LIFE LODGE ALTERNATIVE EDUCATION PARENT AND STUDENT WELCOME PACK



**Welcome**



*Life Lodge aims to be a place where everyone is accepted for who they are, and the journey they have experienced. We will nurture the pathway for their future choices and build a toolkit for success. The aim is to make all learners journey a successful one by offering a unique and flexible way to learn.*

We cater for young people who are:

* Struggling in their mainstream school and require a smaller and more nurturing setting
* Not attending school or have very poor attendance
* Medical needs such as mental health and anxiety

We strive to educate our learners in a safe, non-judgemental environment, ensuring that potential in fulfilled, confidence increased, and ambition encouraged.

**Life Lodges’ Different Programmes**

At Life Lodge we offer several bespoke packages to suit the individual, all are person centred and have a trauma informed approach. The various packages cater for those unable to engage in learning for a variety of reasons and aim to work alongside both the pupil and local authority to ensure the best possible learning journey is established.

**RE:START**

Through a person-centred approach to learning Life Lodge aims to support the pupil as they RE:START their learning journey, offering fully accredited courses suitable to their individual academic level, ranging from P-Scales through to GCSE. The academic elements will be supported with vocational offers helping to broaden the horizons of the individual and help them to develop existing skills as well as experience new ones.

This plan will be created with the learner and through weekly meetings they will be aware of their progress both in the short and long term, with this information also shared with the relevant parties creating a holistic environment and learning journey.

**RE:ENGAGE**

This is a specialised program for young people who have not been in an education setting for some time, regardless of their situation. The program can be delivered in both the home and community or virtually with the aim to reengage them. From here the individual would then progress to the next best suited program.

**RE:GROW**

This program is designed for young people who are aware of their barriers and are seeking support to overcome them.

Through a nurturing program we aim to improve their physical and mental wellbeing and aspire to integrate them into other programs when they are ready to RE:START their educational journey.



**Starting at Life Lodge**

We understand that any move to a new school can be daunting, and with that in mind, we have put together the parent and student welcome pack to help answer any questions that you might have.

This booklet includes a guide to our systems, procedures, curriculum, our school day and our expectations of you as parents and students at Life Lodge. There is also more information on our website including copies of all the school policies these can also be requested Via email admin@lifelodge.co.uk - [www.lifelodge.co.uk](http://www.lifelodge.co.uk)



Before you arrive for your first day with us, we will meet with you as a family and your school to create a bespoke timetable which fits in with your academic abilities and subjects we offer, alongside a pastoral offer that is fitting to you. We may also offer other subjects.

We hope you embrace the time you spend at Life Lodge, and we hope we make it a home from home where you thrive.



**The School Day**

|  |  |
| --- | --- |
| **9.00am** | **R u OK**  |
| **10AM** | **Lesson 1** |
| **10.45am – 11am** | **break** |
| **11.00am – 11.45am** | **Lesson 2** |
| **11.45am – 12.15** | **LUNCH** |
| **12.00 – 12.45PM** | **Lesson 3** |
| **12.45 – 13.00PM** | **break** |
| **13.00 – 13.45pm** | **Lesson 4** |
| **13.45-14.00 pm** |  **End of the day - reflections** |

***Students are not allowed off premises at any time during the school day unless accompanied by an adult***

All young people enter Life lodge at the rear of the building where morning protocol is to be wanded by a staff member and at this point all prohibited items handed in – Life lodge is a no mobile site so they either must be handed in at this point where they will be safely stored until the end of the day or left at home.

**The Curriculum**

Life Lodge endeavours to allow each young person who comes through our door the education they deserve and can achieve.

The fundamentals behind all that we do at Life Lodge is person centred and based on trauma informed practises, using a PACE (Play, Acceptance, Curiosity, and Empathy) approach. This allows us to THRIVE in delivering personalised interventions to address SEMH (Social Emotional and Mental Health) needs using Play Therapy, Lego Therapy, games, and social skills interventions, amongst others. In turn, this promotes the development of fine and gross motor skills, speech and language and sensory development.

Each young person will receive a bespoke timetable focussing not only on educational outcomes, but also embedded with life skills, enrichment activities and vocational pathways based on their individual needs. Group numbers will be small, to offer a more personalised and fully supportive environment, whilst still providing outstanding differentiation.

Life Lodge offers a broad and balanced curriculum which incorporates the seven areas of learning.

Our curriculum policy is available to view on our website for a full breakdown of our curriculum [www.lifelodge.co.uk](http://www.lifelodge.co.uk)

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**Life Lodges’ Alternative Education Home/School Agreement**

As a student I will:

**BE SAFE** – I will make good choices to keep myself safe and not harm others. If I am concerned about anything, I will talk with staff

**BE READY** – I will attend school each day on time and be ready to work and be engaged in my learning

**BE KIND** – I will be kind to myself, in my behaviour towards others and in the things that I say

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As a Parent/Carer I will:

* Ensure that my child attends school each day on time
* Keep Life lodge informed of any changes in circumstances which may affect my child/ward
* Do my best to attend parents’ evenings and other meetings at which my presence is requested

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Life Lodge will:

* Keep you up to date with your child’s progress
* Set and monitor personal success targets for your child
* Offer a broad and balanced curriculum
* Provide a nurturing and stimulating environment for your child to thrive in
* Ensure that your child fulfils his/her potential as a learner and as a person

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ACCEPTABLE USE OF LIFE LODGE ALTERNATIVE EDUCATION’S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

|  |
| --- |
| Name of pupil: |
| I will read and follow the rules in the acceptable use agreement policy When I use Life Lodge Alternative Education’s ICT systems (like computers) and get onto the internet in school I will: * Always use Life Lodge Alternative Education’s ICT systems and the internet responsibly and for educational purposes only
* Only use them when a teacher is present, or with a teacher’s permission
* Keep my username and passwords safe and not share these with others
* Always keep my confidential information safe and not give my name, address, or telephone number to anyone without the permission of my teacher or parent/carer
* Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others
* Always log off or shut down a computer when I’m finished working on it

I will not: * Access any inappropriate websites including social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
* Open any attachments in emails, or follow any links in emails, without first checking with a teacher
* Use any inappropriate language when communicating online, including in emails
* Log in to Life Lodge Alternative Education’s network using someone else’s details
* Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

I agree that Life Lodge Alternative Education will monitor the websites I visit and that there will be consequences if I don’t follow the rules. |
| Signed (pupil):  | Date: |
| Parent/carer’s agreement: I agree that my child can use Life Lodge Alternative Education’s ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using Life Lodge Alternative Education’s ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these. |
| Signed (parent/carer):  | Date: |
|  |  |

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| Signed (parent/carer):  | Date: |

**Photography and filming consent form**

|  |
| --- |
| In accordance with our child protection policy, we will not permit photographs, video or other images of young people to be taken without consent. If the child is under 16, consent must be obtained from a parent / carer.(If the child is over 16, it’s good practice to inform parents that photographs and/or videos of their child may be used if the child has given consent.)Life Lodge will take all steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately, please inform us immediately. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of child** |  | **Age** |  |

|  |
| --- |
| **Declaration of consent – child aged 16 or over** |
| Please tick each box (or strike out what you do not consent to), then sign this form.  |
| 🞎 | I give permission for my photograph to be used within the Life Lodge for display purposes. |
| 🞎 | I give permission for my photograph to be used within other printed publications. |
| 🞎 | I give permission for my photograph to be used on the Life Lodges’ website. |
| 🞎 | I give permission for my photograph to be used on the Life lodges’ social media pages. |
| 🞎 | I give permission for video of me to be used on the Life Lodge’s website. |
| 🞎 | I give permission for video of me to be used on the Life Lodges social media pages. |
| 🞎 | I give permission for video of me to be used for training or analysis purposes. |
| **Signature** | **🗶** | **Today’s date** |  |

|  |
| --- |
| **Declaration of consent – parent / carer of child under 16** |
| Please tick each box (or strike out what you do not consent to), then sign this form.  |
| 🞎 | I give permission for my child’s photograph to be used within Life lodge for display purposes. |
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| 🞎 | I confirm that I have read, or been made aware of, how these images or videos will be stored within the organisation. |
| **Signature** | **🗶** | **Today’s date** |  |
| **Print name** |  |

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| **Signature** | **🗶** | **Today’s date** |  |
| **Print name** |  |

**REQUEST FOR LIFE LODGE TO ADMINISTER MEDICATION**

 The school WILL NOT give your child medicine unless you complete and sign this form, and the Headteacher has agreed that staff can administer this medicine.

DETAILS OF PUPIL Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forename(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth \_\_\_\_\_/ \_\_\_\_\_\_/ \_\_\_\_\_\_ Male Female Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Condition or illness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MEDICATION PARENTS MUST ENSURE THAT IN DATE, PROPERLY LABELLED MEDICATION IS SUPPLIED Name/Type of medication (as described on the container): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date dispensed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FULL DIRECTIONS FOR USE Dosage & Method \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 NB Dosage can only be changed on a Doctor’s instructions Timing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Special precautions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are there any side effects the school needs to know about? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Self Administration YES/NO (delete as appropriate) PROCEDURES TO TAKE IN AN EMERGENCY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact details Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No: Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to pupil \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I understand that I must deliver the medicine personally to \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (agreed member of staff) and accept that this is a service, which the school is not obliged to undertake. I understand that I must notify the school of any changes in writing. Signature(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Consent form for school trips and other off-site activities**

Please sign and date the form below if you are happy for your child, *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*:

1. To take part in school trips and other activities that take place off school premises; and
2. To be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing this form:**

* The trips and activities covered by this consent include:
	+ all visits (including residential trips) which take place during the holidays or a weekend
	+ adventure activities at any time
	+ off-site sporting fixtures outside the school day,
	+ all off-site activities for nursery schools.
* The school will send you information about each trip or activity before it takes place.
* You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

**Medical information**

Details of any medical condition that my child *<name of child>* suffers from and any medication my child should take during off-site visits: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

**Signed…………………………………………………………………………..**

**Date………………………………………………………………………………**

**Attendance**

One of the main barriers to education is non-attendance. We expect all parents/carers to do everything they can to ensure that their child attends.

Parents/Carers are responsible for:

* Ensuring that their child attends regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment
* Contacting the school on **0161 243 0716 before 9.15am** on each morning of absence
* Informing the school in advanced of any medical appointments in school time, so that this can be recorded as medical absence (we do require evidence)
* Talking to the school as soon as possible about any child’s reluctance to come into school so that problems can be quickly identified and dealt with

*Please note – we are legally bound by the education act to report persistent absence and educational neglect to the Early Intervention Team.*

**Attendance Rewards**

To celebrate and promote good attendance, students are awarded for their efforts,

* A certificate is awarded to the best attender each week and a small prize given
* A certificate is awarded to all students achieving their personal attendance target each half term along with a small reward.
* A £10 voucher is awarded to the top attenders each half term

**Reward system**

Life Lodge operates a points system which then equates to money which can be spent on items or trips out with a member of staff (all monies are transactional, and monies will never be given to the student).

Points are earnt daily and once earnt can only be taken away if agreed during a restorative justice session if damage has occurred.

Points are to the value of a £1.00 pre day so 100 points.

15 - for uniform (we ask young people to wear dark bottoms i.e., joggers/ legging/shorts, and a dark top, Life Lodge tops are available should your child wish).

15 - for handing in of prohibited item on entry (mobile phone, lighters etc – please see list of items).

70 - for in school engagement work and general positive behaviour.

![50 Employee Rewards and Recognition Ideas to Boost Engagement [2021]]()

**Pastoral Care**

At Life Lodge, we are committed to enhancing the wellbeing of all members of our school community. One way we are doing this is by promoting the ‘Five Ways to Wellbeing’.

**What are the Five Ways to Wellbeing?**

The Five Ways is a set of five evidence-based actions that promote wellbeing. Based on the latest scientific evidence the simple actions, if taken regularly, can improve wellbeing and enhance quality of life.

The Five Ways to Wellbeing are to:

* Connect – connecting with others
* Give – giving – looking outward as well as inward
* Be active – doing something active
* Take Notice – taking notice of the world around you
* Keep Learning – learning new things Each action can be undertaken individually or collectively as part of everyday activity.

The Five Ways to Wellbeing may help young people:

* Make the most of opportunities and deal with stressful situations by taking time out and learning how to cope when things get tough.
* Increase their interpersonal skills, empathy, and communication skills through giving and seeing themselves as part of the wider community.
* Increase their chances of employability and self-worth by taking notice of what they are good at and what they have to offer others

Life Lodge has an intensive pastoral offer where young people are offered a bespoke service to address any needs that arise and interventions are then put into place, we firmly believe until a young person is in a place where they are ready to learn with all their needs met then they prosper in their education.



**Working in partnership parents**

Life Lodge prides ourselves on establishing and maintaining a working partnership with our parents and carers. Children are much more likely to achieve success in all areas of their lives if supported both at home and at school.

For our part we ensure that you are kept up to date with your child’s progress, attendance and behaviour in school, and should you need to talk anything through with us, a member of our pastoral team will always be happy to make an appointment to see you or to speak to you over the telephone.

We ask our parents and carers to take an active part in the work that we do by coming along to parents’ evenings, review meetings and keeping us up to date with any changes of circumstance which may affect your child in school.

**Your view**

Before you start at Life Lodge, we would like the views of you and your parent/carer on what you would like to achieve or work on or even where you want to be in 5 years’ time this space is for you to tell us exactly that, this will then be used to make your bespoke timetable.

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