

Aspris Children's
Services

Sedgemoor Manor School

Student Handbook 2022-23



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1. School dates

FROME CLUSTER 2022-23

Sedgemoor Manor School

M		5	12	19	26
T		6	13	20	27
W		7	14	21	28
T	1	8	15	22	29
F	2	9	16	23	30
S	3	10	17	24	
S	4	11	18	25	

M	3	10	17	24	31
T	4	11	18	25	
W	5	12	19	26	
T	6	13	20	27	
F	7	14	21	28	
S	1	8	15	22	29
S	2	9	16	23	30

M		7	14	21	28
T	1	8	15	22	29
W	2	9	16	23	30
T	3	10	17	24	
F	4	11	18	25	
S	5	12	19	26	
S	6	13	20	27	

M		5	12	19	26
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T	3	10	17	24	31
F	4	11	18	25	
S	5	12	19	26	
S	6	13	20	27	

 School Holiday	 Training Day	 Weekends
 Bank Holiday	 Term time	

Bank and Public Holidays 2022/23

Christmas Day Bank Holiday	26th December 2022	Easter Monday	10th April 2023
Boxing Day Bank Holiday	27th December 2022	Holiday	1st May 2023
New Years Day Holiday	2nd January 2023	Spring Bank Holiday	29th May 2023
Good Friday	7th April 2023	Summer Bank Holiday	28th August 2023

Term Dates

Term 1	
Start Date	Monday 5th September 2022
INSET	Thursday 1st September 2022
INSET	Friday 2nd September 2022
Last Day of Term	Friday 14th October 2022 - 3.15 finish

Term 2	
Start Date	Monday 31st October 2022
INSET	Monday 28th November 2022
Last Day of Term	Friday 16th December 2022 - 1.20pm finish

Term 3	
Start Date	Wednesday 4th January 2023
INSET	Tuesday 3rd January 2023
Last Day of Term	Friday 10th February 2023 - 3.15 finish

Term 4	
Start Date	Monday 20th February 2023
Last Day of Term	Friday 31st March 2023 - 3.15 finish

Term 5	
Start Date	Monday 17th April 2023
National Holidays	Monday 1st May 2023
National Holidays	Monday 29th May 2023
Last Day of Term	Friday 26th May 2023

Term 6	
Start Date	Monday 5th June 2023
INSET	Monday 3rd July 2023
Last Day of Term	Friday 21st July 2023- 1.20pm finish

2. Tutor Groups

When you start at Sedgemoor Manor you will be assigned a tutor.

This person is important to you and they are the main link between your school life and your home life.

Your tutor is the person you can go to if you have any problems (although all staff can and will help you).

This is also the person that will regularly talk to your parents/guardians to update them on your weekly progress at school.

It may take some time to build a relationship with your tutor and that is okay. No one expects you to trust them straight away.

You will have two sessions each day with your tutor.

Merlin's



Falcons



Harriers



Kites



Heather Osman - Tutor



Nichole Shaw - Learning Mentor



Neil Hutton - Learning Mentor



Leanne Gower - Learning mentor

Condors



Milly Bailey - Tutor



Emily Morgana - Learning Mentor



Sally Robinson - Learning Mentor



Zoe Sargent - Learning Mentor



Emily Fairchild - Learning Mentor

Kestrels



David Thomas - Tutor



Cheryl Martin - Learning Mentor



Liz Smith - Learning Mentor



Leanne Gower - Learning mentor

Owls



Nicky Munro - Tutor



Sarah Gal-Jones - HLTA Numeracy



Clare Constance - Learning Mentor

Buzzards



Nick Creaser - Tutor



Lise Hvalkof - Learning Mentor



Peter Strong - Learning Mentor

Ospreys



Natalie Tett - Tutor



Sarah Fielder - Learning Mentor

Hawks



Will Thatcher - Tutor



Gabi Underhill - Learning Mentor



Jacqui Williams - Learning Mentor

Post 16 – Yr12 & Yr13



Katia Burnett - Post 16 Lead



Charlotte Harris - Learning Mentor



Vicki Puddy - Learning Mentor

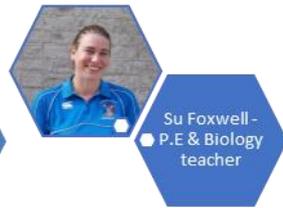


Charmaine Ward - Learning Mentor



Lauren Woodrow - Learning Mentor

Other staff you may see around site





Rachel Dillon - Senior Speech and Language Therapist



Carole Dyer - Senior Occupational Therapist



Lizzy Foster - Interventions Assistant - Nurture



Harry Johnson - Therapy Assistant



Sarah Morris - Therapy



Sarah Bendall - Intervention assistant - Thrive



Russell Webb - Learning Mentor



Carl Cox - Maintenance



Farron Vowles - Maintenance



Marc Ball - Gardener



Mel Bale - Housekeeping Lead



Fumi Hashimoto - Housekeeping



Sharon Puddy - Housekeeping



Amy Shapter - Housekeeping



Judy Bristow - Housekeeping



Jo Sedgwick - Catering Lead



Nancy Boobyer - Catering Assistant

3. Timing of the school day

8.30am	Arrive at school, no earlier than 8.30am	
8.40am	Registration / Tutor time	
8.50am – 9.40am	Lesson 1	
9.40am – 10.30am	Lesson 2	
10.30am	Break	
10.50am – 11.40am	Lesson 3	
11.40am – 12.30pm	Lesson 4	
12.30pm	Lunch	
1.20pm – 2.10pm	Lesson 5	Friday only – Enrichment
2.10pm – 3.00pm	Lesson 6	Friday only - Enrichment
3.00pm – 3.15pm	Tutor Time	Friday only - Enrichment

4. Around the School



5. Uniform



Polo shirts:

Child: £13.95

Adult: £16.95

Printed or embroidered logo



Bottle Green



Burgundy



Royal Blue

Hoodies:

Child: £17.50

Adult: £21.50 Printed or embroidered logo



Bottle Green



Burgundy



Royal Blue

Fleece jackets:

Child: £18.50

Adult: £22.50

Embroidered logo only



Bottle Green



Burgundy



Royal Blue

Zip-up hoodies:

Child: £19.50

Adult: £23.50 Printed or embroidered logo



Bottle Green



Royal Blue

T-shirts:

Child: £14.95

Adult: £14.95 Printed or embroidered logo



Bottle Green



Burgundy



Royal Blue



White



- All items will have the school logo on them.
- You can choose an embroidered logo or a printed logo. The embroidered logo is more durable. The printed logo may be more comfortable if you are sensitive to textures and fabrics.
- The fleece can only have an embroidered logo.
- The default colour of the logo is light grey, but you can choose a different colour if you prefer.

6. School Meals



Sedgemoor Manor School provides meals for you throughout the day.

All meals are served in the dining hall by the catering staff. You can eat where you feel comfortable.

There is a 4 week plan consisting of a varied balanced diet which changes with the seasons.

There is always a vegetarian option and fruit/other snacks available at break times.

We can also cater for any dietary needs you may have, such as allergies, religious beliefs or medical needs.

Please note we are a nut free site.

Sedgemoor Manor Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Hot Sausage Rolls or Vegetarian Sausage Rolls	Tuna Pasta	Chicken Burger or Veggie Burger	Sausage & Mash Vegetarian sausage available	Fish & Chips served with peas
Jacket Potatoes with a choice from 2 fillings Beans on Toast	Jacket Potatoes with a choice from 2 fillings Beans on Toast	Jacket Potatoes with a choice from 2 fillings Beans on Toast	Jacket Potatoes with a choice from 2 fillings Beans on Toast	Jacket Potatoes with a choice from 2 fillings Beans on Toast
Ploughman's Cheddar(v), Ham served with bread roll				
Salad Bar				
Yoghurt, Desserts, or Jelly & Fresh Fruit				

Week 1

Sedgemoor Manor Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Pizza & Salad	Pasta & Meatballs with Tomato Sauce Garlic Bread	Fish Fingers & Potato Waffles	Cottage Pie Vegetarian option available	Fish & Chips served with peas
Jacket Potatoes with a choice from 2 fillings Beans on Toast	Jacket Potatoes with a choice from 2 fillings Beans on Toast	Jacket Potatoes with a choice from 2 fillings Beans on Toast	Jacket Potatoes with a choice from 2 fillings Beans on Toast	Jacket Potatoes with a choice from 2 fillings Beans on Toast
Ploughman's Cheddar(v), Ham served with bread roll				
Salad Bar				
Yoghurt, Desserts, or Jelly & Fresh Fruit				

Week 2

Sedgemoor Manor Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Hot Dog or Vegetarian Hot Dogs	Pasta Bolognese with Garlic bread	Beef Burgers & Coleslaw	Sausage & Mash Vegetarian sausage available	Fish & Chips served with peas
Jacket Potatoes with a choice from 2 fillings Beans on Toast	Jacket Potatoes with a choice from 2 fillings Beans on Toast	Jacket Potatoes with a choice from 2 fillings Beans on Toast	Jacket Potatoes with a choice from 2 fillings Beans on Toast	Jacket Potatoes with a choice from 2 fillings Beans on Toast
Ploughman's Cheddar(v), Ham served with bread roll				
Salad Bar				
Yoghurt, Desserts, or Jelly & Fresh Fruit				

Week 3

Sedgemoor Manor Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Pizza & Salad	Fish Fingers & Mash	Chicken Burger or Veggie Burger	Sticky Chicken Rice & Noodles	Fish & Chips served with peas
Jacket Potatoes with a choice from 2 fillings Beans on Toast	Jacket Potatoes with a choice from 2 fillings Beans on Toast	Jacket Potatoes with a choice from 2 fillings Beans on Toast	Jacket Potatoes with a choice from 2 fillings Beans on Toast	Jacket Potatoes with a choice from 2 fillings Beans on Toast
Ploughman's Cheddar(v), Ham served with bread roll				
Salad Bar				
Yoghurt, Desserts, or Jelly & Fresh Fruit				

Week 4

7. What to bring with you for school

Pens 

Calculator 

Pencils 

Ruler 

Suitable shoes / wellies for animal care 

Personal fiddle toys / calming items 

Sports kit 

You can wear your own PE kit or choose the school option from the uniform shop (Extra Mile – Cheddar)

Medication 

Medication will be kept in a secure locked cabinet. Students are not permitted to keep medication on their person. All medicine must arrive in the school in the original packaging and with the appropriate pharmacy administering labels. Please see attached medical consent form.

Mobile Phones 

The phone policy at Sedgemoor Manor School will be very clear; whilst at school phones will need to be kept away. We understand that many young people who are anxious about being away from home will gain comfort having a phone with them. If an adult sees a young person using a phone they will be asked to put it away. No young person should use their phone to video / take photographs while at school. This is keeping in line with the government legislation; *Keeping Children Safe in Education 2020*. *If you feel you need your mobile phone at school, please talk to us as we have alternatives we can help with, such as MP3 players.*

Water bottle 

8. What you must not bring with you



Alcohol – Sedgemoor Manor School has a strict policy on alcohol. Even if you are 18 years old or over, you will not be allowed to bring alcohol onto the premises.

Illegal Drugs – Sedgemoor Manor School operates a zero tolerance policy to any illegal drugs or substances; this includes Legal Highs. Any drugs found on the premises will be handed into the local police station.

Fireworks – Students will not be permitted to have fireworks.

Knives or Offensive/Dangerous Weapons – In the interest of keeping everybody safe, the possession of knives and/or offensive/dangerous weapons, or anything that may constitute a weapon, is strictly prohibited. Imitation weapons are also prohibited. Anything perceived to be an offensive weapon will be handed into the local police station.

Obscene material – To avoid offending anybody we do not allow obscene material to be brought to the school or viewed on electronic devices. This includes, for example, racist, sexist, homophobic, violent, extremist and/or pornographic images and/or videos.

Energy drinks and fizzy drinks – In the interest of students' health and wellbeing, we do not allow energy drinks or fizzy drinks to be consumed or stored on Aspris Sedgemoor Manor site.

The possession or use of any of the above is against Sedgemoor Manor Schools Code of Conduct and is therefore subject to disciplinary procedures. Any such items will be confiscated immediately.

Nut Products – Please note we are a nut free site and therefore nut products are not allowed.

Laser pens – No laser pens are permitted on site.

Lighters / matches – Lighters and matches are not permitted on site.

Non age appropriate DVD's – DVD's and downloaded films which are not age appropriate must not be brought on to site.

Cigarettes / tobacco, vapes, e-cigarettes – must not be brought on site by students of any age including those in Sixth Form.

9. Bullying

ZERO TOLERANCE

At Sedgemoor Manor School we have a zero tolerance policy on bullying

The main types of bullying are:

Physical bullying

Verbal bullying

Emotional bullying

Racist bullying

Sexual bullying

Cyber bullying

Bullying is not acceptable. If you are being bullied please tell a member of staff or report to our Safeguarding Leads, or our Family Liaison Officer, Nicole Wall.



10. Friendships

We want you to develop friendships with other students whilst you're at school.

Friendships can be really fun, but at times you might find them hard and you may have disagreements with your friends.

This is a normal part of life and sometimes you may be able to sort things out and be friends again, we can help you with this if you need us to. Sometimes friendships end and at those times we will help you to be alongside each other peacefully in lessons and around the school.

Our Therapists



11. Fire Procedures

Sometimes the fire alarms at school may sound.

Our fire alarms are a continuous ringing sound.

This may be just a fire drill but could also be a real emergency. Never assume it's a fire drill; always treat it as an emergency.

In order to keep safe, you must follow the fire evacuation procedure as set out below...

- *On hearing the fire alarm, walk quickly and quietly to the nearest fire exit.*
- *Leave the building immediately and **DO NOT** stop to collect any personal items.*
- ***DO NOT** go back into the building.*
- *You need to go to the football goal at the back of Mark House unless told otherwise.*
- *Line up in your tutor groups and wait in silence for the register to be taken.*
- *Answer your name during the roll call which is done by a member of staff.*
- *Wait until a member of staff tells you that it is safe to re-enter the building.*

12. Equality & Diversity

Equality and Respect

At Sedgemoor Manor School we expect all students and staff to hold each other in the highest of regard, showing respect for themselves, each other and the environment.

Your needs

If you have special requirements and you do not feel that they are being met, please tell us. We will make arrangements for your cultural, religious and physical needs to be met.

Student Council Reps

Student Council Representatives will be elected by students from each Tutor Group. We hope that you put yourself forward for this position. Student Council Representatives have very important roles.

1. A school council is a group of students who are elected to represent the views of all pupils and to improve their school.
2. The school council meets - with a teacher present - to discuss and sort out ideas or views on key discussion. These may include school lunches or ideas for fundraising events.
3. Members of the school council can be responsible for carrying out the ideas that have been agreed, such as planning events, writing newspaper articles, or meeting with catering staff. Their views are acted upon by SLT.
4. Your tutor will ask for a volunteer to represent your class in the council. If there is more than one volunteer, each candidate will prepare a short speech explaining why they are the best person for the job. Students will listen to the speeches and then vote for who they would like to represent them.

13. Complaints Procedure

It is normal that at times we will all experience things that will upset us and make us feel unhappy. Sometimes this is just part of life and we have to accept that we do not control certain elements of our lives.

If you feel strongly affected by something you are unhappy about, you do have the right to complain and there are different ways that you can do this.

- Initially you can talk to your tutor or any member of staff and they will help you.
- If you want to make this more official you can fill out a complaints form – you can ask your tutor or reception.
- You will get a letter to acknowledge your complaint and another one to conclude the investigation into your complaint. This will give you any outcomes and information relating to it.

14. Student Conduct

In an inclusive community like Sedgemoor Manor School where people work closely together, there is an expectation that you will behave responsibly and considerately towards others.

Part of your commitment to being a student here is that you agree to work within the guidelines and rules that we have. These guidelines and rules are intended to make working together easier and fair.

Staff and students are expected to:

- Have unconditional positive regard for others.
- Respect one another's views, wishes and preferences.

At Sedgemoor Manor School we do not accept:

- Racist, sexist or homophobic language.
- Threatening behaviour.
- Wilful damage to property.
- Alcohol, drugs and other prohibited items.

At Sedgemoor Manor School we aim to:

- Recognise and value the uniqueness of each individual by providing learning opportunities, which enable everyone no matter the scale of their difficulties or disabilities to achieve to their full potential.
- Ensure that no individual or group receives less favourable treatment as a consequence of his or her disability, gender, sexual orientation, age, colour, ethnic origin, culture and religious beliefs.

It is our belief that young people respond to rewards and praise rather than sanctions and disapproval, so we emphasise the former, whilst still ensuring that young people are made aware of behavior which is not acceptable.

We encourage and welcome feedback, both positive and negative. If you wish to make a complaint you can do this verbally or in a written letter to any member of staff.

You will be encouraged to regularly talk about your experiences within Sedgemoor Manor School and make comments about how things can be improved. If you make any suggestion or express dissatisfaction, staff will take this seriously.

In respecting your right to complain we acknowledge that you may wish to make your complaint directly to an outside agency. We have therefore provided some useful phone numbers below.

Childline	0800 1111
Race Equality	0207 939 0000
NSPCC	0800 800 5000
Ofsted	0845 601 4772
Family Contact point / Social Care	01793 466903
Somerset Police	101
National Youth Advocacy Service	0800616 101

How do I request the personal details that you hold? - Under the Data Protection Act 2018, you have the right to see and receive a copy of any personal information we are holding about you.

You may apply in writing to the Head Teacher, Emily Bott.