



*Maple Medical  
PRU*

*Staff Handbook  
2021/22*

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## **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 several referral paths for Maple;

- Joint Resource Panel usually from CAMHS. This is for pupils with severe and enduring mental health disorders.
- From the midwifery service. This is for school age mothers and mothers to be and their babies. The babies are looked after in our onsite nursery (Maple Minis).
- 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.
- From medics for children who are too ill to attend mainstream but are not in hospital.
- Home tuition from medics or mainstream schools. This is for pupils who are too ill for mainstream or Maple and need to be educated at home. Consultant agreement is usually needed.
- From SEN panel for higher functioning children with ASD (Autistic Spectrum Disorder) and an EHCP.

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

Headteacher  
Kath Formby

Email: [kath.formby@doncaster.gov.uk](mailto:kath.formby@doncaster.gov.uk)

## **Maple Staff**

**Head Teacher; Safeguarding / DSL**  
Email: [kath.formby@doncaster.gov.uk](mailto:kath.formby@doncaster.gov.uk)

Kath Formby

**Deputy Head DDSL**  
Email: [daniel@maplemedicalpru.co.uk](mailto:daniel@maplemedicalpru.co.uk)

Daniel Shires

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**Assistant Head**

Hospital School, Mulberry and Home Tuition, DDSL

Email: [janemorgan@maplemedicalpru.co.uk](mailto:janemorgan@maplemedicalpru.co.uk)

Jane Morgan

**Teacher in Charge** Mulberry, YPC, SENCo & DDSL)

Email [lois@maplemedicalpru.co.uk](mailto:lois@maplemedicalpru.co.uk)

Lois Cherrington

**Business Manager** Tel: 01302 572796

Email: [ann-marie@maplemedicalpru.co.uk](mailto:ann-marie@maplemedicalpru.co.uk)

Ann-Marie Jones

**Inclusion Manager** DDSL

Email [josie@maplemedicalpru.co.uk](mailto:josie@maplemedicalpru.co.uk)

Josie Blacklock

**Teachers**

Dawn Potter (English)

Jane Ward (English)

Lynne Elliott (Maths)

Sharon Heath (Maths/ Science)

Tina Metcalfe (Science)

Jackie Casey (Health & Social )

Claire Riley (Hospital)

Judith Owen (Hospital)

Lisa Johnson (Mulberry)

Gemma Langley (Mulberry)

Carl Ryde (ICT/ Maths)

Marie Walker (Mulberry)

**Home tutor**

Kris Hadfield

**Admin**

Catherine Hand

Emma Radford

**Learning Mentor**

Lisa Waddoups

**Higher Level Teaching Assistant**

Louise Garner

**Nursery Nurses**

Jane Scott

Julie O'Brien

**Teaching Assistants**

Lorraine Price, Justine Langan

Mark Powell, Beth Lowe

Barbara Sharp, Pauline Whiteley

Cathryn Richardson, Suzanne Armistead

Ashlea Hood, Carole Robertson, Jennie Watson

**Nurse Assistant**

Lucy Metcalfe

**Site Manager**

Martin Windmill

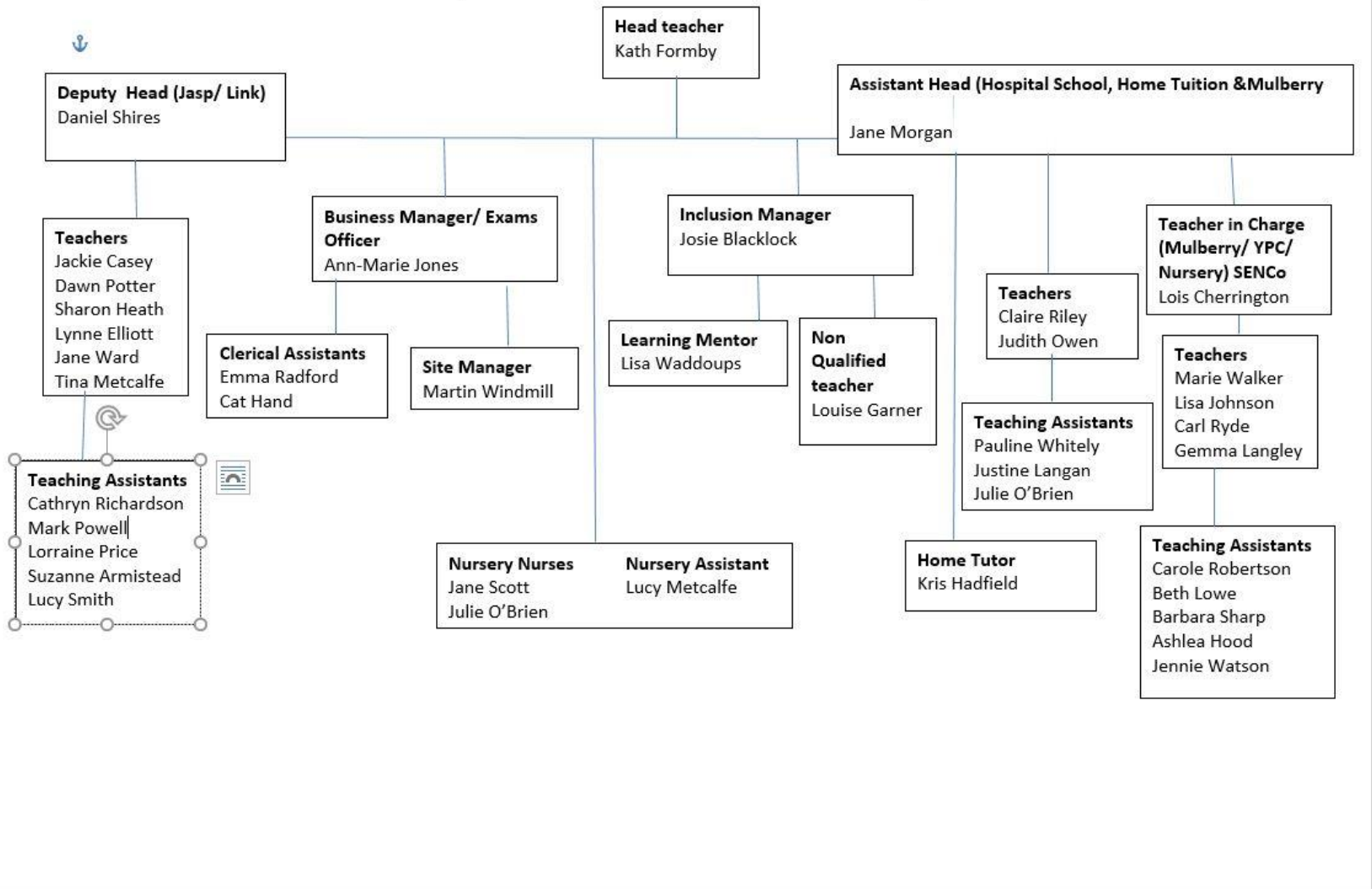
**Management Committee :**

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)
Theresa Archibald	Parent
Denise Holliday	Parent
Lois Cherrington	Staff
Kath Formby	Staff (Head teacher)
Janet Smaje	Community
Vicky Birkwood	Local Authority
Karen Joyce	Community
Daniel Shires	Observer
Ann-Marie Jones	Observer



# Maple Medical PRU



## **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 pupil has ASD but is classed as high functioning and has an EHCP

## **The School Day**

### **Capacity**

Maple is funded for up to 58 fulltime equivalent 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 - 3:30pm
JASP/ LINK/ YPC	9:30am - 3:00pm
Mulberry	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 - 12:30pm (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.

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Pupils are not allowed to leave the premises or go to the shops during lunch times or breaks.

**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:**

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. Kath -01302 850949
2. Daniel- 01302 572796
3. Jane at Hospital School - 01302 642784
4. Ann-Marie - 01302 572796
5. 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 on the Leave of Absence policy, a copy of

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which is available from the business manager and it is also on the website. 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](http://www.maplemedical.org.uk)). The school safeguarding induction pack is attached.

Designated Child Protection Officer - Kath Formby

Deputy Designated Child Protection Officers - Daniel Shires, Jane Morgan, Lois Cherrington. Claire Riley and Josie Blacklock

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;

- Physical Intervention
- Drugs
- SEND
- First Aid
- Anti-bullying
- Behaviour
- E-safety
- Self-Harm
- Disordered Eating
- Suicide Prevention





**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 and Inclusion policy that can be accessed via our website.

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**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

A fire lecture in hospital (Hospital  
School staff only)

1<sup>st</sup> aid procedures and location of 1<sup>st</sup> aid equipment explained

Accident and near miss reporting procedures explained

Safety Policy

Lockdown Policy explained

Covid protocols and procedures 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

'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

Details of eating facilities

Information about noticeboards

Information about parking

Form for ID badge

Signing in and out system explained

Privacy notice given/ GDPR explained

Code of Conduct



## **School Holiday Pattern**

Autumn term Wednesday 1<sup>st</sup> September – Friday 15<sup>th</sup> October

Autumn term Monday 1<sup>st</sup> November – Friday 17<sup>th</sup> December

Spring term Monday 3<sup>rd</sup> January – Friday 11<sup>th</sup> February

Spring term Monday 21<sup>st</sup> February – Friday 1<sup>st</sup> April

Summer term Monday 18<sup>th</sup> April – Friday 27<sup>th</sup> May

Summer term Monday 6<sup>th</sup> June – Thursday 28<sup>th</sup> July

School will also be closed on these days for training/ bank holiday;

Wednesday 1<sup>st</sup> September 2021

Monday 15<sup>th</sup> November 2021

Tuesday 4<sup>th</sup> January 2022

Friday 1<sup>st</sup> April 2022

Thursday 28<sup>th</sup> July 2022 (Disaggregated)

Kind regards

**Kath Formby / Head Teacher**

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