

# PUPIL INFORMATION BOOKLET



2022-2023

# We are here to help you . . .


Who can I share my problem with?

Who can I talk to?

I am worried . . .




Independent Visitor  
Mike Chislett  
and Froddo, the dog



**ALL** adults at Norton House can help you . . .  
If you tell an adult something, they cannot promise to keep it a secret - they will pass it on so they can help you more.  
Here are some key members of staff . . .

Safeguarding Leads

Michelle Reysenn  
Head Teacher




Linda Hawkey  
Assistant Head SENDCO



Louise Gardiner  
Head of Welfare and Residential Care



Martyn Watkins  
Head of Staff and Pupil Well-being




My Tutor and My Keyworker

Thrive Practitioner  
Emma Kelleher



Family Support Worker/ Well-being Mentor  
Suzie Sylvester





## Notton House Academy Core Values

We **ALWAYS** show our values by:

1. Keeping **SAFE**



2. Being **KIND**



3. Showing **RESPECT**



Green Tokens . . .



How do I earn them?

Being an excellent citizen showing



Safety, Kindness and Respect

What is the reward?

Weekly prizes



End of term trips



## Incident Guidance

We **ALWAYS** show our values by:

1. Keeping **SAFE** 
2. Being **KIND** 
3. Showing **RESPECT** 

To follow our school values:

we wear our uniform



we hand in our mobile phones



we stay in class



we complete our work



we get ready for school on time



we use kind words



we respect our environment by not causing damage



we understand Notton is a no smoking site



we respect others and do not use racist or homophobic words



we stay on site



we accept that drugs and alcohol are not allowed on site



we do not cause harm or injury to anyone



For showing our values, we can earn green tokens, a postcard or phonecall home, a certificate, an on the spot prize, a letter home, a voucher.



## What if I do not follow our school values?

Depending on the incident, the following may happen:

Your tutor or key-worker logs the incident on Sleuth (our computer recording system).



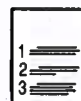
A phonecall is made home at the end of the week or the same day.



A meeting is arranged with your family.



Targets are set for you and shared with staff.



A key working session is arranged.



You are asked to change rooms (environment) to:

pastoral room, music room, gym, sensory room etc.



An action plan is made with you and your family.

A restorative meeting is arranged with staff or another pupil.



The Senior Leadership team are informed and will call home.

The police are called.



A behaviour contract is put in place.



You will see one of Notton's visiting professionals.



Your name is added to the professionals meeting where you will be discussed.



You are referred to see the school nurse



, CAHMS or have mentoring with Chad.



Your family meets with the Senior Leadership Team.

An emergency Annual Review is held to discuss your needs.





## Damages Process



### If I cause damage . .

1. The staff member who sees the damage logs it on Every and Sleuth (our computer recording systems) with your name.



2. Your family will be told and you will have a key working session.



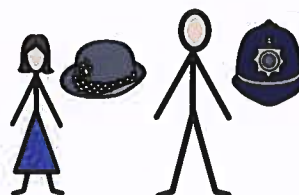
3. Our Bursar (admin office) will share the damage information with our Senior Leadership Team.



4. The site team will let the Bursar know the cost of the damage.



5. The police may be contacted depending on what the damage is.



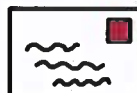
6. A discussion will be had about repair work.



7. The plan is then shared with your key staff.



8. A letter will be sent to your family about the damage you have caused, the cost and the repair plan.



9. You will complete an activity to make amends for the damage you have caused, This could include fixing the damage, cleaning graffiti, weeding, painting, tidying, sweeping, litter picking.





## School Transport - Our Code of Conduct



I will always wear a seatbelt and remain seated until told otherwise



I will not distract the driver by shouting etc.



I will not eat or drink on the vehicle.



I will keep my bags away from blocking escape routes.



I will not bring the name of my school into disrepute (damage school reputation) by making gestures etc.

If you do not follow our School Transport Code of Conduct, you may get a school transport ban.



## Outdoor and Physical Education



**I understand and agree with these guidelines, so we can all be safe and enjoy our days out.**

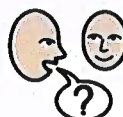
**1. I will show respect towards other students, staff and any member of the public.**



**2. I will support others and try to do my best in all activities.**



**3. I will tell or ask for help from staff if a difficult situation arises.**



**4. I will walk**



**to the mini bus and be aware of parked cars and moving vehicles.**



**5. I agree to follow the Travel/Transport Code of Conduct**

**6. I agree to listen and to follow instructions from staff at all times.**



**7. I agree to be respectful to all equipment and facilities.**



**I understand that I will be asked to repair or pay for loss or damage.**



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or



**8. I accept that if I do **NOT** follow these guidelines that I may not be able to access outdoor activities or P.E. lessons.**





## My Personal Data



The rules are called General Data Protection Regulations or GDPR. The rules give people rights about how organisations keep their personal information.

The information we collect, hold and share include:



Your name



Your address



123 @

Your telephone number/email



Your attendance



Your nationality/country of birth



Assessment information



Medical information



Exclusion/behavioural information

Why do we collect and use this information?



To support learning



To monitor and report on your progress



To provide pastoral care



To comply with the law



To assess the quality of our services

**Who do we share your information with?**  
**Schools that you attend after leaving Notton**



**Our Local Authority**



**The Department for Education**



Department  
for Education

**Learn@MAT Academy Trust**



**Alternative Learning provisions e.g colleges**



**School Nurse**



**National Health service**



**Storing your data**

We hold your pupil data until you reach the age of 25.

**Sharing your information**

We do not share your information with anyone without consent unless the law and our policies allow us to do so.



## Acceptable use Policy Agreement



**Policy Agreement.** I understand that I must use school ICT systems responsibly so there is no risk to my safety or to the safety and security of the ICT systems and other users.

### My own personal safety.

- I understand that Notton House will monitor my use of the systems, devices and digital communications.



- I will keep my username and password safe.



- I will be aware of 'stranger danger' when communicating on line.



- I will **NOT** share my personal information such as:



Name



Address



Number



Email



Gender



School

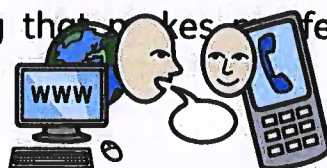


Bank

- If I arrange to meet someone off-line that I have communicated with, I will do so in a public place and take an adult with me.




- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.





**Everyone has equal rights  
to use technology as a resource and:**



I understand that the school systems and devices are for educational use and I will NOT use them for anything else unless I have permission. 

**I will act as I expect others to act towards me:**



- I will respect others work and property and will not access, copy, remove or change their files.



- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language.



- I will not take or distribute images/photos without



permission.



**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school has the right to take action against me if i am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school.



- I understand that if I fail to follow this Acceptable Use Policy Agreement, I will be subject to disciplinary action.

# Notton House Academy

## Anti-Bullying Pledge



**KEEP EVERYONE SAFE. RESPECT EACH OTHER.**

**RESPECT OUR ENVIRONMENT.**

### OUR VALUES

We want Notton House to be a happy, friendly learning community where staff and students feel safe and secure. BULLYING has **NO** place in our community.

Bullying is "A persistent and deliberate attempt to hurt or humiliate someone".

**WE AGREE THAT EVERYONE HAS A RESPONSIBILITY TO PREVENT BULLYING.**

**IT IS UP TO EACH OF US TO MAKE SURE BULLYING DOES NOT TAKE PLACE IN OUR COMMUNITY.**

We will treat others with respect



We will speak out against bullying



We will not allow others to be bullied



We will tell a member of staff if we see bullying



We will help others to feel safe



We will agree to keep and support our pledge

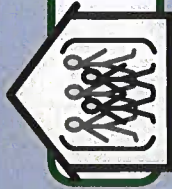




# Mobile Phone Use at Notton House Academy



Mobile Phones do NOT keep you **SAFE** at school.



Staff keep you **SAFE** at school.

PLEASE keep yourself and others **SAFE** by handing in your phone to staff.



Lesson time is for **LEARNING** . . .



If you have your phone out in the school day, you are putting yourself and others at **RISK**.



You are stopping yourself from **LEARNING**.



You may be stopping others from **LEARNING**.

PLEASE KEEP YOURSELF  
AND OTHERS **SAFE**!





## School uniform

Notton House Polo Top



Notton House sweatshirt or fleece



Black or Grey trousers



Black shoes



PE Kit



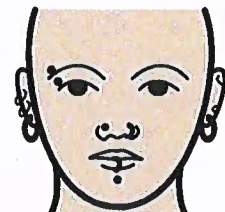
You can wear your own PE kit but no large logos



Trainers



Piercings



All piercings should be removed whilst on-site or covered with surgical tape



### **NHA Student Concern Form**

**1. I have a concern about;**

- a) Myself                      b) Someone else

**2. Please let us know what the concern is about by circling or underlining any of the topics below;**

- Bullying/ Cyberbullying
- Taunting/ Teasing
- Peer on Peer Abuse/ Harmful Sexual Behaviour
- Physical Abuse
- Emotional Abuse
- Knife Crime/ Gangs/ Drugs
- Your Body/ Your Physical Health
- Your Mental Health
- Self-Harm/ Suicidal Thoughts
- Your Family/ Money/ Home
- Friendships
- Sexuality
- Sexual Relationships
- Staff at School
- The School Day
- Residential Care
- Beliefs and Cultures/ Race and Identity
- E-Safety

**3. Optional;**

Name: \_\_\_\_\_

### **NHA Student Concern Form**

**1. I have a concern about;**

- a) Myself                      b) Someone else

**2. My Concern is;**

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**3. Optional;**

Name: \_\_\_\_\_