

McKee College House

Parent Handbook



Comments from OFSTED Report April 2016

“Pupils’ personal development is strong. Constant praise, encouragement and support from all adults help pupils to settle well into routines. There is often a steep growth in pupils’ confidence along with a renewed willingness to learn and respect for others.”

“Parents value highly the way the school takes care of their children and supports families. They comment on how well the staff, especially their children’s key workers, know their children and their personal problems, how ‘nothing goes unnoticed’ and how they know that their children are helped to be kept safe while in school.”

“Overall, progress is good. It is outstanding for some ...



Dear Parents and Carers

I am delighted to welcome you to McKee College House.

The McKee is a high achieving PRU (Pupil Referral Unit) which serves the Fylde and Wyre Coast. We work with a wide range of pupils and excel in meeting the needs of our complex and vulnerable learners.

It is often said of the McKee by our students that it is like a “family”. Relationships are vital in our school and it is an underpinning philosophy at the McKee that we make the effort to build strong, positive bonds through our interactions and modelling of appropriate behaviour. We understand that our students have had challenges and difficulties in previous settings and the McKee offers the opportunity for a fresh start and the ideal environment for them to achieve their potential.

At the McKee students and their families come first. We recognise that when young people are vulnerable learners it takes a collaborative approach to support them. ***We promise to work closely with parents and agencies to achieve the best outcomes for your children.***

Students who attend the McKee will have the benefit of excellent teaching from specialist practitioners across a wide range of GCSE subjects delivered in a small group setting. ***We teach to individuals not classes***, your child’s education is in safe hands at the McKee.

Our students benefit from a level of care and support which reaches beyond the school and includes families and other agencies who may be working them. We only have your children for a short time therefore we put every effort into ensuring they are best prepared for the next stage in their lives, be that college, 6th form, an apprenticeship or returning to a mainstream setting.

The McKee is a safe place for your children to be themselves, unafraid of prejudice or ignorance. We are a transparent school; we discuss issues and never hide from the truth or having the “difficult” conversations. Our students are well informed and articulate, they learn from their mistakes because we accept at the McKee that getting it wrong is sometimes what you do before you get it right.

I look forward to meeting with you.

Andrew Murray

Head Teacher

School ethos

McKee College House, in partnership with parents, carers and other agencies aims to provide for pupils, a safe and stimulating learning environment, creating opportunities for academic and personal success.

Contact details

Telephone 01253 893102

73 Breck Road

Poulton le Fylde

FY6 7AQ

head@mckee.lancs.sch.uk

Staff list

Mr Andrew Murray – Head teacher

Chair of Governors - Mr Alf Yates

Ms Sarah Bishop – Deputy Head teacher

Extended Senior Leadership Team

Mr Andrew Murray – Head teacher

Ms Sarah Bishop – Deputy Head teacher

Mr Darryl Price - AHT Blakiston House and WRL Lead

Ms Hayley Middleton – Pupil Pathway Manager and SEND lead

Ms Lisa Roberts – Behaviour Manager

Ms Louise Hughes – AHT English and Work Scrutiny

Ms Rebecca Seal – AHT Maths and Assessment Data

Ms Andrea Sealy – Head of Science

Ms Audra McChrystal – Bursar

School day

Mon and Weds

Registration	8.45-9.00am
Lesson 1	9.00-9.50am
Lesson 2	9.50-10.40am
Break	10.40-11.00am
Lesson 3	11.00-11.50am
Lesson 4	11.50 -12.40
Lunch	12.40 – 13.10
Form	13.10 – 13.20
Lesson 5	13.20 -14.10
Lesson 6	14.10 -15.00

Tues and Thurs

Registration	8.45-9.00am
Lesson 1	9.00-9.50am
Lesson 2	9.50-10.40am
Break	10.40-11.00am
Lesson 3	11.00-11.50am
Lunch	11.50-12.20pm
Form time	12.20-12.50pm
Lesson 4	12.50-1.40pm
Lesson 5	1.40-2.30pm

Friday afternoon consists of Assembly, Golden Time or Key Working and finishes at 2pm.

A-Z of information

With any appendix/policy references

A

Amber slips

These are given in line with our Code of Conduct. They are issued to a student after 2 warnings if the student continues with behaviour that is disrupting their own or others' learning, safety or enjoyment of school. The outcome for the students if they receive an Amber slip is dependent on the number of slips and the reason for them. If it is a relatively minor issue they may be asked to come and sit in BASE so not disturb the learning of others. If the issue is more severe, then it would be dealt with in line with our Behaviour Policy.

Attendance

It is expected that your child will attend school every day, it is important for their learning that they are in school. At McKee College House there are lots of rewards and incentives to encourage 100% attendance. For example the Attendance Prize Draw every term, prizes have included I-pods and tablets, the Attendance trips every half term, visits have included the Pleasure Beach, the ice rink, the cinema. If your child has 100% attendance for the week then at break time they can have breakfast voucher, (usually a bacon or sausage butty!)

Able Pupils

As our class sizes are small then teachers can teach the more able students in depth to help realise their potential. We also offer 1-1 tuition in core subjects to help boost more able students.

Appointments in School time

If your child has a medical or dental appointment in school time please can you either telephone the office on 01253 893102, or put it in writing in their Student Planner to show to their Form Tutor.

Whilst we support unavoidable medical appointments it is better if these are kept to a minimum during school time.

Awards

We pride ourselves on celebrating every achievement. We have a weekly award for Form group of the week and Student of the week with prizes and certificates. We also have Attendance awards, progress awards and our special Year 11 Leavers' Assembly where subjects and personal achievements are celebrated and rewarded.

Assemblies

There is a weekly assembly led by the Senior Leadership team. This allows us to celebrate with the students any achievements over the week and to inform the students of anything they need to know as a whole school.

B

Behaviour

We have high expectations of behaviour and we support our students as individuals to help them behave in ways that promote learning, safety and wellbeing. We ask that home support our systems and messages, and work in partnership with us. Our Behaviour Policy is available to download on our website. Any student that falls below the standard of behaviour expected is dealt with on an individual basis within the Behaviour Policy.

Base

Base is our provision where students can be taken for support. It may be that they are not coping in class, or their behaviour is distracting others and they need to work away from the class.

Bullying

No forms of bullying are tolerated at McKee College House. If you or your child feels they have an issue regarding bullying then you and your child should contact their Key Worker first.

British Values/SMSC

British Values and SMSC. (Social, Moral, Spiritual and Cultural) are important aspects of personal development and are weaved into the curriculum and day to day life at the McKee. For more information see the curriculum page on the website.

C

Compliments and Complaints

In the first instance please telephone the School Office on 01253 893102. The School Business Manager will be able to help you.

Celebrations (including year 11 leaver assembly)

We pride ourselves on celebrating every student's achievements, personal and academic. At our weekly assembly it gives the students the opportunity to earn 'Student of the Week', 'Form of the Week', 'Most improved Student' and others.

Careers

We have a yearly Careers fair in the Autumn Term. At this there are over 20 providers of post 16 education, training or apprenticeships. All the students at McKee access this event.

In addition to this all staff, but especially Key Workers, help and discuss with your child all their areas of interest and options after they leave school.

Code of Conduct

This is the foundation of how we expect our students to behave at McKee College House. The students are expected to be respectful, ready to learn and willing to be open to new learning experiences.

Points are awarded on an electronic system that can be tracked very carefully to monitor how a student is getting on in a pastoral sense. There are a maximum of 5 points available for each lesson and form time.

Curriculum

KS3	KS4	Board
English	GCSE - English Language and Literature	WJEC
Maths	GCSE – Maths	Pearson
Science	GCSE – Double Award Science	AQA
History	GCSE - History	AQA
Geography	GCSE – Geography	AQA
RE	BTEC – Physical Education	Pearson
Physical Education	GCSE – Business and Communications	AQA
Art	GCSE – Religious Education	AQA
Computing	GCSE - Art	AQA

	Functional Skills Maths	Pearson
	Functional Skills English	Pearson
	Range of vocational course delivered by B&FC and 4Tech	

- KS4 students can choose between History and Geography and Art and PE.

Vocational route

Some of our KS4 students access a vocational route.

They can achieve a qualification in their chosen field ie hairdressing, mechanics or construction and also study literacy and numeracy accredited courses at the level they are assessed at on entry.

Y10 students can access a balanced curriculum of both academic subjects and Work Related Learning and Vocational Enrichment Activities. The amount of time spent on each will be determined by the academic potential of the student and their level of maturity.

We aim to provide a highly personalised and relevant curriculum which meets the needs of our students and keeps them engaged in education, preparing them for the next steps be it employment, education or training. Our Blakiston site offers pathways that allows students to learn vocational and employment skills.

CIAG

All of our students benefit from our CIAG (Career Information and guidance) programme, particularly Y10/11 students. We offer support in helping students take the steps needed to find a college place, apprenticeship or employment as next steps on their journey.

D

Drugs and Drugs Policy

All illegal drugs are banned substances from school and if your child is suspected of being involved with them we would not hesitate to contact the police.

E

Emergency contacts

We ask that you provide us with emergency contact numbers at the Admissions meeting, and again at any point you wish to change this number. If you need to contact the school in the event of an emergency please do so via the school office on 01253 893102. There is a

full voicemail answering service outside normal working hours, which is picked up at 8am the following working day.

Exceptional leave

As we value attendance of our students so highly then we ask that student leave in school time and term time is kept to a very minimum. We understand that sometimes there are issues beyond your control and ask that where possible reasonable notice is given, in writing, to the school office.

F

Fleetwood site

We are lucky to be able to offer a slightly different package at our Fleetwood site and each student is assessed on the suitability of them to attend either of our sites. We offer the Nurture group at Fleetwood, even more staff to student ratio for help and support in their learning and personal development.

Form time

This is an excellent opportunity for the students to engage in activities that are not bound by the stresses of exams. A variety of activities that take place from learning about British Values, the School Council, debates, competitive games (e.g. chess, scrabble), access to their Key Worker on a daily basis to discuss any issues they may have.

G

GCSE

We enter students for GCSE qualifications. For some students following a vocational route the GCSEs are in core subjects. Other students follow the academic route at College House and enter a full set of GCSE qualifications including option subjects such as History, Geography, Art and BTEC PE. They are taught by specialist subject staff and our aim is for them to fulfil their academic potential.

Golden Time

In a Friday afternoon after Form time and assembly the students are able to choose an activity for themselves. Some of the activities have been Ten Pin Bowling, badminton, Art club, Table tennis club, Film Club, Wii Club, Computers, Cooking and off site sports activities. Your child must have followed the Code of Conduct to qualify for participation. If they have not managed to achieve Golden Time then they have 1-1 Key Worker time to discuss and set targets for their behaviour for the coming week. This time is also used to support KS4 students with additional learning opportunities in core subjects.

Green slips

This is a great way of encouraging 'acts of kindness' around the school. All staff can give students a 'green slip' and these reflect if your child has made a special contribution to their class or the school, done a deliberate act of kindness, used exceptional manners, represented the school well and lots of other opportunities. The slips go towards prizes and awards on a weekly and termly basis.

H

Homework

All of our students are treated as individuals. In KS4 where appropriate students are encouraged to supplement their learning in lesson with revision and further activities at home. This is usually provided in a bespoke way and targeted to the needs of the student.

Holistic Approach

We take a very holistic approach to working with students and recognise that they each bring a range of strengths and barriers to their learning. We are just as interested in their personal development and well-being as much as their academic progress. We are preparing them to play their part in their community as fully rounded and tolerant individuals.

I

ICT and the internet (see policy and student/parent school agreement)

We have dedicated ICT suites on both sites and these should be used in line with our safe use of the internet and ICT policy which is available to read on the website.

We do not encourage students to bring ICT/tablet/laptop equipment into school as we cannot be responsible for their safety.

We also discourage the use of Social Media in school as this can lead to many issues we have found.

K

Key workers

Each student is allocated a Key Worker when they join their tutor group. This means that they always have a named member of staff that they can go to. Their Key Worker will make phone calls home about their progress, behaviour and any other issues.

L

Lunchtime

We offer a freshly made packed lunch offer, free if your child is on free school meals or for £2 otherwise. Students are not allowed off site due to safeguarding reasons.

Lateness

If your child is late for any reason then they must sign in at the office window. School registration starts at 8.45am

Library

We have a small library of books that your child can access, especially in English lessons.

Lost property

Any lost property would be handed to the office, please check with them if you have lost anything.

M

Medication

Any medication that your child requires should be handed into the office clearly labelled with your child's name and the dosage instructions. We can lock any medication away as required.

Mobile phones

Mobile phones MUST not be used or seen at all on site. Please refer to our mobile phone policy.

Management Committee (governance)

The Management Committee supports the school on its ongoing journey of improvement and shares our commitment to deliver the very best outcomes possible for all our students. Chair of the Management Committee is Mr Alf Yates. We are always happy to receive expressions of interest from our parents who would like to join the committee.

N

Nurture group

At the Fleetwood site some of the younger students in years 7, 8 and 9 are in the Nurture Group. This operates on nurture principles to encourage development at individual rates. They engage in activities built around social interaction and learning.

O

Outside Agencies

We refer to and work extensively with outside agencies to provide support for students and their families. Some that we work with are CAMHS (Child and Adolescent Mental Health service, Children's Social Care, Addaction, Counselling, Children and Family Wellbeing Service.

P

Parents

We work in partnership with parents to achieve the best academic and personal development possible for students. Keyworkers are usually the first point of contact and we encourage close home school communication

Parking

We are very restricted for parking space, and this is even more so when the taxis collect and drop off students. Due to this we ask that parents avoid parking in the school car park. Wyre Civic Car Park near-by is a free car park.

Punctuality

School starts at 8.45am prompt with registration. All students, unless they have a medical or other important appointment, should be at school on time. If you are late then you must sign in at the reception office.

Points

These are awarded every lesson in line with the Code of Conduct. Students can 'trade' these in at the Tuck Shop. Points are taken into consideration when the Senior Leadership team look at 'Student of the week', 'Form of the week' and other categories for celebration.

Progress

Every student attends McKee College House to gain an education. We believe every student can fulfil their potential despite the reasons that they attend McKee College House.

Teachers assess your child's progress in a variety of ways, including on a daily lesson by lesson basis using written and verbal feedback. Formal measures of progress are recorded every half term by staff to track progress and identify quickly any issues that may need to be addressed.

As a parent your child's Key Worker will keep you informed regularly of any progress issues. Subject Teachers can be spoken to on the telephone, by prior appointment, if you wish. A written report on your child's progress will be sent home twice an academic year, in line with national guidelines.

You will also have the opportunity to attend a Parent Progress review afternoon/evening where you can meet and discuss your child's progress.

Policies

Our policies are available to read and download on our new updated website.
www.mckee.lancs.sch.uk.

Parental permission to photograph

On admission meeting you will be asked for signed permission for photographing your child.

Parental concerns

Please do not hesitate to contact us if you have any concerns. Please telephone the School office in the first instance and they will be able to pass message to the Key Worker, who will then call you back at a convenient time. If after this, you still have a concern then we will do all to help resolve this.

Parent evenings

See Progress section

Prom

We hold a Prom for the year 11 Leaving students. It has proved to be a very enjoyable night for our hard-working year 11s and a way for staff to say good bye to them in a special celebration.

R

Reports

Verbal reports can be obtained from your Key Worker at any time, they should be keeping you informed of all progress, or concerns of progress, at least fortnightly by a telephone call. Formal written reports will be provided at least once an academic year, in line with current Education department regulations.

Rewards and Sanctions

At McKee College House we are passionate about rewarding student's achievements. Equally we do not hesitate to sanction any student that has failed to live up to our high expectations of behaviour and conduct. Rewards take many forms from verbal or written praise, 'Green Slips', Points, the Tuck shop, Golden time, Certificates, Prizes, Assemblies, Trophies and trips.

Sanctions are equally varied from warnings and 'Amber slips', removal of Goldentime, detentions, withdrawal of other privileges (e.g. toast at break time). Unfortunately sometimes we do have to use more extreme sanctions. We do this after all other avenues of sanctions have been tried. These include internal isolation and in extreme circumstances days of exclusions.

S

School council

Each Form Tutor group has the opportunity to elect a representative for the Student council. The Council meets approximately twice a half term, or every 3 weeks.

Some of the ideas and suggestions that the School Council has suggested are better lunches (acted on and done), Attendance Initiative trip ideas, e.g. The Pleasure Beach, and different activities for Golden Time

The School Council helps with the students understanding of democracy and British Values.

SEND(Special Educational Needs and Disabilities)

All our students are treated equally regardless of any special needs or disabilities. All our staff work to ensure that the education of all students helps them make the best progress that they can. If your child is identified as requiring additional help then we are fully supportive of referring them to be assessed for an Educational, Health, and Care Plan. (the most recent SEND change replacing Statements of Special Educational Needs) See our SEND Offer for more details

Support (TAs and KWs)

See Teaching Assistant section

See Key Worker section

Safeguarding

This is one of our top priorities for your child. We aim to always high the highest of safeguarding. All our staff are enhanced DBS checked and will always strive to ensure your child is safe. If we believe there is a safeguarding issue we will always contact you and if necessary, we will not hesitate to contact the relevant authorities.

School Improvement Plan

We are always striving to improve the facilities and education on offer at McKee. The Senior Leadership team, over seen by the Management Committee, write the School improvement Plan on a yearly basis. It is put into place and monitored to make sure it is effective. Should you wish to discuss any issues please contact the office in the first instance.

T

Tuck shop

As part of our Code of Conduct every student earns points in lessons, these can be 'spent' at the Tuck shop that runs every Wednesday lunchtime. Items such as hot chocolate, snacks and treats and hot snacks like 'Pot Noodles' can be 'purchased' to the value of the points that the students have earned.

Transport and Taxis

Generally students are transported into the Fleetwood and Poulton site by contracted taxi, unless they live less than 3 miles away. If this is the case then they can walk or get public transport.

This is fully discussed at the Admissions meeting. If your child is eligible for a taxi then it is at the discretion of the Taxi firm and the conduct of your child in the taxi.

Your child **MUST** only be picked up at their home address and dropped off within the gates of the McKee College House. As it is a contracted service done through Lancashire County Council and the tendered taxi firms then we require 5 working days' notice to make any amendments to your child's taxi arrangements.

The right to a taxi can be withdrawn without notice at any time if your child's behaviour is a cause for concern.

Teaching assistants

We have a dedicated team of fully qualified Teaching assistants, and they are attached to specific subject areas. This means that your child not only benefits from experienced Subject Knowledge teachers, but also are helped and supported by a knowledgeable teaching assistant.

U

Uniform

Visitors to McKee College House comment on the smartness of our students. It is a very simple uniform that everyone can wear.

Uniform at the McKee College House is compulsory and is an important part of belonging to our community and having a mindset of high expectations. The following information shows the appropriate uniform expected at the McKee College House.

Girls	Boys
Black McKee Jumper White shirt or white polo shirt – long or short sleeved Black Skirt Full length black 'school style' trousers Trainers can be worn in place of shoes	Black McKee jumper White shirt or white polo shirt – long or short sleeved Full length black 'school style' trousers Trainers can be worn in place of shoes
Additional Information The length of the skirt should respect normal standards of modesty bearing in mind the practical nature of work in a mixed school. Black opaque/thick tights may be worn with the skirt. Discrete make-up which it deemed to be reasonable and acceptable is permissible A specific PE kit is not necessary however some students may choose to bring in a change of clothes on their timetabled PE day.	Additional Information A specific PE kit is not necessary however some students may choose to bring in a change of clothes on their timetabled PE day.

If there are any difficulties around uniform please contact us to discuss.

Non school uniform days and off site visits

Clear guidelines are issued to all pupils before each non-uniform day or off site visit about appropriate dress. Large amounts of make-up, additional jewellery, exposed midriffs, cropped or low cut tops, short skirts and items with potentially offensive wording and logos are not permitted.

Students who do not conform to the uniform rules may be sent home.

V

Visits (educational)

All our Off-site visits are of educational merit. Generally they will be of no cost to the students or parents. We always require parental permission for visits, either written or verbal by phone. All the visits are fully risk assessed with Lancashire County Council and our own Educational Visit Officer.

W

Well-being and welfare

The well-being and welfare of our students is always one of our top priorities at Mckee. If you have a concern about your child's welfare then please contact their keyworker. If it is a safeguarding concern please contact the office and ask to speak to one of our designated safeguarding leads. See our safeguarding policy for further information.

Supporting our students to find ways of improving their physical, emotional and mental wellbeing is an important part of what we do.

We have an impressive gym and fitness facility that many students enjoy taking advantage of in PE lessons as well as outside of lesson time.

The key worker sessions provide individual 1:1 support to help students solve issues, discuss concerns and find ways forward that support their welfare and well being.

Some outside agencies come into school to work with students during the school day where appropriate.

Staff are trained to support students' wellbeing and safety. We regularly have targeted staff development including safeguarding briefings, training from the Educational Psychologist, Papyrus Charity, and Lancashire Emotional Health in Schools Service.

For guidance on a range of safeguarding and wellbeing services please see our Safeguarding page in the parents' section on the website.

If there is any further information you need please do not hesitate to contact us.