

Fosse Way School

Fosse Way House Residential Provision

Student Handbook and Policy Documents



We want you to be happy at Fosse Way House.

There is time for you to choose what you want to do.

Everyday after school from 3.00-4.00pm you can choose a drink and snack and spend some time in one of the lounges doing what you like.

You may want to: -

Watch TV or a video -

You must talk with the rest of the students and decide together.

Staff will help you reach a decision.

Play board games

Play on the Sega, Nintendo or play station.

Do a jigsaw

Make a model

Create some artwork.

Read



If you want to leave the lounge and play table football, listen to music, go on the trampet or exercise bike, or go to your room you must ask your staff so that they know you are safe.

From 4-5pm

If the weather is nice.

Staff may take you on walk to the shops or the park.

You might go on the playground and ride the bikes or scooters.

If it is very cold or raining staff will decide with the group what to do:-

You might go to the computer room and library

You might go to the art room

You might play running or ball games in the hall.

You might watch a video

You might play games.

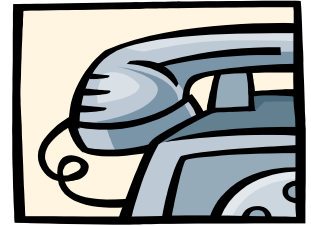


After tea you can play in your room for 30 minutes,
staff will help you if you cannot decide what to do.

If you have any homework staff can help you to do this.

After supper you can watch TV or play games until bedtime.

If you would like staff to read you a story they will be happy to.



CONTACTING HOME

You may ring home whenever you like.

If you need help using the telephone staff will help you.

You can use the telephone in the office or in the flat.

If you want to make a call in private please tell a member of staff so that they know you are safe.

Your parents can ring when they like, good times are 3-4pm and after 8.00pm. At other times we may be doing activities away from the telephones.

We practice using the telephones during activities to help you if you find it difficult.

You can write letters home whenever you like.

Staff will help you after tea if you want.

We use the computers and symbol packages to write letters.

You can draw pictures to send home.

Staff will help you address the envelope, buy a stamp and post your letter.

If you receive any letters they will be placed on your bed so that you can open them after school. Staff will help you to read them if you like.

Your family can visit you at Fosse Way House, they can go in your room or to one of the lounges where it will be quiet. You can make them a drink and talk. If your family would like to take you out for the evening they need to ring first to make sure we are not out on an activity.

We will arrange the times you are going and coming back.

Sometimes you might miss your family and feel sad or homesick. You can talk to a member of staff who will try to reduce your sad feelings, they could help you to ring home or look at your photos with you.

If you are feeling poorly staff will look after you or, if you are not well enough to go to school they will arrange for you to go home.

Looking after yourself



Staff will help you to look after yourself.
You will wash every morning and bath or shower every evening.
You will clean your teeth after breakfast and before bed.
Staff will help you to remember.

If you need lots of help staff will go in the bathroom with you to remind you what to do.

If you need a little bit of help you can follow the schedule in the bathroom about how to wash.

If you do not want anyone in the bathroom with you but do not like being alone staff will wait outside and only go in if you ask them.

Female members of staff will always help female students.

Male members of staff will usually help male students.

If you would like a certain member of staff to help you, please ask.

You can bring your toiletries, soap and bubble bath etc from home or ask you family to give you money so that you can go the shops and choose your own. Your things will be kept safe in a cabinet in your bathroom or in a basket in your room.

Girls will be given support and guidance with their monthly periods.

Every day after school staff will help you to get clean school uniform out for the next day.

You will need to wear clean underwear every day.

A clean school shirt every day or every other day.

Clean trousers and sweatshirt 2 or 3 days a week or every day if it is dirty.

You can choose what casual clothes you would like to wear in the evening. Staff will help you if you need help to decide.

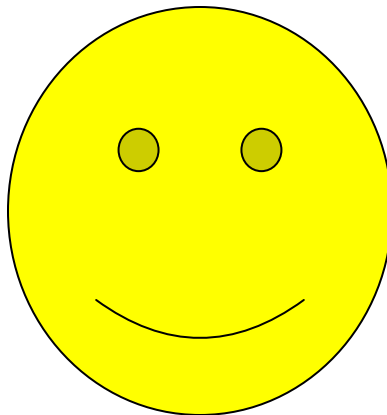
Pupils Complaints procedure.

There may be times at Fosse Way House when you are feeling sad or worried. You may be cross with another student or member of staff. Usually another member of staff can make things better. You can talk to any of the Residential or School Staff.

If you still feel unhappy you can talk to Miss Pitts.

If your complaint is serious and cannot be sorted out, then a member of staff will write down what you say and staff will meet to talk about what is wrong and the best way to make things right. We will always tell you what will happen next.

Sometimes we will need to tell your family what is wrong. If you do not want them to now we will listen to you and may not have to tell them, But if we think you are not safe then we will have to tell them, we will tell you first what we are doing.



We will do everything that we can to make sure that you feel happy.

Activities

In the evenings you will be in a group with up to 5 other students.
2 or 3 members of staff will work with you.

From 6.00-8.00pm there will be planned activities for your group.

We do lots of different activities like:-

Art
Cooking
Computers
Trampolining
Youth Club
Drama
Language skills



e.g. Asking for help, telling people your name and address, following instructions

Social and self help skills

e.g. buying things from the shop, using the telephone, using the washing machine, making your bed.

We try to make the activities fun and interesting and talk to students to find out what their favourite things are.

Every Thursday we go on a trip to places like:-

Swimming
Ten pin bowling
Cinema
McDonalds
Walks in the countryside.



We have two groups that go to different places.

If you do not like doing certain things e.g. the cinema we will make sure that you are not in that group.

If you have a physiotherapy or speech and language programme staff will help you with this. We will also help you to organise your home work.



Keeping safe

We work hard to keep everyone safe at all times. When you get up in the morning there will be 3 or 4 members of staff to help you get ready for school.

After school there will be 3-5 members of staff to work with you during the evening.

When you go to bed there will be 2 members of staff sleeping in and one awake.

It is important that staff always know where you are and that you are safe.

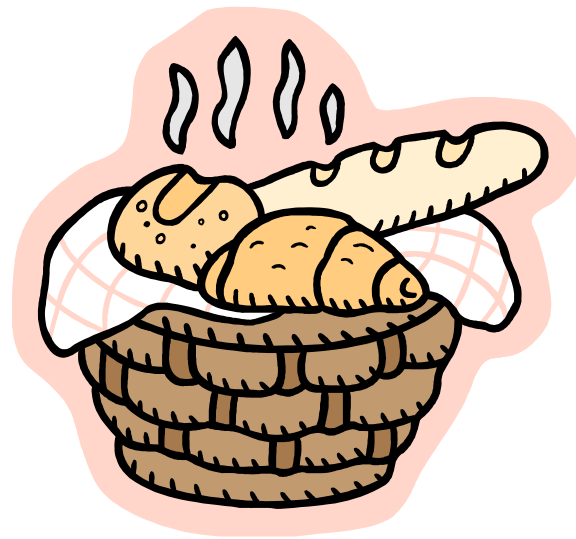
If you want to leave the lounge or activity you must ask a member of staff, and tell them where you are going.

If you want to leave your bedroom to go to the toilet you do not need to ask. If you want to leave your bedroom to go to a lounge or a friend's room you must tell a member of staff.

If you leave the school without staff or run away from staff whilst on a trip this is called absconding and is very serious.

If you go missing we will search for you, ring the head teacher and your parents. If we cannot find you we will ring the police and social services.

FOOD



All main meals are cooked for you by kitchen staff.

Breakfast is at 8.00am.

You can have

Toast

Cereal

Fruit juice or Water

Tea or Coffee

Lunch is at 12.00. You will eat with the rest your class.

There is a choice of meals. You can choose every morning.

Tea is at 5.00. There is a choice of 2 meals,

You can choose your tea after lunch.

There is always a hot cooked meal

There is always a vegetarian choice.

There is always fruit available.

If there are foods that you really do not like, you will not have to eat them.
Staff will encourage you to try new foods to see if you like them.

At 3.00 pm you can choose a drink

Milk, squash, tea, coffee, milkshake, water

And a snack

Crackers, Rice cakes, Crisps or a biscuit

There are fruit bowls in the kitchen and the corridor by the bedrooms.

You can have fruit whenever you like.

Supper is at 8.00-9.00pm.

You can choose a drink

Milk, squash, tea, coffee, milkshake, water

And

Toast, sandwich, fruit or cereal.

If some students have been cooking you can eat what they have made.

POCKET MONEY



Your family can send in pocket money termly or weekly.

We advise 3.00-5.00 per week.

One Pound will go into the 'kitty' and will go towards trips and outings. Your money will be kept in a locked drawer in the office and staff will give you some when we go out. You can tell staff how much you want to take. All money spent will be logged.

If you want to be responsible for your own money you can keep it in your room. Staff will help you to plan and budget, but will not log down what you spend.

We go to the shops two or three times a week, you can buy comics, sweets, toys or toiletries. What you spend your money on is up to you. Staff will help you to make sure you have enough for everything you need.

You may also want to spend some of your money at McDonalds or the vending machines at the swimming pool when we go on trips.

If you deliberately break some thing at Fosse Way House or something that belongs to someone else you will have to pay back a little bit each week out of your pocket money.

We will tell your family if this happens but will not ask them to pay.



Coming to stay at Fosse Way House

Before you come to stay at Fosse Way House, you can come and meet Jo the Residential Education Manager.

She will show you around and introduce you to some of the staff and students. She will show you your bedroom and the living areas.

When you first come to Fosse Way House you may want to just stay for the evening and go home to sleep, or, you may want to sleep for a few nights a week before you stay for a whole week.

You and your family can decide with Jo and Alison (who will be working with you at school) the best way for you to start.

You can bring things in from home to make your bedroom look nice. You may want to bring your own

Duvet cover

Photos of your family, friends and pets

Pictures or posters for your walls

Toys

Ornaments

Radio

CD player

TV and video



Your family will help you choose what to bring.

Don't forget you will be at home from Friday evening until Monday morning.

You will not be able to take everything home with you each weekend.

Your bedroom is your own private place and staff will always knock before they come in.

Other students may only go in if you have asked them.

Staff will only look through your things if they have reason to believe you may have something dangerous or something that belongs to someone else.

You will always be told if this is going to happen.

