Ramsden Hall Academy

Parallel Learning Trust

Ramsden Lodge Residential Handbook

Parents section

Reviewed & updated March 2022

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Ramsden Lodge

Ramsden Hall Academy

Ramsden Heath

Billericay

Essex

CM11 1HN

01277 624580

http://www.ramsdenhall.org.uk/

1. Mission and Purpose

Located in Billericay, Essex, Ramsden Hall Academy is part of the Parallel Learning Trust. In addition to the academic day provision, Ramsden Hall offers a residential provision for boys aged 10-16. Our students are drawn from a wide area of Essex and neighbouring London boroughs plus unitary authorities, all of whom have been identified to have a wide range of social, emotional and mental health needs (SEMH).

We believe that every student can have, and is entitled to, a positive future. We see potential in each of our students and our purpose is to help them access this by supporting them to learn, develop their skills, abilities and talents in order to help them manage themselves and their SEMH needs effectively and successfully. This is summarised below.

1a. Mission.

Our mission is to: “build positive futures from new beginnings”

1b. Vision.

Working together we will:

- Meet our student’s social, emotional and mental health needs enabling them to thrive both in the academy and the wider community;
- Support our students to develop the attributes, skills, knowledge and understanding required to become valuable members of society;

1c. Values and beliefs.

Learning is our core purpose. We believe:

- Every child can achieve
- Every student must make progress
- Every member of the community matters
- Everyone deserves a second chance

1d. What we will do:

We will provide a safe secure environment where students are valued, respected, challenged and supported to achieve and make progress.

2. Through our actions we will develop young people who are:

- Respectful of themselves, each other and the academy;
- Trustworthy, polite, honest and helpful;
- Tolerant of others, open minded and without prejudice
- Resilient, determined and have a strong work ethic
- Responsible, independent and supportive of each other
- Empathetic, thoughtful, compassionate and caring
- Good communicators who are equally good as leaders and team players
- Confident having both self-belief and high aspirations
- Good role models;

Principles & Practice of Ramsden Lodge @ Ramsden Hall Academy

Overview

The boarding provision for Ramsden Hall has long been established alongside the academic provision. The benefits of boarding are equally established, reflected by all corners of the academy community; young people, parents and staff.

When asked via a questionnaire in March 2021 what we do well, almost every boy said "everything", "listening and helping us" or "activities". Below are some other comments:

G said "*Good at looking after everyone." And with regards to recommending boarding to another student he says "It (the residential) has good options and you can chill out"*

J said "(Staff) help me a lot" And with regards to recommending boarding to another student he says "You should try it. I really like it"

Parent of O: "*I would just like to say how amazing it has been to see the development of 'O' in the last eight months. WOW, he has formed a really good friendship with another lad, something he was never able to do at mainstream, all the social skills teaching (in the residential) has definitely paid off. Once again thank you so much."*

Parent of M: "If he has had a bad day in school; he is better once he gets to the boarding; it's like home from home. You are all amazing and he really likes it there".

Residential Purpose

The main aim of the boarding provision is to support the Statement and Purpose of the academy running in conjunction with the overall ethos, values and theoretical approach.

Ramsden Hall Academy strives for young people to reach their academic, physical, emotional and social potential, creating an ethos of engaging young people with their learning:

- Developing values of respect and resolve.
- Using theoretical approaches of positive reinforcement and restorative practice.

The key aim of Ramsden Lodge Residential is enabling young people to improve their ability of engaging with learning. A prime aspect of the provision is based on safety and wellbeing of young people with an operation aiming at providing learning experiences via fun, stimulation and social enhancement.

Arrangements for the residential provision

The boarding provision is an entirely voluntary decision taken by the student and his family. There must be an agreement that the young person stays safe with regard to himself and to others while boarding and that boarding in Ramsden Lodge is aiding his ability to engage with learning throughout the academy day.

Residential staff then risk assess the young person by observing their behaviours in school and the care team will decide, along with the support and agreement of the parent / carer, when they are or will be ready to join.

With the proviso of the above and in addition that students agree to engage with learning activities as part of their residential experience. Students are offered a number of night's residential provision that is agreed to on individual and needs basis.

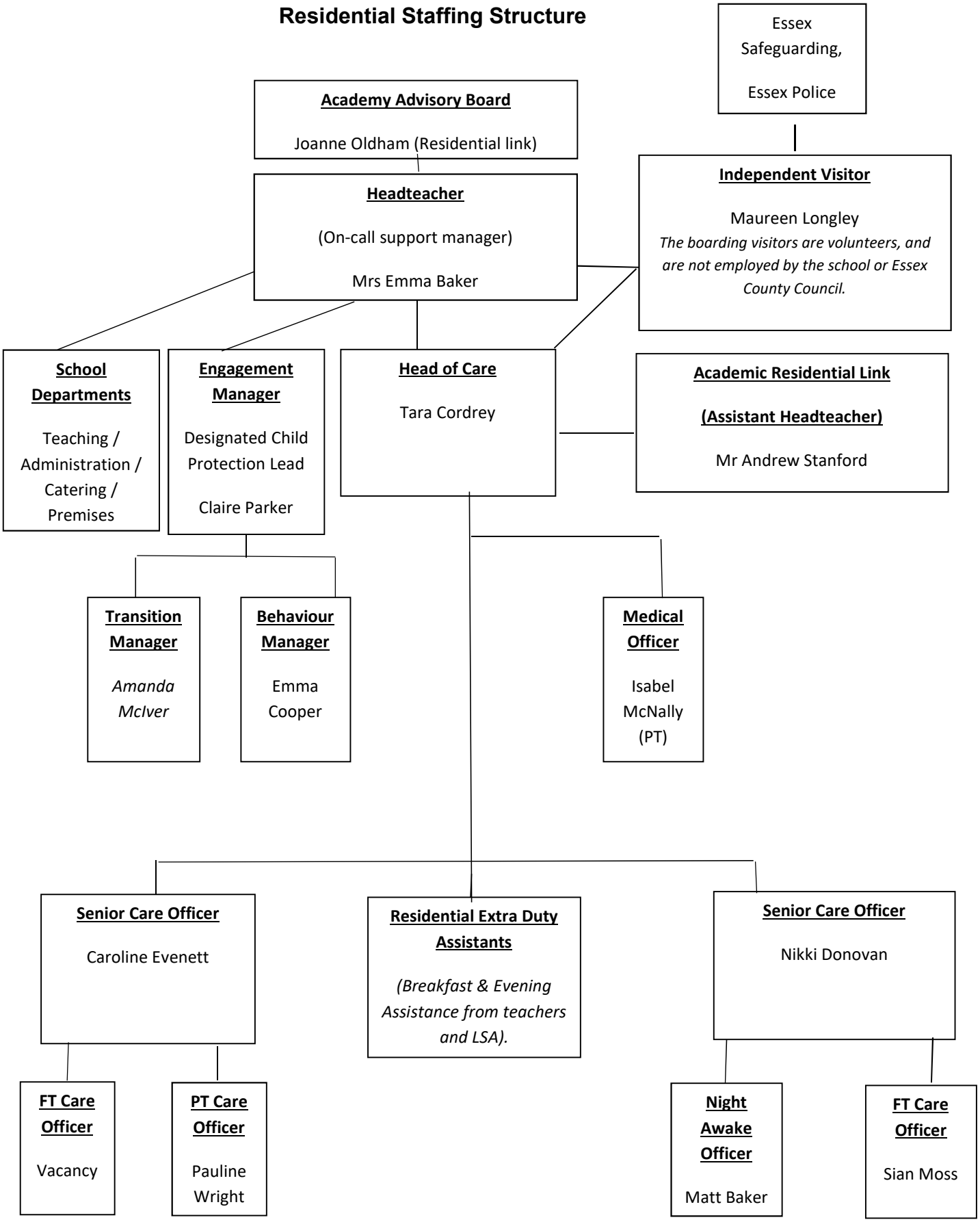
The boarding provision work is in conjunction with all Ramsden Hall Academy policies. All policies can be obtained upon request or viewed on the academy website.

Complaints

Unfortunately, sometimes we do not get it right and you may feel that you would like to make a complaint. Hopefully any issues can be ironed out by a call to a staff member or the Head of Care using option 4 on the school telephone number. If this does not resolve your complaint or you have a further worry, please feel free to access the school website for the full complaints policy.

https://files.schudio.com/ramsdenhall/files/documents/policies/new-rha-complaints-1.pdf

Residential Staffing Structure



Academy Trust and Head Teacher

The Academy Trust and the Head Teacher are responsible for the overall operation of Ramsden Hall Academy. Melanie Hall is the designated Safegarding lead on the Board and visits the school termly, plus when required or requested to do so.

Head of Care

Tara Cordrey is the Head of Residential Care and is part of the Academy Senior Management Team (SLT) where she is responsible for the running and Management of Ramsden Lodge residential provision. She is qualified to level 4, plus has the Registered Manager's Qualification, equivalent to level 5. The Head of Care will complete a mixture of day and evening hours to ensure the smooth running of the provision. She is on call to the staff for guidance and advice each evening with the support of the SLT if needed.

Transitions Manager

The Care Team work closely with the Transition Manager who is responsible for the implementation of the admissions policy and the academy transition process.

Care Team

In addition to the Head of Residential Care, the care team comprises of Senior Care Officers, full and part time Care Officers and a Night Awake Care Officer. Occasionally the team will be supported by voluntary staff, all of whom are vetted for relevant qualifications, experience and security checks.

All of the Care Team hold the National Minimum Standard (NMS) requirement of a relevant level 3 diploma.

Monday to Thursday, full time Care Officers work up to four evening shifts (14.30 – 22.45) and up to one-day shift (7.30 – 15.30). The whole Care Team (apart from the Night Awake Officer and part time Care Officers) work a day shift on Friday.

The Residential operates so there are always a minimum of two staff on duty. During the night, there is at least one Night Awake Officer plus a sleeping-in member of Care Team and an on-call senior manager on duty, supported by the Head Teacher / SLT for any notifiable events.

During the day, the academy has staff of both genders available for the students. During night hours when the students are sleeping (between 22.45 - 07.30) there may be only be staff of one gender available.

The Night Awake Care Officer works 22.30 – 08.30 and is available to support the boys with health and wellbeing needs throughout the night. They are supported, if necessary, by a sleeping-in member of the staff.

The Night Awake Care Officer takes the lead in emergencies occurring at night utilising the on-call Senior Manager and emergency services if necessary.

One of the duties as a Senior Care Officer is to help with the smooth running of the evening. Having organised with the Care Officers what activities are being provided by the team, the Senior Care Officer will organise the evening's activities taking into account the academy risk assessments, dynamics between students and any consequences in place. The Senior Care Officer also takes responsibility for evening medication, while the Night Awake Officer takes responsibility for any overnight and morning medication needs.

All staff are encouraged to give support and advice to each other, while line managers hold the responsibility to ensure that all staff are supported and advised sufficiently.

All staff receive an annual appraisal and regular supervision.

Staff are required to undertake training to keep updated with professional and legal practice developments reflecting the policies, legal obligations and business needs of the academy as a whole.

Care Team & Academic Link

All Care Officers act as residential academic links for their key children, maintaining strong links with the teaching team, particularly those teachers and Learning Support assistants who also work as residential Extra Duty Assistants (EDA) in the mornings and evenings, again maintaining strong links between the residential and the academic provision.

Independent Visitor & Standard 20 Visitor

The Independent visitor is a volunteer who is not employed by the Academy or Essex County Council. They are completely independent of our Academy and are available to listen to any concerns the students may have. They make planned and unplanned visits, usually one visit per half term, (subject to covid) and are there to support all areas of the boys' care.

The Standard 20 visitor, visits the residential provision each half term (subject to covid). He is independent of the Trust and commissioned by the academy, to do Standard 20 monitoring visits, which involve looking at all aspects of the boys' care.

Residential Accommodation

Students within the residential provision are assured that there is a continuity of care provided by a permanent staff team employed through the Parallel Learning Trust.

Each Care Officer will be responsible to an area of the residential building each evening. Although the Ramsden Lodge Residential comprises of one large residential building, for practical purposes, the four main lounges are named Spring, Summer, Autumn and Winter. In addition, there is an American inspired 50's diner, a cinema lounge and a games / senior lounge.

All Care Officers have the responsibility of ensuring the upkeep of the lounges and bedrooms. This includes being;

- clean and tidy,
- well maintained,
- appropriately lit, heated and ventilated,
- suitably furnished,
- adhering to health, safety and welfare standards.

To support the Care Officers in achieving this, the academy employs full time premises staff and contracted professional cleaners.

Ramsden Lodge Residential (opened in May 2021) is an L-shaped building that has a Ground, First and a smaller second floor which just covers one side of the 'L'. On the first two floors there are four lounges; a mixture of single bedrooms with an en-suite, accessible single bedrooms with en-suite and some twin rooms that have an allocated bathroom next to or opposite. The second floor has more single and twin rooms with the games / senior room and an additional lounge. The students are encouraged to personalise their bedrooms with suitable posters, photos and personal items. Each room has a lockable drawer where the boys can put their personal items, if they would like to lock the drawer, they need to talk to a member of care staff who will arrange for them to have a key. However, they are discouraged from bringing in valuables or money, as it is not needed during boarding time. Bedding is provided, although it can be brought from home if preferred. All bedding is routinely cleaned by the Ramsden Lodge Laundry.

All areas of residential accommodation are reserved for the use of those students designated to use it and are protected from access by unauthorised persons via locked doors.

Only one boy will stay in the twin rooms at any time and there are increased cleaning and sanitising routines throughout the building / evening due to covid precautions.

Each single room has its own toilet and shower but twin rooms have a nearby designated bathroom and all are capable of being secured from the inside for privacy. Parents/carers are asked to supply their children with personal care items such as toothbrush / paste, shampoo, soap / shower gel and deodorant (no aerosols please), although Ramsden Lodge provides this if a student runs out or forgets it. These items can be left in their individual rooms. Hand soap is provided in all toilets by Ramsden Lodge and toilets routinely checked and replenished.

Students may use their bedroom for private reading and / or studying; all bedrooms each have a desk and chair. Stationery items will be supplied by the academy on request.

Clothes / school uniform laundry is done in the Ramsden Lodge laundry and cleaned laundry is ready when the students have finished the school day. Parents/carers are also asked to have an identification label or mark within their child's clothing or allow the Care Team do this for them.

While all main meals are prepared and served within the main Academy catering area, each lounge also has a small kitchen area that has a fridge, kettle, toaster, microwave and cooker, to make hot and cold drinks and snacks.

There are separate staff areas within the residential building with private staff sleeping and bathroom, in addition to securable office areas.

There is a minimum of one fire drill per term carried out within residential time.

Electronic monitoring & CCTV

The CCTV system covers the corridors of all floors of the residential building. There is no coverage in the bedrooms, bathrooms, or communal lounges / kitchens. A monitoring system alerts staff when a bedroom door is opened after students have settled. CCTV is also in place around the outside of the building and also has both recording and audio facilities.

Introduction and Transition

Any students at Ramsden Hall Academy who show interest in the residential are invited to look around Ramsden Lodge and talk to staff and current boarders. Then with parents / carers support and agreement they are invited to do an extended day, staying for evening tea and evening activities before being collected by parents/carers. We aim to offer at least two of the extended evening sessions before trial boarding nights to see that the young person enjoys the experience, however this is student led so this can be individualised and shortened or lengthened depending on their need.

Keyworker Allocation & Boarding Nights

When the decision is taken by a student and his family, and he agrees to the safety and learning requirements associated with Ramsden Lodge in order to board, he will be introduced to an initial key worker, though he can ask for another keyworker if he later finds he has a connection to another.

The boarding nights will be agreed on an individual basis between the student, his parents / carer and the care team. The key criteria to board are based on the student's safety towards himself and others throughout the whole school and at all times.

Once boarding nights have been agreed, the students will be expected to board on those nights as transport may not be available if the student changes their mind. We try and support with transport under exceptional circumstances (subject to Covid-19 restrictions)

For the purpose of stability, the aim is for the students to remain in their allocated room. However, in some circumstances staff may recommend a change or they can request to change if necessary and the care team will endeavour to reach the best outcomes for the student.

New boarders are given a Welcome Pack, which their keyworker will work through with them if they wish. Their keyworker will also take them through an induction process.

Senior and more established boarders are encouraged to help new boarders to settle in.

Residential Placement Plans and Risk Assessments

Residential Placement Plans are compiled for every boarder, detailing daily care needs. This includes religious, dietary, personal needs / care, or students with disabilities being provided with appropriate assistance to eat, in a manner which promotes dignity and choice, within their Education, Health and Care Plan (EHCP) objectives. These plans are agreed with by the child and their parent / carer. Covid-19 individual risk assessments are currently in place for every boarder and a copy of these are sent to the parent / carer each term when they are updated or earlier, if required.

Education Health Care Plans (EHCP)

It's probable there could be parallel information between the Residential Placement Plan and the EHCP. However, all students with medical needs also have a detailed Individual Health Care Plan (IHCP) to inform staff of the student's health care needs, in addition to enabling the students to making informed decisions regarding their health. Students have the opportunity to put forward their own wishes and feelings regarding their health care.

Residential Placement Plans may include 'safe' places or 'calm' places that the students identify to go to if necessary, these may be in their bedroom, another place inside or outside the residential building, so long as the identified place is easily accessible when / if necessary.

Activities and Free Time

A wide variety of activities are available for the residential students. It is required that they participate at these times with one of the offered activities. There may include playing on scooters, den building, swimming, ice skating, park visits, cinema, beach, IT, cooking to name a few. Senior boys may choose to go to the senior's lounge to play pool, chat or play board games. The aim of the activities is to promote their development holistically while enhancing their self-esteem and having fun.

Contacting residential staff

As you may guess residential staff are always with the students so please be patient if we are unable to call you back straight away, however please call the below numbers if you need us.

Staff will call you if we have a concern, your son needs to be collected due to behaviour, illness or choice, or in an emergency. We will also call you on a Thursday or Friday to update you on his week with any issues and positives and let you know the boarding nights available to him for the following week.

Please ensure that you are still available on his boarding nights in case of illness, emergency or your son choosing to return home.

Family Hub

As a parent / carer with a son who boards you will have access to the Family hub. The Family hub is a supportive environment to share ideas about what works in boarding, and receive individualised support from the Family hub team. Please inform Caroline / Tara if you like to arrange a meeing.

Out of school hours mobile Telephone numbers:-

07710 372150 or

07874 864900

01277 624580 – School telephone – option 4

Ramsden Lodge Induction

Pupil Name:_____

Keyworker Name:_____

	Parent Ind	Boarder Ind
Hello & Welcome Pack		
Introduced to boarding house (staff & boys)		
Staff structure & introductions		
Safeguarding staff (Claire Parker)		
Independent Visitor		
Standard 20		
Childline, Ofsted & other helpline numbers		
Tour of building (s), grounds & OOB explained		
Lockable draw offered		
Games / Senior Lounge explained		
Fire evacuation procedure (day & night)		
Practiced fire exit routes		
Residential routines explained, e.g.		
☺ Dinner & activity times		
☺ settling time & night / sleep-in staff		
☺ what to do at night if needing staff help		
☺ laundry routine & clothing identification		
☺ Reward points system ①☹ ⑤☺		
Phone call to parents / carers		
Medication / health / dietary requirements ✚		
School day / times & uniform		
House phones		
Mobile / on line safety		
Residential council		
How to make a complaint ☹		
Covid Precautions		
Keyworker signature:		
Pupil signature:		
Date:		

Getting to know you

My name is

I am …… years old

I live with

……

My siblings and their age

……

My pets

a…… named …… / a …… named
……

a…… named …… / a …… named
……

Some favourite food and drinks
……
……

Things I like to do ……
……

Games I like to play ……
……

Leisure / hobby pursuits ……

……

Favourite football / rugby team etc ……

……

Do I like swimming? Am I a confident swimmer? ……

Height …… Build…… Hair colour……

Eye colour…… Distinguishing features……

Residential Support Agreements for	
Triggers: -	
What helps me: -	

Preferred Residential adults: -	
How I like to fix it: -	

P.T

Ramsden Hall Academy Residential Activity Learning Objectives

	To improve Literacy, Numeracy, Writing and Spelling skills.	To encourage and develop play, imagination, strategic planning, construction through play and life skills	To develop Attention, Concentration and Independent learning skills.	To develop Language skills, (understanding, comprehension, socially acceptable).	To develop social skills, positive relationships, emotional intelligence and to work as part of a group.	To develop behaviour, control anger, accept boundaries and accept constructive criticism.	To build self esteem.
Allotment & gardening	X	X	X	X	X	X	X
American pool		X	X	X	X	X	X
Art		X	X	X	X	X	X
Backgammon	X	X	X	X	X	X	X
Bowling	X	X	X	X	X	X	X
Camping		X	X	X	X	X	X
Card games	X	X	X	X	X	X	X
Chess		X	X	X	X	X	X
Cinema		X	X	X	X	X	X
Cooking	X	X	X	X	X	X	X
Drama club		X	X	X	X	X	X
Draughts		X	X	X	X	X	X
DT	X	X	X	X	X	X	
DVD & TV		X	X	X	X	X	X
Fire pit		X	X	X	X	X	X
Fishing		X	X	X	X	X	X
Games room - table tennis, consoles, darts, study room	X	X	X	X	X	X	X
Hanningfield reservoir		X	X	X	X	X	X
Hide and seek		X	X	X	X	X	X
IT	X	X	X	X	X	X	X
IT - Minecraft	X	X	X	X	X	X	X
Lego, Connex etc		X	X	X	X	X	X
Loom bands		X	X	X	X	X	X
Monopoly	X	X	X	X	X	X	X
Orienteering	X	X	X	X	X	X	X
Park - Discovery Centre, Wat Tyler, Lake Meadows, Chelmer,		X	X	X	X	X	X
Reading Challenge, story time	X	X	X	X	X	X	X
Rope games & swings		X	X	X	X	X	X
Scotland yard	X	X	X	X	X	X	X
Scrabble	X		X	X	X	X	X
Shopping	X	X	X	X	X	X	X
Southend trip	X	X	X	X	X	X	X
Sport - trampoline, cricket basketball, dodgeball, football, etc		X	X	X	X	X	X
Swallows Aquatics		X	X	X	X	X	X
Swimming offsite		X	X	X	X	X	
Swimming onsite		X	X	X	X	X	X
Walk			X	X	X	X	X
Woods walk			X	X	X	X	X

Boarder's Check List

Overnight bag & sports kit bag or carriers bag for swimming To put boarding items in and to take on swimming trips	
Academy uniform Recommend two pairs of trousers and two academy shirts. One jumper, one Academy coat and one pair of black footwear for academy day.	
Casual clothing Required change of clothes for each boarding night, along with one emergency change of clothes. (Includes a change of underwear & socks for each day / night, along with one emergency pair). Tracksuit / Jeans Sweat shirt / jumper T-Shirts Trainers Nightwear – pyjamas dressing gown, slippers (recommended) Swimming shorts	
Hats (recommended) Warm hat (winter). Cap (summer).	
Toiletries Toothbrush, toothpaste. Soap / shower gel / shampoo etc. Deodorant (no aerosols, roll on only). Comb or hair brush.	
Bedding and towels Welcome to bring their own, or we do provide.	

Note: all clothing to be labelled with name on all clothing / property.

Staff are happy to do this if not complete.

Boarders Personal Property Agreement

We aim to make the residential as homely as possible, and for residential students to feel like this is their home from home. We, therefore, encourage that they bring some personal possessions. e.g. pictures, posters and toys that will be kept in their bedroom.

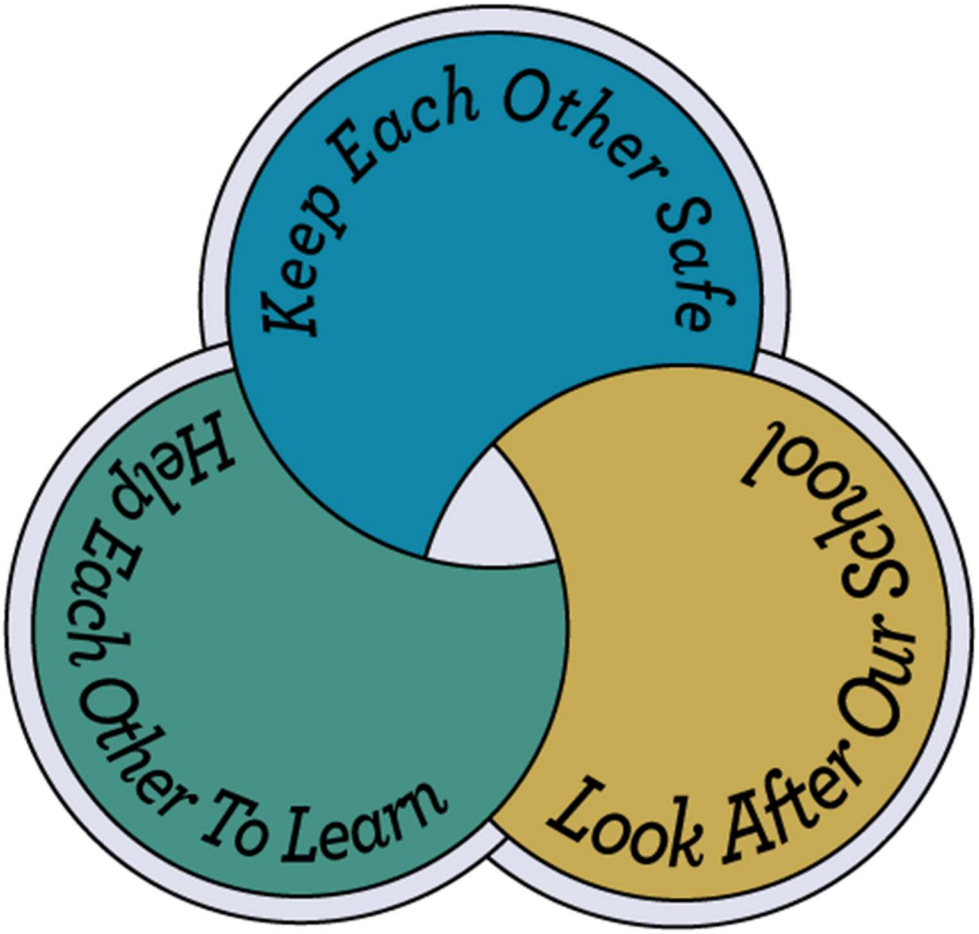
Any personal possessions that are brought in from home need to have been agreed by the parents / carers and the residential staff. There should be no possessions that are not age appropriate or could be used inappropriately, this is especially noteworthy with devices that can connect to the internet.

All electrical appliances need to have passed the Portable Appliance Test (PAT Test). This can be arranged through the academy.

Ramsden Hall Academy does not accept liability for the loss or damage of any property.

Additional space for questions

AT RAMSDEN HALL WE . . .



We keep each other safe; we help each other learn; we look after our school.