

# Parent & Learner Information

## > Welcome

Welcome to Educ8 Leicester.

My name is **Anthony Allen** and I am the Head of School here at **Educ8 Leicester**. We have been helping young adults across England to make the most of their education since 2009.



We understand that everyone has different needs, and so our curriculum is personalised to your own interests and strengths. We provide courses that encourage you to take responsibility for your learning, developing vital skills that will improve your chances at succeeding in employment.

The success you can achieve with us at Educ8 does not stop with exam results. The courses we offer each of our learners also present the opportunity for progression to further education, employment and/or training.

To keep up to date with everything we are doing I would like to invite you to **like and follow us** on **Facebook** [@educ8group](#) and **Instagram** [@educ8alted](#). We make regular posts and display learners' work and achievements\*.

We hope you enjoy your time with us and engage in our learning community.

*\*Subject to the consent being obtained during the referral and induction process.*

Here is how we performed last year:



## > Key Information

<b>Our centre address:</b>	Educ8 Leicester Allexton Youth & Community Centre Frolesworth Road New Parks LE3 6LP
<b>Opening times:</b>	Monday - Friday 9:15am - 2:45pm
<b>Travelling to our centre:</b>	<p>If your child is transported to and from our learning centre please can you ensure they are ready for collection 5-10 minutes before their allocated pick up time.</p> <p>Could you please also ensure they wear their seat belt and respect the rules outlined by the taxi driver/taxi firm including eating/drinking and inappropriate language.</p>
<b>Contact information:</b>	<p>If you or your child have any questions or queries, please contact me (Centre Managers name) to discuss.</p> <p><b>07813 170831</b> (mobile)</p> <p><b>leicester@educ8group.com</b> (email)</p> <p>For additional information about Educ8 including access to policies and procedures please view our website at <a href="http://www.educ8group.com">www.educ8group.com</a></p>
<b>Arrival &amp; Sign-in:</b>	<p>On arrival all learners are required to enter the centre through the main door and sign in at our reception desk.</p> <p>On sign in, learners will be required to hand in their mobile phones, to ensure we limit disruption throughout lesson times, and personal belongings, to ensure they are not accidentally damaged throughout practical lessons.</p>
<b>Free School Meals (FSM):</b>	<p>Learners entitled to FSM will be provided with a nutritious lunch. It is important this is indicated on the referral form supplied by the school or referral agency.</p> <p>We obtain our lunches from NCEA Catering.</p> <p>Learners entitled to Free School Meals will be required to provide their menu choices at sign-in each day.</p>
<b>Key worker:</b>	<p>Your child will be assigned a Tutor as their key worker.</p> <p>This ensures that they can feel confident to discuss any issues or concerns with them. Their key workers will remain with them throughout their time with Educ8.</p>
<b>Health &amp; Safety inc. First Aid:</b>	<p>The Centre Manager is the registered first aider on site and responsible for ensuring all first aid supplies are up to date. Other members of the team are also first aid trained. If your child is involved in an accident you will be notified and details provided.</p>

### Safeguarding information:

1. If you or your child has any safeguarding concerns you/they can initially discuss them with your child's **'Key Worker'**.
2. You may also **contact the Centre Manager** using the contact information above.
3. Alternatively please contact our **Designated Safeguarding Lead** for Secondary Education **Scott Thornton** on **07817 957463** or [scot.thornton@educ8group.com](mailto:scot.thornton@educ8group.com)

### Feedback and complaints:

1. If you feel we could do something better, or you wish to make a formal complaint, or perhaps we have done something that you wish to commend us for, please **contact your Centre Manager** in the first instance using the contact information above.
2. If you have a complaint and you do feel it has been resolved effectively please contact our **Complaints Officer Tim Warner** on **07817 641240** or [tim.warner@educ8group.com](mailto:tim.warner@educ8group.com)

### COVID-19 Procedures:

1. Learners and Parents will be messaged everyday to ask the questions "Are you well?". If not, and you are suffering from a high temperature, cough, or loss of taste or smell ... **STAY AT HOME** and request a COVID-19 test.
2. We will also say that for those coming into the centre to follow social distancing and hand washing measures.
3. On entry to the building learners will be given their own stationary pack, be remotely signed in, and shown to their allocated learning space, which will be at a distance of 2 metres from other learners. They will be positioned to avoid face to face contact.
4. There will be hand sanitisers situated around the building as well as a one way system of movement.
5. Learners will not be allowed off site during breaks until further notice.
6. The learner group will be approximately 10 per day and will be classed as a bubble. If attendance goes above 15 this will be reviewed.
7. During the first half term learners will complete their induction which will contain information and advice on any government changes we need to implement.
8. Toilets, classrooms, equipment and social areas will be cleaned on a daily basis.
9. Any learners who develop symptoms onsite will be isolated in a room or area designated, where they can watch tv, or continue with their work if well enough to do so, until collected.
10. Fabric seats have been removed and have been replaced with plastic.
11. PPE connected to their vocational course will be for their sole use.
12. Posters are situated around the building to support the understanding of

learners on what is required

13. Only essential Visitors will be allowed
14. As per recent Government guidance if a centre is within a location under 'local lockdown' then face coverings must be worn in communal areas (not classrooms). Learners refusing to wear face coverings in communal areas will not be allowed to attend the centre.

## > Meet the Team

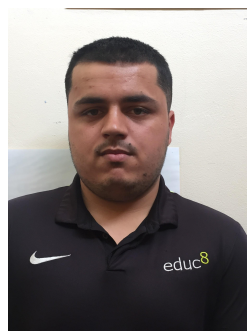
### **Anthony Allen, Head of School**

Anthony has been working for Educ8 Coventry for 15 years having started as a Sports Instructor, working his way up. He is a keen Football player in his spare time. (DBS# 001729128400)



### **Mason Yates, Trainee Deputy Head of School**

Mason has worked at Educ8 for 7 years in different job roles, and supports his local football team Leicester City. He enjoys football, cricket and boxing. (DBS# 001639251912)



### **Shane Hayes, Vocational Tutor**

Shane has worked at Educ8 for 3 years as Lead Tutor and Tutor. Shane enjoys Football, Basketball, Boxing and most other sports. (DBS# 001688243978)



### **Owen Howell, Executive Deputy Head**

Owen has worked at Educ8 for 9 years in different roles from with Birmingham, Coventry and Leicester as Tutor, Centre Manager and now works Nationally as Executive Deputy Head, Qualified Football Coach and Sports Tutor. Enjoys Table Tennis, Football. (DBS# 001166218669)



### **Lizz Jones, GCSE Maths Tutor**

Lizz is a Maths Tutor and has been working with Educ8 for 2 years and enjoys cycling and jogging. (DBS# 001700629966)



## > Learning with educ<sup>8</sup>

**Induction:** All learners receive an induction to the Centre that is documented within a personalised 'Induction Booklet'. This covers a variety of areas including:

- safeguarding
- meeting the team
- centre tour
- our qualifications and timetable
- breakfast club
- lunchtime activities
- reward scheme
- positive behaviour

The induction period for learners is likely to cover a number of days and will include an assessment of their needs for learning. Objectives and targets will be set.

**Subject areas:** Educ8 delivers a range of BTEC qualifications. Typically our pre-16 learners work within the Level 1 Introductory suite although in some cases learners may work at level 2. Depending on the number of days they are on programme with us will dictate the size of qualification they do; Award, Certificate or Diploma.

At our centre we operate the following subject areas:

- Sport
- Hair & Beauty
- Health & Social Care
- Caring for Children
- Transport & Vehicle
- Vocational Studies
- Functional Skills Maths and English
- Personal, social, health and economic (PSHE) education\*

*\*This is a not certificated course*

**G-Suite for Education:** At educ8, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At educ8, learners will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

**Clothing & PPE:** Please could you ensure that your child is wearing suitable clothing for the vocational subject they are studying i.e. Sport (tracksuit and appropriate training shoes).

Each course will have its own PPE that is required and it is important that learners wear this for their own protection during activities. If your child refuses to wear the PPE then, unfortunately, they will not be able to take part in the activity, this could affect their qualification. You will be notified if this is the case.

Note: Jeans and or jewellery should not be worn on-site

### Timetable:

Every learner is guaranteed 40 minutes Maths or English per day, and 40 minutes Personal, Social, Health Education (PSHE). Alongside this we embed a number of enrichment opportunities into the curriculum including external speakers, community police and nurses, careers guidance, and trips.

This is our current timetable:

Time	Lesson/Activity
9:15 - 9:30	Registration/Breakfast Club
9:30 - 10:15	PSHE
10:15 - 11:00	Functional Skills English
11:00 - 11:15	Break
11:15 - 12:00	Functional Skills Maths
12:00 - 12:30	Lunch
12:30 - 13:30	Vocational Qualifications (Theory)
13:35 - 14:35	Vocational Qualifications (Practical)
14:35 - 14:45	Plenary
14:45	Depart

### Break times:

Learners are encouraged to eat breakfast either at home or within our centre. We have a kitchen where your child will be able to make a hot drink using a kettle, use a toaster, and use a microwave. A risk assessment has been completed on these activities which is displayed in the kitchen area.

### Trips & Enrichment:

There will be time throughout the academic year when learners will leave our centre to undertake activities, whether that be trips related to their specific subject, work placements, or reward trips.

All outside trips are approved by Northumberland County Council's Evolve Risk Assessment.

There may be times when learners and staff use public transport to access these activities/trips. By taking public transport with our staff it will help promote self-responsibility and improve social skills, self-confidence and will enable them to be more involved with the community.

By giving written consent below, will mean when the time does come to take learners off-site, a text alert will be sent to you as a reminder, this works well for both the learner and parent.

**Parents evenings:** We host 2 parent's evenings every academic year. The first takes place November/December and the second May/June. This will give you and your child a chance to come into the centre to meet the tutors, talk through and have a look at their work, and review their progress. Specific dates will be issued closer to the time.

**Rewards & Behaviour:** We promote good behaviour and attendance and ask all learners to comply with our Code of Conduct.

If they fall short we follow this disruption process:

***Low level disruption*** - 1-to-1 with key worker, we aim to 'nip it in the bud'

***High level disruption*** - formal behaviour meeting

***Permanent exclusion*** - last resort

If your child is involved in an incident we will notify you. It may be necessary for you to attend a behaviour meeting to discuss their actions and agree a suitable plan of action to help improve their behaviour.

Educ8 will be introducing its new rewards scheme in September 2020. It will operate at all centres. Learners will collect points lesson by lesson based on our REACH standards:

R = Ready to Learn

E = Engage in Lessons

A = Achieve lesson objectives

C = Creative in their work

H = Heroic standard of work and behaviour

For reaching C or H levels learners will benefit by becoming Ambassadors.

Ambassadors will:

1. Be promoted on our website and social media
2. Receive a lanyard
3. Receive a certificate

On a weekly basis they will:

1. Have breakfast provided ... drink and breakfast bar
2. Be able to access the Ambassador Club

The Ambassador Club will be open at lunchtimes and include:

1. TV / Netflix
2. Pool Table
3. XBOX/Playstation

Every half term they can take a lesson 'time-out', where they can go make use of



the Ambassador Club.

Every term they will receive a vocational gift based on their vocational choices.  
Every Year (around Easter) they will be invited on a trip designed and agreed by the Ambassadors.