



Putting young people first

Britannia Works  
 Talbots Lane Trading Estate  
 Talbots Lane  
 Brierley Hill  
 West Midlands  
 DY5 2YX  
 Tel: 0121 5223717  
 Email: [hello@wheelsvis.co.uk](mailto:hello@wheelsvis.co.uk)  
 Website: [www.wheelsvis.co.uk](http://www.wheelsvis.co.uk)

### Emergency Contact Details

#### Student Details

Student Name			
Address			
Date of birth		Year Group	

### Parents/Carers

#### 1<sup>st</sup> Contact details

Name			
Relationship to student		Date of Birth	
Address			
Post Code			
Phone number (Mobile)		Phone number (Work)	
Email Address			

#### 2nd Contact details

Name			
Relationship to student		Date of Birth	
Address			
Post Code			
Phone number (Mobile)		Phone number (Work)	
Email Address			

Please ensure details are provided above are reliable and accessible as it is imperative that the Centre can contact nominated contacts in the event of an emergency.

Name of Person with Parental Responsibility (Relationship to Student)	
Address:	
Signature of Person with Parental Responsibility	

Additional People with Parental Responsibility for Student (Relationship to Student)	
Address:	

Please ensure details are provided for ALL persons with Parental Responsibility for the student



**Medical History**

Please identify any of the following that apply to your child: (Please tick as appropriate)

Allergies (Please specify below)	Hearing difficulties
Breathing/Asthma	Problems with Speech
Depression	Difficulties with Vision
Diabetes	Epilepsy
Difficulties with Concentration/ADHD	Nervous Problems/Anxiety
Dyslexia or Learning Difficulties	Problems Walking or Standing
Working at Heights/Vertigo	Hayfever
Allergic to penicillin	Allergic to latex/plastics (Please specify below)
Condition not listed: (Please specify below)	

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Does your child have any food allergies (If Yes please give details below)	Yes	No
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Is your child currently taking medication? (If Yes please give details below)	Yes	No
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Do you consider your child to have a physical disability? (If Yes please give details below)	Yes	No
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Do you consider your child to have a learning disability? (If Yes please give details below)	Yes	No
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Further Information:
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Doctors Name		
Doctors Address		
Telephone Number		
Permission for Wheels VLS to contact Doctor (as appropriate)	YES	NO

Dentist Name		
Dentist Address		
Telephone Number		
Permission for Wheels VLS to contact Dentist (as appropriate)	YES	NO

In the event of an emergency/accident, we may need to take your child to hospital. Please sign below to give your consent.

Name ..... Signed .....

Relationship to student .....







**PARENTAL / GUARDIAN CONSENT**

*(Please tick the following as appropriate and sign as parent / carer / guardian)*

**Photographs**

I give my consent for photographs of my child ..... to be taken and displayed. These photographs will show students / groups of students taking part in activities and may be used at events and celebrations.

I agree to photographs being - taken [ ] displayed [ ]

I do not agree to photographs being - taken [ ] displayed [ ]

Name ..... Signed .....

Relationship to student .....

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**Off-site Activities**

Occasionally students will be taken off site, either by taxi, public transport or staff vehicle. The vehicle will be appropriately insured for the purpose. At least two members of staff will accompany the students and a mobile phone will be taken.

I give permission for my child ..... to be taken off site accompanied by a member of staff [ ]

I do not give permission for my child ..... to be taken off site accompanied by a member of staff [ ]

Name ..... Signed .....

Relationship to student .....

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**News Bulletins and Website Photographic Consent**

Wheels Vocational and Life Skills Centre circulates News Bulletins containing information such as good achievements, events, activities, awards ceremonies etc and these may, on occasion, contain photographs of our students to promote their achievements and hard work. The News Bulletins are emailed to parents, carers, schools however they are also linked and are accessible on our Website. In order for your child to be included in Wheels Vocational and Life Skills Centre News Bulletins and Website it is necessary for us to have your written consent and therefore would be grateful if you could complete the Consent Slip below.

Childs Name: (Print) .....

I GIVE / I DO NOT GIVE permission for Wheels Vocational and Life Skills Centre to take photographs of my child and for them to be displayed in Wheels VLS Centre's news bulletins and website.

Parent Name: (Print) .....

Parent Name: (Signature) .....

Date: .....





**Curriculum**

During their time on roll at Wheels VLS Centre, your child will participate in the following lessons. Sex Education, Sexual Health Education, Online Safety and Radicalisation Awareness. Please indicate your preference below.

I give permission/do not give permission for my child ..... to participate in these lessons.

Name ..... Signed .....

Relationship to student .....

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**Photographs and digital film recording**

Within school we use photographs and digital film for a number of reasons. The main purpose is to celebrate the success of pupils. Photographs are used on display boards, plasma screens and on the Centre’s website e.g. photographs of pupils learning, sports teams, etc. Film is generally used to help with learning e.g. role plays.

Your child’s identification will not be disclosed unless the photograph is used to celebrate individual success. We will always take great care to only show photographs if we feel the medium is appropriate.

In order to comply with Data Protection Law, explicit consent is required for each area we use the images for. Please sign the areas you consent to individually.

• **General Publicity (leaflets, posters, documents)**

I agree/do not agree to my child’s image being used as above signature .....

I agree/do not agree to my child being named alongside their image signature .....

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• **School Website**

I agree/do not agree to my child’s image being used as above signature .....

**(National guidance recommends children should not be named on websites alongside their image)**

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• **Newsletters**

I agree/do not agree to my child’s image being used as above signature .....

I agree to my child being named alongside their image signature .....

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• **Displays around the Setting**

I agree/do not agree to my child’s image being used as above signature .....

I agree to my child being named alongside their image signature .....

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• **Curriculum Documents**

I agree/do not agree to my child’s image being used as above signature .....

I agree to my child being named alongside their image signature .....



• **Use in Learning Journey/Portfolio (where applicable)**

I agree/do not agree to my child's image being used as above      signature .....

I agree to my child being named alongside their image      signature .....

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• **Capturing images via recording of video conferencing e.g, Zoom, Microsoft Teams meeting/tutorials/lessons**

I agree/do not agree to my child's image being used as above      signature .....

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• **Use on Social Media Platforms**

I agree/do not agree to my child's image being used as above and understand that once the image goes onto a social media platform it is out of the control of the organisation as to where that image further appears, who has access to it or what it's used for and by whom. I understand the risks associated with this including that a third party may identify my child without my consent or knowledge.

**(Children will never be named by this organisation alongside their image on social media platforms)**

signature .....

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You do have the right to withdraw consent at any time by writing to the Centre's Senior Leadership Team. If you need clarification or are concerned about the use of your child's image please contact the Centre.

**Name of Child** .....

**Year Group** .....

**Parent/Carers Name** .....

**Parent/Carer Signature** .....

**Date** .....

Steps will be taken to ensure these images are used solely for the purposes that they are intended. If you become aware that these images are being used inappropriately contact your local social care team to report these concerns or visit <https://dudleysafeguarding.org.uk/children/> visit the Information Commissioner <https://ico.org.uk/concerns/>





The Register of  
Exercise Professionals

# Physical Activity Readiness Questionnaire (PAR Q) Short version

Client Name: \_\_\_\_\_ DoB: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

If you are between the ages of 15 and 69, the PAR-Q will tell you if you should check with your doctor before you significantly change your physical activity patterns. If you are over 69 years of age and are not used to being very active, check with your doctor. Please read each question carefully and answer honestly by indicating **YES** or **NO**.

What are your main reasons for starting a fitness programme?	YES	NO
Has your doctor ever said you have a heart condition and that you should only do physical activity recommended by a doctor?	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel pain in your chest when you do physical activity?	<input type="checkbox"/>	<input type="checkbox"/>
In the past month, have you had a chest pain when you were not doing physical activity?	<input type="checkbox"/>	<input type="checkbox"/>
Do you lose balance because of dizziness or do you ever lose consciousness?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a bone or joint problem ( for example back, knee or hip) that could be made worse by a change in your physical activity?	<input type="checkbox"/>	<input type="checkbox"/>
Is your doctor currently prescribing medication for your blood pressure or heart condition?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know of <b>any other reason</b> why you should not take part in physical activity?	<input type="checkbox"/>	<input type="checkbox"/>

If YES, please comment:

**If you answered YES to one or more questions:**

You should consult with your doctor to clarify that it is safe for you to become physically active at this current time and in your current state of health.

**If you answered NO to one or more questions:**

It is reasonably safe for you to participate in physical activity, gradually building up from your current ability level. A fitness appraisal can help determine your ability levels.

I have read, understood and accurately completed this questionnaire. I confirm that I am voluntarily engaging in an acceptable level of exercise, and my participation involves a risk of injury.

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Having answered YES to one of the questions above, I have sought medical advice and my GP has agreed that I may exercise.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** This PAR Q becomes invalid if your condition changes so that you would answer YES to any of the 7 questions.





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# WHEELS VLS CENTRE

## Attendance, Punctuality and Absence Policy

**Adopted September 2012**  
**Date of Last Review: September 2023**  
**Next Review: September 2024**

Company Registration No. 06608327

Registered Charity No. 1157795

Britannia Works, Talbots Lane Industrial Estate,  
Talbots Lane, Brierley Hill, West Midlands, DY5 2YX.  
Telephone: 0121 522 3717

## **WHEELS VLS CENTRE ATTENDANCE, PUNCTUALITY AND ABSENCE POLICY**

### **Introduction:**

Wheels Vocational and Life Skills Centre is a successful provision for education and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our students to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at our provision, on time, every day the Centre is open unless the reason for the absence is unavoidable.

Wheels VLS Centre is committed to the provision of a full, rich and appropriate education for all of its students and acknowledges that education is vital to raising the aspirations of all students.

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

### **Why Regular Attendance is so important:**

**Learning:** - Any absence affects the pattern of a student's education and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at our Centre is your legal responsibility and permitting absence from any education setting without a good reason creates an offence in law and may result in prosecution.

**Safeguarding:** - Your child may be at risk of harm if they do not attend the Centre regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this Centre, we will adhere to 'Working together to Safeguard Children' (July 2018) Keeping Children Safe in Education (September 2022) and Centre's Safeguarding and Child Protection Policy:

Protecting children from maltreatment.

Preventing impairment of children's health or development.

Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

Taking action to enable all children have the best life chances.

Detecting early support through Early Help Assessment.

### **Aims and Objectives**

- Wheels VLS Centre aim's and objectives drive our commitment to establish and maintain levels of attendance at a rate comparable and above the national average.
- You and your child have an important part to play in ensuring that we achieve our targets and remain a provision that ensure our students take full advantage of their educational opportunities by regular, punctual attendance.
- We will ensure that our policy and procedures on attendance and punctuality are regularly reviewed to ensure they are effective and applied consistently in practice.
- We will ensure that registers are completed accurately, to provide reliable data, which



will be used to identify those students whose attendance level is likely to impact on their ability to fulfil their potential and achieve their predicted attainment level. The Home School will be informed.

- We will ensure that any student, who has reached or is at risk of moving towards the national Persistent Absence level of 90% and below, is given priority. We will target our resources to identify barriers to these students' attendance with ourselves, the Home School and ensure students and Parents/Carers are supported to find a resolution.
- We will ensure that we promote a whole-Centre approach to the management of attendance, with all members of our Centre community committed to their role and confident of their ability to make an effective and positive contribution to all students.

### **Promoting Regular Attendance:**

Helping to create a pattern of regular attendance is everybody's responsibility - Parents/Carers, pupils, the Home School and all members of the Centre community.

### **To help us all to focus on this we will:**

- Report to the Parents/Carers and the Home School at least half-termly on how your child is performing in Centre, and weekly with their attendance and punctuality rate is and how this relates to their attainment;

### **The Law relating to attendance;**

Section 7 of the Education Act 1996 states that *'the parent of every child of compulsory Centre age shall cause him / her to receive efficient full time education suitable:-*

- (a) to age, ability and aptitude and*
  - (b) to any special educational needs he/ she may have*
- Either by regular attendance at school or otherwise'*

### **The Law relating to safeguarding;**

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

### **Understanding types of absence:**

Every half-day absence from Centre has to be classified by the Centre (**not by the Parents/Carers**), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are morning or afternoon sessions away from Centre for a good reason, like illness or medical/dental appointments and emergencies which unavoidably fall in Centre time.

Unauthorised absences are those which the Centre does not consider reasonable and for which no "leave" has been given. The Home School will be informed daily and can lead to the Local Authority using sanctions and/or enforcement proceedings. This includes:

- Parents/Carers keeping children off away from the provision unnecessarily
- truancy during the agreed timetable

- absences which have never been properly explained
- children who arrive at the provision after their specified start time
- shopping, looking after other children or birthdays
- day trips and holidays in term time.
- Absence from individual lessons – should your child be present for registration but then fail to attend subsequent lessons (without permission) Centre reserve the right to amend the register code for that Centre session to unauthorised to reflect lesson absence. In the event of this happening Parents/Carers would be notified by telephone and/or email/letter by 1<sup>st</sup> class post on the same Centre day.

Whilst any student may be absent from Centre due to illness, we recognize that sometimes they can be reluctant to attend their education setting for a variety of reasons.

Any problems with regular attendance are best addressed between Wheels VLS Centre, the Home School, the Parents/Carers and the student. If your child is reluctant to attend, it is **never** better to cover up their absence or to give in to pressure to excuse them from attending.

This gives the impression that attendance does not matter and will nearly always make the situation worse.

Any student at Wheels VLS Centre identified as having **attendance below 90%** will have all further absence **unauthorised** on Centre's register and Home School will be informed.

However, should parent(s)/Carers provide evidence from a medical practitioner advising that the period of absence was necessary, the absence for the evidenced period will be authorised.

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorized Circumstances (not covered by another appropriate code/description)	Authorized absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorized absence
F	Extended family holiday (agreed)	Authorized absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorized absence
H	Family holiday (agreed)	Authorized absence
I	Illness (NOT medical or dental etc. appointments)	Authorized absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorized absence
N	No reason yet provided for absence	Unauthorized absence
O	Unauthorized absence (not covered by any other code/description)	Unauthorized absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorized absence
S	Study leave	Authorized absence
T	Traveler absence	Authorized absence
U	Late (after registers closed)	Unauthorized absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory Centre-age pupils	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	Centre closed to pupils	Not counted in possible attendances

### Persistent Absenteeism (PA):

A pupil becomes a 'persistent absentee' when they miss 10% or more education across the Centre year, for whatever reason. Absence at this level is doing considerable damage to any student's educational prospects and we need Parents/Carers' fullest support and co-operation to tackle this.

Your child is valued within this provision and our commitment and desire to ensure your child achieves their full potential can only be accomplished with your assistance.

We monitor all absence thoroughly and any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority, the Parents/Carers and the Home School will be informed of this immediately.

PA pupils are tracked and monitored carefully through weekly attendance reports, forwarded

to the Home School and we also combine this with academic mentoring where absence affects attainment.

We will ensure that programmes individual to students needs are developed and implemented where specific issues are identified as a barrier to learning.

### **Absence Procedures:**

#### **If your child is absent you must:**

- Contact us as soon as possible on the first day of absence; **at least 15 minutes before your child's agreed start time.**
- Send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us.
- Or, you can call into Wheels VLS Centre and speak to reception, who will arrange for a member of staff to speak with you.

#### **If your child is absent we will:**

- Telephone you on the first day of absence if we have not heard from you.
- Telephone you again on each subsequent day if the absence persists. If we are unable to contact you by telephone we will write/email where appropriate and inform the Home School.
- The Home School will be informed and will act accordingly to establish the reason for absence.

### **Telephone numbers:**

There are times when we need to contact Parents/Carers about varying issues, including absence, so we need to have your contact numbers at all times. So help us to help you and your child by making sure we always have an up to date number – if we don't then something important may be missed or in a medical emergency we may fail to notify you.

There will be regular checks on telephone numbers throughout the year, please ensure yours remains up to date.

### **The Attendance Staff:**

Parents/Carers are expected to contact Centre at an early stage and to assist the staff in resolving any problems together. This is nearly always successful.

If difficulties cannot be resolved in this way, the Home School may refer the child to the Education Support Service (ESS), a statutory intervention service. This Service was formerly the Education Investigation Service and where they may previously have tried to resolve the situation, their primary role is now Enforcement Proceedings. Therefore, should the Centre staff and the Home School fail to reach a resolution with Parents/Carers, and a referral is made for intervention from the Education Investigation Service, the new Service will consider sanctions such as Penalty Notices or prosecutions in the Magistrates Court, based on the evidence provided by the ourselves and the Home School.

Parents/Carers can contact the ESS themselves to ask for guidance on their new procedures. Their telephone number is 01384 814317.

## **Punctuality:**

Poor punctuality is not acceptable and is also an offence in law if your child attends their specified education setting after the close of register. If your child is late at the start of the day they can miss valuable learning time. They are prevented from spending time with their class tutor which can result in vital information and news for the day not being received. Late arriving pupils also disrupt lessons. This can be embarrassing for the student and can in our experience also encourage absence.

Good routines within the home are essential to assist students in establishing and maintaining punctuality, we rely on Parents/Carers to assist their children in formulating routines and any difficulties that Parents/Carers have should be brought to Centre's attention.

## **How we manage lateness:**

The Centre's day starts at the **specified time on your child's timetable** and we expect your child to be in class at that time.

Registers will be completed **within 15 minutes of the agreed start time** and your child will receive a late mark if they are not in by that time.

**45 minutes** after your child's agreed start time, the register will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice payable up to £120 or prosecution in the Magistrates court if the problem persists if your Home School decides on this action.

If your child has a persistent late record (2-3 occasions of late on a weekly basis in a 4 week period) you will be asked to meet with a member of the Centre staff who will inform the Home School to resolve the problem, but you can approach us at any time if you are having problems getting your child to the Centre on time.

**If unable to resolve a persistent late issue, the Home School reserve the right to bring forward the close of register.**

**This could result in the Local Authority considering enforcement proceedings against you. Should this course of action be necessary the Home School will inform you verbally (where possible) and in writing.**

## **Holidays in Term Time:**

Taking holidays in term time will affect your child's education as much as any other absence and we expect Parents/Carers to help us by not taking children away in Centre time.

Remember that any savings you think you may make by taking a holiday in Centre time are offset by the cost to your child's education.

**There is no automatic entitlement in law to time off in Centre time to go on holiday** and the government made an amendment to the Education (Pupil Registration) (England) Regulations 2006 in September 2013 to reflect this.

## **Managing illness during the Centre day**

If a student is unwell or has an accident and is considered unfit to continue in lessons, they will be asked to report to the reception area for their condition to be assessed. Where necessary Parents/Carers will be contacted and asked to make arrangements to collect their child.

We will still require Parents/Carers to complete an absence form or write to the Home Schools/Centre with regards to the reason for absence.

**Education off Centre site**

On occasion students may be involved in educational activities off the Centre site. Any provision agreed that requires attendance at another site will still be reflected within Centre's register.

Failure to attend any other educational activity will result in an absence on the Centre register. The coding of the absence will depend on the explanation provided by Parents/Carers

**Summary:**

The Centre has a legal duty to publish its absence figures to the Home School and to promote attendance. Equally, Parents/Carers have a duty to make sure that their children attend.

All Centre staff remain committed to working with Parents/Carers, the Home School and pupils, and will strive to ensure that as high a level of attendance is achieved for each individual student, to ensure that every child's welfare and life opportunities are promoted.

**Date of Policy/Review: September 2024**

Signed



.....  
**(Centre Attendance Staff)**

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**(Please complete and return to Wheels VLS Centre)**

I have read and understood the terms and conditions of the Attendance & Punctuality policy at Wheels VLS Centre.

**Parent:**  
.....  
.

**Child's Name:**  
.....

**Date:** .....



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# WHEELS VOCATIONAL & LIFE SKILLS CENTRE

## Admissions Policy

**Adopted September 2013**

**Date of Last Review: September 2024**

**Next Review: September 2025**

Company Registration No. 06608327

Registered Charity No. 1157795

Britannia Works, Talbots Lane Industrial Estate,  
Talbots Lane, Brierley Hill, West Midlands, DY5 2YX.  
Telephone: 0121 522 3717

# WHEELS VOCATIONAL AND LIFE SKILLS CENTRE

## ADMISSION POLICY

Pupils will be admitted in accordance with the protocols set out within this document but without reference to ability or aptitude. Children will not be discriminated against as laid down by The Human Rights Act 1998, The Equality Act 2010 and The Children and Families Act 2014.

The number of students admitted will be determined by the Approved Admission Number in force each September and subject to safe Staffing ratios to reflect the needs of all students in the care of the Centre.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit, if any.

- a) First priority for admission shall be given to relevant children looked after, or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical/behavioural condition" where Centre is the *most appropriate* Centre to meet the condition.

*(Parents/Authorities must provide supportive information from the child's Hospital Consultant/Educational Psychologist/most recent Headteacher at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the pupil would experience if they had to attend another setting. Parents/Authorities should also indicate why Wheels Vocational Life Skills Centre is the most appropriate to meet their child's condition rather than any other setting.)*

### d) Notes

- Relevant children looked after means children who are looked after by a local authority in accordance with the Children Act 2004 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services function.
- An adoption order is an order under The Adoptions and Children Act 2006. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under The Children Act 2004. The Children Act 2004 also defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- The decision of the Senior Leadership Team will be final in category (d) above to decide who has the highest priority for admission, subject to Staffing.

### Application Process

All applications will be co-ordinated via the Home School of the applicant and Wheels Vocational and Life Skills Centre. The application must comply with the following:

- Initial referral by a representative of the Home School.
- Student and Parent/Carer interview with a member of the Senior Leadership Team of Wheels Vocational Life Skills Centre .
- Full disclosure of events leading to application for admission.
- Behaviour Log, Intervention Strategies and Outcomes must be provided.
- Assessment of Student's needs and Home School data or similar documentation.
- Agreement with Policies and Protocols of Wheels Vocational Life Skills Centre.



- Subject to the above being satisfactory and all applicable documents signed, an eight week probationary period will be effected. A phased introduction is sometimes necessary and Student/Parent/Carer and Home school will be informed of this at the final interview stage before admission takes place.
- Regular review meetings or contact with Parent/Carer and Home school may be necessary during the probationary period to ensure that the needs of the student are being met by admission to Wheels Vocational Life Skills Centre.
- Following a successful probationary period, the student will be offered a place at Wheels Vocational Life Skills Centre, subject to all other Policies and Agreements of the Centre with Parent/Carer /Home School representatives.

### **Waiting Lists**

If the Centre is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the Centre's published admissions criteria and the list will operate from the point of allocation of places.

Inclusion on a Centre's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available (below the published admission number or any number that the Centre agree they can admit subject to Staffing) will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

### **Day Students**

The above procedures will be followed for the admission of Day Students. It is usual for these students to be "Dual Registered" and on the agreed day(s) the student attends Wheels Vocational Life Skills Centre, the home Centre will be informed of attendance either electronically or by telephone contact.

Should a Day Student fail to engage with the ethos and Policies of the Centre, they risk losing their placement, subject to all normal protocols and procedures. Should it be the decision of the Senior Leadership Team to refuse to accept the student on site, the student, Parent/carer and home school will be informed via the usual channels. The student immediately becomes the home school's responsibility and will no longer be on Wheels Vocational and Life Skills Centre register. The student must attend their home school the following school day.

The Senior Leadership Team decision is final in all aspects relating to the admission of students.

This Policy is subject to all other documents and policies appertaining to Wheels Vocational Life Skills Centre.





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Britannia Works  
Talbots Lane Trading Estate  
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Email: [hello@wheelsvls.co.uk](mailto:hello@wheelsvls.co.uk)  
Website: [www.wheelsvls.co.uk](http://www.wheelsvls.co.uk)

## STUDENT USE of ICT and MOBILE DEVICES POLICY

The centre recognises that our students today, and in the future, need access to appropriate technologies to support their education. In order to get maximum benefit from the various technologies we would request that parents and students read and sign the ICT and Mobile Devices Policy. These rules will help to keep everyone safe and help us to be fair to others.

### Network Use

- I will only access the centres' network with my own login and password that I will keep confidential.
- I will not use the area of another user.
- I will not look at, delete or amend other people's files.
- I will not attempt to alter the settings on any networked computer.
- I will not interfere with any cables attached to a computer.
- I will not consume food and drink in a computer room.
- I will not use aerosols in a computer room.
- I will use the computers ONLY for work and projects as directed by Staff.
- I will use only those programmes and websites that I have been told to use by Staff.
- I will use flash drives and portable hard drives only with permission from Staff.
- I will only use websites appropriate to my education, as directed by Staff.
- I will access only those websites that are relevant to the piece of work that is being done.
- If I access, by accident, a website containing inappropriate material I will immediately report it to a member of Staff.
- I will send or open e mails during lesson time only when given permission to do so by Staff.
- The e mail messages that I send will be polite and responsible and not cause offence to the recipient.
- Any e mails that I receive that are unpleasant in any way will be reported immediately. My report will be confidential and will help to protect others.
- I will not give any personal details over the internet unless I have been given permission by my parent, carer or member of Staff.
- If I see anything on the computer that I am unhappy with, or I receive messages I do not like, I will tell a member of Staff immediately.
- I know that the centre will check my computer files and e mails and will monitor the Internet sites I visit.

- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.
- I understand computer (file) storage areas will be treated as centre property. Staff may look at files and communications to ensure that the system is being used responsibly.
- Whilst every attempt is made to ensure the safety of pupil work in folders kept on the server, students are ultimately responsible for making their own copies of work done.

### **Internet Use**

- I am aware of, and have signed, the centres' ICT and Mobile Devices Policy.
- I understand the importance of keeping password details safe and private.
- I understand that personal information or images should not be posted on the internet.
- I know how to use email appropriately and the dangers of opening unexpected emails from unknown people.
- I will immediately report to staff/parents any on-line bullying issues or offensive behaviour online from others.
- The Internet is provided for users to conduct genuine research and communicate with others. All sites visited are recorded. Access is a privilege, not a right and that access requires responsibility at all times.

### **Mobile Phones Policy**

**There may be exceptional circumstances when Students would be permitted to bring such devices on site and hand them into the Centres' Office for safe keeping where they would remain until being returned to the Student at the end of the day.**

**At times such as these, the following apply:**

- I understand that, no liability for damage or loss however caused, will be accepted by the centre.
- I will not be allowed to charge my device on the centre premises.
- I will use the device responsibly and sensibly in line with the centre policies and ONLY at times agreed by a member of the Senior Leadership Team.
- I will not use the device to disrupt other students' learning.
- I will ensure that the device camera is not used.
- I am aware that I may not take, store and or distribute images of other people without their consent.
- Digital filming and photographing are not allowed
- I will not allow other pupils to share, tamper with my device.
- I will not tamper with other people's devices.

- I will not personalise the device with unsuitable wallpapers, screensavers or sound files.
- I will not send, view, display or download any files, images or software that could be considered to be harmful, offensive or cause others upset.
- I will not violate any Copyright Law.
- I will manage and maintain personal areas and document folders to ensure they do not conflict with device performance.
- I will not attempt to access systems, servers or files on the centre network or attempt any other type of computer access that could be considered to be a form of 'Hacking'.
- I understand that any violation of the above may result in a temporary or permanent ban on internet and device use. I also understand that additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.

### **Wheels VLS Centre Commitment**

The centre guarantees include:

- The centre will ensure that all students understand the need for online safety and are e-literate.
- The centre will ensure that any on-line Learning Platform has content and resources relevant to the students' curriculum.
- The centre will ensure that all students have access to safe email and communication systems.

**Signed:** \_\_\_\_\_ **(On behalf of Wheels VLS Centre)**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **(Parent/Carer)**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **(Student)**

**Date:** \_\_\_\_\_





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Behaviour Agreement

- All young people working within Wheels Vocational and Life Skills Centre must accept the rules and regulations involved in Health and Safety. This should avoid any unnecessary accidents
Students are responsible for their own Health and Safety and that of others.
Boots and overalls are to be worn within the workshop at all times
No abusive language (which includes racial or homophobic)
Caps, hats and hoods should not be worn in the workshop or classroom
Possession of/consumption of alcohol is not permitted on site
Possession of/consumption of drugs or illicit substances is not permitted on site
No physical or verbal abuse of any kind to peers, staff or visitors to the centre
Young people are advised not to bring personal items into the centre. Any personal items should be handed into staff for safe keeping, although they will not be insured. (This includes jewellery, mobile phones, etc)
Students are responsible for keeping all workspaces as clean and tidy as possible, at all times and should all assist with the cleaning up of tools and equipment in the work area
Students will co-operate with staff and act in accordance with any reasonable request made by staff, relevant to the working day
Students, parents and carers are expected to reimburse the centre for any damage or breakages caused by students.

Incident reports will be completed for any student not complying with this agreement and will be discussed with the student, parent and carer at a Review Meeting
If any incident involves a Health and Safety issue, or is deemed to be of a serious nature, a meeting will be held between all relevant parties to discuss further. This breach of Agreement may also result in fixed term or permanent exclusion.

I agree to the above terms and conditions

Signature of Student

Signature of Parent/Carer

Date







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## Home/School Agreement

This document is to ensure that all parties, School, Parent/Carer and Student, understand and agree to abide by the Agreement hereby signed.

It outlines the general responsibilities of each party to help the centre fulfil its ethos and commitment to create and promote an inclusive culture of learning that enables Students to develop their potential and prepare them for the world of work and adult life.

### Wheels VLS Centre will:

- Ensure that our learning environment is stimulating and challenging.
- Celebrate your child's academic and personal achievements.
- Provide the scaffolding needed to enable your child to achieve their full potential.
- Care for your child's safety and well-being by observation and listening.
- Teach your child to develop a positive attitude to one another, regardless of gender, race, culture, belief, values, age and need.
- Encourage your child to become an active member within our community and help them to see that they can have an impact on the world around them.
- Regularly meet with you to communicate the progress of your child, celebrating their strengths and explaining how we can support them in their areas for development.

### The Parent/Carer will:

- Let the centre know of any concerns or worries that may be affecting my child's learning, behaviour or ability to do homework, as this can then be resolved quickly.
- Support the centre by encouraging my child to develop a positive attitude towards our diverse, multi-cultural community.
- Attend meetings with my child's teacher and other staff, aiming to be positive and productive, working towards moving my child on in their learning.
- Support and work with you to ensure that the behaviour management policies of the centre are maintained, particularly with my child.
- Reimburse the centre for any damage, graffiti, loss of equipment, etc., caused by my child.

**The Student will:**

- Respect other students' culture, race, feelings, beliefs and values.
- Accept responsibility for the things that I do.
- Ask for help if I need it and try my best in all that I do.
- Take good care of the building, equipment and centre grounds.
- Behave in a safe way.
- Tell a member of staff if I am worried or unhappy.

**Rules that MUST be followed:**

- No hats, hoods or caps should worn in centre.
- Mobile Phones Policy.
- No smoking illegal substances before or during the working day.
- Man-bags not to be worn in workshop.
- Appropriate clothing must be worn for the work environment.
- All electronic smoking devices, including vapes, must be handed in.
- Parents/Carers are EXPECTED to attend Review Meetings.
- Three suspensions from the centre may trigger a termination of placement

All parties below agree to this document and its contents and will abide by the same

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**On behalf of Wheels VLS Centre**

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**Parent/Carer (Signature and Please Print Name)**

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**Student (Signature and Please Print Name)**

**Date of Agreement:** \_\_\_\_\_