

*Welcome to  
Steven Sutton House*

*Your Residential Provision*



*At Lindsworth School*

September 2016  
Review June 2017

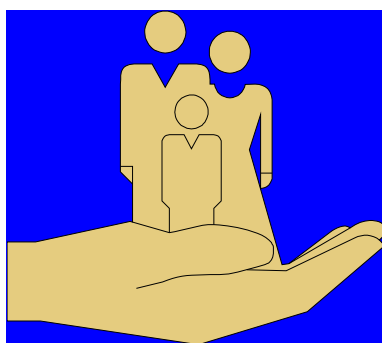
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**LINDSWORTH SCHOOL  
MISSION STATEMENT**

## ***Contact with family or friends***

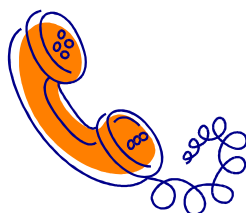


In Steven Sutton Residential Unit, we believe it is important for you to have as much contact with your family or other people who are important to you as you can. This will be agreed with your family and social worker before you arrive.

For some young people things may not have been going too well with their family and friends and it may be that you are not able to have as much contact as you would like. The staff understands this and, if there are reasons why you can't have the sort of contact you want, they will explain the reasons for the decisions with you.

The staff will help you to explain your wishes and feelings to people who are important to you at your reviews and consultation meetings.

## ***Telephone***



You will be able to use the telephone in the home after school as long as it is before 9.00p.m. We don't usually restrict the time you spend talking to family and friends, but would ask that calls to mobile phones are limited to 5 minutes if it is to friends.

The staff will give you privacy to make your calls, but you need to be responsible about this. If you are misusing the phone or calling numbers you shouldn't be we will speak to you about this. We also ask that you are considerate towards other young people, as they might want to use the phone too.

## ***Mobile phones***



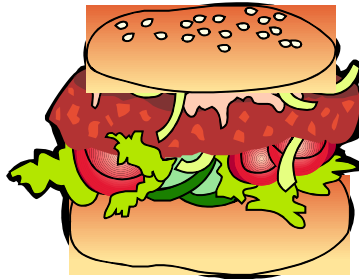
During the school day and at night, you should always hand your mobile phone to the staff in Steven Sutton Residential Unit staff for safekeeping. At the end of the school day you can use your phone. All we ask of you do not use it during organised activities or meal times. Mobile phones and other electrical devices are not allowed in bedrooms at nights.

## ***Pocket money***



You do not need to bring pocket money with you to school as everything that you need is provided. If you do bring any money in to school, you should not bring anymore than £5 a week and you should hand it in to a member of staff for safekeeping.

### **Food**



If you only eat certain foods because of your religion or for medical reasons, tell the staff as soon as possible and they will help you with this. You will be able to choose your meals and the staff will help you plan your menus for the week.

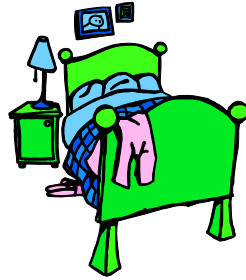
Staff will help you make sure that you have a balanced diet because healthy eating is necessary to make sure that you stay fit and well.

### **Menu**



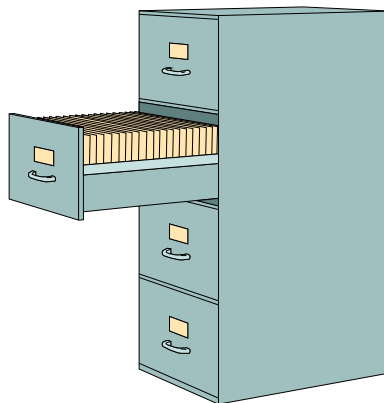
If there is any particular food that you really enjoy, speak to the staff in the residential unit, they may be able to organise to have it put on the menu during one of the evenings. If you have any food that you do not like, speak to a member of the care staff who will try to organize something different for you to eat. You can also discuss your views about food during the termly Food Meeting with the Catering Manager

## ***Accommodation***



When you arrive in Steven Sutton House you will be shown to your room. All rooms have their own toilet and shower facilities and we encourage you to put up posters and pictures that will make you feel at home. You can bring in other personal items, although the school will not take responsibility for them. These items can be left in your room even at weekends. *This is your room.*

## ***Files***



If you wish to see your file, staff will let you do this, but you will need to remember that there may be some information that you are not allowed to read without permission from the person who wrote it.

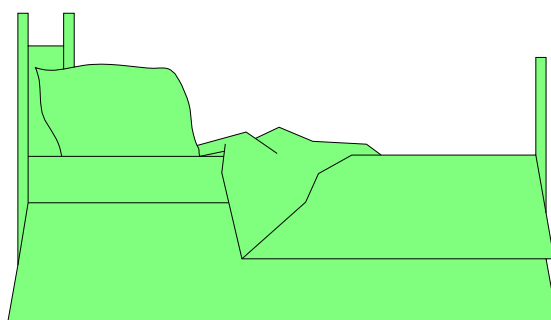
## ***Staff***



Staff should listen to your views and treat you with dignity and respect. You should not be treated unfairly or be hurt. You will be introduced to the residential staff as soon as you arrive and they will help you settle in. If you need other questions answering any member of staff will be able to help you – just ask.

The residential staff will also help you make contact with people who are important to you. Your staff is displayed on the board downstairs and a copy of the staff Rota is also available.

## ***Bedtimes***



What time you actually go to bed will depend upon your age and behavior. You may listen to music; we would ask that you are considerate towards other young people and staff. Staff will be on duty all night and will help you if you need something or feel unwell or upset.



## *Chores*



We will expect that you help with some chores, as this is your home. Staff will ask you what you will need to do. We will help you if you need us to with things like washing, ironing and making your own bed.

## *Expectations*



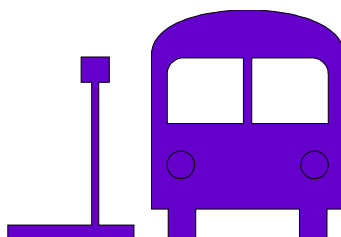
We want this to be a happy placement for you and we will be very clear with you about what you can expect from us as a staff team. We will treat you with respect and dignity and share with you good and maybe not so good times. We want to see you do well and progress with your life. You will not be treated badly because of who you are or what background you come from. Your wishes and feelings will always be considered and if things can't happen you will always be given the reason why. You will always be consulted about decisions that affect you and staff will help you whenever they can if you are unsure or in need of some support. This is because we believe that everyone has the ability to change.

### ***Activities and trips***



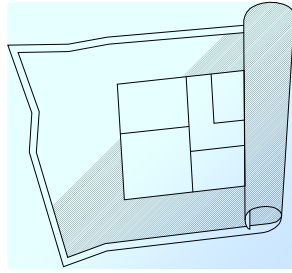
Whilst in the residential provision, we encourage all our residents to take part in various activities to develop the ability to work both independently and within a team. We run various activities during the evening period's e.g. swimming, football, table tennis, bowling, golf, basketball and a lot more. We also run a residential raffle, staff will use it to reward for your special effort, good behavior, keeping your bedroom tidy, settling at bedtime and for being helpful. Every year we take pupils on a multi-activity camp for a week which is always an excellent experience you may be offered the opportunity to take part in this.

### ***Transport***



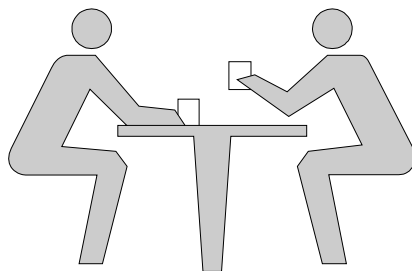
Lindsworth has a fleet mini buses which are driven by experienced and qualified drivers. The buses can collect you from home and bring you to school on Monday morning and return you on Friday afternoon. However pupils are encouraged to use public transport wherever possible when travelling to and from school and will be supplied with a bus ticket. Whilst travelling on the minibuses pupil's behavior is expected to be exemplary at all times. If this is not the case the use of the buses can be withdrawn and the pupil may have to make his or her own way into school with their Parents or Carers. The minibuses are also used to transport pupils to and from activities that take place off school site.

## ***Progress Sheets***



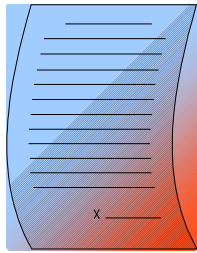
At the start of each day you will be given a “progress sheet” by your form teacher which you must keep with you all day. At the start of each lesson you must hand your contract to the teacher or their pastoral and learning support (PALS). At the end of the lesson you will be marked on the way in which you have behaved during the lesson. If you have behaved well you will be marked accordingly and merits awarded for prizes. If you have not behaved well you will have set consequences to complete when you return to the home. These can range from time out in a quiet room to fixed term exclusion. The progress sheet is there to help you take responsibility for your own behaviour.

## ***Mentor***



When you join at Lindsworth you will be allocated a “mentor”. A mentor is a member of staff who is there to help and support you through any problems with either your school or home life. Your mentor will have regular meetings with you to discuss any problems or concerns that you have. It is important that you trust your mentor and be honest with them. Your mentor is there to help you.

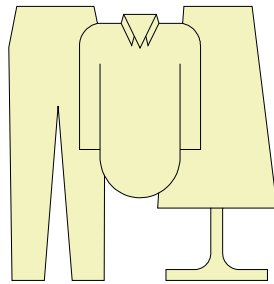
## ***Certificates & Merits***



As you go through the school you will complete different topics of work in various subjects. We feel that it is important to recognize all achievements that you make, so you will be awarded with various certificates & merits. On Friday afternoon we have the awards. This is where you will be presented with your certificates & prizes in front of the whole school.

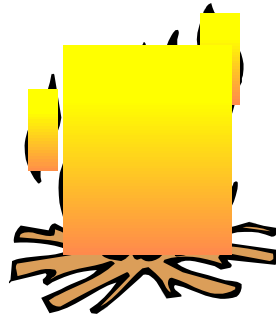
We also run a residential raffle, staff will use it to reward you for your special effort, good behavior, keeping your bedroom tidy, settling at bedtime and for being helpful.

## ***Clothing and personal items***



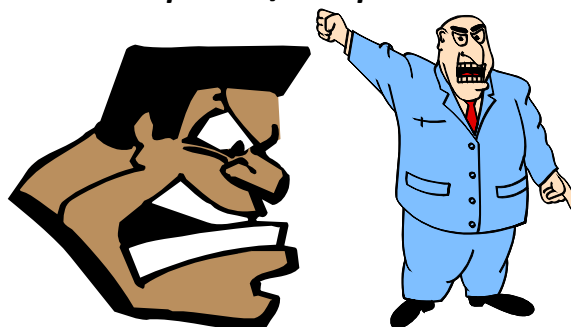
You may bring personal items in to the home with you to make your stay with us more enjoyable. During the school day you must stay in school uniform but during the evening you may change into your own personal clothing. All personal equipment is YOUR responsibility and YOU must take care of it. If it is of any value leave it with a member of staff or leave it at home.

### **Fire drills**



When you arrive to the Residential Unit (Steven Sutton) you will be given a tour of the building and shown where all the fire doors and escapes are these escapes are signposted to show you the best way out of the building in the event of a fire. On occasions there will be practice fire drills to ensure that everyone fully understands exactly what they need to do in the event of a fire. It is important that you listen very carefully to the staff and behave in a sensible manner when these drills take place. ***Next time it could be for real!***

### **Complaints/Compliments**



If for any reason you feel that have a cause to complain about somebody, or offer a compliment whether about another pupil or a member of staff, we have a system in place to help you do this. You may report your complaint/compliment to any member of staff that you feel comfortable with, ideally your mentor. If the complaint cannot be sorted out with your mentor it will be taken to a senior member of staff to carry out a full investigation, including talking to all witnesses who were present at the time of the incident. Once all the information is gathered a meeting will be arranged with you, your parent/carer and social worker if applicable. The findings will be discussed and a way forward decided upon. You must always tell someone if you have a problem.

You can also discuss this with the Independent Visitor (Glynis Rabin) whose contact details can be found displayed in the Home. She will also visit the school and you can also speak to them then.

# LINDSWORTH SCHOOL

## *Anti - Bullying Rules*

*At Lindsworth School all the staff is there to help you if you have any problems. If you feel that someone has treated you unfairly at any time, whether it is staff or pupil, you should tell someone*

**Bullying – help us stamp it out!**



If people are doing something to you that you don't like or upsets you or say something to you that you don't like or even take things from you, they are bullying you! Every member of staff at Lindsworth wants you to enjoy your time at this school. Help us to help you - fill in the complaint slips so we have the evidence to stop it happening again (the bully will not find out).

### RESIDENTIAL COMPLAINT FORM

**Name :**

**Year Group :**

**Date :**

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COMPLAINT:

Date that this form was received:

Complaint received by:

Advocate nominated

Complaint resolved: YES/NO

Yes how :-

# GIVE IT UP!

Stop smoking for life.

Everyone agrees that smoking is bad for you. If you do smoke and would like to stop, the staff will help you with this.



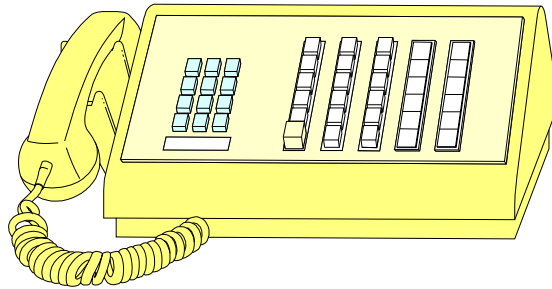
All buildings are designated NO SMOKING AREAS.

SMOKING IS NOT ALLOWED IN YOUR BEDROOM OR ANY OTHER BUILDING BECAUSE OF THE FIRE RISK.





***Need someone to talk to***  
*Here are some Contact numbers*



Child line	0800 1111
NSPCC	0800 800 5000
Victim support	0845 303 0900
Samaritans	08457 909 192
Drugs help line	0800 77 66 00
Drink help line	0800 917 8282
Smoking support line	0800 0525 855
Independent Visitor:	Glynis Rabin:
Email	<a href="mailto:glynis.rabin@freeuk.com">glynis.rabin@freeuk.com</a>
Mobile	07890 320 691
Office	012 99 250 450