
Information for parents and guardians (and potential parents and guardians) of Buzz Learning School's pupils

2018 to 2019

Buzz Learning Independent Special School, 8 Esther Court, Wansbeck Business Park, Rotary Parkway, Ashington, Northumberland, NE63 8AP

Telephone: 01670 852244

Website: www.buzzlearning.co.uk

Email: info@buzzlearning.co.uk



www.facebook.com/buzz.learning/



@LtdBuzz

Our Mission Statement

At Buzz Learning School, our aim is to meet the needs of each of our pupils to prepare them for adult life. We do this through provision of a broad and balanced learning experience which promotes their educational, spiritual, moral, cultural, mental and physical development. Our ethos is to enable our pupils to be all they can.

School details

Head Teacher

Contact details

Mr Robert Fairbairn

Buzz Learning School
8 Esther Court
Wansbeck Business Park
Rotary Parkway
Ashington
Northumberland
NE63 8AP

Telephone: 01670 852244

rob@buzzlearning.co.uk

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Proprietor

Contact details

Ms Therese Timlin

Buzz Learning School
8 Esther Court
Wansbeck Business Park
Rotary Parkway
Ashington
Northumberland
NE63 8AP

Telephone: 01670 852244

therese@buzzlearning.co.uk

info@buzzlearning.co.uk

Mr Fairbairn and Ms Timlin can be contacted during term time and during school holidays.

Governing Body

To be appointed

Buzz Learning Ltd

Buzz Learning Ltd, the company, was established in March 2004. There are two parts to the company:

- the school and
- the college.

The school is registered with the Department for Education, registration number 929/6004, and delivers education to pupils aged 13 to 16 who have special educational needs and/ or disabilities (SEND).

The school is funded to provide for 25 pupils, aged between 13 and 16, who have:

- Autism spectrum disorder (ASD)
- Cognitive and learning needs
- Specific learning difficulties (SpLD)
- Moderate learning difficulties (MLD)
- Communication and interaction needs and
- Speech, language and communication needs (SLCN).

Please note, the school is not equipped to work with children who have social, emotional or mental health issues, including children with more difficult behaviours.

The school was inspected by Ofsted on 2nd and 3rd October 2018. The inspection report will be made available to parents/ guardians as soon as we receive it.

The college operates next door to the school and delivers education and training to students aged from 16 to 24 who have SEND. The College has been graded Good by Ofsted, the most recent inspection being in July 2017. A copy of the report is available on Ofsted's website or from the Head.

Within Buzz, we aim to create a welcoming and productive learning environment where learners feel comfortable, safe and motivated to achieve. Our staff team promote and model good behaviour, and our approach is firm but fair.

Transport

Local Authorities have responsibility for providing school transport including escorts for pupils living outside a 3-mile radius of the school.

It is important that pupils are well-behaved when travelling to and from the school; we ask parents and guardians to stress the importance of this to their children.

Visitor parking

Visitor parking is available at the school. Disabled parking bays are directly outside the main entrance to the school and are marked.

Access to the school

Visitors are required to press the buzzer outside the school's main entrance, introduce themselves and wait to be allowed entry.

Our main entrance is accessible to people with mobility issues/ those who use mobility aids.

School staff

Mr Robert Fairbairn, Head Teacher

Ms Therese Timlin, Manager of Buzz Learning and Proprietor of the school

Mrs Jan Lowery, Data and Finance Officer

Ms Sam Mowbray, Administrator

Ms Gemma McCutcheon, English Teacher

Mr Glenn Thear, Teacher, and Teaching Assistant

Mrs Wendy Shears, Teaching Assistant

Ms Suzanne Waite, Teaching Assistant

School curriculum

The school's curriculum is made up of all learning and other experiences that we plan for our pupils. Pupils have a range of needs that can change over time and in order to best support them the curriculum is continuously reviewed and developed.

The school does not follow the national curriculum but does follow guidelines from the Department for Education and the Independent School Standards which specify that schools must provide experience in the following areas:

- Linguistics
- Mathematics
- Scientific
- Technological
- Human and social
- Physical
- Aesthetic and creative
- Careers education, information, advice and guidance
- Personal, Social and Health Education (PSHE)

Qualifications include:

- Functional English Skills
- Functional Mathematics Skills
- ASDAN Certificate in Personal and Social Development.

The school actively promotes the Fundamental British values and we ensure that there is political balance in our teaching and other activities. We aim to ensure that pupils know the difference between right and wrong, respect the civil and criminal law of England, and understand the consequences of their own and others' actions.

Please note, the school has a small area of outside space and pupils using it are supervised at all times. We also make use of the local leisure centre for sporting activities.

Pupils' progress

The school keeps records of pupils' progress and this is an ongoing process. The first six weeks at the school is a settling in period for your child. We conduct 1:1 assessments during this time, and we will have at least 1:1 meeting with your child to check on how they are settling in. We will notify you of any concerns that we have.

We will also invite you, along with relevant others, to attend an annual review of your child's Education Health and Care Plan (EHCP) each year. Added to this, we will also invite you in to the school for parent/ guardian meetings in Terms 1 and 3.

We welcome enquiries about your child's progress at any time; please contact Mr Fairbairn, the Headteacher, if you have anything you would like to discuss.

Attendance and timekeeping

The school day starts at 9a.m. each day. It ends at 3.30p.m. from Monday to Thursday, and at 12 noon each Friday.

If your child is absent from school, we request that you contact us that day by telephone or email to explain the absence. We may then contact you to ask for any further information deemed necessary. Please note, any absences taken for no valid reason are regarded as unauthorised and we will report these to the relevant local authority.

We expect and encourage all pupils to work hard to achieve a good attendance and timekeeping record, and we ask for your cooperation in this.

The school follows Northumberland County Council's term times (see overleaf).

Homework

Pupils will receive homework occasionally, either at the direction of the subject teachers or at a parent/ guardian's request.

Meals and snacks

The school currently provides free breakfast and free school meals to all pupils. Pupils can also buy snacks from the tuck shop at break times. NB Pupils are supervised at all times, including during meal times and breaks.

Accidents or illnesses and medication

The school has a medical room and First Aiders on site. We ask for emergency contact details (see Annex 1) from you in case your child is too ill to stay at school and needs to be sent home.

Only medication prescribed by a GP can be given to pupils at the school. This includes painkillers. We request that you complete the *Medication Information Record* in Annex 1 below.

School uniform and general presentation

The school uniform comprises of a royal blue polo shirt and hoodie, both with Buzz Learning's logo. The school will provide one polo shirt and one hoodie for each pupil free of charge each academic year. Additional items may be purchased by parents or guardians via the school's Order Form (see Annex 2). Please label all items with your child's name.

Each pupil may choose what to wear on their bottom half and on their feet, provided it's nothing too outlandish or unsafe. Smart casual clothes and footwear are encouraged.

Each pupil may also wear make-up and display body art (provided they are of legal age). Dyed hair is acceptable, again provided it's not too eccentric.

Behaviour

Good behaviour is paramount within the school and pupils are encouraged to meet the standards of behaviour found acceptable to society, including showing courtesy and respect to others at all times. Pupils are required to agree Ground Rules and to follow the school's Behaviour Policy. We appreciate that some pupils will require more support in managing their behaviour than others and they will receive this in group settings and in 1:1 intervention meetings. Please note, the school is not equipped to deal with pupils who have more severe behaviour issues.

The school uses rewards and sanctions to encourage positive attitudes and good behaviours. More information can be found in the school's Behaviour Policy which can be provided by the Acting Head.

Behaviour standards apply equally to school staff and one of the ways we ensure compliance is through our Behaviour Framework. Our staff and volunteers sign up to this framework which demonstrates our values and the way we perform and behave at work. The key tenets of the framework are respect, response, empower and embrace.

Loss or theft or personal items

We request that pupils do not bring expensive items of personal property in to the school as we cannot guarantee the safety of such items. We do not provide individual lockers for pupils' use.

School holidays and other closures

Holiday or other closure	School closes on	School re-opens on
		Tuesday 4 th September 2018
Blackberry week (October half term)	Friday 26 th October at noon	Monday 5 th November 2018
Christmas and new year	Friday 21 st December 2018 at noon	Tuesday 8 th January 2019
Spring half term	Friday 15 th February 2019 at noon	Monday 25 th February 2019
Easter	Friday 5 th April 2019 at noon	Tuesday 23 rd April 2019
May Day (6 th May)	Friday 3 rd May 2019 at noon	Tuesday 7 th May 2019
Half term	Friday 24 th May 2019 at noon	Tuesday 4 th June 2019
Summer holidays	Friday 19 th July 2019 at noon	Tuesday 3 rd September 2019

Bad weather or other unforeseen school closures

Should it be necessary to close the school because of bad weather or other unforeseen incidents, the Acting Head, Margaret Castro, will send a text message to named emergency contacts. The Acting Head will also contact Northumberland County Council and Radio Newcastle to inform them of any closures.

Permissions

In line with General Data Protection Regulations (GDPR), please complete and return the Permissions Form (see Annex 1 towards the end of this booklet).

Complaints

The school takes all complaints seriously; our aim is to learn from complaints and take action to improve our provision. Our complaints procedure is available from the Head, and there are three features to it: informal complaint, complaint in writing and panel hearing. In all instances, we ask you to let us know immediately if you are unhappy with any aspect of our work. Be assured that all complaints will be properly investigated, and the findings and recommendations made known to relevant persons.

Requests for information from parents and guardians

The school will respond to all request for information from parents and guardians promptly. Please contact the Head or the Proprietor.

And finally

We hope that your child enjoys their time at our school and that we work together successfully with you to ensure that they believe in and become their best selves.

Annex 1: Permissions and other information

Pupil name:
Name of parent/ guardian completing the form:
Signature of parent/ guardian completing the form:

Emergency contact details

Please provide two emergency contacts and inform us immediately if either of these change.
First contact name:
Relationship to pupil:
Telephone or mobile number:
Email address:
Address:
Second contact name:
Relationship to pupil:
Telephone or mobile number:
Email address:
Address:

Medication Information Record

All prescribed medication and any over the counter medication brought into the school by any pupil must be controlled by staff. This is to keep all pupils and others safe. Please complete the statement and the table below or write NOT APPLICABLE on it.				
I can confirm that _____ <name of pupil> uses the following medication and that s/he needs to take it during the school day.				
Name of medication:				
Dose:				
Frequency:				
Any storage requirements:				
Expiry date:				

NB Each item of medication must be in the original container and clearly labelled with the following information: Pupil name and name of medication.

Annex 1: Permissions and other information continued

Use of materials for publicity

Pupil name:
Name of parent/ guardian completing the form:
Signature of parent/ guardian completing the form:

The school is proud to publicise the accomplishments of our pupils in newspapers, magazines, newsletters, visual presentations for internal and external use, on the walls within the school, on our social media sites. We use photos, videos and written case studies.

How we use these photos, videos or written case studies

- In printed marketing materials, in a leaflet to promote the school
- On Buzz's website or social media sites
- In the media, e.g. to promote Buzz in a newspaper or on TV
- In our printed or online advertising
- With other organisations that we work with, e.g. employers, funding bodies and private sector organisations
- In portfolios as a visual demonstration of pupils' progress while working toward their qualifications or non-accredited work.

Please contact Jan Lowery, Data & Finance Officer, if you require more information.

I confirm that I have read the information above relating to publicity	Yes/ No
I wish to opt out of any or all of the information mentioned above.	Yes/ No
If Yes, please list what you wish to opt out of, or write ALL:	

Annex 2: School Uniform Order Form

Pupil name:			
Name of parent/ guardian completing the form:			
Signature of parent/ guardian completing the form:			
Royal Blue Polo Shirt £15 each	Size (Tick Appropriate) <ul style="list-style-type: none"> • Small • Medium • Large 	Quantity: ____ @ £15.00	Cost: £
Royal Blue Hoodie £15 each	Size (Tick Appropriate) <ul style="list-style-type: none"> • Small • Medium • Large 	Quantity: ____ @ £15.00	Cost: £
Total Cost:			£

Please make any cheques payable to Buzz Learning Ltd

Goods Collected from Buzz on:	
Good Collected from Buzz by:	

OFFICE INFORMATION ONLY

DATE	AMOUNT	CHEQUE/CASH	DATE PAID IN	SIGNED