



# Parent/Carer Handbook

2021/22

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

0115 9609139



## **Introduction and Welcome**

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.

## OUR VISION

*To discover the potential in all*

## OUR PURPOSE

To provide all pupils with the opportunities to be successful

## OUR AIMS

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

To focus on developing the “whole pupil,” by teaching and reinforcing academic, personal and the social skills needed to achieve success and move onto productive citizenship.

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

## 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.*

## **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.

## **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 9.00am to benefit from this. There will be other options to purchase if your child wants to.

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 on sale 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.

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 is 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.

## **Absences & 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. If your child is ill, please contact us as soon as possible.

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.

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

If you have any questions regarding attendance or absences, please contact our School Business & Education Manager, Sarah Powell.

## **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.

## **Consent Forms**

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.

## **Behaviour Policy & Rewards System**

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. 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.

## **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](mailto: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.

## **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 will be kept for up to 1 Hour at the end of the day. 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.

## **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.

## **Child Protection & Safeguarding**

We are committed and dedicated to the Safeguarding and protection of your child. Our Designated Safeguarding Lead is Miralle Whitaker. Miralle 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 Miralle for further advice and guidance.

## **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.

## **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.

## **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 School Business & Education Manager alternatively if you have any concerns regarding this, please contact us.

## **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.

## **Complaints**

We welcome the opportunity to talk about concerns you may have so we can identify areas where we can improve. In the first instance, your concerns should be raised with us by talking to or writing to our School Business & Education Manager. If, however, despite Sarah's best efforts to resolve any issues, you are not satisfied with the outcomes, you should raise your concerns with any one of the Directors detailed on the contacts page of this handbook. We will endeavour to respond to your concerns within 2 weeks. If you wish to view the full Complaints Policy, please contact our School Business & Education Manager or visit our website.

## **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 our School Business & Education Manager.

## **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 School Business & Education 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 School Business & Education Manager.

## **Mobile Phones and MP3 Players**

Your child should be encouraged not to take their mobile phone or MP3 device to their educational provider. If your child does bring their mobile phone 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 & Alcohol Policy**

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 Behaviour Management Team Lead, (Paul Carbin).

## **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 Paul Carbin immediately.

## **Parental Support for Pupils**

You can 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.

## **Dress Code**

FUEL have polo shirt available and we would like to encourage all pupils to wear this. We have endeavoured to keep the cost as small as possible. Please return order forms as soon as possible.

A full uniform is not required we do however ask that smart/casual clothing is worn. For pupils accessing Construction or Mechanics courses, PPE will be provided i.e overalls and safety boots, pupils should not wear expensive clothing as this could get damaged/dirty in these environments.

Pupils should ensure their clothing is appropriate for the school environment, during the summer months knee length shorts or skirts are permitted but very short skirts or shorts are not.

Belly tops are not permitted, and all tops should cover the stomach area.

Ripped Jeans should be appropriate, and rips should not be too high or revealing.

Sliders and flip flops are strictly prohibited.

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

## **Feedback**

We value your views and opinions. We would encourage you to either speak to our School Business & Education Manager; 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.

# Key Dates

**FUEL School Terms and Holidays Calendar 2021 - 2022 with all our Inset days marked in Yellow our Year 11 leave date in Blue.**

AUGUST 2021						
M		2	9	16	23	30
T		3	10	17	24	31
W		4	11	18	25	
T		5	12	19	26	
F		6	13	20	27	
S		7	14	21	28	
S	1	8	15	22	29	

SEPTEMBER 2021						
M		6	13	20	27	
T		7	14	21	28	
W	1	8	15	22	29	
T	2	9	16	23	30	
F	3	10	17	24		
S	4	11	18	25		
S	5	12	19	26		

OCTOBER 2021						
M		4	11	18	25	
T		5	12	19	26	
W		6	13	20	27	
T		7	14	21	28	
F	1	8	15	22	29	
S	2	9	16	23	30	
S	3	10	17	24	31	

NOVEMBER 2021						
M	1	8	15	22	29	
T	2	9	16	23	30	
W	3	10	17	24		
T	4	11	18	25		
F	5	12	19	26		
S	6	13	20	27		
S	7	14	21	28		

DECEMBER 2021						
M		6	13	20	27	
T		7	14	21	28	
W	1	8	15	22	29	
T	2	9	16	23	30	
F	3	10	17	24	31	
S	4	11	18	25		
S	5	12	19	26		

JANUARY 2022						
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	

FEBRUARY 2022						
M		7	14	21	28	
T	1	8	15	22		
W	2	9	16	23		
T	3	10	17	24		
F	4	11	18	25		
S	5	12	19	26		
S	6	13	20	27		

MARCH 2022						
M		7	14	21	28	
T	1	8	15	22	29	
W	2	9	16	23	30	
T	3	10	17	24	31	
F	4	11	18	25		
S	5	12	19	26		
S	6	13	20	27		

APRIL 2022						
M		4	11	18	25	
T		5	12	19	26	
W		6	13	20	27	
T		7	14	21	28	
F	1	8	15	22	29	
S	2	9	16	23	30	
S	3	10	17	24		

MAY 2022						
M		2	9	16	23	30
T		3	10	17	24	31
W		4	11	18	25	
T		5	12	19	26	
F		6	13	20	27	
S		7	14	21	28	
S	1	8	15	22	29	

JUNE 2022						
M		6	13	20	27	
T		7	14	21	28	
W	1	8	15	22	29	
T	2	9	16	23	30	
F	3	10	17	24		
S	4	11	18	25		
S	5	12	19	26		

JULY 2022						
M		4	11	18	25	
T		5	12	19	26	
W		6	13	20	27	
T		7	14	21	28	
F	1	8	15	22	29	
S	2	9	16	23	30	
S	3	10	17	24	31	



## **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.fueeducation.org.uk](http://www.fueeducation.org.uk) the password to access this is:

fuelparents2021

### **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

# Parent Hub

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.



## 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

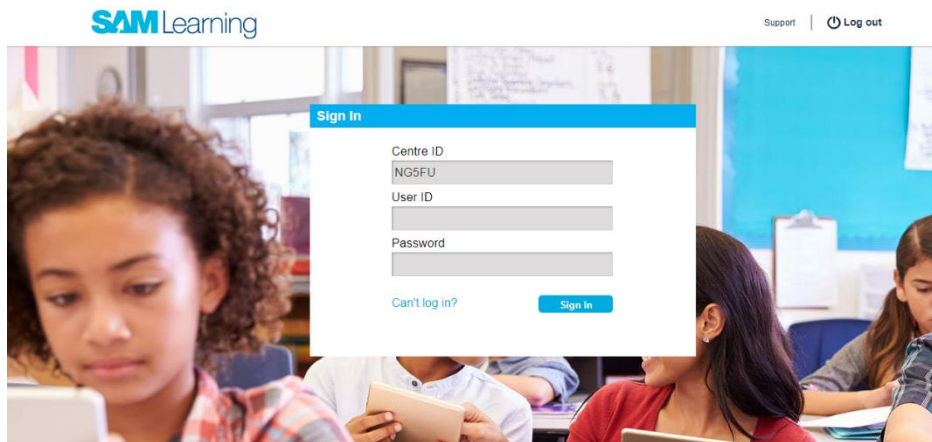


1. Download the Parent Hub app from your app store (iPhone or Android).
2. Create yourself an account.
3. Choose "Add a School" and enter the school handle (above).

Visit [www.parenthub.co.uk](http://www.parenthub.co.uk) to find out more

# School Learning Portal

Navigate to <https://platform.samlearning.com/>



Enter the centre ID which is NG5FU, followed by their User ID and Password which will be his/her date of birth followed by his/her initials for both fields.

Example if your Childs date of birth was 1<sup>st</sup> January 2002, and his/her name was Joe Bloggs, their user ID and password will be:

User ID: 010102JB

Password: 010102JB

He/she will then need to navigate to “my set tasks” to see what has been set or he/she can work through materials on the portal to do any additional work.

Home

Activities

My Set Tasks

My Progress

My Profile

Click on Everything to explore or use these quick links to jump straight to a subject area

GCSE

Key Stage 3

Other



Science



Science



Everything

Your Childs teacher will be able to see and assess all work completed and pupils will also be able to pick up rewards for work completed.

# 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](http://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.

## 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](mailto: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](mailto:info@harmless.org.uk)

[www.harmless.org.uk](http://www.harmless.org.uk)

**KOOTH:**

Face to face and online counselling / emotional well-being support service for children and young people  
[www.kooth.com](http://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](mailto: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](http://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](http://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](http://www.nspcc.org.uk)

### **Samaritans**

helpline 08457 90 90 90 (24 hour access)  
[www.samaritans.org](http://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/](http://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](mailto:pat@papyrus-uk.org)

SMS:07786 209697

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

### **MindFull**

[www.mindfull.org](http://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](http://www.nshn.co.uk)

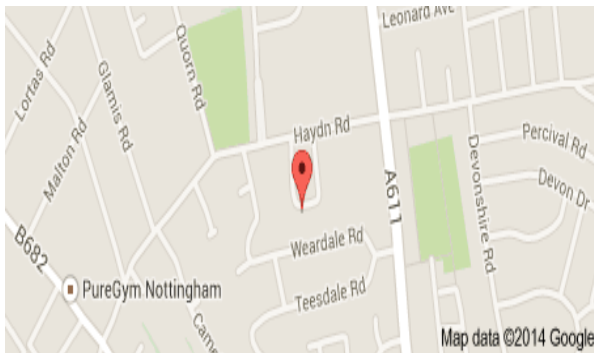
Supports and provides information for individual who self-harm as well as family and carers

# Useful Information

## FUEL Education

Unit 7 Ellesmere Business Park  
Haydn Road  
Nottingham  
NG5 1DX

Website: [www.fueleducation.org.uk](http://www.fueleducation.org.uk)



## Directors

Adrian McGregor, Colin Bernard, Frank Kweku & Donovan Johnson  
Tel: 0115 9609139

Email: [adrian@fueleducation.org.uk](mailto:adrian@fueleducation.org.uk)      [colin@fueleducation.org.uk](mailto:colin@fueleducation.org.uk)  
[frank@fueleducation.org.uk](mailto:frank@fueleducation.org.uk)      [donovan@fueleducation.org.uk](mailto:donovan@fueleducation.org.uk)

**Headteacher**

Adrian McGregor

Tel: 0115 9609732

Email: [adrian@fueeducation.org.uk](mailto:adrian@fueeducation.org.uk)

**School Business & Education Manager**

Sarah Powell

Tel: 0115 9609732

Email: [sarah@fueeducation.org.uk](mailto:sarah@fueeducation.org.uk)

**Designated Safeguarding Lead**

Miralle Whitaker

Tel: 0115 9609139

Email: [safeguarding@fueeducation.org.uk](mailto:safeguarding@fueeducation.org.uk)

**Behaviour Management Team Lead**

Paul Carbin

Tel: 0115 9609139

Email: [incidents@fueeducation.org.uk](mailto:incidents@fueeducation.org.uk)

**Quality & Curriculum Manager**

Jo Snowden

0115 9609139

E-mail: [quality@fueeducation.org.uk](mailto:quality@fueeducation.org.uk)

**Attendance / Office Manager**

Karen Meston

0115 9609139

Email: [reception@fueeducation.org.uk](mailto:reception@fueeducation.org.uk)

**General parent queries, questions or concerns**

E-mail: [parenthelp@fueeducation.org.uk](mailto:parenthelp@fueeducation.org.uk)