

Blackpool Skills Academy



Induction Pack 2025/26

Stanley House, Stanley Road, Blackpool. FY1 4QL

01253 759854

www.blackpoolskillsacademy.co.uk

Introduction and Welcome

Welcome to Blackpool Skills Academy at what we hope is the start to a positive partnership between us, you, and your child. We work with Blackpool Council and local schools as one of the Alternative Provisions and independent schools. We have prepared this Induction Pack to provide advice and guidance to you as new students and parents/carers, explaining the common procedures and hopefully answering any questions you may have.

Aims

Blackpool Skills Academy exists to support, encourage, and help young people, to better fulfil their individual, unique potential and to avoid the perils associated with school exclusion and anxiety. We aim to provide young people with vocational based education, alongside a broad and balanced curriculum including English, maths and science. We also teach relationships and sex education. Our students have the opportunity to experience a range of different sectors and industries to better inform their next steps on leaving school.

Values

Blackpool Skills Academy has a compassionate ethos, in which all children are welcomed, valued, and treated with respect.

Who's who?

Staff Name	Position	Additional Roles	Additional Roles
Dave	Director Head of Centre/Tutor	Designated Safeguarding Lead Fire Marshall	First Aider
Antony	Deputy Head/Tutor	Deputy Designated Safeguarding Lead	First Aider
Carly	Pastoral/Tutor	Designated Safeguarding Lead	First Aider
Linda	Admin/Tutor	Fire Marshall	First Aider

Photos of all staff members are displayed in the foyer to the learning centre and on our website.

Induction Process

We recognise that starting something new can be terrifying for some students, and exciting for others! This is why our induction process creates the opportunity to get to know you, and for you to get to know us.

All students, ideally accompanied by a parent/carer and a member of staff from their school, will take part in a tour of the centre where they will be based. This is a chance for us to meet each other and to start to establish a positive working relationship, which will give students the best chance of achieving the success they deserve. Following this, and when we have received a fully completed Student Referral Form from your school or the local authority, our induction process will begin.

Recognising that for some students their first day at Blackpool Skills Academy may be the first learning they have done for some time; each student will have a phased introduction to the centre unless there is a specific reason to dictate otherwise. This will involve shorter days to begin with. We work with students, their families, and schools/the local authority to increase students' time with us up to a full day. For some this happens straight away, but for others this may take an extended period of time.

You can download a full copy of Blackpool Skills Academy's Student Induction Policy from the 'Documents' section of our website, or by contacting the office. If you have any concerns or questions at any stage of the induction process, please do get in contact with Dave or Linda.

Term Dates

Blackpool Skills Academy follows Blackpool Borough Schools' Term Dates and are outlined below.

Autumn Term 2025	Term starts	Tuesday 2nd September
Autumn Term 2025	Inset day	Friday 26 th September
Autumn Term 2025	Half term	Mon 27 th Oct – Fri 31 st Oct
Autumn Term 2025	Christmas Break	Mon 22 nd Dec – Fri 2 nd Jan

Spring Term 2026	Term Starts	Mon 5 th January
Spring Term 2026	Half Term	Mon 16 th Feb – Fri 20 th Feb
Spring Term 2026	Easter Break	Mon 30 th March – Fri 10 th April

Summer Term 2026	Term Starts	Mon 13 th April
Summer Term 2026	May Day	Monday 4 th May
Summer Term 2026	Half Term	Mon 25 th May – Fri 29 th May
Summer Term 2026	Summer Break	Friday 17 th July

Timetable

For students attending on a full-time timetable, the school day runs from 8:45am to 3:00pm, however as we offer a range of full-time and part-time timetables, please refer to the My Child At School app (MCAS) to view the timetable relevant to your child.

Breakfast club is offered for all students fifteen minutes prior to their timetable start time.

Lunch and break times may change depending on area of study.

Attendance and Lateness

Attendance and punctuality (being on time!) is very important to ensure that progress is made in learning. You must attend all lessons. We have a legal duty to monitor and report on attendance and absences.

If you are absent or running late, your parents/carers should phone, text or email Blackpool Skills Academy by 10am on the morning of each day you are absent. It is important that your parents/carers get in touch with us as we cannot accept absence notifications from students themselves.

If you do not arrive at Blackpool Skills Academy as per your allocated timetable, we will get in touch with your parents/carers and school to inform them that you are absent. If you arrive ten minutes after your allocated timetable you will be marked as late.

We cannot authorise any absences from Blackpool Skills Academy. The school where you are on roll may authorise absences in certain circumstances. We do understand that sometimes you may have appointments to attend (e.g. medical appointments), and it is important that your parents let us know of this in advance so that we can inform your school. Wherever possible appointments should be arranged for outside the day you attend Blackpool Skills Academy.

Illness

We require the telephone number of a parent/carer in case of an emergency or in case you become ill at Blackpool Skills Academy. Please ensure that we are kept up to date if the telephone number changes, this can be done on our MCAS app or by telephoning the office. We are unable to send you home due to illness without telephoning your parents/carers first.

If you require emergency medical treatment and we are unable to contact your parents/carers, a staff member will accompany you to the hospital.

Break and Lunch Times

Students are provided lunch and refreshments at no cost to the student, unless otherwise arranged, however students can bring in their own snacks and lunch, though Blackpool Skills Academy will provide Water or cordial at breaks and lunch and toast during breakfast club for students.

Behaviour

Students are expected to respect behavioural boundaries and show consideration and concern for others. We aim to encourage positive attitudes, values, and behaviours to ensure productive working environments. Our relationships with our students are based on care, courtesy and respect and we endeavour to help the children to behave responsibly and thoughtfully.

Staff will not use foul and/or abusive language. We expect students not to either. You can download a full copy of Blackpool Skills Academy's Behaviour Policy from the 'Documents' section of our website, or please contact the office.

Uniform and Resources

Unlike most schools, Blackpool Skills Academy does not have a uniform. However, we do expect all students and staff to dress sensibly and comfortably.

Footwear: Sensible shoes must be worn at all times. Crocs, sliders, open-toe, or open-back shoes are not permitted. For students attending the construction workshop, we strongly advise bringing steel toe cap boots or similar protective footwear to help prevent damage to shoes and reduce the risk of injury.

Clothing: Outfits must be appropriate for a learning environment. Cropped/skimpy tops, low-cut tops, miniskirts, and hot pants are not acceptable.

If a student attends in unsuitable clothing, parents/carers will be contacted, and the student may be asked to return home to change into something more appropriate.

Please note that Blackpool Skills Academy cannot take responsibility for any damage to clothing or jewellery, so we advise not wearing your most valuable or sentimental items.

All resources required for lessons will be provided. The only exceptions are occasions when specific activities may require gym wear or water bottles—we will inform students in advance if this is the case.

Qualifications

At Blackpool Skills Academy students in year 11 work towards the achievement of a Health and Safety qualification and a Finance and Life Skills qualification, with the options of an entry level 3 qualification in other vocational areas. Students will be encouraged to develop Maths and English through industry related topics and tasks to help further develop their knowledge in the core subjects.

The delivery concept borrows from experience in the Early Years Foundation Stage where children 'carousel' between academic and vocational activities in a single space.

Our KS4 students often struggle with concentration skills so adopting this same approach has proved successful in the 22/23 and 23/24 academic year. This has included a diet of some classroom-based theory lessons e.g., dangers on a building site, effects of chemicals in hair and beauty.

Assessments

Formative assessments are a way of helping us to track students learning, and to identify things that you still need to learn so that we can support you with those areas. We continually monitor, review, and evaluate student's personal and academic progress and liaise with parents and agencies working with students on a regular basis. We regularly conduct assessment to monitor progress and learning.

Special Educational Needs

At Blackpool Skills Academy we seek to engage students in a personalised learning programme, tailored to their unique needs. Our high staff-student ratios provide a setting where students are accepted and cared for whilst being supported and challenged. We tailor the learning and level of support for everyone, giving all students the best chance of making progress and achieving success.

Blackpool Skills Academy complies with the Disability Discrimination Act 1995 and does not treat disabled learners 'less favourably'. We promote equality of opportunity between disabled learners and other learners and positive attitudes towards disabled people through our 1:1 tuition.

Safeguarding and Child Protection

We are committed and dedicated to the safeguarding and protection of your child. Our Designated Safeguarding Lead is David Hodge, supported by Carly Spencer-Hodge. David and Carly liaise with many different services and organisations to ensure your child is safe. These include Schools, Health Authorities, Social Services, Multi Agencies, and the Police.

Whenever possible, we will liaise closely with you, keeping you informed of all the aspects of your child's wellbeing. There are however times when in the interest of the welfare of your child, we are required by law to deal directly with the authorities.

All our staff and volunteers are carefully checked before they start work at Blackpool Skills Academy, to make sure they are suitable to work with young people. All visiting staff from other organisations (e.g. drugs workers, educational psychologists) have also been properly vetted by their employers and confirmation of this is held by Blackpool Skills Academy.

If you have any serious concerns about your child or any other child, please do not hesitate to contact David or Carly for further advice and guidance. If you would like to view a full version of Blackpool Skills Academy's Safeguarding Policy, you can download it from the 'Documents' section of our website, or please contact the office.

Health and Safety

It is our highest priority to do everything we can to help students feel safe whilst they are a student with us at Blackpool Skills Academy. This means we will do what we can to care for them and protect

them from harm, provide a safe and healthy environment and act on concerns that you or we may have.

Our staff are appropriately qualified and receive training in safeguarding, health, and safety, first aid, fire safety and behaviour management. This ensures they know how to keep young people safe and deal properly with any concerns that arise. Staff follow clear, set guidelines and procedures for keeping safe while at Blackpool Skills Academy.

Our Health and Safety Policy is in accordance with the Health and Safety at Work Act 1974. David Hodge is our delegated Health and Safety representative although all staff have a responsibility for Health and Safety. Risks Assessments are completed before any activities are carried out and the needs of your child are paramount. Student's responsibilities towards health and safety, and what to do if they feel unsafe or if there is a fire, will be covered as part of the induction process.

If you would like to view a full version of Blackpool Skills Academy's Health and Safety Policy, you can download it from the 'Documents' section of our website, or please contact the office. If you are worried about your own safety or welfare, or the safety and welfare of someone else, you can speak to any member of staff. You can do this even if your concern involves the conduct of another member of staff.

Bullying

At Blackpool Skills Academy we are committed to working together to create an environment where no form of bullying is tolerated. We will encourage and help students to treat each other with respect and kindness, challenge any bullying we see or hear and impose appropriate sanctions for bullying.

If you feel you are being bullied, you can speak to a member of staff at any time. If you tell us, you are being bullied, we will deal with it quickly, sensitively, and effectively and help ensure that the bullying does not continue. We will support you while the issue is being dealt with and afterwards.

E-Safety

Blackpool Skills Academy promotes the safe and responsible use of technology. Students will at times be allowed to use their own devices, under supervision, as part of their learning, and may use their own data allowances responsibly.

When using the internet, either at Blackpool Skills Academy or elsewhere, we recommend following these simple steps to help protect themselves:

1. Do not post any personal information online including your phone number, address, passwords, or your school.

2. SPEAK UP! If you viewed something online that made you anxious, unsafe, or uncomfortable, speak to an adult that you trust.
3. If you do not know someone, why are they "your online friend" or "follower"?
4. Privacy settings should always be kept to a maximum. Use the search engines on social networking websites to find out how to do this.

5. Think carefully when "posting" or "sharing" a photo online. Remember, once a photo is posted online, people will be able to share or download the photo.

You can download our e-Safety Policy from the 'Documents' section of our website, or through the office.

Drugs, Alcohol, Smoking & Vapes

Blackpool Skills Academy aims to help all students be able to take their place safely in a world where a wide range of drugs exist. We recognise that some prescription and medicated drugs have beneficial effects, but also that every drug has the potential to harm.

We have a zero-tolerance approach to the possession of illegal drugs and work proactively with the Criminal Justice Sector on all such matters. Students are not allowed to bring alcohol, drugs or any form of drug paraphernalia onto Blackpool Skills Academy premises.

We actively promote the risks related to smoking and the use of E-cigarettes (Vapes), Blackpool Skills Academy recognises that many of our students are dependent on tobacco or vapes, however the use of cigarettes or vapes are forbidden on Blackpool Skills Academy premises. We request all students hand in cigarettes or vapes at reception on entering the building, and these **will not** be returned to the student. Parents/Carers will be called and given the opportunity to collect them or can ask us to dispose of them.

Blackpool Skills Academy aims to promote a clear understanding of the risks related to drug and alcohol abuse. We recognise that some of our learners may require confidential advice, support, and guidance so we work alongside an organisation named HORIZON who provides this. You may obtain a full version of our Drugs Policy from the 'Documents' section of our website.

Mobile Phones

If students do bring their mobile phone, we ask that they hand them in at the start of the day and will receive them back either at the end of the day or if they are required to use them as part of a lesson.

If the student does not choose to hand in their mobile phone and they are seen using their phone during a lesson they will be asked to hand in their device to ensure they are able to focus and achieve their maximum learning potential without distractions.

Scanning Policy

At Blackpool Skills Academy, the safety and wellbeing of students, staff, and visitors is our top priority. To help us maintain a safe learning environment, the Academy operates a scanning policy.

Hand-held scanners may be used to check students and their belongings either on entry to the building, during random spot checks, or if there are reasonable grounds to believe a student may be carrying a prohibited item. All checks will be carried out respectfully, with minimal intrusion, and wherever possible by a staff member of the same gender as the student. Students may also be asked to empty their pockets, remove coats, or present their bags for inspection.

We expect all students to cooperate fully with these checks in order to ensure the safety of the whole school community. Refusal to comply with a reasonable request for a scan will be treated as a serious behaviour matter and parents or carers may be contacted immediately.

Prohibited items include weapons, drugs, alcohol, tobacco, vapes, fireworks, or any item considered dangerous or inappropriate for a school environment. Any items found will be dealt with according to the school's safeguarding and behaviour policies, and illegal or dangerous items may be reported to the police.

This policy is in place to keep everyone safe and to act as a clear deterrent to bringing unsafe items into school.

Complaints

We welcome the opportunity to talk about concerns you or your parents may have so we can identify areas where we can improve. In the first instance, your concerns should be raised informally with David or Eloise.

In most cases, concerns and complaints can be dealt with informally. However, there are occasions where it is not possible to resolve issues despite best efforts. In these cases, you should set out your concerns and/or complaints in writing using Blackpool Skills Academy's Complaints Form. If your complaint is with regards to the Head of Centre, please contact the Blackpool Skills Academy Leadership (details available in our Complaints Policy).

We will always endeavour to respond to your concerns as soon as possible. You can download our Complaints Form and a full copy of our Complaints Policy from the 'Documents' section of our website, or through the office.

Equal Opportunities

We actively promote equal opportunities and instruct all students on the basis that we do not discriminate, directly or indirectly, anyone on the grounds of colour of skin, race, nationality, beliefs, sexual orientation, gender, or disability. We aim to equip our students with a sound awareness of our diverse society and to understand and appreciate the value of difference.

Parental Support

The partnership between parents/carers and Blackpool Skills Academy, and parents/carers and students, can have a huge impact on students' learning and engagement. We greatly value parents'/carers support and welcome any questions or comments. Two-way communication between parents and Blackpool Skills Academy is encouraged!

Parents/carers can make a positive contribution to students' education by:

- Helping you to get out of bed and to Blackpool Skills Academy on time each day.
- Find time each day to talk to you about your day and encourage positive attitudes towards it.
- Helping you prioritise and make time for revision, especially as you get closer to your exams or to complete course work.
- Helping you read as much as possible by providing you with newspapers or books.
- Keeping Blackpool Skills Academy, and your school/commissioning agency, informed of any factors, which may affect your attitude or engagement whilst at our centre.

Contact Us

Blackpool Skills Academy
Stanley House, Stanley Road.
Blackpool
FY1 4QL
01253
759854
info@blackpoolskillsacademy.co.uk

Dear Parent/Guardian,

We would like to welcome you and your child to our provision here at Blackpool Skills Academy. We have included this Induction Pack about Blackpool Skills Academy for your benefit. This handbook is for your information and is to be used as a guide and reference to our procedures and structures that have been put in place for the benefit of your child.

Our intentions are to work with young people and create a positive future for them in which they will find the joy of learning and strive to succeed. We will work with you as best we can in ensuring your child's interests are put first and ask for your support in doing so.

During the year we may send you information about your child's progress, however you may request this from us, or your child's school, at any time.

On our website you will find a permission form for various activities throughout the academic year, for your attention, and ask you to complete the online form and sign to confirm the activities your child can/cannot attend.

Please complete and return the slip below, as confirmation of your receipt and reading of this Induction Pack.

If at any time you have any concerns you wish to discuss, please do not hesitate to contact us by either telephone: 01253 759854 or email: info@blackpoolskillsacademy.co.uk

Our contact information is listed throughout the handbook.

Yours faithfully,

David Hodge

Head of

Centre

Designated Safeguarding Lead

I _____ hereby understand and acknowledge everything within this induction pack and agree for my child _____ to attend Blackpool Skills Academy.

Parent/guardian name: _____

Parent/guardian Signature: _____

Date: _____

Dear Student,

We would like to welcome you to Blackpool Skills Academy. We have included this Induction Pack for your benefit. This handbook is for your information and is to be used as a guide and reference to our ways of working.

We will work with you to create a positive future in which you will succeed. We believe that ALL students have the capability to succeed. We know that many students, for one reason or another, cannot cope with mainstream education but we hope that you will thrive at Blackpool Skills Academy. We will work with you as best we can to ensure that your interests are put first with regards to your needs in education.

In return, we ask that you try your best. This includes arriving on time and ready to learn, and listening to and respecting what your tutors tell you. Please tell us when you do not understand, or if you are struggling. We want to help you learn and develop and prepare for your next steps, so it is important that we can spend time teaching you.

Please complete and return the slip below, as confirmation of your receipt and reading of this Induction Pack along with the workshop/workroom rules and to confirm you have had a tour of all the facilities.

If at any time you have any concerns or worries you wish to discuss please do speak to one of your tutors, or you may ask your parent or school to get in touch with us on your behalf if you would prefer.

Yours

faithfully,

David Hodge

Head of

Centre

Designated Safeguarding Lead

I _____ hereby understand and acknowledge everything within this induction pack and agree to attend Blackpool Skills Academy.

Student name: _____

Student Signature: _____

Date: _____