



The South Cotswold Partnership

Pupil & Parent Information

2009 - 2011

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Introduction

Welcome to the South Cotswold Partnership. I hope your child will have a happy and successful time working within the partnership. The information contained within this booklet will, I hope, answer some important questions you may have. As always, feel free to contact me should you require any further information.

Pupils on partnership programmes will work with pupils from other schools. We hope they will make new friends whilst on the pathway they have chosen. Also contained with this booklet are key contact names of staff.

Please visit our web site on a regular basis, as there is a wealth of information contained within it. This will be the first place where we will post information. You can subscribe with a RSS feed, to make sure you are updated when we update the site. Visit www.southcotswoldpartnership.org.uk for further information.

A handwritten signature in black ink, appearing to read 'Mr Germaine', with a small dot at the end.

Mr C Germaine
South Cotswold Partnership Coordinator

Key Contacts

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Uniform

Pupils have been given a South Cotswold Partnership uniform, a polo shirt and sweat shirt for the majority of courses and a tunic for the Hair and Beauty courses. It is expected that uniform is worn at all times whilst studying partnership courses. There are some specific course expectations listed below.

Beauty - Pupils will be given a tunic that must be worn at all times. Pupils will be required to wear black shoes and black trousers, which they should provide themselves. It is expected that pupils will wear that uniform all day as they may be required to work in the salon at any time during the day. Pupils are not allowed to wear jeans or t-shirts of any kind at anytime.

Pupils will be told what make up and jewellery they are allowed to wear and will be shown how to apply it professionally. As pupils work in a salon that is used by paying customers, it is vital that pupils adhere to the dress code.

Motor Vehicle - Pupils will be given a polo shirt and sweat shirt. These should be worn on partnership days. When time will be spent in a school, pupils should also wear normal school trousers and shoes. When doing practical off site, jeans should be worn which may get dirty. Safety boots must also be worn. For Health & Safety reasons pupils will not be allowed to take part in practical activities without them.

Construction - Pupils will be given a polo shirt and sweat shirt. These should be worn on partnership days. When time will be spent in a school, pupils should also wear normal school trousers and shoes. When doing practical off site, jeans should be worn which may get dirty. Safety boots must also be worn. For Health & Safety reasons pupils will not be allowed to take part in practical activities without them.

Early Years - Pupils will be given a polo shirt and sweat shirt. These should be worn on partnership days. Pupils should also wear their normal school trousers or skirt and school shoes.

Land Based - Pupils will be given a polo shirt and sweat shirt. These should be worn on partnership days. When doing practical off site, combat trousers or jogging trousers should be worn which may get dirty, these dry much quicker than jeans should they get wet. Safety boots must also be worn. For Health & Safety reasons pupils will not be allowed to take part in practical activities without them. Overalls are recommended.

Hairdressing - Pupils will be given a tunic that must be worn at all times. Pupils will be required to wear black shoes and black trousers, which they should provide themselves. It is expected that pupils will wear that uniform all day as they may be required to work in the salon at any time during the day. Pupils are not allowed to wear jeans or t-shirts of any kind at anytime.

Pupils will be told what make up and jewellery they are allowed to wear and will be shown how to apply it professionally. As pupils work in a salon that is used by paying customers, it is vital that pupils adhere to the dress code.

Lunchtimes

Different centres have different lunchtime arrangements and you will be told about these during the first day. The period for lunch will be approximately 30 minutes; the length of lunchtimes has been reduced on partnership days to maximise the learning time available. Therefore, even though the rest of the school might be on lunch partnership pupils will be in class.

Depending on the centre pupils are studying at, different lunch facilities will be available. When in a school, pupils will be able to buy a school lunch or bring a packed lunch. When off site a packed lunch will need to be brought

Transport

The partnership will provide transport for pupils to access the course they have chosen to follow. We expect behaviour on the buses to be impeccable, otherwise we will withdraw this privilege and pupils will be required to make their own way to the course.

Transport will depend upon which home school the pupil attends. Cirencester will be hub for all courses and pupils will be brought to a central place before moving to the place of learning if need be.

The first few weeks may appear to be hectic with regard to transport but it will soon settle down once the routines are established.

ASSESSMENT

To ensure that you as parents and pupils are fully informed of where you are on your course the assessment and reporting has been updated as below.

Target Grade

| |
|-------------|
| Distinction |
| Merit |
| Pass |
| Fail |

Progress Check

| |
|------------------|
| Exceeding Target |
| On Target |
| Behind Target |

Behaviour

| |
|-------------------|
| Excellent |
| Good |
| Needs Improvement |

Effort

| |
|-------------------|
| Excellent |
| Good |
| Needs Improvement |

Reporting

The partnership has altered reporting to ensure that parents receive better information on how your child is progressing. During Term 1 for Year 10 pupils you will receive a call from the delivery tutor to introduce themselves to you, and give you an initial feedback report on how your child is settling in. You will also receive two written reports in Terms 2, and 5 (Year 11) or 6 (Year 10), and a report in Term 4 with current achievement grades.

We would like to promote a culture where parents can email or call the relevant programme leader or Pastoral Manager to raise any concerns rather than wait for a Parent's Evening. To this effect we have removed Parent's Evening from the calendar for the Partnership as we feel it would be more beneficial to address any issues as early as possible. Please refer to page 4 of the handbook for contact details for all staff involved in the partnership.

Behaviour

I expect pupils on all pathways to behave impeccably. Poor behaviour on buses to and from centres will not be tolerated and will result in pupils having to make their own way to the centre of learning.

Whilst at the centre of learning, you will be shown and told certain Health & Safety issues. It is important that you follow these rules as they are in place to protect everyone.

Just as in school, you can expect to be rewarded for good behaviour and excellent work and effort. The partnership will communicate on a regular basis with the home school to feedback on pupil progress. The flow chart below shows the summary of procedure we follow.

Reprimand

- Reprimand given
- Incident logged on the database by course tutor
- Incident emailed to the Home School for information/to follow up.

Repeated Offending

- Incident logged on the database by course tutor
- Discussion between Tutor, Pastoral Manager and Home School
- Parents Contacted
- Target Sheet to address the issue and monitor progress

Time Out from Pathway

- Incident logged on the database by course tutor
- Recommendation by Tutor that Time Out is required.
- Parental meeting arranged re issue of contract
- Time Out from Pathway (1 or 2 weeks depending on incident)

Withdrawal from the pathway may be necessary if behaviour cannot be managed using the steps above. It is essential that pupils understand the need for safety and that if incidents occur that put other pupils at risk that they will not be allowed to continue on the course. A formal meeting will be arranged with pupil, parents, Home School, and Pastoral Manager. Pupil and parents do have the right to appeal.