

A young man with short brown hair, wearing a grey long-sleeved shirt, is shown in profile, looking through the eyepiece of a white and black microscope. He is adjusting a knob on the side of the microscope with his right hand. The background is a blurred laboratory or classroom setting with a wooden desk and various items.

An introduction to
Hailey Hall School Boarding
- for Parents

Hailey Hall School
(A Converter Academy)
Specialist Sports College

Welcome to Hailey Hall School

Statement of Principles and Practice

At Hailey Hall, we aim to prepare our students to take their place in adult life, enabling them to think and act for themselves. Our goal is to ensure students leave with an acceptable set of personal qualities and values which will meet the wider social demands of adult life.

We aim to provide the students who attend Hailey Hall with a high quality of education and care, accessible to students of varied abilities through group and one to one learning.

We provide the highest standard of care for our 24 hour curriculum including our boarders and individual support for our students using preventive and restorative work including resilience training.

At Hailey Hall we are committed to developing a centre for learning and caring by:

- ◆ Making effective learning and caring the most important purpose of the school and creating an environment where everyone is valued and success is celebrated
- ◆ Providing a caring, safe, challenging and stimulating environment which enables young people to achieve encouraging independence and a strong sense of responsibility
- ◆ Developing good relationships with parents, carers and external agencies to ensure our 24 hour curriculum acknowledges and reflects the culture, language and heritage which students bring from home.
- ◆ Through our specialist sports status, becoming a centre of excellence for the delivery of Physical Education and Community Sport

Our vision is that, through collaborative partnership, we create a living and learning environment which empowers students to achieve their academic, personal and social potential, enabling them to become active and useful citizens.

My message to our students is simple: 'by working together we can help you achieve economic and social independence and provide you with the tools for a healthy, successful and happy life.'

Paul Delamain
Acting Headteacher

HANDBOOK FOR PARENTS

Hailey Hall School provides for boarders a structured living environment which reflects similar values and standards to those provided in the school. A wide ranging activity programme is available. This may reflect boys' personal interests but will also include a range of sporting, creative and fun activities.

Hailey Hall School has room for 20 boarders and is a term time only provision which operates Monday to Thursday evenings. If you are interested in finding out more about the residential provision please feel free to contact the Head of Residential Childcare, Mr Stuart Newton after 3.00 pm Monday to Thursday on the school number.– 01992 465208.

This booklet aims to give you, as parents, an overview of the routine in Hailey Hall as well as a guide to the structure and activities your child will participate in. We hope this guide answers all the questions you have and will help you and your son in the course of boarding.

Hailey Hall Staff List::

Head of Residential Childcare	Mr S Newton
Deputy Head of Residential Childcare	Mr A Martin
Residential Childcare Officer (p/t)	Mrs A Edwards
Residential Childcare Officer (p/t)	Mr J Gregory

Evening Cook	Mr C Jennings
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For further information please visit the Hailey Hall School website:

www.haileyhall.herts.sch.uk

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KIT LIST

This is what your son will be expected to bring each week. Certain items are required and others are not allowed. Kit is checked by staff on a Monday evening to make sure each boy has what is needed for his time in boarding. Here is a list below detailing what is appropriate to bring to Hailey Hall and what is not:

Required Items

Underwear for the week (minimum 5)	Casual Trousers (minimum 2)
Socks for the week (minimum 5 pairs)	School Shirts (minimum 4)
Pair of pyjamas (minimum 1)	School Trousers (minimum 2)
Slippers and Dressing Gown (if desired)	School T shirts (minimum 5)
Coat (if appropriate weather)	School Shoes
Swimming Shorts	Trainers for outdoors activities
Casual T shirts (minimum 5)	Deodorant-Roll on not spray
Casual Jumpers (minimum 2)	Towel
	Toothbrush and Toothpaste
	Shower gel, shampoo and flannel
	Comb or Hairbrush

Pocket Money

Boarders are able to bring in their own money to spend if they are taken out on trips during the week. This money must be handed in at the beginning of the week and will be kept in safekeeping in the Head of Residential Childcare Office until needed. Each boarder has their own pocket money log book where each amount of money brought in will be recorded. Pocket money will be handed back to boarders at the end of each week. We recommend no more than £5—£10.

PROHIBITED ITEMS

Lighters/Lighter fluid

Cigarettes

Illegal Substances, i.e. drugs

Anything that can be used as a weapon (knives, cut-throat razors, bb guns, knuckle dusters etc)

Spray deodorant - we suggest roll on deodorant as an alternative

Jewellery

If any of these items are found by staff they will be immediately confiscated and kept securely in the Care office for the safety of staff and pupils. We do operate a search policy for boarders and rooms will be spot checked.

At the end of the week certain confiscated items will be returned to boarders (mobile phones, ipods, personal computer games, deodorant and food). Other items will be given to transport staff who will return them to parents.

MEDICATION

Medication can only be given to a boarder after the school has received a signed consent form/letter from the parent / carer detailing specific medication and the dose to be given.

When medication is sent into Hailey Hall School it must be given in to the school office. It will then be stored safely throughout the week and given to boarders when necessary. The medication must be in its original packaging with a label which should have on it **the boarder's name, name of medication and the dose with instructions for use**. Parents must also send in a note stating how many tablets are enclosed (if applicable). If there is a change in dosage or instructions a new consent form/letter must be sent in, as well as a note from the doctor or new instructions from the pharmacist. Medication will be returned via transport staff on a Friday afternoon.

KEY WORKERS

When pupils start boarding in Hailey Hall they are assigned a member of staff to be their Key Worker. This means that this member of staff is their 'special person' who they can talk to if they have any concerns or worries. Key Workers will regularly check in with their assigned boarders in Hailey Hall to make sure they are settled in boarding and to talk through any issues they are having.

Weekly key worker sessions are held with each boarder on a 1:1 basis. This may consist of a trip outside the unit, an activity within the unit or a relaxed chat about how the boarder is doing, depending on what works for the individual. Key Workers will also meet regularly with form tutors to check how boarders are doing in school, so as to address any issues with the resident to ensure they progress well in both School and Hailey Hall boarding and to offer cross curriculum support. Key workers will keep parents up to date with their sons progress. This may also be carried out by the Head of Residential Childcare or Form Tutor.

Learning Mentor Role:

In School each young person has a Learning Mentor to support with educational needs and to help deal with any issues within School. When a pupil enters boarding their Key Worker will usually also become their Learning Mentor, to ensure the support they receive is consistent.

STRUCTURE AND ROUTINE

This is to give you an idea of the routine in Hailey Hall School boarding, as we provide a structured living environment to assist boarders in achieving their full potential.

7.45—Wake up call, some boys to get medication

8.15—Breakfast

8.40—Back to dormitories to do jobs, tidy bed space, brush teeth etc.

9.00—School Starts (Registration)

15.30—School ends, go to dormitories, get changed, clothes washed

16.00—Boarders meeting / afternoon activities

17.15—Teatime (Evening meal)

18.00—Quiet Time, boarders to dormitories to watch TV etc.

18.30—Meeting to discuss any issues and sort out evening activities

20.00—Activities finish—Junior boys to dormitories for supper, shower/bath and settling down

21.00—Senior boys to dormitories, as above, Junior boys to bed, unless negotiated otherwise

21.30—Intermediate boys to bed

22.00—Senior boys to bed, staff to secure building and ensure boys are settled

22.30—Care staff off duty, sleeping in staff on duty. Boys aware of where to locate staff if any problems (medical etc).

ACTIVITIES

We offer a range of activities in Hailey Hall and try to make sure there is something for everyone. In Hailey Hall activities include:

- ◆ Cinema
- ◆ Bowling
- ◆ Quasar
- ◆ 1:1 Tuition
- ◆ Trip to the local park
- ◆ Pool Club
- ◆ Walks
- ◆ Campfire Activities
- ◆ Arts and crafts
- ◆ Physical games and activities such as Football, Basketball, Dodgeball and Ping Pong
- ◆ Cooking/Baking
- ◆ Playstation and computer games
- ◆ DVD night
- ◆ Shopping-boys are taken out to shop for items to personalise their rooms and to gain independence and social skills
- ◆ Structured team building games
- ◆ Independent Living Programme
- ◆ Literacy and Numeracy Games
- ◆ I.T.
- ◆ Quizzes
- ◆ Hide and Seek
- ◆ Run Outs
- ◆ Meals Out
- ◆ Discussion Groups

Membership to external clubs is encouraged, and boarders will be aided in finding clubs to suit their particular interests.

FOOD IN HAILEY HALL SCHOOL

Boarders are offered a range of healthy balanced meals prepared by the Evening Cook. Meals range from traditional English, such as shepherd's pie and fish and chips, to world cuisine such as chicken satay or curry with rice and naan bread.

In Hailey Hall we do our best to cater for individual boarders' tastes and dietary requirements. Boarders are actively involved in helping to decide menus in Hailey Hall School. Each month the Hailey Hall School Council representative will sit with the Residential Head of Childcare to choose menu options after consulting with his peers. Boarders are encouraged to eat healthily and have a good attitude to food.

If your son has any specific dietary needs, please let us know so that everything can be done to ensure these needs are met.

PARENTAL CONTACT

Parents are encouraged to stay in contact with boarders during the week, whether via telephone or by visiting Hailey Hall School in the evening. Although parents are able to telephone the school at anytime, they are encouraged to call between the 8pm and 8.45pm, so that boarders do not miss out on activities during the course of the evening. Boarders are also able to telephone their parents or approved family members between 8pm and 8.45pm.

Visits by parents are encouraged, but must be pre-arranged and approved by the Head of Residential Childcare. If you do organise a visit to the school please try to stick to the arrangement to avoid disappointment. Please try not to bring in food or sweets for individual boarders if you visit the school, as it is policy not to allow boarders to have their own private supply of food and it will be confiscated and kept safely in the office before being handed back at the end of the week. If you do wish to bring in food to Hailey Hall to be shared between the boarders, this is welcomed but please make sure there is enough food to go round.

SANCTIONS

Sanctions are a disciplinary measure used with boarders when they have behaved inappropriately. Sanctions consist of the boarder being removed from the group/activity to sit and to calm down and think about their behaviour. There are varying sanctions that can be given. These can range from an early bed, Reflection time and loss of activities. Please see the Head of Residential Childcare for further information,

This process is written in a Sanctions Log. The Boarders are asked to sign the log and are allowed the opportunity to comment in writing any comments they may have.

Equally there will be rewards to recognise good behaviour.

In extreme cases your son may have to be sent home — please be available for transport if necessary.

PHYSICAL INTERVENTION:

Staff members in Hailey Hall School are trained in Hertfordshire STEPs methods specifically designed to keep pupils and staff physically and emotionally safe. In boarding we follow the 'Children's Services framework for the use of physical intervention' as is also followed in school. Physical Intervention will only be used as a safety response to acute physical behaviour and is restricted to the following circumstances:

'The pupil, staff member or others are at imminent risk of physical harm or damage to property'

Physical Intervention will only be used after less intrusive approaches have been unsuccessfully attempted or where there is no time to try such alternatives.

After a physical intervention a Restraints Log Book will be filled out detailing the circumstances and nature of the incident and physical intervention used. This entry will be discussed with the young person and the Headteacher. You, the parent, will also be informed soon after the incident so that you are aware of what has happened.

DISCIPLINARY MEASURES

Restore & Repair:

After a physical handling an R & R will take place, which stands for Restoration and Repair Interview. This is a therapeutic technique designed to help pupils / boarders recognise their own feelings and subsequent behaviour, and find better ways to deal with situations and manage their own behaviour. This aims to prevent physical handlings from happening in the future and to help pupils/ boarders to come up with better coping techniques.

In an R & R the boarder will be spoken with by the staff member involved in the physical handling. They will talk through what led up to the handling and how it could have been resolved with a different outcome. This also aims to reassure the boarder after the handling and to help repair relationships with the staff member(s) involved.

COMPLAINTS

If you as a parent are dissatisfied about any aspect of the school's work, it is in everyone's interest to try and resolve the matter quickly. Most concerns can be cleared up by a telephone call to sort out a misunderstanding. There may, however, be issues which cannot satisfactorily be dealt with in this manner.

The school has a formal complaints procedure - copies available on request - which sets out how and to whom the complaint should be made. This, in brief, asks that the concern should, in the first instance, be passed to the Headteacher. If the person making the complaint is not satisfied with the outcome, the governing body and then the local education authority should be addressed.

Acting Headteacher – Mr P Delamaine

Telephone – 01992 465208

Email Aclark@haileyhall.herts.sch.uk (PA & Senior Administrator)

Chair of Governors — Mr R Parperis

Contact through the School

KEY STAGE 3 PSHCE PROGRAMME

In year 7, 8 and 9 boarders participate in a Personal, Social, Health, Citizenship and Education programme within the school.

In year 7 this focuses mainly on understanding feelings and interacting with others. This programme is delivered once a week with boarders and will be a mix of group work and 1:1 key worker time. It is presented in a fun and accessible way, and is aimed at expanding the boarders social development.

In year 8 and 9 boarders have an opportunity to receive recognised qualifications, to broaden their experiences and to learn new skills. Boarders can work at different levels depending on their ability and what areas of life skills they need to focus on. The course is delivered once a week by Hailey Hall staff and is a mix of group work, experiential trips and key worker time. It aims to enrich the boarders' social and personal development.

CARE PLANS, HEALTH PLANS AND LEAVING CARE PLANS

Care Plans:

When boarding each pupil has a Care Plan. These are written by the Head of Residential Childcare and the boarder's Key Worker, and include information about the boarder and aspects of their development within boarding and the school. Care Plans ensure that the care given to boarders whilst they are at Hailey Hall is geared towards their individual needs and helps the boarder to progress, both socially and educationally. Care Plans include aspects such as interests, how to manage behaviour and emotional needs of the pupil. Parents are involved in the Care Plan process and are able to access these. Having up-to-date detailed Care Plans helps us to give the best possible care to your child whilst they are in boarding.

Health Plans:

All boarders are encouraged to have in place a Health Plan. This requires involvement and co-operation from parents, and helps us to ensure pupils stay healthy and happy throughout their time in boarding. A Health Plan contains information about GP, Dentist and other relevant professionals, as well as a brief medical history. It also includes consent for 'homely remedies', without which we cannot administer these.

Leaving Care Plans:

When it comes to the right time for a pupil to leave boarding and re-integrate back into the home full-time, a Leaving Care Plan is written. This ensures a smooth transition and includes input from parents, staff and the pupil. A Leaving Care Plan is much like a pupil's Care Plan, but includes details of support the pupil or parents may require during this process. It also charts the progress of the pupil during the process of leaving boarding.

**Hailey Hall School
(A Converter Academy)**

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