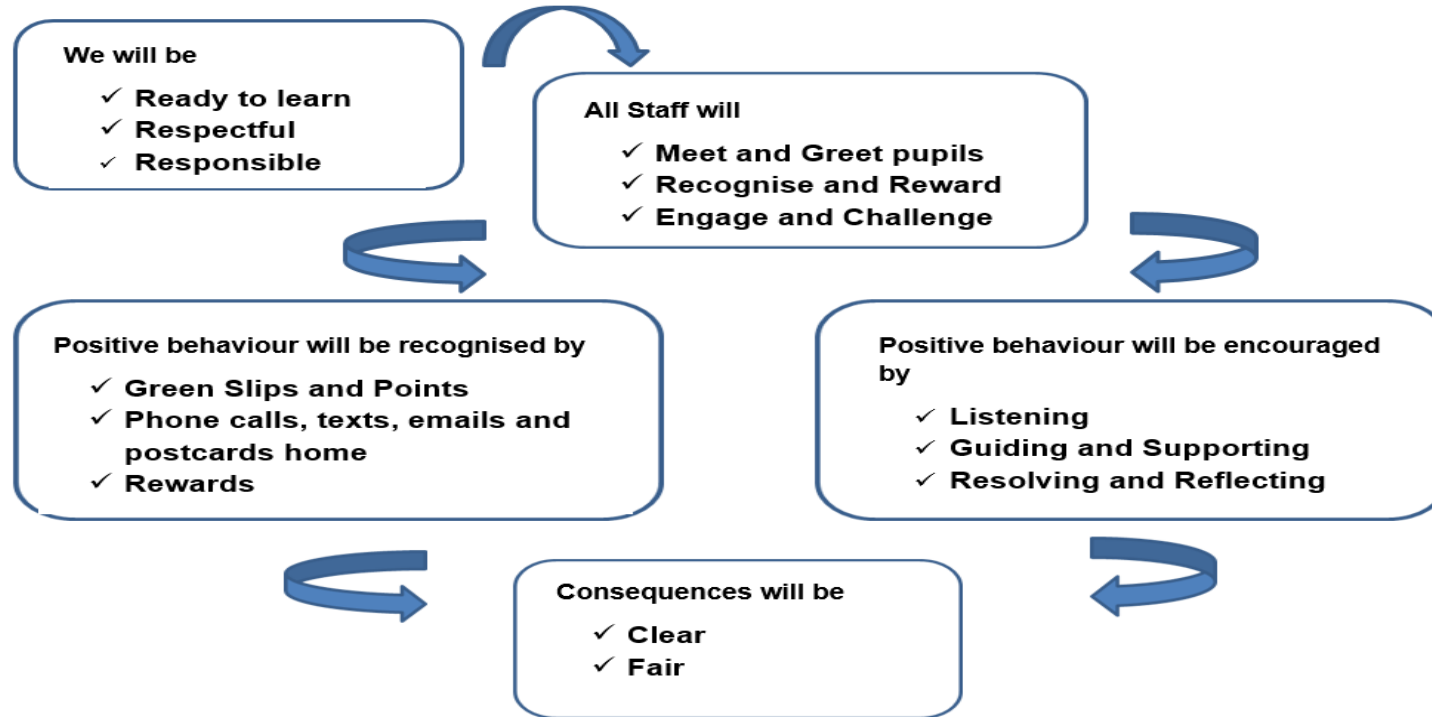
WHAT	WHY	EVIDENCE
Be ready	Lessons can start on time Pupils can make progress Outcomes can be achieved	Everybody is on time: uses the clock or wears a watch Everybody is dressed appropriately Everybody has appropriate equipment with them All mobile devices are handed in All food and drink is consumed in appropriate places and at appropriate times Pupils should ensure all instructions are listened to and followed Staff should be well prepared by planning appropriate challenging lessons and providing regular feedback on progress
Be respectful	We all have a right to learn / teach and achieve our outcomes	Everybody uses appropriate language and speaks calmly and politely Everybody listens and expects to be listened to Everybody is supported and enabled to grow and make progress Everybody stays in lessons / school until the end Everybody keeps hands, feet, objects and personal comments to themselves Everybody looks after the buildings, grounds, displays and equipment All visitors are welcomed
Be Safe	We all have the right to feel safe in school	Everybody follows the rules for health and safety Everybody is in the right place at the right time Everybody behaves appropriately and behavioural issues are resolved through discussion All concerns as regards bullying will be taken seriously, investigated and appropriate action taken

We expect high standards of behaviour within school as well as whilst pupils travel to and from Larches High School.

The Larches High School expects Parents / Carers to:

- Support the school with attendance and punctuality by informing the school of any absences or lateness
- Inform the school of any factors which may affect the behaviour of their child
- Support their child by attending regular review, parents open afternoons and other meetings
- Be aware of and support the Larches High School Behaviour Policy

Larches High School Positive Behaviour Expectations



Responses to Positive Behaviour	
Meeting Daily and Weekly Behaviour, Attendance, Punctuality Expectations	Verbal Praise Green slips / Points leading to rewards Parents / Carers / Mainstream Schools informed for consistent good behaviour
Helping other pupils or staff Responding appropriately to requests to change behaviour	Verbal Praise Green slips /Points leading to rewards Parents / Carers / Mainstream Schools informed for consistent good behaviour
Excellent behaviour, work, attendance and punctuality over time Meeting personal targets	Verbal Praise Green slips/ Points leading to rewards Head Teacher award

Working as an ambassador for Larches High School	Parents / Carers / Mainstream Schools informed about excellent work Display of work around school and online
--	---

All pupils are expected at the start of the day to hand in any items which may cause problems with behaviour during the day eg phones, tobacco, lighters, large sums of money, bus passes. Staff have the right to ask pupils to allow them to search them for any item banned under the school rules and then to search them and their possessions.

Larches High School has a **NO SMOKING POLICY**. Staff and pupils are not allowed to smoke on site at any time. This also applies when pupils are off site for curriculum or extra curricular activities and when being transported to and from school. Support and advice will be given to pupils who are smokers to help them.

Responses to Negative Behaviour	
Failing to observe the Larches High School Behaviour Expectations	Classroom management by the teacher and support staff as outlined in the behaviour expectations Points not earned Log on Behaviour Watch
Persistent Failure to observe Larches High School Behaviour Expectations	Verbal warning from staff Phone call to parents by Support staff Intervention by member of SLT: Targeted behaviour report; reduced timetable, 1-1 intervention
Daily or Persistent lateness Unauthorised absence from school Use of alcohol or mood altering substances	Automatic phone call or text home Referral to Attendance Office/ Head teacher Fixed term exclusion

Use of tobacco Vandalism Bullying of any kind: physical, emotional, social	Fixed term exclusion Parent / Carer meeting Intervention by member of SLT followed up with Restorative Approaches work
Refusal to leave a class or building Physical or verbal abuse of staff Theft Possession of an offensive weapon Selling or using illegal substances	Verbal warning: staff, SLT, Police where appropriate Internal, fixed term or permanent exclusion Parents / Carers meeting with SLT and / or Police Parents / Carers meeting with SLT and / or Police Parents / Carers meeting with SLT and / or Police

Larches High School has a policy of Care and Control where learners present a danger to the building, themselves or other members of the school community. See Policy on our school website.

E-Safety is addressed through PSHE and ICT lessons. Having the skills to stay online safely is vitally important within a digital age. Frequent changes and developments can often leave parents and pupils exposed to risks.

Our E Safety curriculum covers all aspects of E Safety from selecting appropriate passwords, grooming and exploitation awareness and the dangers of social media. Parent / Carer support sessions are held termly within school. All resources used are from CEOP (www.thinkuknow.co.uk). Within school there is a strict filtering system in place limiting websites that pupils are able to access.

If you have any concerns please do not hesitate to contact us.

Admissions and Reintegration

A designated group of staff coordinate all the admissions into Larches High School and the reintegration of pupils back to mainstream or on to further education, employment or training. They are Sam Chadwick and Louise Barnes.

All pupils will spend up to five half days on entry to Larches High School with this team of staff so that all initial baseline assessments can be completed so we can monitor your son /daughters progress and achievement. These days also give pupils time to understand our school rules, meet their teaching staff and their class group.

Contact between Home and School

Absence: If your son / daughter is unwell and unable to attend school for eg a medical or dental appointment please ring the school on 01772 792412 Ext.219

Achievement and Progress: We will contact you regularly to discuss your child's progress, to give you positive feedback or discuss concerns. A termly open afternoon will enable you to meet teaching staff and discuss progress and future plans. Termly tracker reports will be provided for you. Please do not hesitate to contact us to discuss your son / daughter's progress.

We hope to work closely with you to enable your child to be successful and ask that you contact us directly if you feel that there is anything we should be made aware of e.g. change of circumstances, medical concerns.

Uniform

All pupils at Larches High School are expected to wear our school uniform to a high standard. We appreciate your support in maintaining a high standard of dress.

It consists of:

- Black trousers or skirt
- White shirt or white polo shirt
- Navy blue sweatshirt
- Black shoes

Please note that jewellery needs to be kept to a minimum: ie a watch and one pair of stud earrings and that facial jewellery is not allowed.

PE Kit: Pupils need to bring trainers with them along with a plain top, black shorts or tracksuit bottoms.

School Day Timings

8.35am – 8.55am	Breakfast Club
8.55am – 9.15am	Registration
9.15am – 10.05am	Lesson 1
10.05am – 10.55am	Lesson 2
10.55am – 11.10am	Break
11.10pm – 12.00pm	Lesson 3

12.00pm – 12.30pm	Lunch
12.30pm – 12.50pm	Form time
12.50pm – 1.40pm	Lesson 4
1.40pm – 2.30pm	Lesson 5
2.30pm	Home time for children

School Term Dates 2018/2019

AUTUMN TERM 2018

Start of term/teaching	Wednesday 5 th September 2018
Mid Term Closure	Monday 22 nd October 2018 - Friday 26 th October 2018 (inclusive)
Re-open	Monday 29 th October 2018
Closure after school on	Friday 21 st December 2018

SPRING TERM 2019

Re-open	Monday 7 th January 2019
Mid Term Closure	Monday 18 th February- Friday 22 nd February 2019 (inclusive)
Closure after school on	Friday 5 th April 2019

SUMMER TERM 2019

Re-open	Wednesday 24 th April 2019
May Day Closure	Monday 6 th May 2019
Mid Term Closure	Monday 27 th May- Friday 31 st May 2019 (inclusive)
Closure after school	Friday 19 th July 2019

Staff Inset days: Monday 3rd September 2018, Tuesday 4th September 2018, Tuesday 23rd April 2019

Safeguarding and Health and Safety

The Governing Body at Larches High School and the school have high standards as regards Safeguarding, Child Protection and Health and Safety. Our policies are available to view on the school website. Our Designated Senior Safeguarding Leads are: A Saaiman, C Mitchell, T Wilson and E Lumsden.

The Governing Body aims to

- Establish and maintain a safe and healthy environment throughout the school and to establish and maintain safe working procedures amongst staff and pupils
- Lay down procedures to follow in case of an accident
- To teach safety as part of the school curriculum as appropriate
- To provide and maintain adequate welfare facilities and to make recommendations to the LEA as appropriate.

If any pupil has any concerns or is worried about how they are treated in school, then they should speak to the Head Teacher or Deputy Head teacher. Their concern or worry will be investigated sensitively and appropriately.

Leaving the School site

Staff at Larches High School have a duty of care for all pupils. If any pupil voluntarily leaves the school site the following actions will occur. The pupil will be asked to return and given 10 minutes in which to do so. If they return within 10 minutes they will discuss with a member of staff the reasons they left the school site and will be readmitted. If the pupil does not return parents /carers will be notified who may choose to notify the police. If parents / carers are unavailable Larches High School will contact the police.

Healthy Eating

We are a healthy eating school and therefore promote this approach with all our pupils.

Breakfast Club operates from 8.35am until 8.55 and a drink and toast is provided free of charge to all pupils.

At break drinks and fruit are also offered.

Lunches are ordered in registration, prepared in our school kitchen by our Catering Manager.

Listening to your concerns

We care about what you think.

At Larches High School we always aim to put the child first. We do our best and have high aspirations for all of our pupils. Your views help us plan for the future and we welcome your feedback, positive or negative.

If you are unhappy with the way your son / daughter is being treated or any of our actions or inactions, please do not hesitate to contact us. We understand that it can be difficult to challenge a school however we welcome your input and will respect and listen to your views.

We will always deal with your concern or complaint honestly and politely
We will look into the concern or complaint thoroughly, fairly and as quickly as possible
We will keep you up to date with what we are doing
We will apologise if we have made a mistake
We will tell you what we are going to do to put things right

If you have a concern about anything please contact us by telephone, in person or in writing. If any of these are difficult for you a friend / advisor can speak to us on your behalf. Our aim is to resolve concerns and complaints as quickly and effectively as possible. Most complaints or concerns will be sorted out quickly either by putting things right or explaining our actions and decisions.

If you have already told us about a concern but are not satisfied with our response you may wish to make a complaint. Please contact the school and we will provide you with the relevant paperwork and a copy of our complaints procedure.