

Guide to Student Services

Information for Families



The 'Student Services Department' at Churchill Academy & Sixth Form is located upstairs in the Learning Resources Centre/Library. The Student Services Department's **aims** are:

1. To provide **coordinated support** and **information** to students, staff and parents.
2. To provide a range of intervention and support programmes in a structured environment that is calm, safe and focused upon progress.

What does Student Services cover?

- Learning support and information
- Careers advice
- Pupil Premium Funding advice and support for vulnerable learners
- Health and well-being support, information and advice

Please see the next page for a breakdown of these services.

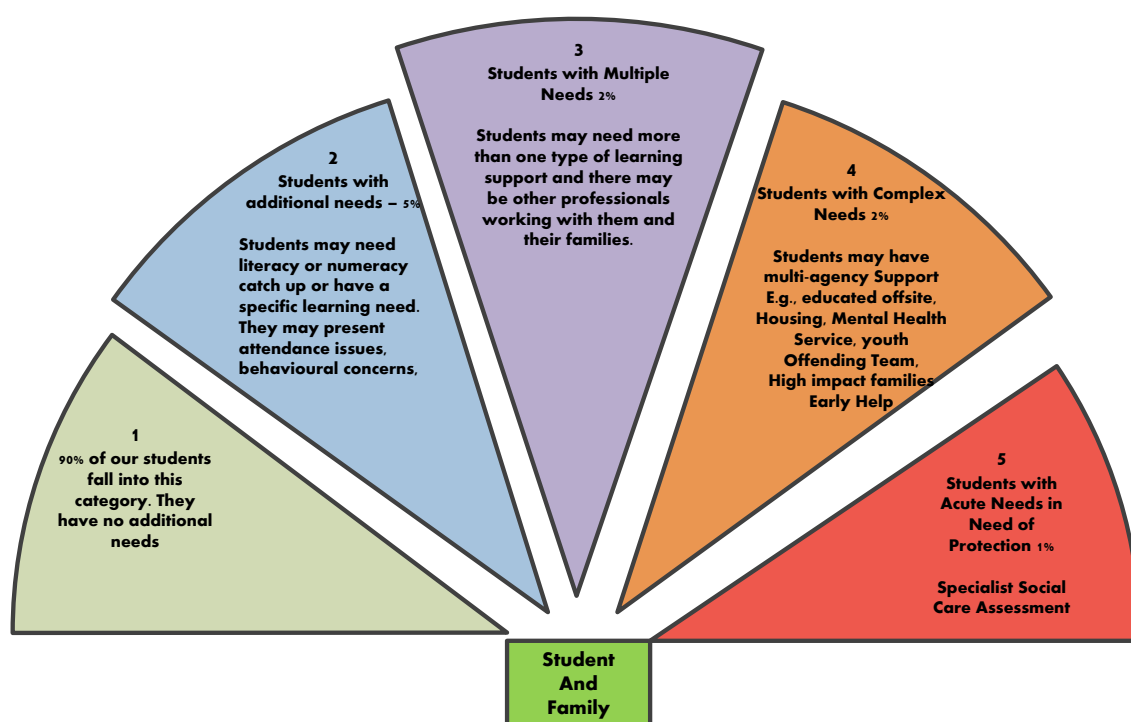
How can we help?

We offer access to key information, guidance, resources and expert staff.

Who can use these student services?

Student Services are open to all students and their families. Support may be offered for a short period in a student's time at Churchill Academy & Sixth Form, or sometimes for a longer term – this will be decided through discussion with families, within the resources that are available.





The needs of all students attending Churchill Academy & Sixth Form are looked at using our continuum of need assessment tool and support is linked to the level of need that we feel best fits a student. The diagram below shows the levels of need.



We also offer advice and signposting to external health and well-being or educational support services.

Your views about the services

Your views about the services we provide are very important to us, especially because this is a new integrated service and we need to make sure that the new service is working well and is valued. We will be asking parents and students for feedback through a short survey later this year.

Academic Support and Information	Careers Advice and Work Experience	Pupil Premium Funding	Health and Well-being
			
<p>We can help with the following:</p> <ul style="list-style-type: none"> • Admission procedures • Information about the curriculum • How we support children with SEN • Literacy testing • Initial screening for specific learning difficulties • Exam access arrangements • Making progress with reading • Handwriting skills • English as an additional language <p>We offer the following learning support programmes in Year 7 and Year 8:</p> <ul style="list-style-type: none"> • Literacy • Maths • Science skills • Help with Homework • English support (Year 9) <p>... and if there are other issues that you do not know how to address please contact your child's Tutor.</p>	<p>For students with additional needs and their parents we offer:</p> <ul style="list-style-type: none"> • Additional support with choosing GCSE options • A personalised KS4 curriculum with a focus upon employability and wider life skills • Referral to independent careers advice • An opportunity to complete a Level 1 vocational course at Weston College during Year 10 and Year 11 • Support with applications to post 16 and post 18 providers 	<p>We can help with the following:</p> <p>How to ensure your child has access to additional funding that they are entitled to for the following:</p> <ul style="list-style-type: none"> • Uniform • Educational trips and visits • Enrichment activities • Breakfast club • Homework club • Stationery • Text books and revision materials 	<p>If a student has a physical or mental health need it is important to let us know. We will work with families and your health practitioner to develop a Health Care Plan for your child. We have experience of confidentially supporting a variety of health and well-being needs in a range of areas including:-</p> <ul style="list-style-type: none"> • Safeguarding • Visual/ hearing impairments • Diabetes • Asthma • CFS / Glandular fever • Anxiety • Bereavement <p>Support may be offered through:</p> <ul style="list-style-type: none"> • One to one planning and review meetings with families • Small group workshops focused on a specific issue such as healthy lifestyles, friendships, bullying etc.

Who to contact and who does what?

If your child already attends Churchill Academy **your first point of contact should be your child's Tutor**. If their Tutor is unable to answer your enquiry they will refer the matter to the Head of House or another member of the Student Services Team.

Wherever possible we will try to deal with concerns and questions within two working days. For more complex issues we may need to gather information from a variety of people, or arrange a face to face meeting involving several professionals and this may mean that there is a delay in how quickly we can resolve matters. Should this be the case we will aim to make sure that parents and carers know what the timescale for further contact might be and share dates and times of any meetings needed as soon as possible.

To help keep communication easy please make sure that we always have your most up to date phone numbers and e-mail address.

Admissions	Sally Mathias
Attendance	Ann Brock
English as an Additional Language	Julie Hall
First Aid and Medication	Hannah Lay / Tutor
Mobility issues – broken bone / use of crutches	Nina Lewis
Health issues or long term medical conditions	Head of House
Pupil Premium Funding	Natalie Jones
Post 16 Bursary Funding	Rachel Thompson
Looked After Children	Lorraine McKay
Special Educational Needs	Nicky Moon, SENCo
Concerns about behaviour	Tutor
Concerns about academic progress, homework and /or revision	Tutor
Concerns about friendships and 'falling-outs'	Tutor
Concerns about bullying	Tutor
Information about changes in home circumstances	Tutor

Safeguarding: A number of issues would be identified as safeguarding concerns and we would prefer that you share your concerns with us sooner rather than later. This would cover concerns about the welfare of a child, physical safety, physical abuse, sexual abuse, emotional abuse, radicalisation and extremism, grooming, substance misuse, sexting, the sharing of indecent images etc.

Our Safeguarding Lead is Lorraine McKay; however, you can also contact other members of our Safeguarding Team: Frances Dawes, Rob Morgan, Nina Lewis, Nicky Moon or Garaeth Davies.