



*Maple Medical
PRU*

*Staff Handbook
2018/19*

Introduction:

Maple is a split site 'Pupil Referral Unit' which serves the whole of the Doncaster area. All the pupils who attend the Centre have medical needs. There are seven areas of Maple;

- JASP (Joint Agency Support Provision). This is for pupils with severe and enduring mental health disorders.
- The Young Parents Centre. This is for school age mothers and mothers to be and their babies.
- Young Parents Centre Nursery. The Young Parents' Centre has a registered Ofsted Nursery staffed by qualified and experienced nursery staff for babies of those attending Young Parents Centre or in transition from Young Parents Centre. Child care fees are fully funded through Care 2 Learn.
- The Hospital School, which caters for children who are in hospital. This is situated in the Women and Children's hospital, Floor 4 at Doncaster Royal Infirmary, Armthorpe Road DN2 5LT.
- Link education centre, which caters for children who are too ill to attend mainstream but are not in hospital.
- Home tuition,. This is for pupils who are too ill for mainstream or Link and need to be educated at home.
- The Mulberry Centre which caters for higher functioning KS2 and KS3 ASD (Autistic Spectrum Disorder) pupils.

The Centre aims to help pupils prepare for return to mainstream school or for the requirements of the adult world.

General Information:

Doncaster is one of the oldest and largest boroughs in Britain. Unemployment runs higher than the national average. Many families are in the second generation of unemployment. For education purposes the LA is divided into 17 pyramids based around each of the secondary schools. Maple is within the Balby pyramid.

There are currently 2 PRU's in Doncaster:

The Levett Centre
KS 2&3
Tel: 01302 390761

Headteacher
Karen Green

The Maple Medical PRU
(Hospital, Link, JASP, YPC & Mulberry)
Tel: 01302 572796 or 850949
Email: kath.formby@doncaster.gov.uk

Headteacher
Kath Formby

Maple Staff

Head Teacher

Safeguarding / DSL

Email: kath.formby@doncaster.gov.uk

Kath Formby

Deputy Head (JASP) DDSL (Sociology)

Email: cathy.johnson@doncaster.gov.uk

Cathy Johnson

Assistant Head

(Hospital School, Mulberry and Home Tuition) DDSL

Email: janem@maple.doncaster.sch.uk

Jane Morgan

Teacher in Charge YPC and Link (ICT)

Email: daniel@maple.doncaster.sch.uk

Daniel Shires

Teacher in Charge Mulberry (SENCo, DDSL)

Email lois@maple.doncaster.sch.uk

Lois Gore

Business Manager

Tel: 01302 572796

Email: dawn.hollingsworth@doncaster.gov.uk

Dawn Hollingsworth

Teachers

Dawn Potter (English)

Jane Ward (English)

Lynne Elliott (Maths)

Sharon Heath (Maths/ Science)

Tina Metcalfe (Science/ ICT)

Jackie Casey (Health & Social, Geography)

Claire Riley (Hospital)

Judith Owen (Hospital)

Lisa Johnson (Mulberry)

Gemma Langley (Mulberry)

Carl Ryde (Mulberry)

Marie Walker (Mulberry)

Home tutors

Gary Colman

Denise Coe

Kris Hadfield

Lyndsey Whittacker

Admin

Catherine Hand

Jay McCrory

Learning Mentors

Pat Burgess

Josie Blacklock (DDSL)

Higher Level Teaching Assistants

Louise Garner Lynn Ostcliffe

Nursery Nurses

Jane Scott

Julie O'Brien

Teaching Assistants

Lorraine Price, Justine Langan

Martyn Kellett, Lisa Waddoups

Barbara Sharp, Pauline Whiteley

Cathryn Richardson, Suzanne Armistead

Gemma Derbyshire, Ashlea Hood

Carole Robertson, Jennie Watson

Nurse Assistant - TBC

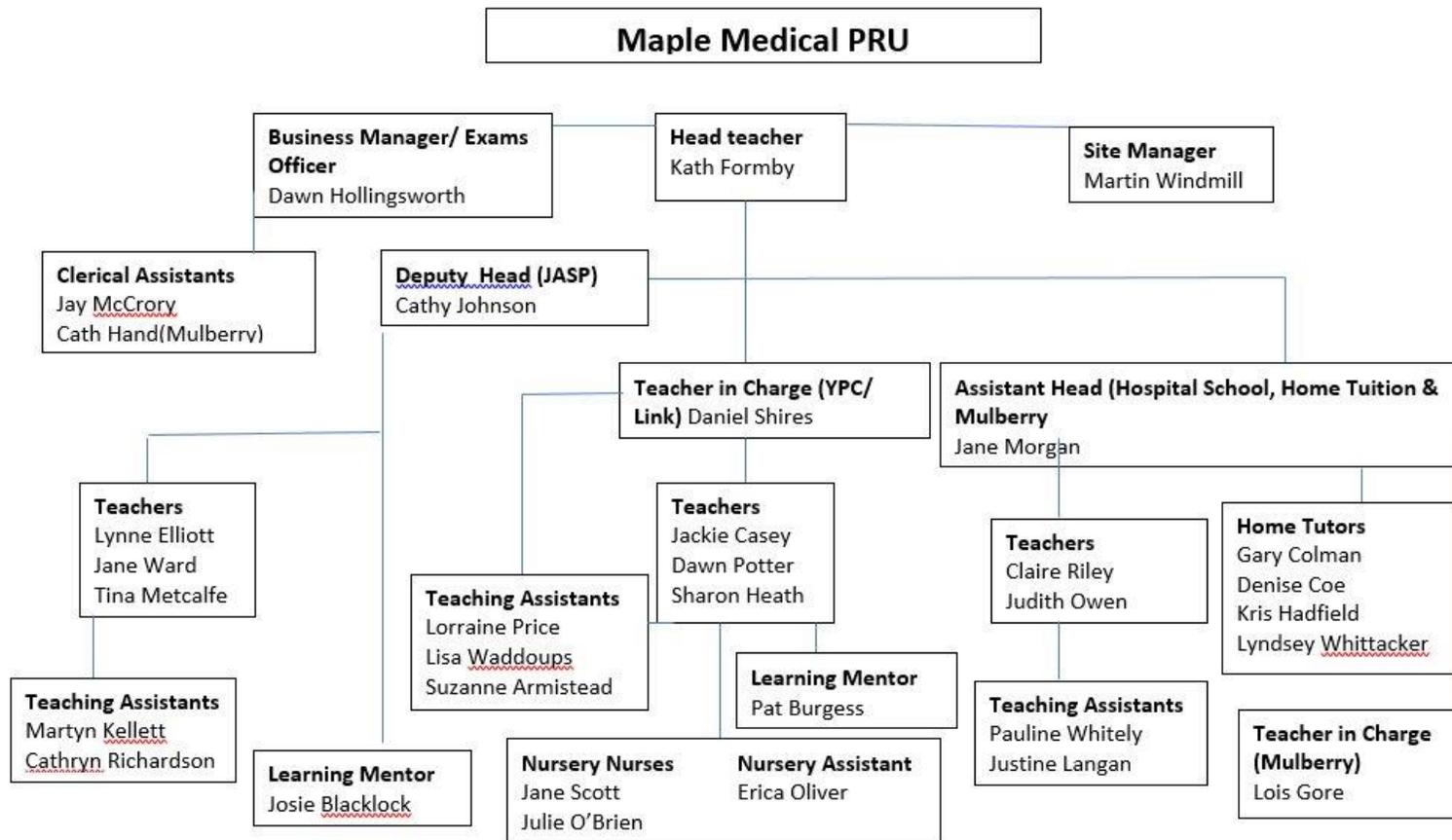
Site Manager

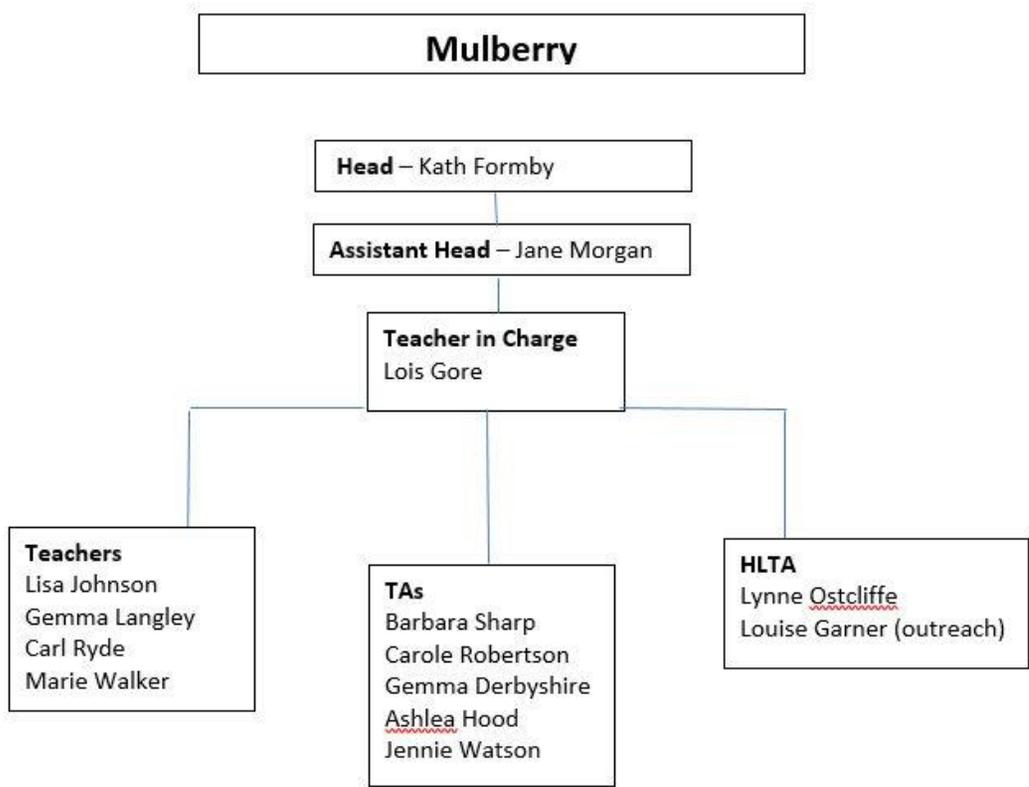
Martin Windmill

Management Committee :

The Centre has a management committee to which the Head of Centre is expected to report at least once every half term. Currently it consists of:

Mike Gallafent	Community (Chair)
Dr Steph Ward	Community (Vice Chair)
Michelle Elliott	Community
Mick Ricketts	Community
Sharon Heath	Staff
Kath Formby	Staff (Head teacher)
Janet Smaje	Community
Vicky Birkwood	Local Authority
Karen Joyce	Parent
Cathy Johnson	Observer
Dawn Hollingsworth	Observer





Pupil Admission:

The reasons for referral to Maple Medical PRU are as follows;

- A pupil is pregnant
- A pupil is a mother
- A pupil has been diagnosed with a severe and enduring mental health disorder
- A Pupil has a medical condition whereby they cannot attend mainstream school and may require home tuition or access to a small medical unit on the recommendation of their consultant.
- A pupil is in hospital
- A ks2 or ks3 pupil has ASD but is classed as high functioning

The School Day

Capacity

Maple is funded for up to 38 fulltime equivalent pupils. The Mulberry Centre (ASD unit) caters for up to 20 pupils. The Hospital School caters for pupils in hospital and they are taught in the classroom or by the bedside (Reception to Yr11). Home tuition caters for pupils as requested by consultants for pupils unable to leave their homes for medical reasons (Reception to Yr. 11).

Pupil Times:

Hospital School	9:00am - 3:15pm
Maple (Cedar Road)	9:30am - 3:00pm
Mulberry Centre	9:15am - 2:30pm

Dinner Time: 12:00pm - 12:45pm

Dinners are ordered per day and brought in from a local primary school. Staff are entitled to a free dinner when they participate in the supervision of pupils and eat with them.

A Rota supervision system is in place both at dinner times and at breaks.

Dinner time: 12:00pm - 1:00pm (Hospital School)

Dinner is provided on the ward and supervised by medical staff.

Staff - when leaving the premises ensure that you have signed in and out of the register, also make a member of staff aware of your absence.

Yr. 11 pupils are allowed to leave the premises or go to the shops during lunch times providing they are well enough.

Smoking, Drugs and Alcohol:

Pupils may NOT smoke (including e-cigarettes), carry /consume alcohol or carry/take drugs at any time on or around the premises.

Staff and Smoking:

Staff who may wish to smoke in break times must go off the premises

Visitors and Smoking:

Visitors are not allowed to smoke on the premises.

Drinks:

Staff and Pupils are provided with tea and coffee and fruit during break times and water is available at all times

Absence:

If you are ill and unable to work, please notify one of the leadership team in one of the following ways:

1. Telephone Kath -01302 850949
2. Cathy- 01302 572796
3. Daniel- 01302 854935
4. Jane at Hospital School - 01302 642784
5. Dawn - 01302 572796
6. Lois - 01302 572796

Sickness absence is to be reported up to 10am on the day of sickness, but preferably the evening before or in the morning between 7 am and 8am so that alternative cover can be arranged.

When you return to work you must fill in a self-certification form which is available from the admin team. If you are absent for more than one week, you will need a doctor's note.

Leave of Absence:

There may be other times when you need to be absent from work, such as the illness of your child or close family member who needs your care, or for a funeral for example. All permissible reasons are listed in your conditions of employment, a copy of which is available from the business manager. The business manager also holds leave of absence request forms which should be completed ASAP.

Absence for Medical / Dental Appointments:

All routine appointments with doctors and dentists, for example, should be made outside of working hours wherever possible. However, there may be occasions when an emergency appointment is needed and staff should discuss this with the Head and be agreed at the Head's discretion, should such a need arise. Leave of Absence request forms should be completed prior to this discussion and handed to the Head prior to the date of the request or immediately upon return to work in the case of urgent appointments. "If a member of staff is on strong medication please inform us, a referral to Health & Wellbeing may be sought for advice and support"

Safeguarding

All staff are trained in child protection and there is a Maple Safeguarding policy which staff are expected to familiarise themselves with. Copies are available from the Heads Office and on the website (www.maplemedical.org.uk). The school safeguarding induction pack is attached.

Designated Child Protection Officer - Kath Formby

Deputy Designated Child Protection Officers - Cathy Johnson, Jane Morgan.

All hospital school and appropriate other Maple staff have training in Moving and Handling.

Other related policies which are available on each site and on the website are:

- Positive Handling
- Drugs
- SEN
- First Aid
- Anti-bullying
- Behaviour
- E-safety
- Self-Harm
- Disordered Eating

Reporting:

Reports are done every term with pupil's progress, targets and attendance. In the Hospital School, reports are produced for long stay/ recurrent pupils on the request of a consultant.

Equality and Diversity:

Equality of opportunity at Maple Medical PRU is based on the following core values:

The ethos of Maple supports the development of self-respect and self-esteem in all pupils, staff and the community it serves.

We place a high value on diversity and treat every member of the Maple community as an individual. In this respect, we aim to meet the needs of all, taking account of differences of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. We have an equal opportunities policy that can be accessed via our website.

Staff Induction Checklist - Health and Safety

Fire & Emergencies

Has the new employee/ volunteer had:

Yes

No

A tour of the building

Fire warning system explained

Emergency exits explained

Fire assembly points explained

Actions on discovery of fire explained

Location of firefighting equipment

Fire drill practice/ procedure explained

Attended fire lecture in hospital (Hospital
School staff only)

1st aid procedures and location of 1st aid equipment explained

Accident and near miss reporting procedures explained

Safety Policy

Lockdown Policy explained

Staff induction checklist - Safeguarding

Safeguarding:

Yes

No

Designated person named and contact given

Deputy Designated persons/ contacts given

Child protection training organised
(specific to the nursery where appropriate)

Safeguarding induction handbook given

Child protection policy given
(specific to the nursery where appropriate)

Team teach training organised (if applicable)

Confidentiality policy explained

Protocols on record keeping explained

Procedures for reporting concerns

Given 'Keeping Children Safe in Education' (part 1)

Information sharing

Behaviour policy

Children Missing Education procedures

Other

Has the member of staff had

Yes

No

Keys/ fobs where appropriate

Location of toilets explained

Email given

Staff details form to fill in

Travelling and subsistence explained

Eating facilities

Noticeboards

Parking

Form for ID badge

Signing in and out system explained

Privacy notice given/ GDPR explained

Code of Conduct

School Holiday Pattern 2018/19

Autumn Term	Monday 3 rd September 2018	Friday 26 th October 2018
Autumn Term	Monday 5 th November 2018	Friday 21 st December 2018
Spring Term	Monday 7 th January 2019	Friday 15 th February 2019
Spring Term	Monday 25 th February 2019	Friday 12 th April 2019
Summer Term	Monday 29 th April 2019	Friday 24 th May 2019
Summer Term	Monday 3 rd June 2019	Monday 22 nd July 2019

School will also be closed on these days for training;

Monday 3th September 2018

Friday 26th October 2018

Monday 7th January 2019

Friday 12th April 2019

Monday 22nd July 2019 (Disaggregated)

Kind regards

Kath Formby / Head Teacher

26/06/18