

ASPIRE: Lifeskills Learning Centre



Parent Pack

Welcome!

ASPIRE: Lifeskills Learning Centre is a very special place.

At our Learning Centre we aim to provide a caring, supportive and inclusive environment, which has high expectations and values all members within the Learning Centre community. We respect the needs and aspirations of all individuals and provide opportunities for all students to make the best possible progress and attain the highest personal achievements.

I believe that our greatest resource is our dedicated team of staff who endeavour to provide the very best in education as well as managing the social and emotional needs of students. Our staff are all trained to meet the needs of children and young adults who have autism and work in close partnership with parents, outside agencies and the local community to provide an excellent educational experience for all.

This Parent Pack has been put together to support new parents in getting to know our Learning Centre. We hope that it answers any questions you may have about the day-to-day events. If you have any further questions, then please do not hesitate to contact us at the Learning Centre office. Our website also has a great deal of information that will support you.

Mrs Vivienne Boulton
Head Teacher



Example Timetables

Key Stage 3

	9.00-10		10.00 – 11.00	11.00-12	12 – 12.30	12.30-1	1.00-2.00	2.00- 2.30	2.30 - 3	
Mon	Morning routine	B R E A K	Horse Riding			Lunch	Choosing time 1-1.30 NS	Alice 1.30-2.00	B R E A K	Tidy room reflecti on
Tue	Morning routine	JA 9.45 -10	B R E A K	Maths GV	B R E A K	English GV	L U N C H	Activities /out GV		Tidy room reflecti on
Wed	Morning routine	JA 9.45 -10	B R E A K	Maths GV	B R E A K	ENGLISH GV	L U N C H	Music 12.30-1	Sports HA 1-2	SALT/OT GV 2.15-3
Thu	Morning routine	JA 9.45 -10	B R E A K	Maths GV	B R E A K	English GV	L U N C H	Climbing 12.30 – 1.30 HA	Play therapy 1.30 – 2.15	Activities 2.15-3 HA
Fri	Morning routine	JA 9.45 -10	B R E A K	Maths GV	B R E A K	English GV	L U N C H	Games 12.30- 12.45 HA	Alice time 12.45-1.15	OT 1.15- 2

Key Stage 4

Mon	Soft start 9- 9.30 EB	Set activity 9.30-10 EB	B R E A K	Ind Maths PF 10.15-11	B R E A K	English JK 11.15–12.00	Lunch 12 – 12.30	Well being AD 12.30–1	Exec Fun Demi 1-1.30	SALT/OT GV 1.30- 2.15	Games PF 2.30 -3	Room tidy reflection PF
Tues	Soft start 9- 9.30 EB	Set activity 9.30-10 EB	B R E A K	Maths LV 10.15-11	B R E A K	English JK 11.15–12.00	Lunch 12 – 12.30	Card shop JA 12.30- 1.15	PSD LH 1.15 -2.00	Cooking JoC 2- 3		Room tidy reflection PF
Wed	Soft start 9- 9.30 EB	Set activity 9.30-10 EB	B R E A K	Maths LV 10.15-11	B R E A K	Ind Eng 11.15-12.00	Lunch 12 – 12.30	Sports PA 12.30-1.30	Josh IT 1.30 – 2.15	Games GH 2.15-3		Room tidy reflection PF
Thurs	Soft start 9- 9.30 EB	Set activity 9.30-10 EB	B R E A K	Maths LV 10.15-11	B R E A K	English JK 11.15–12.00	Lunch 12 – 12.30	PSD LH 12.30-1.15	B R E A K	Science Lee 1.30-2.30	Games PF 2.30-3	Room tidy reflection PF
Fri	Project JA 9.15 –10.15		B R E A K	D&D Ellis 10.30 - 12		OT Sarah Jayne 12- 12.30	Science 12.30 – 1.30 Lee	Games PF 1.30-2				

Key Stage 5

	8.45	9.00	9.30	10.00	10.30	11.00	11.30	12.00	12.30	1.00	1.30	2.00	2.30	3.00
Mon		Walk Deb	Alice		English Jen 10.15 – 11.00		Lee Biology 11.15 – 12.00		Lunch	Walk Deb	Independent Maths 1.00 – 2.00		ToH and GV 2.00 – 3.00	
Tues		S S	Chemistry Stacey 9.15 – 10.00		Independent Chemistry 10.15 - 11	Walk Deb	Independent Biology		Lunch	Ind English and Headspace App	Maths Lynne 1.15 – 2.00		Hub PSD 2.00 – 3.00	
Wed		Soft Start	Literature Jen 9.15 – 10.00		Chemistry Stacey 10.15 – 11.00	Walk Deb	Maths Ind		Lunch	SaLT 12.30 – 1.00	Maths Lynn 1.15 – 2.00		Head space App	Spanish Molly 2.15 – 3.00
Thurs			Lee Biology 9.15 – 10.00		Independent English Molly 10.15 – 10.50	Head Space App	Ex Function and walk Demi 11.15 – 12.00		Lunch	Spanish Molly and walk 12.30 – 1.00	Maths Lynn 1.15 – 2.00		Citizenship 2.00 – 3.00	
Fri			Literature Jen 9.15 – 10.00		English Jen 10.15 – 11.00	Walk Deb	Independent Biology		Lunch		D and D 12.30 – 2.00			

Our Staff Team - Additional Responsibilities

Viv Boulton

Designated Safeguarding Lead
Mental Health Lead
Lesson Observations
Educational Visits Coordinator
Home Based Contact
Town Hall Chambers Lead

Steven Parkinson

Designated Safeguarding Lead
JCQ Internal Invigilator
Premises Manager
Health & Safety Manager
Woodgate Chambers Lead

Lee Venning

Designated Safeguarding Lead
Monitoring & Evaluation Lead
Lesson Observations
Science Coordinator
Maths Coordinator

Louise Headley

Designated Safeguarding Lead
PSD Lead
World Of Work Lead
Citizenship Lead

Ally Wand

SEN Lead
Mental Health Lead
Lesson Observations

Jennifer Kneafsey

English Lead and Coordinator

Alice Dolton

Pastoral Lead

Contact Details

ASPIRE: Lifeskills Learning Centre is based in two adjacent buildings which have separately controlled entry. Woodgate Chambers is the main base for our KS5 / Post 16 students, but all contact with the school, staff and students will be through the Town Hall Chambers buildings, details below:

Address

Town Hall Chambers
Town Hall Passage
Market Place
Loughborough
Leicestershire
LE11 3EB

Office Telephone Number

01509 269441

Office Email Address

office@aspirelifefskills.co.uk

Website

www.aspirelifefskills.co.uk

Admissions Criteria

We only accept referrals from Local Authorities (LAs).

Whilst parents are welcome to visit the Learning Centre and can be provided with information about the Learning Centre, we cannot proceed to the admissions stage without an agreed package of Local Authority support. All students must be within the designated 11-19 age range and must have an Education Health Care Plan (EHCP). This EHCP must contain a diagnosis of Autism (also known as ASD or ASC).

In addition, the EHCP may also include the co-occurrence of disorders with similar presentation, including language and communication difficulties sensory processing or motor skills difficulties, ADHD, Dyspraxia, Hyper-mobility, Dyslexia, and Anxiety. It will be important that provision for these needs is outlined in the young person's EHCP, including any therapies required.

Students with the co-occurrence of Learning Difficulties can be accommodated within the range of "High-Function - Moderate Learning Difficulties" (we are not able to accommodate the needs of young people with severe needs at this time)

Health and medical conditions such as epilepsy will not preclude a young person from consideration for a placement. The ASPIRE: Lifeskills Learning Centre staff team will seek advice and (where relevant) access appropriate training to identify whether the medical needs of a young person can be met, according to their health care plan, prior to admission.

Home location, religious or cultural needs will not preclude a young person from consideration for a placement.

Staff at ASPIRE: Lifeskills Learning Centre have received the relevant training to work with young people who can display Challenging Behaviour as part of their autism presentation. The main objective of the Learning Centre is to support young people to access activities and to equip them with the skills to be as independent as possible, within their local community.

On referral, if a young person presents with Challenging Behaviour that was deemed, by a risk assessment, to identify that they would not safely be able to leave the Learning Centre to access activities within the local community on a regular basis, this will preclude that young person from admission.

ASPIRE: Lifeskills Learning Centre must also be satisfied that the parents are supportive of the placement, that the needs of the young person can be accommodated within the resources and that they will benefit from the aims of the Learning Centre.

Our Aims and Values

Staff at ASPIRE: Lifeskills Learning Centre work together to develop each student's sense of independence, confidence and self-efficacy. We carefully consider the needs of each young person in terms of their ability, communication, self-awareness and anxiety levels. We understand that individuals with Autism need concrete experiences of everyday environments and encounters that many take for granted and there is strong focus on building life skills and self-awareness.

At ASPIRE: Lifeskills Learning Centre, we aim to develop confident and successful learners who become responsible citizens and effective contributors in their adult life.

Our Values:

In the ASPIRE community, we:

- Value every member for their individual strengths, skills and personality
- Respect others' values, thoughts and ideas
- Believe that everyone has the right to opportunities that enable them to achieve success
- Understand that respect, cooperation and commitment are key aspects of our daily practice in our learning environment
- Encourage positive partnerships through clear communication

Our Aims:

- To provide inspiration and leadership which drives the development of learning
- To effectively lead a staff team who have the skills, knowledge and training to ensure consistent high standards of learning
- To provide a safe and enabling environment where individual needs are recognised and celebrated
- To identify and use students' individual strengths and interests to motivate and engage them in new and purposeful learning experiences
- To develop a purposeful provision which values the views and knowledge of everyone involved in the student's learning journey
- To deliver a provision which is progressive, holistic and personal
- To deliver relevant, stimulating and sequential lessons which are intrinsically motivating
- To provide cross-curricular and holistic learning opportunities that empower students to effectively communicate, problem-solve and engage with the wider community
- To develop the skills and confidence to live as independently as possible, with self-worth, self-esteem and self-identity

- To inspire positive attitudes towards learning

All our **Policies and Procedures** documents can be viewed on our website. Hard copies are available from the office in the Learning Centre.

Our Curriculum

The purpose of our curriculum is to provide students with a foundation of knowledge and skills to prepare them for their future adult life and increase their opportunities and inclusion in society. We aim to do this by:

- Equipping each student with strategies to overcome their barriers to learning
- Nurturing each young person's talents
- Giving each student a reason to learn and instil in them a belief in the importance of what they can achieve
- Supporting them so they can experience success, develop confidence and thrive.

We are situated in the centre of Loughborough. This is ideal for daily access to access to activities, shops and cafes in our local community that will support our Life Skills-Based curriculum. These real-life opportunities allow our students to learn, practice and embed the functional, organisational, social and communication skills to help them prepare for adult life.

We also teach and promote the development of Executive Functioning. Executive functioning refers to the mental and cognitive skill that help us to organise ourselves and function day-to-day:



These skills are learned and developed during childhood but people who are neurodivergent can experience challenges with their executive functioning. Through individual assessment, students will be taught a bespoke program aimed at developing, practicing and honing their executive functioning skills.

ASPIRE: Lifeskills Learning Centre is an approved examination centre. We deliver and host examinations on-site within a familiar and supportive environment.

We offer a range of accredited qualifications appropriate to each learner's needs, interests and future aspirations. These include:

- Functional Skills Qualifications in Maths and English
- GCSE qualifications
- A' Level qualifications

As an approved examinations centre, students can complete their assessments and examinations within the Learning Centre, helping to reduce anxiety and support positive outcomes. Individual access arrangements are implemented where appropriate in accordance with JCQ regulations.

Our Post 16 / Key Stage 5 students will be supported to access local Further Education colleges, apprenticeships or work placements, where appropriate.

Each student's Autism needs are charted using the Autism Education Trust (AET) Progression Framework – an assessment tool that supports staff to identify targets in relation to each young person's Autism Needs. Students will be assessed in the three areas of difference known to be experienced by everyone on the Autism Spectrum, as laid out by the AET. The areas are:

- Social understanding and communication
- Sensory processing and integration
- Flexibility, information processing and understanding

We have access to on-site therapies such as Speech and Language Therapy and Occupational Therapy. Each student's timetable will include a program of therapy as appropriate.

Mental Health and Wellbeing



I'm Alice. I'm the Pastoral Lead at ASPIRE: Lifeskills Learning Centre. I am here to:

- Listen to any worries
- Problem-solve with students
- Advocate for students
- Support students with their emotional wellbeing

I am based at the ASPIRE: Lifeskills Therapy Centre but am in the Learning Centre and Post 16 building every day.

Here at ASPIRE, we are very proud to hold the Bronze School Mental Health Award from the Carnegie Centre of Excellence for Mental Health in Schools. We continuously seek to improve and develop the quality and scope of the work we do around mental health and wellbeing.

Pupil mental health and wellbeing is of paramount importance to us. We understand that unless students' mental health and wellbeing are prioritised and supported then work to develop other aspects of their education may be restricted.

Vivienne Boulton, Head Teacher, is the Mental Health Lead at ASPIRE: Lifeskills Learning Centre and has completed training for School Mental Health Leads with Trauma Informed Schools.

There is an overarching Pastoral Team responsible for Mental Health and Wellbeing, ADHD, Executive Functioning, Occupational Therapy and Speech and Language Therapy interventions. As the Pastoral Lead, I have 1:1 sessions with many of our students focussing on their mental health and wellbeing in a way that is bespoke to their individual needs.

Even if a student doesn't have timetabled sessions with me, I will always have the time to talk to them and listen to any worries they may have. They can reach me in the following ways:

- Come to see me at the Therapy Centre
- Ask a member of staff to contact me on your behalf
- Send a WhatsApp or message to **07393 390512**
- Call me on **07393 390512**
- Email me [**adolton@aspirelifeskills.co.uk**](mailto:adolton@aspirelifeskills.co.uk)



Our Local Community

Here are some of the local facilities we regularly make use of as part of our curriculum:



Loughborough Leisure Centre
for sports and fitness sessions



Queens Park for recreation,
nature walks and movement
breaks



The Climbing Station for
climbing sessions



Tesco for 'Buy and cook'
sessions



Loughborough Library for
borrowing reading books and
doing research

Safeguarding and Child Protection

Information for Parents

ASPIRE: Lifeskills Learning Centre feels it is of the utmost importance to have good systems for protecting children and young people and safeguarding their welfare throughout all the activities which the Learning Centre undertakes. This means that staff and volunteers must be alert to possible concerns about every young person and must report these in the proper fashion. ASPIRE: Lifeskills Learning Centre has a Safeguarding and Child Protection Policy. Parents can request a copy of this.

It is important for parents to be aware that:

- Staff and volunteers in the service have a duty to report concerns about a child, whether this means the child may need additional support or help of some kind or whether it is thought that a child may have been abused or be at risk of abuse.
- There are four main categories of abuse:
 - Physical
 - Sexual
 - Emotional
 - Neglect
- In some cases, the Learning Centre is obliged to refer students to Children and Young People's Social Care to be assessed for their needs, or to see if an investigation into possible child abuse is required. In many cases, there will already have been discussions between Learning Centre staff and parents / carers. However, parents may not be told that the Learning Centre has referred their child to Children and Young People's Social Care if it is thought that this might put the child at risk.
- Children and Young People's Social Care aim to carry out their enquiries in a sensitive fashion. They must gather information and, generally, can be open with parents about the steps being taken.
- If you think your child may have been abused, you can contact the Children and Young People's Social Care office or the Local Authority's Safeguarding Unit service directly. If you think the abuse may have happened at ASPIRE: Lifeskills Learning Centre, contact the Senior Designated Safeguarding Lead (Head Teacher). If you think your child has been hurt, arrange a visit to your doctor.
- If ASPRE: Lifeskills Learning Centre staff need to express concerns about a child or make a referral to Children and Young People's Social Care, it is understood that this can cause distress or anger for the child's parents or carers. It is important that all parties try to discuss these matters as calmly and sensibly as possible.

For parent enquiries, please contact:

- Designated Senior Person for Child Protection (Vivienne Boulton, Head Teacher)
- Deputy Designated Senior Person for Child Protection (Steven Parkinson, Deputy Head)
- Deputy Designated Senior Person for Child Protection (Lee Venning)
- Deputy Designated Senior Person for Child Protection (Louise Headley)

ASPIRE: Lifeskills Learning Centre

Town Hall Chambers

Town Hall Passage

Loughborough

LE11 3EB

Tel: 01509 269441

Email: office@aspirelifeskills.co.uk

Information and Consent

The next pages contain documents to be completed and signed on successful admission to the ASPIRE: Lifeskills Learning Centre. Copies can also be obtained from the office at the Learning Centre.

- Medical Form
- Photo Consent
- Offsite Activities and Trips Consent
- Sharing and Collection of Information Consent
- Staff Transportation Consent
- Personal Property Waiver Form
- Parent-Learning Centre Partnership Agreement Form



ASPIRE: Lifeskills Learning Centre

Medical and Consent Form

Student Information

First name:		Surname:	
Date of Birth:		Age:	

Parent / Carer Details

Home address			
Contact telephone numbers			
Name		Home	
Mobile		Work	
Email			

Alternative contact 2	Relationship to student		
Address			
Name		Home	
Mobile		Work	
Email			

Medical Information

Name of doctor		Tel no	
Address of surgery			

Please mark with **X** if appropriate:



My child does not suffer from any medical condition requiring regular treatment.	
---	--

Please fill in as appropriate:

My child suffers from			
and has been prescribed the following medication	Name of medication	Dose	Frequency

My child also uses the following over-the-counter medication	Name of medication	Dose	Frequency

My child has an allergy to the following:	Allergic to	Type of reaction

Please delete as appropriate:

I would like to discuss my child's medical condition with the Head or Deputy Head Teacher.	YES NO
My child has an up-to-date tetanus injection.	YES NO
I am willing for my child to be given with "over-the-counter medication" by staff e.g. paracetamol, throat lozenges, plasters, insect bite antihistamine.	YES NO

Any medication required should be given to the Head or Deputy Head Teacher, clearly marked in its prescription container with name and full instructions for use. Inhalers and EpiPens may be kept by the pupil with spares given to the teacher in charge.

Dietary Information:

Does your child have any special dietary requirements e.g. vegetarian, kosher, allergies (please give details)	YES NO

Additional Information:

Please include any additional information as required

Declaration by Parent/Guardian (or student if over 18)

1. I have read and completed this form and to the best of my knowledge the details given are true and accurate.
2. I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
3. I will inform the Head or Deputy Head Teacher as soon as possible of any changes in the medical or other details.

Signature		Date	
Print Name			



ASPIRE: Lifeskills Learning Centre

Student Mobile Phones & Personal Electronic Devices Policy

At ASPIRE: Lifeskills Learning Centre, we recognise that mobile phones and other personal electronic devices are an important part of many students' lives. Rather than adopting a blanket ban, we promote their safe, responsible and appropriate use. This policy aims to safeguard students, protect privacy, support learning and help students develop the skills to use technology safely and responsibly.

This Policy Exists to:

- safeguard students
- protect privacy
- support learning
- promote digital citizenship
- comply with safeguarding expectations

Electronic Devices include but are not limited to:

- Mobile phones
- Smart watches
- Tablets
- Laptops
- Earbuds/headphones
- Cameras
- Gaming devices with internet access

Electronic devices use

Benefits:

- Allows young people to stay in touch with parents / carers
- Greater sense of independence
- The social element
- Instantly accessible
- Users can report inappropriate behaviour – we have systems in place to deal with this

Risks:

- It is difficult to monitor use
- It is easy to circulate inappropriate content
- It exposes young people to cyber bullying and other forms of online abuse
- It is instantly and constantly accessible
- People may not be who they say they are on social media sites
- People can spend too much time using their devices, to the detriment of other social, leisure and learning activities
- Without adequate network security, young people may be exposed to and access inappropriate content

Staff use of personal electronic devices

Staff will model the safe and appropriate use of personal electronic devices and will always follow the Learning Centre's Staff Acceptable Use Policy and Information Security Policy.

Rules to be followed.

- Personal devices may only connect to the ASPIRE BYOD wireless network where permission has been granted.
- Personal phone calls/texts should only be made during break times
- Parents should contact the school office rather than contacting students directly during lessons unless previously agreed.
- Mobile phones should be kept out of sight during lesson times and always kept on silent whilst you are within the Learning Centre, i.e., pocket, bag, desk drawers
- Personal devices must not be used during lesson time even if this is for work purposes, unless express permission has been granted, ASPIRE: Lifeskills devices must be used instead
- Headphones and earbuds may only be worn where authorised by a member of staff or where agreed as part of a student's therapeutic support plan.
- If you need to take a photo or video for your work, you must use one of ASPIRE: Lifeskills Learning Centre devices
- Students must not photograph, video record or audio record staff, students or visitors without permission.
- Any personal electronic device should not be used in any manner that will disrupt other students' learning or the normal routine of the Learning Centre
- Any agreed therapeutic use will be documented within the student's support plan, behaviour support plan or EHCP where appropriate.
- Students with agreed therapeutic use of personal electronic devices are still expected to use those devices safely, responsibly and in accordance with their individual support plan and any reasonable instructions given by staff.

- Bluetooth function must be switched off and not used to send images or files to other devices
- Using electronic devices to bully, sexually harass and/or threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour. This may include but is not limited to:
 - **Harassment**
 - **Hate speech**
 - **Intimidate**
 - **Sharing / distributing images**
 - **Impersonation**
 - **Anonymous messages**
 - **Malicious message**
- No electronic device is to be used in changing rooms or toilets, or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school
- Repeated misuse of personal electronic devices may result in the sanctions outlined within this policy.
- Students are strongly encouraged to protect their personal electronic devices with a secure password or biometric security.
- ASPIRE: Lifeskills do not accept any responsibility for replacing lost, stolen or damaged personal electronic devices
- Any student found to be using mobile devices to commit malpractice in examinations or assessments will face the sanctions outlined in this policy
- Students must not show any images from their personal devices to members of staff
- During examinations students must follow JCQ regulations. Possession of an unauthorised electronic device may constitute malpractice even where the device has not been used

Social Media and Online Behaviour

Students Must Not:

- Livestream from school
- Create anonymous accounts targeting students
- Post staff photographs
- Upload or share images, videos or details of incidents occurring within the Learning Centre
- Tag other students without consent

- Students must not create, share or distribute content that may bring the Learning Centre or its community into disrepute

Artificial Intelligence (AI)

Students must not use artificial intelligence (AI) tools, chatbots or image generators during lessons or assessments unless authorised by staff.

Safeguarding Concerns.

Where there is reason to believe that a personal electronic device contains evidence of:

- indecent images
- harmful content
- evidence of exploitation
- criminal activity

The Learning Centre will follow its safeguarding procedures and may involve the Designated Safeguarding Lead, parents/carers, the Police or Children's Services where appropriate.

Staff Disclaimer

Staff will never access the contents of a student's personal device unless there is a lawful reason to do so.

Temporary Retention of Personal Electronic Devices

Where a student breaches this policy, staff may ask the student to put the device away or, where appropriate, temporarily retain the device. Any action taken will be proportionate and will take into account:

- The nature and seriousness of the incident.
- The age and understanding of the student.
- The student's individual SEND needs and any agreed reasonable adjustments.
- Any therapeutic or educational reasons for the student having access to the device.
- Previous incidents or repeated breaches of this policy.
- Any safeguarding concerns or risks posed to the student or others

Where a device is temporarily retained:

- It will be stored securely by a member of staff.
- It will normally be returned to the student at the end of the lesson or school day unless there is a safeguarding or disciplinary reason to retain it for longer.
- Parents/carers may be informed where appropriate.

- Significant or repeated incidents will be recorded in accordance with the school's behaviour and safeguarding procedures.

Where a device is suspected of containing evidence of criminal activity, bullying, exploitation, inappropriate images or other safeguarding concerns, the school will follow its safeguarding procedures and may involve the Designated Safeguarding Lead, parents/carers, the Police or other relevant agencies where appropriate.

Repeated misuse of personal electronic devices may result in restrictions being placed on the student's ability to bring or use such devices within the Learning Centre. Any restrictions will be proportionate, take account of the student's individual needs, and be discussed with the student and parent/carer where appropriate.

Parent/Carer Consent:

I have read and understand the above information about appropriate use of electronic devices at the ASPIRE: Lifeskills Learning Centre and I understand that this form will be kept on file and personal information collected as part of this agreement will be processed in accordance with the school's Data Protection Policy and Privacy Notice.

Parent name (print) _____

Parent signature _____

Date _____

Student Consent:

I consent to the above agreement and understand that I will be responsible for ensuring that any electronic device I bring onto the Learning Centre site is used appropriately and correctly while under ASPIRE: Lifeskills supervision, as outlined in this document.

By signing below, I confirm that I have read and understood this policy and agree to support the Learning Centre in ensuring the safe and appropriate use of personal electronic devices.

Student name (print) _____

Mobile phone number _____

Student signature _____

Date _____



ASPIRE: Lifeskills Learning Centre

Photo Consent Form

Name of child:

Occasionally, we may use these images as part of our school displays and sometimes in other printed publications like the school newsletter. With your consent we may also use them on our website.

If we use photographs of individual students, we will not use the name of that child in the accompanying text or photo caption.

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown and return the completed form to ASPIRE: Lifeskills Learning Centre.

Please circle your answer

I give permission for my child's photograph to be used within school for display purposes. Yes/No

I give permission for my child's photograph to be used in the school printed publications that we produce. Yes/No

I give permission for my child's image to be used on the school website Yes/No

I give permission for my child to appear in the media Yes/No

If a child has won an award, we will obtain permission from the parent / carer before allowing their image to be used in any publication.

Please note that the conditions for use of these photographs are shown below.

Conditions of use

This form is valid for five years from the date you sign it, or for the period of time your child attends this Lifeskills Learning Centre. The consent will automatically expire a year after your child has left ASPIRE: Lifeskills Learning Centre.

We will not re-use any photographs or recordings a year after your child leaves this ASPIRE: Lifeskills Learning Centre.

We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our ASPIRE: Lifeskills Learning Centre prospectus or in any of our other printed publications.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, on our prospectus or in other printed publications.

If we use photographs of individual students, we will not use the name of that child in the accompanying text or photo caption.

If we name a pupil in the text, we will not use a photograph of that child to accompany the article.

We may include pictures of students and teachers that have been drawn by the students.

We may use group photographs or footage with very general labels, such as 'making Christmas decorations.

We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.

Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

I have read and understood the conditions of use.

Parent's or guardian's signature: _____

Date: _____

Name - printed: _____



ASPIRE: Lifeskills Learning Centre

Off-Site Activities & Trips Consent **Form**

The Department for Education advises that consent is not required for the majority of off-site activities organised by a School as these take place during school hours and are a normal part of a child's education. Specific permission will be obtained for trips outside of normal curricular activities

Child's Name: _____

Local Trips

Our students regularly access the community as part of their day at ASPIRE: Lifeskills Learning Centre. This includes trips to the local park, supermarkets, shops, leisure center, gym, climbing station, library, etc.

Risk Assessments are in place for all trips taken and for each individual student.

Swimming

All students who go swimming do so at local public baths. Our staff operate on a 1:1 pupil to tutor ratio in the pool, and obviously, the pools themselves provide lifeguards.

I do / do not* consent to my child taking part in trips to

the Local Community I do / do not consent to my

child participating in swimming trips

Parent's or guardian's signature: _____

Date: _____

Name - printed: _____



ASPIRE: Lifeskills Learning Centre

Sharing & Collection of Information

Consent Form

When you or your family need help from us, you are usually the first and most important source of information about your circumstances. It is, however, sometimes important to share that information with other agencies as this can be vital to providing coordinated and seamless services which are right for you, and/or your family.

This form asks for your consent to share information with other agencies that may be involved with your family or need to be involved with your family. It also allows them to share information with us, but **only when it is appropriate to do so**. It will help to prevent you from repeating the same information.

We will also undertake to ensure that the protection afforded to you under the Data Protection Act remains.
(www.legislation.gov.uk/ukpga/1998/29/contents).

Your consent may be withdrawn at any stage, should you wish to do so.

By signing this form, you are consenting to:

1. Sharing Information with the agencies stated below in order that other agencies can provide accurate and relevant information.
2. Approaching the agencies stated on the next page in order to obtain information, which will enable them to complete their enquiries in the best interest of the child(ren).
3. The information collected being used to inform the assessment process and only being shared as is necessary and appropriate in order to protect and support the child.
4. Information being stored on the Children's Services information system.

Sometimes we can share information without your consent, for example when the sharing of information will prevent a crime or protect a child or young person from harm.

Agencies we may need to contact:

Role/ Name	Agree/ Disagree
GP	
Health Visitor	
Other schools / further education establishments	
Community Mental Health Team	
Child and Adolescent Mental Health Service (CAMHS)	
County Council Services:	
• Early Intervention Services	
• Safeguarding Teams	
Youth Offending Team	
Probation	
Housing	
Police/ Public Protection Unit	
Benefits Agency	
Hospital	

Is there anyone or any agency you do not want us to contact / share information with? Please give information below:

Signature of Parent/Carer:	
Print Name:	
Signature of Child(ren) (If appropriate)	
Print Name of Child(ren)	
Date:	

The timescale for consent will be 6 months from the date of signing this form. After that time, I understand that my consent to share information will be sought again.



ASPIRE: Lifeskills Learning Centre

Staff Transportation Consent Form

Please sign below to give your permission for your son/daughter to be a passenger in a vehicle that is owned, maintained and driven by a member of staff employed by ASPIRE: Lifeskills. All staff are issued with guidelines for transporting children and young people safely (a copy is available on request).

I give permission for my son/daughter (name) _____ to travel in a vehicle driven by a member of staff employed by ASPIRE: Lifeskills Learning Centre.

Print Name _____

Signature _____



ASPIRE: Lifeskills Learning Centre

Personal Property Waiver Consent Form

Students who bring personal items into ASPIRE: Lifeskills Learning Centre are responsible for the security of such items. ASPIRE: Lifeskills is not responsible for the property of others that is brought into the Learning Centre through personal choice. Each student will have their own storage under their desk to keep personal items in whilst at ASPIRE: Lifeskills Learning Centre.

By my (our) signature below I (we) understand that ASPIRE: Lifeskills Learning Centre does not guarantee the safety or security of stored personal property, and I (we) agree to hold the school system harmless in the event of property loss or damage.

Parent's or guardian's signature: _____

Date: _____

Name - printed: _____



ASPIRE: Lifeskills Learning Centre

Parent-Learning Centre Partnership Agreement

ASPIRE: Lifeskills Learning Centre agrees to:

- Ensure that each young person's physical, social and emotional wellbeing are of paramount importance to us.
- Ensure a duty of care at all times.
- Foster feelings of confidence, security, self-worth and belonging.
- Deliver a broad and balanced curriculum carefully planned to meet each young person's needs.
- Actively welcome parents and families into the school and ensure that staff are available, by mutual arrangement, to discuss any concerns you might have about a young person's general welfare or progress.
- Keep parents and families informed via school diaries, newsletters, letters and ASPIRE: Lifeskills Learning Centre's website.
- Ensure that staff are kept up to date on all important educational developments and initiatives which may affect a young person.
- Value parental involvement at all times.
- Provide an annual written report at the annual review meeting to report on each young person's progress at school.

Parents and Families Agreement

I / We agree to:

- Ensure that my child attends school regularly, and that any absence is properly reported by notifying ASPIRE: Lifeskills Learning Centre.
- Ensure that my child is dressed in appropriate clothing.
- Inform the school of anything that has happened at home (however minor) that may impact on my child's day at ASPIRE: Lifeskills Learning Centre.
- Attend the annual review meeting and any other meetings arranged to assess my child's progress at school.
- Inform staff if I / we are unable to attend meetings so that there is sufficient time for rescheduling.
- Read and sign Learning Centre diaries daily and respond to written information sent by ASPIRE: Lifeskills Learning Centre
- Support my child at home with programmes, interventions and, if necessary, homework.
- Support school policies and procedures.

Student Agreement

I agree to:

- Do my best at school
- Follow the school rules
- Try to remember to be polite and thoughtful towards others
- Try to enjoy school and help others to do the same

We have read the above and agree to work together to meet the objectives laid out in the Parent-Learning Centre Partnership Agreement to ensure best outcomes for all.

Signed and dated by:

Head Teacher:

Date:

Parent(s):

Date:

Student:

Date: