

# Student Information

## 2018-19



# Welcome



Staff and existing students would like to welcome you to Endeavour Academy.

We hope that you find your time with us successful and pleasurable.

Please take time to read the information in this booklet which is designed to help all students understand the expectations and safety procedures in place to protect yourself and those around you.

Here at Endeavour, staff work hard to provide a safe, nurturing environment, where **everyone**, (all students, staff and visitors) respect each other, abide by the school rules and behave in a way which reduces any risk of harm and allows us **all** to enjoy our time here.

We aim to ensure each and every student re-engages in education, achieves their potential, attends well and feels valued along their journey.



# Meet the Staff



Mrs Whelan  
**Head of School**  
Designated Safeguard Lead  
(DSL)



Miss Forster  
**Deputy Head of School**  
Designated Safeguard Lead  
(DSL)



Debra Wilson  
**Head of Admin /**  
**PA to Head**



Mr Christian  
**Teacher**  
**Science & Maths**



Mr Cullen  
**Teacher**  
**English & Media**



Miss Brewer  
**Learning Mentor**  
**Browning**



Mr Moore  
**Learning Mentor**  
**Hackworth**



Miss Addison  
**Learning Mentor**  
**Dixon**

## How the school day works

Our students are split into three different teaching groups and registers are taken each lesson to ensure you are safe and in the correct place. Each of the groups are made up of no more than twelve students and each group is supported by a Teacher and Learning Mentor.

The school day is set out as below:

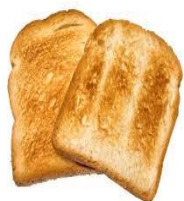
Activity	Time
Breakfast club	8:30-8:50
Registration	8:50-9:00
Lesson 1	9:00-9:40
Lesson 2	9:40-10:20
Break	10:20-10:30
Lesson 3	10:30-11:10
Lesson 4	11:10-11:50
Lunch	11:50-12:15
Lesson 5	12:15-13:15
Lesson 6	13:15-14:15



## Travel

Some students travel to and from school independently using their free Arriva bus pass, whilst those who live further away may be provided with taxis. Either way, all students are expected to be in school before 8:50 each day.

## Breakfast Club



Learning Mentors kindly prepare free toast which is available for students between 8:30 and 8:45am.

Breakfast items are also available during break time which can be purchased using reward points which are earned throughout the school day.

## Earn as you Learn Rewards Scheme

You will be given the opportunity to earn reward points during each of your lessons throughout the school day as shown in the table opposite.

Your score is recorded on a spreadsheet at the end of each day. The scores allow staff to monitor behaviour and attitude share progress with parents, carers and referring schools during reviews.

<b>0</b>	<b>Expectations not met</b>
<b>1</b>	<b>Expectations met</b>
<b>2</b>	<b>Exceeded expectations</b>

Reward points can be used to purchase breakfast items at break times, school stationary items, attend reward activities both in and outside of school.

## Restorative approach

Endeavour Academy is a restorative school.



### What does this mean?

Restorative practice is based on respect, responsibility, relationship-building and relationship-repairing. It focuses on mediation and agreement rather than punishment. It aims to keep kids in school and to create a safe environment where learning can flourish.

It appears to be working incredibly well.

### The questions we use and encourage others to think about:

1. What happened?
2. Who has been affected?
3. What were you thinking / feeling at the time?
4. What have you been thinking / feeling since?
5. What do you think needs to happen for everyone to be able to move on?



# Important Safeguarding information



You can help us to safeguard by	This would help
wearing correct uniform and display lanyard and student ID badge at all times	you to be identified easily in the event of an emergency.
placing all mobile phones in allocated lockers	to protect you, other students and staff from allegations and removal of the phone.
closing all doors behind you and do not hold for anyone other than staff or fellow Endeavour students	to protect us all from unwanted or unannounced visits.
reporting any concerns immediately and do not keep secrets	to allow staff to act swiftly in order to prevent harm
not engaging in conversation, agreeing to meet with or give out social media account names to anyone other than known friends	to protect you and others from harm and allegations.
being mindful of those around you	you do not always know what issues other people are dealing with and it is important that we all think about our actions and try not to cause any hurt or upset.
treating others in the way you wish to be treated yourself	we all feel part of a safe and happy school where we feel valued and respected.
not accessing inappropriate internet sites and be sure to report any concerns to staff immediately	to allow staff an opportunity to intervene and prevent potential harm
ensuring you stay in designated areas when on college site	to avoid putting yourself or others at unnecessary risk and allow staff to carry out their duty to supervise and safeguard

**If you have any concerns around your own or anyone else’s safety, please report to a member of staff who will inform our Designated Safeguard Leads (Mrs Whelan or Miss Forster).**

**Useful websites & telephone numbers should you need to report a concern**

## Fire / emergency evacuation procedure

In the event of a fire or any other emergency evacuation, staff will act as fire marshals and are likely to be wearing high vis jackets. You must follow the instructions to minimise the risk of harm of yourself and your fellow students as well as staff:

- Try to remain calm.
- Leave all belongings where they are (do not attempt to go to lockers or back into classrooms).
- Follow staff instruction to the nearest fire exit and make your way outside.
- Gather on Endeavour assembly point (grass outside of the college gym) where you will be registered.
- DO NOT RE-ENTER UNTIL ADVISED TO DO SO BY SITE SECURITY.



## First aid / medical needs



All Learning Mentors on site are trained First Aiders and are on hand to assist should they be needed.

First aid boxes are located around the building.

Should you or anyone else require immediate first aid treatment, please call for a member of staff or report to reception.

Medication is locked away at all times and will be distributed in line with the school policy. Unless the parents / carers have completed the relevant paperwork, medication should not be brought on site and will be confiscated.

***Parents / carers are responsible for notifying and updating staff of any medical condition, injury or allergy you may have.***



## **PLEASE DO NOT:**

- use your mobile phone inappropriately
- leave without permission
- chew chewing gum in school
- place yourself or others at risk of harm
- disrespect those around you
- access inappropriate websites
- name call or display any form of bullying behaviours towards others
- enter offices or classrooms without permission

## **PLEASE DO:**

- take the time to read this information
- be on time for school
- wear correct uniform and display your ID badge at all times
- be respectful to **everyone** on site
- represent yourself and the academy to the best of your ability
- be mindful of those around you and think about your actions
- report any concerns you might have to staff
- act quickly and appropriately in the event of an emergency and report to the assembly point to be registered



- seek a first aider should medical assistant be required