

# Residential Handbook

Parents section

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## *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;

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

- 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 Boarding at 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 teachers.

When asked via a questionnaire in January 2019 what we do well, almost every boy said everything, listening and helping us or activities. However here are some other comments: -

DPP said *"Taking me out, making me feel like I am in my second home. I like all the activities"*

JH said, *"(Staff) Listen and help you when you are annoyed"*

NE said, *"You help us when we are struggling in our own way, and I know I can talk to anyone"*

GB said, *"Help children behave"*

RLB said, *"good at looking after us and activities"*

AHK said, *"helping me learn and support me when I'm in a bad mood"*

Parent of RP *"Staff talk things over, ask how their day was, take the boys out, the rules are fair and staff manage any problems, my advice to a parent thinking about their son boarding, establish a good relationship with your sons' keyworker" 2019*

## **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 boarding 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 the boarding 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 considering the best house and group for them 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 needs basis.

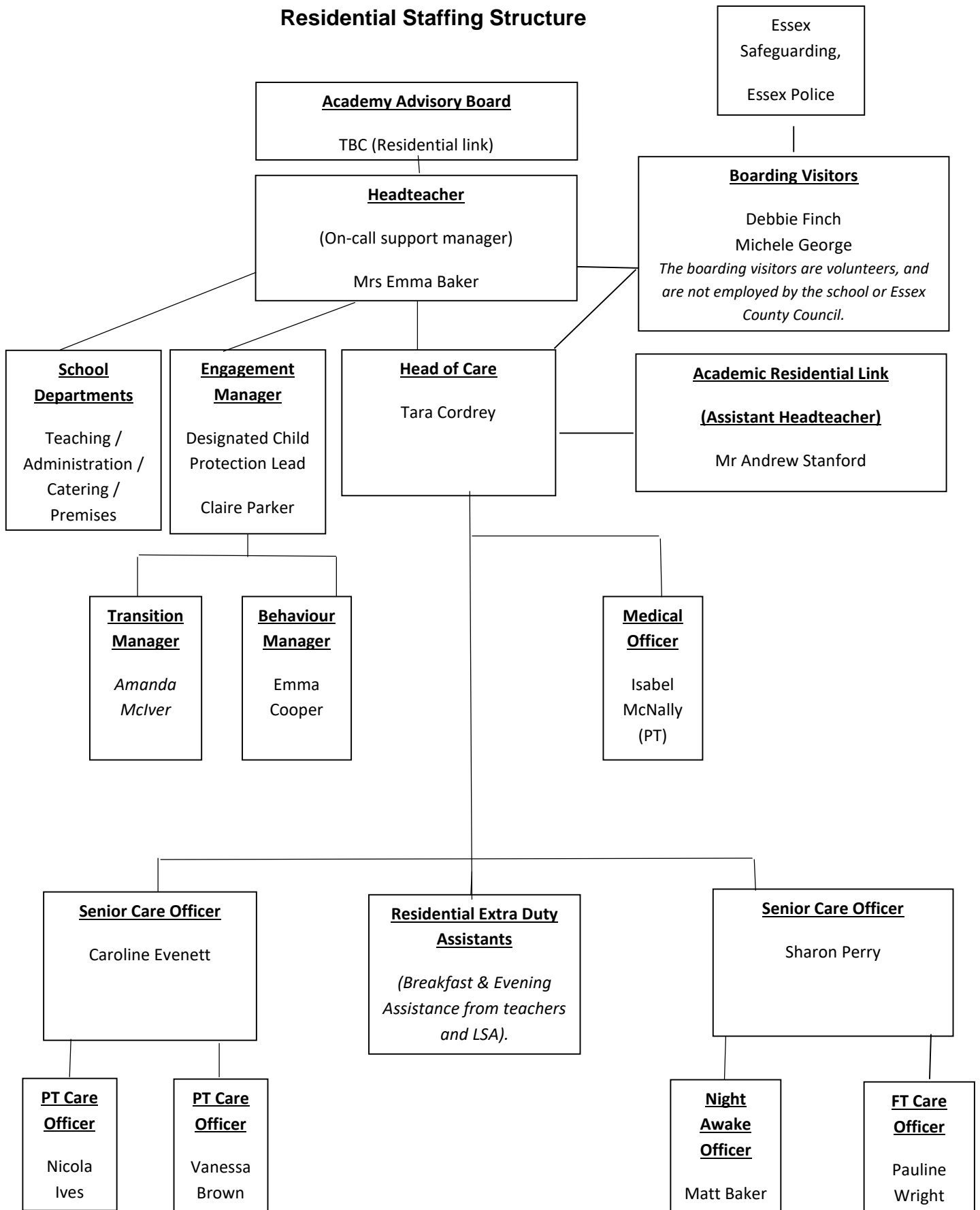
This policy and the boarding provision works in conjunction with all other Ramsden Hall Academy policies. All policies can be obtained upon request or viewed on the academy website.

## **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. Maureen Longley is the designated Safeguarding lead on the Board and visits the school termly, plus when required or requested to do so.

### **Head of Care**

The Head of Care is part of the Senior Management Team and is responsible for the residential provision. She is qualified to level 4, plus has the Registered Managers Qualification, equivalent to level 5. The Head of Care will complete a mixture of day and evening hours.

### **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 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 either hold the National Minimum Standard (NMS) requirement of a relevant level 3 diploma, or are in process of achieving it, subject to passing their probationary period.

Monday to Thursday, full time Care Officers work up to three 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 academy operates so there is always a minimum of two staff on duty. During the night, there is one Night Awake Officer plus a sleeping-in member of Care Team and an on-call senior manager on duty which is the Head of Care, supported by the Head Teacher 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 Care Team.

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 Senior Care Officer is to hold the post of Evening Coordinator (EC) who help with the smooth running of the evening. Having organised with the Care Officers what activities are being provided by the team, the EC will organise the evening's activities taking into account the academy risk assessments, dynamics between students and any consequences in place. The EC 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.

### **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 assistance (EDA) in the mornings and evenings, again maintaining strong links between the residential and the academic provision.

## **Residential Accommodation**

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

Each Care Officer is designated to a living quarter or “house” of the residential building. Although the Ramsden Hall Residential comprises of one overall large manor house, for practical purpose, the quarters are named as individual houses of which are Willow House, Elm House and Oak House. In addition, there is a separate senior lounge.

Each Care Officer has the responsibility of ensuring the upkeep of their house. 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 hires professional cleaners throughout the year.

The three separate houses have a lounge and bedrooms comprising of a mixture of single, twin, and triple bedded rooms. The students are encouraged to personalise their area of the bedrooms with suitable posters, photos and personal items. There are lockers provided in each house offering protection for the student’s personal possessions, 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 academy laundry service.

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 lock and key.

Each House has its own toilets and shower / bath facilities easily accessible from the sleeping areas and 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 the academy provides this if a student runs out or forgets it. Hand soap is provided by the academy and bathrooms routinely checked and replenished.

Students may use their bedroom or lounge for private reading and / or studying; all houses also have desks and chairs in each room, or have a private study area. stationery items will be supplied on request.

Each House has a separate laundry basket and the cleaned laundry is ready when the young people 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 house also has a small kitchen or kitchenette area that has a fridge, kettle, toaster, microwave 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.

The main use of CCTV is on the ground floor areas within the main academy domain.

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

## **Care Provision & Operation**

### **Introduction and Transition**

All students at Ramsden Hall Academy who show interest in the residential are invited to look around the residential houses and talk to staff and current boarders, then with parents / carers support that 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 a few trial boarding nights to see that the young person enjoys the experience.

### **House, 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 the residential in order to board, he will be allocated into one of the residential houses and allocated an initial key worker, though he can ask for another keyworker if he would prefer.

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.

For the purpose of stability, the aim is for the students to remain within the allocated houses with the same keyworker. However, they can request to change these if necessary and the care team will endeavour to reach the best outcomes for the child. Students are often encouraged to work through issues that may arise.

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.

Older or more established boarders are encouraged to help new boarders to settle in.

### Residential Placement Plans

Residential Placement Plans are compiled for every boarder, detailing all care needs. This includes religious, dietary, personal needs / care, this would include 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 to with the child and their parent / carer.

### Education Health Care Plans (EHCP)

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

### Activities and Free Time

A wide variety of activities are available for the residential students. It is required that they participate in these times with one of the offered activities. Senior boys may choose to go to the senior's lounge to watch a DVD, chat or play board games. The aim of the activities is to promote their development holistically while enhancing their self-esteem and having fun.

Sometimes it may be that a student needs time away from others; this is generally fine so long as he advises staff where he's going. Residential Placement Plans may include 'safe' places or 'calm' places that the students identify to go to if necessary, these may be either in or outside the residential building, so long as the identified place is easily accessible when / if necessary.

***Out of school hours Telephone number: 07710 372150***

***(A member of the Care Team has this phone from 4pm to 8am)***

## Residential Induction

Pupil Name:

Date Started: \_\_\_\_\_ Date Completed: \_\_\_\_\_

	Staff initial and date when completed induction	
	Parent	boarder
Hello & Welcome Pack from keyworker 🖐📖		
Introduced to boarding house (staff & boys)		
Staff structure & introductions		
Child Protection staff		
Independent Visitor & standard 20 visitor		
Childline, Ofsted & other helpline numbers ☎		
Tour of building (s), grounds & OOB explained		
Padlock and locker offered 🔒		
Fire evacuation procedure (day & night) 🔔		
Practised fire exit routes		
Residential routines explained, e.g.		
😊 house, 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		
Residential mobile to call home explained		
Mobile / tablet / games expectations		
Residential council		
How to make a complaint ☹		
Keyworker signature		
Pupil signature		
Pupil Name		
Date:		

Keyworker: \_\_\_\_\_

## 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 .....

.....

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.O



# 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				

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

## Boarders Check List

<p>Overnight bag &amp; sports kit bag</p> <p>To put boarding items in and to take on swimming trips</p>	
<p>Academy uniform</p> <p>Recommend two pairs of trousers and two academy shirts. One jumper, one Academy coat and one pair of black footwear for academy day.</p>	
<p>Casual clothing</p> <p>Recommend a change of clothes for each boarding night, along with one emergency change of clothes. (Includes a change of underwear for each day / night, along with one emergency pair).</p> <p>Nightwear – pyjamas</p> <p>dressing gown, slippers (recommended)</p> <p>Swimming shorts</p>	
<p>Overcoats</p> <p>Academy fleece / water resistant jacket</p>	
<p>Footwear</p> <p>One pair of trainers. (In addition to academy shoes).</p>	
<p>Hats (recommended)</p> <p>Warm hat (winter).</p> <p>Cap (summer).</p>	
<p>Toiletries</p> <p>Toothbrush, toothpaste.</p> <p>Soap / shower gel / shampoo etc.</p> <p>Deodorant (no aerosols, roll on only).</p> <p>Comb or hair brush.</p>	
<p>Bedding and towels</p> <p>Welcome to bring their own, or we do provide.</p>	

Note: We encourage all boys to have a means of identification on or within their property.

## **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 may wish to bring some personal possessions into the residential, e.g. pictures, posters and toys.

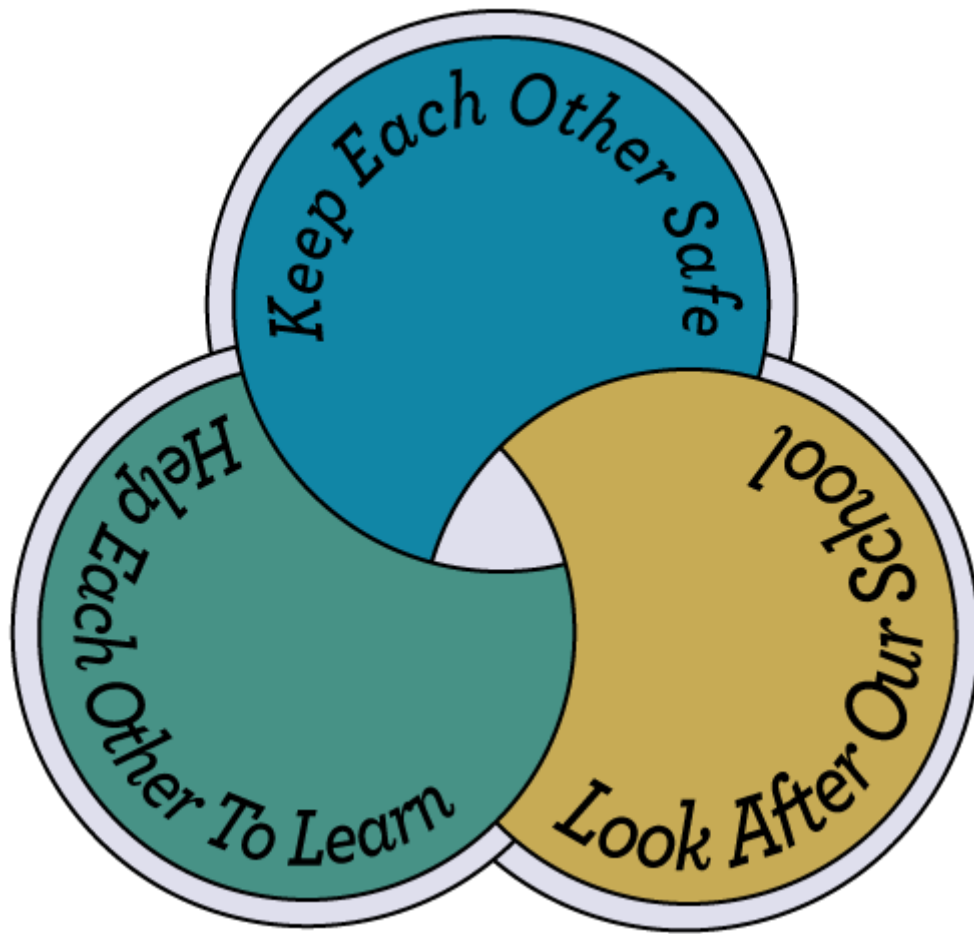
Any personal possessions that are brought in from home need to have been agreed by the parents / carers and the residential staff. There should be no possessions that are age inappropriate or used inappropriately, this is especially noteworthy with devices that can connect to the internet.

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.*