

"Every Child Matters..."

UCD Ceredigion PRU



Family HandBook

Chair of Management Board: Mr Owain Jones

Head of PRU: Mr Gareth Lewis

Pupil	
Date of Birth	
School Year	
Unit	

Canolfan yr Eos

Llwyn Yr Eos

Penparcau

Aberystwyth

Ceredigion

Canolfan Bro Steffan

Hen Ysgol Cribyn

Cribyn

Llanbedr Pont Steffan

Ceredigion

Canolfan Aeron

Portland Place

Aberaeron

Ceredigion

SA46 0AX

Telephone Number: 01545 57184

Email: s.jones2@ceredigion.ceredigion.Sch.uk

Welcome to Ceredigion Pupil Referral Unit

Dear Parents,

We warmly welcome you to Ceredigion PRU and hope that during your child's placement at our learning centres this year, we will see continued progress and successful re-integration back into a mainstream school or a successful placement at a Further Education and Training College. Our PRU motto is "**Every Child Matters**" and we aim to provide all our pupils with a bespoke, personalized curriculum that meets their individual needs and improves their Social, Emotional and Behavioural Skills. Underpinning our vision are the following values:

- Respect
- Friendship
- Care
- Safety
- Equality
- Inclusion
- Learning Opportunity
- Innovation
- Creativity
- Positivity

We aim to work in partnership with you at every opportunity in order to secure the future success for all the pupils in our care. Please do not hesitate to contact us via telephone or e-mail. We look forward to working with you during your child's placement period with us.

Kind Regards,

Gareth Lewis

Head Teacher, Ceredigion Pupil Referral Unit

Background:

Ceredigion Pupil Referral Unit is a registered PRU with the Welsh Government. It offers short term placements for pupils between 7 and 16 who are experiencing difficulties at their mainstream school. There are 3 Centres: Canolfan Eos KS3 and 4 Nurture Unit, Canolfan Bro Steffan KS3 and Canolfan Aeron KS4.

Ceredigion PRU is a bilingual PRU. Lessons are taught in both Welsh and English at all four centres depending on the language of the child placed with us.

Our admission policy is available from the main office. All places are offered in consultation with the pupils' mainstream school which is discussed at the LEA Behaviour Support Panel.

		
Canolfan Aeron	Canolfan Bro Steffan	Caolfan Eos
Portland Place Aberaeron SA46 0AX	Cribyn Lampeter SA48 7NG	Penparcau Aberystwyth SY23 1SH

Core aims and Objectives:

Ceredigion PRU works closely with young people, parents/carers, mainstream schools and multi-agency partners to deliver the following objectives:

Our Core aims and objectives are:

- To provide an engaging, motivational, inclusive and individualised curriculum for each pupil in our care that will ensure continuous progress in all aspects of learning, with a particular focus on: Maths/Numeracy, English/Welsh and Literacy, Science and ICT
- To support all our pupils individual social, emotional, behavioural, moral, spiritual and cultural development by using a range of individual programmes of support and by providing a comprehensive PSE Curriculum.
- To safeguard our pupils health, safety, well – being and happiness via comprehensive policies and procedures, highly trained staff, quality individual care and support via SEBSAS and close partnership working with agencies
- To ensure that our pupil’s will contribute actively to society in a positive way by providing opportunities to engage in a range of community projects that are intergenerational, motivating and engaging
- To prepare our pupils to become Global Citizens for the future via a comprehensive ESDGC Curriculum and engaging international projects
- At KS 2 and 3, use a range of behavioural strategies /techniques and support via SEBSAS, that will enable our pupils to reintegrate into a mainstream setting and engage and learn.
- From Year 9-11, provide our pupils with a range of opportunities to gain nationally recognised accreditation by working with multi-agency partners within the LA, so that all pupils move on to further education and training.
- To prepare our pupils for the world of work via a comprehensive Careers Education programme and Work experience opportunities

Staff

Our Staff are highly trained and are provided with quality Continuous Professional Development in order to be able to provide the appropriate support to meet your child's educational, social, emotional and behavioural needs. Please find below our staffing structure for 2018 -2019.

Role	Staff Member
KS 4 Lead Teacher (Canolfan Aeron)	Mr. Ricky Jordan
KS 4 Maths and Science Teacher (Canolfan Aeron)	Mr. M. Vobe
Head Teacher and KS3 Lead Teacher (Canolfan Bro Steffan)	Mr Gareth Lewis
KS 4 Eos Teacher	Miss Tania Rees (Tutor/SEBSA)
KS 3/4 Eos Lead Teacher	Mrs. C Sproule
Behaviour and Wellbeing Manager for the Outreach Service and Behaviour Management Trainer	Miss Mererid James
<u>HLTA:</u> Asisstant SENCO LAC Champion Parenting Lead KS 3 and KS 4 KS 3 and 4 Tuition Coordinator	Mrs Lorraine Davies (KS 4 Support Tutor)
<u>HLTA 0.5/SEBSA 0.5:</u> KS 2 Teaching Support and Primary Outreach Service Primary Parenting Support	Miss Anwen Morgan
<u>HLTA 0.5/SEBSA 0.5:</u> Alternative Curriculum Coordinator including Work Experience Cynnydd Coordinator Parenting Support Lead KS 3 and KS 4 Sexual Health Lead	Mrs V Robson
<u>Zero Hours HLTA 0.5/SEBSA F/T:</u> KS3 Teaching Support Team Teach Trainer Autism Champion	Miss Angharad Jones
<u>Zero Hours HLTA 0.5/SEBSA F/T:</u> KS3 Teaching Support Team Teach Trainer	Mr Gethin Jones

Staff Roles and Responsibilities

<u>First Aid Leads for each unit:</u>	<u>Named/Identified Leads:</u>
Canolfan Eos KS 2	Mererid Watson Sioned Davies Anwen Morgan
Canolfan Eos KS 3 and KS 4	Charlie Sproule Tania Rees Sioned Jones
Canolfan Bro Steffan	Gareth Lewis Gethin Roberts Angharad Jones
Canolfan Aeron	Ricky Jordan Mike Vobe Sian Jones

“Every Child Matters...”

In order to ensure the best support for your child, Ceredigion PRU works closely with the following key professionals:

Service/Agency	Key Professionals
Health	School Nurses Paediatricians CAMHS
Social Services	Key Social Workers TAF Support Workers
Counselling	School Counselling: Lindy Lawrence Substance Misuse Counselling (Barod): Louis Shirt / Kate LeMessurier / Sarah Thomas Sexual Health Counselling: School Nurse Career Counselling: Carwen Hughes
Therapy	Art Therapy: Manda Clements
Looked After Children	LACE Worker: Clair Grainger
Educational Psychology	Miss Aranwen Griffiths Mrs. Bethan Roberts
SEN Support	Mrs. Lorraine Young
Behaviour Support	YJPS Team Workers
Attendance Support	Miss Catrin Petch
Child Protection Support	Miss Kizzy Garner
Curriculum Support	HCT –Mr. Mark Gleeson Alternative Curriculum Providers LEA Advisory Team: Mike Pritchard
Careers Wales Support	Mrs. Carwen Hughes

Daily Timetable:

Pupils are welcome to arrive at the PRU from 8.45am onwards and join in Breakfast time with staff and other pupils. Pupils are transported to and from the PRU by Taxi which is paid for by the LA. However, occasionally, pupils will be collected by SEBSAS or other Alternative Curriculum providers on some days depending on the project. This is agreed beforehand and you as parents are informed.

Time/Session	Activity
8.45am -9.15am	Arrival, Breakfast and discussion time (Healthy Breakfast is served)
9.15am -10.30am	Lesson 1
10.30am-10.50am	Break Time
10.50am -12.00pm	Lesson 2
12.00pm -12.45pm	Lunch Time
12.45pm -1.50	Lesson 3
1.50pm-2.00pm	Toilet Break and Change over
2.00pm -2.50pm	Lesson 4
2.50pm -3.00pm	End of the day Reflection

Break-time and lunch-time Arrangements

- Break and lunch times are fully supervised by staff on a rotation basis
- All pupils are encouraged to partake in physical activities during these times and Ceredigion PRU have a range of resources and equipment available for this purpose. Pupils must remain on site at all times.
- Healthy snacks at break and lunchtimes are fully encouraged and Ceredigion PRU is part of the National Healthy Schools Programme. We encourage the:
 - drinking of water or milk
 - fruit and veg
 - healthy dairy products e.g. Yogurt
- At lunchtime, our pupils are able to order a hot dinner or bring in a packed lunch.
- Bringing in fizzy drinks, energy drinks, sweets and chocolates is not permitted in the PRU

Our Curriculum:

Ceredigion PRU prides itself on its delivery of an interesting and engaging curriculum that aims to motivate our pupils to enjoy learning and raise achievement. We have a 2 Year Cycle of cross-curricular topics that develops our pupils Literacy, Numeracy, Digital Competency, Creative and Thinking Skills. Please find below our Curriculum Map, which uses the Personal and Social Education and ESDGC Framework for 7-19 Year olds as the basis for its themes. Please find below our curriculum map of topics for each ½ term.

Year A

Sept/Oct	Nov/Dec	Jan/Feb	March/April	April/May	Jun/Jul
All About Me.....	Emergency 999!	Changes all Around us...	Mae Hen Wlad Fy Nhadau....	Our Green Planet...	Globetrotting!
Fi fy hun....	Argyfwng 999!	Newidiadau o'n cwmpas....	As above....	Ein Planed Gwyrdd!	I Bedwar Ban Byd....!

Year B

Sept/Oct	Nov/Dec	Jan/Feb	March/April	April/May	Jun/Jul
Global Gourmet!	Let's Celebrate...	Energy!	A long time ago.....	Water,Water Everywhere!	The World of Sports!
Bwyd Y Byd	Dewch I Ddathlu....	Egni!	Amer maith yn ôl....	DWR!	Byd Chwaraeon!

To enhance our Curriculum, we follow the Healthy Schools, Eco-Schools and UNICEF Rights of the Child educational programmes.

Ceredigion PRU is an active member of the Welsh Network of Healthy Schools Schemes. A healthy school is one which actively promotes and protects the physical, mental and social health and wellbeing of its community through positive action by such means of policy, strategic planning and staff development, with regard to its curriculum, ethos, physical environment and community relations.

Directly related to the above is our Physical Education Provision. Ceredigion PRU ensures that all pupils have the statutory requirement of 2 hours of PE per week. Pupils who attend Ceredigion PRU have access to a good range of Physical Education experiences. These include:

*Swimming *Gym Sessions *Football/Rugby *Gymnastics/Dance *Outdoor pursuits opportunities e.g. Hill Walking, Biking *Water Sports –Paddlers

In order to promote physical activity, Ceredigion PRU holds a Winter and Summer sports week so that pupils have the opportunity to try new sports e.g. Rock Climbing,

Yoga. We hope to teach our children the direct link between physical activity and mental wellbeing.

Core Subjects: All pupils are also provided with a core curriculum of English, Maths, Science and Welsh as well as the statutory requirements for RE.

KS4

KS4 pupils have a particular focus on gaining their GCSE's and are able to follow their core curriculum for English, Welsh, Maths and Science at the PRU. Our pupils also follow an Entry Level ICT course. In order to extend our pupils range of qualifications, our pupils are able to gain BTECH (GCSE equivalent courses) in a variety of topics via multi-agency providers. These include: Hair and Beauty, Wood craft Skills, Building Trades, Child Care, Cookery Skills. Land Based Studies and Health and Leisure, Art and Craft and PE. In order to meet the needs of our pupils social, emotional and behavioural needs, we also deliver a PSE BTECH qualification and many Agored Cymru accreditations. We are also able to deliver the D of E course to ensure that our pupils are provided with a range of accreditations.

RE, Collective Worship and Spiritual and Moral Development

Religious Education is provided to all pupils via our cross-curricular topics. Teachers follow the agreed syllabuses of the Local Education Authority. The subject's main function in the PRU is to promote the spiritual, moral and cultural development of all pupils. Collective worship is taken daily by the pupils. These are "wholly or mainly of a broadly Christian nature."

Parents who wish to withdraw their pupils from Religious Education or collective worship, either totally or partially should contact the Teacher in Charge of the unit.

In addition, our daily assemblies/gatherings are based on a "Value" of the week and assembly themes for moral, spiritual and cultural development have been clearly mapped out on a weekly basis. The PRU has a core set of values which are clearly displayed in each unit and this is used as a reminder as well as a useful teaching tool in moral development.

Sex and Relationships Education

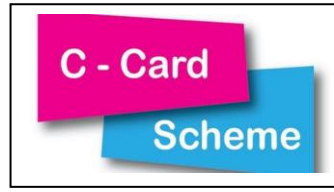
It is one of the aims of the PRU, that all pupils shall be given the opportunity to acquire the knowledge and skills to equip them for adult life.

The PRU provides a programme of Sex and Relationships education which is an integral part of the curriculum. We must take account of the age, maturity development and beliefs of the pupils. It is appropriate to introduce sex education to infant children, as many seek information and assurance at a very early age. It is far more valuable if questions are answered naturally as they arise at a level appropriate to the development and maturity of the child

We organise visits/guest speakers which may enhance the development of the sex and relationships education programme in the school. These include: School Nurse, Youth Workers, C-Card Training Officers, WWDA Workers, LGBTQ Champions for the PRU.

Parents are welcome to come in and talk to the staff at any time in their child’s school life and will be encouraged to feel part of a partnership in preparing young people to become responsible and caring adults.

Where parents are concerned about sex and relationships education, they may ask to withdraw their child from any part of this programme that does not form part of the National Curriculum.



We promote “Safe Relationships” at Ceredigion PRU to ensure the safety of all the pupils in our care. We use resources from Hafan Cymru and the Spectrum Pack.



Parent/PRU Partnerships

Ceredigion PRU holds parents evening twice a year (September and January) in order to share learning targets and update parents/carers on progress in attendance, behaviour and learning. In addition, parents are sent an interim progress report in KS 4 and a final annual report at the end of the academic year.

Ceredigion provides parents with support via family workshops and other multi-agency meetings.

Pupils who are statemented or are on SAPRA level of the Code of Practice also receive a statutory Annual Review using Person Centred Planning Approaches. The pupil and parent voice are at the centre of these review and planning meetings.

Ceredigion PRU has an annual Family and Community Engagement Plan (FACE) which encourages all our parents to become fully involved in the life of the PRU. Please look out for our: ½ Term Diaries, Termly Newsletters, SEESAW Texts, Twitter alerts and our Website updates as well as posters/flyers of specific family events. We urge you to make the most of every opportunity offered.

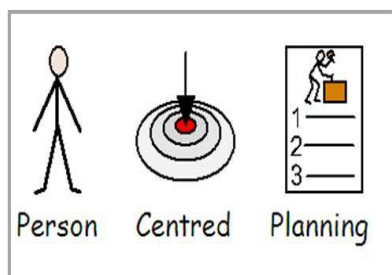


Special Educational Needs

All pupils attending Ceredigion PRU are placed on the Special Educational Needs Register at School Action Plus Level. After further assessment, some pupils are placed on SAPRA level or are Statemented.

On entry to the PRU, all pupils’ Literacy and Numeracy and Social and Emotional skills are assessed during the first few weeks of entry and an Individual Education plan, 1pg Profile, PHP and Risk Assessment will be drafted in discussion with parents/ guardians. At every stage, the pupil plan their targets and goals in partnership with staff in order to ensure ownership and success.

The Individual Education Plan identifies personal targets for all pupils in their attendance, behaviour, literacy and numeracy. These are reviewed every half term in consultation with the parents and pupil. The 1 Pg Profile is also written in partnership with each pupil and ensures that all staff fully understand what is important to and for the child to succeed. The Positive Handling Plan is formulated to ensure that all staff know how best to support the pupil in a crises. The Risk Assessment ensures the Health and Safety of all pupils.



We provide for pupils with Special Educational Needs in the following ways:

- Additional adult support assistants in the class to give support to pupils with a range of additional needs.
- A Differentiated, bespoke Timetable
- The use of differentiated schemes of work in mixed ability and age groups.
- Individual Catch-Up Programmes for Literacy and Numeracy and suitable and appropriate use of Emotional and Behavioural intervention programmes to develop pupils emotional literacy and support behaviour modification.
- The PRU has a SENCO and an Assistant SENCO in order to monitor and track progress.
- The Governing Management Committee has a designated person with responsibility for Special Educational Needs: Gillian Evans/Clair Grainger
- The PRU ensure close partnership working with multi-agencies within the Authority, when it is considered necessary. E.g. Speech and Language, Senior Advisory Teacher for ALN, CAMHS, School Nurse, Educational Psychologist.

If you would like to discuss any aspects of your child's Additional Educational Needs or to obtain a copy of our SEN policy, the named persons are Mrs. Charlie Sproulle, Mr Ricky Jordan and Mr Gareth Lewis.

Ceredigion PRU ensures equality of access for all via the Disability Equality Scheme that is reviewed annually by the Governing Management Committee and Equal Opportunities Policy. Please ask for a copies from the school Office.

Looked After Children

The nominated persons within the PRU with regards to the educational achievements of Looked After Children is **Gareth Lewis and Lorraine Davies**. If you would like to discuss the progress of a child in your care or require a copy of the policy, please contact the above.

The Governing Body member LAC champion is: Clair Grainger.

Child Protection and Safeguarding

Because of day to day contact with children, we are particularly well placed to observe the outward signs of abuse, changes in behaviour or failure to develop. Parents/Carers should be aware, therefore, that where it appears to a member of Staff that a child may have been neglected or abused, the school is required by law, and as part of the Child Protection procedures, to report their concerns to Ceredigion Social Services. Ceredigion PRU follows the All Wales Procedures for Safeguarding and Protecting Children and young people. All Teachers in Charge of Units and the Headteacher are trained to Level 2 Child Protection. Gareth Lewis is the nominated Officer responsible for Child Protection. The Governor responsible for Child Protection and Safeguarding is Gillian Evans.

The health, safety and well-being of all of our children are of paramount importance to all the adults who work in Ceredigion PRU. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe at our PRU and we ensure that all pupils are aware of how to get help if needed.

Our teaching of personal, social and health education and citizenship, as part of the National Curriculum, helps to develop appropriate attitudes in our children and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them. We have a particular termly focus on E-Safety across all units and invite other agencies to support our teaching sessions.

Guidelines

The named child protection officers at the PRU are: **Gareth Lewis**. In their absence these duties will be undertaken by **Mr Ricky Jordan** (Head of Learning- Canolfan Aeron) or **Mrs. Charlie Sproule** (Head of Learning - KS 3 and 4 Canolfan Eos).

Attendance

Ceredigion PRU follow the ERW and Ceredigion LEA Guidelines and procedures for promoting good attendance and handling non-attendance. Please ask for a copy of the policy from the Canolfan Aeron Office. Monthly review meetings are held with Miss Catrin Petche our attendance officer and governor at the PRU.

Absence from school

Good attendance is essential if pupils are to reach their full potential and we expect a commitment to achieve this. However, there are occasions when a child is not able to attend due to illness, unavoidable appointments etc. We set targets for attendance each year and are required by law to follow certain procedures to record individual and PRU attendance information. We look to Parents/Carers to actively support their children and Ceredigion Pupil Referral Unit in achieving consistently high standards.

We have to account for the absence of all pupils and therefore we ask all Parents/Carers to contact us by telephone (01545 571 840), or letter/ email, on the first day of illness to explain the absence. Unless we receive this information we have to assume that it is an unauthorised absence and that the pupil is truanting. It is our policy to follow up all absences on the first day unless we have received notice from Parents/Carers. Your cooperation in keeping us informed is greatly appreciated.

When a child becomes unwell and is unable to attend lessons it is our policy to make arrangements for her/ him to be collected/ transported home. We therefore need an emergency contact phone number (or numbers) at which Parents/Carers can be contacted in the case of illness, accidents or emergencies. Parents/Carers are requested to ensure that we are kept informed of up to date contact numbers

Medical and Dental Appointments should be made wherever possible out of hours, except in an emergency

Parents/Carers who collect their children during the day must sign out before leaving the centre.

Your child's attendance	Absences	National Guidelines
95-100% attendance	<i>Best chance of success</i>	<i>Your child is taking full advantage of every learning opportunity.</i>

<i>90-95% attendance</i>	<i>At least 2 weeks of learning missed</i>	<i>Satisfactory. Your child may have to spend time catching up with work.</i>
<i>85-90% attendance</i>	<i>At least 4 weeks of learning missed</i>	<i>Your child may be at risk of underachieving and may need extra support from you to catch up with work.</i>

Please find below guidelines on absence due to illness.

See Appendix 1 for guidance on Infection Control in Hywel Dda Health Board area

This guidance suggests the following:

If a school/pre-school in the Hywel Dda area requires advice on exclusion periods / communicable diseases they are advised to do the following –

1. In the first instance a school/pre-school should refer to the information below which is relevant to both children and staff.
2. If further information is required regarding an illness and exclusion period a school/pre-school should contact the Health Protection Team, Public Health Wales in Swansea: 01792 607387. (Any school should inform the school nurse of the outcome).
3. If a school/pre-school observes a higher rate of absence than is usual, they should inform the Health Protection Team – 01792 607387.
4. In cases of illness involving school staff, schools should contact their Occupational Health Team.
5. In cases where there are local/national outbreaks of illness schools/pre-schools will be informed and advised of any actions they are required to take.

Holidays in Term Time

Holidays in term time are damaging to your child's continuity of learning. Parents/Carers do not have an automatic right to withdraw pupils from school for a holiday and, in law, have to apply for permission in advance. Holidays during term-time are unauthorised as a general rule following ERW Guidelines.

SCHOOL UNIFORM

It is very important that your child arrives at school with the correct School Uniform;

Canolfan Bro Steffan KS 3

Pupils are expected to attend in their home school uniform. Staff will inform parents/carers when PE Kit is required.

Canolfan Aeron KS 4 / Canolfan Eos KS 4

Pupils should wear the PRU uniform. Appropriate clothing should be worn at all times. Staff will inform parents/ carers when PE Kit is required.

Parents/Carers are also reminded that for safety reasons, no jewellery is allowed other than a single pair of stud earrings and a watch. N.B. Responsibility for these items rests with the pupil

Behaviour Expectations

Ceredigion PRU has clear expectations of behaviour that promote a safe and comfortable learning environment where respect for self, others and property is self-evident and has been agreed through discussion between Staff, Pupils and the Management Committee.

General Rules

Always follow staff instructions

Always be polite and respectful to all members of our local community

Complete all tasks to the best of your ability

Behaviour

Respect each other

No physical contact with staff
Avoid physical contact with each other
Be considerate, polite and courteous
No bullying
No personal comments

Respect the environment

Keep the premises clean and tidy
No graffiti or vandalism
Keep smoking, alcohol or other substances off the premises

Be in the right place at the right time

Come ready to learn

Bring what you need for your lesson
Do your work without distracting others

Support and follow the centres aims and ethos

Ceredigion PRU's Behaviour Policy sets out in detail arrangements for promoting good behaviour and the range of responses for managing unacceptable behaviour. We are grateful for the support of Parents/Carers in promoting a consistent and positive approach in order to establish the best possible environment for learning. We are a "Rights Respecting PRU" and use a "Restorative Justice" approach to ensure equality and fairness across all units. (Copies of the Behaviour Policy are available on request).

GUIDANCE ON BULLYING: We operate a zero tolerance towards bullying.

At Ceredigion PRU it is very important that you feel safe and secure and that you are as happy as possible. We have a robust anti-bullying Policy.

This means NO BULLYING (either by saying or doing things) and NO VIOLENCE

You have the right to be protected from bullying and violence. You have a responsibility to try to prevent bullying from happening and to make sure that you never behave as a bully

Remember Do'

- ✓ **DO** treat other pupils with respect at all time
- ✓ **DO** help others who seem unhappy or lonely
- ✓ **DO** encourage anyone who is being bullied to tell a Staff member and if that person needs help but won't ask for it , you tell for them
- ✓ **DO** make it clear to other pupils you know that you are against bullying
- ✓ **DO** tell people at home and get them to telephone school

Remember Don't

- **DON'T** hit or kick or do anything violent to anyone, even if you are provoked – violence never solves anything
- **DON'T** take the law into your own hands if one of your friends is being bullied
- **DON'T** say or do anything which could upset another pupil even if it's 'for a laugh'. Think about how you would feel if the same thing happened to you
- **DON'T** pick on other pupils in any way. In particular don't make a fuss about things which make one person different from another (fat or thin, white or black, rich or poor etc.)
- **DON'T** behave in a silly or inconsiderate way which provokes other pupils and might make them feel that you deserve to be bullied



HOME/ PRU AGREEMENT

Topic	Parent	Pupil	Ceredigion PRU
Attendance and Punctuality	Ensure that my child goes to school regularly and on time: inform the school if my child is absent.	Attend school every day and on time and be punctual for all lessons. Not to leave site without permission.	Monitor attendance and contact parents if there is a problem.
Being Ready for School	Make sure my child has the right equipment for school.	Bring the right equipment every day.	Ensure that all pupils know what equipment is needed
Behaviour	Encourage my child to follow the centre expectations and support the school if consequences become necessary.	Follow the agreed Centre expectations and accept the necessary consequences if required	Ensure that the Centre Rules, Rewards and Consequences system is clear and fully understood by all attending the centre. Ensure consistency. Encourage high standards of behaviour and let parents know if there is a problem.
Mobile Phones	Encourage my child to hand the mobile phone in to staff at the beginning of each teaching session.	To follow centre rules with regards to the use of mobile phones. Mobiles will be handed in at the	To ensure that the guidance with regards to mobile is made clear to all pupils during the induction period.

	To support the centre if consequences become necessary.	beginning of each teaching session. Mobiles will be returned at break and lunch times	To inform parents of any issues.
Food and drinks	Encourage my child to eat healthily	To consume all food and beverages within the kitchen area of the centre. To wash own plates and cups after use. To follow the agreed centre expectations with regards to energy drinks	Ensure that all pupils follow the centre rule with regards to consumption of energy drinks. To inform and educate with regards to healthy eating.
Pastoral Support	Let the school know about any concerns or problems that might affect my child's work or behaviour. Attend Parents' Meetings	Share problems with a teacher or prefect	Listen and respond quickly to any concerns. Provide regular reports and arrange Parents' Meetings during which progress will be discussed.
Classwork	Encourage my child by taking an interest in his/her work. Ensure all staff are aware of any issues with regards to work.	Concentrate and work to the best of my ability in lessons.	Provide lessons which will enable all pupils to achieve high standards.
Smoking/ Alcohol	Encourage my child to make appropriate health decisions with regards to smoking and alcohol and to support the centre if consequences	CEREDIGION PRU IS A NON SMOKING & Alcohol FREE SITE Follow the agreed	Ensure that all pupils follow the centre rule with regards to smoking/alcohol. To let parents know

	become necessary	Centre expectations with regards to smoking on site.	if there is a problem. To provide advice and guidance on the short and long term effects of smoking/alcohol.
Illegal Substances	Ensure that my child is aware of the dangers of drug taking. Enusre my child does not bring any illegal substances on to PRU premises.	Ceredigion PRU operate a sero tolerance towards the possession and dealing of illegal substances. I will follow the Ceredigion PRU Site.	Provide Substance Misuse Education via multi-agencies and drugs counselling support via Choices.
Weapons	Ensure my child does not bring on site any weapon or object that could be used to harm others,	I will keep myself and others safe at all times.	Enusre that protocols are understood and followed by all. Conduct Risk Assessments and Searches. Operate a Search and Confiscate Policy.

I _____ (parent / guardian) agree to all the above policies and will work alongside the pupil referral unit to support _____ on their educational journey.

Signed: _____

Date:

RESPONSIBLE INTERNET USE: RULES FOR PUPILS

- ✓ I will use only my own login and password, which I will keep secret
- ✓ I will ask permission before entering any Website, unless my teacher has already approved that site
- ✓ I will not look at or delete other people's work
- ✓ I will not bring CDs or pen drives into school without permission
- ✓ I will only e-mail people my teacher has approved
- ✓ The messages I send will be polite and sensible;
- ✓ I will ask permission before opening an e-mail sent by someone I do not know;
- ✓ I will not use Internet chat or social network sites;
- ✓ If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately;
- ✓ I know that the PRU may check my computer files and may check the Internet sites I visit
- ✓ I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers

Pupil's agreement

I have read and understood the school rules for responsible internet use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed: _____

Please print name: _____ Date:

Parents/Carers' Consent for Internet Access.

I have read and understood the school rules for responsible Internet use and give my permission for my son/daughter to access the Internet. I understand that the PRU will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the PRU cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the PRU is not liable for any damages arising from use of Internet facilities.

Signed: _____ Parents/Carers

Please print name: _____ Date:

Parents/Carers' Consent for web publication of work and photograph

I agree that, if selected, my son/daughter's work may be published on the PRU web site. I also agree that photographs that include my child may be published subject to PRU rules that photographs will not clearly identify individuals and that full names will not be used.

Signed: _____ Parents/Carers

Please print name: _____ Date:

Media Permission Slip

There may be occasions when in celebration of success at Ceredigion PRU, articles will appear in the local newspapers. Photographs of pupils involved sometimes accompany these articles. Please indicate on the slip below if you object to your child's photograph appearing in the newspaper.

I **do not** wish my child's photograph to appear in the local newspaper.

Signed: Parents/Carers Please print name:

_____ Date:

Outside School Activities

As part of the Curriculum pupils are taken to the local shops, parks and to the town centre etc., always accompanied by relevant staff.

I wish my child to take part in outside school curriculum activities in the local area.

Signed: Parents/Carers

Please print name: _____ Date:

Physical Education Lessons

As part of the PRU policy to ensure that pupils have full access to Physical Education Lessons, pupils will be transported to the Local Leisure Centre to facilitate these lessons. Pupils will be transported in staff cars with appropriate staffing ratios.

I wish my child to take part in all physical Education Lessons at the local Leisure Centre.

Signed: Parents/Carers

Please print name: _____ Date:

Contacts in case of an Emergency

Name of 1 st Contact	
Telephone Number	
Name of 2 nd Contact	
Telephone Number	

Request for the centre to administer medication

The centre will not administer medicine unless you complete and sign this form and the teacher in charge agrees that staff can administer the medication;

Pupil Details

Surname: _____

Forenames _____

Address: _____

M/F _____ Date of Birth: _____

Condition/ Illness: _____

Medication

Name of medication

Date dispensed: _____

Full directions of use:

Timings: _____

Special precautions: _____

Side effects: _____

Self administration: Yes/ No

Procedures in an emergency: _____

Contact Details:

Name: _____

Phone Number: _____

Relationship: _ _____

Name of GP: _____

Phone Number: _____

I understand that I must deliver medicine personally to the teacher in charge at the centre:

Signature: _____

Date: _____

Teacher in charge: _____

Date: _____

Key Stage 4 Pupils

I give consent/ do not give consent (please circle as appropriate) for my son/ daughter _____ to visit Aberaeron town centre during the lunch hour. I agree with the expectations above and understand that this privilege may be removed by staff working at Canolfan Aeron.

Signed: _____

Dated: _____

Signed by Head of Learning: _____

Dated: _____

Multi-Agency Support:

We believe that working in partnership with parents/ carers, mainstream schools and other relevant professionals is crucial for the future of all our pupils'.

It may be appropriate to refer your child for additional support from external agencies whilst attending Ceredigion PRU. Please indicate below if you are happy for us to make a referral if required for additional support. All referrals, except for Child Protection referrals, will be made through consultation with parents.

Agency	Y/N	Contact	Signature
SUDDS			
DEWIS			
School Nurse			
School counselling Service			
Educational Psychologist			
Education Inclusion Officer			
Primary Mental Health Worker			
Speech Therapist			
Any other relevant agency			

POLICIES, GUIDELINES, PROCEDURES:

To support good practice we have written policies, guidelines, procedures etc. covering many aspects of our work. These are available at the PRU for your information and copies are available for you to take away.

Complaints procedure

We believe that achieving success with our pupils is dependent upon developing and maintaining a strong partnership with Parents/Carers and we are proud of the strong relationships that we have built together.

However, we realise that from time to time we may not be able to meet the expectations of every Parents/Carers and in situations such as these Parents/Carers have a right to a procedure by which they can express their concern or complaint.

When a Parents/Carers wishes to make a complaint about any aspect of the work of the PRU...firstly try and resolve the issue with the Teacher in Charge of the unit. If you are dissatisfied with the outcome, please follow the procedures below:

- Give details of the complaint in writing to the Head Miss Angharad John
- The Head Teacher will then contact you the Parents/Carers by telephone or give a written response within five working days to explain the actions of the centre
- A meeting may follow between the Parents/Carers and the Head, and/or her representative, in order to resolve the difficulty
- If the Parents/Carers is not satisfied by the outcome then he/she may write to the Chair of the Management Board, Mr. Owain Jones, who will raise the concerns with the Complaints Committee of the PRU Governing Management Committee and you will receive a written response within 10 working days.
- Complaints that cannot be resolved by the Management Board should then follow the agreed Complaints Procedure of Ceredigion County Council

A copy of the LEA complaints procedure may be obtained from the Council Offices at Canolfan Rheidol, Aberystwyth.

Appendix 1:

Guidance on Infection Control in Hywel Dda Health Board area

- Schools and Pre-School Settings

If a school/pre-school in the Hywel Dda area requires advice on exclusion periods / communicable diseases they are advised to do the following –

6. In the first instance a school/pre-school should refer to the information below which is relevant to both children and staff.
7. If further information is required regarding an illness and exclusion period a school/pre-school should contact the Health Protection Team, Public Health Wales in Swansea: 01792 607387. (Any school should inform the school nurse of the outcome).
8. If a school/pre-school observes a higher rate of absence than is usual, they should inform the Health Protection Team – 01792 607387.
9. In cases of illness involving school staff, schools should contact their Occupational Health Team.
10. In cases where there are local/national outbreaks of illness schools/pre-schools will be informed and advised of any actions they are required to take.

Good Hygiene Practice

For guidance on good hygiene practices in relation to hand hygiene, toilet hygiene, clothing and fabrics, farm visits etc schools should refer to the 2006 Welsh Government document ‘Teach Germs a Lesson’ and childcare settings should refer to ‘Mind the Germs’.

Rashes and skin infections	Recommended period to be kept away from school and pre-school settings	Comments
Athlete’s foot	None	Athletes foot is not a serious condition. Treatment is recommended
Chickenpox	Five days from the onset of rash	<i>SEE: Vulnerable Children and Pregnant Staff</i>
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.
German measles (rubella)	Six days from onset of rash	Preventable by immunisation (MMR x 2 doses). <i>SEE: Pregnant Staff</i>
Hand, foot and mouth	None	Contact your local Health Protection Team if a large number of children are affected. Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles	Four days from onset of rash	Preventable by vaccination (MMR x 2). <i>SEE: Vulnerable Children and Pregnant Staff</i>

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Molluscum contagiosum	None	A self-limiting condition
Ringworm	Exclusion not usually required	Treatment is required
Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment
Scarlet fever	Child can return 24 hours after commencing appropriate antibiotic treatment	Antibiotic treatment recommended for the affected child
Slapped cheek / fifth disease. Parvovirus B19	None	<i>SEE: Vulnerable Children Pregnant Staff</i>
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact the Health Protection Team. <i>SEE: Vulnerable Children and Female Staff – Pregnancy</i>
Warts and Verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms

Diarrhoea and vomiting illness	Recommended period to be kept away from school and pre-school settings	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
<i>E. coli</i> O157 VTEC Typhoid [and paratyphoid] (enteric fever) Shigella (dysentery)	Should be excluded for 48 hours from the last episode of Diarrhoea Further exclusion may be required for some children until they are no longer excreting	Further exclusion may be required for young children under five and those who have difficulty in adhering to hygiene practices This guidance may also apply to some contacts who may require microbiological clearance Please consult your local Health Protection Team for further advice
Cryptosporidiosis	Exclude for 48 hours from the last	Exclusion from swimming is advisable for two weeks after

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	episode of diarrhoea	the diarrhoea has settled
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Respiratory infections	Recommended period to be kept away from school and pre-school settings	Comments
'Flu (influenza)	Until recovered	<i>SEE: Vulnerable Children</i>
Tuberculosis	Always consult the Health Protection Team	Requires prolonged close contact for spread
Whooping cough (pertussis)	Five days from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. The Health Protection Team will organise any contact tracing necessary.

Other infections	Recommended period to be kept away from school and pre-school settings	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult the Health Protection Team
Diphtheria	Exclusion is essential. Always consult the Health Protection Team	Family contacts must be excluded until cleared to return by the Health Protection Team. Preventable by vaccination. The Health Protection Team will organise any contact tracing necessary
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, the Health Protection Team will advise on control measures
Hepatitis B, C, HIV/AIDS	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. For cleaning of body fluid spills. <i>SEE: Teach Germs a Lesson (Welsh Government, 2006)</i>
Meningococcal meningitis / septicaemia	Until recovered	Meningitis C is preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. The Health Protection Team will advise on any action needed
Meningitis due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. The Health Protection Team can advise on actions needed

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Meningitis viral	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required
MRSA	None	Good hygiene, in particular hand washing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact the Health Protection Team
Mumps	Exclude child for five days after onset of swelling	Preventable by vaccination (MMR x 2 doses)
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic

Vulnerable Children

Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity.

Pregnant Staff (including pregnant children)

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated by a doctor. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace.

Immunisations

Immunisation status should always be checked at school/pre-school entry and at the time of any vaccination. Parents should be encouraged to have their child immunised and any immunisation missed or further catch-up doses organised through the child’s GP. For the most up-to-date immunisation advice www.immunisation.nhs.uk, or the child’s GP can advise.

2 months old	<ul style="list-style-type: none"> • Diphtheria, tetanus, pertussis, polio and Hib (DTaP / IPV / Hib) • Pneumococcal (PCV) • Rotavirus 	<ul style="list-style-type: none"> • One injection • One injection • By mouth
3 months old	<ul style="list-style-type: none"> • Diphtheria, tetanus, pertussis, polio and Hib (DTaP / IPV / Hib) • Meningitis C (Men C) • Rotavirus 	<ul style="list-style-type: none"> • One injection • One injection • By mouth
4 months old	<ul style="list-style-type: none"> • Diphtheria, tetanus, pertussis, polio and Hib (DTaP/IPV/Hib) • Pneumococcal (PCV) 	<ul style="list-style-type: none"> • One injection • One injection
12 – 13 months	<ul style="list-style-type: none"> • Hib / meningitis C • Measles Mumps and Rubella (MMR) • Pneumococcal (PCV) 	<ul style="list-style-type: none"> • One injection • One injection • One injection
Three years and four	<ul style="list-style-type: none"> • Diphtheria, tetanus, pertussis, polio (DTaP / IPV)or dTaP / IPV 	<ul style="list-style-type: none"> • One injection • One injection

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months or soon after	<ul style="list-style-type: none">• Measles Mumps and Rubella (MMR)	
13 to 18 years old	<ul style="list-style-type: none">• Tetanus, diphtheria, and polio (Td/IPV)• Meningitis C	<ul style="list-style-type: none">• One injection• One injection
Girls aged 12 to 13 years	<ul style="list-style-type: none">• Cervical cancer caused by human papilloma virus types 16 and 18. HPV vaccine	<ul style="list-style-type: none">• Three injections over a six month period

Flu vaccination is being phased in from Autumn 2013

<https://www.gov.uk/government/publications/the-complete-routine-immunisation-schedule-201314>

This is the UK Universal Immunisation Schedule. Children who present with certain risk factors may require additional immunisations. Some areas have local policies – check with your GP.

Staff Immunisations

All staff should undergo a full occupational health check prior to employment; this includes ensuring they are up to date with immunisations. All staff aged 16–25 should be advised to check they have had two doses of MMR and one dose of Meningitis C.

Adapted from “Health Protection Agency” April 2010.

For references visit www.hpa.org.uk Information produced with the assistance of the Royal College of Paediatrics and Child Health

Monitoring and Review:

It is the responsibility of the Senior Management to monitor the effectiveness of this policy.

Periodically, the Headteacher may invite members of the School Council to monitor the effectiveness of the policy and allow learners to offer their observations in conjunction with possible review.

The policy will be reviewed by the Management Committee accordingly.

Policy Version	Date of Change	Author of Change	Review Date
1 [amended]	September 2019	Gareth Lewis	January 2021