

Parent & Carer Handbook

FUEL Education



Welcome to FUEL Education

Dear Parents/Carers,

Welcome to FUEL at what we hope is the start to a positive partnership between ourselves, you, and your child. We have prepared the Parent & Carer Handbook to provide advice and guidance to you as Parents or Carers, explaining the common procedures adopted by us. We aim, through this handbook to provide you with sufficient information to help you to understand our structure and organisation.

Your child has been placed with us on an alternative education programme and will attend our school on either a full time or part time basis. We offer qualifications in Construction, Mechanics, Health and Social Care, Childcare, Sports, GCSE English, Maths, Science, History and Biology, and Functional Skills English & Maths. We also do intensive work around personal and social development.

All pupils will be given an individual timetable on their first day along with a welcome pack which gives general information about the school day including lesson start and finish times, breakfast and lunch details and extra curricula clubs and activities. We will complete an induction which will cover safeguarding, health & safety, first aid, fire evacuation procedures and much more. We will also discuss half termly academic targets.

Warm regards,



Sarah Powell
Head Teacher



Our Values

- Be **Responsible**
- Be **Fair**
- Stay **Positive** and **Care**
- Show **Respect**
- Be **Kind**
- Be **Tolerant** and gain **Resilience** and **Knowledge** to Feed your Mind

Our Vision

To discover the potential in all

Our Purpose

To provide all pupils with the opportunities to be successful

Our Aims

FUEL provides a service for young people in Years 8, 9, 10 and 11 aged 12-16 years old. These young people may have been permanently excluded, at risk of exclusion or may be without a school place. We aim to provide young people with a flexible and varied education and will monitor, review and evaluate their progress on a regular basis.

To meet the unique educational, social, and emotional needs of our diverse pupil group in a safe and nurturing environment.

To both encourage and empower pupils to develop skills necessary to pursue post 16 opportunities and give a lifelong love of learning.

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The School Day

Our school hours are 9.30am – 3.30pm, it is important your child arrives on time in order to get the best from their time here. If you have any issues with your son/daughters' attendance please contact us, we will try and support you in any way we can.

Meals and Refreshments

FUEL offers a free breakfast club to all its pupils providing hot and cold drinks and toast before the day's learning starts. Your child will need to arrive at the centre at 8:45 to benefit from this.

At lunch times, we have an onsite canteen which offers a varied, balanced and nutritious menu that your child can choose from. All children whilst on site are supervised. Please ensure that you inform us of any dietary requirements your child has.

Dinners are served onsite daily and are provided free of charge. There will normally be a hot and cold option daily.

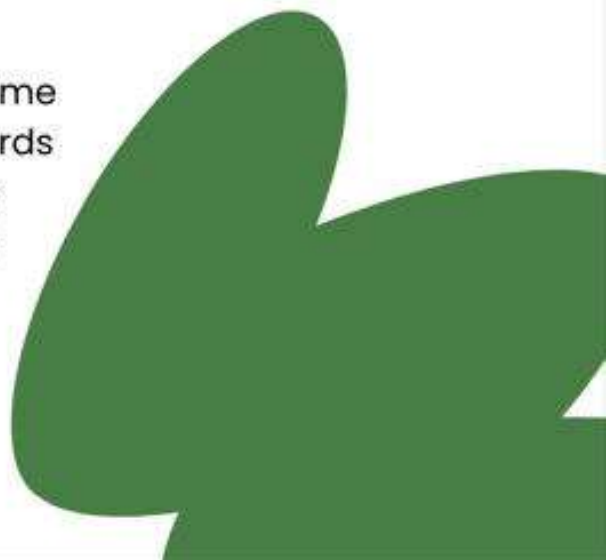
We also have snacks and refreshments available at break times.

Attendance & Lateness

Your child's attendance is vital in ensuring progress is made in learning. A carefully constructed timetable has been planned for your child and they must attend all lessons. Non-attendance will result in your child missing out on very important learning time and this may be very difficult to catch up with. If your child's attendance levels are below a certain percentage, we are required to contact Education Welfare for further intervention.

Lateness becomes truancy after 30 minutes. Please ensure that your child is at school on time every day to ensure good attendance standards are maintained. Failure to do so will result in a poor attendance record and the involvement of the Education Welfare service.

Lateness does have an effect on overall attendance marks.



Lateness becomes truancy after 30 minutes. Please ensure that your child is at school on time every day to ensure good attendance standards are maintained. Failure to do so will result in a poor attendance record and the involvement of the Education Welfare service. Lateness does have an effect on overall attendance marks.

Pupils who arrive late will undertake a detention to make up time, this will be for up to 1 hour, you will be advised via parenthub if your child is going to be kept for more than 20 minutes. If your child has significant lateness, we will contact you to arrange for them to make up time, this could be at weekends or during school holidays, prior arrangements for this will be made with you.

Each pupil will be allocated an attendance worker who will liaise with you to aid and support attendance as necessary. Your allocated attendance worker will call you each morning to confirm your son/daughter in on their way to school. If you miss this call, please call back as soon as possible to confirm attendance. If your child does not attend and you are uncontactable, a home visit will be carried out.

We are here to support you in improving attendance and ensuring your child gains the best out of their experience with us and ask that you work with us in trying to achieve this.

Pupils can earn £5 per week if they have 100% attendance and zero lateness. These are issued on a monthly basis in the form of e- vouchers of your child's choice.



NEW
LOOK



Absences and Holidays

The only excuse for absence from school is illness, medical appointments or bereavement of a close relative. Any other absences will require further investigation by the Education Welfare Service (EWS).

Please do not arrange holidays during term time as these will NOT be authorised.

If your child is ill, please contact us as soon as possible by calling the office on 0115 960 9139.

Medical Appointments

If your child has a medical appointment, please ensure they bring a written request from home or an appointment card to Reception. We would much appreciate it if you could make medical appointments for your child after 3.30pm as your child may miss out on valuable learning before this time.

If you have any questions regarding attendance or absences, please contact the Office.

Unexcused Absences & Attendance Review

An absence is considered unexcused if:

- The school is not notified in advance.
- The child misses school due to a non-emergency, non-medical reason without prior approval.
- The child is absent frequently without justification.

If your child is not seen for a period of three days, FUEL's Attendance Officer will have to complete a home visit, and every day thereafter until the child has been seen and a safety welfare check can be undertaken.

If your child is not seen for a length of time deemed unacceptable, this will be escalated to a safeguarding concern and will be classed as a child missing in education.



Penalty Notice Fines for Attendance

Penalty Notice fines will now be issued to each parent, for each child that was absent. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

FIRST OFFENCE

The first time a Penalty Notice is issued for Term Time leave of irregular attendance the amount will be:

£160 per parent, per child if paid within 28 days, reduced to £80 per parent, per child if paid within 21 days

5 CONSECUTIVE DAYS OF TERM TIME LEAVE

Penalty Notice Fines will be issued for Term Time leave of 5 or more consecutive days, inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

10 SESSIONS OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD

Penalty Notice fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period

SECOND OFFENCE (within 3 years)

The second time a Penalty Notice is issued for Term Time leave or irregular attendance the amount will be £160 per parent, per child paid within 28 days

THIRD OFFENCE & ANY OTHER OFFENCES (within 3 years)

The third time an offence is committed for Term Time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parents future DBS certificate, due to a 'failure to safeguard a child's education'.

Pupils are expected to respect behavioural boundaries and show consideration and concern for others. We aim to encourage positive attitudes, values and behaviours to ensure productive working environments. Our relationships with our pupils are based on care, courtesy and respect and we endeavour to help the children to behave responsibly and thoughtfully.

Behaviour Policy & Rewards System

We manage an effective and fair rewards system which encourages good behaviour and engagement in school and all provisions which your child may attend. We feel rewards are essential in reinforcing and recognising good behaviour and effort. We believe that rewarding pupils increases their motivation and their desire to do well in school.

Pupils can earn e-vouchers or trips for various things including learner of the term, completing all homework etc, these are normally given at the end of each term. Pupils are also given a £25 e-voucher of their choice for each full qualification they gain with us. These are awarded shortly after results day.

REWARDS UP FOR GRABS

£5

Per week Attendance
Paid monthly in
vouchers

£25

per vocational
qualification
Given after results
day

£25

per functional skill
qualification

**VARIOUS
TRIPS**

**TERMLY
BEHAVIOURAL
&
ENGAGEMENT**

**Y11
ANNUAL
AWARDS
CEREMONY**

Detentions

Pupils can be issued with detentions for persistent poor behaviour and/or lateness to school. Parental consent is not required to issue such detentions. A pupil can be kept for up to 1 hour at the end of the day and we may seek to keep your child for up to 2 hours where deemed necessary. If a pupil is going to be kept for more than 20 minutes, parents will be informed via parenthub/text message. Break times and Lunch times will also be used, however, if a lunch time detention is issued FUEL will ensure there is enough time for the pupil to eat.

SANCTIONS

**VERBAL
WARNING**

Warnings / Detention
Enrichment removed
Work in isolation

**REPORT
CARD**

Monitored Behaviour

**PARENT
MEETING**

Behavioural Contract

SUSPENSION

All of the above
outcomes implemented,
and relevant action taken

**PERMANENT
EXCLUSION**

FINAL ACTION!
Removed from school

We encourage students to wear comfortable, weather-appropriate clothing that allows for safe movement, and independent self-care. Our dress code promotes practicality, safety, and school identity while allowing children to express themselves.

If students arrive in inappropriate clothing, you will be contacted and ask to bring in appropriate clothing or footwear.



Dress Code Guidelines

- Students should wear smart / casual clothing
- PPE is provided for pupils accessing Construction or Mechanics courses, i.e overalls and safety boots
- Ripped jeans can be permitted as long as rips are not too high and/or revealing
- During the summer months knee length shorts or skirts



What Not to Wear

- Clothing with inappropriate images, logos, or slogans.
- Jewelry or accessories that pose a safety risk (e.g., dangling earrings, long necklaces).
- Crocs, Sliders, flip-flops, or heels.
- Belly tops (all tops should cover the stomach area)
- Expensive clothing as this could get damaged/dirty in mechanic and construction environments.
- Very short shorts or skirts

Personal Belongings Policy

- Students who bring in their own mobile phones, headphones/earpods, bank cards, cash and other bags at their own risk
- None of the above items can be taken into the building and must be surrendered to the Office and collected at the end of the day

Items Not Allowed in School

- Cigarettes/Vapes
- Drink bottles
- Glass bottles including perfume/aftershave/body sprays
- Electronic devices/smartwatches
- Medication unless prescribed by a doctor
- Aerosols
- Any item of sentimental value



Parent/Carer Expectations



Emergency Contacts

In case your child becomes ill at school, we will require a telephone number to call in case of an emergency. Please ensure you notify us should the telephone number change so we can ensure we have up to date information. If your child requires emergency medical treatment and we are unable to contact you, a staff member will accompany your child to the hospital



Permissions & Consents

You will have been given and asked to complete a series of consent for at your admissions meeting including offsite consent to enable your child to take part in any offsite activities e.g. gym visits, sport activities etc, consent to leave during breaks and lunches unsupervised and photo consent forms, should you wish to change any consents given or give consent where they have been withheld, please contact us.



Communication

As a means of communication between school and home, FUEL use Parent Hub. This app allows us to keep you continually updated on your child's progress. Please follow the instructions and download the app.

We also provide a Private Parents Page and we offer you instructions on how to download The Safer Schools England App and GCSEPod App which are both successfully used by parents and students.

You can also make a positive contribution to your child's education by ensuring you:

- Find time each day to talk to your child about their school day and encourage positive attitudes towards it.
- Help your child read as much as possible by providing them with newspapers or books.
- Keep FUEL informed of any factors which may affect your child's attitude or engagement whilst at school.

FUEL Education

would like you to join their channel on Parent Hub.

Just tap "Add a School " in the app and enter the handle below...

@FUEL

The Parent Hub app is FREE to download and use.



What is Parent Hub?



Parent Hub is a FREE app that helps keep you up to date with what's going on at school. You'll receive messages, pictures, documents and newsletters, all in one handy place.

Instructions for Parents



1. Download the Parent Hub app from your app store (iPhone or Android).
2. Create yourself an account.
3. Choose "Add a School" and enter the school handle (above).

Visit www.parenthub.co.uk to find out more

Private Parents Page

FUEL have a private parent's page on our website which can be accessed by parents and carers only.

You can view this page by navigating to: www.fueleducation.org.uk the password to access this is: fuelparents2024

Things you will find on our Parent Hub:

Key dates and information for example parent's evenings are held termly, parents will receive prior notification of specific dates and these will also be listed in our private parents' page on our website.

- Event dates and information
- Our school calendars
- Copies of key policies
- Links to helpful information for parents and carers



SAFER SCHOOLS ENGLAND

Educate, empower & protect the entire school community.

Dear parents, carers & guardians of Secondary pupils,

The online world can be a bit overwhelming at times but it is important we understand what our children are doing online so we can help make them safer. The Safer Schools England App aims to help with this.

We are delighted to invite you to download our new Safer Schools England App, provided as part of our school insurance package with Zurich Municipal.

About the App

The App is designed to support and educate children, by empowering them both at school and at home. The App provides your child with relevant, age-appropriate information on popular online safety topics and platforms. As a parent/carers, you will receive advice and guidance on how to help keep them safer online.

Excited? Ready to help keep your children safer online?

Download the Safer
Schools England App now!



Downloading your App

Step 1:

If you are using an iOS device, visit the Apple App Store and search 'Safer Schools England'.

If you are using an Android device, visit the Google Play Store and search 'Safer Schools England'.

Step 2:

Select 'Download'





SAFER SCHOOLS ENGLAND

Educate, empower & protect the entire school community.

Creating an Account

Step 1:

If you haven't already, please create an account by selecting **your role** on the login screen of your App.

Step 2:

To create an account, click '**Create an account**' and input your full name, email, and password you wish to use. You'll also be asked to confirm your password. Once you're ready, click '**Register**' and this will create your account.

Step 3:

After you register, you will be asked to read and agree to the Terms and Conditions. After reading and scrolling to the bottom, the 'I agree' button will be available to select.

Step 4:

Time to select your school! To add your school, simply type your school name in the search bar and click 'Continue'.

You will then be asked to input your entry code that you have received from your school that is relevant to your role. Type in your code and click 'Submit'. You'll be asked to confirm this by clicking 'Continue'.

Alternatively, if you have been given a QR entry code by your school, when adding your school simply select 'Scan QR Code' and scan your code.



FUEL Education
4490



SAFER SCHOOLS

NOW

Make sure you enable push notifications to stay up to date with our advice, guidance, and top tips on the latest online safety topics.

GCSE POD

Why use GCSEPod?

What is it?

- One website, 3 apps and over 6000 Pods.
- Content produced specifically for mobile devices, tablets and PCs.
- Designed to squeeze exactly the right knowledge needed for exam success into short 3-5 minute chunks.
- Helps with learning, homework and revision.



It's convenient and effective

The Pods can be downloaded on any device so your child can watch them online or offline. Wherever they go, GCSEPod goes with them. It's like they're carrying an entire world of knowledge and revision in their pocket.

An expert reads and explains everything clearly and precisely with all the right facts, quotes, keyword and annotated diagrams on screen.

Your child won't need to use GCSEPod for long before they feel the impact.

Consistent use in just 10 minute chunks is proven to support achievement right up to a grade 9.

It will help your child get organised

Your child can create personal playlists to listen to in the run-up to an exam, to help with homework or on the go to help consolidate learning.

The viewing history feature enables your child to return to Pods they found useful. There's also a 'Favourites' playlist, which enables them to easily return to Pods on areas they may be finding difficult.

Premade exam specific playlists, available in the 'My Courses' area are neatly organised meaning your child can manage revision quickly and easily whilst prioritising their time.

It can be as discreet (or loud) as they want

Your child can listen to Pods anywhere and everywhere and because it looks like they're listening to music, no one needs to know they're actually swotting up. Your child may want to show off just how much work they've been doing or even recommend a Pod to a friend, to do this, they can use the social networking links on the site to connect with others.

Quick Start Guide

How does your child get it?

Your child has already been registered by their school and simply needs to activate their account. To help your child activate their account, follow these simple steps:

1. Go to www.gcsepod.com and click "Login"
2. Click "New Here? Get Started!" and select "Student"
3. Enter your child's name, date of birth and type in the name of their school.
The school's name should appear. Click on it to confirm.
4. Create a username and password

Key Features



Playlists

Your child can create their very own bespoke playlist by selecting Pods that they feel they need to focus on. They can then watch the playlist to brush up on their knowledge or download it to take it everywhere they go.



Check & Challenge

Your child can test their knowledge on Pods by completing quizzes and questions. They will receive instant feedback on their answers with helpful tips to help them understand why it's right or wrong.



My Courses

Your child can keep organised by viewing a list of their upcoming exams in subject or date order. They can view an exam playlist to see all the Pods relevant to that exam.



Assignments

View homework set by your child's teacher. Your child should watch Pods selected by their teacher and complete the questions to help test their knowledge.



Paper to Pod Guides

Your child can use our guides alongside their marked past exam papers to identify areas they need to focus on. They can watch the Pods relating to questions they didn't do so well on to help fill any knowledge gaps.



Downloads

You can download all our Pods to your child's mobile device so they can learn on the go, anywhere they are. There are 3 GCSEPod apps which are free to download.

KEY DATES

FUEL School Terms and Holidays Calendar is shown below.

2025-26 CALENDAR

AUGUST 2025	SEPTEMBER 2025	OCTOBER 2025
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
NOVEMBER 2025	DECEMBER 2025	JANUARY 2026
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
FEBRUARY 2026	MARCH 2026	APRIL 2026
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
MAY 2026	JUNE 2026	JULY 2026
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31



School Holidays



Bank Holidays



Inset Days



Y11 Last Day

Student Access

Learning Portals

Pupils studying GCSE or Functional Skills English and Maths will have access to the school learning portals, they will be given login details, however, should you want a copy of these, please contact reception. The portal contains specific tasks set by their teachers for homework but also contains activities, revision, tests etc that cover their whole course, pupils can work through all course material. Please see details on how your child logs in below.

E-mails & Office 365

All pupils will be provided with a FUEL e-mail address, their e-mail will be their firstname.lastname@fueleducation.org.uk. Pupils will get to choose their passwords on their first day. These e-mail addresses should be used for college or apprenticeship applications and will be used by us for any work experience applications we submit on their behalf or as a communication method between your child and their teachers, it is therefore imperative they get into the habit of checking these regularly.

There e-mail logins will also give them access to Microsoft Office 365 anywhere they login.

Assessments

We monitor, review and evaluate your child's personal and academic progress and will liaise with you and agencies working with your child on a regular basis. Each child has an Individual Education Plan. Staff at FUEL will meet with your child on a one to one basis to discuss progress, a minimum of once every 8 weeks as part of this plan. The plan is reviewed every term and we are happy to meet with you to discuss your child's progress and achievement please contact us.

Homework and Homework Clubs

If your child is placed with us to study GCSE's or Functional Skills English and Maths, they will be set homework regularly. This maybe via the school learning portal or given in paper form. It is important that this is completed and handed in on time to ensure your child has covered the necessary material. Should your child fail to hand in homework on time, they will be kept behind after school for up to an hour to complete this at homework club. Parents will be informed via parenthub/text message.

Pupils can also choose to attend homework club in order to complete homework, where teachers will be on hand to help where needed.

PSHE: Relationships and Sex Education

Relationships and sex education is taught within our Personal, Social and Health Education lessons. We feel that effective relationships and sex education is essential if young people are to make responsible and well-informed decisions about their lives. This part of education supports young people through their physical, emotional, spiritual, cultural and moral development. It teaches our young people to understand human sexuality, respect for themselves and others and enables them to be mature and confident in facing the many different and conflicting pressures on them. Relationships and sex education helps young people to understand the importance of family life, stable and loving relationships, respect love and care. Relationship and Sex Education lessons are a compulsory part of the curriculum. Parents and Carers can obtain our full policy on relationships and sex education by emailing our Office Manager alternatively if you have any concerns regarding this, please contact us.

Careers Information and Advice

Staff at FUEL are trained up to Level 6 IAG (Information, Advice and Guidance) and offer a comprehensive careers service providing advice and guidance on further education, careers, training and apprenticeships. We will support your child in making their very own CV, completing application forms, interview techniques and will also accompany them to and from any interviews they may have. We also work with Futures who offer further advice, guidance and support where necessary.



Local Support Services

CAMHS CRISIS Team:

Health, social care or education workers can assess whether CAMHS support is needed and make a referral. Parents/carers and young people can also self-refer for CAMHS support using our online form or by calling 0115 854 2299.

Service opening hours

- 8am -10pm on weekdays
- 10am - 6pm at weekends

Contact us on

Telephone: 01158542299 or 01158440560.

Email: CAMHSCrisisTeam@nottshc.nhs.uk

HARMLESS:

Harmless is a user led organisation that provides a range of services about self-harm and suicide prevention including support, information, training and consultancy to people who self-harm, their friends and families and professionals and those at risk of suicide. The Tomorrow Project offer a suicide crisis pathway for care, as well as a suicide bereavement pathway. Our intention is not to replicate the great services already working around Nottingham, but to provide a service that addresses a gap in current provisions of suicide care. Often, we encounter people who have had difficulty accessing other services due to things like not having a diagnosed mental health difficulty, or by virtue of their suicidal thoughts or behaviours are ineligible for accessing a service. Currently, we support people who are ineligible for primary and secondary care services

E:info@harmless.org.uk

www.harmless.org.uk

KOOTH:

Face to face and online counselling / emotional well-being support service for children and young people

www.kooth.com

BASE 51:

The Base 51 Counselling service offers short- and longer-term counselling and psychotherapy to young people aged 12-25. Counsellors are trained in a number of approaches and have vast experience of working with young people to work towards their aims. Offers face to face counselling, groups and other support for young people. Contact: 0115 704 3114 NGY myplace Centre (ask for Base 51), Monday-Friday, 9.00am-5.00pm. info@base51.org.uk. Website:

<http://www.ngymyplace.co.uk>

National Support Services

ChildLine

helpline 0800 11 11 (free, 24-hour access)

www.childline.org.uk

Young Minds

parents' helpline: 0800 802 5544 (Monday to Friday 9.30am-4pm
on free for mobiles and landlines)

www.youngminds.org.uk National charity committed to improving
the mental health of all babies, children and young people.

Provides information for both parents and young people.

NSPCC

helpline: adults 0800 800 5000

Children and young people 0800 11 11

www.nspcc.org.uk

Samaritans

helpline 08457 90 90 90 (24 hour access)

www.samaritans.org

Calm Harm

Calm Harm is a free private app that helps you manage the urge
to self-harm www.calmharm.co.uk/

HOPELine

HOPELineUK is a confidential support and advice service for children and young
people who are worried about how they are feeling and for anyone concerned
about a young person.

T:0800 068 41 41

E:pat@papyrus-uk.org

SMS:07786 209697

Opening hours: Mon-Fri: 10am-10pm

MindFull

www.mindfull.org

Is a service for 11-17 year olds, providing support, information and advice about
mental health and emotional wellbeing

National Self-Harm Network

www.nshn.co.uk

Supports and provides information for individual who self-harm as well as
family and carers

FUEL Policies and Procedures

Child Protection and Safeguarding

We are committed and dedicated to the Safeguarding and protection of your child. Our Designated Safeguarding Lead is Karen Meston. Karen will liaise with Health Authorities, Social Services, Multi Agencies and the Police naming just a few services. Whenever possible, we will liaise closely with you, keeping you informed of all the aspects of your child's wellbeing. There are however times when in the interest of the welfare of your child, we are required by law to deal directly with the authorities. If you have any serious concerns about your child or any other child, please do not hesitate to contact Karen for further advice and guidance.

Operation Encompass Safeguarding Statement

Our school is part of Operation Encompass.

Operation Encompass is a national police and education early intervention safeguarding partnership which supports children who experience Domestic Abuse.

Operation Encompass is in place in every police force in England and Wales, the Isle of Man, Jersey, Guernsey, Scotland, Northern Ireland and Gibraltar. Children were recognised as victims of domestic abuse in their own right in the 2021 Domestic Abuse Act.

Operation Encompass means that the police will share information with our school about all police-attended Domestic Abuse incidents which involve any of our children PRIOR to the start of the next school day. The notification informs us about the context of the incident and includes the Voice of the Child.

Once a Key Adult (DSL) and their deputy/ies (DDSLs) have attended either an Operation Encompass briefing or have completed the free National Online Operation Encompass Key Adult training they will cascade the principles of Operation Encompass to all other staff. All staff are encouraged to undertake the online training.

Data Protection GDPR

FUEL collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered to enable us to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.

Schools have a duty to be registered, as Data Controllers, with the Information Commissioner's Office (ICO) detailing the information held and its use. These details are then available on the ICO's website. Schools also have a duty to issue a Fair Processing Notice to all pupils/parents; this summarises the information held on pupils, why it is held and the other parties to whom it may be passed on.

Our full data protection policy and privacy notices are posted in our website or paper copies are available from reception on request.

Health & Safety and First Aid

Our Health & Safety Policy is in accordance with the Health and Safety at Work Act 1974. Risks Assessments are completed before any activities are carried out and the needs of your child are paramount. If you would like to view a full version of our Health and Safety Policy, please do so by request.

All staff are expected to use their best endeavours in the event of a first aid emergency.

The responsibility of the provision of first aid at FUEL is Frank Kweku.

The number of appointed persons and first aiders is reviewed annually by the Health and Safety Committee or more frequently when required, for example following an accident or emergency. If you would like to view a full version of our first aid policy, please do so by request or visit our website.

Special Educational Needs

At FUEL we aim to engage your child in a personalised learning programme to meet your child's individual needs. This is achieved by ensuring that your child receives the appropriate level of support necessary to achieve a positive educational experience. FUEL complies with the Equality Act 2010 and the Special Educational Needs Regulations 2014 and does not treat disabled pupils 'less favourably'. We promote equality of opportunity between disabled pupils and other pupils and positive attitudes towards disabled people through Personal, Social and Health education. Please contact our Office Manager if you would like to request our Disability Equality Policy.



Equal Opportunities

We actively promote equal opportunities and instruct all pupils on the basis that we do not discriminate, directly or indirectly, anyone on the grounds of colour of skin, race, nationality, beliefs, sexual orientation, gender or disability. We aim to equip our pupils with a sound awareness of our diverse society and to understand and appreciate the value of difference. Parents and Carers can obtain our full policies on Equal Opportunities including Gender Equality, Race Equality and the Disability Equality Policy by requesting these from our Office Manager.

Mobile Phones, Smart Watches and MP3 Players

Your child should be encouraged not to take their mobile phone, smart watch or MP3 device to their educational provider. If your child does bring their mobile phone, smart watch or MP3 device, they will be asked to hand it in to pupil reception. It will be kept in a secure facility until the end of the educational day. This is to ensure they are able to focus and achieve their maximum learning potential without distractions and are safeguarded whilst at FUEL.

Drugs and Alcohol

FUEL is committed to raising the awareness of the effects of drugs on the health and wellbeing of all young people we work with. We aim to promote a clear understanding of the risks related to drug and alcohol abuse. We recognise that some of our pupils may require confidential advice, support and guidance so we work alongside organisations such as CGL to provide extra support. To obtain a full version of our Drugs and Alcohol Policy, please contact our Operations Manager.

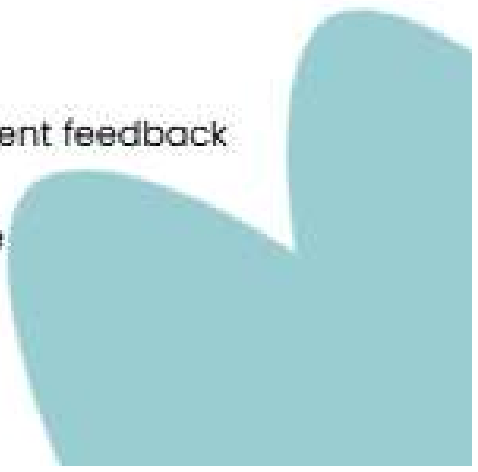
Bullying

FUEL operates a zero-tolerance policy in regard to bullying. Our Anti Bullying Policy is posted on our website and we ask that if parents have any concerns about their own child or any other child who attends FUEL to contact our Operations Manager immediately.

Feedback

We value your views and opinions, you will receive a parent feedback form at parents evening at the end of each term.

We would ask that you please take the time to complete this as your feedback is important to us.



FUEL Education

Unit 7 Ellesmere Business Park, Haydn Road, Nottingham, NG5 1DX

Website: www.fueleducation.org.uk

Directors

Adrian McGregor, Colin Bernard & Donovan Johnson

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donovan@fueleducation.org.uk

Headteacher

Sarah Powell

Tel: 0115 9609732 E: sarah@fueleducation.org.uk

Operations Director

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Designated Safeguarding Lead

Karen Meston

Tel: 0115 9609139 E: safeguarding@fueleducation.org.uk

Operations Manager

Justin Voce

Tel: 0115 9609139 E: incidents@fueleducation.org.uk

Teaching and Learning Manager / SENCo

Kate Warren

Tel: 0115 9609139 E: kate@fueleducation.org.uk

Behavioural Manager

Jamie Williamson

Tel: 0115 9609139 E: incidents@fueleducation.org.uk

Attendance

Tel: 0115 9609139 E: reception@fueleducation.org.uk

General parent queries, questions or concerns

E: parenthelp@fueleducation.org.uk



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