



**BUXTON TRAINING ENTERPRISES<sup>™</sup>**  
EXCELLENCE THROUGH EDUCATION AND EXPERIENCE

***STUDENT HANDBOOK AND RULES OF  
BUXTON TRAINING ENTERPRISES LTD***

## **ATTENDANCE AND PUNCTUALITY**

Students must attend provision by 9:30am please. If students are going to be late can parents/carers please call or text us before 9:30am otherwise they will be marked down as unauthorised absent for the morning session. If students do not return from their break time or lunch break on time they will again be marked as unauthorised absent for the afternoon session. Parents/carers will be informed of any absences.

Registers are sent to the school each week.

If students are off sick, please call us before 9:30am so that the register can be marked as authorised absent.

If you are on holiday during a term time, could you please put this in writing to us so that school can be informed and non-attendance can be marked as authorised absence – if agreed with school policies.

For persistent lateness and non-attendance, letters/reports will be sent home on a weekly basis.

BTE doors will be not be open to students until 9:00am each morning. Can you please ask your child not to arrive until this time.

If a student refuses to enter their classroom to carry out their lesson a phone call will be made to parents/carers to discuss this issue. If refusal to enter the class is persistent by the student, they will be asked to leave the premises for the day and return home. They will be marked on the register as unauthorised absent. Constant refusal to enter a class by a student will result in asking parents/carers to attend BTE for an emergency meeting to discuss the issues and to move forward. Schools will also be asked to attend this meeting. If continuous persistent refusal is made by the student to attend their class, this may result in ending their provision with BTE.

Students arriving late for their lesson may result in non-achievement of the qualification and a meeting may be held to discuss how to get back on target with work.

Can we please ask that you support BTE by ensuring your child gets to the centre on time.

Due to meetings, after school clubs and staff needing to leave the provision can we please ask that all students are collected by 2:30pm at the latest on a Monday to Thursday and 1:30pm on a Friday. If there are any unexpected delays in collecting your child please let us know and we can try to plan around these irregularities.

## **HOLIDAYS AND INSET DAYS**

We follow the traditional school holidays set out by Nottinghamshire County Council/Nottingham City Council.

We do not follow school inset days as we work with a number of schools. We have our own individual inset days. We will ensure you have details of these as and when they arise. Students must attend BTE even though their school has an inset day.

## **LESSON TIMES**

### **Monday to Thursday – students finish at 2:30pm:**

9:45am – 10:45am:	Lesson One
10:45am – 11:00am:	Break time
11:00am – 12:00pm:	Lesson Two
12:00pm – 12:30pm:	Lunch
12:30pm – 1:30pm:	Lesson Three
1:30pm – 1:45pm:	Break time
1:45pm – 2:30pm:	Lesson Four

### **Friday – students finish at 1:30pm:**

9:30am – 10:45am:	Lesson One
10:45am – 11:00am:	Break time
11:00am – 12:00pm:	Lesson Two
12:00pm – 12:30pm:	Lunch
12:30pm – 1:30pm:	Lesson Three

## **BREAK AND LUNCH TIMES**

Students can stay on site or leave the centre for their break. Smoking/vaping in or around the centre premises will not be tolerated and anyone seen smoking/vaping in the building, on the street, around the building or on/near our local neighbour's property may face the consequence of a fixed term exclusion which will be documented and recorded by the school and go on student's record.

Students will only leave the premises at break time with parents/carers permission. (Please note, BTE insurance does not cover students during breaks and lunchtimes if they leave the premises unsupervised).

## **SCHOOL MEALS**

If you are free school meals, could you please ensure you give us copies of relevant documentation from Notts County Council/Nottingham City Council. We are unable to provide a free school meal without the necessary documents in place.

We have a meal deal with a local cob shop. If you wish to have a lunch on the meal deal and you are not free school meals, please bring the required money in for the days you wish to have a school meal.

Unfortunately, we are not able to cover the cost of student's meals if they are not free school meals.

There is also a local shop if you would like to make alternative arrangements.

At the centre we have a microwave, toaster and fridge so if you prefer you are able to bring lunch in to prepare on site.

## **OUTSIDE ACTIVITY**

There may be occasions when students are asked to complete practical sessions off site as part of their qualifications. There is a consent form for you to complete for permission for this to take place.

If students are completing their Sport Certificate, there will be practical sessions which will take place either in house at BTE or off site at the local playing field. It is advisable that students wear loose fitting clothing for these sessions. Please bear in mind that students may get wet and dirty with their clothing when playing sports. We have lockers at BTE so if students wish to bring a change of clothing these can be locked away for safety.

All students will be covered by BTE insurance when off site carrying out educational activities and fully supervised by staff.

If students are off site for any activity, BTE have sun cream available for all to ensure they do not burn in the sunshine. Please inform us if your child has allergies to sun cream. If you prefer, your child can bring their own and leave it at BTE.

## **DRUGS AND ALCOHOL**

BTE is a drug and alcohol-free zone. If we believe students are under the influence, parents/carers and the police will be contacted and school will be informed. This will result in exclusion.

## **BEHAVIOUR – REWARDS AND SANCTIONS**

We will not accept disrespectful or threatening behaviour to staff or other students. If this occurs it will be dealt with by us and the school.

At BTE, we believe that motivating students by using appropriate rewards is one of the most important tasks we undertake as tutors. We use rewards to create a secure, orderly working environment; raise self esteem; set goals for personal achievement; allow students to be responsible; motivate and encourage students to do their best and help to develop appropriate and inappropriate social behaviour.

When a student receives a good report BTE will reward them with a treat of their choice.

BTE also carry out sanctions for negative behaviour. These could include a break time or after school detention; fixed term exclusion; meetings to be held with parents/carers and school; lone working out of the class. We ask for your support with these sanctions but hope that these will be rare.

If the daily rules are not adhered to, sanctions will be put into place and there may be the possibility of the student being sent home for the day and marked as unauthorised absent. Your support with this is very much appreciated please.

Parents evenings will take place each term and letters will be sent to you nearer the time so that meetings can be arranged to discuss your child's progression at BTE.

### **USE OF GYM EQUIPMENT**

As part of our Sport Certificate, Occupational Studies and PSHE lessons, students have access to our gym. Risk assessments are in place for all equipment used. Such equipment includes: treadmill, exercise bike, climbing rope, climbing wall, punch bag, multi gym (weight lifting), cross trainer. All students are fully supervised whilst using the gym equipment. Medical forms will need to be completed by parents/carers to allow students to use the equipment. Without this in place they are unable to use any equipment. The permission slip must also be completed.

### **DRESS CODE**

As a provision we are informal, and no uniform is required. We do however; expect students to dress appropriately for the classroom. We ask that suitable clothing is worn, no revealing items of clothing please.

If students are working towards their Hairdressing qualification, they will be expected to wear a uniform of black top, black trousers/leggings/black dress and black shoes or full black trainers. A tunic will be provided by BTE. They are not allowed to wear jeans, trainers with coloured logos, jogging bottoms, hoodies, any other coloured clothing. If students do not wear the correct uniform or they are late for the lesson they will not be allowed to carry out practical sessions in our salon and this will affect the outcome of their qualification.

### **MOBILE PHONES**

Mobile phones will be taken off students at the beginning of each lesson to ensure they concentrate fully on the workload. Mobiles are given back to students at each break time.

If a student refuses to hand in their mobile we have no option but to ask them to leave the centre for the day. Contact will be made to you to let you know the situation. If this issue is persistent, we will ask for parents/carers and school to attend a meeting to resolve this. As part of the reward system students may be allowed to charge their phone in the office using the charger provided. Please can you ensure that your child does not bring their own charger to BTE.

If students' mobile phones are less than 10% charged, we will allow them to charge their phone in the office for the final few minutes of the day to ensure they leave BTE with battery life for safeguarding purposes.

### **QUALIFICATIONS**

Students will be working to a high number of qualifications whilst at our provision. It is imperative that students attend their lessons on time to ensure they reach their targets.

If students are not completing the work set or working towards their qualifications the school and parents/carers will be informed.

## **PERSONAL BELONGINGS**

We cannot accept responsibility of personal belongings on site. Please ensure any valuable items are not brought to the centre.

If students bring their bikes to BTE, they will need to have a lock available to lock it to the railings outside the premises. We cannot accept responsibility for loss or damage to bikes.

## **COMPUTER ACCESS**

Students are able to use the computers during their break times. However, there are blocks in place to stop students having access to certain websites. There is a virus scan carried out every evening and this tells us what websites have tried to be accessed giving times, so we are able to identify the responsible party.

New technologies have given young people a lot of freedom when online. This can be really useful to support learning and encourage independence. However, they can also lead to students placing themselves at risk so there is a need for parents/carers and schools to do what we can to keep young people safe while they use their phones and computers.

### **Watch for warning signs concerning your child's online activity.**

- Is your child online late at night?
- Is the online activity excessive (over 2 hours on average per day)?
- Is your child alone for most of the time during his or her time online?
- Does your child spend most of their time in chat rooms or on social networking sites?
- Is your child reluctant to talk about or evasive in describing his or her online experiences?
- Does your child minimise the screen on the computer when you walk by? Or do you notice several programs showing in the task bar at the bottom of the screen, but no programs active to monitor? This is a sure sign that something your child does not want you to see is hiding in the task bar.

If you have concerns share them with your child and suggest they only use the computer in a family room for a while so that you can be sure they are using the internet responsibly. We know young people will use chat rooms, but it is important to be aware and thinking of their own safety.

BTE promote safe ways to stay safe online and will work with students to ensure they know the risks online. If you have any concerns, please contact us.

## **STUDENT REPORTS**

Student reports will be carried out each week and are sent to the school and a copy to you. We would like to email a copy to parents/carers on a weekly basis. Could you please provide us with an email address to send them to? If you do not have access to the internet, please contact me and we can arrange another way to forward these on.

At the beginning of each term BTE will send out a Termly Data Report detailing progression towards the qualifications your child is working towards and whether they are on or off target, with interventions required.

During each term BTE will carry out a parents evening for you to attend and discuss your child's education and progression.

## **POLICIES, PROCEDURES AND INSURANCE**

Policies and procedures are in place at BTE to cover a vast amount of areas including Safeguarding, Equality and Diversity, Health and Safety, GDPR etc. If you wish to see any of these please contact BTE and we will arrange to send you copies. Copies are also on our website: [www.buxtontraining.com](http://www.buxtontraining.com)

Risk Assessments have been devised to ensure all risks at BTE are kept to a minimum. Again, these are available to see or to have copies.

All staff at BTE are First Aid trained. Students are made aware of this. The first aid box and accident book are located in the kitchen. There is also a first aid room.

Fire evacuations take place on a regular basis to ensure students are aware of what to do in an emergency. Signs are displayed around the building.

BTE have full insurance in place for students whilst on site or carrying out educational activities off site and supervised by staff. If students leave the premises unsupervised, they will not be covered by BTE insurance.

## **SAFEGUARDING**

All staff have a DBS Check (Disclosure and Barring Service) in order for them to work with under 18-year olds. These detail any individual criminal convictions and cautions they may have.

If you have any queries regarding the Safeguarding of your child and do not wish to speak to us directly you could either contact the school your child is on roll with or contact the Nottingham City or Nottinghamshire County Council and speak to the local LADO (Local Authority Designated Officer).

## **CONTACT DETAILS**

If you wish to contact us regarding the provision, please call us on: 0115 9676936 / 07719 337416.

Our address is:

Buxton Training Enterprises Ltd, 4 Catton Road, Arnold, Nottingham, NG5 7JD

Our website is:

[www.buxtontraining.com](http://www.buxtontraining.com)

Our email is:

[karen@buxtontraining.com](mailto:karen@buxtontraining.com)

[mandy@buxtontraining.com](mailto:mandy@buxtontraining.com)

[jake@buxtontraining.com](mailto:jake@buxtontraining.com)

[rayyan@buxtontraining.com](mailto:rayyan@buxtontraining.com)

[rick@buxtontraining.com](mailto:rick@buxtontraining.com)

I confirm that I have read and understood the student handbook and will support BTE by ensuring my child follows the rules set out in this handbook. I understand that BTE have policies in place in line with legal requirements and are available to read upon request.

Please return this back signature page along with the completed medical forms, admission form and consent form.

Signed (Parent/Carer): .....

Signed (Student): .....

Date: .....

Email address: .....